

Town of Milton
BOARD OF SELECTMAN MEETING
April 19, 2021

ATTENDANCE:

Members: Claudine Burnham (Chair), Matt Morrill, Andrew Rawson

Staff: Julius Peel, Interim Town Administrator

Public: Humphrey Williams, Kim Libby, Chief Richard Krauss, Karen Brown, Paul Steer, Patrick Smith, Michelle Beauchamp, Chief Nick Marique, Douglas Shute, Peg Hurd, Kathy Wallingford

Claudine Burnham, Chair, opened the public session at 6:05PM.

1.) Pledge of Allegiance: Claudine Burnham, Chair, led the meeting in the Pledge of Allegiance.

2.) Introduction:

Introduce New Town Administrator – On behalf of the BOS, Ms. Burnham extended a welcome to Chris Jacobs who is the new Town Administrator. The board is very thankful and look forward to working with him. Mr. Jacobs will begin Monday, April 26, 2021.

Julius Peel thanked everyone, especially the staff, during this transition. Everyone worked very hard to continue services.

3.) Department Head Updates: Ms. Burnham asked all department heads to provide their updates to Karen Brown to place in the monthly newsletter, the Gazette.

a.) **Chief Krauss - Police** April is “National U-text, U-drive, U-pay” month focusing on distracted driving. Patrols will be set up during this time.

The message board / speed trailers have been received and are working very well, providing messages while collecting data. This information is included in the compliance and risk reports which town residents can view.

On April 17th in conjunction with Broadview Animal Hospital, a rabies clinic was provided.

April 24th is National Prescription Take Back Day.

Chief Krauss also reported unfortunately another officer has resigned. Officer Mahoney has accepted a position in Portsmouth.

b.) **Chief Marique - Fire** Chief provided stats for March and YTD on the number of calls received. March – 73 calls; YTD – 260 (60% medically related) which is a 15% increase over last year. They continue to monitor COVID regularly. There is preliminary discussion of providing a vaccine clinic.

April 10th, there was a fire on Mason Road which began outside of the structure. Chief Marique stressed the need to really pay attention.

Chief Marique explained there has been an increase in the number of calls to nearby communities with the expectation that reciprocal response would happen. There has been concern with the ability of Middleton and Lebanon towns to provide both services to their own communities and helping out with other communities if and when needed. Milton began billing Middleton in October for providing these services (all bills have been paid) and will begin sending bills to Lebanon if they request a service because of their own inability to provide the service.

- c.) **Patrick Smith - Public Works** They are currently working on the Dawson / Silver Street project with surveying underway now. They anticipate a bid date in July with a construction start sometime in October.

Quotes are being accepted for road construction on Tenerife Road. All residents will be notified prior to start.

Saturday, April 24th, the 8th annual roadside cleanup will be held. May 1st, residents will be able to drop off hazardous household waste. Materials will be posted at transfer station. Spring cleanup is underway starting first in Milton Mills.

- d.) **Michelle Beauchamp - Tax Clerk / Collector** Michelle extended a welcome to Melissa Vial who will be assuming the position of Deputy Town Clerk / Tax Clerk. Training will take a few months but she believes Melissa will be an asset to the town. She also thanked Kathy Siebert formerly clerk from Farmington who helped out last year and now will be a part-time floater. She also thanked the part-time Deputies, Diane Dubase and Janet Sturman for their help and wanted to acknowledge how invaluable they were over the past year.

Reminder to board and commission to submit minutes to office for public inspection.

March – very busy with a 40% increase in motor vehicle and over 400% increase in online transactions. Increase in new vehicle purchases and new residents to the town. A reminder that dog licenses must be purchased by April 30th. All dogs must be licensed yearly.

The tax collectors report – tax delinquent notices were sent in March for unpaid 2020 taxes.

- e.) **Kathy Wallingford – Assessing** Kathy indicated the new tax cycle has just started on April 1st. They have seen an increase in sales, transfer of properties. The assessor is currently in the office two days per month and out in the field collecting permits, doing assessments, checking sales, etc.

- f.) **Karen Brown - Parks and Recreation** The town beach will open Memorial Day. Already beach and boat passes are being sold. For the Camp 3-Ponds, so far 86 kids have been registered for the program. They will focus again on COVID related safety. Soccer program: U10-12 have over 30 kids registered.

The Gazette newsletter is working really well with great feedback from readers. Senior

activities have not started yet for the year. This program is at a stand-still due to COVID.

g.) **Dale Sprague – Sewer** Wastewater Department – we need to have a representative in place for the Org of Towns/Cities Cmt. Process has now gotten started and have a rep is required.

