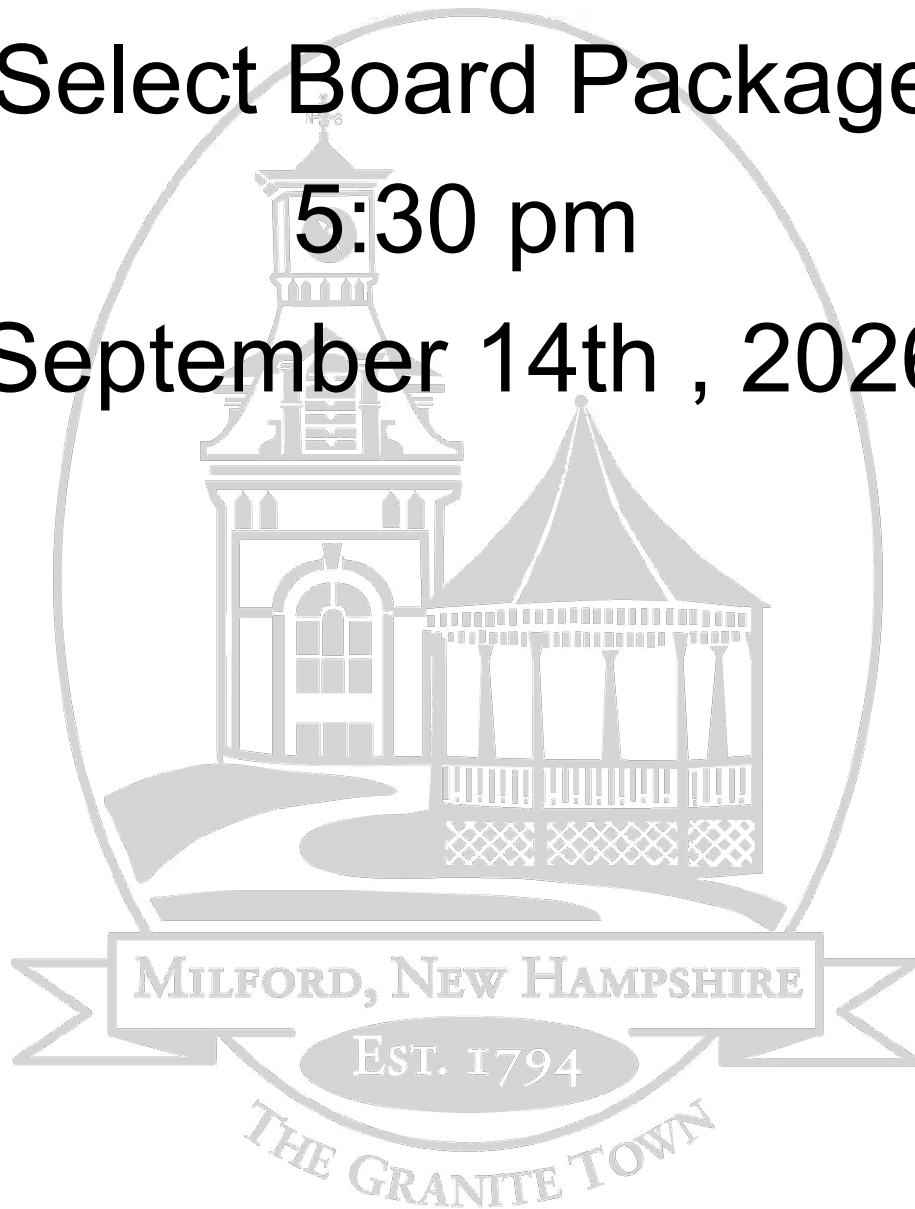


Select Board Package
5:30 pm
September 14th , 2026



STAFF REPORT

To: BOS and Lori Radke, Town Administrator
From: Capt. Craig Frye and DPW, Director Leo Lessard
Date: 09/14/2026
Re: Ordinance 6.24 Stopping, Standing and Parking



TOWN ADMINISTRATOR'S COMMENTS- RECOMMENDATIONS:

I concur with Captain Frye and Director Lessard's recommendation to revise Town Ordinance 6.24 to ensure that the town's parking lots are properly monitored and violations are enforced.

PURPOSE:

To amend:

1. Language in the current Town Ordinance 6.24, Stopping, Standing and Parking, which was amended and approved on October 13, 2025.
2. The current language of the Town of Milford Alert system explains where to find the alert system so that citizens can join and be informed of events that affect Milford.
3. Motor vehicles and/or trailers are not allowed to park on Town Property if they are not registered within the State of NH or with the State where the owner resides. Vehicles and/or trailers will not be allowed to park on Town Property, including Town parking lots.

BACKGROUND:

Currently, we have noticed that unregistered vehicles and trailers are being left in one of three Town parking areas: the municipal lot off Garden St., Putnam Lot off Putnam St., and the lot off South St. To address parking space limitations, we believe adding this restriction to the Town Ordinance and posting the changes will allow legally registered vehicles and trailers to use spaces within our three Town parking lots. The Town will remove or tow unregistered vehicles and trailers at the owner's expense.

The Town of Milford does not use Nixle or Everbridge for its public announcement system. We would like to update this Town Ordinance to reflect that we currently use NH Alerts.

COST AND FUNDING: Purchase signage.

RECOMMENDATION:

1. That the Board of Select support the language to revise the current alert system we use.
2. To support prohibiting unregistered vehicles and trailers from parking on Town property. To hold one final public hearing during the September 28, 2026 Select Board meeting to gather public comment on the updated language in Town Ordinance 6.24.

3. At the conclusion of the second public hearing, approve the recommended changes written in the Town Ordinance 6.24 and approve signage to be placed at the three Town parking lots: Putnam St. lot, Garden St. lot, and South St. lot.

RECOMMENDED MOTION:

1. I MOVE that the Select Board hold one final public hearing during the September 28, 2026 Select Board meeting to gather public comment on the updated language in Town Ordinance 6.24.

EXHIBITS:

Attached updated Town Ordinance 6.24

Chapter 6.24 Stopping, Standing and Parking

6.24.010 Stopping prohibited in specified areas

It is unlawful for the driver of a vehicle to stop, stand or park such vehicle in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal:

1. Within an intersection;
2. On a crosswalk;
3. Within twenty (20) feet from the intersections of curb lines, or, if none, then within fifteen (15) feet of the intersection of property lines at an intersection, except at alleys;
4. Within fifteen (15) feet of a fire hydrant;
5. Within fifteen (15) feet of the driveway entrance to any fire station;
6. In front of a private driveway;
7. On a sidewalk;
8. Alongside or opposite any street excavation or construction, or at any time when such stopping, standing or parking would obstruct traffic;
9. On the roadway side of any vehicle stopped or parked at the edge or curb of a street;
10. At any place where official traffic signs have been erected, prohibiting standing and parking.

Each such owner or operator of a vehicle who violates the provisions of this section, shall within seventy-two (72) hours of the time when such notice of violation was attached to such vehicle, pay at the Milford Police Station as a penalty for and in full satisfaction of such violation, a fine as further described in Milford Municipal Code Appendix B - fines. Failure to make said payment within seventy-two (72) hours shall subject the owner or operator to the issuance of a court summons to appear in the court having jurisdiction. (Ord. 6-23-01 § 4; Ord. 2)

6.24.020 Bus stops, taxicab stands and no parking areas

The Board of Selectmen shall establish, subject to the approval of the New Hampshire State Highway Commissioner, bus stops, taxicab stands and no parking areas on such public streets in such places and in such manner as it shall determine to be of the greatest benefit and convenience to the public, and every bus stop, taxicab stand or no parking area shall be marked and designated by an appropriate sign. (Ord. 2-1-54, Art. V § 2)

6.24.030 Prohibited parking

It is unlawful for the driver of any vehicle other than a bus to stand or park in an officially designated bus stop, or any vehicle other than a taxicab to stand or park in any officially designated taxicab stand or for any vehicle to stand or park in an officially designated no parking area, except that the driver of any passenger vehicle may temporarily stop in

any such stop or stand or no parking area for the purpose of and while actually engaged in the loading or unloading of passengers. (Ord. 2-1-54, Art. V § 3). *It shall be unlawful to park an unregistered vehicle or trailer on Town owned property. Vehicles or trailers may be towed from Town owned property at the owner's expense and/or fined by State statute.*

6.24.040 Buses, taxicabs prohibited from parking except in designated stands

It is unlawful for the driver of any bus or taxicab to stand or park upon any street or in any business district at any place other than a bus stop or taxicab stand respectively, except that this provision shall not prevent the driver of any such vehicle from temporarily stopping in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in loading or unloading passengers. (Ord. 2-1-54, Art. V § 4)

6.24.050 Blocking roadway

It is unlawful for any driver to stop, stand or park any vehicle upon a street, other than an alley, in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic, except that a driver may stop temporarily during the actual loading or unloading of passenger or when necessary, in obedience to traffic regulations or traffic signs or signals or a police officer. Police, however, may remove or require to be moved any vehicle which may constitute a road hazard. (Ord. 2-1-54, Art. V § 5)

6.24.060 All night parking prohibited

[Repealed]

(Ord. 2012-009 12-11-5; Ord. 2-1-54, Art.V § 6)

Reinstated October 13, 2025:

Parking of vehicles throughout the night on any street, highway or town parking lot is prohibited between the hours of 10:00 p.m. and 6:00 a.m. from November 15th to the following April 15th while the Winter Parking Ban has been activated by the Director of Milford Public Works or his designee indicating a snow or ice emergency. Whoever shall violate this code shall be guilty of a violation and/or subjected to having their vehicle removed (towed) at the owner's expense. *The public parking lots located on Garden Street and South Street at Clinton Street are specifically exempt from the Winter Parking Ban and overnight parking during the Winter Parking Ban will be allowed. No overnight parking will be allowed within the Putnam Street public parking lot during the Winter Parking Ban.*

6.24.070 Standing or parking close to curb and in designated stalls

Except when necessary, in obedience to traffic regulations or traffic signs or signals, the driver of a vehicle shall not stop, stand or park such vehicle in a roadway other than parallel with the edge of the roadway, headed in the direction of traffic and with the curbside wheels of the vehicle within twelve (12) inches of the edge of roadway, or in a parking district where stall parking has been established, in a manner whereby such vehicle will occupy not more than one stall, unless vehicle is of such length as to require an additional stall or stalls, except as provided in the following:

1. Upon those streets which have been marked or signed for angle parking, vehicles shall be parked at the angle to the curb indicated by such marks or signs, and in such manner whereby they will not occupy more than one stall in districts where stall parking has been established;
2. In places where, and at hours when stopping for the loading or unloading of merchandise or materials is permitted, vehicles used for the transportation of merchandise or materials may, when it is absolutely necessary, back into the curb to take on or discharge loads when the owner of such vehicle holds a specific permit granting him or her such special privileges at the location designated in such permit and provided further that such permit shall be either in the possession of the driver or on the vehicle at the time such is backed against the curb to take on or discharge a load, and it is unlawful for any owner or driver to violate any of the special terms or conditions of any such special permit;
3. The Chief of police is authorized to issue to any owner of a vehicle used to transport merchandise or materials, a special permit covering a specific store or business establishment and to state in such permit the terms and conditions of such permit, allowing the driver of such vehicle the privilege of loading and unloading while the vehicle is backed against the curb, if in the opinion of the chief of police such privilege is reasonably necessary in the conduct of the owner's business and will not seriously interfere with the traffic. (Ord. 2-1-54, Art. V § 7)

6.24.080 Parking vehicle for sale prohibited

It is unlawful for any person to park upon a street, any vehicle displayed for sale. (Ord. 2-1-54, Art. V § 8)

6.24.090 Using vehicle for primary purpose of displaying advertising prohibited

It is unlawful for any person to operate or to park on any street such vehicle for the primary purpose of displaying advertising except by permit from chief of police. (Ord. 2-1-54, Art. V § 9)

6.24.100 Stopping or parking in parking meter zones

No person shall stop, stand or park any vehicle on any highway, within the areas designated as parking meter zones by the special parking meter ordinance except within the specified and marked spaces for meter parking. (Ord. 2-1-54, Art. VII § 15)

6.24.110 Winter parking hours

1. When the Winter Parking Ban is in effect, it is unlawful for any vehicle to be parked upon any town-owned/maintained public parking lot (i.e., on Putnam Street, Middle Street or at the Wadleigh Library), in the Town of Milford, between the hours of 10:00 p.m. and 6:00 a.m. from November 15th to following April 15th. Whoever shall violate this code shall be guilty of a violation and subject to a parking fine. In addition, any vehicle in violation of this code may be towed by the Town of Milford without notice, at the owner's expense.
2. Between November 15th and the following April 15th by 5:00 pm each day, weather conditions shall be evaluated by appropriate municipal personnel to determine if the Winter Parking Ban needs to be in effect. If it is determined to be

appropriate for the Winter Parking Ban to be in effect, the public shall be notified via information posted on the town website and via a phone/email-based information service, the **Town of Milford Alert** notification system and the amber light on the North/West Side of Town Hall will be flashing. **Please visit the Town of Milford website** for details on how to sign up to receive **Milford Alerts. Citizens can receive these alerts on their cell phones, email and/or** the Town of Milford website. Once it is determined that the Winter Parking Ban process has been completed, the notice will be removed from the website, notification will be sent via the phone/email-based information service, and the indication light on Town Hall will be shut off. Although weather conditions may be fair, the Winter Parking Ban may be in effect between the hours of 10:00 p.m. and 6:00 a.m. on consecutive nights to allow for clean-up of a prior storm.

