

Town of Milton
Board of Selectman Meeting
Monday, November 2nd, 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: Pat Smith, Richard Krauss, Pam Smith, Tammy Webb, Kari Lygren, Clarence Nason, Andrew Magargee, Michelle Beauchamp, Larry Brown, Timothy Long, John Katwick, Janice Long, Bob Carrier, Preston Hunter Gary Goudreau

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

The Pledge of Allegiance was recited.

Chairman Gray stated that a contractual matter as well as legal and personnel matters, were discussed in Nonpublic Session 1 and motions were made to seal certain items.

Chairman Gray conducted the swearing in of Thomas Hebert as Police Officer for Milton.

Acknowledgements

Passing's

Edward Markey

A moment of silence was observed to honor the deceased and his family.

Birthdays

Alexander Wood – Fire Department

Johanna Howland – Library

Melissa Curtin – Police Department

Keith Noseworthy – Fire Department

Joshua Tapley – Fire Department

Shawn Donnell – Highway 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

Eckman Construction Re: Proposed Station Plans – Preston Hunter and John Deloia of Eckman Construction were present to speak to the proposed plans for the fire station. They described progress of the project and then opened it up to questions. The facility is 9,000s.f. The majority of the facility is apparatus storage. G. Goudreau described the proposed station plans. There are 7 bays for apparatus. The 8th bay is for a rescue vehicle. There is a decon area in the back. There is a secure lobby and a transaction window. There are offices for the Fire Chief and Assistant Fire Chief. There is also a shared office for whoever is on-duty. There are 6 doors so that 6 vehicles can leave simultaneously without being behind another vehicle. There is a kitchen and day room, as well as a training room for 35 people. There are men's and women's lockers and 2 dorm rooms (two firefighters each). There is a second floor for storage. There are support function rooms; one will serve as a room where firefighters can put on gear prior to going into the apparatus bay. There is a sprinkler room. There is a below-grade cistern and a maintenance and compressor room. There will be asphalt shingles on the roof. The design of the building is in keeping with the architecture in the town.

L. Brown inquired if there would there be a dead snow area on the roof due to the gables.

G. Goudreau stated that he did not believe there would be a dead snow area. The way the building faces, the snow will melt.

K. Lygren inquired as to why a metal roof was not used.

G. Goudreau stated that the reason for this was primarily cost, but also, asphalt shingles were more in keeping with the architectural style of the town. There is a metal roof over the front entry, however.

N. Marique stated that also the Gonic Fire Station, built in 1998 with a metal roof, needed to be repainted already.

T. Long asked about whether solar panels were considered.

N. Marique stated that it was the intent, but there are currently no plans for solar panels. The original building was going to be 12,000s.f. The current plans are to build a 9,000s.f. facility.

G. Goudreau stated that solar panels could be installed in the future as long as the trusses were built to hold them.

K. Lygren inquired about the cost difference to make the trusses strong enough to hold solar panels.

G. Goudreau stated that solar panels are pretty light. Holding the snow could be the issue. But he suspects it would not take much more additional work, or cost, to make the trusses strong enough for solar panels.

Eckman Construction – Preston Hunter, John Deloia were present to speak to the station plans. Last year, design funds were approved for a full design of the new station. This will allow bids for the project. A few design details are being finalized. They won't be in a position to award the bid until the Warrant Article passes. J. Deloia requested that if anyone had a local contractor that they would like to be considered that the information be forwarded to Chief Marique. When the bids come in, the bids should remain confidential. Eckman Construction will provide a summary of who bid and what the bid was.

Tammy Webb, Vachon-Clukay Auditors Re: 2014 Audit - Tammy Webb – Director of Assurance Services was the lead auditor on last years' audit and was present to discuss the audit. Similar to the previous year, the Town has essentially received 2 different opinions on its 2014 financial statements: an unmodified (or clean) opinion on the governmental funds, but an adverse opinion (materially incomplete) on the town's government-wide statements. The reason for this is that GASB 45 has not been adopted yet. The town would need an actuarial study done to estimate other post-employment benefits. It pertains to health and insurance benefits for retirees and for current employees that will eventually retire. T. Webb felt that the cost to the town would be less than \$2,000.00 for an actuarial study. The actuarial study must be done in order to estimate the town's obligation for OPEB. Since the town has less than 100 employees, an actuarial study would need to be done once every 3 years. GASB 45 would let the town have an unmodified audit opinion. T. Webb stated that total revenues and other financing sources exceeded budgeted estimates by approximately \$345,000. 00. This favorable variance amounted to 8.97% of the total estimated revenues of \$3,848,153.00. She stated that the town did a great job in estimating the current year revenue. Total expenditures and other financing uses were less than the final budgeted amounts by approximately \$332,000.00. This favorable variance amounted to 8.10% of the total appropriations of \$4,096,505.00. She stated that the town has done a very good job in managing the Town's finances within the approved budget. The budgetary fund balance is what is available to manage the Town's tax rate. The change in budgetary fund balance is as follows:

