

Town of Milton
Board of Selectman Meeting
Monday August 3rd, 2015
Milton Town Hall
Meeting Minutes

Members in Attendance: Chairman Tom Gray, Mike Beaulieu, Andrew Rawson, Elizabeth Dionne, Town Administrator **Also in Attendance:** Toni McLellan, Recording Clerk

Public in Attendance: Timothy Long, Michelle Beauchamp, Pam Smith, Pat Smith, Colin Lentz, Mike Hebert, Lori Hebert, Bob Carrier, Steve Panish, John Katwick, David Scott, Lindsey Eisan, Nick Marique

Chairman Gray called the meeting to order at 6:08pm and welcomed everyone.

The Pledge of Allegiance was recited.

Acknowledgements

Birthdays

Elizabeth Dionne – Town Administrator

Elizabeth Baker – Library

Brian Aube – Highway Department

Steve Duchesneau – Fire Department

Christian Chelsey – Recreation Department

Chairman Gray thanked the employees for their service to the town and the people of Milton, and wished them a very happy birthday.

New Business

David Scott – NH DOT Re: Applebee Road Branch River Bridge Rehabilitation –

David Scott, who oversees bridge design, and Brian Scott, District 6 Engineer, were present to discuss the Branch River Bridge Rehabilitation. Inspectors survey bridges in the state every two years. This particular bridge is 125' long and is in relatively good shape. It is rated at 7 (9 is brand new, 0 is closed/unusable). This would be a maintenance/rehabilitation project. They would remove pavement off the bridge deck. They will investigate the quality of the concrete at the top surface of the deck. Any deteriorated concrete will be removed. An expansion joint will be replaced. There will be paving work and the guard rail at all 4 quadrants will be replaced. The phasing of the construction is such that during the first half of the project (which will take about 8 weeks), there will be Jersey Barriers put up and there will be one lane of traffic during this

time. After phase one, the barrier will be shifted to the west and at this point, there will be room for 2 lanes of traffic. There are no environmental, or right-of-way, issues. The only anticipated traffic issue may be 4 cars in the queue at one time. There will be no traffic backed up on Route 125, but there is a wide shoulder on Route 125 just in case an unusual situation arises. Construction will begin in spring of 2016 and there will be 16 weeks of work (8 weeks/phase). The contract will be for approximately \$500,000.00, paid for by state and federal government.

E. Dionne inquired (on behalf of the Police Chief) about potential back-up on Route 125. Chief Krauss would like to contact NH DOT to resolve the issue and find an alternative way of managing the traffic if this situation arises.

D. Scott stated that the Contract Administrator would be that point of contact (for the town and Chief Krauss). However, D. Scott does not yet know who the Administrator will be.

T. Long inquired about traffic making a left turn heading south (from Route 125) and creating a back-up. D. Scott stated that they do not anticipate such a back-up and so have not made provisions for this. The traffic analysis states that this will not be an issue. However, D. Scott stated that he will look further into this possibility.

D. Scott discussed the municipal agreement. It is the understanding of NH DOT (according to state statute), that when they are administering a project, they are responsible for traffic control. In most cases, they can accomplish traffic control with flaggers. It is the decision of the state representative as to whether or not to bring in the town police force for further help. There is a municipal work force agreement for the town to review and to send to NH DOT if they agree to it. E. Dionne has the contact information.

Code Enforcement Officer Brian Boyers Re: L&L Garbage on Governors Road – B. Boyers was not present at the meeting this evening due to an emergency. This item will be rescheduled for the BOS meeting in two weeks. The BOS apologized for the inconvenience to those that attended to discuss this issue.

Existing Financial Accounts of the Conservation Commission – S. Panish was present to explain accounts of, and fund usage by, the Conservation Commission. He felt that the town should be looking to the future as to how the Commission will be funded. Currently, the Conservation Commission has a moderate amount of money in several conservation funds. Their money comes exclusively from land use change taxes. They don't want to use money coming out of the land use change tax because it is money coming in from what was in conservation status but is now being removed from that status and developed. This land then is essentially a loss to the town. Nevertheless, it is standard practice within the state that conservation commissions get all, or a portion of, the funds coming out of land use change taxes. The idea with this is that the