3. The public parking lots located on Garden Street and South Street at Clinton Street are specifically exempt from the Winter Parking Ban and overnight parking during the Winter Parking Ban will be allowed. **No overnight parking will be allowed within the Putnam Street public parking lot during the Winter Parking Ban.** (Ord. 2012-009 12-11-5 (A & B); Ord. 07-10-06 (A); 04-02-05 (A); 01-26-04 § 1 Ord. Ord. 99-12-27 (B))

6.24.111 Restricted Parking Ordinance Exemption REPEALED OCTOBER 13 2025

6.24.115 Street sweeping parking hours

There shall be no parking between the hours of 1:00 a.m. to 5:00 a.m. on Thursdays and Fridays, from April 1st to November 1st, of each year in the area of Union Square specifically designated as follows: from the intersection of School Street and Nashua Street - west, to the site of Centennial Park; from the intersection of Union Street and Union Square - southwest, to the corner of Garden Street; from the intersection of South Street and High Street - north, to the stone bridge; from the stone bridge -southwest, to the intersection of Union Square and Union Street; from the intersection of Union Square and Bridge Street - east, to the intersection of Bridge Street and School Street; from the intersection of Union Square and Middle Street - east, to the intersection of Middle Street and School Street; from the intersection of Nashua Street and School Street - north, to the intersection of School Street and Bridge Street; from the intersection of Middle Street and Putnam Street - north, to the intersection of Putnam Street and Bridge Street; and all parking spaces around and abutting the oval, so-called. (Ord. 7-10-06; Ord. August 4, 1975)

6.24.120 Violation of parking hours— Penalty

[Repealed]

(Ord 2012-009 12-11-5; Ord. 1-26-04 § 2)

Reinstated October 13, 2025:

Whoever violates Section 6.24.110 is guilty of a violation and subject to a parking fine, in the amount of twenty-five (\$25.00), or to be determined by the court not to exceed five hundred dollars (\$500.00). In addition, any vehicle in violation may be towed by the town without notice to the owner at the owner's expense.

Fines:

Restricted zone- \$25.00

Winter parking ban- \$25.00

Winter public parking lot ban, Putnam St., Middle St., Wadleigh Library, - \$25.00

Street sweeping ordinance April 1 to November 1st Thursday- 1:00am to 5:00am, Rain date Friday- \$25.00

Parking in fire lane-\$50.00

Parking on sidewalk -\$50.00

Parking on crosswalk- \$25.00

Parking against the flow of traffic- \$25.00

Handicapped zone- \$150.00

All fees, forfeits and monies collected under this ordinance shall be administered by the Board of Selectmen. (Ord. 08-11-04)

Effective Date:

This Town Ordinance shall become effective upon adoption by the Milford Board of Select, publication of a notice of same on the Town of Milford Website and newspaper of general circulation in the community, and recording of an attested Copy of the same with the Town Clerk.

Given under our hands and seal this day of August , 2026

Milford Board of Select:

Chairman: Gary Daniels

Vice Chair: Tina Philbrick

Member: Paul Dargie

Member: Chris Labonte

Member: Vanessa Sheehan

ORDINANCE IN FORCE

This Ordinance shall be in full force and effect from and after its passage, approval, recording, and publications as provided by law.

Passed and adopted by the Board of Select on behalf of the Town of Milford, New Hampshire:

Introduced : the day of , 2026

First Reading: the day of , 2026

Second Reading: the day of , 2026

Approved this day of , 2026

Signed: _____

Chair: Gary Daniels

Vice-Chair: Tina Philbrick

Member: Paul Dargie

Member: Chris Labonte

Member: Vanessa Sheehan

2.5.40 Public Hearing for Acceptance of Gifts of Property Over 5k

To: Milford Select Board
From: Kent Chappell, Chappell Properties, LLC
Date: August 18, 2026
Subject: Donation of Electronic Scoreboard for Keyes Field

I am pleased to inform the Select Board that a group of local businesses has coordinated the donation of one electronic scoreboard for use at Keyes Field. The scoreboard has an estimated value of \$7,600 and is remotely controlled.

The businesses contributing to this donation are:

- Chappell Farms, Etc.
- Knowles Ground Maintenance, LLC
- Meridian Land Services, Inc.
- TC Reilly Electric

The scoreboard is intended to serve one of the ball fields at Keyes Field. The stated value reflects the cost of the scoreboard only and does not include the cost of providing electrical service for installation.

On behalf of the contributing businesses, I respectfully request that the Town accept this donation for the benefit of Milford's recreational facilities and community.

Thank you for your consideration.

Kent Chappell
Chappell Properties, LLC

To: Milford Select Board
From: Kent Chappell, Chappell Properties, LLC
Date: August 18, 2026
Subject: Donation of Electronic Scoreboard for Keyes Field

I am pleased to inform the Select Board that a group of local businesses has coordinated the donation of one electronic scoreboard for use at Keyes Field. The scoreboard has an estimated value of **\$7,600** and is remotely controlled.

The businesses contributing to this donation are:

- Chappell Tractor
- Ciardelli Fuel
- Freel Electric
- Lawns of Southern New Hampshire

The scoreboard is intended to serve one of the ball fields at Keyes Field. The stated value reflects the cost of the scoreboard only and does not include the cost of providing electrical service for installation.

On behalf of the contributing businesses, I respectfully request that the Town accept this donation for the benefit of Milford's recreational facilities and community.

Thank you for your consideration.

Kent Chappell
Chappell Properties, LLC

STAFF REPORT

To: Gary Daniels, Select Board Chair
From: W. Kyle Finnell, Community Development Director
Scott P. Tenney, Building Official/Floodplain Administrator
Date: September 14, 2026
Re: Building Department Permit Fees Review and Update



TOWN ADMINISTRATOR'S COMMENTS- RECOMMENDATIONS

I concur with the recommendation from the Building Official/Flood Plain Administrator and the Community Development Director to update the Building Department fee schedule to help cover departmental operating costs, thereby reducing the portion of Department operations supported through taxation.

BACKGROUND

Milford's Building Official, Scott Tenney, has completed a comprehensive review on behalf of the Department of Building Safety of the Town's current permit fee schedule, departmental operating costs, permit activity, and associated revenues. The review was undertaken to evaluate whether the existing fee structure continues to appropriately support the services provided by the Department and the extent to which those services are currently supported by the general tax base.

Based on that departmental review, staff have developed a proposed update to the Building Department fee schedule intended to better align permit revenues with the cost of providing permitting, plan review, inspections, code administration, and related services. A primary objective is to increase departmental cost recovery and decrease reliance on the general tax base, while maintaining reasonable and predictable permit fees.

COST AND FUNDING

Under the current fee structure, permit revenues recover approximately 58.5% of projected departmental operating costs. The proposed fee structure is projected to increase that recovery to approximately 88.9%, substantially reducing the portion of Department operations supported through taxation while continuing to recognize that certain public safety and regulatory functions appropriately remain supported by the community as a whole. The proposed fee structure is expected to reduce reliance on the local property tax base by approximately \$76,500 annually, based on 2025 data.

RECOMMENDATION

The proposal is intended to provide a more sustainable and balanced approach to funding Department operations, with a greater share of the cost of permit-related services supported through permit revenues rather than the general tax base.

The proposed schedule includes adjustments to residential and commercial building permit rates, the administrative fee, trade permit fees, and the reinspection fee, while simplifying portions of the existing fee structure. The recommended fee changes are as follows:

- Increasing Residential Building Permits from \$0.14/SF to **\$0.25/SF**
- Increasing Commercial Building Permit Fees from \$0.25/SF to **\$0.30/SF**
- Increasing Administration Fee per application from \$50 to **\$75**
- Simplifying all Trade (Mechanical, Electrical, and Plumbing) Fees to a flat fee of \$100
- Increasing the Reinspection Fee from \$50 to **\$150**

RECOMMENDED MOTION

I MOVE THAT THE SELECT BOARD schedule a public hearing pursuant to RSA 41:9-a to revise the Building Safety Permit Fees as recommended by the Building Official and Director of Community Development.

EXHIBITS

Exhibits attached to this memorandum include tables associated with the comprehensive review of existing and proposed permit fees as well as the presentation prepared for the Select Board for the September 14 meeting.

Exhibit 1 – Building Permit Fee Research

- Page 1 – Fee Comparison of Current and Proposed Fees
- Page 2 – Revenue and Recovery calculations
- Page 3 – Example Impacts to tax payers
- Page 4 – Municipality Comparisons

Exhibit 2 – Building Permit Fee Study Presentation

Category	Current Fee	Proposed Fee	Increase	Notes
Residential Building Permit	\$0.14/SF	\$0.25/SF	+78.6%	Plus admin fee
Commercial Building Permit	\$0.25/SF	\$0.30/SF	+20.0%	Plus admin fee
Administrative Fee	\$50	\$75	+50.0%	Estimated +\$10k-\$12.5k revenue annually
Electrical Permit	Avg. \$87.60	\$100	+14.2%	2025 average fee
Mechanical Permit	Avg. \$39.41	\$100	+153.7%	2025 average fee
Plumbing Permit	Avg. \$58.65	\$100	+70.5%	2025 average fee
Combined MEP Average	\$61.61	\$100	+62.3%	Weighted average
Reinspection Fee	\$50	\$150	+200.0%	Encourages inspection readiness
Current Revenue	\$147,458			Current Cost Recovery 58.5%
Proposed Revenue	\$224,000	+\$76,542	+30.4 percentage points	Proposed Cost Recovery 88.9%

Item	Amount	Cost Recovery Summary		
Current Revenue	\$147,458		Current	Proposed
Projected Revenue	\$224,000	Revenue	\$147,458	\$224,000
Revenue Increase	\$76,542	Department Cost	\$252,034	\$252,034
Revenue Increase %	51.9%	Cost Recovery	58.5%	88.9%
Current Cost Recovery	58.5%	Taxpayer Support	\$104,576	\$28,034
Projected Cost Recovery	88.9%			
FY2027 Department Cost	\$252,034			
Current Taxpayer Subsidy	\$104,576			
Proposed Taxpayer Subsidy	\$28,034			
Reduction in Taxpayer Support	\$76,542			
Equivalent Tax Rate Impact	\$0.0367 / \$1,000			

Example	Current	Proposed	Increase
2,500 SF Home Permit	\$400	\$700	\$300
\$500,000 Home Impact			0.060% of project cost
\$625,000 Home Impact			0.048% of project cost
\$750,000 Home Impact			0.040% of project cost

PERMIT COMPARISON WORKSHEET

Municipality	Population	Administrative Fee		Bldg. Permit Threshold	Cost/Sq. Ft.		Electrical Permit			Plumbing Permit		Notes
		Residential	Commercial	Square Feet	Residential	Commercial	Residential	Commercial	Add'n'l Services	Residential	Commercial	
Milford	16,131	\$50.00	\$50.00	200	\$0.14	\$0.25			\$25.00		\$50 + \$10/fixture	
Amherst	11,753	\$30.00	\$100.00	32	\$0.35	\$0.30	\$45.00	\$45.00		\$45.00	\$45.00	
Bedford	23,322	\$50.00	\$50.00	any structure size	\$0.18	\$0.23	\$50.00	*\$50.00		\$50.00	\$50.00	Up to 200A=\$50, 201A-1000A=\$125; Over 1000A=\$275
Claremont	12,949	\$30.00	\$50.00	200	\$0.15	\$0.15	\$30.00	\$50.00	\$30.00	\$30.00	\$50.00	
Durham	15,490	\$25.00	\$25.00				\$25.00	\$15.00	\$30-\$50	\$25.00	\$15.00	*\$25 for construction cost \$1-\$2000, \$15 per \$1000 of construction cost over \$2001
Exeter	16,049	\$50.00	\$100.00	120			\$50.00	\$50.00		\$50.00	\$50.00	\$5 per \$1000 construction value; \$10 per \$1000 construction value
Goffstown	18,577	\$50.00	\$75.00		\$0.20	\$0.25	\$40.00	\$50.00	\$40.00	\$40.00	\$50.00	
Hampton	16,214	\$75.00	\$100.00				\$35.00	\$35.00		\$35.00	\$35.00	\$5 for every \$1000 of value of construction
Hookset	14,871	\$50.00	\$50.00	any structure size	\$0.15	\$0.20	\$50.00	\$50.00		\$50.00	\$50.00	\$50 admin plus \$.15 per sq foot; \$50 admin plus \$.20 per sq foot
Hudson	25,394	\$30.00	\$30.00	400	\$0.40	\$0.40	\$75.00	\$200.00		\$75.00	\$200.00	
Laconia	16,871	\$100.00	\$300.00		\$0.15	\$0.20	\$75.00	\$100.00		Not listed	Not listed	
Lebanon	14,282	\$75.00	\$110.00									No electrical or plumbing fees provided.
Londonderry	25,826	\$25.00	\$25.00	400*			\$50.00	\$125.00		\$50.00	\$125.00	\$6/\$1000 per estimated cost of construction
Merrimack	26,632	\$25.00	\$100.00	160	\$0.20	\$0.23	\$50.00	\$50.00		\$50.00	\$50.00	
Pelham	14,222	\$25.00	\$150.00		\$0.25	\$0.35	\$75.00	\$150.00		\$75.00	\$150.00	
Windham	15,817	\$25.00	\$25.00	201	\$0.35	\$0.35	\$30.00	\$30.00		\$100.00	\$100.00	
*According to Building Inspector in Londonderry, NH Building Official Association has incorrect square footage requirement on website.												