EPA has issued a draft wastewater discharge permit. This permit was done slightly differently than previously. Usually each town/city is issued their own individual permit. This time, 15 NH towns were lumped together under one single permit. No real changes since the last permit issued in 2005. Mr. Sprague will write a letter as May 10th is the deadline for a response – there are a few minor items he will ask for clarification.

h.) **Betsy Baker - Library** Ms. Baker indicated the library has been open part-time/appts. As of May 1st, they will be full-open Wednesdays and Saturdays. Have already started their outdoor story time on Thursday mornings. In the midst of a large change to their children's library from Dewey-Decimal classifications to genre-based classification. Will have an outdoor summer reading program – the public school librarian is volunteering for this.

Just a reminder, the library trustees would like to meet with the BOS to discuss the wage scale discussions.

i.) **Julius Peel - Town Administrator & Land Use** As Interim Town Administrator, he thanked Ernie for providing the training and instruction to help him. Julius has also been helping with code enforcement and building permits. There has definitely been an increase in the number of applications for permits. Julius will provide specific numbers at upcoming meeting.

4.) **Committee Updates:**

a.) **MS4 – Julius** provided an update in Bruce Woodruff's absence to continue with the process. The committee being formed will address specific topics on the list. They will need to determine which are the most important items on which to focus. As changes occur, this will also help decide which committee / departments are needed to respond. To get the committee started, they will need bylaws, charge policy, determining who is on committee. The bylaws and charge are based on other communities who have already received approval by the federal government.

Ms. Burnham questioned if there is any interest from department heads present to be involved in this committee and be available for the upcoming workshop? This will also be opened up to the community to ascertain their interest. Those interested are encouraged to respond by May 3rd. Ms. Burnham asked for a motion to accept the proposed bylaws and charge policy.

Mr. Rawson made a motion to accept the proposed bylaws and charge policy as written. Mr. Morrill seconded the motion. All were in favor; the motion passed.

The committee will hold up to 12 individuals. The proposed date for an initial committee/workshop meeting is May 10th.

Ms. Burnham reported that Mr. Woodruff recommended the BOS adopt a stormwater management program. This will help to move things along and is required by the EPA. This is an ordinance and once enacted will confirm site plan regulations and all subdivision regulations and that BOS will enforce regulations.

Mr. Rawson made a motion to accept the proposed stormwater management program ordinance. Mr. Morrill seconded the motion. All were in favor; the motion passed.

b.) Economic Development Committee – there is a need to re-establish the 7 member committee. This committee is an important part of the recent resident survey. Any residents who are interested should let Ms. Burnham and/or the Town Administrator know. Information regarding this committee can be found on the website.

c.) Capital Improvement Committee – The public was notified of this committee and several individuals have submitted letter of interest.

Doug Shute noted the Milton School Board had sent a letter requesting a member of the school board to be included as a member on the CIC committee.

Ms. Burnham questioned the BOS about including a school board member as a permanent member on the CIC? Currently the committee is proposed to include 5 members; one from the planning board, SB, BOS which would then allow for two additional members with an alternate? It was also indicated the town planner would be involved however would not have voting privileges. The budget committee had expressed interest in having a member spot as well. It was noted that this setup would eliminate any members from the public on the committee. It was also noted that the warrant article did not specify how many members would be on the committee. Ms. Burnham suggested the number of members be increased to seven which would then allow for 3 members of the public.

Ms. Burnham asked for a motion to accept the increase to 7 members, including 3 members from the community and accept the bylaws with the proposed changes.

Mr. Rawson made a motion to accept the bylaws with proposed changes and to increase members to 7, Mr. Morrill seconded the motion. All voted in favor; the motion passed.

5.) Old Business:

Parade Ordinance – Chief Krauss discussed the guidelines with the need to add a fine amount for any non-compliance. Currently the permit fee is set at \$50.00 but there is no amount for any fines. The BOS recommended to increase the setup fee to \$100 with a non-compliance fee also of \$100.00.

Mr. Morrill made a motion to accept the amended parade special permit to include the permit fees set at \$100.00 and terms and conditions of non-compliance fine at \$100.00. Mr. Rawson seconded the motion. All voted in favor; the motion passed.