town can then use the money to replace conservation land that has been lost. The Conservation Commission has ongoing expenses. The town itself should not hold Conservation Easements. The reasons for this are many. First of all, it is very expensive. In the long run, money can be saved by allowing professionals to do this work. However, the biggest reason is that the Conservation Commission is a volunteer board. Levels of skill and knowledge vary throughout time. The Commission decision is that they will not take on new Easements, but rather give the money to Land Trusts. However, the town still holds a couple of easements. Some of the easements cost the town money in part due to the fact that they were not done completely correctly. Litigation is currently underway for an ill-conceived easement. The Conservation Commission is footing the bill for this. This may cost the Commission up to \$20,000.00. Easements must be monitored. Monitoring of the easements will cost approximately \$2,500.00/year. There are 3 Conservation Funds; The General Fund, The Legal Defense Fund, and The Stewardship Fund (this fund pays for the monitoring). Conservation is a significant part of town planning. The Conservation Commission is comprised of the people in town charged with looking out for the natural resources of the town. He felt that funding of conservation should be part of the town budget and that it is as important as any other part of the town budget. When a resident of the town would like to put an easement on their land, the Commission will look for grants to pay for this. The cost of putting an easement on a parcel is approximately \$20,000.00 minimum, and this is when the land is donated. Their total fund is approximately at \$100,000.00 so that allows for 4 minimal projects. Over the next couple of years, he felt that the Conservation Commission budget should be brought in as part of the town budget. The town is dependent on the quality of the lakes for tourism and that quality is stewarded by the Commission. He stated that he would like to take some money, invest it, so that the interest would pay for the monitoring of easements. However, the town is not allowed to invest in anything other than federally insured bank accounts, which are not making any interest. Chairman Gray stated that it would help to know what the bills are used for. S. Panish stated that this is in the handout that he provided. However, he is available to answer questions.

Kings Information System Re: Findings from Study in TC/TX Dept. – Lindsey Eisan highlighted the findings of the study using a slide presentation. The study included all town records located in the basement of the Town Hall.

Findings:

The town has:

- No comprehensive retention schedule
- No standard policy and procedures
- No inventory control
- No destruction history (record title and date range)
- No indexing
- No standardized labeling or boxing

No disaster back-ups

Major recommendations:

Sort and re-index entire archive inventory

Establish custom retention schedule

Create database driven inventory control

Destroy outdated records (shredding that would meet certain standards)

Microfilm key records for disaster back-up

Establish standardized procedures

He showed what an organized system would look like. He showed, using a spreadsheet, how the town database would be queried in order to go to the records storage area and easily locate a document. He stated that they can double the storage capacity for Milton using half the space.

Cost

Equipment – 9 Sections of high-density shelving \$3,996.00

Supplies – Boxes, labels, database \$1,777.00

Labor – Archives Supervisor and 1 staffer \$7,930.00

Total = \$13,703.00

Annual service is optional. At annual service, free updates of the software would be provided.

The town can spread the work, and the cost, out over a couple of years by phasing it.

Alternatively, it can be done all at once. However, they would not be available to do any work until 2016.

M. Beauchamp stated that she can put this into the budget in the manner that the BOS would like her to do so. She can put in for the project to be completed all at one time, or in phases. The purchase of a dehumidifier to mitigate the humidity in the records storage area is already in the budget. Chairman Gray offered a donation of a dehumidifier. M. Beaulieu made a motion to accept the offer of a donation of a de-humidifier to mitigate the humidity in the records storage area. A. Rawson seconded. Motion carried.

The question was posed about making records storage paper-free and a statement was made that microfiche storage is antiquated. In addition, back-up storage should not be onsite.

L. Eisan stated that to scan in and digitize all records would be cost prohibitive for such a project. The cost would be approximately \$250,000.00. Microfiche today, with the materials used, does not decay. Disaster records are stored in the Cloud, not onsite.

J. Katwick suggested a meeting with Department Heads to discuss the records project prior to making a decision about it as he is considering something similar.

S. Panish added that the Conservation Commission is required to keep records and back-ups. There are specific requirements on maintaining records for Conservation Easements.

J. Katwick stated that at one time when town records were thrown out, some pulled some records out of the trash to save them, but now they are stored in the homes of some of these people. He is one such person. He stated that it would be helpful to have a central safe place for storage of these records.

E. Eisan will email a digital report of the study findings to M. Beauchamp

Acceptance of Donation Check from Frisbie Memorial Hospital for Parks and Recreation – The amount of the donation from Frisbie for playground chips is \$2,350.00. A. Rawson made a motion to accept the donation from Frisbie in the amount of \$2,350.00 for playground chips. M. Beaulieu seconded. Motion carried.

Annual Contract Renewal with Corcoran Assessing - M. Beaulieu made a motion to renew the contract with Corcoran Assessing. A. Rawson seconded. Motion carried. All members of the BOS signed the contract.

Approval of Minutes

July 6, 2015 – Regular Meeting Minutes – On Page 3, the second paragraph regarding the Town Forest Committee shall be removed. M. Beaulieu made a motion to accept the minutes as amended. A. Rawson seconded. Motion carried.

July 20, 2015– Nonpublic Meeting Minutes – M. Beaulieu made a motion to approve the nonpublic minutes as written and to seal the 1st session for one year. A. Rawson seconded. Motion carried. M. Beaulieu made a motion to accept the 2nd session as written, to seal paragraph 2 indefinitely, release paragraph 1 to the public and to seal the remainder for one year.

