

Town of Milton
Remote Board of Selectmen Meeting
July 20, 2020
Meeting Minutes

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. *Conference call, for people who do not have the means to join via computer.*
 - 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 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 (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 us 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.

¹ Public Participation is required only in the case of a public hearing or a quasi-judicial proceeding of a Planning Board or Zoning Board of Adjustment)

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➤ **5:30 PM - PUBLIC SESSION**

➤ **PLEDGE OF ALLEGIANCE**

➤ **Roll Call:** Matthew Morrill–present; Andrew Rawson – present; Claudine Burnham - present

➤ **NON-PUBLIC SESSION: RSA 91-A:3 II (C)**

At approximately 5:35 pm, Andrew Rawson Made a motion to enter non-public session, seconded by Matthew Morrill. The motion passes with a roll call vote. Chairman Rawson, yes; Vice Chair Morrill, yes; Claudine Burnham, yes.

At approximately 6:00 pm the Select Board came out of non-public session.

➤ **PUBLIC COMMENT**

Larry Brown brought forward a handout with information regarding the efficiency task force. He noted that on the second page a comment reflected public concern about the sale of distressed properties due to overdue taxes. This comment indicated that they are neither a significant source of town income or operating budget and that it should go to the general fund. Larry then asked that these papers be distributed to the task force members by Ernest Cartier Creveling (Town Administrator).

Lynette McDougall brought forward a concern about the operations of the town office and why boards have been operating in non-public so frequently. Ms. McDougall asked about staff members who received raises despite the adoption of default budgets and expressed concern about the elimination of other positions in Town Hall. Chairman Rawson and Selectman Morrill respond by asking which positions were being referenced and to say that none of the positions were eliminated, but that there was a lay-off. Lynette then questioned the increased number of customers standing outside of town hall during the week waiting in line. She stated that this is a health concern for those standing outside and that the town needs to find a solution for this quickly. Chairman Rawson responded that the town has done its best to ensure the safety of the people and the workers inside of the office. He also stated that plans are being put in place by the town administrator to better address that issue.

➤ **OLD BUSINESS– DISCUSSIONS AND/OR POSSIBLE ACTIONS**

Jones Brook Update: Chairman Rawson informed the board that parking for Jones Brook is still being evaluated by DPW to ensure safety for the public. The primary concern for this is sightlines from the old parking location. He asked the board if they would support using an alternative location. The same was asked of Police Chief Krauss, who responded that if people are not consistently walking down Route 125 then it would be alright. This would require that the town apply for a new driveway permit for the location. The board agreed to utilize this location and that this application will be completed once they talk further with the Town Administrator about the application process.

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COVID-19: The Town Administrator relayed that the town office is still working on the improving utilization of the building space to accommodate the community. He stated that he is still awaiting the delivery of a deli style ticket dispensing system, which would allow people to feel better about coming into the building to wait in the cooler space. He related that when he goes out to check on people, they often don't want to lose their place in line.

2020 Budget Development (Police Chief): Chief Kraus pointed out to the Board of Selectmen that year after year, they wait until too late in the year for the Town to get out to voters to educate them about budget needs. He would like budgets to be submitted by the first week of August to the Board of Selectmen, so that they can be finalized and delivered to the Budget Committee earlier. This would allow the budget to go to the public by at least November 1st. The chief also notes that he has a problem with having to determine his own salary increase, and that the BOS should be the ones to set his and other department heads' rates. Chairman Rawson responded that with the tax cap in place and the anticipated workload, the previous deadlines given are by the Select Board will ensure that the board has enough time to properly complete this process. He then stated that he may be able to make the middle of August work, but would like to talk with the other department heads first.

Ordinance Updates: Chairman Rawson noted that ordinances are currently under final review. The Town Administrator approached the podium and noted that the town attorney had some changes that she had recommended for the ordinances.

GOFERR Grant Update: Town Administrator Ernest Creveling stated that with the recent changes allowing for reimbursements for the period from May 1st – June 30th to be applied for later, that he would be combining it with the reimbursement request due in August.

➤ **NEW BUSINESS– DISCUSSIONS AND/OR POSSIBLE ACTIONS**

Warrants for Unlicensed Dogs: The town administrator provided the warrant from Town Clerk/Tax Collector Michelle Beauchamp to be signed by the Select Board, which they signed.

Authorizing Vice Chair for Accounts Payable: Andrew notes that Accounts Payable requires the chair's signature to authorize purchases for the community from the accounts payable fund. By allowing the Vice Chair to sign for this will allow the town office to expediate necessary purchases when the chair is unavailable.

Andrew Rawson made motion to authorize the vice chair Matthew Morrill to provide an accounting signature to the treasurer signature, which was seconded by Claudine Burnham. The vote was unanimous (3/0). The motion passed.

Board and Committees commission appointment: Andrew states that there is one person is attempting to join the cemetery trustees Catherine Aiers.

Andrew Rawson made a motion to appoint Katherine Ayers to the Cemetery Trustees, which was seconded by Claudine Burnham. The vote was unanimous (3/0). The motion passed.

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Board and Committees commission appointment Continued: Andrew states that the newly formed heritage commission is currently looking to appoint members. John Katwick, Ryan Thibeault, Eric Salmonsens, Amy Weiss and Katherine Ayers all applied. The board then asks that Katherine Ayers please apply to the alternate position of the same board.

Matthew Morrill made a motion to appoint John Katwick and Ryan Thibeault for two-year terms and Eric Salmonsens and Amy Weiss for three-year terms to the Heritage Commission, which was seconded by Claudine Burnham. The vote was unanimous (3/0). The motion passed.

Approval of Minutes:

Andrew Rawson made a motion to approve the minutes of June 24th, 2020, which was seconded by Matthew Morrill. The vote was (2/0/1) with Claudine Burnham abstaining. The motion passed.

Andrew Rawson made a motion to approve the minutes of July 6th, 2020, which was seconded by Matthew Morrill. The vote was (2/0/1) with Claudine Burnham abstaining. The motion passed.

Andrew Rawson made a motion to approve the minutes of July 8th, 2020, which was seconded by Matthew Morrill. The vote was (2/0/1) with Claudine Burnham abstaining. The motion passed.

Andrew Rawson made a motion to approve the non-public minutes of July 8th, 2020 as amended, which was seconded by Matthew Morrill. The vote was (2/0/1) with Claudine Burnham abstaining. The motion passed.

Andrew Rawson made a motion to approve the minutes of July 13th, 2020, which was seconded by Matthew Morrill. The vote was (3/0/0). The motion passed.

➤ **Town Administrator Comments:**

School Board Chairman Doug Shute wrote a letter to the select board thanking them for their support which Cartier Creveling read.

➤ **Board Comments:**

Andrew Rawson noted that the schoolhouse is a town owned building and needs to have its roof replaced at some point.

➤ **ADJOURNMENT**

Andrew Rawson made a motion to adjourn, which was seconded by Claudine Burnham. UNANIMOUS Roll Call Vote, Andrew Rawson, yes; Matthew Morrill, yes.

Respectfully Submitted by Land Use/General Administrative Assistant Julius Peel