

Town of Milton  
Board of Selectman Meeting  
Tuesday, October 5<sup>th</sup>, 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:** Karen Golab, Pat Smith, Michelle Beauchamp, Larry Brown, Eric Knapp, Pam Arnold, Bob Carrier, Betsy Baker, Cynthia Wyatt, Richard Krauss, Ari Goldenberg, Steve Panish

Chairman Gray called the meeting to order at 6:00pm and welcomed everyone.

The Pledge of Allegiance was recited.

Chairman Gray stated that personnel issues were discussed in the nonpublic session and motions were made to seal certain items.

**Acknowledgements**

**Birthdays**

Nick Marique - Fire Department  
Norrene Nason - Police Department  
Sam Morrill - Police Department  
Dawson Libby - Fire Department  
Debbie Zabkar - Administrative Assistant  
Samantha Lamper - 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**

**Mileage Rate** - Chairman Gray inquired as to why the reported mileage reimbursement amount for the Town Treasurer, P. Arnold, had increased. He acknowledged that the increase in mileage reimbursement was at least due in part to the increase in the reimbursement rate to 57.5 cents. He stated that one of the ways the town tries to control costs is through mileage. In 2015, \$960.00 was budgeted (1,882 miles). In 2016, the requested amount was \$1,150.00 (2,000 miles). Year-to-date expenditures amount to \$629.61 (through August). Chairman Gray inquired about the

reasons for logging 2,000 miles in a year. P. Arnold stated that there are trips to the Post Office, conferences, trainings and the bank, which is in Rochester. A. Rawson inquired as to whether there were any line items that could be reduced. P. Arnold stated that the budget is bare bones. There was no salary increase for the treasurer. The bulk of the supply line is for an update on Excel. The Post Office box cost is set and is out of her control. There are paper and cartridge costs. Chairman Gray inquired as to whether the responsibility of making deposits could be shared. P. Arnold stated that deposits do not comprise the bulk of her responsibilities. Many of the things that come up have been unanticipated such as maturing investments and subsequent negotiations, large withdrawals, transfers between accounts, errors (which have to be researched). In addition, there was a credit card change. One of the departments wanted their credit card unlinked with other departments (which takes time and salary costs). There were also wire costs, as well as new signature cards, stop payments and authorization letters. Those are all things that incur costs. There are responsibilities that, by state statute, must be performed by the Treasurer or Deputy Treasurer. After discussion, the agreed upon amount for mileage for 2016 was \$1,090.00.

**Town Forest Committee Re: Discussion of Committee Charge** – A discussion was held about the charge of the Town Forest Committee. K. Golab stated that she would like to poll voters to determine if people of the town prefer to have an easement on the property. The Town Forest Committee was under the impression that they would not be managing properties but rather looking at properties to determine what potential exists for the land. Cynthia Wyatt, Chair of the Conservation Commission, stated that the joint meeting between the Town Forestry Committee and the Conservation Commission is set for October 14, 2015 at 5:30pm.

**6:30pm Public Hearing: Sale of Unnumbered Town Parcel Half on Map 14 and Half on Map 18 –**

Chairman Gray opened the public hearing at 6:30pm.

Eric Knapp requested an overview of the property and the sale.

Chairman Gray stated that the purpose of the public hearing was to receive public input on the proposed sale of a town owned parcel of land located half on Map 14 and half on Map 18. The unbuildable parcel is an unnumbered parcel, triangular in shape. It is adjacent to land belonging to Ari Goldenberg so he would like to purchase it. More information is available from the Town Assessor or the Town Administrators office.

L. Brown stated that the sale of the property will simplify the tax records of the town and it will permit the property to be taxed properly.

Chairman Gray closed the Public Hearing at 6:30pm.

This item will be voted on next meeting.

**Approval of Health Trust Application and Membership Agreement –  
Approval of Health Trust Cobra Administrative Services Agreement-  
Approval of Health Trust Retiree Billing Administrative Services Agreement -**

E. Dionne stated that the purpose of the approvals was to update the three contracts with proper names. This includes a change from “LGC” to “Health Trust” and from “participation” to “membership”. M. Beaulieu made a motion to accept the name change for the 3 contracts. A. Rawson seconded. Motion carried. M. Beaulieu made a motion to have the Town Administrator sign the new agreements. A. Rawson seconded. Motion carried.

**Library Repair Work -** A. Rawson made a motion to authorize the Public Works Director to proceed with the hiring of Mills Construction to conduct egress work at the cost of \$15,580.00, and to pay for the work out of the General Fund. M. Beaulieu seconded. Motion carried.