Milford Department of Building Safety Fee Study

Prepared By:
Scott P. Tenney
Building Official / Floodplain Administrator

for the Milford Select Board
September 14, 2026

Purpose of the Study

- Modernize a fee schedule adopted in 2019
- Align fees with actual operating costs
- Reduce taxpayer burden while maintaining public safety services
- Create a sustainable funding model

What the Department Provides

The Department serves as both a public safety agency and a regulatory compliance office responsible for administering state, local, and federal requirements related to construction and development.

Public Safety & Construction Oversight

- Plan review and permit issuance
- Building, electrical and construction site inspections
- Certificates of Occupancy
- Floodplain administration

Regulatory Compliance

- State Building Code enforcement
- Local ordinance administration
- Compliance investigations
- Legal determinations and enforcement

Records & Administration

- Permit tracking and records retention
- Statutory State and federal reporting
- Public records requests
- Interdepartmental coordination

Customer Service

- Technical assistance
- Project consultation
- Contractor and homeowner guidance
- Development coordination

Why Review Fees Now?

- Operating costs have increased
- Training and certification requirements have expanded
- Technology, fuel, and vehicle costs have increased
- Current fees no longer reflect actual service costs

Budget Investments

- Additional training and professional development
- Updated code books and technical references
- Professional memberships and certifications
- Vehicle maintenance and fuel
- Communications and technology support

Department Cost Calculations

Component	Amount
Full-Time Personnel	\$103,341
Part-Time Personnel	\$93,827
Total Personnel Costs	\$197,168
Employee Benefits (22.4%)	\$44,166
Operating Expenses	\$10,700
Total FY2027 Department Cost	\$252,034

Personnel projections include anticipated FY2027 wage assumptions and the Town-wide 3% COLA.

Operating expenses include training, memberships, fuel/vehicle expenses, communications, code books, and other departmental support costs.

Total projected FY2027 operating cost: \$252,034.

Why the Recovery Target is 85%

Why Not 100% Cost Recovery?

Not all Department activities are directly attributable to permit applicants.

Examples include:

- Code enforcement investigations
- Public inquiries and technical assistance not permit related
- Floodplain administration
- Records retention and public records requests
- Interdepartmental coordination
- Community-wide public safety functions

These activities benefit the community as a whole and are appropriately supported, in part, by the local tax base.

Why 85%?

- ✓ Reduces total reliance on property taxes
- ✓ Places the majority of costs on users of permitting services
- ✓ Maintains a reasonable taxpayer contribution toward public safety functions
- ✓ Keeps permit fees reasonable and competitive
- ✓ Supports long-term departmental operations and training

Current vs Proposed Fee Schedule

- Residential: \$0.14/SF up to \$0.25/SF
- Commercial: \$0.25/SF up to \$0.30/SF
- Admin fee: \$50 up to \$75
- MEP permits simplified to \$100 flat fees
 - *2025 average mechanical, electrical and plumbing permit revenue: approximately \$62 per permit.
- Reinspection fee: \$50 up to \$150

Effect of the Administrative Fee Increase

Current Administrative Fee: \$50

Proposed Administrative Fee: \$75

Increase: +\$25

Assuming 400 building permits annually:

$400 \times \$25 = \$10,000$ additional revenue

Assuming 500 building permits annually:

$500 \times \$25 = \$12,500$ additional revenue

Administrative fees support permit intake, software, scheduling, records retention, permit issuance, and customer service.

Revenue Projection Methodology

Projected revenue is based on actual 2025 permit activity, current 2026 trends, and the proposed fee schedule.

Permit Category	Projected Revenue	Assumption
Residential Building	\$56,000	\$0.25/SF + \$75 admin
Commercial Building	\$41,000	\$0.30/SF + \$75 admin
Electrical	\$34,500	\$100 flat fee
Mechanical	\$39,000	\$100 flat fee
Plumbing	\$10,400	\$100 flat fee
Other Permits	\$43,100	Existing fee structure
Total Projected Revenue	\$224,000	Estimated FY2027 Revenue

Actual revenues may vary depending on construction activity and permit demand.

Impact on Construction Costs

Permit fees represent a very small portion of overall construction costs and are typically absorbed as part of the normal cost of construction.

Item	Current	Proposed
Building Permit Fee	\$350	\$625
Admin Fee	\$50	\$75
Total Permit Fee	\$400	\$700

Example:

2,500 SF Single-Family Home

Increased Permit Cost: \$300

\$300 increase on a:

\$500,000 CTB home = 0.060%

\$625,000 = 0.048%

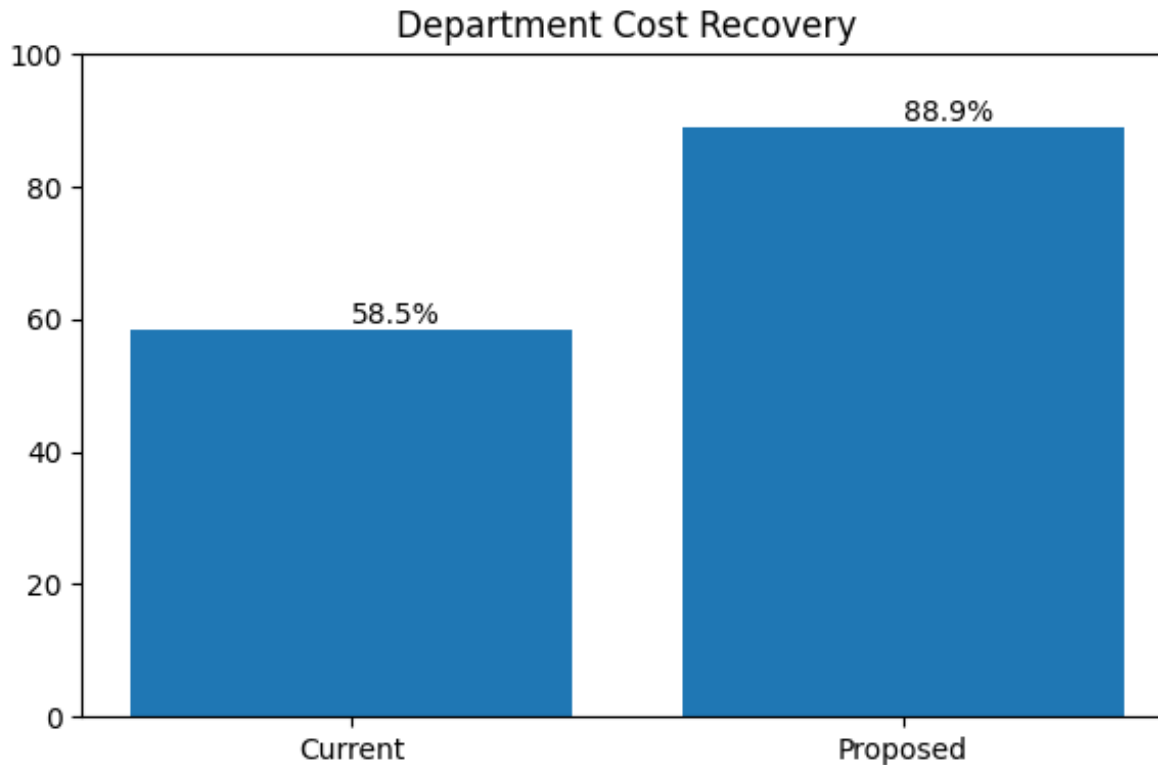
\$750,000 = 0.040%

The example shown represents a typical single-family home and demonstrates that the proposed fee increase remains a very small percentage of overall project cost.

Benefits to the Development Community

- Simpler fee schedule
- Predictable permit costs
- Flat-fee MEP permits
- Consistent administration and transparency
- Reduced need for complex fee calculations and permit revisions

Cost Recovery Improvement



Current Recovery: 58.5%

Proposed Recovery: 88.9%

Goal: Reduce reliance on the tax base while maintaining appropriate public support for Building Department operations, code administration and public safety functions³¹

Maintaining Long-Term Cost Recovery

The proposed fee schedule is projected to achieve approximately 89% cost recovery.

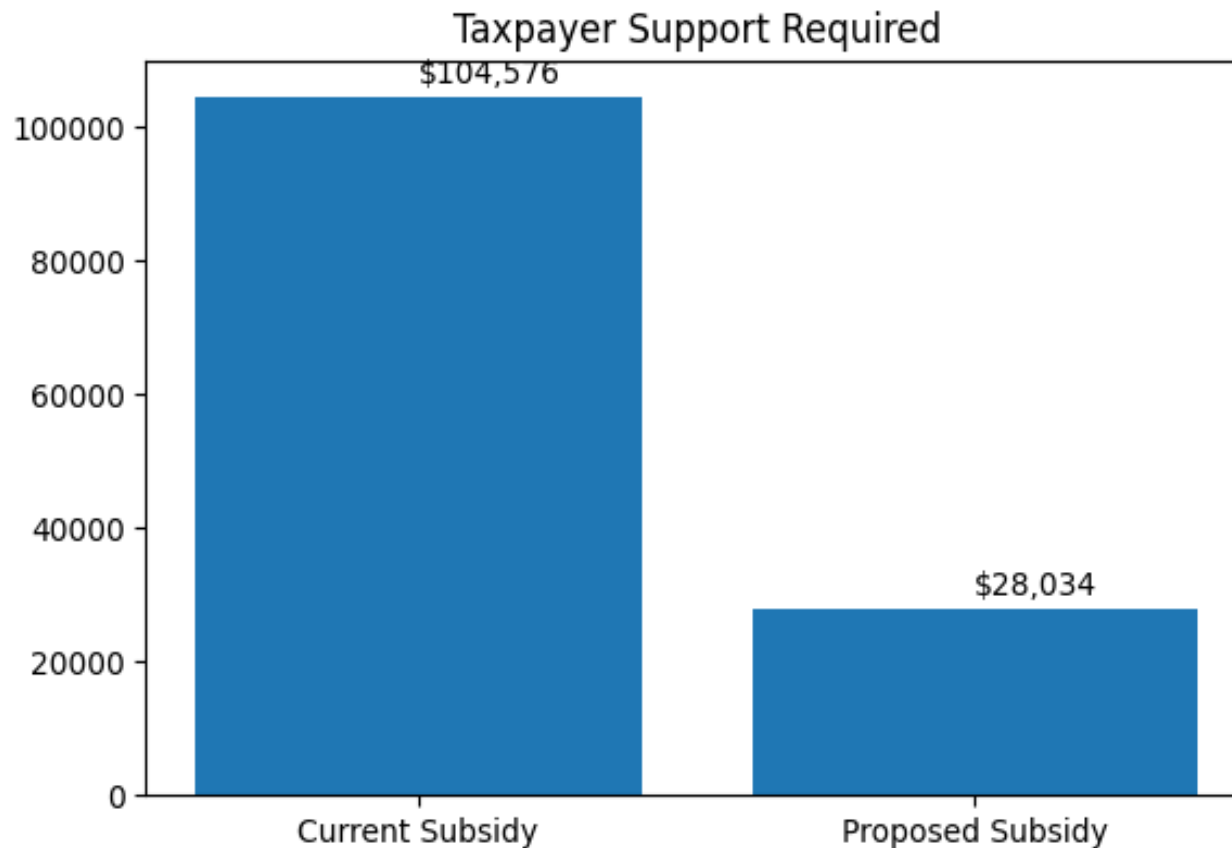
As operating costs increase through COLA adjustments, benefits, training, fuel, technology, and inflation, recovery naturally declines if fees remain unchanged.

Staff recommends annual monitoring and a formal fee study every 3–5 years to maintain a target recovery range of 80–90%.

Fiscal Year	Projected Department Cost	Revenue (No Fee Changes)	Cost Recovery
FY2027	\$252,034	\$224,000	88.9%
FY2028	\$259,595	\$224,000	86.3%
FY2029	\$267,383	\$224,000	83.8%
FY2030	\$275,404	\$224,000	81.3%
FY2031	\$283,666	\$224,000	79.0%

*Assumes 3% annual growth in operating costs and no future fee adjustments.

Impact on Taxpayers



Current Subsidy: \$104,576

Proposed Subsidy: \$28,034

More of the cost is borne by users of the service rather than the general taxpayer.

Estimated Impact on the Tax Base

Item	Amount
Current Department Subsidy	\$104,576
Proposed Department Subsidy	\$28,034
Reduction in Taxpayer Support	\$76,542

The proposed fee schedule reduces reliance on the local property tax base while maintaining a reasonable taxpayer support for public safety services.

