



**Town of Milton  
Board of Selectmen Meeting  
September 14, 2020  
Milton Town Hall**



**Meeting Minutes**

**CONVENED MEETING AT 6:00PM**

- **Pledge of Allegiance** – Chairman Rawson led the room in the Pledge of Allegiance.

**NONPUBLIC SESSION: 6pm – Approximately 6:45pm**

RSA 91-A:3 II (c)

The Board entered non-public session at 6 p.m. with a motion by Chair Andrew Rawson to do so under RSA 91-A:3 II (c), which was seconded by Claudine Burnham. The roll call vote was: Andrew Rawson, yes; Matthew Morrill, yes; Claudine Burnham, yes.

The Board came out of non-public session at approximately 6:45 pm. The motion was made by Chairman Rawson, was seconded by Matthew Morrill. The roll call vote was: Andrew Rawson, yes; Matthew Morrill, yes; Claudine Burnham, yes.

**PUBLIC SESSION – Approximately 6:45pm**

➤ **Public Comment**

Larry Brown: A history lesson - back in 1938 the unemployment rate was still about 20 percent and it would not go down to a real number until about 1941. 1938 was still the middle of the depression and it happens to be the year that the Town of Milton took ownership of the town beach - a little comment about what to do in times of adversity; planning ahead for the future needs of the community.

➤ **NEW BUSINESS – Discussions and Possible Actions**

1. Presentation by Conservation Commission – Teneriffe Mountain Project and Casey Road Project
  - a. Virginia Long made a presentation regarding the Casey Road easement, which designates Moose Mountain Regional Greenways as the easement holder, based upon a Memorandum of Understanding signed by a previous Select Board in 2018. The easement is being applied in accordance with Warrant Article 14, which was approved in 2016 and reads, "To see if the Town will vote under the authority of RSA 80:80, V to retain for public uses certain property received by the Town by tax deed, said property being Map 41 Lot 69 and by the recorded Minor Subdivision Plan #33-39, dated 11/19/1987. The property consists of 73.4 acres and is located on the Class VI portion of Casey Road. In addition, to vote to place a conservation easement on the property, such easement to be held by a qualified conservation organization." (the vote was 638 Yes, 281 No). She went on to describe the property and the terms of the easement, which has been reviewed and approved by Town Attorney Steven Whitley (see attachment for additional detail).

A motion was made for MMRG and the Town of Milton to move forward with the conservation easement for the Casey Road Project. The motion was seconded by Matthew Morrill. The vote was unanimous (3-0-0).

- b. Cynthia Wyatt made a presentation about the Teneriffe Mountain Conservation Project. Representatives of the two land trusts, MMRG and SELT, informed the Conservation Commission about this project at a special meeting held on August 19, 2020. MMRG and SELT are seeking to conserve a total of 242 acres across the south side up to almost the summit of Teneriffe Mountain. The project area consists of 3 parcels: Tax Maps 26/8 (143.02 acres), 31/9 (93.89 acres), and 31/10 (5.15 acres).

The Conservation Commission unanimously supports a pledge of \$20,000 from the Milton Conservation Fund toward this project. Since the Town will not hold any property interest, there is no requirement of BOS approval of this expenditure. However, the MCC wants to keep the BOS updated regarding the project and asks you to support it since it will provide public benefit to the Town of Milton. The \$20,000 pledge will enhance the likelihood of future grant applications; the funds would be due at the closing of the project.<sup>1</sup>

She went on to say that the conservation commission must hold a public hearing, which has been posted and scheduled for 9/29. After that, the conservation commission must vote to expend the conservation funds.

Ms Wyatt stated that the Conservation Commission had reached consensus for a \$20,000 pledge, to be confirmed in a vote following the public hearing (handout attached).

## **2. Possible Interest in Purchase of Town-owned, Tax Deeded Property**

- a. Town Administrator Ernest Cartier Creveling reported to the Select Board that the Town has had two inquiries from individuals interested in purchasing 73 Sleeping Bear, a property with a manufactured home on it.

### **➤ OLD BUSINESS**

#### **○ Employee Wage Plan**

Mr. Cartier Creveling stated that he had attached the preliminary draft of the wage plan that the Board of Selectmen, the Budget Committee and Town staff wish to put before the voters in March. The plan encompasses all departments and positions and comprises a step plan that increases 2% per year for all positions. The hope is the legislative body will find this plan reasonable, so Town employees can know what to expect from year to year and so that any wage increases are included in any default budgets moving forward.

### **➤ OTHER BUSINESS THAT MAY COME BEFORE THE BOARD**

DPW Director Patrick Smith had provided three bids to have the School House re-roofed. The recommendation he put forward was to hire New England Roofing to repair the roof for the price of \$8,000.

**Chairman Andrew Rawson made a motion to award the roofing contract to New England roofing at a cost of \$8,000. The motion was seconded by Matthew Morrill. The vote was unanimous (3-0-0).**

### **➤ APPROVAL OF MINUTES**

#### **○ 09-02-2020**

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<sup>1</sup> Excerpt from Information Packet provided by Cynthia Wyatt to the Board of Selectmen, which is attached to these minutes.

- Public Minutes: Chairman Andrew Rawson made a motion to accept the minutes of 09-02-2020 as written, which was seconded by Matthew Morrill. The vote was unanimous (3-0-0).
- Non-Public Minutes: PUBLIC MINUTES: Chairman Andrew Rawson made a motion to accept the non-public minutes of 09-02-2020 as written, which was seconded by Matthew Morrill. The vote was unanimous (3-0-0).

➤ **PUBLIC COMMENTS PERTAINING TO TOPICS DISCUSSED**

**Larry Brown** - With the good distancing that the selectmen are using to be able to have contact by eye, just to see what people are doing, for that I am thankful. What I wanted to mention is a great psychologist by the name of Maslow, who came up with a concept called Satisficing, which is the basic things you expect to have in place before you're willing to consider anything else. We had a Volvo station wagon named Maslow for obvious reasons - it was basic. Where that fits with this: is we don't know where Milton is going as a community. We know that we have limited resources for industrial. We know that seacoast residential sales are booming. We know that people have expectations of what they want beyond a Maslow experience where they live. I just spoke to a person yesterday who is a bookkeeper that commutes from Kittery down to Amesbury, 50 miles a day and we are part of that distance commuting for just a paradise. When you think what we have and where we stand from the Seacoast to Boston and the west - that is a reason for moving ahead with the Sam Plummer road project.

**Kimberly Libby** – I'd like to share something that has been troubling quite a few people in town. As we're all aware our staffing, is an issue in the town office here and there was an announcement posted that the Town Clerk/Tax Collector's office will have a temporary change of hours on Monday and Tuesday, the 14th and the 15th. The office will close in the afternoon from noon to one and the statement that has been posted is it is highly unlikely Wednesday the 16th through Friday the 8th. I would just like to know if the Board has any comments on this and the fact that a lot of people are relatively upset about it, understandably. I'm sure there's some extenuating circumstances to make such a short notice announcement and I'd just like to know if you have a comment.

The Board wasn't really aware of it. It was pointed out that she is an elected official, who answers to the people.

Ms. Libby stated that with people having to stand in line, people are understandably upset. There was discussion of who hired the part-time help and who they work for, to which Andrew Rawson replied that the Board hires those folks, but the work for the Town Clerk/Tax Collector.

➤ **EXPENDITURE REPORT**

The Board discussed with the Town Administrator some of the corrections that had been made to the report.

➤ **TOWN ADMINISTRATOR**

1. Comments, Correspondence and Other Items: The Town Administrator reminded people that there is to be a joint meeting between the Select Board and the Budget Committee starting at 8 AM on Saturday.

➤ **SELECTMEN COMMENTS**

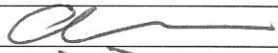

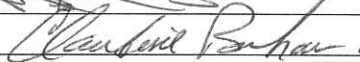
- **Correspondence – Milton Free Public Library Trustees:** Chairman Rawson read a letter from Anne Nute, Chair of the Library Trustees, thanking the library employees for, "their amazing efforts throughout the pandemic..." The letter described how the library services have transitioned to virtual. It stated that the Trustees have put in place a Pandemic Service Plan that outlines multiple tiers of service, each responsive to varied health and safety conditions (letter attached).

- **Thank you for Volunteers for Waumbeck Park Work** - Chairman Rawson thanked everybody who recently worked on cleaning up Waumbeck Park in Milton Mills.
- **Census** – Chairman Rawson stated that the census is very important. He pointed out that is done only every 10 years and that it's how we get our government funding. He further stated that Milton is only at 50 percent of the whole town doing the census. He described how a representative from the census went to his house to get him to fill it out and it honestly took five minutes of his time. He stated that we need the help here in town, so anybody that hasn't done it, please do it because it really helps the town. Select Board member Claudine Burnham suggested that something should be posted on the website. Library Director Betsy Baker stated that it is okay for people who live elsewhere and who have a vacation home here to fill out the census in both locations.

➤ **ADJOURNMENT**

**A motion to adjourn was made by Andrew Rawson, which was seconded by Matthew Morrill. The vote was unanimous (3-0-0).**

Respectfully Submitted by Ernest M. Cartier Creveling

BOARD MEMBER	PARTICIPATION			APPROVED ON <u>10/07/2020</u>				DATE
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN	Signatures	
Andrew Rawson	X			X				
Matthew Morrill	X			X				
Claudine Burnham	X			X			 10/7/20	

## **MCC Presentation about Casey Rd Project 9/14/2020**

presented by Virginia Long

Chair of the Casey Road Land Protection Committee, a subcommittee of the MCC

Thank you for opportunity!

### **Documents provided:**

- Information Sheet on Casey Road Project (history of the project, etc)
- Casey Road Conservation Land Property Survey
- Memorandum of Understanding between Town & Moose Mountains Regional Greenways (MMRG)
- Conservation Easement Deed
- Articles introducing concepts of land conservation from MMRG (?)

### **Summary:**

Town of Milton owns a 79-acre property of woodlands, forested wetlands and streams at the end of Casey Rd that town residents voted to conserve. The property consists of two abutting parcels acquired by tax deed, and Milton passed 2 separate warrant articles in 2016 and 2018 to retain each one for public benefit and to conserve it through a conservation easement held by a qualified entity (land trust).

### **Definitions:**

**To Conserve land** – to keep it from ever getting developed (the promise of forever!)

**Land Trust** – a non-profit (charity) whose mission is to watch over conservation land to make sure it doesn't get developed

**Conservation Easement** – a legal document, technically a deed, (goes w/ property deed) that names which entity/land trust will watch over the land and enforce the easement restrictions (called the easement holder) – in our case, MMRG

### **What are the easement restrictions?**

- never get developed! (no new permanent structures)
- other restrictions are up to the landowner to specify in advance or else to reserve the right to change as desired over time

### **Here's where Casey Road Land Protection Committee comes in-**

CRLPC (*the Committee*) discussed best uses and appropriate restrictions with last Select Board and worked with MMRG to come up with appropriate wording:

Many standard restrictions about farming or forestry or land alterations – no mining or removal allowed, need management plan before any timber harvest, agriculture only



consistent with preservation of natural resources, etc

**Committee concentrated on recreational uses:**

- **Easement guarantees public access** for low impact pedestrian recreation and education (hiking, snowshoeing, birdwatching, leading an outdoor class of nature study)
- **Easement forbids motorized vehicles** (except for emergencies or maintenance)
- **Easement allows Town to choose to restrict or allow other activities:** hunting, bicycling, fires, camping, snowmobiling

Lots of other legal language in easement

Town Legal Counsel (Steven Whitley of Drummond) has approved easement language so it is ready to sign.

**Signing the easement means the Town is designating MMRG as Easement Holder and is “donating” the development rights to MMRG, and then the development rights are then said to be “extinguished”.**

The Town already signed a legal **Memorandum of Understanding** with MMRG: outlined steps of the process and agreed to donate the easement. Your signatures are the *almost-final* step.

The MOU also states the **Town has right to review other documents before closing:** tax form, title insurance, and (not mentioned but also included) updated Baseline Documentation Report. All these documents must legally be completed within few weeks of final closing date. And Closing Date will be set only **after** YOU sign the Easement. NOTE: Closing occurs when MMRG's representatives also sign in presence of real estate attorney, who then takes the deed to be recorded at Strafford County Registry of Deeds.

Based on Town's good working relationship with MMRG, we have confidence they will forward these documents for review and work with the Town Legal Counsel or the Committee to resolve any issues. So it is safe to sign, as soon as you are comfortable with the language.

Feel free to contact me if you have any questions. I'm sure Attorney Whitley also welcomes questions.

Virginia Long  
[vclong@panishnet.com](mailto:vclong@panishnet.com)

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**MOOSE MOUNTAINS REGIONAL GREENWAYS**  
**and**  
**TOWN OF MILTON**

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This Memorandum of Understanding (hereinafter "MOU") is by and between Moose Mountains Regional Greenways, a non-profit organization located in Union, New Hampshire (hereinafter referred to as "MMRG") and the Town of Milton, Strafford County, New Hampshire (hereinafter the "Town"), (collectively known as the "Parties").

**RECITALS**

Whereas the Town of Milton voted in 2016 to approve Warrant Article 14 "To see if the Town will vote under the authority of RSA 80:80, V to retain for public uses certain property received by the Town by tax deed, said property being Map 41 Lot 69 and by the recorded Minor Subdivision Plan #33-39, dated 11/19/1987. The property consists of 73.4 acres and is located on the Class VI portion of Casey Road. In addition, to vote to place a conservation easement on the property, such easement to be held by a qualified conservation organization." Vote recorded was 638 YES, 281 NO. ("Casey Road Land Protection Parcel" or "Property A").

Whereas the Town of Milton voted on March 13, 2018 to approve Warrant Article 17, "To see if the Town will vote under the authority of RSA 80:80, V to retain for public use five former subdivision lots located on the Class VI portion of Winding Road, as conveyed to the Town by tax collector deeds, which property has since been voluntarily merged into one lot of approximately 5.5 acres, by action of the Town and the Planning Board." These lots were formerly identified in the town's records as Map 41, Lots 68.11, 68.12, 68.13, 68.14 and 68.15. This property is to be dedicated to conservation purposes with public access, and approval of this article shall also authorize the Town to convey a conservation easement on this property to a qualified non-profit conservation organization for stewardship." Vote recorded was 521 YES, 168 NO. ("Winding Road parcel" or "Property B").

Whereas the Town and the Conservation Commission's Casey Road Sub-Committee has identified MMRG as a qualified non-profit organization and requested that MMRG hold the conservation easement on the merged Casey Road Land Protection Parcel and the contiguous Winding Road parcel (Properties A and B, both properties herein collectively also referred to as the "Properties"), both undeveloped and forested tracts of land.

Whereas MMRG serves the public purpose by supporting forestry, open space, wildlife habitat, scenic lands, and public recreation, all consistent with the intentions of Warrant Article 14 of 2016 and Warrant Article 17 of 2018.

Whereas, the Town wishes to donate the conservation easement to MMRG, and MMRG wishes to accept the same and will take a lead to raise the funds through grant writing and local appeals for donations in order to cover stewardship and transaction costs associated with the conservation project.

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Whereas, MMRG estimates those costs to be approximately \$48,000, as reflected by the budget approved by the MMRG Board on 4/30/2018 (see attached).

Whereas, the Town, through its Conservation Commission, voted to fund \$20,000 from Milton's Conservation Fund to cover a portion of the transaction and stewardship funds.

WITNESSETH

*NOW THEREFORE, based on the promises contained herein, the Parties agree as follows:*

- 1. The Town shall complete the merger of the Casey Road Land Protection Parcel and the Winding Road parcel (the Properties) so that the Conservation Easement covers a single parcel.*
  - 2. The Conservation Easement purposes shall specify that the Properties be managed in a manner that protects open space for public access and low impact recreational activity, wildlife habitat, water resources.*
  - 3. The Conservation Easement shall allow that the land be managed for forestry in accordance with a MMRG approved forest management plan, that is no more than 10 years old at the time of forest management and the Town would notify MMRG prior to conducting forest management activities.*
  - 4. MMRG will take the lead to prepare grants and the Town may be identified as the grant recipient for grants such as the State Conservation Commission (SCC) Moose Plate. MMRG and the Town shall cooperate with application, receipt, and/or management of any grant funds awarded for the completion of the project.*
  - 5. MMRG will prepare and mail out the fundraising appeal letters and flyers, which the Town shall have the opportunity to review before distribution. The Town agrees to participate in fundraising events and/or encourage residents and land owners to support MMRG's fundraising efforts on behalf of the Casey Road Land Protection Project.*
  - 6. The Town shall fund up to \$20,000 towards transaction costs and stewardship funds, which funds shall be due at closing.*
  - 7. The Town shall have the opportunity to review the closing documents to its satisfaction, which may include but is not limited to deeds, title insurance documents, financing documents, and any document that could affect the Town's rights under this MOU.*
  - 8. The Town shall donate a Conservation Easement on the Properties to MMRG by signed and recorded Conservation Easement Deed upon successful completion of the fundraising and transactional tasks such as survey, opinion of title, etc. in accordance with a schedule that is consistent with grant specifications (typically 18 to 24 months from grant issuance).*
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9. *The Town may construct a small parking area and school bus turnaround on the Casey Road Land Protection parcel at the end of the currently paved portion of Casey Road, to make the land more accessible to the public and to school children, which size and location shall be agreed upon by the parties.*
10. *MMRG agrees to invite an appointed member of the Town to participate in its annual stewardship walk of the property.*

This MOU embodies the principle understandings of MMRG and the Town. Nothing in this MOU is intended to or will be construed to limit or affect in any way the legal responsibilities or authorities vested by applicable law or regulation of MMRG or the Town. MMRG and the Town shall in good faith endeavor to achieve the understandings and intentions as contemplated herein. This MOU shall be effective as of the date the last participant executes the MOU and remains in effect until both parties have fulfilled its obligations hereunder. While in effect, the MOU may be modified only by written agreement executed by all Parties.

