

Town of Milton
BOARD OF SELECTMAN MEETING
April 5, 2021

ATTENDANCE:

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

Staff: Julius Peel, Interim Town Administrator

Public: Humphrey Williams, Bob Carrier, Kim Libby, Chief Richard Krauss, Karen Brown, Virginia Long, Steven Pannish, Paul Steer, Bruce Woodruff, Lorilee Mather

Claudine Burnham, Chair, opened the public session at 6:10PM.

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

2.) Public Comments:

Mr. Paul Steer was in attendance to explain his interest in the bridge project on Town House Road. He has been in discussion with other local communities (Lebanon) to see what they are doing. There are no firm plans yet in place for 2023; although still in the decision / planning stage, there may be interest in constructing a covered bridge. Mr. Steer would like to ascertain what interest there is from Milton regarding this possibility, both from BOS and from residents. At this point, there is no binding agreement. Ms. Burnham believes this to be a great idea. Mr. Rawson appreciated his hard work to date and although believes this to be good for the town economies. There is also a safety concern with the inability to quickly get safety vehicles back and forth between the two communities. Mr. Steer stated now is a good time to begin this process and Lebanon is very excited about this possibility. Mr. Woodruff explained since DOT has a public info meeting already planned, perhaps this would be a good starting point.

Ms. Libby attended last week's department / BOS meeting and felt this was a very good meeting. She hopes that future meetings like this can be televised as it would provide valuable information and education to the town residents. Ms. Burnham said this idea would be taken into consideration.

Mr. Williams presented an article he had recently found from the year 2002. This was an article in Foster's for the town hall dedication. He would like the article to be displayed in the town hall.

3.) New Business:

a.) **MS4 Presentation** – Lorilee Mather, GeoInsight and Bruce Woodruff:

Ms. Lorilee Mather from GeoInsight, along with Bruce Woodruff, was in attendance to present information on the NH Small MS4 Permit (Municipal Separate Storm Sewer System). The MS4 Permit regulates the discharge of pollutants in designated urbanized areas aiming to reduce the overall discharge of pollutants to the "maximum extent practicable"; proactively protect water quality; and satisfy the water quality requirements of the Clean Water Act. Refer to attached presentation handouts. Mr. Woodruff

emphasized the need for immediate action including: coordination to move forward and having an advisory committee (including department heads, town administrator, GeoInsight rep, etc) to oversee the entire program.

Ms. Mather further clarified this program is designed in phases and EPA is most interested in seeing movement from towns. Mr. Morrill questioned if the EPA regulates private business? No, this is specifically for towns and that town's regular private business. Ms. Mather also stressed public education going forward. Residents will need to understand what will be required of them. The goal is to improve water quality. While EPA wants to see forward movement and a focus on reducing run-off, towns will need to find balance. Ms. Mather also reminded the BOS this affects what is considered Urban areas only and it is vital to keep focus on this permit.

Mr. Rawson questioned what should happen ASAP? Next step will be to bring DPW, Wastewater, BOS, etc. together. Currently Milton is in good standing with DES and EPA – need to keep moving forward. According to Mr. Woodruff, we are currently two years behind in implementation. Immediate needs include adding permit language and new regulations which are currently at the planning board level. Public education meeting should happen as well. As Ms. Mather explained, while the permit focuses only on urban areas (and impacts those living in that area most), it is definitely a good idea to educate all residents.

b.) **Budget Committee** – Humphrey Williams:

Mr. Humphrey Williams, Chair of the Budget Committee, was in attendance to show the BOS and those in attendance the excel spreadsheet / report format that was created specifically for use by the Budget Committee. Mr. Williams is recommending this report be utilized beyond the Budget Committee and would provide important and up-to-date information to all boards and departments. Reports can show over-expended items, specific line-items which will help answer questions and address issues and problem areas proactively instead of reactively. Ms. Burnham questioned if all department heads currently receive this information? Mr. Williams explained all department heads receive their expenditure reports. However, he would like all department heads to get this report to help them in their decision making. After reviewing the report, he questioned if the BOS agreed this would be beneficial to them and to department heads? The overall feeling is this would be a great tool for all. Mr. Rawson believes because Milton currently does not have a bookkeeper for accurate data entry it falls to the existing small staff – this is not a good thing and can lead to discrepancies. Mr. Williams stressed this would be a tool for all to use, especially when a new TA is on board, and will help with yearly budgeting process, overall decision making and problem resolution. An example given by Mr. Williams is the end of FYE 2020, the report showed over \$70,000 from line-items with no expenditures with some charged to the wrong line-item. This report will help going forward. The BOS members also believe this will be a good tool. Ms. Burnham suggested arranging a meeting with Joanne to discuss in the short-term and begin the process.

c.) **Land & Water Conservation Grant Application for Milton Mills Playground** – Karen Brown:

Ms. Brown explained there is an available grant that if received would be for a playground with land donated behind the cemetery. Grant dollars would be \$65,000. She emphasized this is just the first step to see if Milton qualifies for this grant. She is asking for permission to begin the process and to send necessary documents to the state.

Ms. Burnham made a motion to authorize Karen Brown to begin the process of applying for a 2021 grant from the state of New Hampshire to be utilized toward the playground. Mr. Rawson seconded the motion. All were in favor; the motion passed.

Ms. Brown also explained an anonymous donation of \$1,000 specifically for the recreation department. She would like authorization to receive the donation.

