

Town of Milton
BOARD OF SELECTMAN MEETING
September 20, 2021

ATTENDANCE:

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

Staff: Chris Jacobs -Town Administrator, Clarence Nason (Highway Dept)

Public: Lynette McDougall, Virginia Long (Conservation Commission)

Claudine Burnham, Chair, opened the public session at 6:02PM.

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

2.) Public Comment: Ms. Virginia Long, Chair of the Conservation Commission, invited everyone to attend a celebration of the Casey Road conservation lands on Saturday, October 9th. Event will include ribbon cutting, recognitions, refreshments and guided walking tours.

3.) Announcements and Community Calendar:

a.) **Book and Puzzle Sale** announcement: Crafts and gift items sales will take place on all Saturdays in September from 8-1PM at the Union Congregational Church, 80 Main Street, Union. For more information, contact Betty.

b.) **Victor's Reading Nook Open House** dedication scheduled for Saturday, October 2nd from 2-4:00PM. Invitation from the Milton Library Trustees to honor Victor Joust.

c.) **Clothing Swap at Milton Public Library:** September 25th from 10-1PM (rain date October 2nd). Open to Milton families providing an opportunity to get new clothes for their children.

d.) **Fall Concert:** Scheduled for October 2nd at the Union Congregational Church, 80 Main Street, Union. Concert will benefit Women's Fellowship Mission. Includes refreshments. For more information, contact Betty.

e.) **Harvest Supper:** October 14th, Hotchkiss Commons, Union. Contact Janet.

4.) NEW Business – Discussion and Possible Actions:

a.) **Department Head Reports:**

Town Clerk (Submitted report): We highly encourage the boards and committees to remember to submit their minutes to this office for public inspection and to make sure that any resignations or appointments are submitted for town records.

Motor vehicles revenue has increased 22% over August 2019 and 15% over August, 2020. There has been a significant increase in vital record requests this month as well as marriage licenses. To date, the office has sold 194 beach passes, 10 boat passes, 1533 transfer station decals. As of 9/16/2021, 1,005 dog licenses have been issued with a remaining 347 unlicensed dogs.

Tax Collector (Submitted report): The first installment of 2021 property & sewer taxes were due Friday, 7/2/2021. As of 9/16/2021, outstanding 2021 balance was \$311,205 and \$9,483 respectively. The 2020 tax lien was executed on 5/24/2021. Lien holders were notified by certified mail on 7/8/2021. As of 9/16/2021 outstanding 2020 lien balance was

\$189,233. Impending tax deed notices for unpaid 2018 taxes were mailed to property owners and lien holders on 7/14/2021 by certified mail. Deeding occurred on Friday, 9/17/2021 @9:30AM. The BOS granted 7 waivers per NHRSA 80:38 I and/or NHRSA 80:38 II-a and six properties were tax deeded.

Land Use / Assistant Town Administration (Submitted report from Julius Peel): During the month of August, the Planning & Land Use Department has steadily been completing its day-to-day required tasks. These include preparing agendas / minutes for CC, PB and ZBA. Posting CC, PB and ZBA meeting minutes and agendas, preparing packets for ZBA meeting, reviewing applications for land use boards, fielding questions about properties / lot lines, phone calls / in person, updating town planning files, preparing and documenting files with GIS, working with developers to find historic files and CIP doc management. The primary focus of this last month was grant management for the American Rescue Plan, site plan and subdivision applications for the Planning Board and Zoning Board of Adjustment applications. During the month of August, the Planning Board, with the help of Bruce Woodruff (town planner), met to discuss development plans on NE pond. In preparation for these meetings, we met with the applicant multiple times to ensure the applications were submitted in full to the town hall. The meeting will be held on 9/21 @ 6:30PM, in person at the town hall and livestreamed on YT channel.

Building Report (Submitted report from Brian Boyers): September has continued the steady stream of business for the Code Enforcement Officer. To date, the building department has brought in an estimated \$44,871.67 in permit fees and anticipate the number to continue to rise into the next month. This is the largest revenue seen by the building department. We believe this income stems from an increase in the permit fees along with the rapid housing market. If residents have any questions about permits or fees amounts, contact the Building Department.

Public Works (Clarence Nason): The department has been hard at work. With the recent heavy rains, lots of ditching has been the focus. There have been issues with beaves and several culverts have been plugged. The mowing continues and road grading will also continue to take place.

b.) Resignation of Cynthia Wyatt from the Conservation Commission:

Mr. Jacobs read the submitted resignation request of Ms. Cynthia Wyatt from the Conservation Commission: On August 31, 2021, the town received the written resignation from Cynthia Wyatt from her position with the Conservation Commission. In the past year, Cynthia has been spending time with her family in Connecticut. She is needed there for an extended period of time. Cynthia has been on the Conservation Commission for 22 years, having first been appointed in May of 1999. Through her efforts and with the support of the Carl Siemon Family Charitable Trust a large portion of land in Milton and Milton Mills has been placed in conservation. Cynthia and her family have made an invaluable contribution to Milton that will last forever.