**TOWN OF MILTON**

By: Date: 7-30-18

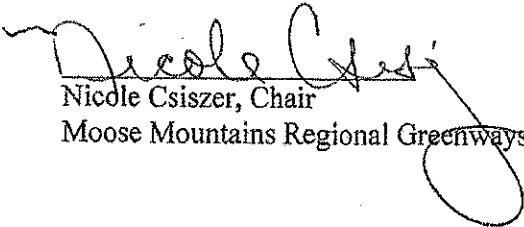
  
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Ryan Thibeault, Chair, Town of Milton Select Board

  
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Erin Hutchings, Vice Chair, Town of Milton Select Board

  
\_\_\_\_\_  
Andy Lucier, Milton Selectman

**MOOSE MOUNTAINS REGIONAL GREENWAYS**

By: Date: 7/23/18

  
Nicole Csiszer, Chair  
Moose Mountains Regional Greenways

## **Casey Road Land Protection Project- Conservation Easement**

**Information for BOS Meeting on 9/14/2020**

The Milton Conservation Commission (MCC) asks the Milton Board of Selectmen to sign the Conservation Easement Deed that conveys the development rights on the 79-acre Town-owned property Tax Map 41, Lot 69, known as Casey Road Conservation Land, to Moose Mountains Regional Greenways (MMRG) for the purpose of conserving the land forever for the benefit of the public.

The Town has already entered into a legal Memorandum of Understanding (MOU, see attached) with MMRG in which it agrees to donate the development rights in the form of a Conservation Easement. The requested action of the BOS is to finalize that donation.

**Project Summary:** The 79-acre parcel of town-owned land on Casey Road was acquired by tax deed in two separate parcels that were merged into one. The town residents voted (on two occasions) to conserve each parcel, with easement to be held by a qualified land trust (such as MMRG). The history of the project and the public benefits are detailed below.

The Casey Road Land Protection Committee, a sub-committee of the Milton Conservation Commission, worked with MMRG to come up with mutually agreeable easement language, which has been reviewed and approved by Milton's Attorney Steven Whitley. The terms of the Conservation Easement to which the Committee paid most attention, in consultation with the previous BOS, are those regarding recreational and educational opportunities, as follows.

### **IMPORTANT TERMS OF THE CONSERVATION EASEMENT**

#### **Purposes (Section 1):**

Conserving multiple natural resources

Public access for low impact recreation and education

#### **Guaranteed activities (the Town cannot post against these activities – see Use Limitations in Section 2):**

Pedestrian low impact recreation and education

#### **Forbidden activities (the Town may not permit these activities – see Use Limitations Section 2):**

Motorized vehicles (Except for emergencies, forestry or maintenance purposes or for people with disabilities. Motorized vehicles includes electric powered bikes but does not necessarily include snowmobiles.)

#### **Activities that are Neither Forbidden Nor Guaranteed (the BOS has discretion to either allow or to post against these activities – see Reserved Rights Section 3):**

Hunting, bicycling, camping, target shooting, fires, and some un-named activities such as snowmobiling, etc

## Public Benefit to Milton

The preservation of this property will provide public benefit to Milton citizens by safeguarding important water resources feeding the Milton Ponds and as a local and accessible outdoor destination for recreation and education.

- 1600' along Lyman Brook, the natural easterly boundary
- 15 acres of forested wetlands and seep
- Important wildlife habitat
- Trails for recreation and education
- Some highly erodible soils on land sloping into feeder streams of Lyman Brook

## History of the project

2014

- BOS joins a site walk with the MCC of the property and supports a conservation outcome
- The MCC hosts an informational meeting regarding the 73-acre town owned parcel off Casey Rd. Meeting was attended by 40 townspeople who filled out a survey revealing that the top priority was to conserve the land.

2016

- The MCC submits an article for the 2016 town warrant to retain the 73-acre parcel for public use and to place a conservation easement on the property to be held by a qualified land trust. The warrant article is endorsed by the BOS. **Vote revealed strong public support - 638 YES, 281 NO.**

2017

- The BOS appoints the Casey Road Land Protection Committee (CRLPC) , a subcommittee of the MCC, to help get the Conservation Easement accomplished.
- The CRLPC initiates the process of adding a 5.5-acre abutting Town-owned parcel (part of a defunct subdivision) to the 73-acre parcel to be conserved, the first steps of which involve revoking the subdivision and merging the 5 lots into a single parcel.

2018

- The CRLPC submits an article for the 2018 town warrant to retain the 5.5-acre parcel for public use and to place a conservation easement on the property to be held by qualified land trust. The warrant article is endorsed by the BOS. **Vote again revealed strong public support - 521 YES, 168 NO**
- The abutting 5.5-acre parcel is merged with the 73.5-acre parcel into a single 79-acre property to be called the Casey Road Conservation Land.

- The Town of Milton and MMRG sign a legal Memorandum of Understanding to begin the process of raising funds for transaction and stewardship costs to enable MMRG to conserve and steward the land forever through a conservation easement. (**see attached MOU**) The MOU includes an agreement by the Town to donate the Conservation Easement and a pledge of up to \$20,000 towards the cost of completing the easement. If the costs are less than the anticipated budget, the Town's portion will be reduced from \$20,000 accordingly.

2019

- The CRLPC submits an article to the town warrant to raise \$5,000 through taxation to help pay costs of the completing the easement. (Note: These additional funds were required because a grant application was denied.) The BOS endorses the article. **Vote again revealed strong public support - 576 YES, 431 NO**

2020

- The CRLPC works out details of the easement language with MMRG and The Town of Milton attorney approves final language for the BOS to sign.

Thank you for your support of this conservation project which will forever provide public benefit to the Town of Milton.

The Milton Conservation Commission





THIS IS A NON-CONTRACTUAL  
TRANSFER AND IS THEREFORE  
EXEMPT FROM THE NEW HAMPSHIRE  
REAL ESTATE TRANSFER TAX  
PURSUANT TO NEW HAMPSHIRE RSA  
78-B:2, IX.

THIS TRANSFER IS ALSO EXEMPT  
FROM THE LCHIP SURCHARGE  
PURSUANT TO RSA 478:17-G, II(A).

SPACE ABOVE THIS LINE FOR RECORDING INFORMATION

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### CONSERVATION EASEMENT DEED

**The Town of Milton, New Hampshire**, a municipal corporation, with a principal place of business at 424 White Mountain Highway, Town of Milton, Strafford County, New Hampshire 03851, (hereinafter the "Grantor," which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors and assigns),

for consideration paid, with WARRANTY covenants, grants in perpetuity to

**Moose Mountains Regional Greenways**, a corporation duly organized and existing under the laws of the State of New Hampshire, with a principal place of business at 180 Main Street, PO Box 191, Village of Union, Town of Wakefield, Carroll County, New Hampshire, 03887, having been determined by the Internal Revenue Service to be an income tax exempt, publicly supported corporation, contributions to which are deductible for federal income tax purposes pursuant to the United States Internal Revenue Code, (hereinafter the "Grantee," which shall, unless the context clearly indicates otherwise, include the Grantee's successors and assigns),

the Conservation Easement ("Easement") hereinafter described with respect to that certain parcel/area of land ("Property") with any and all buildings, structures, and improvements thereon/being unimproved land, consisting of approximately 79.11 acres, situated on Casey Road in the Town of Milton, Strafford County, New Hampshire, and shown on a plan entitled "Plat of Conservation Easement, Land of the Town of Milton, Tax Map 41 Lot 69," prepared by Stephen P. Perron, LLS, dated November 9, 2019 and revised November 22, 2019, to be recorded herewith at the Strafford County Registry of Deeds ("Plan"), more particularly bounded and described in Appendix "A" attached hereto and made a part hereof.

The Property's significant wetland, upland, aquatic habitats, surface water resources, forestland and other natural resources (collectively, the "Conservation Attributes") and present conditions of the Property are further described and set forth in a Baseline Documentation Report maintained by the Grantee and accepted by the Grantor.

1. PURPOSES

The Easement hereby granted is pursuant to NH RSA 477:45-47, exclusively for the following conservation Purposes (herein referred to as the "Purposes") for the public benefit:

- A. The conservation and protection of open spaces, particularly the conservation of the productive farm and/or forest land of which the Property consists and of the wildlife habitat thereon including wetland, upland, and aquatic habitat and the long-term protection of the Property's capacity to produce economically valuable forestry products; and
- B. The enlargement and enhancement of a block of abutting and nearby conservation land that includes, but is not limited to the following conservation properties: Nute 37.06 acres, Liberty Circle Open Space 11.24 acres, Lancey-Ward 3.1 acres, Lyman Brook 7.9 acres, Lyman Beaver Brook 20.1 acres, Jacobs 133 acres, Spring Brook 5.7 acres, Zaeder 37 acres, Frizelle 4.6 acres; and
- C. The scenic enjoyment of the general public; and
- D. The protection of the quality of ground water, aquatic habitat, and surface water resources on and under the Property which are all within the watershed of Great Brook and Lyman Brook, which flow into Spaulding Pond and the Salmon Falls River; and
- E. The protection of the natural habitat of state designated, threatened, endangered and species of greatest conservation need that occur and may occur in the future on the Property, the protection of any known exemplary natural communities that occur or may occur in the future on the Property, and the protection of rare wetland communities that occur or may occur in the future on the Property; and
- F. The protection of the Property for low-impact public access, recreation and education opportunities.

The above Purposes are consistent with the clearly delineated open space conservation goals and/or objectives as stated in the 1983 Milton Master Plan (revisions of 2004 & 2017) with specified natural resource goals including "preservation of scenery/views, the protection of open space, forests, and agricultural land, attracting new retail development and access to public spaces," and with New Hampshire RSA Chapter 79-A which states: "It is hereby declared to be in the public interest to encourage the preservation of open space, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural and wildlife resources";

All of these Purposes are consistent and in accordance with the U.S. Internal Revenue Code, Section 170(h).

The Easement hereby granted with respect to the Property is as follows:

2. USE LIMITATIONS: (Subject to the reserved rights specified in Section 3 below)

The Property shall be maintained in perpetuity as undeveloped open space subject to the following use limitations. The intent of the Grantor and Grantee is to permit the Grantor to undertake all other uses of the Property that are not detrimental to the Purposes of this Easement, as determined by the Grantee, and that are not expressly prohibited herein.

- A. **Public Access.** The Grantor shall not post or otherwise limit public access to and use of the Property for such pedestrian non-commercial outdoor recreational, and non-commercial outdoor educational purposes as will have minimal impact on the Property, such as but not limited to hiking, nature observation, cross-country skiing, and snowshoeing; and subject to the reserved rights in Section 3 below. Neither Grantee or Grantor shall have any duty to supervise said access or use.
- B. Industrial or commercial activities shall not be conducted on the Property except agriculture and forestry, as described below, and provided that on-site activities shall not degrade the productive capacity of the Property to yield forest and/or agricultural crops. Fundraising events held for the purpose of conservation or stewardship of this Property or other properties shall not be considered commercial activities, provided said events are not detrimental to the Purposes of this Easement.

**i. Description of Agriculture and Forestry**

- a. **Agriculture:** For the purposes hereof, "Agriculture" shall include animal husbandry, floriculture, and horticulture activities; the production of plant and animal products for domestic or commercial purposes; the growing, stocking, cutting, and sale of Christmas trees; and the processing and sale of products produced on the Property (such as pick-your-own fruits and vegetables and maple syrup) all as not detrimental to the Purposes of this Easement.
- b. **Forestry:** For the purposes hereof, "Forestry" shall include the growing, stocking, cutting, and sale of forest trees of any size capable of producing timber or other forest products, all as not detrimental to the Purposes of this Easement.
1. **Commercial Forestry:** For the purposes hereof, "Commercial Forestry" shall include all forestry and forest management activities performed for the sale of goods or services, or any uses or activities in furtherance thereof, including barter transactions.
  2. **Non-commercial Forestry:** For the purposes hereof, "Non-commercial Forestry" shall include non-commercial timber stand improvement activities, wildlife habitat improvement, and the small-scale cutting or harvesting of wood products, such as clearing trees to maintain the edge of a field, thinning the forest stand to maintain a view or for recreational purposes or cutting up to 10 cords/year of firewood for donation to qualifying Town residents. Non-commercial Forestry shall not include activities conducted for the contemporaneous production of sale proceeds or other consideration.
- ii. **Requirements for Agriculture:** Agriculture shall be performed in accordance with a coordinated management plan for the sites and soils of the Property. Agricultural management activities shall be in accordance with the then-current scientifically based practices recommended by UNH Cooperative Extension, U.S. Natural Resources Conservation Service, or other government or private, nonprofit natural resource conservation and management agencies then active. Such management activities shall not be detrimental to the Purposes of this Easement.
- iii. **Requirements for Forestry:** Any and all Commercial and Non-commercial Forestry shall be carried out in accordance with all applicable local, state, and federal laws and regulations, and in accordance with then-current, generally accepted best management practices for the sites, soils, and terrain of the Property and shall not be detrimental to the Purposes of the Easement. No Commercial or Non-Commercial Forestry shall occur within 50 feet of the ordinary high-

water mark of Great Brook or Lyman Brook. Exceptions to this limitation may be granted by mutual agreement in writing by the Grantor and Grantee. For references on best management practices see:

- “New Hampshire Best Management Practices for Erosion Control on Timber Harvesting Operations” (N.H. Division of Forests and Lands, 2016); and
- “Good Forestry in the Granite State: Recommended Voluntary Forest Management Practices for New Hampshire” (New Hampshire Forest Sustainability Standards Work Team, 2010), or similar successor publications.

iv. **Requirements for Commercial Forestry:** In addition to the requirements outlined in Section 2.B.iii above, Commercial Forestry shall be performed using silvicultural practices that enhance or maintain the value of timber while recognizing that the ecological, aesthetic, wildlife, or other non-timber values are important components of the forest. To the extent reasonably practicable, forestry shall meet the following goals:

- a. The goals are:
  - maintenance of soil productivity;
  - protection of water quality, wetlands, and riparian zones;
  - maintenance or improvement of the overall quality of forest products;
  - conservation of scenic quality;
  - protection of significant or fragile natural areas;
  - protection of significant historic and cultural features; and
  - conservation of native plant and animal species.
  - protection of recreation and educational opportunities
- b. Any and all Commercial Forestry shall be performed in accordance with a written Forest Management Plan consistent with this Easement, prepared by a licensed professional forester, or by other qualified person approved in advance and in writing by the Grantee.
- c. Said Forest Management Plan shall have been prepared not more than ten (10) years prior to the date any harvesting is expected to commence. Or, if more than ten (10) years old, the plan shall have been reviewed and updated as required by such a forester or other qualified person at least thirty (30) days prior to the date of harvest.
- d. Said Forest Management Plan shall include a statement of landowner objectives, and shall specifically address:
  - the accomplishment of those Purposes for which this Easement is granted,
  - the goals in Section 2.B.iv.a above
  - the protection of the water quality in Great Brook and Lyman Brook, as well as minimizing disturbance around all wetlands; and
- e. At least thirty (30) days prior to any commercial timber harvest, the Grantee shall have received from the Grantor a written certification, signed by a licensed professional forester, or by other qualified person approved in advance and in writing by the Grantee, that the Forest Management Plan, as defined in 2.B.iv.a-d, above, has been prepared in compliance with the terms of this Easement. Grantee may request the Grantor to submit the Plan itself to Grantee within ten (10) days of such request, but acknowledges that the plan’s purpose is to guide forest management activities in compliance with this Easement, and that the actual activities will determine compliance therewith.



- f. Timber harvesting with respect to any Commercial Forestry shall be conducted in accordance with said Plan and be supervised by a licensed professional forester, or by other qualified person approved in advance and in writing by the Grantee.
- C. The Property shall not be subdivided and none of the individual tracts which together comprise the Property shall be conveyed separately from one another, except that the lease of any portion of the Property for any use permitted by this Easement shall not violate this provision.
- D. The following provisions shall apply to structures or improvements on the Property:
  - i. No structure or improvement shall be constructed, placed, introduced, enlarged, relocated, used, maintained, repaired, replaced, rebuilt, or improved on, above, or below the Property, except for structures and improvements which:
    - a. Are commonly necessary in the accomplishment of agriculture, forestry, conservation, habitat management, or noncommercial outdoor recreational and educational uses on the Property, which may include but shall not be limited to: permeable roads, dams, utility lines, fences, bridges, culverts, barns, maple sugar houses, trails, boardwalks, nature viewing stations or blinds, or sheds; all as not detrimental to the Purposes of this Easement; and
    - b. Do not cause the total impervious surface coverage of the Property to exceed two percent (2%) of the Property's overall size, or 1.6 acres; for the purposes of this restriction, impervious surfaces are defined as material that does not allow water to percolate into the soil on the Property. Impervious surfaces include, but are not limited to buildings with or without flooring, paved areas, and any other surfaces that are covered by asphalt, concrete, or roofs. Notwithstanding the foregoing, impervious surfaces shall specifically exclude bridges; boardwalks; gravel trails and culverts; impervious surfaces not in place year-round such as row covers for agricultural crops, tents and awnings; or other improvements established on the Property by third parties exercising lawful rights obtained prior to the date of this Easement; and
    - c. Are not detrimental to the Purposes of this Easement.
  - ii. Prior to the Grantor's construction, placement, introduction, enlargement, or relocation of any structure or improvement with a footprint exceeding two hundred and fifty (250) square feet, the Grantor must obtain written approval of the same from the Grantee. The footprint of any roofed structure shall include the area within the dripline. For an enlargement of a structure, the square footage calculation under this provision shall only be the enlargement and shall not include the original structure.
    - a. At least forty-five (45) days prior to the commencement of any such construction, placement, introduction, enlargement, relocation, or on-site preparation therefor including but not limited to land clearing, the Grantor shall provide the Grantee with written notice with details of said structure or improvement including but not limited to scope, size, and location, and method and timing of said construction/installation. Within thirty (30) days after Grantee's receipt of such notice, the Grantee shall inform the Grantor in writing of its approval, approval with conditions, or disapproval of the proposed structure or improvement, such approval not to be unreasonably withheld. Any disapproval shall specify the reasons therefor.

