

**Town of Milton**  
**BOARD OF SELECTMAN MEETING**  
**December 6, 2021**

**ATTENDANCE:**

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

**Staff:** Chris Jacobs, Town Administrator

**Public:** Kim Brown, Pat Smith, Chief Richard Krauss, Roy Darling, Amy Darling, Officer Hebert, Glenn Bailey, Lisa Rocheleau

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:** Representative Glenn Bailey informed the BOS there will be redistricting occurring in New Hampshire which will impact Milton (because the overall district has decreased in population). There are two proposals being considered: The most likely proposal (Mr. Bailey called it the Majority proposal) will be Milton and Rochester, Ward 5. This district would have 3 reps (increase from 2). The second proposal (Minority) would be Milton, New Durham, Farmington and Middleton (would have 4 reps).

**3.) Announcements and Community Calendar:**

a.) The winter parking ban went into effect on December 1, 2021.

b.) **Christian Crafters:** Claudine Burnham read aloud a letter sent by Mr. John Katwick on behalf of the Christian Crafters thanking the BOS for allowing them use of the restored Milton Town House and waiving the \$250 deposit fee and general liability fee to hold their final Christian Crafters Christmas Craft Fair. They are the first committee to use the completed 1803 Milton Town House. Because of the town generosity, they also included a donation of \$600.00.

Mr. Rawson made a motion to accept the \$600.00 donation from the Christmas Crafters. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

c.) **Email received from Alzheimer's Support group:** The group wants the residents to be aware there are resources available to them and their families. They asked if their information could be added to the Milton website. The BOS were in agreement to have the information added.

**4.) NEW Business – Discussion and Possible Actions:**

a.) **Officer Thomas Hebert:** Ms. Burnham, BOS Chair, swore in Officer Thomas Herbert to the Milton Police Department.

b.) **John Katwick – Cemetery Operations:** Mr. John Katwick was not available to attend the meeting but did forward information to the BOS with his recommendations for possible Milton's structure for Cemetery Trustees. Currently there are only two members of the committee: John Katwick, Chair and Katherine Ayers who is an alternate.  
Two options presented: 1.) BOS as Cemetery Trustees with a sexton; 2.) BOS fill the three vacancies. According to information presented, RSA 289:6, II-a indicates a town meeting

can vote to have the BOS serve as the cemetery trustees. Then the selectmen would fill those duties, hire a sexton, etc. It would require another town vote to revert to elected cemetery trustees. Mr. Rawson – determine what's best for the town to keep moving forward – the BOS can help out until the next town election; vacancies can be filled until then as well. Ms. Burnham asked Mr. Jacobs to advertise the open positions for the next few weeks until the next BOS to see if there might be any interest before making final decision.

- c.) **Approval of contract with Wright-Pierce to prepare and submit the Groundwater Discharge Permit of the Sewer Treatment Facility:** Mr. Jacobs received a letter from Wright-Pierce (11/2/2021) regarding the new monitoring well. Mr. Jacobs is recommending and asking for the board to approve the contract for Wright-Pierce to prepare and submit the Groundwater Discharge permit – cost \$1,600. There are funds available to cover the cost.

Mr. Rawson made a motion to approve the contract with Wright-Pierce to prepare and submit the Groundwater Discharge Permit of the Sewer Treatment Facility at a cost of \$1,600. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- d.) **Renewal of contract with Sanders Searches, LLC:** Mr. Jacobs explained the Town Clerk uses this company to do various investigative searches. While the contract is for \$2,085 this is based on the total number of searches conducted each year. This will be split into two payments; the first payment will be \$521.25.

Mr. Rawson made a motion to accept the renewal of contract with Sanders Searches, LLC. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- e.) **Renewal of contract with CAI Technologies of Littleton, NH:** This is also a renewal of a standing contract. They provide the updates to the tax map. The cost is \$2,400 per year.