Ms. Burnham motioned for the BOS to regretfully accept the resignation of Cynthia Wyatt from the Conservation Commission. Mr. Rawson seconded the motion. All were in favor; the motion was accepted.

Mr. Rawson has worked with Ms. Wyatt and acknowledged her vast contributions and has been a huge asset to the town, giving so much and will be greatly missed. He wishes her all the best.

Ms. Virginia Long, Chair of the Conservation Commission is very grateful for the leadership of Cynthia Wyatt. Ms. Wyatt will be at the upcoming Casey Road celebration.

c.) Resignation of Kathy Wallingford as Assessing Clerk:

Mr. Jacobs read the formal letter of resignation submitted to the BOS from Kathy Wallingford, Assessing Clerk: I am submitting my formal letter of retirement which had been discussed several months ago. Friday, September 17th will be my final day. It has been a pleasure to work for the town of Milton and I appreciate all the support my co-workers have shown me over the last 14 years. I will be available to help with the employee transition in the assessing department and finalize the payroll and if desired will work with the TA and departments. I am requesting the board's consideration regarding the BOS decision regarding accumulated accrual during the past 18 months which has been a difficult time with COVID, quarantined shutdowns, staff shortages, and it has been difficult for some employees to use their accumulated accruals. I am requesting your approval to receive all accumulated accrual. Thank you.

Ms. Burnham made a motion to regretfully accept Ms. Wallingford's resignation and to approve her accumulated accruals. Mr. Rawson seconded the motion. All were in favor; the motion was accepted.

Mr. Rawson thanked Ms. Wallingford for her years of service and by working with so many departments had been the glue for the town hall.

Mr. Jacobs also acknowledged Ms. Wallingford as a model employee who will be sorely missed.

Ms. Burnham thanked her for her excellent work and being such a great resource.

d.) Request for approval of additional funding by the Conservation Commission:

Ms. Virginia Long, Chair of the Conservation Commission requested approval of additional funding (information provided in the BOS packet). From a previous discussion, Ms. Long had requested approval for a letter supporting the Sam Plummer Road culvert project for a grant from the state department of environmental services. While there had been general approval of the letter, Ms. Long explained the grant letter should reflect the board motioned and passed the approval of securing additional funding. The motion should also include funding sources. Ms. Long has submitted to the board additional wording to be included in the grant with available funding from Trout Unlimited and possible additional sources. This would greatly increase the likelihood of receiving grant monies. This grant would be a significant benefit to the town.

Mr. Rawson discussed the possibility of using federal relief funds (ARPA). Mr. Jacobs

explained when applying for ARPA funds, you give a list of what the monies could potentially be used for and then keep an accounting of what monies specifically are used for. This is a funding source that could be tapped into. It is widely acknowledged that this would be a huge asset to the town. Mr. Nason believes this to be the best long-term solution to a reoccurring problem.

Mr. Rawson made a motion to commit to the additional \$25,000 cash for the Sam Plummer Road culvert project with grants and other sources to complete the project as outlined in the Sam Plummer Culvert Arm proposal of 2021 grant application. Such funds are to come from ARPA relief. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

5.) OLD Business:

a.) **FY2022 Budget Review:** Mr. Jacobs will keep this topic as an agenda item to allow for more in-depth review. The documents are available for the BOS to review prior to next BOS meeting. Mr. Rawson indicates the preliminary review of the budget shows some significant increases. Comparing to last year's default budget, Mr. Jacobs said the 2022 budget is fairly comparable. He also indicated this does not include insurance rates, workers compensation, health insurance rates and some additional items.

6.) Other Business that May Come Before the Board:

Dawson Street Grading Project: Mr. Jacobs explained this is in response to BOS request to discuss possible funding scenarios for the Dawson Street project. He received a notice of award document from Northeast Earth Mechanics for signature. The original approved warrant article was \$349,329 with ~\$129,000 coming from unexpended fund balance. In addition, Mr. Jacobs is proposing to use \$25,000 from end-of-year possible encumbrance (as end of August, only 51% budget expended with anticipated number of accounts that will not be spent); he is recommending an allocation from ARPA funds of \$20,000; \$9804 remaining in the 2018 highway block grant; \$95,062 remaining from current year's road construction line; and if needed since it's anticipated this project will be carried into spring of 2022, \$25,00 of FY22 road construction line. This would bring total funding to \$524,000 (will need total of \$596,000). Ms. Burnham questioned the reason for the noted increase which according to Mr. Jacobs is due to increase in materials and laborers costs. Mr. Rawson questioned where the \$25,000 from 2021 encumbrance would come from? Mr. Jacobs indicated from last year there was \$40,000 encumbered for assessing. The \$40,000 from this year has not yet been used. An additional \$96,000 remaining (from contractual side). There are several other areas which could be used such as monies from the contracted welfare person line-item. Mr. Jacobs believes the additional \$25,000 will be able to be found. The BOS is committed to this project and to do the entire proposed job, not cut back on the actual final project and by finding additional available funds not having to ask town residents for additional taxes. Ms. Burnham questioned the proposed project start date. This will depend on signage and acceptance of proposal. Mr. Rawson questioned if all easements had been signed. Two have been signed while two are not.