- b. Any accessway to such a structure shall consist of pervious surfaces only.
  - iii. Notwithstanding the above provisions of this Section 2.D., there shall not be constructed, placed, introduced, enlarged, relocated, used, maintained, repaired, replaced, rebuilt, or improved on, under, or above the Property any of the following structures or improvements, including any portion thereof: dwelling, mobile home, cabin, any portion of a septic system, underground petroleum/gas storage tank, indoor riding arena, tower, tennis court, swimming pool, athletic field, golf course, or aircraft landing area.
- E. No removal, filling, or other disturbances of soil surface, nor changes in topography, surface or subsurface water systems, wetlands, or natural habitat shall be allowed unless such activities:
- i. are commonly necessary in the accomplishment of the agricultural, forestry, conservation, habitat management, or noncommercial outdoor recreational and educational uses of the Property; and
  - ii. do not harm state or federally recognized rare, threatened, or endangered species, or exemplary natural communities, such determination of harm to be based upon information from the New Hampshire Natural Heritage Bureau, the New Hampshire Fish and Game Department, or other agency then recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species and/or natural communities; and
  - iii. are not detrimental to the Purposes of this Easement.

Prior to commencement of any such activities, all necessary federal, state, local, and other governmental permits and approvals shall be secured.

- F. No outdoor advertising structures shall be displayed on the Property except as desirable or necessary in the accomplishment of the agriculture, forestry, conservation, habitat management or noncommercial outdoor recreational and educational uses of the Property, and provided such structures are not detrimental to the Purposes of this Easement. No sign on the Property shall exceed four (4) square feet in size, and no sign shall be artificially illuminated. A kiosk is not a sign for the purposes of this Section 2.F.
- G. There shall be no mining, quarrying, excavation, or removal (hereinafter "Extractive Activities") of surface or subsurface materials including but not limited to hydrocarbons, rocks, minerals, gravel, sand, topsoil, or other similar materials (hereinafter referred to as "Extractive Materials") on, under, or from the Property, unless the following conditions are met:
- i. Said Extractive Activities shall be undertaken in furtherance of improvements made pursuant to and consistent with the provisions of Sections 2.B., D., E., and/or F., above, and in accordance with relevant Best Management Practices; and
  - ii. Said Extractive Activities shall not significantly diminish the Property's productive capacity, including soil productivity, to yield forest and/or agricultural products, nor the Property's potential future uses for forestry or agriculture, or other permitted uses.
  - iii. The Grantor shall obtain written approval from the Grantee prior to conducting any Extractive Activities. At least thirty (30) days prior to the commencement of any Extractive Activities, the Grantor shall provide the Grantee with written notice of said activity including but not limited to scope, size, and location, method and timing of the activity. Within thirty (30) days

after Grantee's receipt of such notice, the Grantee shall inform the Grantor in writing of its approval, approval with conditions, or disapproval of the proposed Extractive Activity, such approval not to be unreasonably withheld. Any disapproval shall specify the reasons therefor.

- H. There shall be no dumping, injection, burning, or burial on the Property of man-made materials or materials then known to be environmentally hazardous.
- I. No rights-of-way or easements of ingress or egress in favor of any third party shall be created or developed into, on, over, or across the Property without the prior written approval of the Grantee, except those of record as of the execution of this Easement and those specifically permitted in the provisions of this Easement. Easements of record are provided in Appendix A.
- J. The Grantor shall not operate or grant permission to operate motorized vehicles, including electric powered bicycles, on the Property, except as allowed in Sections 3.F., G. and J.

### 3. RESERVED RIGHTS

- A. The Grantor retains the right to post or otherwise prohibit public access to and use of any or all of the Property for all uses and activities that are not within the scope of the limitation imposed on the Landowner in the first sentence of Section 2.A., including but not limited to: camping, fires, horseback riding, mountain biking, other wheeled vehicular use, target shooting, hunting, and trapping.
- B. The Grantor reserves the right to post the Property against public access to agricultural cropland during the planting and growing season, to lands while being grazed by livestock, and to forestland during harvesting or other forest management activities.
- C. The Grantor reserves the right to restrict public access to ecologically sensitive areas during critical times of the year, only with the written authorization of the Grantee, in its sole discretion.
- D. The Grantor reserves the right to restrict public access to any discrete location or minimally sized area presenting a direct and significant threat or hazard to the safety of the visiting public, but only after obtaining the approval of the Grantee, and only for so long as such threat or hazard remains extant.
- E. The Grantor reserves the right to restrict public access to locations and/or periods of problematic or abusive uses or behaviors by the public that are detrimental to the Purposes of this Easement or significantly impairing of the Conservation Attributes, but only after the Grantor obtains Grantee's prior written approval of such posting for the purpose of managing such issues for a defined period of time as Grantor and Grantee may agree. Said problematic or abusive uses may include but shall not be limited to: making of fires, destruction of the Grantor's property, creation of potential hazards for visitors to the Property, or development of unauthorized trails or structures
- F. The Grantor reserves the right to operate motorized vehicles, including electric powered bicycles, and to permit others to operate said vehicles, for the purposes of maintaining and managing the Property, including but not limited to forestry, agriculture, habitat management, control of non-native or invasive species, search and rescue, and law enforcement.

- G. The Grantor reserves the right to authorize the use of motorized vehicles, such as motorized and/or all-terrain wheelchairs by those with mobility impairments; and to develop suitable trails and parking to accommodate such use.
- H. The Grantor reserves the right to develop and maintain a school bus turn-around on the Property and parking for public access to the Property.
- I. The Grantor reserves the right to designate and allocate community garden plots for food production consistent with the agricultural provisions in section 2.
- J. The Grantor reserves the right to operate, and to permit others to operate, snowmobiles for non-commercial recreational purposes on ground with adequate snow cover.

4. NOTIFICATION OF TRANSFER, TAXES, MAINTENANCE

- A. The Grantor agrees to notify the Grantee in writing or via email within thirty (30) days of offering the Property for sale. In addition, the Grantor agrees to notify the Grantee in writing or via email at least thirty (30) days before the transfer of title to the Property or any division of ownership thereof permitted hereby.
- B. The Grantee shall be under no obligation to maintain the Property or pay any taxes or assessments thereon.

5. BENEFITS AND BURDENS

The burden of the Easement conveyed hereby shall run with the Property and shall be enforceable against all future owners and tenants in perpetuity; the benefits of this Easement shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferable only to the State of New Hampshire, the U.S. Government, or any subdivision of either of them, consistent with Section 170(c)(1) of the U.S. Internal Revenue Code of 1986, as amended, or to any qualified organization within the meaning of Section 170(h)(3) of said Code, which organization has among its purposes the conservation and preservation of land and water areas, agrees to and is capable of protecting the conservation purposes of this Easement, and has the resources to enforce the restrictions of this Easement. Any such assignee or transferee shall have like power of assignment or transfer.

6. AFFIRMATIVE RIGHTS OF GRANTEE

- A. The Grantee shall have reasonable access, including motorized, to the Property and all of its parts for such inspection as is necessary to determine compliance with and to enforce this Easement and exercise the rights conveyed hereby and fulfill the responsibilities and carry out the duties assumed by the acceptance of this Easement.
- B. Grantee shall have the right to place, maintain, and replace signs on the Property as follows:
  - i. Signs to facilitate inspection of the Property and to identify the Property as conservation land protected by the Grantee, said signs located along the Property's boundaries with each sign not exceeding thirty (30) square inches in size.
  - ii. Signs along the Property's maintained public road frontage to identify to the public that the Property is conserved land and to recognize funding entities who contributed funding toward

the conservation of the Property. Said signs shall be located at a visible location on the Property mutually agreed upon by the Grantor and Grantee. The Grantee shall be responsible for ensuring that said sign(s) conform with applicable local, state, and federal regulations.

- iii. Up to four (4) informational kiosks that are no more than six (6) feet wide and not to exceed a height of 10 feet including board and post, within which the Grantor and/or Grantee can display information related to their missions, the Property, the effort to conserve the Property and the conservation context of the Property.

## 7. RESOLUTION OF DISAGREEMENTS

- A. The Grantor and the Grantee desire that issues arising from time to time concerning uses or activities in light of the provisions of the Easement will first be addressed through candid and open communication between the parties rather than unnecessarily formal or adversarial action. Therefore, the Grantor and the Grantee agree that if either party becomes concerned whether any use or activity (which together for the purposes of this Section, "Resolution of Disagreements," shall be referred to as the "Activity") complies with the provisions of this Easement, wherever reasonably possible the concerned party shall notify the other party of the perceived or potential problem, and the parties shall explore the possibility of reaching an agreeable resolution by informal dialogue.
- B. If informal dialogue does not resolve a disagreement regarding the Activity, and the Grantor agrees not to proceed or to continue with the Activity pending resolution of the disagreement concerning the Activity, either party may refer the disagreement to mediation by written notice to the other. Within ten (10) days of the delivery of such a notice, the parties shall agree on a single impartial mediator. Mediation shall be conducted in Strafford County, New Hampshire, or such other location as the parties shall agree. Each party shall pay its own attorneys' fees and the costs of mediation shall be split equally between the parties.
- C. If the parties agree to bypass mediation, if the disagreement concerning the Activity has not been resolved by mediation within sixty (60) days after delivery of the notice of mediation, or if the parties are unable to agree on a mediator within ten (10) days after delivery of the notice of mediation, the disagreement may be submitted to binding arbitration in accordance with New Hampshire RSA 542. The parties shall have ten (10) days to accept or refuse binding arbitration. If the Grantor and the Grantee are unable to agree on a single arbitrator, they shall each choose an arbitrator within twenty (20) days of the delivery of written notice from either party referring the matter to arbitration. The arbitrators so chosen shall in turn choose a third arbitrator within twenty (20) days of the selection of the second arbitrator. The arbitrators so chosen shall forthwith set as early a hearing date as is practicable, which they may postpone only for good cause shown. The arbitration hearing shall be conducted in Strafford County, New Hampshire, or such other location as the parties shall agree. A decision by the single arbitrator, or by two of the three arbitrators, made as soon as practicable after submission of the matter, shall be binding upon the parties and shall be enforceable as part of this Easement.
- D. If the parties do not agree to resolve the dispute by arbitration, then either party may bring an action at law or in equity in any court of competent jurisdiction to enforce the terms of this Easement, to enjoin the violation by permanent injunction, to require the restoration of the Property to its condition prior to the breach, and to recover such damages as appropriate.
- E. Notwithstanding the availability of mediation and arbitration to address disagreements concerning the compliance of any Activity with the provisions of this Easement, if the Grantee believes that



some action or inaction of the Grantor or a third party is causing irreparable harm or damage to the Property, the Grantee may seek a temporary restraining order, preliminary injunction or other form of equitable relief from any court of competent jurisdiction to cause the cessation of any such damage or harm, to enforce the terms of this Easement, to enjoin any violation by permanent injunction, and to require the restoration of the Property to its condition prior to any breach.

8. BREACH OF EASEMENT – GRANTEE’S REMEDIES

- A. If the Grantee determines that a breach of this Easement has occurred or is threatened, the Grantee shall notify the Grantor in writing of such breach and demand corrective action to cure the breach and, where the breach involves injury to the Property, to restore the portion of the Property so injured to its prior condition.
- B. The Grantor shall, within thirty (30) days after receipt of such notice or after otherwise learning of such breach, undertake those actions, including restoration, which are reasonably calculated to cure swiftly said breach and to repair any damage. The Grantor shall promptly notify the Grantee of its actions taken hereunder.
- C. If the Grantor fails to perform its obligations under the immediately preceding paragraph 8.B. above, or fails to continue diligently to cure any breach until finally cured, the Grantee may undertake any actions that are reasonably necessary to repair any damage in the Grantor’s name or to cure such breach, including an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Easement, to enjoin the violation, *ex parte* as necessary, by temporary or permanent injunction, and to require the restoration of the Property to the condition that existed prior to any such injury.
- D. If the Grantee, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate significant damage to the conservation features of the Property, the Grantee may pursue its remedies under this Section, “Breach of Easement,” without prior notice to the Grantor or without waiting for the period provided for cure to expire.
- E. The Grantee shall be entitled to recover damages from the party directly or primarily responsible for violation of the provisions of this Easement or injury to any conservation features protected hereby, including, but not limited to, damages for the loss of scenic, aesthetic, or environmental attributes of the Property. Without limiting the Grantor’s liability therefore, the Grantee, in its sole discretion, may apply any damages recovered to the cost of undertaking any corrective action on the Property.
- F. The Grantee’s rights under this Section, “Breach of Easement,” apply equally in the event of either actual or threatened breach of this Easement, and are in addition to the provisions of the preceding Section 7 which section shall also apply to any disagreement that may arise with respect to activities undertaken in response to a notice of breach and the exercise of the Grantee’s rights hereunder.
- G. The Grantor and the Grantee acknowledge and agree that should the Grantee determine, in its sole discretion, that the conservation features protected by this Easement are in immediate danger of irreparable harm, the Grantee may seek the injunctive relief described in the third paragraph of this Section, “Breach of Easement,” both prohibitive and mandatory, in addition to such other relief to which the Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. The Grantee’s remedies described in this Section, “Breach of Easement,” shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

- H. Provided that the Grantor is directly responsible for the breach, all reasonable costs incurred by the Grantee in enforcing the terms of this Easement against the Grantor, including, without limitation, staff and consultant costs, reasonable attorneys' fees and costs and expenses of suit, and any costs of restoration necessitated by the Grantor's breach of this Easement shall be borne by the Grantor; and provided further, however, that if the Grantor ultimately prevails in a judicial enforcement action each party shall bear its own costs. Notwithstanding the foregoing, if the Grantee initiates litigation against the Grantor to enforce this Conservation Easement, and if the court determines that the litigation was initiated without reasonable cause or in bad faith, then the court may require the Grantee to reimburse the Grantor's reasonable costs and reasonable attorney's fees in defending the action.
- I. Forbearance by the Grantee to exercise its rights under this Easement in the event of any breach of any term thereof by the Grantor shall not be deemed or construed to be a waiver by the Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of the Grantee's rights hereunder. No delay or omission by the Grantee in the exercise of any right or remedy upon any breach by the Grantor shall impair such right or remedy or be construed as a waiver. The Grantor hereby waives any defense of laches or estoppel.
- J. Nothing contained in this Easement shall be construed to entitle the Grantee to bring any action against the Grantor for any injury to or change in the Property resulting from causes beyond the Grantor's control, including, but not limited to, unauthorized actions by third parties, natural disasters such as fire, flood, storm, disease, infestation and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes. The Grantee and the Grantor reserve the right, separately or collectively, to pursue all legal and/or equitable remedies, as set forth in this Section, "Breach of Easement," against any third party responsible for any actions inconsistent with the provisions of this Easement.

9. PROCEEDINGS INVOLVING OTHER PARTIES.

In the event of any legal or administrative proceeding or dispute relating to the Property and which involves the Grantor and a party or parties other than the Grantee, the Grantor shall provide to the Grantee prompt notice and, upon the Grantee's request, copies of any and all documents relating to any such proceeding or dispute. Further, the Grantor shall give the Grantee the opportunity to participate in the defense, settlement, or resolution of any such proceeding or dispute.

10. NOTICES

All notices, requests and other communications, required to be given under this Easement shall be in writing, except as otherwise provided herein, and shall be delivered in hand or sent by certified mail, postage prepaid, return receipt requested to the appropriate address set forth above or at such other address as the Grantor or the Grantee may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered or so mailed.

11. SEVERABILITY

If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction, by confirmation of an arbitration award or otherwise, the remainder of the provisions of this Easement or the application of such provision to persons or

circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

## 12. EXTINGUISHMENT & CONDEMNATION

- A. Extinguishment. If circumstances arise in the future such as to render the Purposes of this Easement impossible or impracticable to accomplish, this Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction. The amount of the proceeds to which Grantee shall be entitled, after the satisfaction of prior claims, from any sale, exchange, or involuntary conversion of all or any portion of the Property subsequent to such judicial termination or extinguishment, shall be determined in accordance with Section 12.C., below, and said proceeds shall be used in a manner consistent with the Conservation Purposes of this Conservation Easement. In making this grant of Easement, Grantor has considered and acknowledges the possibility that uses prohibited by the terms of this Easement may become more economically viable than the uses specifically reserved by Grantor pursuant to this Easement. It is the intent of both Grantor and Grantee that any such change in economic conditions shall not be deemed to be circumstances justifying the termination or extinguishment of this Easement pursuant to this Section.
- B. Condemnation. If all or any part of the Property is taken, in whole or in part, by exercise of the power of eminent domain or is acquired by purchase in lieu of condemnation, whether by public, corporate or other authority, so as to terminate this Easement, in whole or in part, Grantor and Grantee shall act jointly to recover the full value of their interests in the Property subject to the taking or in lieu purchase and to recover all direct or incidental damages resulting therefrom. All expenses reasonably incurred by Grantor and Grantee in connection with the taking or in lieu purchase shall be paid out of the amount recovered. The amount of the proceeds to which the Grantee shall be entitled, after payment of any expenses, shall be determined in accordance with Section 12.C., below, and said proceeds shall be used in a manner consistent with the Conservation Purposes of this Conservation Easement.
- C. Valuation. This Easement constitutes a real property interest immediately vested in Grantee, which, for the purposes of Sections 12.A and 12.B, above, shall have a fair market value which shall be determined by an appraisal prepared by a qualified appraiser as of the time of said extinguishment or condemnation. The balance of the amount recovered, after payment of any expenses, shall be divided between the Grantor and the Grantee in proportion to the fair market value, as determined by the appraisal, of their respective interests in that part of the Property extinguished or condemned.

## 13. AMENDMENT

If, owing to unforeseen or changed circumstances, including changes in natural conditions, landscapes, consistent uses, and technologies, Grantor and Grantee agree that an amendment to, or modification of, this Easement would be appropriate and desirable, Grantor and Grantee may jointly amend this Easement pursuant to: the provisions and limitations of this section; the then-current amendment policies of the Grantee; notification is given to the New Hampshire Attorney General's Office at least thirty (30) days prior to the adoption of the amendment; and applicable state and federal law. Any amendment shall be consistent with the Purposes of this Easement, and shall not impair the conservation attributes of the Property protected by this Easement. No amendment shall affect the qualification of this Easement or the status of the Grantee under any applicable laws, including Sections 170(h) and 501(c)(3) of the Internal Revenue Code of 1986, as amended, and NH RSA 477:45-47 as may be amended from time to time, nor shall any amendment affect the perpetual duration of this Easement. Any amendment shall be executed by the Grantor and the Grantee and shall be recorded in the Strafford

County Registry of Deeds. Nothing in this paragraph shall require Grantor or Grantee to agree to any amendment or to consult or negotiate regarding any amendment.