Current Municipal Tax Rate:
\$6.06 per \$1,000

Equivalent Reduction in Municipal Tax Rate Pressure:
≈ \$0.0367 per \$1,000

Property Value (assessed)	Equivalent Annual Impact
\$300,000	\$11.01
\$400,000	\$14.68
\$500,000	\$18.35
\$750,000	\$27.53
\$1,000,000	\$36.70

The proposal shifts approximately \$76,500 of Building Department costs from the general tax base to permit applicants.

Illustrative only. Actual tax rates are established annually and depend on total appropriations, valuations and other budgetary factors.

**Applies only to the Town/Municipal tax rate. School, County, and State tax rates are unaffected.*

Summary & Proposed Action

- Adopt the revised Building Department fee schedule.
- Increase permit fee revenue to better reflect the cost of providing permitting, plan review, inspections, and code enforcement services.
- Improve departmental cost recovery from approximately 58.5% to 88.9%.
- Reduce reliance on the local property tax base by approximately \$76,500 annually.
- Maintain funding for plan review, inspections, code enforcement, customer service, training, and professional certifications.

STAFF REPORT

To: Gary Daniels, Select Board Chair
From: W. Kyle Finnell, Community Development Director
Date: September 14, 2026
Re: Donation of Little Free Library from Leo Wealth Group



TOWN ADMINISTRATOR'S COMMENTS- RECOMMENDATIONS

This is a wonderful donation, and I fully support accepting the Little Free Library and supporting the location where it was installed.

BACKGROUND

This past April, Todd Leo (a Milford resident, small-business owner, and EDAC member) reached out to Department Heads to explore donating a Little Free Library to the Town and to identify a location for the donation at Keyes Memorial Park. In May/June, DPW Director Leo Lessard and Recreation Director John Kohlmorgen met with Mr. Leo and his business partner to discuss the potential location at Keyes Memorial Park. The group determined that the ideal location would be next to the existing Town bulletin board along the pathway nearest the playground.

The Little Free Library was finally delivered and installed by the donor, Leo Wealth Group, at Keyes Memorial Park on Wednesday, September 2, 2026.

COST AND FUNDING

The total cost of the donation to the Town of Milford is \$669.85, which includes the library and post. The donor completed the installation at no additional cost. The donor is committed to maintaining the library by keeping it stocked with books for all ages and covering any future repairs as needed.

EXHIBITS

Image 1 – *Photo of the Leo Financial Group's Event at Keyes*



of the Leo Ribbon Cutting Memorial Park

STAFF REPORT

To: Lori Radke, Town Administrator
From: Jennifer M. Allocca, Finance Director/Assistant Town Administrator
Date: September 14, 2026
Re: Town Investment Policy & Delegation of Treasurer's Duties



TOWN ADMINISTRATOR'S COMMENTS- RECOMMENDATIONS

I concur with the recommendations from the Finance Director/Assistant Town Administrator and further emphasize the importance of reviewing Milford's Investment Policy on an annual basis. Review

BACKGROUND

The Town of Milford's Investment Policy is adopted by the Board of Selectmen under RSA 41:9, VII. The Investment Policy establishes the framework for the safe and prudent investment of public funds. The Investment Policy applies to all financial assets of the Town of Milford, which funds are accounted for in the Town's annual audited financial reports. Furthermore, the Investment Policy applies to all transactions involving the financial assets and related activity of all these funds. Excluded are funds managed by the Trustees of Trust Funds that have their own Investment Policy that is reviewed and approved annually by the Trustees of Trust Funds.

RSA 41:9, VII requires the Select Board to annually review and adopt an investment policy for the investment of public funds and advise the Treasurer of such policies. The Town's Investment Policy further provides that the policy shall be reviewed at least annually by April 30th, with changes made as warranted, followed by re-adoption by the governing body.

The Investment Policy has been reviewed by the Finance Director/Assistant Town Administrator. As part of the 2026 review, several statutory references and provisions have been identified for updating to reflect current New Hampshire law.

The primary statutory update is the replacement of references to **RSA 383:22–24**, which previously governed the New Hampshire Public Deposit Investment Pool, with **RSA 6:45**, the current statutory authority governing the Public Deposit Investment Pool. The existing Investment Policy references RSA 383:22–24 in Appendix F and in the qualified institution provisions, and also references the former statutory sections in connection with the Public Deposit Investment Pool.

The Investment Policy will therefore be updated to:

- Replace obsolete references to **RSA 383:22–24** with **RSA 6:45**;
- Remove the obsolete Appendix F containing the former RSA 383:22–24 provisions;
- Update the statutory language in **Appendix B – RSA 41:29** to reflect current law;
- Update references concerning permissible deposits and the New Hampshire Public Deposit Investment Pool to conform to current RSA 41:29 and RSA 6:45;

- Review related statutory references, including RSA 41:6 concerning required bonding for persons delegated treasury functions; and
- Update the policy amendment history to reflect the 2026 review and amendments.

The Town's policy currently provides for the Treasurer to delegate deposit, investment, recordkeeping, and reconciliation functions to other Town officials or employees, provided the delegation is in writing, includes written procedures acceptable to the Select Board, and the designee is properly bonded. This delegation authority is provided under RSA 41:29, VI.

The annual Treasurer delegation to the Finance Director/Assistant Town Administrator is included as Appendix I and is currently effective through April 30, 2027.

While the policy provides for review by April 30th, the 2026 review and statutory updates are being brought before the Select Board at this time to formally document the review, make the necessary statutory updates, and reaffirm the Town's investment policy going forward.

COST AND FUNDING

There is no direct cost associated with the annual review, statutory updates, and re-adoption of the Investment Policy. The policy governs the investment of existing Town funds and does not require an appropriation or additional funding.

RECOMMENDATION

The Finance Director/Assistant Town Administrator recommends that the Select Board approve the proposed updates to the Town of Milford Investment Policy to reflect current New Hampshire law, particularly the updated statutory authority for the New Hampshire Public Deposit Investment Pool under RSA 6:45, and re-adopt the Investment Policy as amended.

The Finance Director/Assistant Town Administrator further recommends that the Select Board renew the delegation of deposit, investment, recordkeeping, and reconciliation functions pursuant to RSA 41:29, VI, to the Finance Director/Assistant Town Administrator, consistent with the Town's Investment Policy.

RECOMMENDED MOTION

I MOVE THAT THE SELECT BOARD approve the amendments to the Town of Milford Investment Policy to update statutory references and provisions to conform with current New Hampshire law, including replacing references to RSA 383:22–24 with RSA 6:45, and re-adopt the Town of Milford Investment Policy as amended; and further renew the delegation of deposit, investment, recordkeeping, and reconciliation functions pursuant to RSA 41:29, VI, to the Finance Director/Assistant Town Administrator, effective through April 30, 2027.

EXHIBITS

1. Proposed Town of Milford Investment Policy – 2026
2. Treasurer Delegation – RSA 41:29, VI
3. Relevant New Hampshire Revised Statutes



Town of Milford
Town Hall
1 Union Square
Milford, NH 03055

INVESTMENT POLICY

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I. PREFACE

This investment policy is adopted by the Board of Selectmen under RSA 41:9, VII, a copy of which is attached as APPENDIX A.

The investment policy establishes a framework for the safe and prudent investment of public funds.

It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability, and ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets of the Town of Milford, New Hampshire, which funds are accounted for in the Town's annual audited financial reports. Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all these funds. Excluded are funds managed by the Trustees of Trust Funds which are covered by the Trustees' Investment Policy.

III. OBJECTIVES

1. To preserve capital and protect investment principal.
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain the highest possible rate of return on investments, taking into account the legal constraints, cash flow needs, and risk levels consistent with the objective of capital preservation

IV. DELEGATION OF AUTHORITY

1. According to RSA 41:29, I, a copy of which is attached (see APPENDIX B), the Town Treasurer shall have custody of all money belonging to the Town, except as may otherwise be provided by law. The Town Treasurer, and any person to whom the Town Treasurer shall delegate investment authority, shall invest such money per this investment policy.
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.
3. The Town Treasurer may, per RSA 41:29, VI (See APPENDIX B), delegate deposit, investment, record keeping, and reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA

541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law. This assignment shall be provided in writing and renewed annually by April 30th. (See APPENDIX I)

V. PRUDENCE

The investment policy will be conducted by the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Board of Selectmen any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

Employees and officers shall subordinate their investment transactions to those of this jurisdiction, particularly about the timing of purchases and sales.

The provisions of this section are intended as a supplement to, not a substitute for, the Town of Milford's Ethics Policy and/or Employee Handbook.

VI. INTERNAL CONTROLS

1. Indemnification: By RSA 41:6 (Surety Bond Required), "Town Treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorize to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:
 - (a) The failure of officers covered to faithfully perform their duties or to account properly for all money or property received by their positions, or
 - (b) Fraudulent or dishonest acts committed by the covered officers."
2. A system of written internal controls, about investments, shall be established and maintained by the Board of Selectmen, or its designee, and shall be reviewed annually

by Town's independent auditors. (See APPENDIX D, APPENDIX E & APPENDIX G)

VII. INVESTMENT INSTRUMENTS

By RSA 41:29 (see APPENDIX B), the Town's funds shall be divided into two categories for purposes of investments:

1. Operating Funds which are immediately needed for Town expenditures ("short-term operating funds")
2. Excess funds that are not immediately needed for Town expenditures ("excess funds").

Funds that are not needed for Town expenditures within 30 days shall be deemed to be excess funds.

Short-term operating funds may be invested only in the following instruments:

1. Participation units in the New Hampshire Public Deposit Investment Pool established per RSA 6:45 (see APPENDIX F);
2. Deposits in banks that are federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state;
3. Deposits in banks that are federally insured and located outside of New Hampshire if such banks pledge and deliver collateral security for such deposits as provided in RSA 41:29, II.

Excess funds may be invested only in the following instruments:

1. Participation units in the New Hampshire Public Deposit Investment Pool established per RSA 6:45 (see APPENDIX F);
2. Deposits, including money market accounts and certificates of deposit, in banks that are federally insured, located in New Hampshire and chartered under the laws of New Hampshire or federal laws;
3. Obligations fully guaranteed as to principal and interest by the United States government;
4. Securities or other interest of open-end or closed-end investment companies of investment trust (i.e., mutual funds) that are registered under the Investment Company Act of 1940, provided that the portfolios of such mutual funds are limited to obligations fully guaranteed as to principal and interest by the United States government and repurchase obligations fully collateralized by such obligations.

The Finance Director/Assistant Town Administrator shall maintain a list of specific eligible investment instruments that meet the above criteria or short-term operating funds and excess funds. The list shall identify eligible investments individually (i.e., specific securities, specific banks in which deposits may be made, specific money market funds, specific mutual funds, etc.) This list together with a report showing the Town's actual

investments and the returns from such investments for the most recent period (net of all fees and expenses), shall be provided quarterly to the Board of Selectmen. The report shall also describe the Finance Director/Assistant Town Administrator's investment strategy for the most recent period and how the investment strategy comports with the investment objectives and other provisions of this investment policy.

Investment maturities for operating funds shall be scheduled to coincide with project cash flow needs, taking into account large routine expenditures (e.g., Payroll and accounts payable) as well as anticipated revenue inflows.

The Finance Director/Assistant Town Administrator, in investing Town funds, shall strive to obtain the highest possible investment return consistent with cash flow needs and the risk levels set by the Board of Selectmen in this investment policy.

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the Town invests any excess funds in investment instruments, with the exception of the Town's primary bank and the New Hampshire Public Deposit Investment Pool, a competitive bid process shall be conducted (see APPENDIX D).

Bids shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Town will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

Where the Town has undertaken the competitive bid process in the selection of (a) banking, investment, and/or cash management provider(s), the investment of Town funds in accordance with this policy will be a key consideration in assessing and awarding such a bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

IX. QUALIFIED INSTITUTIONS

The Town shall use institutions which meet the criteria as outlined in APPENDIX E.

X. SAFEKEEPING AND COLLATERALIZATION

Securities, except securities held as collateral, shall be purchased using the Delivery versus Payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership of collateralized securities shall be protected through third-party custodial safekeeping (See APPENDIX G).

Safekeeping procedures shall be reviewed annually by the Town's independent auditors.

XI. ACCOUNTING/REPORTING

Monthly cash balances, as evidenced through interfund accounting records, will be the basis for allocating investment earnings, which will be based on proportional balances in pooled account of contribution funds.

XII. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of investment program relative to stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIII. OTHER

This policy shall be reviewed at least annually by April 30th by the Board of Selectmen, with changes made as warranted, followed by re-adoption by the governing body.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Board of Selectman's office.

XIV. POLICY APPROVAL/AMENDMENTS

The Board of Selectmen approved the adoption of the Town of Milford Investment Policy at their meeting held August 21, 1991, and amended and adopted per the Schedule in Appendix G. (See APPENDIX H).

APPENDIX A.

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:9

41:9 Financial Duties. –

- I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.
- II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.
- III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.
- IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.
- V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.
- VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.
- VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.
- VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$3,500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007. 2026, 71:1, eff. July 17, 2026.