A. Rawson made a motion to authorize the reimbursement of \$15,580.00 to the General Fund out of the 2005 Milton Free Public Library Capital Reserve Fund. M. Beaulieu seconded. Motion carried.

A. Rawson made a motion to authorize the Public Works Director to proceed with the hiring of Milton Mill Construction to conduct painting, siding, removal of the egress, and preparation work for concrete at a cost of \$12,500.00 and to pay for the work out of the General Fund. M. Beaulieu seconded. Motion carried.

A. Rawson made a motion to authorize the reimbursement of \$12,500.00 to the General Fund out of the 2005 Milton Free Public Library Capital Reserve Fund. M. Beaulieu seconded. Motion carried.

**Town Clerk Re: Online Motor Vehicle Transaction Refund -** M. Beaulieu made a motion to authorize the Town Clerk to proceed with a refund of \$48.00. A. Rawson seconded. Motion carried.

**Budget Approval s –**

Assessing – \$127,372.00 - A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Budget - \$1,890.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Conservation Commission - \$6,600.00- M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

S. Panish was present to speak about the Conservation Commission budget. He stated that they are grateful for the budget they received. He would like to create a Capital Reserve Fund. The additional professional services requested were not approved. Part of the budget is for ordinance updates. The Planning Board has a paid consultant to deal with ordinance changes; the Conservation Commission does not. If they are expected to take this on responsibility, they should have the funds to do so. The Commission is working to be proactive, but if paid consultant services are not part of the budget this round, that is acceptable to the Commission. This is a different approach for the town. Chairman Gray suggested meeting with the Planning Board to ask them to handle ordinance changes. The Planning Board is responsible for the Update of the Town Master Plan. The Planner hired to do the update has asked the Conservation Commission for a Natural Resource Inventory. Part of the funding request is to hire someone to do the Natural Resources Inventory. A. Rawson stated that he appreciates all the work the Conservation Commission does.

M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Contingency and Bonding - \$61,911.00 - M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Economic Development - \$3,500.00 - M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Emergency Management - \$4,308.00 - A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Milton Fire and Rescue - \$412,698.00 – A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

M. Beaulieu inquired about where the Fire Chief would make a cut if he had to do so. N. Marique said that he would reduce the Vehicle Maintenance line. He would reduce it from \$16,000.00 to \$14,000.00. He stated that equipment purchases increased, but he could remove \$500.00 from this line. A. Rawson stated that he would leave the equipment line at \$18,500.00

N. Marique stated that equipment includes pagers, portable radios, hose (3,000'). They try to replace one computer every year. They are down 400' of hose from where they should be with 4" hoses.

M. Beaulieu stated that he will accept whatever N. Marique can sacrifice in terms of budget reduction. Chairman Gray accepted the Fire Chiefs offer to reduce the equipment line by \$500.00. M. Beaulieu made a motion to accept the Fire Department budget at \$410,198.00. A. Rawson seconded. Motion carried.

Government Buildings - \$175,747.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Highway Department - \$636,145.00 – Chairman Gray stated that contract services reductions were offered at the last meeting. M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Public Library - \$55,424.00 – The budget number reflects reductions offered at the last meeting and also includes small increases for wages, FICA and Medicare. A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Moderator - \$7,309.00 (budget for 5 elections) – A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion approved.

Outside Appropriations - \$18,287. 00. M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Planning and Code - \$87,885.00 – A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Planning Board - \$1,250.00 – A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Police Department - \$953,806.00 – \$6,000.00 for the Animal Control Officer has been removed from the budget. M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Recreation Department - \$52,916.00 – A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Sewer Department - \$84,072.00 - M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Solid Waste - \$ 187,924.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Supervisor of checklist - \$3,714.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Town Clerk/Tax Collector - \$121,212.00 - A. Rawson made a motion to approve the budget. M. Beaulieu seconded. Motion carried.

Town Treasurer - \$9,057.00. M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Trustees of the Trust Funds - \$3,289.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Welfare Department - \$ 123,650.00 – The budget number reflects a reduction of approximately \$5,000.00. M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

Zoning - \$1,085.00 – M. Beaulieu made a motion to approve the budget. A. Rawson seconded. Motion carried.

The Insurance and Benefits and Town Administrator budgets are the outstanding budgets to be voted on.

### **Approval of Minutes**

September 8, 2015 - Nonpublic Meeting Minutes – 1<sup>st</sup> Session – Sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

September 8, 2015 – Nonpublic Meeting Minutes - 2<sup>nd</sup> Session – Sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

September 16, 2015 – Special Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written and release them to the public. A. Rawson seconded. Motion carried.