Mr. Morrill made a motion to accept the contract with CAI Technologies of Littleton, NH for a cost of \$2,400. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

- f.) **Approval of contract expansion with Wright-Pierce to prepare and submit the Wastewater Treatment Plant Facility Study of the Sewer Treatment Facility:** Mr. Jacobs explained approximately every seven years, the state requires a facility study to update the plan operations. The cost for this contract expansion is \$20,700. As this is state required, it must be done. These monies are reimbursable after setting the sewer tax rate.

Mr. Morrill made a motion to accept the contract expansion with Wright-Pierce to prepare and submit the Wastewater Treatment Plant Facility Study of the Sewer Treatment Facility. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

- g.) **Approval of contract with Wright-Pierce to design, obtain state approval and then bid the liner repair of lagoon 1 of the Sewer Treatment Facility:** This is a not to exceed contract of \$30,000. Mr. Jacobs – the concept has already been approved. This can't proceed unless

DES approves. Mr. Rawson – it's important to keep this moving forward. It would be good to look for grants to help with the costs. Mr. Jacobs said this should be completed in ~6 months' time.

Mr. Morrill made a motion to approve a contract with Wright-Pierce to design, obtain state approval and then bid the liner repair of lagoon 1 of the Sewer Treatment Facility. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

- h.) **Approval of contract with Wright-Pierce to obtain funding for and then prepare a Sewer Feasibility study for the Milton Mills area:** Mr. Jacobs explained this was requested from Wright-Pierce. There are a number of historic structures / buildings in the Milton Mills area without adequate septic systems. This would be a not-to-exceed cost of \$40,000. The end result of the study would be similar to what is in Milton. Mr. Rawson – Milton Mills is a quaint little town, and he appreciates Mr. Jacobs looking into this. However currently it's not feasible to proceed unless grants were obtained to help pay for the study. Ms. Burnham – perhaps in the future could possibly have a Warrant Article to get the voters' opinions. Mr. Jacobs tabled this contract for future discussion.
- i.) **Surplus Property and Vehicles Bid – Award:** Mr. Jacobs – bids were accepted until November 29<sup>th</sup>. For the three vehicles, there were 2 bids received. The higher bid was for Vehicle 1 (\$2,187) and Vehicle 2 (\$1,887). There was no interest in Vehicle 3. Mr. Jacobs indicated because of this he can reasonably dispose of the car.

Mr. Morrill made a motion to accept the bid from Corkery Tractor Trailer, Canton, MA for Vehicle 1 & 2 (\$4,074). Mr. Rawson seconded the motion. All were in favor; the motion was approved.

Mr. Rawson – usually the bids are open at the BOS and proceeded from there for transparency purposes.

**Tax Deeded Parcels Bid – Award:** There were two properties; Parcel A – Gold Street; Parcel B – Governor's Road.

For Governor's Road, there were two bids; Mr. Wachowick (\$3,500) and Mr. Perkins (\$35,000). For Parcel A-Gold Street, there were several bids: Ms. Rocheleau (\$18,401), Mr. Flathers (\$9,100), Mr. Gunnison (\$8,500) and Mr. Perkins (\$10,000).

Mr. Morrill made a motion to accept Lisa Rocheleau of Rochester, NH for the bid of \$18,401 for Parcel A-Gold Street, with stipulation of clean-up within specific timeline. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

Mr. Morrill made a motion to accept Mr. Garry Perkins for the bid of \$35,000 for Parcel-B, Governor's Road, with stipulation of clean-up within specific timeline. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

- j.) **Abatement Agreement with Roy and Amy Darling, d/b/a/ Darling Properties, LLC:** Mr. Jacobs – this was signed last week for 48 Main Street, now requires BOS signature. Mr. Rawson thanked Roy and Amy Darling for all their work.
- k.) **Boat Ramp engineering and design proposals:** Two proposals were received for this work: Aspen Environment for \$20,000; Horizons Engineering for \$20,200. The scope of services was basically the same. Ms. Karen Brown had met with both companies. Since they are already working with Horizons for another project, and the fact that Horizons was the only one that looped back to follow-up on the proposal, she is recommending Horizons. In addition, the proposal from Aspen indicates a potential of an additional 10% cost added. Neither of the proposals included the state permit fees – that will be separate. Mr. Rawson appreciates all the work from Ms. Brown.

