

Town of Milton
Board of Selectmen Meeting
December 17th, 2018
Milton Town Hall

Board of Selectmen Attendance: Chairman Ryan Thibeault, Vice Chair Erin Hutchings, Andy Lucier, Town Administrator; Heather Thibodeau, Recording Clerk; Danielle Marique

Public Attendance: Pat Smith, Richard Krauss, Humphery Williams, Tom McDougall, Karen Golab, Bob Carrier, Larry Brown, Micky Brandmque, Nancy Wing, Lynette McDougall, Betsy Baker, Margaret Braze, Ryan Braxe, George Gagne, Patricia Gagne, Mackenzie Campbell, John Mullen Jr., Don Dunton, George Cushing, Edmond Rasseband, Roger Sergeant.

Meeting call to order

R. Thibeault welcomed all in attendance

Public Comment

H. Williams: Expressed concerns with past meetings regarding public attendance to meetings. Request information be shared with all in attendance to limit the side table meetings. Exemplifying where the monies for bids were being expended from. Stated this would ensure everyone knows what is being discussed during the meetings.

New Business:

- **Approval of 2019 Holiday Schedule**

R. Thibeault motioned to approve the 2019 Holiday Calendar schedule as provided. A. Lucier seconded. 3-0 Appendix A

- **Casey Road Land Protection Committee Warrant Article**

K. Golab stated the committee is currently in the fundraising process of the project. Grants have been applied to but have not received any as of current date. The project is currently \$1,500 from completion with hopes of more fundraising and grant work to be done in the future. Proposed a \$5,000 warrant article with Board of Selectmen recommendation to help offset costs of the project. A. Lucier questioned if the Town votes and appropriates the \$5,000 what the plan is for the remaining \$10,000. K. Golab stated that the committee will continue all efforts to raise the remaining amount. A. Lucier motioned to approve and recommend the warrant article as written; "To raise and appropriate \$5,000 for the town conservation fund to help fund the Casey Road Conservation Land easement project, which will place a conservation easement on 79 forested acres of town-owned land on Casey Road in Milton, the easement to be held by the qualified land trust, Moose Mountains Regional Greenways.

- **MFPL & LCHIP Grant**

B. Baker reported the Milton Free Public Library has received a \$36,357.00 LCHIP grant for repairs to the front tower of the MFPL. L. Brown referenced gratitude to the Director as well as Assistant Director of the Library for their continued efforts and dedication.

- **Eversource Contract Payment**

R. Krauss stated the total project cost was \$17,018.42 with suggestion and recommendation to pay off the total balance from his budget rather than making payments to show greater savings. A. Lucier motioned to approve and accept payment from the 2018 Police Department budget. R. Thibeault seconded for discussion. R. Thibeault questioned the town balance of the general fund making note the town still had outstanding encumbrances and RFP to discuss and consider. R. Krauss requested if the authority of paying the full balance was not granted if he could pay off his portion of the invoice of \$6,141.24. 3-0

- **2018 Encumbrances**

H. Thibodeau stated the following encumbrances provided by department heads;

Total of \$9,000 for demolition of property; \$7,253 from TA Unanticipated Expenses \$1,747 from TA Professional Services. R. Thibeault motioned to accept. E. Hutchings seconded. 3-0

Total of \$50,000 for Demolition projects from bids; \$40,000 from Health Insurance benefits line, \$10,000 from Dental Insurance benefits line. A. Lucier motioned to accept. R. Thibeault seconded. 3-0

Total of \$1,500 for GIS from TA Professional Services. R. Thibeault motioned to accept. R. Thibeault seconded. 3-0

Total of \$1,500 for Map conversion for GIS to CAI Technologies; \$500 from Conservation Committee Professional Services, \$500 from Planning Board GIS, \$500 from Assessing Professional Services. R. Thibeault motioned to accept. A. Lucier seconded. 3-0

