

Town of Milton
Board of Selectmen Regular Meeting
November 21, 2016
Milton Town Hall
Meeting Minutes

In Attendance: Selectmen Chair Tom F. Gray, Selectmen J. Michael Beaulieu, Andrew O. Rawson, Town Administrator Heather Thibodeau.

Public in Attendance: Richard Krauss, Larry Brown, Bob Carrier, David Carpus, John Katwick, Betsy Baker, Gordy Maness, Russ Neal, Clarence Nason, Nick Marique, Ryan Thibeault, Brenda Pabon

Chairman Gray called the meeting to order at 6:10 pm and the Pledge of Allegiance was recited.

Acknowledgements:

Chairmen Gray acknowledged that in October John Katwick had a birthday the board wished him a Happy Birthday and thanked him for everything that he has done for the town of Milton.

Approval of Minutes:

None where approved.

Public Hearing:

Chairman Gray opened the public hearing at 6:15pm under RSA 41:14A

Second of Two Meetings to determine if the town will accept the transfer of the property comprising of Milton Mills Cemetery, the property will be transferred at no cost to the town. Milton Mills Cemetery is located at 536 and 541 Applebee Road, Milton NH, Map 9 Lots 111 and 117. Public meeting to accrue at the town hall of Milton NH.

There were no public comments

Chairman Gray Closed the Public Hearing at 6:17

Motion was made by M. Beaulieu to accept the Milton Mills Cemetery Located at 536 and 541 Applebee Road, Milton NH, Map 9 Lots 111 and 117, Seconded by A. Rawson. All in favor, Motion Carried.

John Katwick stated that this motion to accept the Milton Mills Cemetery will finalize the process and make the transfer of Milton Mills Cemetery to the town of Milton NH. He has a quick claim dead ready to go through and be notarized. The Board of Selectmen thanked John for all his hard work.

New Business:

Town Department Budget Review – Police Department Budget – Chief Krauss presenting

- The biggest increase is the full-time salaries line; the SRO plan was put into that portion of the budget. That portion is about \$20,000 and the school will have to pay for some of that as well.
- There is an increase in retirement. The state went up on the retirement percentage from 26.34% to 29.43% so there was a 3% increase just in retirement. This increase takes effect January 1, 2017.
- Part-time line was decreased again this year from \$12,000 to \$9,000.
- Everything else in the budget stayed the same.
- Federal grants are usually received before November as they would like to start them in November. Chief Krauss has not received notification that they will be receiving the grant as of yet and due to the fact that it is mid-November he is anticipating that they will not receive the grant. Chief Krauss stated that their budget should decrease by \$20,000 to \$28,000, \$20,000 from Payroll line and \$8,000 from retirement.

Selectmen Comments on the Police Budget

- A. Rawson asked about vehicle fuel line item, there is \$20,000 and used to date is \$11,000; he asked if that line could be cut down some.
Chief Krauss stated that this year was an adnominal year. In the previous three years, they have spent between \$17,000 and \$20,000. Gas prices dropped dramatically this year but his concern is that if they cut the vehicle fuel budget and gas prices rise again they will be over budget.
- A. Rawson asked about vehicle maintenance line item, he stated that there were still funds left; Chief Krauss stated that there would not be any funds left at the end of the year as he has to purchase 16 snow tires.
- A. Rawson asked the Chief if he could explain line 4210891 PD educational incentive line. Chief Krauss stated that line was created back in 2009 by the Board of Selectmen. The educational incentive is for officers that have gone to college and received a degree above and beyond their high school education; they get an incentive for the department's ability to use them and that education. They receive that incentive on a yearly base.
M. Beaulieu asked if any other department offers this incentive, Chief stated that there are no other departments that offer this. M. Beaulieu is not in favor of the incentive due to the fact that it is taxpayer dollars paying for it.
Chair T. Gray stated that this was put into place to try and keep educated officer in town.
- M. Beaulieu asked about line item 741 Equipment purchase, expended year to date is \$2,537.00, and Chief Krauss stated that was not a correct number. Chief stated that line would be spent by the end of the year.
- M. Beaulieu asked about line item vehicle purchase lease program and states that it is still at \$31,000; Chief stated that was not a correct number as it was paid the week before.
- Chief stated that there would be a couple of items that will be over budget, one is equipment maintenance and the other is electric.
- M. Beaulieu state to the Chief that his budget was up \$46,000 and asked him if he had to make cuts to the budget could he get back to the Board of Selectmen on what could be cut? Chief

Krauss stated that if they do not get the SRO grant then the budget will decrease by about \$28,000.

- D. Carpus asked what the incentives were for the officers with education. Chief Krauss stated that if they have an Associate's degree they will receive \$800.00 at the end of each year worked, if they have a Bachelor's Degree they will receive \$1,000.00 at the end of each year worked and if they have a Master's Degree they will receive \$1,200.00 at the end of each year worked.
- M. Beaulieu asked Chief Krauss if the dare program was up and running, Chief stated it was.