Mr. Rawson made a motion authorizing the chair to sign the notice of award document. Ms. Burnham seconded the motion. All were in favor; the motion was accepted.

7.) Approval of Minutes:

Non-Public Minutes:

Sept. 13, 2021: Mr. Rawson made a **motion to accept the 9/13/2021 Non-Public meeting minutes as written**. Ms. Burnham seconded the motion. The motion was accepted.

Public Minutes:

Sept. 13, 2021 – Mr. Morrill made a **motion to accept the 9/13/2021 Public meeting minutes as written**. Mr. Rawson seconded the motion. The motion was accepted.

Sept. 18, 2021 – The minutes from the Sept. 18 meeting had not yet been submitted for review.

8.) Public Comments Relative to Current Meeting Topics:

There were none.

9.) Expenditure Reports & Financial Reports:

Expenditure reports were attached to meeting packages for review. Mr. Jacobs has extensively reviewed the budgets. As of end-of-August 2021, the budget is 51% expended which is excellent (for 8th month of the year). He cautioned there are some “bigger” months coming with end-of-year expenses. He will continue to review to give more realistic figures.

10.) Town Administrator:

a.) **FY2020 Audit Status:** The FY2020 information has been submitted. MS1 completed prior week. MS535 also uploaded. The DRA has it, says looks good, and they will contact us later in the year to set the tax rate. Water precinct has also submitted their information.

b.) **Affinity Lighting (streetlights):** Mr. Jacobs reached out to Affinity Lighting to convert the town street and parking lot lights to LED. He noted that other communities have already made this conversion and saw significant reductions in their expenses. His initial review of the proposal which would cost \$39,858.94; \$10,550 would be refunded by Eversource which brings the overall cost down to \$28,309. With the expense savings, the town would recover these costs in just 3.45 years and asked if the BOS would consider bringing in Affinity Lighting for a presentation? The projected reduction in electricity is ~68.70%. Mr. Morrill questioned if that is for all of the streetlights or just the ones that are currently turned on. Eversource has quoted 107 fixtures, however Mr. Jacobs will get clarification on the correct # of fixtures. There are two options to replace them all or just the ones turned on (if the quote is only for those fixtures currently on). Mr. Morrill also questioned where this money would come from to pay for this? Mr. Jacobs explained this could be a one-time warrant article for the project starting in spring. Mr. Rawson said another option would be to wait until year-end and see what is left unencumbered. He also asked if depending on the final quote, maybe some of the lights that have been off can be turned back on. Mr. Jacobs will proceed with this.

c.) **79 Charles Street status:** Mr. Jacobs sent a certified letter to owners of 79 Charles Street because they did not file a building permit by the early September deadline.

d.) **Update on surplus vehicle disposal bid:** Mr. Jacobs has requested a new title for one of the pickup trucks. When received, the plan is to sell off the 3 noted vehicles.

e.) **COVID-19 mobile vaccination van** was requested for September but was already booked. Mr. Jacobs submitted a request for a day in October and is waiting to hear back.

f.) **Next BOS meeting** is scheduled for October 4, 2021.

g.) One of the property owners that were just tax deeded has contacted the office. They would like to arrange for a payment plan for the back taxes. This will be placed on the October

4th non-public meeting.

h.) Mr. Jacobs will attend the upcoming Budget meeting.

11.) Selectmen Comments:

Mr. Rawson: Karen Brown is moving forward with the engineering for the new boat ramp at the town beach.

Mr. Morrill: Requested an update on the possible playground in Milton Mills? According to Mr. Rawson, they are moving forward with the grant. Ms. Burnham explained the federal grant may have some associated restrictions and they might be looking to do fundraising / public volunteers for this project. Mr. Rawson said according to Karen Brown, they have been given the go-ahead to apply for a matching federal grant and will move forward with this.

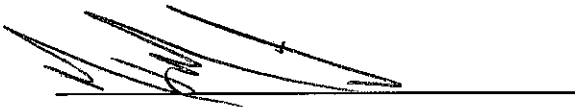
12.) Adjournment:

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

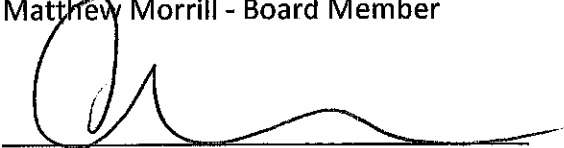
Given under our hands this 4th day of October, 2021.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Andy Rawson - Board Member

END OF DOCUMENT