

Town of Milton
Select Board Remote Meeting
Monday, December 28, 2020
Public Session Begins at 6:00 PM

Electronic Meeting
Checklist During State Of Emergency

As Chair of the Milton Board of Selectmen, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12, this public body is authorized to meet electronically. There is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

We are utilizing the following for this electronic meeting:

1. Options for Access to Meeting:

- a. All members of the Board of Selectmen have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary¹, participate in this meeting by dialing the **toll free phone number (844) 855-4444** and upon the prompt, enter Access Code **145672** and push # (pound sign), or
- b. by clicking on the following website address: <https://join.freeconferencecall.com/miltonta> (the online meeting ID is miltonta)

If anybody has a problem joining the meeting remotely, please call or text (603) 545-4956 or email: miltonta@miltonnh-us.com. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting.

Andrew Rawson, Chair – present; Matthew Morrill, Vice Chair – present; Claudine Burnham, Select Board Member – present.

PUBLIC SESSION – 6PM

➤ **Pledge of Allegiance**

➤ **Public Comment**

There was no public comment.

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

○ **Chairman Rawson suggested that the Police Chief Present his Proposed Encumbrances**

▪ **Police Department (see attached Invoices/Purchase Orders)**

✓ **Police Cruiser Work:**

A motion to encumber \$21,909.77 with \$10,000 to come from the detail line and the remaining balance of \$11,909.77 to come from 2020 Police Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous.

✓ **Mobile Radio Replacement:**

A motion to encumber \$4,715.40 from the 2020 Police Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous.

✓ **Ammunition:**

A motion to encumber \$1,015.00 from 2020 Police Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous.

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- ✓ **Duty Holsters:**
A motion to encumber \$1,518.96 from 2020 Police Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous.
- ✓ **Wanco Mini Message Display Board:**
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.*
- **Fire Department (see attached Invoices/Purchase Orders)**
 - ✓ **Uniforms:**
 - ✓ **A motion to encumber \$8,709.19 with \$10,000 to come from 2020 Fire Department unexpended appropriation. Motion was seconded by Matthew Morrill. The vote was unanimous.**
- **Update - Town Hall Operations** – Discussion took place about starting to conduct business in Town Hall by appointment only starting on January 11. Select Board member Claudine Burnham asked the Town Administrator to post a message on the sign board in front of Town Hall. The Board stressed that it would review this change in operations every meeting after implementation on January 11.
- **Final Review of Employee Retention Plan** – The Town Administrator explained that the language the Town Attorney had placed in the plan that was confusing to people was rearticulated and now clearly makes the employee retention plan a part of the Milton Employee Handbook upon its adoption by Town Meeting.
- **Adoption of Updated Welfare Guidelines/Forms** – The Town Administrator explained that the Welfare Guidelines are pretty standard all over the state and that the Milton Welfare Guidelines on the website did not have an approval date and because they did not contain rent limits and other data like that, he took the opportunity to update and include regional housing cost information and clearer guidelines on allowable types of assistance. He also pointed out that, since the Town will be contracting with We Care Food Pantry to do intake and qualification, with final approval on disbursements made by the Town Administrator, except for emergency situations, he thought it was important for them to have a clearly adopted set of guidelines with which to work.

Contract Updates

The Town Administrator outlined contract updates for 2021 and sought authority to sign the following contracts:

- Geolnsight, Inc. (MS4)
 - \$59,600.00 – catches us up on 3-years of MS4 activity
- Contract Planner (Land Use/Planning Board)
 - \$24,480.00 – amendment to last year's contract (2% increase)
- Welfare Administration (Contract for Welfare Administration)
 - \$6,500 plus cost of laptop and a cell phone – under review with legal counsel now.
- Assessing (Contract for Assessing currently under Avitar)
 - \$42,096 for one year, as opposed to four years, to allow the Town to solicit new proposals
- Melanson Heath (auditors)
 - \$19,750
- Wastewater Operator
 - \$36,648

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- GAP Software (General Assistance/Welfare)
 - \$323.19

A motion was made by Andrew Rawson to approve the above listed contracts and to authorize the Town Administrator as the signatory on behalf of the Select Board, which was seconded by Matthew Morrill. The vote was unanimous (3-0-0).

➤ **OLD BUSINESS**

- **79 Charles Street** - E. Cartier Creveling stated that he had received one inquiry and that he was going to check with CEO Brian Boyers about letting the individual look through the main entry and other areas that are safe to look at without entering the building.

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

- Casey Road
 - **No Hunting Warrant Article:** On speaker phone, Virginia Long, Casey Road Subcommittee, provided a proposed warrant article to see if the voters want to post the Casey Road Conservation land as **No Hunting Allowed**. The Board thanked Virginia and asked the Town Administrator to forward the warrant article to town counsel for review. The proposed language is as follows:
"To see if the town will vote to prohibit hunting on the 79-acre town-owned Casey Road Conservation Land at the end of Casey Road. A majority vote in favor of a hunting prohibition means that that the town will post the property boundaries in conformance with RSA 635:4. The Select Board has the delegated authority to manage the property but wishes to abide by the choice of the townspeople."
 - **Deterrence of Motorized Vehicles from Use:** Virginia Long, Casey Road Subcommittee, explained that they had discussed a number of ways to notify and prevent the use of motorized vehicles on the Casey Road Conservation Land trails. The proposal is to mount a sign on the trail stating that motorized vehicles are prohibited. There was no action on the part of the Select Board.
 - **Conservation Commission Facebook Page:** Virginia Long, Casey Road Subcommittee, explained that they were not ready to develop the page and that she had the rules for social media use.
 - **Wetlands Delineation on Town-owned land Abutting Casey Road property:** It was explained that the Conservation Commission authorized and paid for a wetlands study/delineation on the property the Planning Board and Select Board had previously declined to add to the conservation property and which they had discussed the possibility of selling. Chair Rawson suggested that they go back to the Planning Board with the new information.

➤ **APPROVAL OF MINUTES**

- 12/07/2020 Public and Non-public

A motion was made by Andrew Rawson and seconded by Claudine Burnham to accept the minutes as presented. The vote was unanimous (3-0-0)

- 12/08/2020 Public Session Minutes

A motion was made by Andrew Rawson and seconded by Matthew Morrill to accept the minutes as presented. The vote was unanimous (3-0-0)

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➤ **PUBLIC COMMENTS PERTAINING TO TOPICS DISCUSSED**

There was no public comment.

➤ **TOWN ADMINISTRATOR**

1. There were no additional comments from the Town Administrator.

➤ **SELECTMEN COMMENTS**

There were no Selectmen Comments

➤ **ADJOURNMENT**

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

BOARD MEMBER	PARTICIPATION			APPROVED ON <u>January 11, 2020</u>			
	Physically Present	Attending Remotely	Absent	YES	NO	ABSTAIN	Signatures
Andrew Rawson, Chair	X						
Matthew Morrill, Vice Chair	X						
Claudine Burnham	X						