July 20, 2015 – Regular Meeting Minutes – M Beaulieu made a motion to accept the minutes as written. A. Rawson seconded. Motion carried.

Expenditure Reports

E. Dionne sent an expenditure report to the BOS today. Chairman Gray reported that the town is ahead of schedule.

Administrator Comments

E. Dionne – requested a motion for the purchase of the extrication equipment for the Fire Department. A. Rawson moved to authorize the Fire Chief to move forward with the purchase of

the extrication equipment in the amount of \$53,883.00. Of which, \$50,100.00 will come out of the General Fund and \$3,783.00 will come out of the Fire Department line item 014220-741 (equipment purchase line). Additionally, the \$50, 100.00 is to be reimbursed back to the General Fund out of the Fire Departments equipment apparatus CRF. M. Beaulieu seconded. Motion carried.

Re: Part-time Assistant Tax Collector/Town Clerk - This is a new/additional position to cover absences. The BOS must approve new positions. E. Dionne provided a job description to the BOS. M. Beauchamp reported that there is enough money in the budget to pay for the position. M. Beaulieu made a motion to approve the position for an Assistant Tax Collector/Town Clerk. A. Rawson seconded. Motion carried. M. Beaulieu made a motion to amend the hiring salary structure. A. Rawson seconded. Motion carried.

Selectman Comments

A. Rawson –Two new basketball hoops will be ordered tomorrow for the town basketball court.

Re: This Saturday the land auction will be held at Town Hall at 9am.

Re: Wood, Water and Wildlife will be held on Saturday in Milton Mills at 10am.

Re: Update on the library – B. Baker reported that the siding is done. The upstairs remains closed. There is a new bulkhead.

M. Beaulieu – Stated that the Town Forest Committee approved the suggestion for a new name put forth by Chairman Gray. There is not a lot to report at the moment, but things are progressing.

Chairman Gray – Chairman Gray read a letter addressed to the BOS and the Fire Chief from the Town of Lebanon, ME Office of Selectman. They expressed their gratitude to the town of Milton for forgiving the debt owed Milton for responses to calls for help from the town of Lebanon, ME as well as the decision to no longer invoice the town of Lebanon for mutual aid requests. Additionally, they expressed that they looked forward to a stronger, better relationship with the town of Milton.

Public Comments

Pat Smith Re: Update on the library - He showed the BOS pictures of construction updates. He reported that 50% of the LCHIP payment (approximately \$7,300.00) will be in tomorrow and that the lift to go on the back of the egress will be shipped tomorrow and will be installed next week. Installation dates will be 8/12-8/13 2015. The foundation is done and has been repointed. A new bulkhead has been installed. He presented an update on expenses. Available money was \$108,895.75. To date, \$77,509.90 of that total has been spent. There is a total of \$31,385.85 left for the library project. The contractor expects the project to be finished in 3-4 weeks.

P. Smith Re: Transmission - P. Smith reports that the transmission in the 2004 Caterpillar Loader is in disrepair. The loader has 8,600 hours on it. This Loader is used 7 days/week. A new loader should be planned in upcoming budgets. He presented two quotes for repair for the time being: Nortrax for \$20,590.00 for a re-manned transmission and Milton Cat for \$11,450.00. The Milton Cat quote includes only seals and fluids, and the cost to take it apart. There would be significant additional cost with Milton Cat. He recommends going with Nortrax. He stated that he obtained a quote on a 2012 loader (with low mileage) that was priced at \$122,000.00. A brand new loader with no work hours would cost \$189,000.00. M. Beaulieu made a motion to approve the transmission repair to be completed by Nortrax for \$20,590.00. A. Rawson seconded. Motion carried.

J. Katwick Re: Letter Addressed to J. Katwick from the State of NH - J. Katwick read a letter of appreciation for taking care of the LCHIP resource, the Milton Townhouse. A check for \$200.00 was sent in appreciation.

J. Katwick Re: LCHIP - He stated that LCHIP is an important supporter of the town of Milton. They are supporting 3 of the most valuable town assets: Milton Townhouse, Milton Mills Library, and Milton Farm Museum.

J. Katwick - Thanked Chairman Gray for taking his recommendation to contact the new person putting in the Dunkin Donuts (and 2 other small businesses) downtown. This will add to the town tax revenue.

Chairman Gray closed public comment at 7:40pm.

Chairman Gray made a motion to go back into nonpublic session at 7:45pm under RSA 91-A: 3, II (a). M. Beaulieu seconded. Motion carried.

Respectfully Submitted,

Toni McLellan
Recording Clerk

Chairman Tom F. Gray

James Michael Beaulieu

Andrew O. Rawson