Mr. Rawson made a motion to move forward with Horizon's proposal for the boat ramp engineering and design. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

Ms. Brown indicated the design phase should be completed in about six months (from the time state receives and approves the application). In addition, the permit is in place for five years.

- l.) **Karen Brown, Recreation Department – Acceptance of Donation:** Ms. Brown received a \$5,000 dollar donation from someone wishing to remain anonymous – this is for the seniors and kid's Christmas events. Mr. Rawson thanked the person for this donation.

Mr. Rawson made a motion to accept the donation. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- m.) **Pat Smith – Public Works Department:** Mr. Smith – there are main 3 warrant articles suggested:
- 1.) **Trucks:** Received an email from Jim Ramsey for amount given for trade-in. 3 newer trucks - \$30,000 per truck; older truck - \$17,000; Total of \$107,000. From HP Fairfield – proposal for trucks to be built - \$339,568 for 3 trucks. The spec sheet has cab & chassis at \$94,500. This is the last year of the lease with the trucks purchased in 2015, payments of \$70,338/year. Proposing - Currently there is lots of downtime with the trucks. Have two engines rebuilt. An extended warranty had been purchases, however now starting to be outside of the extended warranty time period. The key finance group proposed financing for three trucks at \$92,066/year (~\$20,000 increase due to increase steel costs and inflation). Mr. Smith – other communities turn over their trucks every seven years. He wanted to know if this was something BOS would support moving forward as a warrant article – if decided yes, trucks would be received in late 2022. Mr. Jacobs questioned if previously received raw deal through International, why would you go back to them. Mr. Smith – only the engine component portion – other parts of the trucks were not a problem. It's the engine and exhaust that were problematic. He indicated he is not receiving any dollar amounts the town can handle. Mr. Jacobs – he would rather see this go through a wider bid process and see other vehicles knowing it does cost more to get a better truck. It would actually benefit the taxpayer to have a better truck instead of turning them over every seven years. Perhaps purchasing two trucks at a time instead of all at the same time.

Mr. Rawson – the new truck Pat is looking into is much better truck and it appears International with a new motor would work for the town. Mr. Rawson questioned if only got quotes for the bodies – yes. He would like to send to his supplier to see what kind of quotes they could give. He appreciates all the hard work and knows the current trucks are not reliable and the maintenance line-item on the budget is increasing just to help keep the current trucks on the road. Pat Smith – he will put a Warrant Article together and the BOS can decide how to proceed with the numbers he presents.

2.) Road Construction – looking at Silver Street top section, Ford Farm Road – total of \$348,680.

3.) Robert Saunders is looking at phase 2 of the Dawson Street project – projected amount \$7M-\$8M. Pat Smith questioned if the BOS wants to move forward with Phase 2? Mr. Rawson recommended looking to see if any grants might be available. Ms. Burnham said to setup the meeting for the BOS to meet with Robert Saunders to start discussions.

n.) Chief Krauss: He explained the cruiser that had been ordered a year ago is finally in. However the car is a hybrid (not what he originally ordered). Mr. Rawson questioned the difference between the cars. Chief Krauss is not particularly fond of hybrids – not sure about potential maintenance issues and the piece of equipment (IdleRight system) may not fit. However, some of the bigger PD's are using hybrid. Mr. Rawson questioned if this was the supplier's error will they give some kind of discount. The Chief said there are two options – purchase the hybrid or wait until March/April 2022 for the car originally ordered (could be later in 2022). Mr. Morrill questioned what the chief recommends? He indicated he does not want to take a chance in waiting for another car and he doesn't want to spend additional monies, however a decision does need to be made.