14. ADDITIONAL EASEMENT

Should the Grantor determine that the expressed Purposes of this Easement could better be effectuated by the conveyance of an additional easement, the Grantor may execute an additional instrument to that effect, provided that the conservation purposes of this Easement are not diminished thereby and that a public agency or qualified organization described in the Section 5 above, accepts and records the additional easement.

15. NO MERGER

This Easement is to last in perpetuity, and, to that end, no conveyance of the underlying fee interest in the Property to any other party holding an interest in the Property shall be deemed to extinguish or eliminate this Easement or any portion thereof, under the doctrine of "merger" or any other legal doctrine.

16. HOLD HARMLESS

The Grantor shall release, hold harmless, and indemnify the Grantee from any and all liabilities including but not limited to injuries, losses, damages, judgments, costs, expenses and fees which the Grantee may suffer or incur as a result of, arising out of, or connected with: (A) the activities of the Grantor on the Property, other than those caused by the negligent acts or acts of misconduct by the Grantee or (B) violation or alleged violation of, or other failure to comply with, any state, federal or local law, regulation or requirement by the Grantor in any way affecting, involving, or relating to the Property.

17. ENTIRE AGREEMENT

This instrument sets forth the entire agreement of the parties with respect to this Easement and supersedes all prior discussions, negotiations, understandings, and agreements relating to this Easement, all of which are merged herein.

18. GOVERNING LAW

This Easement shall be interpreted under and governed by the laws of the State of New Hampshire, and shall be liberally construed to effect the Purposes of this Easement especially in the case of any ambiguity in the meaning or interpretation of any terms or provisions of this Easement.

19. CAPTIONS

The headings and captions in this Easement have been inserted solely for convenience of reference and shall not define or limit the provisions of this Easement nor affect their construction or interpretation. Matters inserted within parentheses in the text of this Easement, or otherwise presented as a list of examples, are provided for purposes of example only and are not intended to be by way of limitation or expansion.

The Grantee, by accepting and recording this Easement, agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein granted to and incumbent upon the Grantee, all in the furtherance of the conservation purposes for which this Easement is delivered.

IN WITNESS WHEREOF, We have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, 2020.

**TOWN OF MILTON, NEW HAMPSHIRE**

\_\_\_\_\_  
Andrew Rawson, Board of Selectmen, Chair

\_\_\_\_\_  
Matthew Morrill, Board of Selectmen, Vice-Chair

\_\_\_\_\_  
Claudine Burnham, Board of Selectmen, Selectman

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Andrew Rawson, Chair of the Town of Milton Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires:



STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Matthew Morrill, Vice-Chair of the Town of Milton Board of Selectmen, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires:

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Claudine Burnham, Town of Milton Selectman, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires:

**ACCEPTED:** Moose Mountains Regional Greenways

By: \_\_\_\_\_  
Nicole K. Csiszer

Title: Board Chair, Duly Authorized

Date: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared Nicole K. Csiszer, Board Chair of Moose Mountains Regional Greenways, known to me, or satisfactorily proven, to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed for the purposes therein contained.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
My commission expires:

## APPENDIX A

The "Property" subject to this Conservation Easement is that tract of land with any and all structures and improvements thereon situated on Casey Road, so-called, in the Town of Milton, Strafford County, New Hampshire, consisting of approximately 79.11 acres, shown on a plan entitled "Plat of Conservation Easement, Land of the Town of Milton, Tax Map 41 Lot 69," prepared by Stephen P. Perron, LLS, dated November 9, 2019 and revised November 22, 2019, to be recorded herewith at the Strafford County Registry of Deeds ("Plan"), and more particularly bounded and described as follows:

Beginning at the southeast corner of the premises, on the centerline of Great Brook, as shown on the Plan;

Thence S 52° 40' 47" W, a distance of 1554.72 feet by land of Alfred Randall to a rebar set;

Thence N 43° 10' 00" W, a distance of 257.42 feet by land of Jackilyn and Wayne Staples to an iron pipe found;

Thence S 45° 35' 25" W, a distance of 401.94 feet by land of Staples to a rebar set;

Thence S 45° 35' 25" W, a distance of 40.72 feet to the point of curvature of a tangent curve, concave to the east, having a radius of 45.00 feet and a central angle of 88° 50' 10";

Thence Southwest along said curve, a distance of 69.77 feet, curving to the left to NH Route 75;

Thence N 43° 14' 37" W, a distance of 149.39 feet along Route 75 to the point of curvature of a non-tangent curve, concave to the north, having a radius of 45.00 feet a central angle of 90° 00' 03", and a chord of 63.64 feet bearing S 88° 07' 30" E;

Thence Southeast along said curve, a distance of 70.69 feet;

Thence N 45° 35' 25" E, a distance of 18.11 feet to a rebar set;

Thence N 45° 35' 25" E, a distance of 509.69 feet by land of Katherine Lavoie to an iron pipe found;

Thence N 53° 50' 52" W, a distance of 203.28 feet by land of Lavoie to an iron pipe found;

Thence N 46° 06' 53" E, a distance of 302.77 feet by land of Karyn Ringer to an iron pipe found;

Thence N 36° 38' 03" W, a distance of 313.02 feet by land of Ringer to an iron pipe found;

Thence N 36° 19' 52" W, a distance of 109.44 feet by land of David and Joyce Chandler to an iron pipe found;

Thence S 52° 19' 06" W, a distance of 41.90 feet by land of Chandler to an iron pipe found;

Thence S 52° 49' 10" W, a distance of 199.65 feet by land of Chandler to an iron pipe found;

Thence S 52° 44' 13" W, a distance of 199.51 feet by land of Chandler to an iron pipe found;

Thence S 52° 27' 30" W, a distance of 31.08 feet by land of Chandler to an iron pipe found;

Thence N 60° 34' 08" W, a distance of 134.71 feet by land of Chandler to an iron pipe found;

Thence N 60° 41' 13" W, a distance of 310.04 feet by other land of the Town of Milton to an iron pipe found;

Thence N 61° 18' 26" W, a distance of 338.49 feet by land of Eric Sielicki and Amber Baud to an iron pipe found at a stone wall;

Thence along stone wall and land of Jorgene Wiggin the following three courses:

N 36° 16' 52" E, a distance of 53.41 feet;

Thence N 45° 04' 02" E, a distance of 46.12 feet;

Thence N 04° 32' 25" E, a distance of 52.47 feet to a rebar set at a bend in the stone wall;

Thence N 43° 53' 48" E, a distance of 327.04 feet by land of Harold and Margaret Elder to a rebar found;

Thence N 36° 41' 37" W, a distance of 263.11 feet by land of Elder to a point on the stone wall at Casey Road witnessed by a rebar found next to the wall;

Thence N 52° 56' 42" E, a distance of 50.04 feet along stone wall and Casey Road to a point on the wall witnessed by an iron pipe found next to the wall;

Thence S 36° 41' 37" E, a distance of 300.00 feet by land of Lyford and Marie Ann Dore to a rebar found;

Thence N 53° 21' 54" E, a distance of 299.86 feet by land of Dore to a rebar found;

Thence N 36° 46' 07" W, a distance of 300.00 feet by land of Dore to a point on the stone wall at Casey Road witnessed by an iron pipe found next to the wall;

Thence N 53° 38' 48" E, a distance of 115.61 feet along stone wall and Casey Road to the end of the wall;

Thence N 53° 43' 46" E, a distance of 46.49 feet along Casey Road to a point in a driveway;

Thence S 36° 12' 46" E, a distance of 326.61 feet by land of Dorothy Perkins and Garth Edmunds to a rebar found;

Thence N 52° 40' 24" E, a distance of 251.76 feet by land of Perkins and Edmunds to a rebar set;

Thence N 40° 58' 23" W, a distance of 321.87 feet by land of Perkins and Edmunds to a rebar found in a barway at Casey Road;

Thence along Casey Road the following courses:

N 52° 40' 24" E, a distance of 218.75 feet along stone wall to a point;

Thence N 53° 35' 48" E, a distance of 81.23 feet along stone wall to a drill hole found in the wall;

Thence N 54° 26' 34" E, a distance of 96.68 feet along stone wall to a point;

Thence N 52° 21' 03" E, a distance of 100.61 feet along stone wall to the end of the wall;

Thence N 53° 17' 42" E, a distance of 249.18 feet to a point;

Thence the following courses along open space land on which the Town of Milton holds a conservation easement:

S 36° 42' 18" E, a distance of 158.33 feet to a rebar found;  
Thence S 36° 42' 18" E, a distance of 226.58 feet to a rebar found;  
Thence S 36° 42' 18" E, a distance of 192.08 feet to a rebar found;  
Thence S 53° 03' 24" W, a distance of 272.00 feet to a rebar found;  
Thence S 53° 03' 24" W, a distance of 213.62 feet to a rebar found;  
Thence N 36° 56' 36" W, a distance of 159.33 feet to a point on a stone wall witnessed by a stake next to the wall;

Thence along stone wall the following courses:

S 04° 31' 59" E, a distance of 70.89 feet;  
Thence S 10° 02' 18" E, a distance of 110.20 feet;  
Thence S 55° 20' 38" E, a distance of 76.16 feet;  
Thence S 26° 49' 51" E, a distance of 156.47 feet;  
Thence N 53° 22' 34" E, a distance of 240.28 feet;  
Thence N 65° 51' 32" E, a distance of 44.19 feet;  
Thence N 03° 51' 37" E, a distance of 14.66 feet;  
Thence N 52° 53' 53" E, a distance of 92.20 feet to the end of the wall;

Thence N 53° 29' 30" E, a distance of 1137.33 feet to an iron pipe found;

Thence N 53° 29' 30" E, a distance of 13.00 feet to the centerline of Great Brook;

Thence along the centerline of Great Brook the following courses:

S 01° 35' 24" E, a distance of 321.90 feet;  
Thence S 18° 16' 12" W, a distance of 323.11 feet;  
Thence S 12° 34' 15" E, a distance of 445.53 feet;  
Thence S 06° 09' 26" W, a distance of 207.97 feet;  
Thence S 34° 29' 43" E, a distance of 116.62 feet;  
Thence S 09° 16' 44" E, a distance of 133.46 feet to the POINT OF BEGINNING

Said described tract containing 79.11 acres, more or less.

All recording references herein refer to the Strafford County Registry of Deeds.

To the extent that the same may be in full force and effect, the within conveyed premises are also conveyed **SUBJECT TO** the following:

- A. In 1987, Northern Land Traders granted a 60' right of way between "parcel A and Elm Street" to Lyle R. Duell and Robert E. Stackpole, as shown on "Plan #16-9" as referenced in that Quitclaim Deed recorded at Book 1316, Page 517.
- B. In 1992, George H. Szirbik and John H. Bergmann, d/b/a Lyman Brook Properties subjected a portion of the subject premises to the express conditions and restrictions set forth in the Declaration of Property Restrictions, Easements and Covenants recorded at Book 1623, Page 713.

- C. In 2005, Bob Frizzell General Contractor, Inc. granted an easement to the Public Service Company of New Hampshire (PSNH) and Verizon New England, Inc. the width of the easement to be 20' x 10' at Book 3283, Page 582.
- D. In 2006, Robert W. Frizzell as President of Bob Frizzell General Contractor, Inc. subjected a portion of the subject premises known as Liberty Circle and Freedom Way Estates to "By-laws of Liberty Circle and Freedom Way Estates Homeowners Association" recorded at Book 3386, Page 396.

**TOGETHER WITH** and **SUBJECT TO** all rights, restrictions, conditions, easements, agreements, encumbrances, out conveyances, and rights-of-way of record.

**MEANING AND INTENDING** to describe a Conservation Easement over the same property conveyed to the Town of Milton by the Town of Milton in the following tax deeds: (1) Tax Map 41 - 69 dated September 28, 1999 and recorded on September 29, 1999 at Book 2145, Page 451; (2) Tax Map 41 - 68 - 11 dated October 1, 2013 and recorded on October 4, 2013 at Book 4170, Page 331; (3) Tax Map 41 - 68 - 12 dated October 1, 2013 and recorded on October 4, 2013 at Book 4170, Page 332; (3) Tax Map 41 - 68 - 13 dated October 1, 2013 and recorded on October 4, 2013 at Book 4170, Page 333; (4) Tax Map 41 - 68 - 14 dated October 1, 2013 and recorded on October 4, 2013 at Book 4170, Page 329; and (5) Tax Map 41 - 68 - 15 dated October 1, 2013 and recorded on October 4, 2013 at Book 4170, Page 334 all recorded at the Strafford County Registry of Deeds.

This is not homestead property.

4848-8082-7593, v. 1

## **Teneriffe Mountain Conservation Project**

### **Information for BOS Meeting on 9/14/2020**

The Milton Conservation Commission wishes to share information with the BOS regarding a collaborative conservation project in Milton between Moose Mountains Regional Greenways (MMRG) and Southeast Land Trust (SELT).

Representatives of the two land trusts, MMRG and SELT, informed the Conservation Commission about this project at a special meeting held on August 19, 2020. MMRG and SELT are seeking to conserve a total of 242 acres across the south side up to almost the summit of Teneriffe Mountain. The project area consists of 3 parcels: Tax Maps 26/8 (143.02 acres), 31/9 (93.89 acres), and 31/10 (5.15 acres).

The Conservation Commission unanimously supports a pledge of \$20,000 from the Milton Conservation Fund toward this project. Since the Town will not hold any property interest, there is no requirement of BOS approval of this expenditure. However, the MCC wants to keep the BOS updated regarding the project and asks you to support it since it will provide public benefit to the Town of Milton. The \$20,000 pledge will enhance the likelihood of future grant applications; the funds would be due at the closing of the project.

#### **NH Legislation regarding Conservation Funds expenditures of this type:**

**RSA 36-A:5 I** authorizes towns to establish conservation funds for the purposes of Natural Resource Inventory, maps, wetlands evaluation, **purchase of land or conservation easements**, training and education, guest speakers, publications about conservation.

Milton voted to establish a CF several years ago.

#### **RSA 79-1:1 Declaration of Public Interest for Open Space & Current use taxation**

***"It is hereby declared to be in the public interest to encourage the preservation of open space, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural and wildlife resources. It is further declared to be in the public interest to prevent the loss of open space due to property taxation at values incompatible with open space usage. Open space land imposes few if any costs on local government and is therefore an economic benefit to its citizens. The means for encouraging preservation of open space authorized by this chapter is the assessment of land value for property taxation on the basis of current use."***

The MCC finds this project to be in the public benefit, as described below.

**RSA 36-A:5-II** authorizes towns to contribute Conservation Fund money toward a land protection project where the municipality will not hold property interest.

- a. The legislative body must authorize the conservation commission to expend conservation fund monies to "qualifying organizations" (e.g. land trust) according to RSA 36-A:4-a, I(b). This is a one-time vote and does not need to be passed for each project.

Milton passed this warrant article (353 yes, 0 no) in the March 11<sup>th</sup>, 2014 Official Ballot.

b. The conservation commission must hold a public hearing.

Hearing posted and scheduled for 9/29.

c. The conservation commission must vote to expend the conservation funds.

CC reached consensus for a \$20,000 pledge, to be confirmed in a vote following the public hearing.

**Public Benefits of the Teneriffe Mountain project:**

- **Take action consistent with Milton's Master Plan**, which prioritizes conserving the Town's natural resources and open space and protecting the water quality of its lakes and streams.
- **Guarantee public access for low impact recreation** on 242 forested acres on the south side of Teneriffe Mountain between Sam Plummer Rd and Teneriffe Rd, almost up to the already-conserved summit. Several miles of hiking trails already exist, with entrances on Sam Plummer Rd, Silver St, and Teneriffe Rd, allowing excellent access throughout the project area.
- **Protect scenic views** from the peak elevations of the project trails, including Mt Agamenticus, Mt Blue Job and more. Even more magnificent views of Mount Washington, the Moose Mountains and Milton 3 Ponds can be seen from the conserved summit, which already has public pedestrian access and is accessible by the same trails.
- **Maintain water quality in 3500' of Lyman Brook** and its tributaries that flow through the project area and feed into Spaulding Pond. The Master Plan specifically names the Lyman/Great Brook drainage as one of the Town's five significant perennial streams. The Teneriffe Mountain Project will be an important step in further protecting the Lyman/Great Brook watershed, already protected by two small town-held easements and about to receive further permanent protection along another 1500' of Lyman Brook through the Casey Road Conservation Land easement.
- **Restore compromised native brook trout habitat.** In addition to the conservation aspect, this project will also restore sections of Lyman Brook where under-size culverts prevent fish passage, thus promising to restore excellent habitat for native brook trout.
- **Preserve forest habitat used by moose, bear, bobcat, fisher, ermine, deer, ruffed grouse, wild turkey and other wildlife and bird species.**
- **Provide potential access for hunting, fishing and snowmobiling.** The land trust owner's preferences as well as the funding agencies awarding grants to the project will determine which activities will be guaranteed.

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## PROPOSAL

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**PROPOSAL SUBMITTED TO:**

Milton Public Works  
803 White Mountain Highway  
Milton, NH 03851

**JOB SITE LOCATION:**

One Room Schoolhouse  
White Mountain Highway  
Milton, NH 03851

PHONE: 817-2460 Bill Whitten- project manager

DATE: 3/30/20- revised 9/3/20

FAX:NOTES:

EMAIL: highway@metrocast.net

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### Scope of work:

**Shingle: Schoolhouse**

Remove and dispose of 1 layer of existing shingles.

Re-nail loosened boards.

Install new 7/16" OSB.

Install 3ft. IKO Gold Shield Ice and Water Shield to all roof eaves.

Engulf all protrusions with IKO Gold Shield Ice and Water Shield.

Install IKO Stormtite synthetic underlayment to remaining surfaces.

Install 8" white aluminum drip edge to all roof eaves and rakes.

Install IKO Cambridge AR Limited Lifetime Architectural Shingles to prepared surfaces.

Install high wind nailing system, 6 nails per shingle.

Seal all vertical and horizontal lead flashing seams on chimney.