Link to RSA. <https://gc.nh.gov/rsa/html/III/41/41-9.htm>

APPENDIX B.

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Town Treasurer

Section 41:29

41:29 Duties of Elected and Appointed Town Treasurers. –

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only as follows:

- (a) Upon orders of the selectmen in a public meeting or by a noncontemporaneously signed manifest signed by a majority of the board; or,
- (b) In the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission; or
- (c) In the case of a heritage fund established pursuant to RSA 674:44-d upon the order of the heritage commission; or
- (d) In the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent; or
- (e) In the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission; or
- (f) In the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 6:45 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 6:45, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks authorized to accept deposits under RSA 6:8, I and I-a, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V. (a) The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.

(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(1) The funds are initially invested through a federally insured bank authorized to accept deposits under RSA 6:8, I and I-a, selected by the treasurer.

(2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$3,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$3,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

Source. 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2. 2003, 100:2. 2007, 35:6; 246:3, 4. 2008, 120:25; 174:5. 2009, 14:1. 2010, 7:3, eff. July 3, 2010. 2013, 97:3, eff. Aug. 19, 2013; 124:1, eff. Aug. 24, 2013. 2015, 272:43, eff. Oct. 1, 2015. 2021, 65:14-16, eff. Aug. 3, 2021. 2023, 36:2, eff. July 16, 2023. 2026, 71:2, eff. July 17, 2026.

APPENDIX C.

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Bonds

Section 41:6

41:6 Surety Bond Required. –

I. Town treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorized to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

(a) The failure of the officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions; or

(b) Fraudulent or dishonest acts committed by the covered officers.

II. A blanket bond may exclude the town treasurer if a separate fidelity bond for the faithful performance of his duties is furnished by the surety writing the blanket bond.

III. Premiums shall be paid by the town.

IV. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.

V. The commissioner of revenue administration shall adopt rules under RSA 541-A, concerning the amount and form of the surety bonds required under this section.

Source. 1931, 111:1. RL 59:42. 1945, 7:1. RSA 41:6. 1969, 135:1. 1973, 544:8. 1975, 68:1. 1979, 376:7. 1981, 323:8. 1983, 264:6. 1988, 198:9. 1994, 367:16. 2000, 9:1. 2007, 246:1, eff. Aug. 27, 2007.

APPENDIX D. BIDDING PROCEDURES

LEGAL BASIS

Investment of excess Town funds in legally permissible instruments is governed by RSA 41:29 (see APPENDIX A), and the Town of Milford's adopted Investment Policy.

GENERAL

By RSA 41:29 (see APPENDIX B), the Town Treasurer, or his/her designee with the approval of the Town Administrator or Board of Selectmen, is responsible for the investing of Town Funds.

If events do not permit the following of an orderly bidding procedure, the existing investment outstanding may be rolled over once, for a time frame not to exceed thirty (30) days.

PROCEDURE

The following procedures shall pertain to investments made directly by the Treasurer or his/her designee, but are not intended to pertain to investments made by banking, investment, or cash-management providers hired or employed by the Town to assist in the management and investment of Town funds:

- 1) Bids shall be obtained telephonically by the Treasurer or his/her designee, from at least three Qualified Institutions (see APPENDIX E).
- 2) Institutions will respond telephonically with bids by the date and time designated.
- 3) Awards of investments will be determined as follows:
 - a) The Treasurer or his/her designee will accept the bid(s) that provide the highest rate of return, within the maturity required, and within the parameters of the Town's Investment Policy, taking into consideration all associated charges, legal and cash flow considerations [and the Town's cash management repurchase agreement relationship].
 - b) A tie bid will be resolved by a coin toss, or drawing of lots in the event there are more than two tie bids.
 - c) A transfer of funds will be made to the winning bidder by the Town Treasurer or his/her designee no later than the next business day. If the transfer is made by wire or electronic funds transfer (EFT), the recipient shall be instructed to call back receipt of the funds to the Treasurer or his/her designee.
 - d) Interest paid shall be from the date of bid award funds are transferred to the date of maturity

- e) All bidders shall be notified by telephone following the award and should be instructed that, in the absence of notification, they call the Treasurer, or his/her designee.
- f) Records shall be kept by the Treasurer or his/her designee, for the duration of the accounting year, including information about bids offered, bids accepted, and the rationale for the decision regarding the investment and any special circumstances attending the bidding.
- g) Purchases of securities shall be acknowledged either by a written safekeeping receipt or Certificate of Deposit for each investment made with the same transmitted to the Town of Milford no later than the next business day as proof of purchase.
- h) The Treasurer, or his/her designee, is responsible for making necessary entries to Town accounts to reflect investments, balances, income earned and accrued.

APPENDIX E. QUALIFIED INSTITUTIONS CRITERIA

PROCEDURES/METHODS

- 1) A "Qualified Institution shall be identified by the following criteria.
- 2) No investment or deposit shall be made in any institution whose financial well- being is considered in jeopardy.
- 3) Qualifying Criteria:
 - a) Institutions must be qualified depositories in accordance with RSA 41:29 (see APPENDIX B) and RSA 6:45 (see APPENDIX F).
 - b) The creditworthiness of each banking institution being considered as part of this investment policy shall be analyzed through the use and assistance of Veribanc, Inc., a recognized bank evaluation service, Review of the Uniform Bank Performance Report (UBPR) or BaurFinancial. The New Hampshire Public Deposit Investment Pool shall be deemed creditworthy so long as the New Hampshire Bank Commissioner successfully operates the Pool for the purpose for which it was created.
 - c) Analysis of an institution's condition and economic viability shall take into consideration overall operations and
 - Key operating measures;
 - Compliance with federal capital requirements;
 - Loan management measures;
 - Liability measures; and
 - Any other measurements, standards, criteria and principles deemed pertinent.
 - d) The resulting evaluations and recommendations shall be considered and weighed by the Board of Selectmen, or its designee, in making a judgment as to whether an institution is "Qualified".
 - e) In the event an institution, which is serving as the Town's primary bank (as selected through the Town's Banking and Cash Management Service Request for Proposal), is deemed not qualified, the Town shall take whatever steps necessary to terminate relations with that institution, consistent with relevant RFP provisions, and to select a new primary bank.
 - f) Using Veribanc Inc.'s evaluation as a basis of qualification, institutions must at a minimum be rated "yellow, one star."
- 4) Depositories shall be selected through the Town's banking services procurement process, which shall include the policy herein established and a formal request for proposals issued every two or three years, or as the Board of Selectmen deems necessary.
- 5) Letters of Credit, Performance Bonds, or other instruments of guarantee shall not be considered acceptable unless the issuing institution is otherwise eligible as a qualified institution.
- 6) For brokers and dealers of government securities, only primary government securities dealers may be selected who report daily to the New York Federal Reserve Bank and who have verifiable records of successful and competent service in other public jurisdictions. Such firms must undergo scrutiny no less vigorous than that indicated above.

APPENDIX F.

CHAPTER 6 STATE TREASURER AND STATE ACCOUNTS

Public Deposit Investment Pool

Section 6:45

6:45 Public Deposit Investment Pool. –

I. The state treasurer shall, with the assistance of the advisory committee created under RSA 6:47, establish and operate a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.

II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the state treasurer and advisory committee. The state treasurer and advisory committee shall evaluate investment advisors by requesting proposals from advisors and reviewing such proposals based on criteria established by the state treasurer and advisory committee, subject to a competitive bidding process. Such contract shall be submitted to the governor and executive council for final approval.

[Paragraph II-a repealed by 2024, 368:9 effective December 30, 2030.]

II-a. The investment advisor selected by the state treasurer and advisory committee shall strive to place funds ordinarily held by the public deposit investment pool in bank deposits with state or federally chartered banks that are eligible to accept deposits of public funds under RSA 6:8, I and 6:8, I-a.

[Paragraph II-b repealed by 2024, 368:9 effective December 30, 2030.]

II-b. The investment advisor selected by the state treasurer and advisory committee shall achieve and maintain the highest attainable rating for stable value local government investment pools. The credit rating is an indication of the ability to preserve principal as determined by a nationally recognized statistical ratings organization.

III. The state treasurer shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The state treasurer shall also ensure that periodic statements of accounts and reports on

holdings are provided to pool participants relative to their proportionate share of the pool.

IV. The state treasurer shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

V. The state treasurer shall charge the public deposit investment pool any actual costs incurred by the department for the operation of the pool as well as any expenses of department personnel assisting in the operation of the pool. The private investment advisor retained under paragraph II shall be responsible for processing any invoice submitted for the actual costs incurred by the department and the expenses of department personnel under this paragraph.

Source. 2023, 36:1, eff. July 16, 2023. 2024, 368:6, 7, eff. Aug. 23, 2024. 2025, 137:1, eff. Aug. 24, 2025.

APPENDIX G.

SAFEKEEPING AND COLLATERAL

Certificates of Deposit and Deposit Accounts: Those amounts above Federal Deposit Insurance limits shall be collateralized.

Repurchase Agreements: Securities being purchased (underlying collateral) shall be limited to United States Treasury securities or United States government Agency securities. Insurance policies (underlying collateral) shall be limited to GAAP Category I Insurance policies which name the Town of Milford as the only insured party.

GENERAL

- 1) Safekeeping receipts shall list the specific instrument, rate, maturity, and other pertinent information, and shall indicate that securities are being held exclusively for the account of the Town of Milford, New Hampshire.
- 2) Repurchase agreements shall be subject to a master repurchase agreement between the institution and the Town.
- 3) Specific, identifiable securities must be used as collateral. Collateral shall be placed in third-party safekeeping and documented by a written receipt acknowledging that the securities are being held for the account of the Town of Milford, New Hampshire. The Trust Department or Safekeeping Division or like designation within a bank, is not to be considered a third party for safekeeping securities used as collateral on investment purchases transacted within the same bank.

APPENDIX H.

POLICY ADOPTION/AMENDMENTS

8/21/91 Original

7/26/93 1st Amendment

12/1/97 2nd Amendment

11/30/98 3rd Amendment

11/27/00 4th Amendment

03/23/09 5th Amendment

09/14/26 6th Amendment

Approved: Sep 14, 2026

APPENDIX I.

TREASURER DELEGATION

By RSA 41:29, VI, the Town Treasurer and Board of Selectmen as shown below delegate deposit, investment, recordkeeping, and reconciliation functions to the Finance Director/Assistant Town Administrator, as of the date of this document effective through April 30, 2027. Said designee shall follow the policies outlined in the Town's Investment Policy and New Hampshire Law RSA 41:29, I-VII. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.

Laura Duziak, Treasurer

Date

Board of Selectmen:

Gary Daniels, Chair

Date

Tina Philbrick, Vice-Chair

Date

Paul Dargie, Selectman

Date

Chris Labonte, Selectman

Date

Vanessa Sheehan, Selectwoman

Date

STAFF REPORT

To: Lori Radke, Town Administrator
From: Nicole Crawford, Town Engineer
Date: 9/14/2026
Re: MS4 Delegation of Authority



TOWN ADMINISTRATOR’S COMMENTS- RECOMMENDATIONS

I concur with the recommendation from the town engineer.

BACKGROUND

Per the EPA MS4 Permit, anyone other than the default signatory (i.e., the Town Administrator) must be delegated as an “Authorized Representative” to sign MS4 documents, including the Annual Report. This delegation can be assigned to a position and can remain in effect for the duration of the permit.

COST AND FUNDING

n/a

RECOMMENDATION

Allow the DPW Director and the Town Engineer to sign MS4 reports, as they are responsible for implementing the MS4 Permit.

RECOMMENDED MOTION

I MOVE THAT THE SELECT BOARD approve the designation of the individual holding the title of DPW Director or Town Engineer as an authorized person to sign all reports required by the MS4 permit, as described in the attached memo, and that the Town Administrator be authorized to sign the memo on behalf of the Select Board.

EXHIBITS

See the attached memo, drafted in accordance with the MS4 Permit.

TOWN OF MILFORD

TOWN ADMINISTRATION



9/2/2026

MEMO TO FILE

Re: Documentation for delegation of "Authorized Representative" for NPDES **2017 New Hampshire** Small Municipal Separate Storm Sewer System (MS4) General Permit

This document serves to affirm that the individual holding the title of **DPW Director** and/or **Town Engineer** has responsibility for the operation of the MS4 and is hereby designated as an authorized person for signing all reports including but not limited to the Stormwater Management Plan (SWMP), Stormwater Pollution Prevention Plans (SWPPPs), inspection reports, annual reports, monitoring reports, reports on training, and other information required by the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in New Hampshire for the Town of Milford. This authorization cannot be used for signing a NPDES permit application (e.g., Notice of Intent (NOI)) in accordance with 40 CFR 122.22).

By signing this authorization, I confirm that I meet the following requirements to make such a designation as set forth in Part B.11 of Appendix B of the Small MS4 General Permit:

For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

[SIGNATORY per Part B.11 of Appendix B]

Lori Radke
Town Administrator

Date



TOWN ADMINISTRATOR'S REPORT

TO: Select Board/Town Residents
FROM: Lori Radke, Town Administrator
DATE: September 14, 2026

ADMINISTRATION



Thank you to Jerry Guthrie and the entire Freedom Memorial committee. We could not be prouder!

