

Town of Milton
BOARD OF SELECTMAN MEETING
June 7, 2021

ATTENDANCE:

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

Staff: Chris Jacobs -Town Administrator

Public: Chief Richard Krauss, Betsy Baker, Richard Lover, Glen Ostrowski, Glenn Bailey

Claudine Burnham, Chair, opened the public session at 6:00PM.

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

2.) Public Comment:

a.) Mr. Lover had previously attended a meeting to discuss the ongoing situation on Ripley Lane, specifically a Cease-and-Desist Order for resident on Ripley Lane who is renting out rooms. This led to a situation where there was a lot of trash on the property. Mr. Lover attended tonight's meeting to determine the overall status of the situation. He is aware that another Cease-and-Desist order had been issued. Chris Jacobs, Town Administer, provided further information. After a discussion with Mr. Lover, Brian Boyers did visit the property and owner and determined that they are still in violation of the order. Another Cease-and-Desist order was mailed on June 2nd. The process is the recipient has a set number of days in which they must take possession of the notice. Once the notice is received, the property owner has three days in which to pick up the trash, and seven days to vacate the property. If continued violation occurs, Mr. Boyers will go the property, along with police, to begin the physical eviction from the property. There is a motor home on the front of the property in which people are living year-round, with additional motor homes behind the house. As the motor home is not hooked up to septic system it is in violation. Mr. Jacobs will review the records to determine what has been previously done regarding this situation.

Mr. Glen Ostrowski also spoke regarding this situation. There are two RV's that previously had been occupied along with a 5th-wheel. Mr. Ostrowki also concurs that nothing has been done from the property owner's part to rectify the ongoing situation. As Mr. Jacobs explained, the legal process must be and will be followed.

3.) Announcements and Community Calendar:

- a.) Mr. Rawson thanked Karen Brown, her staff and all involved in the recent beach kick-off. It was a great weekend with a lot of participation.
- b.) Ms. Burnham thanked all involved with the Memorial Day parade. It was very well attended and uplifting.

4.) NEW Business – Discussion and Possible Actions:

- a.) **Dog Warrant for all un-licensed dogs** – this item will be moved to next BOS meeting.

b.) Cadwallader Refund Recommendation:

As recommended from the Tax Collector/Town Clerk – Mr. Robert Cadwallader registered and paid for cars in the town of Milton which he did not need to as this was the wrong town. The recommendation is to refund Mr. Cadwallader \$111.00.

Mr. Rawson made a motion to refund Mr. Cadwallader \$111.00; Mr. Morrill seconded the motion. All were in favor; the motion passed.

c.) Town-owned Tax Parcel at Allen Hastings Way:

Mr. Jacobs explained the town took over this parcel as tax-deeded property approximately two years ago. The owner, Mr. Grimaldi has recently paid the majority of back taxes and interest owed on this property, calculated at \$27,446.21 (based on closing date of March 15th). However, because he paid on May 17th, there was an additional late charges/ interest due of \$321.76. Mr. Jacobs did meet with Mr. Grimaldi and is asking the BOS to permit the town clerk to waive the additional fees. This would then allow the town clerk to deed the property back to Mr. Grimaldi. Mr. Rawson agrees that this should be done as it is best to turn the property back over to the owners and remove the property from the town's legal liability list.

Mr. Rawson made a motion to waive the \$321.76 interest fee on the tax-owned property on Allen Hastings Way. Mr. Morrill seconded the motion. All were in favor; the motion passed.

d.) Award of Painting Contract and Approval of Funding for Exterior Painting of the Town House:

Mr. John Katwick is working to complete all items related to the Town House with the final item as painting of the exterior of the building. There were three quotes received. The recommended quote is from Craig's Painting as it is a good price and the work can be fit into their schedule. The quote is for \$3,245. \$2,114 will come from the current Town House Restoration Capital Reserve fund with the remaining \$1,130 coming from the Municipal Capital Reserve Fund. Upon review of the project and quote, Mr. Rawson indicated this seemed like a good quote.