20-year transferable labor warranty.

Removal of all waste and magnetic clean-up of entire work area.

☐ We hereby propose to furnish labor and materials, for the sum of: \$ 8,000.00

- Recommended shingle color: Charcoal Grey
- Price reflects cost if paying by cash or check.
- Owner to obtain building permit if required. Milton requires residents to obtain a building permit.
- Labor rate is \$75.00 per hour if needed.
- Material & labor rate for 1/2" CDX is \$60 per sheet and \$70 per sheet for 5/8" AdvanTech if needed.
- Material & labor rate for 3/4" plywood is \$80 per sheet if needed.
- Please cover anything in the attic, shingle particles may fall through.
- New England Roofing is not responsible for unseen mold or mold returning.
- Skylight installation does not include any interior finish work or handle for vented skylight.
- Proposal is valid for 2 weeks, as shingle material costs are very volatile at this time.
- Owner is responsible for any charges incurred if antenna dish needs to be reprogrammed.
- Any change from the above contract, due to unforeseen problems, that involves extra costs, will be performed only with permission of the owner.

**New England Roofing**  
20 Crown Point Rd, Rochester, NH 03867

Phone: Fax: 603-330-1970  
neroofing@metrocast.net  
bestroofingnh.com

## PROPOSAL

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**PROPOSAL SUBMITTED TO:**

Milton Public Works  
803 White Mountain Highway  
Milton, NH 03851

**JOB SITE LOCATION:**

One Room Schoolhouse  
White Mountain Highway  
Milton, NH 03851

PHONE: 817-2460 Bill Whitten- project manager

DATE: 3/30/20- revised 9/3/20

FAX:NOTES:

EMAIL: highway@metrocast.net

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**Please choose your options, including color, if available, then sign and date the contract.  
Please mail the contract back to our office with a 50% deposit to be placed on our schedule.  
All invoices to be paid within five days of being received.**

☐ We hereby propose to furnish labor and materials, for the sum of: \$ 8,000.00

➤ Price reflects cost if paying by cash or check.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practice. New England Roofing is fully insured with Workman's Comp and Liability Insurance. Proposal is valid for 2 weeks, unless otherwise arranged.

Authorized Signature: *Scott Brochu*

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do what work as specified. Payment will be made as outlined above.

**ACCEPTED:** (please check one) ☐ Yes ☐ No

**Shingle Color:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name & Position:** \_\_\_\_\_

**Ernest M. Cartier Creveling**

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**From:** Pat Smith <highway@metrocast.net>  
**Sent:** Monday, September 14, 2020 12:27 PM  
**To:** Ernest M. Cartier Creveling  
**Subject:** Fwd: A&M Roofing 803 White Mountain Highway 1116 Milton historical site estimate

Roof bid

Begin forwarded message:

**From:** Brian Mourgenos <brianmorgenos@icloud.com>  
**Subject:** A&M Roofing 803 White Mountain Highway 1116 Milton historical site estimate  
**Date:** April 15, 2020 at 11:32:43 AM EDT  
**To:** [highway@metrocast.net](mailto:highway@metrocast.net)

- 1.) Remove existing layer of shingles to wood deck inspecting and re-nailing off as job progresses.
- 2.) Install 6 feet of ice and water shield barrier for underlayment ice back up coverage.
- 3.) Install new TriFlex underlayment paper over existing areas of wood for proper coverage.
- 4.) Install new drip edge around all rakes and edges for proper water drip and appearance.
- 5.) Install new architectural shingle over underlayments capping roof off for completion color will be discussed dual black is recommended or charcoal gray.
- 6.) Clean all debris as job progresses for completion of job and haul to landfill.
- 7.) Pump house or property is included in job to be re-shingled.

Thank you A&M Roofing materials and labor \$8500 with new plywood \$7800 without Plywood  
All materials and labor have a 35 year guarantee

**Branch River Custom Builders**

142 Moose Mountain Road  
Brookfield, NH 03872 US  
anthony\_morrill@yahoo.com

# Estimate

**ADDRESS**

Town Of Milton  
424 White Mountain Highway  
Milton, NH 03851

**ESTIMATE # 1007****DATE 03/12/2020****EXPIRATION DATE 05/12/2020**

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DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Sales</b>	Labor and materials to repair roadside of roof on old school house on white mountain highway. Strip old shingles assess any damage and report any unknown damage, add 1/2" underlayment over existing boards, apply ice and water shield and moisture barrier and re shingle.	1	4,200.00	4,200.00
	<b>Sales</b>	Complete roof repair and re shingle. Same work listed above to rear roof of school house of decide upon by customer	1	4,200.00	4,200.00

This quote does not include labor price for any unknown rot repairs or unknown damage.

**TOTAL****\$8,400.00**

Accepted By

Accepted Date



# Town of Milton, New Hampshire

## Employee Retention Plan

Adopted

**DRAFT**



### Town of Milton Employee Retention Plan

Over the past few years, the Town of Milton has experienced problems in employee retention. Some of this has been due to higher market wages being paid for similar positions in both the public and private sector. People in positions requiring special skills in operating different equipment or certifications for certain responsibilities like managing the Transfer Station, along with our public safety personnel, such as police officers and fire/rescue professionals have left employment with the Town of Milton to accept positions at higher rates of pay. This has prompted a review of how the town compensates its employees and the development of a plan that will realign positions to achieve internal equity and to assist the Town of Milton in not only attracting new talent when needed, but also in retaining the current pool of talent within the existing municipal team.

This employee retention plan was developed utilizing information from a number of different wage studies that were done for other New Hampshire municipalities between 2017 and 2019, including Wakefield, Raymond, New London and Newport, along with use of the New Hampshire Occupational Employment and Wages – 2019 publication. The group looked at ranges for each position, establishing a low, high and median, then developing ranges that took into account longevity, experience, skill level and education. Town administration took the team's work and adjusted the ranges slightly where needed to provide a relevant, flexible, equitable and competitive plan moving forward.

### Salaries Below Pay Range

If the salary of an employee is below the minimum of the grade range at the time of implementation, every effort should be made to bring it into the range. At the time of this analysis, we found a number of employees below the minimum within the grade proposed. In cases where this increase would result in an excessive budget increase, we propose to raise the wage rate over a period of two to three budget years, so additional funds that are required can be budgeted. The town should move forth to establish a plan to bring positions into the range.

### Salaries Above Pay Range

If an employee's current salary falls above the upper limit of the recommended grade range given, our recommendation is to maintain the employee at his/her base rate until the retention plan rate catches up with the affected employee's actual rate. At that point, said employee will be moved into the appropriate step and move forward in the plan as defined by the grade and step with which they are properly aligned. There may be other reasons specific employees fall above a pay range, such as having additional responsibilities for which they are compensated in addition to their base rate or possessing unique additional qualifications the town believes are necessary. In cases where an employee's base rate is above the level identified in this plan, the Town of Milton will approach these adjustments with a targeted plan with the being to "catch up" to the appropriate grade and step within the wage plan. In most instances, if an employee has reached the maximum level of a salary range for a given position, most communities will not grant an increase to an employee's base salary. Most communities adhere to the range maximums and do not permit employee salaries to extend beyond the maximums, except by way of annual longevity payments. The Town of Milton has developed longevity payments for these employees based upon their time in service.

# Town of Milton, New Hampshire

## Employee Retention Plan

Adopted \_\_\_\_\_  
T T A A O O

### **Decompression of Salaries**

Salary compression is an internal problem created by external market conditions and exacerbated by other factors. It can occur when:

- there are differences in pay between employees with similar skill sets and/or experience levels;
- current employee pay raises don't keep up with increases in the market;
- individuals are hired at a higher rate of pay than current employees in order to meet the supply and demand of some positions, which is a factor that must be weighed carefully and be justified and approved in writing by the governing board prior to any such action moving forward.

Any or all of these factors can be a part of the reason why compression is experienced in the town.<sup>1</sup>

### **Impact of Salary Compression**

Turnover and low morale are two major results that occur due to the compression that exists in some pay rates of employees. Employees are the most important asset town government possesses. An organization will not function effectively with the dissatisfaction, turnover and low morale that internal inequities create.

Some of the factors that can be addressed to develop decompression of salaries include performance, longevity, education, and experience. These were reviewed as possible options for consideration. It has been determined that the fairest system to address decompression is to provide additional compensation based on years of service in the employee's current position in comparison with others within similar internal and external peer groups.

### **Not all Positions are the Same**

Employee's dissatisfaction can be heightened when they compare their jobs and pay to others' outside of their departments because they see their jobs as being comparable, but not receiving a comparable wage. We have four distinctly different categories of jobs: Administrative Management, Administrative Support, Public Safety and Other. Administrative management includes department heads whose jobs consist primarily of managing operations of their departments, monitoring their budgets and providing support for staff under their management – there are department heads in this category who also work in the field under varying levels of hazardous conditions, like the Chief of Police, the Fire Chief and the Public Works Director.

Administrative support generally comprise positions like administrative assistants, clerks, and other next level office support of a nature that does not include dangerous work; there are those positions that deal with public safety in the non-police and non-firefighter arena for which work is at times inherently hazardous because these employees work under severe weather conditions and operate potentially hazardous heavy equipment.

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<sup>1</sup> Source - NH-Class & Comp Study Prepared by Municipal Resources, Inc., March 2018



# **Town of Milton, New Hampshire**

## **Employee Retention Plan**

Adopted \_\_\_\_\_

In an increasingly shrinking pool of qualified personnel who want to make a career in municipal government, the market drives remuneration for all of these positions. These categories must be analyzed among their area peer groups to determine relevant wages to be competitive in attracting and retaining qualified personnel. Internal equity is important, but within the pertinent arena. In developing this employee retention plan, we have taken an approach where Police, Fire and Public Works and Administration are all treated as discrete units. The positions in these categories should not be compared to each other, but rather these departments should only be compared internally with the other positions within their departments. Human nature drives us at times to look organization-wide to make invalid comparisons outside of our relevant peer groups.

A final word on administrative positions. It is the nature of smaller municipalities to ignore the importance of competent administrators, town clerk-tax collectors, finance administrators, assessing professionals, code enforcement officers, recreation personnel, planning professionals and others. These people are frequently overlooked. We are becoming more regulated by federal and state agencies as they do what's called streamlining, which is another term for cutting costs and personnel at their levels and passing their responsibilities down to towns and cities.

### **Classification vs. Market-Based Systems**

The most common method for valuing jobs and placing them within a grading structure is a market-driven approach. However, today many municipalities are becoming concerned about the internal equity of positions and are looking at classification systems to assist in correcting this problem of internal pay equity. The combination of reviewing the market study, along with an analysis of years in service and the internal comparison of years of service, experience gained on the job, through education or, if coming in new, an analysis of past experience, including the same factors. Some employees who have been in a position for a number of years should not automatically expect that someone coming in with the same combination of experience, education and other factors will be making less once they have successfully completed the probationary period. The combination of experience, education and other factors, when brought in from another source, saves the Town time and money in training and oversight, so people with these qualifications could at times come in at the same or more than an existing employee, but if that is case, there must be documentation and an explanation clearly justifying such a decision.

### **Consumer Price Index (CPI)/5-year Re-examination**

This retention plan will not stay relevant without periodic review and adjustment. To that end, there will be a re-examination of the plan every five years at a minimum, utilizing the same process the team employed in the development of this plan.

This plan has been designed utilizing 30 different grades with 20 steps within each grade, with each step representing a 2% increase.

### **Longevity Pay**

There will be employees who reach the maximum number of steps in the plan. Once that happens, their base wage rate will remain the same, but these employees will be eligible for longevity pay in accordance with Table 1 below.

# Town of Milton, New Hampshire

## Employee Retention Plan

Adopted \_\_\_\_\_

Any organization with quality employees wants to provide a healthy work environment and strives to reward excellence and loyalty to the organization in order to provide incentive to these valuable team members. Longevity payments come at different milestones in employees' careers and are in place to show appreciation to those individuals. The Town of Milton values longevity equally for every employee, regardless of their levels of pay, hence, the following longevity payments will be rewarded to qualifying employees annually in the last pay period in November in the following amounts:

Table 1 – Longevity Pay Schedule	
Years In Service	Annual Longevity Payment
10	\$ 500
15	\$ 750
20	\$ 1,000
25	\$ 1,250
30+	\$ 1,500

Part-time employees are also valued for their time in service. Their longevity pay will be the average hours per week they worked over the previous year divided by 40 hours, then multiplied by the applicable Annual Longevity Payment to calculate the pro-rated payment. Part-time seasonal employees will not be eligible for longevity payments.<sup>2</sup>

### Definition of a Part-time Employee – excerpted from Milton Employee Handbook

**Part-time:** *An employee who was specifically hired, appointed, contracted, or elected as part-time into an employment position and is regularly scheduled to work less than 40 hours per week in a Town Department(s) [emphasis added]. For purposes of a NHRS retiree only, work hours must not go over 32 hours per week or their pension may be affected by the NHRS. Employees who are employed in one position and are permanently scheduled to work in excess of 32 hours a week are eligible for subsidized benefits on a prorated basis.*

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<sup>2</sup> Example: Average hours per week worked: 28;  $28/40 = .7$  or 70%. If the employee has worked for 10 years, the Longevity Payment would be  $\$500 \times 70\% = \$350$



# Town of Milton, New Hampshire

## Employee Retention Plan



### **Town of Milton Employee Retention Plan**

Over the past three to five years, the Town of Milton has experienced problems in employee retention. Some of this has been due to higher market wages being paid for similar positions in both the public and private sector. People in positions requiring special skills in operating different equipment or certifications for certain responsibilities like managing the Transfer Station, along with our public safety personnel, such as police officers and fire/rescue professionals have left employment with the Town of Milton to accept positions at higher rates of pay. This has prompted a review of how the town compensates its employees and the development of a plan that will realign positions to achieve internal equity and to assist the Town of Milton in not only attracting new talent when needed, but also in retaining the current pool of talent within the existing municipal team.

### **Methodology**

This employee retention plan was developed utilizing information from a number of different wage studies that were done for other New Hampshire municipalities between 2017 and 2019, including Wakefield, Raymond, New London and Newport, along with use of the New Hampshire Occupational Employment and Wages – 2019 publication. The group looked at ranges for each position, establishing a low, high and median, then developing ranges that took into account longevity, experience, skill level and education. Town administration took the team's work and adjusted the ranges slightly where needed to provide a relevant, flexible, equitable and competitive plan moving forward.

### **Salaries Below Pay Range**

If the salary of an employee is below the minimum of the grade range at the time of implementation, every effort should be made to bring it into the range. At the time of this analysis, we found a number of employees below the minimum within the grade proposed. In cases where this increase would result in an excessive budget increase, we propose to raise the wage rate over a period of two budget years, so additional funds that are required can be budgeted. The town should move forth to establish a plan to bring positions into the range.

### **Salaries Above Pay Range (N/A)**

If an employee's current salary falls above the upper limit of the recommended grade range given, our recommendation is to maintain the employee at his/her base rate, adjusted annually by the Northeast Region Consumer Price Index in the same manner the entirety of the Retention Plan is updated annually. Once the plan base rate catches up with the affected employee's actual rate, they will be moved into the appropriate step and move forward in the plan as defined by the grade and step with which they are properly aligned.

There may be other reasons specific employees fall above a pay range, such as having additional responsibilities for which they are compensated or possessing unique additional qualifications the town believes are necessary. In most instances, if an employee has reached the maximum level of a salary range for a given position, most communities will not grant an increase to an employee's base salary, only a COLA adjustment. Most communities adhere to the range maximums and do not permit employee salaries to extend beyond the maximums. The Town of Milton will continue to grant cost-of-living increases to those employees who have reached the maximum step level within a grade range, along with any longevity payments they may be eligible for by virtue of their time in service, in accordance with the Milton Personnel Handbook and this Employee Retention Plan.

### **Decompression of Salaries**

Salary compression is an internal problem initiated by external market conditions and exacerbated by other factors. It can occur when:

# **Town of Milton, New Hampshire**

## **Employee Retention Plan**

- there are differences in pay between employees with similar skill sets and/or experience levels;
- current employee pay raises don't keep up with increases in the market;
- in order to meet the supply and demand of some positions, individuals may be hired at a higher rate of pay than current employees. Any or all of these factors can be a part of the reason why compression is experienced in the town.<sup>1</sup>

### **Impact of Salary Compression**

Turnover and low morale are two major results that occur due to the compression that exists in some pay rates of employees. Employees are the most important asset town government possesses. A town will not function as effectively as it should with the dissatisfaction, turnover and low morale that internal inequities create.

Some of the factors that can be addressed to develop decompression of salaries include performance, longevity, education, and experience. These were reviewed as possible options for consideration. It has been determined that the fairest system to address decompression is to provide additional compensation based on years of service in the employee's current position in comparison with others within similar internal and external peer groups.

### **Not all Positions are the Same**

People sometimes try to compare their jobs and pay to others' outside of their departments because they see their jobs as being comparable, but not receiving a comparable wage. We have four distinctly different categories of jobs: Administrative Management, Administrative Support, Public Safety and Other. Administrative management includes department heads whose jobs consist primarily of managing operations of their departments, monitoring their budgets and providing support for staff under their management – there are department heads in this category who also work in the field under varying levels of hazardous conditions, like the Chief of Police, the Fire Chief and the Public Works Director. Administrative support generally comprise positions like administrative assistants, clerks, and other next level office support of a nature that does not include dangerous work; there are those positions that deal with public safety in the non-police and non-firefighter arena for which work is at times inherently hazardous because these employees work under severe weather conditions and operate potentially hazardous heavy equipment.

In an increasingly shrinking pool of qualified personnel who want to make a career in municipal government, the market drives remuneration for all of these positions. These categories must be analyzed among their area peer groups to determine relevant wages to be competitive in attracting and retaining qualified personnel. Internal equity is important, but within the pertinent arena. In developing this employee retention plan, we have taken an approach where Police, Fire and Public Works and Administration are all treated as discrete units. The positions in these categories should not be compared to each other, but rather these departments should only be compared internally with the other positions within their departments. Human nature drives us at times to look organization-wide to make invalid comparisons outside of our relevant peer groups.