H. Thibodeau made some comments about the budget. She will have an updated corrected one ready. She also wanted to bring to the board's attention the new labor rule that goes into effect December 1, 2016. This new law will affect 2 of the full time salary employees for the town. The rule reads that if the town has any salaried employees, the town will either have to bump their pay up to \$47,476.00 or if they make less than the \$47,476.00 the town will have to start paying them overtime at time and a half if they work more than 40 hours a week.

Request for formal letter of support European Niade from BOS

H. Thibodeau asked the board of selectmen if she could write up a draft and if the board would support it. Motion was made by M. Beaulieu to write up a letter of support for the European Niade, Seconded by A. Rawson, all in favor, motion carried.

Thanksgiving Basket Program

T. Gray stated that the Welfare department is having a Thanksgiving basket donation. Should anyone be interested in donating to this wonderful cause please contact Rachel Shipman at 603-652-4501 ext. 9.

Old Business:

Expenditure Reports:

Need updated report.

Administrator Comments:

Discussion of Cash Receipts Policy-ongoing:

H. Thibodeau has a draft cash receipts policy that has been given to the Board of Selectmen. She asked that the board start to look at it give some feedback within the next couple of weeks. H. Thibodeau stated that there are a number of policy's that need to be put in place and to get a manual going as well.

Budgeting-Ongoing:

Budget presentation date will be November 28th. Budget committee will meet with the town on Tuesday November 29th.

Larry Brown stated that the School is working very hard at getting a handle at what the costs will be now that Milton is a stand-alone district. He feels that the town has had issues complicated with not having a town administrator for several months which has made it difficult to assess the actual expenses and percentages of the budget spent. Larry stated that he would like the presentations to show why the

expenses are the same, show that there was a reduction and/or explain increases, Larry also stated that at the Tuesday Budget meeting he would like at least one major department to present if not all of them, there are three major departments, that being Police, Fire, and DPW.

Holiday Schedule:

H. Thibodeau would like a motion from the board to accept the holiday schedule for the town of Milton for 2017. Motion was made by M. Beaulieu to accept the holiday schedule, seconded by A. Rawson, all in favor, motion carried.

Joint Meeting with the town of Lebanon:

H. Thibodeau asked the board to consider having a joint meeting with the town of Lebanon for some concerns about the Bridge issue and the European Niade issue and some other issues. The board agrees that this should be done. H. Thibodeau will send out an invitation to the town of Lebanon to meet sometime after the New Year.

Sick Leave pool:

H. Thibodeau is asking the Board of Selectmen to allow the town to create a sick leave pool to be used by employees who utilize FMLA leave this fund will be utilized by employees who are eligible for FMLA leave time but have exhausted their sick leave, their supervisor must approve their request and then it would go to the town administrator for final approval. This would be at no cost to the town, and those employees who have maxed out on their time would be able to donate in 4 hour increments. This could be used across the board; one employee could not use it all up. Department heads feel that it is a good idea. Motion was made by M. Beaulieu to come up with the language to create the sick leave pool fund and add it to the current policy of time off, seconded by A. Rawson, all in favor, motion carried.

Signature line on the Check Register:

H. Thibodeau stated that on the Check Register there is no line for signature of the TA to review all checks; she is requesting that a line be added to the Check Register. Board agrees this should be added.

Department Head Reports:

Police Department report for October

- 669 Calls for Service
- 229 Traffic Stops
- 19 Arrests
- 7 Accidents

Welfare Department

- 30 Calls
- 6 families helped
- 1 burial

Code Enforcement

- 20 Building Permits
- No cease and desists
- Roofing permits
- 2 Solar Panel permits

Town clerk/Tax Collector

- 534 Vehicle/Trailer/Boat registrations
- 24 dog licenses
- 13 certified copies of vital records
- 25 notaries
- 8 Fish and Game licenses
- Collected over \$90,000 in October

Seeking BOS clarification of Snow policy in Town Hall:

H. Thibodeau asked the Board of Selectmen to clarify the Snow policy in the Town Hall. Discussion was had, Board of Selectmen decided to leave the decision up to H. Thibodeau to decide if the Town Hall should be closed due to Snow. H. Thibodeau has concerns about people slipping and falling on the walk ways and wants to be sure that they will be cleared so no one will get hurt. Another concern was communication to the Town employees should the town hall need to be closed due to bad weather. A suggestion was made that there could be a message left on the town answering machine saying that the Town Hall is closed, this would make it the employees responsibility to call to see if the Town Hall is open and it would let other town people know that the Town Hall is closed. A Motion was made by M. Beaulieu to have H. Thibodeau decide on whether the Town Hall should close or if there should be a delay on Snow days, seconded by A. Rawson, all in favor, motion carried.