Budgetary Fund Balance – 12/31/2013 - \$1,246,711

Net Change in Fund Balance - \$428,632

Budgetary Fund Balance – 12/31/2014 - \$1,675,343

Effective with the 12/31/2015 financial statements, a new accounting standard is to be implemented. GASB 68 entitles "Accounting and Financial Reporting for Pensions". The Town

will have to report its estimated proportional share of the NH Retirement System's unfunded pension liability in the government-wide financial statements. This will not affect the General Fund or Tax rate for the town. Audit findings include: a lack of consistent documentation for individual employees' rates of pay. Of the sample selected, it was noted that one individual did not have a rate of pay on file. In another instance, the rate form on file did not agree with the actual rate of pay. Shift differential rates were also not clearly defined. However, town administration has already taken action on this finding instructing department heads to ensure that pay rate forms are completed and updated every time there is a rate change.

L. Brown stated that the town tax rate has been in a window of \$3.00 during the same years that the fund has gone from 5% to 15%. He inquired about a prudent withdrawal rate.

T. Webb stated that the tax rate shouldn't be taken to low because there is a likelihood that it would need to be brought back up in the following year. The point is to try to keep it somewhat level. It could be brought down to 10%, but she suggested not going down to 5%. T. Webb stated that everyone in Milton has been wonderful to work with. Chairman Gray thanked T. Webb for her work with the town and that the town has been very happy with her work.

Sarah McGraw, SRPC Re: Branch River Valley Scenic Byway Plan – Draft Review –

S. McGraw was present representing the Strafford Regional Planning Commission. She did a power point presentation and handed out a copy of her presentation. Congress established the Scenic Byways program in 1991. The purpose of the program was to create a distinct collection of American roads. There is the All-American Road (top tier designation), of which there are 108 nationally (3 in NH) and state designated Scenic Byway (18-20 in NH, 4 between in the lakes region and the seacoast). The Branch River Valley Scenic Byway was designated in 1994. It follows Route 125, 153 and 109. It has an advisory committee made up of residents from Wakefield and Milton. In order to maintain a Scenic Byway, the state requires a couple of things. A Strategic Marketing Plan is a requirement, as is a Corridor Advisory Committee. The Strategic Marketing Plan is nearing completion. The plan highlights the Byway as a unique destination and advertises businesses along the Byway as well as supporting local organizations (such as the NH Farm Museum). The next steps for the Branch River Valley Scenic Byway designation are to obtain public feedback, BOS approval, and demonstrate that requirements for the Byway have been met. The Committee will meet quarterly. January 28th will be the first meeting (location TBD) in conjunction with the Moose Mountain Regional Greenways meeting. Many winter recreation activities are also available in the area.

L. Brown stated that he felt the Byway was a wonderful thing. It does not cost the town anything. It preserves a terrific tourist attraction and it protects by making more visible the wonderful resource in Plumbers Ridge.

T. Long inquired about how the Commission will disseminate information.

S. McGraw stated that the Advisory Committee will work on this, as well as fundraising. There is no brochure at the moment and there is no website yet.

K. Lygren talked about creating a link between the MRA and the Byway.

J. Katwick stated that he would be happy to supply a list of what was selected for the town of Milton. He mentioned a site (out of many) that is little known. It is on Plumbers Ridge. He read the history of the building. It was one of the first houses built on Plumbers Ridge in 1770. First religious meetings were conducted there. It was the site of the first town meeting in 1802.

Chairman Gray inquired as to whether the brochure was electronic.

S. McGraw will ensure that it is electronic and will work with E. Dionne to put it on the town website. It also can be found at www.Strafford.org.

J. Long asked about a limit to the number of people from the town that could attend the meetings. She also inquired who was allowed to attend the meetings.

S. McGraw stated that anybody was welcome to attend the meetings. Notification is through email and the Strafford.org website. The next meeting is January 28th, 2016. A location has not been decided yet. S. McGraw will let E. Dionne know when a location for the meeting is decided on.

M. Beaulieu made a motion to approve the goal of the Strafford Regional Planning Commission to make the Branch River Valley part of the Scenic Byway Plan. A. Rawson seconded. Motion carried.

Town Clerk Re: Motor Vehicle Registration Refund - M. Beaulieu made a motion to approve M. Beauchamp giving a registration refund in the amount of \$72.00. A. Rawson seconded. Motion carried.