Total of \$4,024 for Resolution for an easement to McEneaney Survey Associates; \$1,000 from Conservation Committee Legal Defense line and \$3,024 from Conservation Committee Miscellaneous. A. Lucier motioned to accept. R. Thibeault seconded. 3-0

Total of \$249.84 for Books and DVD for Milton Free Public Library under the Program Supplies line. A. Lucier motioned to accept. R. Thibeault seconded. 3-0

Total of \$1,386 for Security System at the Town Beach from the Beach Contracted Services line. R. Thibeault motioned to accept. A. Lucier seconded. 3-0

Total of \$868.00 for desktop computer for the TA from the TA Equipment Purchase line. R. Thibeault motioned to accept. A. Lucier seconded. 3-0

Total of \$6,311 for electrical upgrades at Town Hall from Government Buildings Contracted Services A. Lucier motioned to accept. R. Thibeault seconded. 3-0

Total of \$6,600 for Fire Door at Town Hall from Government Buildings Contracted Services. A. Lucier motioned to accept. R. Thibeault seconded. 3-0

Total of 44,100 for remaining balance of Avitar Assessing Contract from Assessing Contract Assessor line. R. Thibeault motioned to accept. A. Lucier seconded. 3-0

Total of \$300 for winter duty jackets from Police uniform line. E. Hutchings motioned to accept. A. Lucier seconded. 3-0

Total of \$179.90 for rain gear from Police uniform line. E. Hutchings motioned to accept. A. Lucier seconded. 3-0

Total of \$67.96 for battery sticks for flashlights from the Police supply line. A. Lucier motioned to accept. E. Hutchings seconded. 3-0

Total of \$1,647.85 for winter jackets and uniform shirts from Police uniform line. A. Lucier motioned to accept. E. Hutchings seconded. 3-0

Total of \$1,947 for body cameras from the Police equipment purchase line. R. Thibeault motioned to accept. E. Hutchings seconded. 3-0

Total of \$275 for Parks & Rec. conference from Recreation training line. R. Thibeault

motioned to accept. A. Lucier. 3-0

Total of \$7,925 for 2017 European Niad balance from Unanticipated expenses. R.

Thibeault motioned to accept. E. Hutchings seconded. 3-0

Total of \$98,373.93 for a two year non lapsing warrant article from road construction article. And \$91,492 for Dawson/Silver Street projects from Highway Block Grant line. R.

Thibeault motioned to accept. E. Hutchings seconded. 3-0

- **Open Bids for RFP's**

H. Thibodeau stated one late bid was received requested board of selectmen decision on if to accept. Board stated per RFP the deadline was clear, decision was not to accept bid in question.

The following were received for the demolition of Town properties;

- Spears Brothers from Laconia NH, totaling \$53,300.00 for 3 properties listed in RFP
- All-Ways Wrecking from Bristol NH, totaling \$54,00.00 for 3 properties listed in RFP
- Curtis Earth Works from South Berwick ME, totaling \$113,428.00
- Do it All Davis from Somersworth NH, totaling \$79,000.00 for 3 properties listed in RFP and additional 4th property.
- NH Demolition from Auburn NH, totaling \$59,500.00 for 3 properties listed in RFP and additional 4th property.
- EnviroVantage from Epping NH, totaling \$135,250.00 for 3 properties listed in RFP.
- Jay-Mor Enterprises from Hudson NH, totaling \$59,000.00 for 3 properties listed in RFP.
- Peniel Enviornmental from Milford NH, totaling \$109,200.00 for 3 properties listed in RFP
- Burrows Excavating from Milton NH, totaling \$79,867.00 for 3 properties listed in RFP.

H. Thibodeau request copies of bids be sent to the BOS to review with a workshop at a later date.

- **Public Hearing: No Thru Trucking Ordinance Public Discussion**

R. Thibeault called the public hearing to order at 7:00 pm with roll call. A. Lucier, E. Hutchings and R. Thibeault all present.