Mr. Morrill made a motion to have the Chief move forward with the purchase and use the following breakdowns for purchase: hybrid cost purchase - \$35,785; \$32,912 – detailed and \$2,873 – encumbered. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

## **5.) OLD Business:**

a.) **Review of Goals:** Mr. Jacobs had sent the goals document to the BOS for their review. Mr. Rawson has reviewed the goals and he stressed the need to just keep plugging away at them. Mr. Jacobs asked if there were any specific goals the BOS would want to move higher on the list. Ms. Burnham questioned if he had received any quotes for the audio/visual improvements. Mr. Jacobs said yes - ~\$6,000. He also indicated many of the goals are intertwined. He has not yet moved forward on getting additional quotes for the current building review. There is also the potential of moving the town hall to another building. He said the town does retain the right of reversion on the other building's land (the building cannot just be sold off to someone else). Mr. Rawson stated with the building cost of \$190,000 it could be a win/win for the town – it's a great building with many potential uses and could benefit the town. Ms. Burnham would like to know the impact of increased expenses to being in a larger building. Mr. Rawson agreed and said it would be good to have further information showing the pro's and con's of staying in the current building vs. moving to a new building. Once the information is put together would be very helpful to see what the taxpayers are interested in. Ms. Burnham questioned if there are any

stipulations with the current building – according to Mr. Jacobs there are none. He also indicated that even with the new buildings there are improvements that would need to be done.

**6.) Other Business That May Come Before the Board:** There was none.

**7.) Approval of Minutes:**

Non-Public Minutes:

**No minutes to approve.**

Public Minutes:

**Nov. 15, 2021** – Mr. Rawson made a **motion to accept the 11/15/2021 Public meeting minutes as written**. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

**Nov. 18, 2021** – Mr. Rawson made a **motion to accept the 11/18/2021 Public meeting minutes as written**. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

**Nov. 23, 2021** – Mr. Rawson made a **motion to accept the 11/23/2021 Public meeting minutes as written**. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

**8.) Public Comments Relative to Current Meeting Topics:** There were no public comments.

**9.) Expenditure Reports:** The expenditure reports were not included in the packets. Mr. Jacobs will send to BOS. He indicated revenues continue to come in.

**10.) Town Administrator:**

a.) Mr. Jacobs will be out of the office on December 17<sup>th</sup> for an education day.

b.) Board packets will be prepared on Saturday, December 18<sup>th</sup>.

c.) Next BOS meeting is scheduled for December 20<sup>th</sup>.

d.) Town Hall will be closed Friday, December 24<sup>th</sup> and Friday, December 31<sup>st</sup>.

e.) Important dates leading to Town meeting: Mr. Jacobs will be putting a calendar together (and posting on the website) of all the dates that lead to the Town meeting. These include dates for submitting petition articles, dates to sign-up for re-election, etc. The Deliberative Session is scheduled for February 5<sup>th</sup> and the last day for signing Warrant Articles will be February 11<sup>th</sup>.

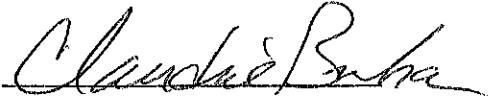
**11.) Selectmen Comments:**

Mr. Rawson expressed his Condolences to the Gray family. Mr. Tom Gray recently passed away. He was an awesome man who was a mentor to Mr. Rawson when he first became a Selectman.

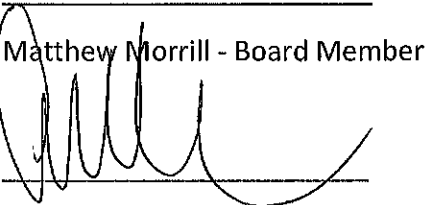
**12.) Adjournment:**

Mr. Morrill made a motion to adjourn the public meeting and to enter into the non-public meeting. Mr. Rawson seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 8:05PM.

Given under our hands this 20th day of December 2021.

A handwritten signature in cursive script, appearing to read 'Claudine Burnham', written over a horizontal line.

Claudine Burnham – Chairman BOS

A handwritten signature in cursive script, appearing to read 'Matthew Morrill', written over a horizontal line.

Andy Rawson - Board Member

**END OF MINUTES**