A final word on administrative positions. It is the nature of smaller municipalities to ignore the importance of competent administrators, town clerk-tax collectors, finance administrators, assessing professionals, code enforcement officers, recreation personnel, planning professionals and others. These people are frequently overlooked. We are becoming more regulated by federal and state agencies as they do what's called streamlining,

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<sup>1</sup> Source - NH-Class & CompStudy Prepared by Municipal Resources, Inc., March 2018

# **Town of Milton, New Hampshire**

## **Employee Retention Plan**

which is another term for cutting costs and personnel at their levels and passing their responsibilities down to towns and cities.

### **Classification vs. Market-Based Systems**

The most common method for valuing jobs and placing them within a grading structure is a market-driven approach. However, today many municipalities are becoming concerned about the internal equity of positions and are looking at classification systems to assist in correcting this problem of "internal pay equity". The combination of reviewing the market study, along with an analysis of years in service and the internal comparison of years of service, experience gained on the job, through education or, if coming in new, an analysis of past experience, including the same factors. Some employees who have been in a position for a number of years should not automatically expect that someone coming in with the same combination of experience, education and other factors will be making less once they have successfully completed the probationary period. The combination of experience, education and other factors, when brought in from another source, saves the Town time and money in training and oversight, so people with these qualifications could at times come in at the same or more than an existing employee, but if that is case, there must be documentation and an explanation clearly justifying such a decision.

### **Consumer Price Index (CPI)/5-year Re-examination**

This retention plan will stay relevant longer by being adjusted automatically at the end of July, once the CPI for the Northeast Region from July of the previous year to July of the present year is published. This will work to keep the plan relevant for a longer period of time, however, along with that there will be a re-examination of the plan every 5 years at a minimum, utilizing the same process the team employed in the development of this plan.

This plan has been designed utilizing 30 different grades with 20 steps within each grade. Each step represents a 2% increase, with the expectation that it will be updated every year utilizing the Northeast Region Consumer Price Index over the previous 12 months covering from August 1 in the previous year to

July 30 of the current budget year. For instance, the CPI for 2019 would have been 1.7% for the year<sup>2</sup>. In that case, the entire retention plan would increase by 1.7% to keep it in line with inflation so the plan retains internal equity and external relevance for a longer period of time.

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#### <sup>2</sup> **Consumer Price Index, Northeast Region – July 2019**

Regional prices increased 0.1 percent over the month; up 1.7 percent over the year

The Consumer Price Index for All Urban Consumers (CPI-U) in the Northeast inched up 0.1 percent in July, the U.S. Bureau of Labor Statistics reported today. Sheila Watkins, the Bureau's regional commissioner, noted that this was due to an increase in the all items less food and energy index (0.2 percent). The energy index and food index both decreased over the month, down 0.4 and 0.1 percent, respectively. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect the impact of seasonal influences.)

Over the last 12 months, the Northeast all items CPI-U increased 1.7 percent. (See chart 1 and table A.) This was due almost entirely to an advance in the all items less food and energy index, up 2.3 percent. The food index also rose, up 1.3 percent since July 2018, while the energy index declined 3.5 percent. (See table 1.) Source: U.S. Bureau of Labor Statistics, [https://www.bls.gov/regions/mid-atlantic/news-release/2019/consumerpriceindex\\_northeast\\_20190813.htm](https://www.bls.gov/regions/mid-atlantic/news-release/2019/consumerpriceindex_northeast_20190813.htm)

January 2020

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# Town of Milton, New Hampshire

## Employee Retention Plan

### Longevity Pay

There will be employees who reach the maximum number of steps in the plan. Once that happens, their base wage rate will remain the same, with the exception that they will be adjusted in accordance with the Northeast Region CPI, but will no longer receive additional upward steps. These employees will be eligible for longevity pay in certain circumstances.

Any organization with quality employees wants to provide a healthy work environment and strives to reward excellence and loyalty to the organization in order to provide an incentive to these valuable team members. Longevity payments come at different milestones in employees' careers and are in place to show appreciation to those individuals. The Town of Milton values longevity equally for every employee, regardless of their levels of pay, hence, the following longevity payments will be rewarded to qualifying employees annually in the last pay period in November in the following amounts (also adjusted annually by the Northeast Region CPI):

Years In Service	Annual Longevity Payment
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Part-time employees are also valued for their time in service. Their longevity pay will be the average hours per week they worked over the previous year divided by 40 hours, then multiplied by the applicable Annual Longevity Payment to calculate the pro-rated payment. Part-time seasonal employees will not be eligible for longevity payments.<sup>3</sup>

### Definition of a Part-time Employee – excerpted from Milton Employee Handbook

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<sup>3</sup> Example: Average hours per week worked: 28;  $28/40 = .7$  or 70%. If the employee has worked for 10 years, the Longevity Payment would be  $\$500 \times 70\% = \$350$

## Milton Free Public Library

13 Main Street, PO Box 127

Milton Mills, NH 03852

Tel: 603-473-8535

[www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

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On behalf of the Milton Free Public Library Board of Trustees, I would like to thank our Library staff for their amazing efforts throughout the pandemic. The COVID-19 virus upended our world and many public services simply ceased. Thanks to the staffs' great efforts and much high-tech wizardry, all library services transitioned to virtual. Without missing a beat we added Hoopla to our online offerings for our patrons.

Now the library is again offering "porch side " pick up (and book drop off). Books are flying off the shelves in into the homes of our Milton residents. The summer reading program "Imagine your Story!" has successfully concluded with many happy readers.

The Governor's announcement of Guidelines for the re-opening of Libraries in NH is prompting many questions. The trustees have put in place a Pandemic Interim Service Plan that outlines multiple tiers of service, each responsive to varied health and safety conditions. Securing staff safety is the top priority of this Interim Service Plan and the determination of tiers of service.

Staff interactions and in-person services pose a high risk of virus transmission. We are taking the necessary steps to ensure we can adhere to the Governor's Guidelines. The space inside the library must be rearranged to accommodate social distancing and sufficient PPE obtained before patrons can safely access the building.

Given the tragic loss of life in the United States and around the world it is essential that we continue to take precautions. Thank you for your patience and support.

Anne Nute  
Chair, Board of Trustees  
Milton Free Public Library  
September 8, 2020

71% is linear spend amount

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## Expenditure Report - Current Year Only

Town of Milton  
As Of: September, GL Year 2020

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>General Fund</b>									
<b>Town Administration</b>									
01-4130-110	TA Salary FullTime 0.00	0.00	87,404.00	87,404.00	3,365.38	58,928.12	0.00	28,475.88	67.420
01-4130-120	TA Salary Part Time 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4130-130	TA Salary Elected 6,930.00	0.00	0.00	6,930.00	0.00	3,465.00	0.00	3,465.00	50.000
01-4130-131	Selectmen phone stipend 480.00	0.00	0.00	480.00	0.00	160.00	0.00	320.00	33.333
01-4130-220	TA FICA 6,816.00	0.00	0.00	6,816.00	199.93	3,821.04	0.00	2,994.96	56.060
01-4130-225	TA Medicare 1,319.00	0.00	0.00	1,319.00	46.76	859.81	0.00	459.19	65.187
01-4130-240	TA Training 900.00	0.00	0.00	900.00	0.00	47.50	0.00	852.50	5.278
01-4130-320	Legal Services 33,500.00	0.00	0.00	33,500.00	0.00	30,413.40	0.00	3,086.60	90.786
01-4130-330	TA Registry of Deeds 300.00	0.00	0.00	300.00	0.00	379.27	0.00	-79.27	126.423
01-4130-340	TA Contract Services 80,049.00	0.00	0.00	80,049.00	3,530.55	60,786.03	0.00	19,262.97	75.936
01-4130-391	TA Legal Notices/Ads 900.00	0.00	0.00	900.00	0.00	282.56	0.00	617.44	31.396
01-4130-395	TA Professional Svcs 13,805.00	0.00	0.00	13,805.00	0.00	850.00	0.00	12,955.00	6.157
01-4130-415	Street Lighting 18,000.00	0.00	0.00	18,000.00	1,256.48	11,869.34	0.00	6,130.66	65.941
01-4130-430	TA Water Bill 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4130-450	TA Telephone 5,438.00	0.00	0.00	5,438.00	596.51	2,890.30	0.00	2,547.70	53.150
01-4130-610	TA Printing/Copies 9,541.00	0.00	0.00	9,541.00	0.00	4,796.00	0.00	4,745.00	50.267
01-4130-620	TA Supplies 4,760.00	0.00	0.00	4,760.00	0.00	868.56	0.00	3,891.44	18.247



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## Expenditure Report - Current Year Only

Town of Milton  
As Of: September, GL Year 2020

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4130-625	TA Postage 2,063.00	0.00	0.00	2,063.00	0.00	564.74	0.00	1,498.26	27.375
01-4130-640	TA Vehicle Fuel 600.00	0.00	0.00	600.00	94.73	-49.58	0.00	649.58	-8.263
01-4130-730	TA Vehicle Maintenance 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
01-4130-733	TA Vehicle Registration/Misc 12.00	0.00	0.00	12.00	0.00	0.00	0.00	12.00	0.000
01-4130-740	TA Equip Maintenance 2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.000
01-4130-741	TA Equipment Purchase 2,300.00	0.00	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0.000
01-4130-742	TA Equipment Lease 4,011.00	0.00	0.00	4,011.00	420.75	2,383.74	0.00	1,627.26	59.430
01-4130-840	TA Mileage/Travel 750.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.000
01-4130-850	TA Memberships/Dues 4,288.00	0.00	0.00	4,288.00	0.00	4,003.00	0.00	285.00	93.354
01-4130-860	TA Employee Functions 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4130-870	TA Bank Charges 60.00	0.00	0.00	60.00	0.00	0.00	0.00	60.00	0.000
01-4130-890	TA Miscellaneous 625.00	0.00	0.00	625.00	0.00	89.99	0.00	535.01	14.398
<b>Total Town Administration</b>	<b>200,649.00</b>	<b>0.00</b>	<b>87,404.00</b>	<b>288,053.00</b>	<b>9,511.09</b>	<b>187,408.82</b>	<b>0.00</b>	<b>100,644.18</b>	<b>65.061</b>
<b>Town Clerk/Tax Collector</b>									
01-4140-120	TC/TX/TR Salary Part Time 39,637.00	0.00	0.00	39,637.00	1,130.15	20,026.58	0.00	19,610.42	50.525
01-4140-130	TC/TX/TR Salary Elected 51,564.00	0.00	0.00	51,564.00	2,129.60	37,876.46	0.00	13,687.54	73.455
01-4140-220	TC/TX/TR FICA 5,655.00	0.00	0.00	5,655.00	201.55	3,728.23	0.00	1,926.77	65.928
01-4140-225	TC/TX/TR Medicare 1,323.00	0.00	0.00	1,323.00	47.16	871.95	0.00	451.05	65.907

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## Expenditure Report - Current Year Only

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4140-240	TC/TX/TR Training 500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4140-330	TC/TX/TR Registry of Deeds 700.00	0.00	0.00	700.00	0.00	302.00	0.00	398.00	43.143
01-4140-391	TC/TX/TR Legal Notices/Ad 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4140-395	TC/TX/TR Professional Services 11,270.00	0.00	0.00	11,270.00	1,058.00	7,401.00	0.00	3,869.00	65.670
01-4140-610	TC/TX/TR Printing/Copies 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4140-620	TC/TX/TR Office Supplies 2,500.00	0.00	0.00	2,500.00	0.00	1,632.45	0.00	867.55	65.298
01-4140-625	TC/TX/TR Postage 7,100.00	0.00	0.00	7,100.00	0.00	9,605.19	0.00	-2,505.19	135.284
01-4140-740	TC/TX/TR Equipment Maintenance 250.00	0.00	0.00	250.00	0.00	250.00	0.00	0.00	100.000
01-4140-741	TC/TX/TR Equipment Purchase 2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.000
01-4140-840	TC/TX/TR Mileage/Travel 250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.000
01-4140-850	TC/TX/TR Membership & Dues 40.00	0.00	0.00	40.00	0.00	20.00	0.00	20.00	50.000
01-4140-890	TC/TX/TR Miscellaneous 1.00	0.00	0.00	1.00	0.00	100.00	0.00	-99.00	10000.000
<b>Total Town Clerk/Tax Collector</b>	<b>122,941.00</b>	<b>0.00</b>	<b>0.00</b>	<b>122,941.00</b>	<b>4,566.46</b>	<b>81,813.86</b>	<b>0.00</b>	<b>41,127.14</b>	<b>66.547</b>
<b>Treasurer</b>									
01-4141-120	TR Salaries Part Time Deputy Treasur 400.00	0.00	0.00	400.00	563.34	5,070.06	0.00	-4,670.06	1,267.515
01-4141-130	TR Salary Elected 6,760.00	0.00	0.00	6,760.00	0.00	0.00	0.00	6,760.00	0.000
01-4141-220	TR FICA 420.00	0.00	0.00	420.00	34.92	314.34	0.00	105.66	74.843
01-4141-225	TR Medicare 99.00	0.00	0.00	99.00	8.17	73.52	0.00	25.48	74.263



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## Expenditure Report - Current Year Only

Town of Milton  
As Of: September, GL Year 2020

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4141-240	TR Training 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4141-620	TR Office Supplies 300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.000
01-4141-625	TR Postage 76.00	0.00	0.00	76.00	0.00	0.00	0.00	76.00	0.000
01-4141-840	TR Mileage/Travel 2,200.00	0.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00	0.000
01-4141-850	TR Membership & Dues 25.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00	0.000
01-4141-890	TR Miscellaneous 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>Total Treasurer</b>	<b>10,381.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,381.00</b>	<b>606.43</b>	<b>5,457.92</b>	<b>0.00</b>	<b>4,923.08</b>	<b>52.576</b>
<b>Supervisor of the Checklist</b>									
01-4142-130	SC Salary Elected 2,647.00	0.00	0.00	2,647.00	0.00	1,649.20	0.00	997.80	62.304
01-4142-610	SC Printing 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4142-620	SC Supplies 200.00	0.00	0.00	200.00	200.00	585.65	0.00	-385.65	292.825
01-4142-625	SC Postage 100.00	0.00	0.00	100.00	0.00	8.60	0.00	91.40	8.600
01-4142-740	SC Equipment Maintenance 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4142-741	SC Equipment Purchase 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4142-840	SC Mileage and Travel 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
<b>Total Supervisor of the Checklist</b>	<b>3,497.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,497.00</b>	<b>200.00</b>	<b>2,243.45</b>	<b>0.00</b>	<b>1,253.55</b>	<b>64.154</b>
<b>Moderator</b>									
01-4143-130	MOD Salary Elected 525.00	0.00	0.00	525.00	0.00	1,252.88	0.00	-727.88	238.644

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## Expenditure Report - Current Year Only

Town of Milton  
As Of: September, GL Year 2020

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ecreveling  
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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4143-140	MOD Election Officials 2,434.00	0.00	0.00	2,434.00	0.00	684.00	0.00	1,750.00	28.102
01-4143-620	MOD Office Supplies 300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.000
01-4143-740	MOD Equipment Maintenance 825.00	0.00	0.00	825.00	0.00	0.00	0.00	825.00	0.000
01-4143-741	MOD Equipment Purchase 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4143-840	MOD Mileage/Travel 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>Total Moderator</b>	<b>4,086.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,086.00</b>	<b>0.00</b>	<b>1,936.88</b>	<b>0.00</b>	<b>2,149.12</b>	<b>47.403</b>
<b>Budget Committee</b>									
01-4144-395	BC Professional Services 2,600.00	0.00	0.00	2,600.00	0.00	713.46	0.00	1,886.54	27.441
<b>Total Budget Committee</b>	<b>2,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>0.00</b>	<b>713.46</b>	<b>0.00</b>	<b>1,886.54</b>	<b>27.441</b>
01-4145-130	TTF Salary Elected 2,310.00	0.00	0.00	2,310.00	0.00	1,154.96	0.00	1,155.04	49.998
01-4145-220	TTF FICA 144.00	0.00	0.00	144.00	0.00	71.61	0.00	72.39	49.729
01-4145-225	TTF Medicare 35.00	0.00	0.00	35.00	0.00	16.75	0.00	18.25	47.857
01-4145-240	TTF Training 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4145-610	TTF Printing/Copies 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4145-620	TTF Office Supplies 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4145-625	TTF Postage 50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.000
01-4145-740	TTF Equipment Maintenance 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4145-741	TTF Equipment Purchase 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4145-840	TTF Mileage/Travel 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
<b>Total</b>	<b>3,290.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,290.00</b>	<b>0.00</b>	<b>1,243.32</b>	<b>0.00</b>	<b>2,046.68</b>	<b>37.791</b>
<b>Assessing</b>									
01-4152-110	AS Salary -Employee 41,917.00	0.00	0.00	41,917.00	1,920.00	34,148.57	0.00	7,768.43	81.467
01-4152-220	AS FICA 2,599.00	0.00	0.00	2,599.00	111.60	2,062.10	0.00	536.90	79.342
01-4152-225	AS Medicare 608.00	0.00	0.00	608.00	26.10	482.27	0.00	125.73	79.321
01-4152-240	AS Training 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4152-330	AS Registry of Deeds 500.00	0.00	0.00	500.00	0.00	537.00	0.00	-37.00	107.400
01-4152-391	AS Legal Notices 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4152-393	AS Software Support 5,500.00	0.00	0.00	5,500.00	0.00	0.00	0.00	5,500.00	0.000
01-4152-395	AS Professional Svcs Assessing 1,000.00	0.00	0.00	1,000.00	0.00	500.00	0.00	500.00	50.000
01-4152-396	AS Contract Assessor 40,000.00	0.00	0.00	40,000.00	0.00	24,250.00	0.00	15,750.00	60.625
01-4152-610	AS Printing 50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.000
01-4152-620	AS Supplies 400.00	0.00	0.00	400.00	0.00	228.67	0.00	171.33	57.168
01-4152-625	AS Postage 600.00	0.00	0.00	600.00	0.00	155.10	0.00	444.90	25.850
01-4152-740	AS Equipment Maintenance 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4152-741	AS Equipment Purchase 300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.000