Ms. Burnham made a motion for the town to award the exterior painting of the Milton Town House to Craig Painting of Milton NH in the amount of \$3,245. Funding shall come from Town House CRF in the amount of \$2,114.88 with the remaining amount of \$1,132.12 from the Municipal CRF. This request does comply with the town's purchasing policy section 4.1. Mr. Morrill seconded the motion. All were in favor; the motion passed.

e.) Libby Junk Yard Permit Renewal:

Mr. Libby submitted a renewal application for his business, DBA Libby Salvage Yard. This business does not currently have a standing permit. Mr. Jacobs attributes part of this due to COVID related. An inspection was last performed in October of 2020; however, there was no follow-up inspection of the property. In the report, Mr. Boyers did indicate there were still a number of items that needed to be addressed. Mr. Jacobs is recommending as a first step is for Mr. Boyers to return to the site to perform the follow-up inspection and have Mr. Libby, as the applicant, attend the next BOS meeting scheduled for June 21st. Mr.

Rawson agreed with Mr. Jacob's recommendation and believed this will ensure that any item would be addressed and taken care of.

f.) Town Holiday Schedule and BOS Meeting Conflicts:

During their weekly staff meetings, staff members asked for information regarding the holiday schedule for 2021. Mr. Jacobs was unable to find the current schedule but did find one from 2017 and reviewed the current personnel policies regarding holidays. The only variable that changes yearly is what day of the week Christmas falls on for that specific year. All other dates are fixed. In doing research, Mr. Jacobs discovered there will be holidays that will impact the BOS meeting calendar; specifically July 4th and Labor Day. After discussion, it was decided to move the first meeting of the month to the second Monday and keep the second meeting which falls on the third Monday. Ms. Burnham pointed out this will help keep the public on track with the meeting schedule and Mr. Jacobs also explained since the two meetings will have just one week separation, if there is nothing to discuss at the second meeting, that particular meeting could be cancelled. It was also noted again this schedule change would only impact the meetings in July and September.

g.) School Use of the BOS Meeting Room for School Board Meetings:

Mr. Jacobs received a request from Mr. Doug Shute, representative from the School Board. The board would like to utilize the meeting room at Town Hall on the second and fourth Wednesday of each month for their school board meetings. Mr. Jacobs reviewed the meeting schedule and indicated the room is currently available. The BOS expressed they are OK with allowing the school board to use the room.

h.) Betsy Baker, Library: The library is expected to receive monies as part of the American Rescue Plan Act through the New Hampshire State Library. There are parameters on how this money is allowed to be spent and asking that creative ideas be applied when utilizing received monies. They are promoting activities that really promote reading and literacy. With their approval, Ms. Baker plans on purchasing two musical instruments that would function just like other pieces of playground equipment; they are wind chimes but function like playground equipment. The two instruments would need to be cemented into the ground and Ms. Baker is requesting permission to allow Patrick Smith to do this. Ms. Burnham questioned if there would be any additional expenses outside of received grant monies used? Ms. Baker explained that would be a few items; however those monies would come out of the Library Funds.

Mr. Rawson made a motion to allow the installation of instruments / playground. Mr. Morrill seconded the motion. All were in favor; the motion passed.

i.) Moose Club request: The Moose Club will be holding an event on June 26th (rain date, June 27th) as a fundraiser for the local food pantry. They will be erecting a tent on their back parking lot, with live music from 2-6:00PM. They inquired if they would need a special-events permit for this event? Chief Krauss indicated he does not believe they would need a special permit since they will not be using any of the local roadways as part of their event. He clarified if they would need to utilize or shut down parts of Christopher Drive or Route 125 for staging or parking purposes, or would be impeding traffic in some way, they would

then need to apply for a permit. Mr. Sweeney, from the Moose, plans to invite residents from Christopher Road because they may be impacted from the noise from the event. Chief Krauss also recommends, as a good-neighbor, they talk with residents on Route 125 who may be impacted as he has recently received several complaints about a different business located in town regarding increased noise levels. The Chief pointed out this business is not violating any laws, but residents are complaining about the noise.