September 16, 2015 – Nonpublic Meeting Minutes – Sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

September 21, 2015 – Regular Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded the motion. Motion carried.

September 21, 2015 – Nonpublic Meeting Minutes 1<sup>st</sup> Session – Sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

September 21, 2015 – Nonpublic Meeting Minutes 2<sup>nd</sup> Session – Sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

September 23, 2015 – Special Meeting Minutes – sealed at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written and release them to the public. A. Rawson seconded. Motion carried.

September 23, 2015 – Nonpublic Special Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written and to release them to the public. A. Rawson seconded. Motion carried.

September 28, 2015 – Regular Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

### **Expenditure Report**

Nothing new to report

### **Administrator Comments**

**E. Dionne –Re: COLA Increase for 2016** – M. Beaulieu made a motion to authorize the issuance of a 1.7% COLA increase in July 2016 to full-time employees and applicable part-time employee positions. A. Rawson seconded. Motion carried.

### **Selectman Comments**

**A. Rawson** – He thanked Danny Bouzianis for his recent purchaser of Dollar General and Dunkin Donuts (Milton Crossing). He stated that the Dollar General is a very nice store and he felt that the stores will be a huge asset to the community.

**Re: Spending** - He is asking Department Heads to hold off on buying things that are not absolutely necessary until the end of the year. Chairman Gray stated that all Department heads are pretty frugal as a rule and that they watch their spending.

**M. Beaulieu – Re: Economic Development Committee** - He stated that the owner of China Pond will attend the next Economic Development Committee.

**Chairman Gray** – He stated that at the last meeting, Les Elder spoke about the LCHIP 5-year Stewardship Agreement. Chairman Gray requested a formal motion to approve moving forward with the Agreement. M. Beaulieu made a motion to authorize L. Elder to proceed with the LCHIP Stewardship Agreement. A. Rawson seconded. Motion carried.

**L. Brown** stated that the Stewardship Agreement is a boiler plate agreement for which the town agrees to certain standards of performance and maintenance for the property for a designated period of time.

**Re: Milton Financial Review** - In 2010, there was a Milton financial review (Audit). He would like the BOS to think about another Review and discuss it at the next Milton BOS meeting.

### **Public Comments**

**N. Marique** stated that he will be applying for a couple of grants. He stated that the air packs are 10 years old. They will cost approximately \$160,000.00 to replace (the town will be responsible for 5% or \$8,000.00). The cost will come out of the Equipment Line next year. The ladder truck is a high priority item that will cost \$650,000-700,000. The town would bear 5% of the cost, which is approximately \$35,000.00. The grant applications will be reviewed in January, 2016 and will continue to be awarded for the following 8 months.

**L. Brown** – He presented three items: 1) The townhouse will be hosting a bake sale on Saturday, October 5, 2015 at 10:00am 2) He inquired about holding a formal ribbon cutting for Dunkin Donuts. He stated that Dollar General has quality products. Chairman Gray stated that the ribbon cutting ceremony has been suggested to Danny Bouzianis 3) He stated that one item that has come up at Milton Matters is the police presence in the community and community goodwill. He gave kudos to the Milton Police Department. He lives next to the Farm Museum. He was called during an alarm call, but the Milton Police made it to Farm Museum before he did. He thanked the Police Department.

**N. Marique** – He stated that the Fire Station Plans are complete for the most part. Eckman construction will have a pricing structure soon. At that point, he would like Eckman to do a presentation for the BOS. E. Dionne will put this on the agenda for the second meeting in November, 2015.

**B. Baker** – She stated that there are three upcoming events at the library. The Library has put out a survey concerning library hours. She would like town input. She stated that the library lift has been installed. They will have a ribbon cutting on Saturday, October 17, 2015 at 11:00am. Skywatch will be at the town beach on October 31, 2015 at 6:30pm.

**Pat Smith** – Informed the BOS that the Transfer Station received a call from the Wakefield Transfer Station stating that they had been hearing good things about the operation and efficiency of the Milton Transfer Station. They were invited down for a tour last Friday.

Chairman Gray closed public comment at 7:25pm.



**Adjournment**

Chairman Gray made a motion to go back into nonpublic session at 7:26pm under RSA 91-A: 3, II (a) and (c) following a 5-minute recess. M. Beaulieu seconded. Motion carried.

Respectfully Submitted,

Toni McLellan  
Recording Clerk

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Chairman Tom F. Gray

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James Michael Beaulieu

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Andrew O. Rawson