Appendix B

R. Thibeault opened public comment;

-R. Brayes (Governors Road) commented about concerns with road conditions and speed especially with heavy logging trucks especially those not obeying the traffic laws.

-G. Kushing (Governors Road) Commented about concerns with speed of traffic and road conditions.

-G. Gagne (Governors Road) Commented about reverting trucks to State roads instead of Town funded roads.

-A. Lucier, commented the fact he was the one who brought the discussion originally and would like to protect the town roads.

-L. McDougall, commented about possibility contacting CPS companies to remove secondary roads as main travel routs from their systems.

-D. Dunton (Governors Road) Commented in regards to the blind corner from Mason Road onto Governors Road sharing a letter to the Board. Appendix C

A. Lucier motioned to accept and approve ordinance as written to be effective January 1, 2019.

R. Thibeault seconded. 3-0

- **Real Estate RFP**

The following were received for the real estate RFP;

- Lyn Ward, Co-Lister Kristin Wilson of Milton NH, with EXIT Realty 6% commission rate.
- Cubbi Lirette of Milton NH, with Coldwell Banker 4.5% commission rate.
- Matthew Flathers of Milton NH, with Haurihane Cormier, 5% commission rate.

Old Business:

- **Review Cemetery Budget**

H. Thibodeau reports a request from the Cemetery Committee to request an additional line of \$4,000 for computer software bringing the total 2019 budget request to \$31,482.03. R. Thibeault requested H. Thibodeau to retrieve all information needed for the December 18th, joint budget committee meeting.

- **TPPA 2017 Encumbrance Discussion Follow-up**

W. Sylvester reported the total of \$12,925 is remaining to be spent from 2017 and 2018, \$7,925 remaining from 2017, provided an invoice for the remaining \$5,000 for 2018.

- **Town Clerk/Tax Collector Central Deposit Discussion Follow-up**

E. Hutchings questioned what had been rectified with the issue. M. Beauchamp stated the work load is too much for the Town Clerk/Tax Collectors office and requests after January 2019 will no longer happen. M. Campbell suggested the Town Clerk/Tax Collector remain the central location as determined with the bank and auditors this past spring. A. Lucier requested all information brought to the Board of Selectmen not to the department heads or the Town Administrator due to information not being relayed to the Board. M. Beauchamp stated the policy changed in the spring of 2018 based on auditors, departments and legal opinions and suggestions. R. Thibeault stated changing policy and going against all recommendations does not put the Town in a good place. Questioned what would be needed of changing in the Town Clerk/Tax Collectors office to make the central deposit location and work effectively. Recommended adjusting the office hours open to the public. M. Beauchamp stated she would not be going back on her word to the residents, she will leave her office open to the public 5 days a week and one Saturday a month. E. Hutchings questioned if closure to public during midday would be an option. M. Beauchamp stated her employees are part time and still on shift that they cannot do deposits or banking. E. Hutchings questioned if a drop safe would be an adequate option for deposits. M. Campbell stated this heightens security and deposits need to be accounted for. R. Krauss agreed with Campbell and stated deposits need to stay in a central location. A. Lucier stated he agreed with the idea of a drop safe. R. Thibeault stated he did not agree and this is going against what legal opinion and the auditors suggestion. R. Krauss stated the person signing for the deposit last would be the first person to be investigated if an issue arise. Requested the Town Administrator to reach out to all parties to be present in a meeting for potential options for the end of January to discuss options collectively.

A. Lucier called a 2 minute recess.

- **Warrant & CIP Warrant Article Discussion & Approval**

H. Thibodeau stated she met with the Town Planner and discussed the adjustments and request the Board of Selectmen approval first then will to thru the legal opinion based on the board approval. Stated the Town Attorney is reviewing the 'junkyard' article, actual numbers for the bridge are still being determined, European Naid is being combined with the CIP so it is not

needed as an additional warrant article anymore and voting day needed to stay with the proposed of may there is not an option for one in April. A. Lucier stated he did not agree with the wording of “sum is to come from fund balance, no amount is raised by taxation” and will not support any article with that wording regardless the topic or purpose. H. Williams suggested adding in the word ‘additional’ to the phrase to represent no additional taxation. N. Marique stated the wording is from DRA regulations. R. Thibeault requested the Town Administrator seek an opinion on changing ‘is’ to ‘additional’ and to report back to the Board.