Chief Krause followed-up on the issue of why \$16,000 was recorded under the miscellaneous line-item in the budget. He worked with the budget committee and finance to determine the cause of this. Only the \$23,000 for signs was encumbered, not both the \$23,000 and \$16,000. In reviewing previous meeting minutes, the minutes where this was a discussion item, the motion was incorrect in its statement to purchase the two signs. At this meeting, discussion revolved around the possibility of obtaining a grant. The December 28th meeting minutes are noted here: A motion to encumber \$23,850.00 from 2020 Police Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous. ⚡ There was previous approval for the Town to be able to use this as match to allow the Fire Chief to apply for a grant to pay for an additional speed trailer in the amount of \$16,760.00. Because of this, finance only encumbered the \$23,000. To move forward and correct this, in discussion with finance, an amendment to the December meeting minutes should be put forth.

Mr. Morrill made a motion to amend the previous motion. Mr. Rawson seconded the motion. All voted in favor; the motion passed.

According to Chief Krause, the matching grant is still available to purchase a 3rd Wanko sign. According to Chief Krause and Marique, both signs are proving valuable in getting information out to the town and the third sign would be helpful.

6.) New Business:

Employee Handbook – Julius has done some editing and will work with the new Town Administrator on the process. The employee handbook will be shared with all department heads for their review at a later date.

7.) Approval of Minutes:

March 3, 2021 – accepted already

March 15, 2021 – Mr. Rawson made a motion to accept meeting minutes. Mr. Morrill seconded the motion. The vote was unanimous to accept **3/15/2021** Public meeting minutes. The motion passed.

March 25, 2021 – Ms. Burnham made a motion to accept meeting minutes. Mr. Morrill seconded the motion. The vote was unanimous to accept **3/25/2021** Public meeting minutes. The motion passed.

March 29, 2021 - Mr. Morrill made a motion to accept meeting minutes. Mr. Rawson seconded the motion. The vote was unanimous to accept **3/29/2021** Public meeting minutes. The motion passed.

April 2, 2021 - Mr. Morrill made a motion to accept meeting minutes. Mr. Rawson seconded the motion. The vote was unanimous to accept **4/2/2021** Public meeting minutes. The motion passed.

April 5, 2021 - Mr. Morrill made a motion to accept meeting minutes. Mr. Rawson seconded the motion. The vote was unanimous to accept **4/5/2021** Public meeting minutes. The motion passed.

230 **8.) Expenditure Reports:**

231 No questions regarding expenditures.

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233 **9.) Public Comments Relative to Current Meeting Topics:**

234 Ms. Libby questioned the possible discrepancy in the minutes from a previous BOS meeting
235 regarding the statement that all members from the Economic Development Committee had
236 resigned. In fact, only two have resigned, the other's terms had expired. Mr. Rawson stated if
237 there is anyone interested in being part of the committee to express their interest.

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239 **10.) Administrator Comments:**

240 Julius provided information concerning the reopening of the town hall to residents. There has
241 been a good stream of residents coming into the town hall which has impacted the challenges
242 of social distancing. A discussion ensued concerning possible alternatives including closing on
243 certain days or providing hybrid options. Mr. Rawson suggested leaving the current system in
244 place for another month as residents are now used to the town hall being opened once again.
245 Both Ms. Burnham and Mr. Morrill agreed with this.

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247 **11.) Select Board Comments:**

248 Mr. Morrill stated that Mr. Bob Bordeau would remain on the Economic Development
249 Committee if needed. Mr. Rawson thanked him for his service.

250 Mr. Rawson would like to address the current signage at the town hall. He would like to see
251 an electric sign which would be easier to update and keep residents informed.

252 Mr. Rawson specially thanked Jeanette and Diane from the tax collector's office. They were a
253 huge asset especially over this past year.

254 Ms. Burnham provided an update on the Efficiency Taskforce: it is suggested that members
255 from each committee give update/information to be included in the bulletin. Perhaps a town
256 version of the Gazette, updates from the Town Administrator would work better than
257 including in current Gazette.

258 Ms. Burnham indicated a workshop would be scheduled to provide training on the technology
259 equipment. Anyone interested in attending should let them know.

260 Ms. Burnham reminded everyone on the recent proposal from the Budget Committee on the
261 use of their excel reports for monthly expenditures reporting. Ms. Burnham and Mr. Williams
262 will be meeting with the finance person to discuss the use of the report and how best to roll-
263 out the process. Mr. Rawson cautioned against adding a huge amount to Joann's current
264 workload since she is in the office for only four hours each Friday.

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266 **12.) Other Business that May Come Before the Board:** There was none.

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268 **10.) Adjournment:**

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270 Ms. Burnham indicated the public meeting would end as the BOS entered into non-public
271 meeting. The public meeting adjourned at 7:40PM.