A community event honoring everyone who lost their lives in the terrorist attacks on September 11, 2001, and dedicating the Freedom Memorial. We also honor the survivors, first responders, caregivers, families, and the Americans who fight for our freedom today.

The steel used in the Freedom Memorial is from the South Tower's ashes. The twisted metal on display represents Destruction, Caring, and Resurrection. The steel points toward the North Star, giving us direction in the darkness.

September 11, 2026.

AMBULANCE

Staffing:

Fully staffed. A waitlist has started.

Vehicles/Equipment:

Facility A/C under maintenance

2013B scheduled for routine maintenance and AC issues

2025 Ambulance A/C repaired under warranty

2020 Ambulance Power-Load repaired under warranty and back in service

Activities:

A recent increase in call volume, with over 200 calls for service in August

Other:

Medicare revalidation in progress

ASSESSING

Whitney Consulting Group, Milford's contracted assessor, will attend the September 28th meeting to update the Board on revaluation progress.

COMMUNITY DEVELOPMENT**Planning**

The PB met on 9/1 to discuss the Town's existing 79-E program and examples from other municipalities, and to provide an update on the status of the DOT Oval Improvements Project. The PB anticipates convening a joint meeting with the BOS once NH DOT provides comments on the Oval Improvements Project.

The next PB regular meeting is on 9/15 and will include one public hearing for a Site Plan Approval for MD's Trash at 0 Elm Street (M7L6) and a review of the Draft CIP Report. The PB tentatively expects to hold the public hearing for the 2027-2032 CIP on Tuesday, 10/6.

The October 6 work session will include a public mapping exercise to identify areas potentially suitable for 79-e zones (Housing Opportunity, Residential Revitalization, and/or Residential Conversion) and to discuss Zoning Ordinance language that may need to be amended in 2027. The Planning Board will invite the BOS, other Town boards, and the public to this special work session, to be held in the Town Hall Banquet Hall.

Economic Development – EDAC met on Wednesday, 9/9, to share updates on the subcommittees' activities. The Brox Industrial Land Subcommittee met on Tuesday, 8/18, and was joined by Commercial Realtor Mr. Jamison Paine of Keller Williams Commercial. The Subcommittee discussed the Brox Industrial Lands' potential and next steps with Mr. Paine, who offered to send a draft proposal for professional services, including brokerage and feasibility consultation. The BIL Subcommittee will next meet on Tuesday, 9/22, to discuss reestablishing a Tax Increment Finance (TIF) District in the area. Mr. Rick Sawyer, Bedford Town Manager, will be a guest presenter. The Subcommittee on Marketing/Branding met on 9/10 to discuss its first project, the creation of a Downtown Map for businesses and parking. The project will continue into the Spring of 2027, with a planned partnership with Milford High students in the CTE Graphic Design program.

Zoning – The ZBA hearing scheduled for 9/17 has been cancelled as both applications have been withdrawn by the applicant. The next ZBA meeting will be October 1 to hear a Variance Request for multi-family dwelling at 125 Nashua Street.

Building - The Building Department has completed a review and assessment of the existing Building Permit Fee Schedule and is prepared to bring recommended changes to the BoS at a future meeting. The Building Department issued a total of 74 permits in August, bringing the 2026 total to 494 permits. Total revenue generated through Building Permit Fees in August was \$8,326.18, with the 2026 total equaling \$74,545.91.

Since March 10th, the Building Department has received 9 applications for Accessory Dwelling Units (ADUs), with 7 being permitted and only two (2) completed with a Certificate of Occupancy (CO) issued.

2026 Permits Issued - YTD	January	February	March	April	May	June	July	August	Totals
1-or 2 Family Dwelling	6	13	8	19	17	17	19	16	115
Accessory Dwelling Units	1	0	0	0	3	0	2	2	8
Building Permit Renewals	0	1	0	0	0	0	0	3	4
Commercial/Multifamily Dwelling	3	3	3	3	3	2	5	3	25
Demolition Permits	0	0	0	2	0	0	2	1	5
Electrical Permits	15	33	16	23	24	16	25	27	179
Plumbing Permits	8	15	13	13	6	12	3	10	80
Roof Permits - Residential/Comm.	1	0	4	6	4	8	4	5	32
Signs	1	0	2	1	0	3	2	5	14
Solar Arrays	2	2	1	2	1	1	2	0	11
Special Event Permits	0	0	2	1	1	1	1	1	7
Swimming Pool Permits	0	0	0	1	0	0	2	0	3
Commercial Tenant Change Permits	2	0	1	0	1	2	0	1	7
Window/Door Replacement Permits	0	0	4	N/A	N/A	N/A	N/A	N/A	4
TOTALS	39	67	54	71	60	62	67	74	494

FINANCE

Audit - The 2024 audit is just about complete, and document collection for the 2025 audit will begin soon.

2027 Budget - Will be meeting with department heads in the next two weeks to discuss the budgets

ClearGov - Meeting with CIP Committee and Community Development Director to assist with the CIP process and reporting utilizing ClearGov

BS&A - Working with BS&A (new finance software) staff to provide files required to transition from Munis to BS&A. On schedule for go-live in early December.

UKG Ready - The transition from NovaTime to UKG for processing payroll was completed this week. There were some issues, but Kathy Townsend and Mack from UKG resolved them through joint efforts.

Account Payable- The Finance Department is starting to transition accounts payable vendors from checks to ACH. Discussions with the bank to set up proper fraud protections for ACH payments to vendors

Avitar - Belinda has been working with Kathy Doughty to reconcile the tax bills/receipts in Munis for the transition to Avitar. The IT Department will assist with uploading the database from Munis to Avitar tonight.

FIRE DEPARTMENT

Continue working with the Pumpkin Festival Committee on finalizing permits.

Attended the Freedom Memorial Ceremony on September 11, 2026.

3 new call members are in the background phase of hiring.

Fire Department September [Newsletter](#)

POLICE DEPARTMENT

-
- On August 21st, Sergeant Rothhaus, Sergeant Morrow, Officer Barritt, and Officer Oppenlaender responded to a rollover crash in Mont Vernon, where the driver was partially ejected. Our Officers, along with other emergency personnel, were instrumental in saving this person's life. Chief Flaherty mentioned this incident at the last BOS meeting.
 - On August 31st, Captain Pelletier and SRO Addonizio served lunch to incoming freshmen at Milford High School. This is an annual event we hold on the first day of school for the Freshman Class.
 - The department increased patrols during the morning and afternoon hours of the first week of school. Due to the number of people traveling during these times, we wanted to ensure a strong presence in the areas around the schools within the town.
 - Sergeant Campbell and Millie visited all the Milford District Schools during the first week. Millie is very well liked by the students and faculty throughout the school district.
 - Police Department personnel were involved in the Labor Day Parade on September 7th. Our officers were heavily involved in ensuring that the parade route was secured and closed to vehicular traffic. We also had three officers on bike patrol providing security for elected officials who walked in the parade.
 - The department is currently short one sworn officer position.
 - The department currently has two sworn officers who are deployed on Military Leave.

Police Department Summer [Newsletter](#)

PUBLIC WORKS/FACILITIES

Highway:

The highway is back on five- to eight-hour days; major pipe work for the season is completed
Highway staff is working on roadside mowing, brush and tree removal, swale work, other misc. items
DPW Highway is geared up for getting trucks ready for winter
Working on completing line painting

Cemetery/Parks:

Minor repairs at the parks, including trimming trees and wrapping up small projects, updating with granite curb and mulch beds ready for plantings at the tennis courts. Several burials at the cemeteries; trying to finish up projects at river side; starting to trim trees and shrubs.

Buildings :

The Town Hall tower clock is running; it desperately needs face updates and updates to the inner workings.

DPW [September](#) Newsletter

RECREATION DEPARTMENT

There is a new Program Starting next week: Pickup Basketball at the Boys and Girls Club, 6:00 pm - 8:30 pm, Tuesday Nights \$35pp 9/15-11/3

The Recreation Commission is working with Hampshire Hills on a new 21+ dance event. The event is scheduled for 2027.

Recreation Fall [Newsletter](#)

TOWN CLERK

ELECTION INFORMATION

New Hampshire General Election is Tuesday, November 3

See the Milford Town Clerk to register to vote and obtain an absentee voter application if needed.

You may check <https://app.sos.nh.gov/voterinformation> to check your status

MINUTES OF THE MILFORD SELECT BOARD MEETING

August 24th, 2026

DRAFT

PRESENT:

Select Board

Gary Daniels, Chairman (remotely)
Tina Philbrick, Vice Chair
Paul Dargie, Member
Chris Labonte, Member
Vanessa Sheehan, Member

Town Staff:

Lori Radke, Town Administrator
Samantha Pizzuti, Executive Assistant

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS, PUBLIC SPEAKING INSTRUCTIONS AND THE PLEDGE OF ALLEGIANCE.

Vice Chair Philbrick called the public meeting to order at 5:30 p.m. and introduced the members of the Select Board. She noted that she was presiding in the absence of Chairman Daniels. Vice Chair Philbrick then led the Pledge of Allegiance and reviewed the public participation guidelines.

2. APPOINTMENTS/ AGENDA – (Approximate times)

5:30 p.m. – Assessing Revaluation Update – (Michelle Jimeno, Assessing and Adrienne Summers, Whitney Consulting, Steve Hamilton, Whitney Consulting)

Vice Chair Philbrick welcomed Steve Hamilton from Whitney Consulting Group and Michelle Jimeno, from the Assessing Department, who provided an update on the Town's 2026 property revaluation.

Mr. Hamilton reported that field inspections and measurements, including recently sold properties, are substantially complete. Assessment notices are expected to be mailed on or about September 14, 2026. Following the mailing, Whitney Consulting Group will conduct informal hearings with property owners from September 23–25 and September 28–30. Depending on demand, hearings may be extended into early October, and additional staff will be available to assist with phone inquiries and scheduling.

Mr. Hamilton explained that property values have increased significantly since the last revaluation in 2021. He noted that the Town's equalization ratio declined from 95.3% in 2021 to 62.5% in 2025, reflecting the rise in market values during that period. He further stated that the median sale price of a single-family home increased from approximately \$406,200 in July 2021 to \$640,000 in July 2026.

Mr. Hamilton emphasized that taxpayers should not estimate future tax bills by applying the current tax rate to new assessed values. The tax rate will be recalculated by the New Hampshire Department of Revenue Administration after October 1st, 2026, based on updated assessments and municipal appropriations.

Board members asked questions regarding valuation trends among different property types, neighborhood variations, and whether recent technical delays could affect the tax rate-setting process. Mr. Hamilton stated that residential properties have generally experienced greater value increases than commercial and industrial properties, although a more detailed analysis will be provided once values are finalized. He also indicated that the current schedule is not expected to delay the tax rate-setting process, which begins after October 1st, 2026.

Mr. Hamilton advised that property valuation information and additional resources will be made available online at the same time assessment notices are mailed.

Vice Chair Philbrick requested a motion to enter non-public session pursuant to NH RSA 91-A:3, II (e) Legal. Selectman Labonte made the motion, which was seconded by

MINUTES OF THE MILFORD SELECT BOARD MEETING

August 24th, 2026

DRAFT

Selectwoman Sheehan. As Chairman Daniels was participating remotely, Vice Chair Philbrick noted that a roll call vote would be required.

A roll call vote was conducted as follows: Selectman Dargie—yes; Selectman Labonte—yes; Selectwoman Sheehan—yes; Chairman Daniels—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

The Board entered non-public session at 5:48 p.m.

The Board reconvened in public session at 6:45 p.m. following the non-public session. Vice Chair Philbrick reported that the Board had discussed one matter and made one decision during the session.

Selectman Dargie moved to seal the non-public session minutes for August 24, 2026 as public disclosure would render the proposed action ineffective. Selectwoman Sheehan seconded the motion.

A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

New House Bill 348-Residency Requirements – (Sue Gorman Welfare Director)

Director Sue Gorman participated remotely via Zoom to present updates to the Town of Milford Welfare Guidelines resulting from recent changes to New Hampshire law. Director Gorman reviewed a memorandum previously distributed to the Board and summarized the statutory amendments, including the two primary provisions of the legislation and their impact on local welfare administration.

Director Gorman explained that House Bill 348 clarifies and establishes residency requirements for individuals applying for municipal welfare assistance under RSA 165. Under the revised law, applicants must provide acceptable proof of residency, which may include a signed lease agreement, utility bill, motor vehicle registration, bank statement, or driver's license showing a Milford address. She also reviewed provisions addressing temporary emergency assistance situations and highlighted the sections of the updated guidelines that incorporate the statutory changes. In addition, Director Gorman noted that the New Hampshire Municipal Association (NHMA) will maintain a pool of individuals available to serve on intermunicipal welfare appeal panels when required under state law.

Chairman Daniels asked whether formal hearings or Board action were necessary to implement the revised guidelines. Director Gorman and TA Radke confirmed that a Select Board vote was sufficient to adopt the updated guidelines. Following discussion, **Chairman Daniels moved to approve the updated Welfare Guidelines as presented. Selectman Dargie seconded the motion.**

During public comment, Jay Duffy of Nashua Street commended Director Gorman for her work and ongoing assistance to the Town.