- **Department Budget Updates**

H. Thibodeau stated the following budgets reflected adjustments from the department heads from the original Board of Selectmen approval amounts;

- Town Administrator: Totaling \$305,614.08 reflective of Town Administrator contract amount adjustment to \$72,307.55, showing a total increase of 6.64%. R. Thibeault motioned to amend the Town Administrator 2019 budget request of \$305,614.08. E. Hutchings seconded. 3-0
- Town Clerk/Tax Collector: Totaling \$124,176.00. R. Thibeault questioned the mileage adjustment is reflective of the decreased depository need. R. Thibeault motioned to amend the Town Clerk/ Tax Collector 2019 budget request of \$124,176.00. A. Lucier seconded. 3-0
- Assessing: Totaling \$128,616.38. A. Lucier motioned to amend the Assessing 2019 budget request of \$128,616.38. R. Thibeault seconded. 3-0
- Fire: totaling \$445,029.00. R. Thibeault motioned to amend the Fire 2019 budget request of \$445,029.00. A. Lucier seconded. 3-0
- Highway: Totaling \$652,447.00. R. Thibeault motioned to amend the Highway 2019 budget request of \$652,447.00. E. Hutchings seconded. 3-0
- Solid Waste: Totaling \$190,285.00. R. Thibeault motioned to amend the Solid Waste 2019 budget request of \$190,285.00. E. Hutchings seconded. 3-0
- Default: totaling \$4,563,423.98. R. Thibeault motioned to amend the 2019 default budget to \$4,563,423.98. E. Hutchings seconded. 3-0

- **Adjustment to Town Department Holiday Celebration**

H. Thibeault requested the Board adjust the closure of Town Hall for Friday the 20th at noon instead of Thursday.

Other Business that May Come Before the Board

H. Thibodeau stated that there is currently an issue with the heating and/or furnace at the Highway barn, a solution is being discussed.

Meeting Minutes

A. Lucier motioned to approve the December 3rd and 11th, 2018 meeting minutes. R. Thibeault seconded. 3-0

E. Hutchings motioned to approve the December 5th, 2018 meeting minutes. R. Thibeault abstained from voting. A. Lucier seconded. 2-0

Public Comment Portent to Topics Discussed

H. Williams: Thanked the Board for the process of the meeting, it seemed to be much smoother than past.

L. McDougall: Suggested research of other Towns and their Town Clerk/ Tax Collector hours of public operation

L. Brown: Thanked the Milton Free Public Library Director and Assistant Director for their continued efforts and dedication.

Concerns with the Town owned building on Dawson Street being demolished as opposed to sold.

Expressed concerns with Town banking and policies.

T. McDougall: Commented regarding the workshop on the RFP's being recorded for more audience availability and concerned about the wide spread in the bid amounts from each contractor.

Commented regarding the Town Clerk/ Tax Collector needing to reduce unnecessary steps in the process.

Administrator Comments

H. Thibodeau requested the Board of Selectmen approve the painting/picture donation to the Town Clerk/ Tax Collectors office. R. Thibeault motioned to accept the picture to the Town Clerk/ Tax Collectors office. E. Hutchings seconded. 3-0

Wished all a happy and safe Holiday season.

Selectmen Comments

A. Lucier: Wished all Happy Holidays

E. Hutchings: Wished all Happy Holidays

R. Thibeault: Thanked all in attendance.

R. Thibeault motioned adjourn. E. Hutchings seconded. 3-0

Respectfully submitted;
Recording Clerk,
Danielle Marique

Chairman Ryan Thibeault

Erin Hutchings

Andy Lucier