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01-4152-840	AS Mileage								
	50.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.000
01-4152-850	AS Membership Dues								
	30.00	0.00	0.00	30.00	0.00	20.00	0.00	10.00	66.667
01-4152-890	AS Miscellaneous								
	10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.000
<b>Total Assessing</b>									
	94,014.00	0.00	0.00	94,014.00	2,057.70	62,383.71	0.00	31,630.29	66.356
<b>Insurance /Benefits</b>									
01-4155-210	Health Insurance								
	526,260.00	0.00	0.00	526,260.00	0.00	247,211.17	0.00	279,048.83	46.975
01-4155-215	Dental Insurance								
	24,820.00	0.00	0.00	24,820.00	0.00	11,245.32	0.00	13,574.68	45.307
01-4155-233	Retirement - NHRS & TA								
	88,334.00	0.00	0.00	88,334.00	2,963.61	57,003.26	0.00	31,330.74	64.532
01-4155-250	Life Insurance								
	588.00	0.00	0.00	588.00	0.00	391.50	0.00	196.50	66.582
01-4155-260	Unemployment Insurance								
	4,625.00	0.00	0.00	4,625.00	-142.55	3,910.21	0.00	714.79	84.545
01-4155-280	Workers Compensation								
	66,572.00	0.00	0.00	66,572.00	0.00	68,961.00	0.00	-2,389.00	103.589
01-4155-520	Property Insurance								
	52,646.00	0.00	0.00	52,646.00	0.00	26,323.00	0.00	26,323.00	50.000
01-4155-530	Property Insurance Deductions								
	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.000
<b>Total Insurance /Benefits</b>									
	767,845.00	0.00	0.00	767,845.00	2,821.06	415,045.46	0.00	352,799.54	54.053
<b>Government Buildings</b>									
01-4194-110	GB Salary Full Time								
	105,008.00	0.00	0.00	105,008.00	2,848.25	48,352.47	0.00	56,655.53	46.046
01-4194-120	GB Salary Part Time								
	1.00	0.00	0.00	1.00	0.00	6,000.00	0.00	-5,999.00	#####.###
01-4194-220	GB FICA								
	6,511.00	0.00	0.00	6,511.00	168.98	3,326.30	0.00	3,184.70	51.087



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01-4194-225	GB Medicare 1,523.00	0.00	0.00	1,523.00	39.53	777.95	0.00	745.05	51.080
01-4194-290	GB Uniforms 450.00	0.00	0.00	450.00	0.00	0.00	0.00	450.00	0.000
01-4194-340	GB Contract Services 20,054.00	0.00	0.00	20,054.00	882.95	3,906.95	0.00	16,147.05	19.482
01-4194-395	GB Professional Svcs 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4194-410	GB Electric 9,600.00	0.00	0.00	9,600.00	0.00	4,656.17	0.00	4,943.83	48.502
01-4194-420	GB Heat 5,500.00	0.00	0.00	5,500.00	0.00	2,495.87	0.00	3,004.13	45.379
01-4194-430	GB Water 5,750.00	0.00	0.00	5,750.00	0.00	1,808.00	0.00	3,942.00	31.443
01-4194-620	GB Supplies 2,112.00	0.00	0.00	2,112.00	0.00	980.30	0.00	1,131.70	46.416
01-4194-625	GB Postage 10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.000
01-4194-640	GB Vehicle Fuels 4,000.00	0.00	0.00	4,000.00	258.97	2,085.40	0.00	1,914.60	52.135
01-4194-720	GB Bldg Maintenance 20,000.00	0.00	0.00	20,000.00	86.33	-702.66	0.00	20,702.66	-3.513
01-4194-725	GB Cemetery Maintenance 5,000.00	0.00	0.00	5,000.00	0.00	45.44	0.00	4,954.56	0.909
01-4194-740	GB Equip Maintenance 1,000.00	0.00	0.00	1,000.00	0.00	2,052.02	0.00	-1,052.02	205.202
01-4194-741	GB Equip Purchase 6,600.00	0.00	0.00	6,600.00	0.00	0.00	0.00	6,600.00	0.000
01-4194-742	GB Equip Lease 500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4194-890	GB Miscellaneous 1.00	0.00	0.00	1.00	0.00	223.00	0.00	-222.00	22300.000
<b>Total Government Buildings</b>	<b>193,621.00</b>	<b>0.00</b>	<b>0.00</b>	<b>193,621.00</b>	<b>4,285.01</b>	<b>76,007.21</b>	<b>0.00</b>	<b>117,613.79</b>	<b>39.256</b>

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>01-4195-393</b>	CEM Software								
	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.000
<b>01-4195-395</b>	CEM Admin Cost								
	0.00	0.00	0.00	0.00	0.00	1,050.00	0.00	-1,050.00	0.000
<b>01-4195-890</b>	CEM Miscellaneous								
	6,000.00	0.00	0.00	6,000.00	920.00	6,350.52	0.00	-350.52	105.842
<b>Total</b>									
	<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>920.00</b>	<b>7,400.52</b>	<b>0.00</b>	<b>2,599.48</b>	<b>74.005</b>
<b>Police</b>									
<b>01-4210-110</b>	PD Salary Full Time								
	472,552.00	0.00	0.00	472,552.00	14,653.24	244,757.12	0.00	227,794.88	51.795
<b>01-4210-120</b>	PD Salary Part Time								
	12,000.00	0.00	0.00	12,000.00	234.09	4,172.60	0.00	7,827.40	34.772
<b>01-4210-121</b>	PD Salary Secretary								
	46,800.00	0.00	0.00	46,800.00	585.00	29,899.30	0.00	16,900.70	63.887
<b>01-4210-122</b>	PD Personnel Retention								
	2,500.00	0.00	0.00	2,500.00	0.00	1,650.00	0.00	850.00	66.000
<b>01-4210-123</b>	PD Salary Chief								
	83,408.00	0.00	0.00	83,408.00	3,208.00	55,892.77	0.00	27,515.23	67.011
<b>01-4210-144</b>	PD Grants								
	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.000
<b>01-4210-220</b>	PD FICA								
	4,080.00	0.00	0.00	4,080.00	50.78	2,191.31	0.00	1,888.69	53.709
<b>01-4210-225</b>	PD Medicare								
	9,016.00	0.00	0.00	9,016.00	257.05	4,827.27	0.00	4,188.73	53.541
<b>01-4210-230</b>	PD Retirement NHRS								
	160,760.00	0.00	0.00	160,760.00	5,077.94	88,654.71	0.00	72,105.29	55.147
<b>01-4210-240</b>	PD Training								
	5,000.00	0.00	0.00	5,000.00	0.00	300.00	0.00	4,700.00	6.000
<b>01-4210-243</b>	PD Employee Testing								
	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
<b>01-4210-290</b>	PD Uniforms								
	6,000.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.000
<b>01-4210-320</b>	PD Legal Services								
	14,000.00	0.00	0.00	14,000.00	0.00	13,000.00	0.00	1,000.00	92.857

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01-4210-340	PD Contract Services 23,751.00	0.00	0.00	23,751.00	155.20	14,409.54	0.00	9,341.46	60.669
01-4210-391	PD Legal Notices/Ads 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4210-395	PD Professional Services 500.00	0.00	0.00	500.00	0.00	59.90	0.00	440.10	11.980
01-4210-410	PD Electric 7,200.00	0.00	0.00	7,200.00	0.00	2,819.32	0.00	4,380.68	39.157
01-4210-420	PD Heat 3,000.00	0.00	0.00	3,000.00	0.00	1,257.84	0.00	1,742.16	41.928
01-4210-450	PD Telephone 3,700.00	0.00	0.00	3,700.00	106.42	3,339.87	0.00	360.13	90.267
01-4210-610	PD Printing/Copies 600.00	0.00	0.00	600.00	0.00	180.00	0.00	420.00	30.000
01-4210-620	PD Supplies 6,000.00	0.00	0.00	6,000.00	0.00	2,376.05	0.00	3,623.95	39.601
01-4210-640	PD Vehicle Fuel 15,000.00	0.00	0.00	15,000.00	824.13	6,905.84	0.00	8,094.16	46.039
01-4210-730	PD Vehicle Maintenance 6,000.00	0.00	0.00	6,000.00	458.30	2,952.31	0.00	3,047.69	49.205
01-4210-731	PD Vehicle Purchase/Lease 31,000.00	0.00	0.00	31,000.00	0.00	0.00	0.00	31,000.00	0.000
01-4210-740	PD Equip Mainenance 3,000.00	0.00	0.00	3,000.00	0.00	1,050.00	0.00	1,950.00	35.000
01-4210-741	PD Equip Purchase 6,200.00	0.00	0.00	6,200.00	0.00	1,489.49	0.00	4,710.51	24.024
01-4210-742	PD Equipment Lease 4,600.00	0.00	0.00	4,600.00	379.81	2,574.43	0.00	2,025.57	55.966
01-4210-840	PD Mileage & Travel 1,100.00	0.00	0.00	1,100.00	0.00	0.00	0.00	1,100.00	0.000
01-4210-850	PD Memberships/Dues 750.00	0.00	0.00	750.00	0.00	440.38	0.00	309.62	58.717
01-4210-890	PD Miscellaneous 1.00	0.00	0.00	1.00	0.00	-240.00	0.00	241.00	-24000.000
01-4210-891	PD Education Incentive 4,500.00	0.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0.000

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
<b>Total Police</b>	<b>938,618.00</b>	<b>0.00</b>	<b>0.00</b>	<b>938,618.00</b>	<b>25,989.96</b>	<b>484,960.05</b>	<b>0.00</b>	<b>453,657.95</b>	<b>51.667</b>
<b>Fire Department</b>									
01-4220-110	FD Salary Full Time 117,084.00	0.00	0.00	117,084.00	5,056.21	84,487.36	0.00	32,596.64	72.160
01-4220-120	FD Salary Part Time 80,000.00	0.00	0.00	80,000.00	1,625.20	23,310.53	0.00	56,689.47	29.138
01-4220-130	FD Salary Elected 39,362.00	0.00	0.00	39,362.00	1,513.92	27,250.56	0.00	12,111.44	69.231
01-4220-220	FD FICA 9,012.00	0.00	0.00	9,012.00	194.62	4,237.45	0.00	4,774.55	47.020
01-4220-225	FD Medicare 3,805.00	0.00	0.00	3,805.00	118.86	2,649.70	0.00	1,155.30	69.637
01-4220-230	FD Retirement-NHRS 35,231.00	0.00	0.00	35,231.00	1,521.41	26,571.02	0.00	8,659.98	75.419
01-4220-240	FD Training 6,800.00	0.00	0.00	6,800.00	1,300.00	2,610.00	0.00	4,190.00	38.382
01-4220-243	FD Employee Testing 200.00	0.00	0.00	200.00	0.00	327.25	0.00	-127.25	163.625
01-4220-290	FD Uniforms 20,350.00	0.00	0.00	20,350.00	0.00	2,084.03	0.00	18,265.97	10.241
01-4220-340	FD Contract Services 16,908.00	0.00	0.00	16,908.00	600.00	14,487.38	0.00	2,420.62	85.684
01-4220-410	FD Electric 15,500.00	0.00	0.00	15,500.00	0.00	9,607.28	0.00	5,892.72	61.982
01-4220-420	FD Heat 10,768.00	0.00	0.00	10,768.00	0.00	5,799.47	0.00	4,968.53	53.858
01-4220-430	FD Water 3,000.00	0.00	0.00	3,000.00	0.00	1,440.00	0.00	1,560.00	48.000
01-4220-433	FD Dry Hydrant 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4220-435	FD Hydrant Fees 4,830.00	0.00	0.00	4,830.00	0.00	0.00	0.00	4,830.00	0.000
01-4220-450	FD Telephone 4,200.00	0.00	0.00	4,200.00	178.95	2,500.31	0.00	1,699.69	59.531



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01-4220-460	FD Public Education 600.00	0.00	0.00	600.00	0.00	136.00	0.00	464.00	22.667
01-4220-610	FD Printing 400.00	0.00	0.00	400.00	0.00	94.98	0.00	305.02	23.745
01-4220-620	FD Supplies 4,500.00	0.00	0.00	4,500.00	0.00	2,738.75	0.00	1,761.25	60.861
01-4220-625	FD Postage 50.00	0.00	0.00	50.00	0.00	101.23	0.00	-51.23	202.460
01-4220-640	FD Vehicle Fuel 2,750.00	0.00	0.00	2,750.00	203.67	1,399.30	0.00	1,350.70	50.884
01-4220-645	FD Diesel Fuel 6,000.00	0.00	0.00	6,000.00	575.76	2,828.09	0.00	3,171.91	47.135
01-4220-720	FD Bldg Maintenance 1,995.00	0.00	0.00	1,995.00	0.00	2,700.00	0.00	-705.00	135.338
01-4220-730	FD Vehicle Maintenance 14,000.00	0.00	0.00	14,000.00	0.00	18,126.72	0.00	-4,126.72	129.477
01-4220-740	FD Equipment Maintenance 7,500.00	0.00	0.00	7,500.00	3,493.56	6,737.85	0.00	762.15	89.838
01-4220-741	FD Equipment Purchase 16,500.00	0.00	0.00	16,500.00	779.96	17,497.12	0.00	-997.12	106.043
01-4220-742	FDEquipment Lease 1,572.00	0.00	0.00	1,572.00	0.00	0.00	0.00	1,572.00	0.000
01-4220-840	FD Mileage/Travel 1.00	0.00	0.00	1.00	0.00	14.35	0.00	-13.35	1,435.000
01-4220-890	FD Miscellaneous 1.00	0.00	0.00	1.00	0.00	420.00	0.00	-419.00	42000.000
01-4220-961	FD On Call Part Time 26,000.00	0.00	0.00	26,000.00	0.00	13,210.90	0.00	12,789.10	50.811
01-4220-962	FD On Call Full Time 0.00	0.00	0.00	0.00	0.00	240.00	0.00	-240.00	0.000
<b>Total Fire Department</b>	<b>448,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>448,920.00</b>	<b>17,162.12</b>	<b>273,607.63</b>	<b>0.00</b>	<b>175,312.37</b>	<b>60.948</b>
<b>Planning &amp; Code</b>									
01-4240-110	PBC Salary Full Time 37,160.00	0.00	0.00	37,160.00	1,540.80	25,853.04	0.00	11,306.96	69.572

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01-4240-111	PBC Overtime 2,000.00	0.00	0.00	2,000.00	137.23	828.07	0.00	1,171.93	41.404
01-4240-120	PBC Salary Part Time 29,042.00	0.00	0.00	29,042.00	1,096.64	19,639.52	0.00	9,402.48	67.625
01-4240-220	PBC FICA 4,229.00	0.00	0.00	4,229.00	165.94	2,839.93	0.00	1,389.07	67.154
01-4240-225	PBC Medicare 989.00	0.00	0.00	989.00	38.81	689.09	0.00	299.91	69.675
01-4240-240	PBC Training 400.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.000
01-4240-330	PBC Registry of Deeds 25.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00	0.000
01-4240-340	PBC Contract Services 28,600.00	0.00	0.00	28,600.00	0.00	19,919.00	0.00	8,681.00	69.647
01-4240-391	PBC Notices & ads 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4240-395	PBC Professional Svc 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4240-610	PBC Printing/Copies 75.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00	0.000
01-4240-620	PBC Supplies 500.00	0.00	0.00	500.00	0.00	466.78	0.00	33.22	93.356
01-4240-625	PBC Postage 250.00	0.00	0.00	250.00	0.00	118.70	0.00	131.30	47.480
01-4240-740	PBC Equipment Maintenance 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4240-741	PBC Equip Purchase 150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4240-840	PBC Mileage/Travel 75.00	0.00	0.00	75.00	0.00	0.00	0.00	75.00	0.000
01-4240-850	PBC Memberships/Dues 550.00	0.00	0.00	550.00	0.00	0.00	0.00	550.00	0.000
01-4240-890	PBC Miscellaneous 50.00	0.00	0.00	50.00	0.00	1,391.07	0.00	-1,341.07	2,782.140
<b>Total Planning &amp; Code</b>	<b>104,645.00</b>	<b>0.00</b>	<b>0.00</b>	<b>104,645.00</b>	<b>2,979.42</b>	<b>71,745.20</b>	<b>0.00</b>	<b>32,899.80</b>	<b>68.561</b>

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<b>Planning Board</b>									
01-4241-240	PB Training 250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.000
01-4241-391	PB Public Notices 400.00	0.00	0.00	400.00	0.00	252.56	0.00	147.44	63.140
01-4241-395	PB GIS Data Sets & Maps 500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4241-610	PB Printing 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4241-620	PB Supplies 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4241-625	PB Postage 200.00	0.00	0.00	200.00	0.00	7.30	0.00	192.70	3.650
01-4241-840	PB Mileage 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4241-890	PB Miscellaneous 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
<b>Total Planning Board</b>	<b>1,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,750.00</b>	<b>0.00</b>	<b>259.86</b>	<b>0.00</b>	<b>1,490.14</b>	<b>14.849</b>
<b>Zoning Board of Adjustment</b>									
01-4242-240	ZBA Training 250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.000
01-4242-330	ZBA Registry of Deeds 258.00	0.00	0.00	258.00	0.00	0.00	0.00	258.00	0.000
01-4242-391	ZBA Public Notices 400.00	0.00	0.00	400.00	0.00	141.28	0.00	258.72	35.320
01-4242-610	ZBA Printing 100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4242-620	ZBA Supplies 35.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.000
01-4242-625	ZBA Postage 457.00	0.00	0.00	457.00	0.00	33.00	0.00	424.00	7.221
<b>Total Zoning Board of Adjustment</b>	<b>1,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>174.28</b>	<b>0.00</b>	<b>1,325.72</b>	<b>11.619</b>