A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

MINUTES OF THE MILFORD SELECT BOARD MEETING

August 24th, 2026

DRAFT

Downtown Parking Recommendations from Economic Development Advisory Council (EDAC) – (Kyle Finnell, Community Development Director)

Community Development Director Kyle Finnell and Economic Development Advisory Council (EDAC) Chair Andrea Kokko presented recommendations aimed at improving public parking wayfinding in Milford's downtown oval area.

Director Finnell provided background on EDAC's parking subcommittee review of downtown parking signage, explaining that a subcommittee consisting of Andrea Kokko, Chip Pollard, and Todd Leo conducted a comprehensive inventory and driving tour of the downtown area. The review identified a wide variety of existing parking signs, many of which are outdated, inconsistent in appearance, difficult to locate, or no longer clearly legible. The EDAC parking subcommittee found that the current signage system lacks uniformity and does not effectively direct residents and visitors to available public parking areas.

As a result of its review, EDAC parking subcommittee developed several recommendations, including the installation of approximately 45 uniform parking signs throughout the downtown area, the continued removal of outdated or restrictive signage where appropriate, and the development of a clearer long-term public parking policy. Director Finnell noted that the Department of Public Works had already removed a former library patron-only parking sign and estimated that replacement signs and poles could cost approximately \$150 per location, depending on installation requirements and state highway standards.

Ms. Kokko emphasized that many residents and visitors are unaware of the municipal parking resources already available downtown. She noted that communities such as Nashua and Manchester utilize clear, consistent signage to direct motorists to parking areas and suggested Milford adopt a similar approach. The goal, she explained, is to improve awareness and utilization of existing public parking lots before considering more costly solutions such as a parking garage. The EDAC parking subcommittee is seeking the Board's support for the concept so that staff can work with DPW to determine final sign locations, costs, and implementation options.

Board members expressed general support for the initiative. Selectwoman Sheehan stated that improved parking wayfinding would benefit downtown businesses. Selectman Dargie supported the use of uniform signage and indicated he would be comfortable implementing the project over a two-year period if necessary. Selectman Labonte agreed that signage improvements have merit but encouraged the Town to review all downtown signage to reduce unnecessary "sign pollution" and remove obsolete signs where possible. Vice Chair Philbrick also supported the concept and suggested a phased implementation approach.

During public comment, Jay Duffy of Nashua Street praised EDAC's work and agreed that improving signage is a practical and cost-effective way to address parking concerns. He stated that existing parking resources should be fully utilized before considering construction of a parking garage and suggested funding could potentially be shared between the DPW budget and a future warrant article.

Following discussion, **Selectman Dargie moved to support the concept of upgrading and standardizing downtown parking signage, with implementation details, locations, and funding to be developed in coordination with the Department of Public Works. Selectwoman Sheehan seconded the motion.**

A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

MINUTES OF THE MILFORD SELECT BOARD MEETING

August 24th, 2026

DRAFT

Town Parking Ordinance, Section 6.24.030 Proposed Update – (Police Captain Craig Frye, Police Department)

Police Captain Frye and DPW Director Leo Lessard presented proposed revisions to Town Ordinance 6.24 to address enforcement issues involving unregistered and inoperable vehicles in municipal parking lots and to update outdated notification language within the ordinance.

Captain Frye explained that the Police Department has experienced ongoing problems with unregistered, abandoned, and inoperable vehicles being left in Town-owned parking areas, particularly the South Street/Clinton Street municipal lot and the lot adjacent to the Police Department. The proposed amendments would prohibit unregistered vehicles and trailers from being stored in public parking lots and provide clearer authority for enforcement actions. Frye noted that while state law addresses abandoned vehicles on public roadways, additional local signage and ordinance language would improve public awareness and support enforcement efforts within Town parking facilities.

Captain Frye also proposed updating references to emergency notification systems by removing outdated mentions of Nixle and Everbridge and replacing them with references to New Hampshire Alerts. In addition, he reviewed proposed parking restrictions for specific lots, including the Putnam Street parking lot, where parking is prohibited during snow bans to allow DPW access for snow removal operations and equipment staging.

Board members discussed the importance of clear signage to ensure residents and visitors understand parking restrictions and snow ban requirements. Selectman Labonte suggested replacing the term "municipal parking" with "public parking" throughout the ordinance and signage to make the locations more easily understood by the public. The Board also discussed the need to identify appropriate parking options for residents and visitors during snow emergencies.

EDAC Chair Andrea Kokko expressed support for the proposed changes and encouraged coordination between the Police Department, DPW, and EDAC to ensure consistency with the Town's broader downtown parking signage initiative. She also noted concerns regarding vehicles that remain parked for extended periods following snowstorms and agreed that clearer regulations and signage would improve management of public parking areas.

During public comment, Jay Duffy of Nashua Street voiced support for the proposal, noting that abandoned and unregistered vehicles create an eyesore, particularly in advance of major community events such as the Pumpkin Festival.

Following discussion, Captain Frye agreed to make several revisions to the proposed ordinance language based on Board feedback. **Selectman Dargie then moved to schedule the two required public hearings to consider amendments to Town Ordinance 6.24. Vice Chair Philbrick seconded the motion.**

A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

3. PUBLIC COMMENTS

Jay Duffy, Co-Chair of the Milford Labor Day Parade Committee, provided an update on preparations for the 81st Annual Milford Labor Day Parade, scheduled for Monday, September 7, 2026, at 1:00 p.m.

Mr. Duffy reported that preparations are progressing as planned, with the committee awaiting confirmation from Governor Ayotte regarding her participation. He recognized the continued

MINUTES OF THE MILFORD SELECT BOARD MEETING

August 24th, 2026

DRAFT

support of the VFW, particularly under its new leadership, and thanked the community and parade sponsors for their contributions.

Mr. Duffy noted that the committee is working within a tight budget due to increased costs and inflation but remains committed to holding the parade. He encouraged residents to attend and participate in the community celebration, which will also recognize the 250th anniversary of the United States.

Fire Chief Ken Flaherty recognized Milford emergency services personnel for their coordinated response to a serious motor vehicle accident in Mont Vernon over the weekend.

Chief Flaherty recognized Sergeant Ryan Rothhaus, Sergeant Will Morrow, Officer Matt Oppenlaender, and Officer Michael Barritt of the Milford Police Department; Lieutenant Craig Conant, Probationary Firefighter AMET Jack Rose, and Firefighter/EMT Mike Adams of the Fire Department; and Paramedic Rodney Dunn and AEMT Tim Pervere of Milford Ambulance.

Chief Flaherty commended the personnel for their professionalism and teamwork during the incident, including their efforts to coordinate a medical helicopter for the critically injured victim. He stated that their rapid and coordinated response likely contributed to saving the victim's life.

The Board recognized and thanked the Milford emergency services personnel for their outstanding response and service to the community.

4. DECISIONS

a. CONSENT CALENDAR

1. Unanticipated Funds Acceptance and Appropriation of Unanticipated Revenues under \$10,000 pursuant to NH RSA (31:95(b)):

Source	Amount	Purpose
Milford Lions Club	\$7000	Towards Renovation of Laurel-Abbott Schoolhouse
Granite Town Festivities Committee	\$1000	Donation to support the Labor Day Parade
Harley Sanford Post 4368 VFW of the United States Special Events Fund	\$1000	Donation to support the Labor Day Parade
VFW Auxiliary to Harley-Sanford Post 4368	\$250	Donation to support the Labor Day Parade

2. Permit request to allow the Milford Ambulance Association to host the annual Duck Race during the 2026 Milford Pumpkin Festival.
3. Permission for the Boys & Girls Club of Souhegan Valley to host the Pumpkin Festival 5K & Kids Fun Run on October 10th, 2026
4. Permission for the Granite Town Festivities Committee (GTFC) to act on behalf of the Town of Milford to hold the 37th annual Milford Pumpkin Festival scheduled for October 9th, 10th, and 11th, 2026

Selectman Labonte requested that Item 4 be removed from the Consent Calendar for further discussion.

Selectman Labonte moved to approve Items 1–3 of the Consent Calendar. Selectman Dargie seconded the motion. A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

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The Board reviewed the language stating that the Granite Town Festivities Committee (GTFC) would “act on behalf of the Town of Milford,” noting that the event is organized by the GTFC rather than by the Town.

The Board also discussed the application of the Town’s new facility rental rates. Town Administrator Radke clarified that the new rates will not take effect until January 2027 and therefore will not affect the current event. The Board also confirmed that Town departments providing services for the event, including Police, Fire, DPW, and Ambulance, will be billed for their respective services.

The Board then considered Item 4 separately. Following discussion and clarification of the language and fees, a roll call vote was taken. The motion to approve Item 4 passed unanimously, 5-0. **Selectman Labonte moved to approve item 4 of the Consent Calendar. Selectman Dargie seconded the motion. A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.**

b. OTHER DECISIONS

N/A

5. TOWN STATUS REPORT

TA Radke provided an update on upcoming community events, elections, property revaluation, and municipal operations.

Elections and Voting

The State Primary Election is scheduled for Tuesday, September 8, with polls open from 6:00 a.m. to 8:00 p.m. Registered voters may verify their party affiliation through the New Hampshire Voter Information Portal. Qualified voters may obtain absentee ballots by submitting an application with a photocopy of identification by mail, delivering the application in person to the Town Clerk, or having the application notarized.

Property Revaluation and Town Operations

Property revaluation notices are expected to be mailed on or about September 14. Residents are reminded that the new assessed values should not be multiplied by the current tax rate, as the tax rate will be recalculated following the revaluation. Additional frequently asked questions are available through the Town’s Assessing Department.

The historic Town Hall tower clock remains out of service. The Department of Public Works is coordinating with a specialist to inspect the clock and determine the necessary repairs.

Nominations for the 2026 Citizen of the Year are being accepted through September 18. Nominations may be submitted through the Milford Pumpkin Festival or at designated drop boxes in the Town Hall lobby.

Labor Day and Community Events

The final concert of the season features The Party Chasers performing R&B, soul, classic pop, and rock on Wednesday, August 19, at 7:00 pm in Emerson Park. ***Correction, the date of the last concert is August 26th, 2026 and the band is Studio Two***

Town offices will be closed on Monday, September 7, in observance of Labor Day.

The 81st Annual Milford Labor Day Parade will begin at 1:00 p.m. on September 7. The parade will travel from West Street, along Elm Street, and through the Milford Oval before concluding at

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~~the VFW Post. The parade will travel from West Street through the Milford Oval and along Elm Street before concluding at the VFW Post.~~

The Transfer Station will be closed on Tuesday, September 8, with extended hours on Wednesday, September 9, from 8:00 a.m. to 8:00 p.m.

The Freedom Memorial unveiling will take place on Friday, September 11, at 8:00 a.m. at Milford Memorial Park, located at Union and Elm Streets. The ceremony will feature a new sculpture incorporating steel from the World Trade Center site, student musical performances, and ceremonial honors. Light refreshments will follow at the First Congregational Church. Schools

The Milford School District will begin the 2026–2027 school year on Monday, August 31. Residents should expect increased traffic in and around the schools as the new school year begins.

6. DISCUSSIONS

7. SELECTMEN'S REPORTS/DISCUSSIONS

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

Vice Chair Philbrick noted she attended many meetings last week as some board members were on vacation.

b. OTHER ITEMS (that are not on the agenda)

8. PUBLIC COMMENTS

There were no public comments.

9. APPROVAL OF FINAL MINUTES

- a. Meeting Minutes from July 27th, 2026
- b. Special Meeting Minutes from August 5th, 2026
- c. Special Meeting Minutes from August 18th, 2026

Vice Chair Philbrick requested a motion to approve the meeting minutes as presented and asked whether they could be approved together. Chairman Daniels requested that the August 18, 2026 Special Meeting minutes be considered separately.

The July 27, 2026 meeting minutes and August 5, 2026 Special Meeting minutes were approved together. Selectman Dargie made the motion, which was seconded by Selectwoman Sheehan.

A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Chairman Daniels—yes; Selectwoman Sheehan—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

Vice Chair Philbrick requested a motion to approve the August 18, 2026 Special Meeting minutes as presented. Selectman Dargie made the motion, which was seconded by Selectwoman Sheehan.

A roll call vote was taken: Selectman Dargie—yes; Selectwoman Sheehan—yes; Vice Chair Philbrick—yes; Chairman Daniels—abstained; and Selectman Labonte—abstained. The motion passed 3-0-2.

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10. INFORMATION ITEMS REQUIRING NO DECISIONS

11. NOTICES

Future Board Meetings

Vice Chair Philbrick read the following notices:

The next Board of Selectmen's meeting will be a [5th Monday Forum held on Monday August 31st, 2026](#), beginning at 6:00 p.m. The meeting will take place in the Board of Selectmen's Meeting Room at 1 Union Square, Milford, NH. This will be a HYBRID meeting, information to access zoom will be posted on the Town's website on or before [August 28th, 2026](#).