Selectmen Comments:

- A. Rawson mentioned to join the Women's club and the Milton Parks and Recreation as they will be hosting a tree lighting ceremony on Sunday November 27th at 4pm. Veterans Park in downtown Milton NH. At the end of the ceremony everyone is invite to Emma Ramsey community center where they will enjoy some cookies and hot chocolate and some crafts.
- A. Rawson mentioned that there is an open gym for Basket Ball at Nute High school on November 26, 2016.
- A. Rawson mentioned that applications, for toys for kids are available at the Town Hall. The toys for kids party will be December 11, 2016, for more information will follow.
- A. Rawson mentioned that they had the senior Thanksgiving dinner this past Sunday, it was a huge success, and they served over 50 seniors.
- A. Rawson gave Special thanks to Mark Main, and Christa Capelo, they are the new owners of Pink Place, and they have been a huge asset to the town of Milton. They hope to open up in the
- A. Rawson stated that they are very grateful for the 2 new spring riders donated by index packaging and the employees and administration, thanks to the DPW for putting them in.
- M. Beaulieu stated that the Recording clerk would like to make sure that everyone signs there name clearly on the sign in sheet and then when speaking during the meeting that they state their name.
- M. Beaulieu stated that the town has liaisons that who are appointed to different departments. M. Beaulieu motioned to do away with the Liaisons, seconded by A. Rawson, all in favor, motioned carried.

- M. Beaulieu asked if anyone remembered how the board use to meet with Milton Matters and then it went away, they did surveys but never heard anything back from the surveys; it has been over a year now since they have met. M. Beaulieu stated that he met Donna Marie Currier during Town Elections; they had both stated that it would be a good idea to rekindle the Milton Matters. M. Beaulieu stated that it would be good to have a planning meeting with M. Beaulieu and T. Gray and some other community members maybe a student to start the process.
- Chairman Gray mention that he received a letter of thank you from the town Moderator and the Town Clerk in regards to the assistance at the town election. There were several people that where thank for their help with the success of this election. A representative of the secretary of states office visited Milton's poling facility and stated that this is the nicest location and the lay out of the three polling places that they had visited that day. This was a team effort and many thanks to those that made it happen.
- Chairman Gray received a sample of the warrant article for Renewable Energy incentive from Mr. O'Neil. Board supports this warrant article.
- Chairman Gray mentioned that last meeting there was a school board member that expressed his views. Chairman Gray stated that the Board of Selectmen along with assistance from all other departments and the school board (the school turned back in \$389,000 that was put back into the general fund) where able to low the tax rate burden from \$28.60 to \$28.40 per thousand. The money that the school returned back to the town allowed us to have some excess money lower the tax rate.
- Chairman Gray mentioned that on October 14, 2016 officer Nicholas Nirgianakis received the NH congressional Law Enforcement Award for going above and beyond a call of duty for his brave actions at the fire accident in Lockhart's field, himself and two other citizens braved their lives to save a life.
- Chairman Gray mentioned that the county tax bill has been received and is due on December 17, 2016; the total cost is \$1,042,648.00.
- Chairman Gray mentioned that a Notification from Metrocast concerning upcoming changes has been received. This notification will be posted on the Town Website.

Public Comments:

- David Carpus asked which sign ordinance was applicable, either the zoning or the Selectmen's. He states that there are two and that they are almost identical. The Selectmen stated that if you are putting a temporary sign up then you would follow the Selectmen ordinance, however if you are putting up a permanent sign then you would go by the zoning ordinance. This needs to be clearer in the ordinance so that everyone understands the difference. Chief Krauss also stated that if he wants to put a sign up on a state road then he would have to abide by the state sign ordinance, or if he puts a sign up on a town owned road then he would abide by the town sign ordinance. Ryan Thibeault stated that the town ordinances was brought up at another Selectmen meeting and was mentioned that it would be looked at.
- John Katwick had a question on the budget, he is expecting to see a line item on the budget for \$10,000 for cemetery maintenance and will that money be available January 1, 2017? Boards stated yes to both.

- Larry Brown asked what calendar date the cemetery maintenance was passed, Chairman Gray stated it was March of last election to be made available January 1, money needs to be paid in by December 15.
- Larry Brown thanked the Board of Selectmen and the department heads for all their hard work.
- John Katwick update the board on the Town Halls restoration, they have had a licensed Engineer, it has gone through DES, excepted by the department of environmental services, and now can go ahead and start the project.

Other Business that may come before the Board:

Chief Krauss mentioned that in speaking to Bruce Woodruff on getting the warrant article written for the CIP plan, the problem that is holding them up is that they need the Board of Selectmen to make a decision on what their funding so they will know the number. The Selectmen need to look at the planning boards report that they turned in to figure out how many of the projects they are going to fund and the exact number of the new warrant article, the warrant article do not have to have items that are already funded in budgets but new warrants will need to be in. How does the Board of Selectmen wants the warrant article to be set up for the funding mechanism, would they want it as one lump sum for the number or department.

Adjournment

Motion to Adjourn was made by A. Rawson. Seconded by M. Beaulieu, All in Favor, Motion carried.

Respectfully submitted,
Brenda Pabon, Recording Clerk

Chairman Tom F. Gray

J. Michael Beaulieu

Andrew O. Rawson