Mr. Rawson made a motion to accept the \$1,000 anonymous donation to the recreation department. Mr. Morrill seconded the motion. All were in favor; the motion passed.

d.) **Employee Handbook:**

Julius Peel, Interim Town Administrator, explained all town department leaders are currently reviewing the handbook and will submit any updates or edits.

e.) **Planning for 2022 Budget & CIP Scheduling:**

Mr. Woodruff explained the CIP committee information has been added to the website. They are currently looking for people to be part of the process. If anyone is interested in being part of this committee, there are positions available. They should send letter or interest to Julius Peel and/or BOS. The BOS will make decision at the April 24th meeting.

f.) **Accepting donation of a desk for the Town Clerk / Tax Collector:**

Mr. Rawson made a motion to accept the donated desk. Mr. Morrill seconded the motion. All were in favor; the motion passed.

4.) Approval of Minutes:

Because of the on-going transitions, the last three meeting minutes have not been yet formally drafted for BOS approval.

5.) Expenditure Reports:

With the resignation of Town Administrator, the presentation of reports was delayed to the next scheduled BOS meeting.

139 **6.) Public Comments Relative to Current Meeting Topics:**

140 Ms. Libby questioned the status of the Economic Development Committee and wondered if the
141 committee is going to be disbanded in the future since all current committee members
142 submitted their resignations. Mr. Rawson believes it is important for the committee to
143 continue especially due to the recent survey sent to all town residents. As Ms. Libby explained,
144 many of the survey questions were around the EDC. The BOS believes this committee is still
145 vital to help disseminate information from the survey data and to help the BOS determine what
146 the residents both need and want.

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148 **7.) Administrator Comments:**

149 Mr. Peel provided an update on the number of residents who are entering the town hall.
150 Thursdays seem to have the highest proportion of residents needing to come into the building
151 for business, as this is the day that the Tax Collector is available later. Broken down by day:
152 Thursday - ~70 residents; Monday and Friday - ~50 people. The other days are slower with ~20
153 people coming into the building. These numbers will surely continue to increase in the future.
154 Staff is working to ensure all are taken care of while maintaining needed privacy. Mr. Rawson
155 stated with the nicer weather coming, this will also increase the number of individuals who are
156 able to wait outside of the building. Mr. Morrill did hear of an issue with the door being locked
157 and not being able to just walk in. He suggested leaving the door unlock but continuing the use
158 of appointments. Ms. Burnham pondered the idea of continuing the appointments, but also
159 have specific times available for walk-ins? Mr. Peel likes the hybrid model. Mr. Morrill
160 recommends keeping it the same until the end of the month, taking notes, watching usage
161 levels and provide information based on his evaluation.

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163 **8.) Select Board Comments:**

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165 a.) **Select Board By-laws:** Ms. Burnham questioned if everyone had reviewed the by-laws and
166 if any changes were needed.

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168 Ms. Burnham made a motion to accept the by-laws as written. Mr. Rawson seconded the
169 motion. All were in favor; the motion passed.

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171 b.) **Authorization for Chair Burnham to sign A/P, Payroll and other Town-related finance**
172 **documents:**

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174 Mr. Morrill made a motion to approve authorization for Chair Burnham to sign all Town-
175 related finance documents. Mr. Rawson seconded the motion. All were in favor; the motion
176 passed.

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178 **9.) Other Business that may come before the board:**

179 Ms. Burnham questioned if any trash pick-up activities were planned to coincide with Earth
180 Day? Information has been posted on the website. Bags are available at DPW. Volunteers are
181 needed to help.

185 **10.) Adjournment:**

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Ms. Burnham made a motion to adjourn. Mr. Rawson seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 8:45PM.

DRAFT

Nonpublic Session Minutes Milton, NH Board of Selectmen

Date: April 5th, 2021

Members Present: Claudine Burnham, Chair
Matthew Morrill, Vice Chair
Andrew Rawson

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Motion to enter Nonpublic Session made by _____ seconded by _____.

Specific Statutory Reason cited as foundation for the nonpublic session:

- ☐ **RSA 91-A:3, II (a)** *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request be granted.*
- ☐ **RSA 91-A:3, II(b)** *The hiring of any person as a public employee.*
- ☐ **RSA 91-A:3, II(c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
- ☐ **RSA 91-A:3 II(d)** *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- ☐ **RSA 91-A:3 II(e)** *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*
- ☐ **RSA 91-A:3 II(f)** *Consideration or negotiation applications by the adult parole board under RSA 651-A*
- ☐ **RSA 91-A:3 II(g)** *Consideration or negotiation of security related issues bearing on the immediate safety of security personnel*
- ☐ **RSA 91-A:3 II(h)** *Consideration or negotiation of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13*
- ☐ **RSA 91-A:3 II(i)** *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*
- ☐ **RSA 91-A:3,II (L)** *Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.*

Roll Call vote to enter nonpublic session:

Claudine Burnham, Chair _____
Matthew Morrill, Vice Chair _____
Andrew Rawson _____

Entered nonpublic session at _____.

Other persons present during nonpublic session: _____

Description of matters discussed, and final decisions made:

Note: Under RSA 91-A:3, III *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of the majority of members, the aforesaid circumstances no longer apply.*

Motion to leave nonpublic session and return to public session by _____ seconded by _____.

Motion: _____.

Public session reconvened _____.

Motion made to seal these minutes: _____

Roll Call Vote to seal minutes: Claudine Burnham, Chair _____
Matthew Morrill, Vice Chair _____
Andrew Rawson _____

Motion: _____.

These minutes recorded by: Town Administrator Ernest M. Cartier Creveling

BOARD MEMBER	PARTICIPATION			APPROVED ON:			
	Physically Present	Attending Remotely	Absent	YES	NO	ABSTAIN	Signatures
Claudine Burnham, Chair	X						
Matthew Morrill, Vice Chair	X						
Andrew Rawson	X						