Committees/Commissions/Boards Volunteer Openings

<u>Conservation Commission</u>	<u>MEAC</u>
Two Full Members	Two Full Members
One Alternate	Two Alternates
<u>EDAC</u>	<u>Heritage Commission</u>
Full Member, Representing Marketing	One Alternate
Two Full Members, Representing Large Business	
<u>Ethics Committee</u>	<u>Traffic Safety</u>
Three Full Members	One Full Member
Two Alternates	

12. NON-PUBLIC SESSION

This Public Body may go into one or more non-public session(s) under NH RSA 91-A:3, II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions and the approval of non-public minutes from:

- July 27th, 2026 – Sealed
- August 5th, 2026 – Sealed (a) Personnel (8:00 am session)
- August 5th, 2026 – Sealed (e) Legal (9:40 am session)
- August 18th, 2026 – Sealed

Vice Chair Philbrick requested a motion to enter non-public session pursuant to NH RSA 91-A:3, II(i), Emergency Functions, and to approve the non-public session minutes from July 27, 2026; August 5, 2026, 8:00 a.m. session (RSA 91-A:3, II(a), Personnel); August 5, 2026, 9:40 a.m. session (RSA 91-A:3, II(e), Legal); and August 18, 2026, all of which were sealed. Selectman Labonte made the motion, which was seconded by Selectwoman Sheehan. A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Selectwoman Sheehan—yes; Chairman Daniels—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

The non-public session was entered in at 7:54 p.m.

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The Board reconvened in public session at 8:45 p.m. following the non-public session. Vice Chair Philbrick reported that the Board discussed one matter and approved the non-public session minutes.

Selectman Dargie moved to seal the August 24th, 2026, non-public session minutes as disclosure would render the proposed action ineffective. Selectwoman Sheehan seconded the motion. A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Selectwoman Sheehan—yes; Chairman Daniels—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

13. ADJOURNMENT

~~Chairman Daniels~~ Vice Chair Philbrick called for the adjournment of the meeting. A motion to adjourn the public meeting was made by Selectman Labonte. Selectman Dargie seconded the motion. A roll call vote was taken as follows: Selectman Dargie—yes; Selectman Labonte—yes; Selectwoman Sheehan—yes; Chairman Daniels—yes; and Vice Chair Philbrick—yes. The motion passed unanimously, 5-0.

The public meeting was adjourned at 8:46 p.m.

Gary Daniels, Chairman

Tina Philbrick, Vice Chair

Paul Dargie, Selectman

Chris Labonte, Selectman

Vanessa Sheehan, Selectwoman

Minutes were recorded by: Samantha Pizzuti, Executive Assistant

These meeting minutes were developed using a hybrid process of human note-taking and AI tools. An initial draft was generated from live meeting notes, Zoom AI transcripts, and summaries, which Executive Assistant Samantha Pizzuti subsequently reviewed and edited. All names, motions, votes, and specific details were manually verified against official Town records prior to final approval.

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PRESENT:

Select Board

Gary Daniels, Chairman

Tina Philbrick, Vice Chair

Paul Dargie, Member

Chris Labonte, Member

Vanessa Sheehan, Member

Town Staff:

Lori Radke, Town Administrator

Samantha Pizzuti, Executive Assistant

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS, PUBLIC SPEAKING INSTRUCTIONS AND THE PLEDGE OF ALLEGIANCE.

Chairman Daniels opened the public meeting at 6:00 p.m. with introductions of the Board Members. Chairman Daniels led with the Pledge of Allegiance and reviewed the public speaking instructions.

2. DISCUSSIONS

Chairman Daniels moved up the agenda.

Granite Town Media Radio Station, 98.1 WGTM Update – (Chris Gentry, Community Media Director)

Chris Gentry, GTM Director, presented a request for the Select Board to approve the activation of the Town's 98.1 WGTM LPFM (low power frequency moderation) radio~~LPFM radio~~ station. Director Gentry provided a brief history of the station and its grant-funded construction permit, which was issued on February 2, 2024, providing a three-year period to complete construction and activate the station. He noted that the project experienced delays during 2025.

Director Gentry reported that the GTM Board had unanimously approved the purchase of the necessary broadcasting equipment, with the cost to be paid from the station's revolving fund. He explained that Select Board approval was required before the equipment could be installed on the Town's communications tower.

Director Gentry described the proposed antenna as a compact, single antenna that will be installed at a mid-level location on the communications tower. The installation will maintain the required five-foot separation from other equipment on the tower. He stated that he had coordinated with Police Captain Craig Frye and MACC Base Director Ray Anderson at the MACC Base to confirm that the installation would not interfere with existing tower equipment or communications systems.

Director Gentry further explained that the station's ongoing expenses, including performance rights and licensing fees such as ASCAP, BMI, and SESAC, as well as maintenance and upkeep costs, would be paid from the station's revolving fund.

The station will also have Emergency Alert System (EAS) cut-in capability. Director Gentry explained that this feature will allow emergency information to be broadcast through the station and provide the Town with an additional means of communicating emergency alerts and public safety information.

Director Gentry anticipated that, following approval, installation and activation of the station would occur within the next couple of months.

Selectwoman Philbrick moved to approve the activation of 98.1 WGTM LPFM and authorize the installation of the necessary equipment. Selectwoman Sheehan seconded the motion. The motion passed unanimously, 5-0.

3. Open Forum

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Chairman Daniels asked if there were any comments from the public. There were no comments.

Swing Bridge Project Update – (Kyle Finnell, Community Development Director, Nicole Crawford, Town Engineer and Bill Ashford, PE, Hoyle Tanner)

Director Kyle Fennell introduced Mr. Bill Ashford of Hoyle Tanner Associates, the engineering firm contracted by the New Hampshire Department of Transportation, to provide an update on the Swing Bridge rehabilitation project. Mr. Ashford joined the meeting remotely. The project is included in NHDOT's 10-year plan and is being funded through the Local Public Agency (LPA) program, which provides an 80/20 state/local funding match.

Mr. Ashford reviewed the history and condition of the approximately 200-foot pedestrian suspension bridge, originally constructed in 1889 and rehabilitated in the 1960s. An engineering study and bridge re-inspection were completed in June 2026, with no critical structural issues identified. He outlined the remaining project phases, including development of the purpose and needs statement, environmental and right-of-way reviews, preliminary design in the first half of 2027, final design in the second half of 2027, advertising in late 2027 or early 2028, and construction anticipated in 2028.

Mr. Ashford noted that the original 2015 construction estimate of approximately \$540,000 is likely outdated due to inflation and additional deterioration of the structure. In response to questions from Selectman Labonte regarding the adequacy of the approximately \$634,000 warrant article amount, Mr. Ashford indicated that the final project cost cannot yet be determined and that the existing estimate may be low.

Community Development Director Kyle Finnell explained that the Town's 2025 warrant article provided approximately \$125,000 for the local 20% match. The Department of Public Works and Nashua Regional Planning Commission had developed preliminary cost estimates, and an additional approximately \$97,000 CIP request was submitted for the 2027 Town Meeting to address the anticipated funding gap.

The Board discussed whether additional funding should be sought through a 2027 or 2028 warrant article. Members generally agreed that waiting until 2028 would better align with completion of the final design and provide a more reliable construction cost estimate, avoiding the need to ask voters for additional funding before the project scope and costs are sufficiently established. The Board reached consensus to defer consideration of an additional warrant article until 2028.

The Board also discussed public participation and notification requirements. Mr. Ashford explained that public involvement will continue through the preliminary design phase and is expected to conclude by the end of that phase. He stated that both the Board and the public would have opportunities for input and that appropriate public notice would be required. Selectman Labonte noted that the public had not been formally notified that the meeting included an opportunity for public comment. TA Radke and Director Finnell confirmed that future public hearings and public participation opportunities would be properly advertised.

Regarding right-of-way concerns, Mr. Ashford explained that the primary potential impact to abutting properties would involve construction access and lay-down areas. The LPA process includes notification and coordination with affected abutters. In response to a question regarding the bridge abutments, Mr. Ashford stated that only minor repairs are currently anticipated rather than complete replacement.

The project will continue through the engineering and design phases, with construction currently anticipated for 2028. No further Board action was required at this time.

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Oval Improvement Project Update – (Kyle Finnell, Community Development Director and Nicole Crawford, Town Engineer)

Director Kyle Finnell provided an update on the Oval Improvement Project (DOT Project #42470), which is nearing completion of the preliminary engineering phase. Director Finnell reviewed his memorandum with the Board and invited Town Engineer Nicole Crawford to assist with technical questions.

Director Finnell explained that the project currently consists of three components: improvements to traffic and pedestrian safety in the downtown Oval area, expanded parking at the Wadley Memorial Library, and a proposed parking lot at the corner of Clinton and South Streets. The current estimated costs are approximately \$2,305,000 for the downtown improvements, \$846,000 for the library parking lot, and \$343,000 for the Clinton/South Street parking lot, for a total estimated project cost of approximately \$3,494,000.

Director Finnell noted that the project has approximately \$2.54 million in available funding, leaving an estimated shortfall of approximately \$1.42 million. He stated that the Town is awaiting formal comments from the New Hampshire Department of Transportation (DOT), with a project team meeting scheduled for September 1. The DOT's feedback will help determine which project elements are required and which may be modified or eliminated to reduce costs.

Selectwoman Sheehan asked whether the Town could receive an itemized, "a la carte" breakdown of the project components and associated costs to assist the Board in identifying potential savings. Director Finnell stated that the Town plans to work with VHB to develop cost-saving options after receiving DOT's comments.

Chairman Daniels asked whether DOT could require certain elements of the project to remain. Director Finnell explained that DOT is expected to require certain core pedestrian and safety improvements as a condition of the project funding. Chairman Daniels requested that future cost information distinguish between elements required for safety and those that are primarily aesthetic.

Selectman Labonte discussed the overall funding shortfall and questioned which components could be reduced or deferred. He indicated that the Clinton/South Street parking lot would likely be the lowest priority and asked whether the funding allocated to that portion could be redirected to other project components. Director Finnell confirmed that the approximately \$343,000 associated with the parking lot could potentially be redirected within the project.

The Board discussed the South Street parking lot, the library parking lot, and the possibility of using future Capital Improvement Program (CIP) or warrant article funding to address the remaining costs. Director Finnell indicated that the South Street parking lot could potentially be addressed on a 2028 timeline. Vice Chair Philbrick expressed a preference for prioritizing the library parking lot.

The Board also discussed the timeline for the project and the potential expiration of the DOT funding. Vice Chair Philbrick and Andrea Kokko, EDAC Chair, asked when the Town would risk losing the available funding if the project were delayed or reduced. Director Finnell and Ms. Crawford indicated that the matter would be clarified with DOT at the upcoming project meeting.

Andrea Kokko, EDAC Chair, commented on the pedestrian safety components, noting that previous discussions indicated those improvements were important to maintaining the project and that the Town appeared to be close to satisfying the pedestrian safety requirements. She cautioned against unnecessarily reducing those elements. Selectman Labonte agreed with the concern and further discussed the importance of determining which improvements are required versus those that could be deferred.

The Board discussed holding a joint meeting with the Planning Board and VHB once DOT has provided its feedback. Selectman Labonte recommended that VHB engineers participate directly

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so the Board and other Town representatives could review the project options and associated costs together. Chairman Daniels suggested that members of the Economic Development Advisory Council (EDAC), particularly those representing businesses located around the Oval, also be included in the discussion.

Director Finnell noted that the project has been under development for many years, dating back to approximately 2009, and that the extended timeline has contributed significantly to increased construction costs.

Town Engineer Nicole Crawford advised the Board that her last full day with the Town would be Friday but that she intended to remain involved until a permanent replacement was identified.

Michael Thornton, North River Road, suggested the Select Board develop a formal policy for evaluating volunteers who have expressed interest in serving, with a recommended 3-month consideration window.

4. NOTICES

Chairman Daniels read the following notice.

Next Board Meeting

The next Board of Selectmen meeting will be held on [Monday September 14th, 2026](#), beginning at 5:30 p.m. The meeting will take place in the Board of Selectmen's Meeting Room at 1 Union Square, Milford, NH. This will be a HYBRID meeting, information to access zoom will be posted on the Town's website on or before [September 11th, 2026](#).

Selectman Labonte, Chairman Daniels and TA Radke also noted the following upcoming important dates prior to the September 14th, 2026 meeting.

- The State Primary Election is scheduled for [Tuesday, September 8th, 2026](#), with polls open from 6:00 a.m. to 8:00 p.m.
- The 81st Annual Milford Labor Day Parade will begin at 1:00 p.m. on [Monday September 7th, 2026](#).
- The Freedom Memorial unveiling will take place on [Friday, September 11th, 2026](#), at 8:00 a.m. at Milford Memorial Park, located at Union and Elm Streets.

5. ADJOURNMENT

Chairman Daniels called for the adjournment for the meeting. **A motion to adjourn the public meeting was made by Vice Chair Philbrick. Selectman Labonte seconded the motion. The motion passed with a vote 5-0 in favor.**

The public meeting was adjourned at 7:05 p.m.

Gary Daniels, Chairman

Tina Philbrick, Vice Chair

Paul Dargie, Selectman

Chris Labonte, Selectman

Vanessa Sheehan, Selectwoman

Minutes were recorded by: Samantha Pizzuti, Executive Assistant

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