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<b>Conservation Commission</b>									
01-4243-240	CC Training								
	150.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00	0.000
01-4243-320	CC Legal Defense								
	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.000
01-4243-395	CC Professional Services								
	2,097.00	0.00	0.00	2,097.00	0.00	0.00	0.00	2,097.00	0.000
01-4243-610	CC Printing								
	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4243-620	CC Office Supplies								
	25.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00	0.000
01-4243-625	CC Postage								
	250.00	0.00	0.00	250.00	0.00	1.50	0.00	248.50	0.600
01-4243-850	CC Membership Dues								
	600.00	0.00	0.00	600.00	0.00	200.00	0.00	400.00	33.333
01-4243-890	CC Miscellaneous								
	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>Total Conservation Commission</b>	<b>6,123.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,123.00</b>	<b>0.00</b>	<b>201.50</b>	<b>0.00</b>	<b>5,921.50</b>	<b>3.291</b>
<b>Emergency Management</b>									
01-4290-002	Emergency Management								
	1.00	0.00	0.00	1.00	0.00	63.48	0.00	-62.48	6,348.000
01-4290-006	EMD								
	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.000
01-4290-220	EM Fica								
	248.00	0.00	0.00	248.00	0.00	0.00	0.00	248.00	0.000
01-4290-225	EM Medicare								
	58.00	0.00	0.00	58.00	0.00	0.00	0.00	58.00	0.000
01-4290-240	EM Training								
	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4290-410	EM Electric								
	1,000.00	0.00	0.00	1,000.00	0.00	475.89	0.00	524.11	47.589
<b>Total Emergency Management</b>	<b>5,308.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,308.00</b>	<b>0.00</b>	<b>539.37</b>	<b>0.00</b>	<b>4,768.63</b>	<b>10.161</b>

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<b>Highway Department</b>									
01-4312-110	HW Salary Full Time 293,142.00	0.00	0.00	293,142.00	7,704.84	155,510.45	0.00	137,631.55	53.050
01-4312-120	HW Salary Part Time 20,648.00	0.00	0.00	20,648.00	1,447.55	18,071.42	0.00	2,576.58	87.521
01-4312-130	HW Salary Elected 67,429.00	0.00	0.00	67,429.00	2,593.60	46,133.97	0.00	21,295.03	68.419
01-4312-220	HW FICA 23,636.00	0.00	0.00	23,636.00	631.86	15,579.45	0.00	8,056.55	65.914
01-4312-225	HW Medicare 5,228.00	0.00	0.00	5,228.00	162.51	3,702.58	0.00	1,525.42	70.822
01-4312-240	HW Training 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
01-4312-243	HW Employee Testing 1,500.00	0.00	0.00	1,500.00	85.00	1,167.00	0.00	333.00	77.800
01-4312-290	HW Uniforms 4,700.00	0.00	0.00	4,700.00	288.92	2,362.14	0.00	2,337.86	50.258
01-4312-340	HW Contracted Services 13,970.00	0.00	0.00	13,970.00	940.00	12,610.38	0.00	1,359.62	90.268
01-4312-395	HW Professional Services 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4312-410	HW Electric 5,100.00	0.00	0.00	5,100.00	0.00	2,043.40	0.00	3,056.60	40.067
01-4312-420	HW Heat 3,500.00	0.00	0.00	3,500.00	234.85	2,354.01	0.00	1,145.99	67.257
01-4312-450	HW Telephone 3,100.00	0.00	0.00	3,100.00	106.42	1,508.19	0.00	1,591.81	48.651
01-4312-620	HW Supplies 24,506.00	0.00	0.00	24,506.00	377.34	6,222.76	0.00	18,283.24	25.393
01-4312-625	HW Postage 10.00	0.00	0.00	10.00	0.00	1.50	0.00	8.50	15.000
01-4312-630	HW Operating Supplies 123,460.00	0.00	0.00	123,460.00	600.00	85,141.08	0.00	38,318.92	68.962
01-4312-640	HW Vehicle Fuel 5,500.00	0.00	0.00	5,500.00	400.56	3,640.31	0.00	1,859.69	66.187



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01-4312-645	HW Diesel Fuel	0.00	0.00	35,000.00	601.01	9,653.98	0.00	25,346.02	27.583
	35,000.00								
01-4312-740	HW Equipment Maintenance	0.00	0.00	20,000.00	4,068.44	11,568.51	0.00	8,431.49	57.843
	20,000.00								
01-4312-741	HW Equip Purchase	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
	500.00								
01-4312-742	HW Equipment Lease	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
	1.00								
01-4312-850	HW Memberships/Dues	0.00	0.00	1.00	0.00	55.00	0.00	-54.00	5,500.000
	1.00								
01-4312-890	HW Miscellaneous	0.00	0.00	1.00	0.00	210.00	0.00	-209.00	21000.000
	1.00								
<b>Total Highway Department</b>	<b>651,933.00</b>	<b>0.00</b>	<b>0.00</b>	<b>651,933.00</b>	<b>20,242.90</b>	<b>377,536.13</b>	<b>0.00</b>	<b>274,396.87</b>	<b>57.910</b>
<b>Solid Waste &amp; Recycling</b>									
01-4324-110	SW Salary Full Time	0.00	0.00	44,282.00	1,836.00	35,199.03	0.00	9,082.97	79.488
	44,282.00								
01-4324-120	SW Salary Part Time	0.00	0.00	50,840.00	1,652.94	52,484.62	0.00	-1,644.62	103.235
	50,840.00								
01-4324-220	SW FICA	0.00	0.00	5,898.00	210.01	3,365.25	0.00	2,532.75	57.057
	5,898.00								
01-4324-225	SW Medicare	0.00	0.00	1,380.00	49.10	786.99	0.00	593.01	57.028
	1,380.00								
01-4324-240	SW Training	0.00	0.00	600.00	0.00	150.00	0.00	450.00	25.000
	600.00								
01-4324-290	SW Uniforms	0.00	0.00	600.00	0.00	135.00	0.00	465.00	22.500
	600.00								
01-4324-340	SW Contract Services	0.00	0.00	9,800.00	0.00	9,303.76	0.00	496.24	94.936
	9,800.00								
01-4324-371	SW Disposal	0.00	0.00	79,000.00	7,640.05	51,949.25	0.00	27,050.75	65.759
	79,000.00								
01-4324-372	SW Rental/Recycle	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
	1.00								
01-4324-373	SW Hazard Waste Removal	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
	1.00								

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01-4324-410	SW Electric 1,800.00	0.00	0.00	1,800.00	0.00	1,009.62	0.00	790.38	56.090
01-4324-420	SW Heat 500.00	0.00	0.00	500.00	0.00	325.27	0.00	174.73	65.054
01-4324-450	SW Telephone 654.00	0.00	0.00	654.00	0.00	288.11	0.00	365.89	44.054
01-4324-620	SW Supplies 2,159.00	0.00	0.00	2,159.00	20.38	317.94	0.00	1,841.06	14.726
01-4324-625	SW Postage 10.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00	0.000
01-4324-630	SW Operating Supplies 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-640	SW Vehicle Fuel 8,000.00	0.00	0.00	8,000.00	730.82	5,071.37	0.00	2,928.63	63.392
01-4324-720	SW Building Maintenance 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-740	SW Equipment Maintenance 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-741	SW Equipment Purchase 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-742	SW Equipment Lease 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-810	SW Permit Fees 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4324-890	SW Miscellaneous 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>Total Solid Waste &amp; Recycling</b>	<b>205,532.00</b>	<b>0.00</b>	<b>0.00</b>	<b>205,532.00</b>	<b>12,139.30</b>	<b>160,386.21</b>	<b>0.00</b>	<b>45,145.79</b>	<b>78.035</b>
<b>Outside Appropriations</b>									
01-4415-350	Stratford CAP 7,250.00	0.00	0.00	7,250.00	0.00	0.00	0.00	7,250.00	0.000
01-4415-351	Homemakers Health Services 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
01-4415-352	Haven 500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000

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01-4415-353	AIDS Response Seacoast 400.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.000
01-4415-354	Cornerstone VNA 5,652.00	0.00	0.00	5,652.00	0.00	5,652.00	0.00	0.00	100.000
01-4415-355	Youth Sponsorship (DARE) 1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.000
01-4415-358	Strafford Nutrition & Meals on Wheel 1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.000
01-4415-361	American Legion Post #61 800.00	0.00	0.00	800.00	667.70	667.70	0.00	132.30	83.463
01-4415-364	CASA 500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4415-367	Wakefield Resource Center 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
01-4415-368	Wakefield Food Pantry 2,500.00	0.00	0.00	2,500.00	0.00	1,250.00	0.00	1,250.00	50.000
01-4415-369	We Care Food Pantry 0.00	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00	100.000
<b>Total Outside Appropriations</b>	<b>22,602.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>24,602.00</b>	<b>667.70</b>	<b>9,569.70</b>	<b>0.00</b>	<b>15,032.30</b>	<b>38.898</b>
<b>Welfare</b>									
01-4445-120	W Salaries 18,538.00	0.00	0.00	18,538.00	0.00	13,209.90	0.00	5,328.10	71.258
01-4445-220	W FICA 1,149.00	0.00	0.00	1,149.00	0.00	871.90	0.00	277.10	75.883
01-4445-225	W Medicare 269.00	0.00	0.00	269.00	0.00	203.91	0.00	65.09	75.803
01-4445-240	W Training 240.00	0.00	0.00	240.00	0.00	15.00	0.00	225.00	6.250
01-4445-461	W Electric 6,000.00	0.00	0.00	6,000.00	0.00	175.29	0.00	5,824.71	2.922
01-4445-462	W Heat 9,000.00	0.00	0.00	9,000.00	0.00	343.87	0.00	8,656.13	3.821
01-4445-464	W Rent/Mortgage 25,000.00	0.00	0.00	25,000.00	0.00	3,885.15	0.00	21,114.85	15.541



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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
01-4445-465	W Food								
	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
01-4445-466	W Medical								
	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.000
01-4445-620	W Office Supplies								
	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.000
01-4445-625	W Postage								
	100.00	0.00	0.00	100.00	0.00	53.80	0.00	46.20	53.800
01-4445-741	W Equipment								
	200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4445-840	W Mileage								
	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	0.000
01-4445-890	W Miscellaneous								
	2,500.00	0.00	-2,000.00	500.00	0.00	510.46	0.00	-10.46	102.092
<b>Total Welfare</b>	<b>66,396.00</b>	<b>0.00</b>	<b>-2,000.00</b>	<b>64,396.00</b>	<b>0.00</b>	<b>19,269.28</b>	<b>0.00</b>	<b>45,126.72</b>	<b>29.923</b>
<b>Recreation</b>									
01-4520-110	RE Salary Full Time								
	42,455.00	0.00	0.00	42,455.00	1,871.20	30,003.43	0.00	12,451.57	70.671
01-4520-120	RE Salary Part Time								
	8,534.00	0.00	0.00	8,534.00	0.00	9,272.87	0.00	-738.87	108.658
01-4520-220	RE FICA								
	3,162.00	0.00	0.00	3,162.00	0.00	1,739.27	0.00	1,422.73	55.005
01-4520-225	RE Medicare								
	740.00	0.00	0.00	740.00	0.00	410.42	0.00	329.58	55.462
01-4520-240	RE Training								
	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.000
01-4520-290	RE Uniforms								
	125.00	0.00	0.00	125.00	0.00	0.00	0.00	125.00	0.000
01-4520-340	RE Contract Services								
	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4520-360	RE Transportation								
	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4520-395	RE Professional Services								
	600.00	0.00	0.00	600.00	0.00	0.00	0.00	600.00	0.000

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01-4520-410	RE Electric 2,300.00	0.00	0.00	2,300.00	0.00	1,157.58	0.00	1,142.42	50.330
01-4520-450	RE Telephone 835.00	0.00	0.00	835.00	41.17	370.67	0.00	464.33	44.392
01-4520-610	RE Printing 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4520-620	RE Supplies 1,403.00	0.00	0.00	1,403.00	0.00	125.98	0.00	1,277.02	8.979
01-4520-625	RE Postage 200.00	0.00	0.00	200.00	0.00	0.50	0.00	199.50	0.250
01-4520-630	RE Operating Supplies 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4520-720	RE Building Maintenance 1.00	0.00	0.00	1.00	0.00	62.42	0.00	-61.42	6,242.000
01-4520-725	RE Grounds Maintenance 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
01-4520-740	RE Equipment Maintenance 250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.000
01-4520-741	RE Equipment Purchase 200.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.000
01-4520-840	RE Mileage & Travel 1,000.00	0.00	0.00	1,000.00	0.00	500.00	0.00	500.00	50.000
01-4520-850	RE Dues/Subscriptions 70.00	0.00	0.00	70.00	0.00	0.00	0.00	70.00	0.000
01-4520-890	RE Miscellaneous 1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>Total Recreation</b>	<b>62,580.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,580.00</b>	<b>1,912.37</b>	<b>43,643.14</b>	<b>0.00</b>	<b>18,936.86</b>	<b>69.740</b>
<b>Library</b>									
01-4550-120	LI Salary Part Time 35,560.00	0.00	0.00	35,560.00	1,442.72	23,284.36	0.00	12,275.64	65.479
01-4550-220	LI FICA 2,205.00	0.00	0.00	2,205.00	85.83	1,484.49	0.00	720.51	67.324
01-4550-225	LI Medicare 516.00	0.00	0.00	516.00	20.92	350.54	0.00	165.46	67.934



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<b>01-4711-151</b>	2016 Int'l Dump Trucks Principal 66,440.00	0.00	0.00	66,440.00	0.00	66,440.00	0.00	0.00	100.000
<b>01-4711-161</b>	2016 John Deere Grader Principal 23,123.00	0.00	0.00	23,123.00	0.00	23,123.00	0.00	0.00	100.000
<b>01-4711-162</b>	Bond Principal TANS 0.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	0.000
<b>01-4711-542</b>	2016 Fire Station Bond Principal 151,787.00	0.00	0.00	151,787.00	0.00	151,786.56	0.00	0.44	100.000
<b>01-4711-543</b>	2017 Motorola Portable Radios Principi 29,487.00	0.00	0.00	29,487.00	0.00	0.00	0.00	29,487.00	0.000
<b>Total Debt Service Principal</b>	<b>270,837.00</b>	<b>0.00</b>	<b>1.00</b>	<b>270,838.00</b>	<b>0.00</b>	<b>241,349.56</b>	<b>0.00</b>	<b>29,488.44</b>	<b>89.112</b>
<b>Debt Service Interest</b>									
<b>01-4721-151</b>	2016 Int'l Dump Trucks Interest 3,896.00	0.00	0.00	3,896.00	0.00	3,895.59	0.00	0.41	99.989
<b>01-4721-161</b>	2016 John Deere Grader Interest 3,670.00	0.00	0.00	3,670.00	0.00	3,669.60	0.00	0.40	99.989
<b>01-4721-542</b>	2016 Fire Station Bond Interest 64,017.00	0.00	0.00	64,017.00	0.00	64,016.66	0.00	0.34	99.999
<b>01-4721-543</b>	2017 Motorola Portable Radios Interest 821.00	0.00	0.00	821.00	0.00	0.00	0.00	821.00	0.000
<b>01-4721-551</b>	Bond Interest TANS 1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.000
<b>01-4721-899</b>	Unanticipated Expenses 18,000.00	0.00	0.00	18,000.00	0.00	22,830.84	0.00	-4,830.84	126.838
<b>Total Debt Service Interest</b>	<b>91,404.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91,404.00</b>	<b>0.00</b>	<b>94,412.69</b>	<b>0.00</b>	<b>-3,008.69</b>	<b>103.292</b>
<b>Warrant Articles</b>									
<b>01-9000-934</b>	Bridges Capital Reserve Article 0.00	0.00	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.000
<b>01-9000-954</b>	Library Capital Reserve Article 0.00	0.00	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.000
<b>01-9000-955</b>	Technology Upgrade Cap Res Article 0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.000

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01-9000-960	Eradicating invasive plants Article	0.00	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.000
01-9000-964	GIS Capital Reserve	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.000
<b>Total Warrant Articles</b>		<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.000</b>
<b>Encumbrances</b>									
01-9001-015	Road Construction Non-lapsing	0.00	0.00	222,976.00	222,976.00	125,178.91	125,178.91	0.00	97,797.09 56.140
01-9001-016	FY2018 Highway Block Grant SB38	0.00	0.00	47,115.00	47,115.00	0.00	0.00	47,115.00	0.000
01-9001-025	European Niad	0.00	0.00	4,185.00	4,185.00	0.00	0.00	4,185.00	0.000
01-9001-027	A Merrie Sweepe/Library	0.00	0.00	2,585.00	2,585.00	0.00	2,585.00	0.00	0.00 100.000
01-9001-028	Unassigned Revenue 2019	0.00	0.00	60,101.00	60,101.00	0.00	41,488.73	0.00	18,612.27 69.032
01-9001-029	City of Rochester (software) 2019	0.00	0.00	750.00	750.00	0.00	0.00	750.00	0.000
01-9001-030	Assessing-GIS 2019	0.00	0.00	300.00	300.00	0.00	300.00	0.00	0.00 100.000
01-9001-031	Fire Tech & Safety (FEMA) 2019	0.00	0.00	8,458.00	8,458.00	0.00	0.00	8,458.00	0.000
01-9001-032	Police Encumb 2019	0.00	0.00	14,703.00	14,703.00	0.00	9,285.45	0.00	5,417.55 63.153
<b>Total Encumbrances</b>		<b>0.00</b>	<b>0.00</b>	<b>361,173.00</b>	<b>361,173.00</b>	<b>125,178.91</b>	<b>178,838.09</b>	<b>0.00</b>	<b>182,334.91 49.516</b>
<b>Total General Fund</b>		<b>4,353,280.00</b>	<b>0.00</b>	<b>508,578.00</b>	<b>4,861,858.00</b>	<b>233,044.64</b>	<b>2,834,895.44</b>	<b>0.00</b>	<b>2,026,962.56 58.309</b>
<b>Sewer</b>									
<b>Sanitary Sewer</b>									
02-4326-340	SWR Contract Services	35,500.00	0.00	0.00	35,500.00	0.00	27,856.00	0.00	7,644.00 78.468

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Account Number		Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
Total	Sanitary Sewer	35,500.00	0.00	0.00	35,500.00	0.00	27,856.00	0.00	7,644.00	78.468
Total	Sewer	35,500.00	0.00	0.00	35,500.00	0.00	27,856.00	0.00	7,644.00	78.468

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Account Number	Budget	Prior Year Encumbered	Budget & PY Adjustments	Net Budget	MTD Exp	YTD Exp	Encumbered	Balance Available	%Used
Grand Total	4,388,780.00	0.00	508,578.00	4,897,358.00	233,044.64	2,862,751.44	0.00	2,034,606.56	58.455