5.) OLD Business:

a.) The **closing for the tax deeded parcel at 79 Charles Street** is scheduled for June 11, 2021. The deed preparation, closing documents and the actual closing is being handled by legal council. This is for public information; Mr. Jacobs pointed out that although situations such as this do take time, the town is moving forward to address these issues.

b.) **COVID-19 Policy at Town Hall:** Mr. Jacobs gave an update to the COVID building policies which have evolved quickly over the past few weeks. Tracking forms are no longer required to be completed upon entry to building. All documents/forms collected have been shredded. While masks are no longer required to enter the building, it was also noted that people continue to elect to wear masks. While due to HIPAA staff may not inquire if someone has been vaccinated, if an appointment or contact requires lengthy in-person time, staff may ask to individual to wear a mask. There have been no issues doing this and people have complied with the request. They may also ask to conduct the appointment outside or in a larger room to complete any transaction. Staff continue to think outside the box to ensure services are provided safely to themselves and to the public.

5.) Other Business that May Come Before the Board: There was no other business brought before the board for discussion.

6.) Approval of Minutes:

Non-Public Minutes:

May 17, 2021 - Mr. Morrill made a motion to **accept the 5/17/2021 Non-public meeting minutes**. Ms. Burnham seconded the motion. As Mr. Rawson was not in attendance at the 5/17/2021, he abstained. The motion passed.

Public Minutes:

May 17, 2021 –Mr. Morrill made a motion to **accept the 5/17/2021 Public meeting minutes**. Ms. Burnham seconded the motion. Mr. Rawson abstained. The motion passed.

7.) Public Comments Relative to Current Meeting Topics:

There were no public comments.

8.) Expenditure Reports:

The Board of Selectmen reviewed the expenditure reports provided to them and indicated that all looks good.

9.) Town Administrator:

a.) **Applebee Road Cemetery and Park** – future playground equipment: Mr. Jacobs reported Ms. Karen Brown and recreation department will soon apply for a state grant that will be used toward playground equipment for the proposed Milton Mills playground. They recently

walked the property to decide where the best place is to site the playground. It is planned that this area will also include walking trails. According to Ms. Brown, the state is also excited about this grant application, and they will also plan to walk and review the proposed site.

b.) **Weekly staff meetings:** Staff meetings are scheduled for Tuesdays, from 12-1:00PM. Mr. Jacobs has received good feedback and is well received by staff. He believes this to be a very good format and productive. Staff have been able to discuss new ideas and while not mandatory, has been well attended.

c.) **State Revolving Loan Fund pre-application** for the WWTF Facility Plan and the WWTF lagoon liner repair projects. Submitted on June 1, 2021, requesting additional funding support for two projects: facilities plan for the waste-water treatment plant and the upgrade/replacement of the lagoon for the waste-water treatment facility. The town had elected to move forward with this project and use this as another source of funding. Because of payment methods, the tax burden is spread out rather than impacting all at once. In addition, as each community is viewed on an individual basis, there is a forgiveness % for the loans. Also by completing the SRF application, as additional federal monies become available, the town would have higher standing would help to secure more monies in the future.

d.) **Update on Beach kick-off:** A report from Ms. Brown indicates the weekend went very well. The admittance fee was waived for the weekend and was instead a suggested donation-based entrance. Donations received topped \$2,500. These revenues will help keep the upkeep and maintenance of the town beach.

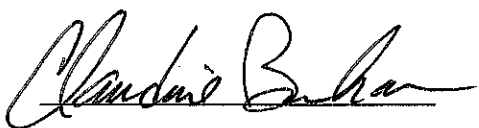
10.) **Selectmen Comments:**

Mr. Rawson: Mr. Rawson believed it important to review the usage fees for the septic usage as it currently is barely paying for itself. Since not all residents need to utilize the plan, the revenues are too low that to receive future grants may be in jeopardy because of this. The fee structure has not been reviewed in years. Perhaps working with Dale Sprague would be a good first step in the process? According to Mr. Jacobs there would be more involved in this process. To qualify for any SRF monies, as part of an overall facilities plan study would need to identify any specific needs. In addition to adjust any rates that would stand up to required state review, it would also need to be part of a study – a rates review would need to take place. If BOS is interested, they would need to allow Mr. Jacobs to work with firm conducting the study to determine the best plans to move this forward.

11.) **Adjournment:**

Ms. Burnham made a motion to adjourn. Mr. Rawson seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:00PM.

Given under our hands this 21st day of June, 2021.



Claudine Burnham – Chairman BOS

Matthew Morrill - Board Member

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a cursive 'R' and a trailing flourish.

Andy Rawson - Board Member

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