Review of 2010 Internal Control and Financial Review Document from Primex – The discussion on this item was tabled until the next meeting. E. Dionne stated that 90-95% of the Internal Controls and Financial Review have been done.

Motion to Expend and Reimburse for Library Repair Work – A. Rawson made a motion to authorize the Public Works Director to proceed with the hiring of Mills Construction to conduct

repair work at the Milton Free Public Library at a cost of \$2,866.85 and \$2,044.15 for a total of \$4,911.00 and to pay for this out of the general Fund. M. Beaulieu seconded. Motion carried.

A. Rawson made a motion to authorize the reimbursement of \$4,911.00 to the General Fund with \$2,866.85 to come out of the 2005 Free Public Library Reserve Fund and \$2,044.15 to come out of the 2014 Free Public Library Repairs and Maintenance Capital Reserve Fund.

Debt Service Budget – E. Dionne explained the budget. She stated that the top section of the document that the BOS had represents the principal, and the bottom section represents interest. Once the BOS approves the document, she can forward the document to the Budget Committee. M. Beaulieu made a motion to approve the Debt Service Budget. A. Rawson seconded. Motion carried.

Motion to Approve Annual Health Trust Contract for Dental and Life Insurance – E. Dionne stated that it is an annual contract. Life Insurance and Dental Insurance rates have remained the same. M. Beaulieu made a motion to approve the Annual Health Trust Contract for Dental and Life Insurance. A. Rawson seconded. Motion approved. The BOS signed the contract.

Approval of Minutes

October 5, 2015 - Nonpublic Meeting Minutes – 1st Session – Sealed indefinitely at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

October 5, 2015 – Nonpublic Meeting Minutes - 2nd Session – Sealed indefinitely at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

October 5, 2015 – Regular Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded the motion. Motion carried.

October 20, 2015 – Special Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

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

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

October 21, 2015 – Nonpublic Meeting Minutes 2nd Session – Items 1 and 2 were sealed at the time of the meeting and the 3rd Item was released to the public at the time of the meeting. M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

October 26, 2015 – Special Meeting Minutes – M. Beaulieu made a motion to approve the minutes as written. A. Rawson seconded. Motion carried.

Expenditure Report

A report was sent out last Friday. The BOS reported that everything looked good. Chairman Gray thanked the Departments for keeping close track of their spending.

Administrator Comments

E. Dionne –Re: Employment Contract - She provided notice that in accordance with her contract, it will expire on April 8th of 2016. The BOS has to notify E. Dionne by December 8th, 2015 in writing if they will renew the contract, or not. If the contract is not renewed, it will end on April 8th, 2016. If it is to be renewed, negotiations must be completed within 60 days of December 8th, 2015. Attorney Sessler is available to the BOS to consult with about the contract if needed.

Selectman Comments

A. Rawson – Re: Basketball – He stated that Recreation Department Basketball will start this Saturday. There is still time to sign up.

Re: Thank You – He thanked the Department Heads for keeping a tight grip on budgets and spending. He is very pleased with the audit.

Re: Library Repairs - J. Katwick stated that an Eagle Scout has volunteered to sand the upstairs floor and finish it. At the Library Trustees Meeting, the Eagle Scout will make a presentation. J. Katwick has offered to train him on use of the equipment. Chairman Gray ensured that the Eagle Scout will fill out a liability waiver form.

M. Beaulieu – Re: Committee Meetings – There was no ZBA meeting and the next EDC meeting has been cancelled. The Budget Committee just completed presentations.

Re: Farmington Credit Card Program - He spoke with the Town Administrator in Farmington. The town has a Credit Card program where they receive special discounts including gas. Employees are not locked into purchasing gas from the Rochester site; it can be purchased from a gas station for a potentially cheaper price.

Chairman Gray – Re: The Planning Board - the next meeting is tomorrow night.

Re: Insurance Budget – He requested a list of what is being paid for the various insurances for the town. E. Dionne stated that she sent an excel spreadsheet last week containing the information.

Re: Exiting Statement for Nonpublic Session 1 – The minutes were sealed indefinitely.

Re: Ribbon Cutting Ceremony for Dunkin Donuts – The ceremony will take place this Saturday.

Re: Town Loader - Transmission work was done on the town loader. However, now the motor is in disrepair. To replace the motor, it would cost \$25,000.00. Rental of a loader (per month) would cost \$5,000 (not including pick-up and delivery). The total cost would be in excess of \$32,000.00-35,000.00. It also needs tires, which would cost approximately \$16,000. 00. The loader also needs pins, which would cost approximately \$4,000.00-5,000.00. The cost for a new loader would be anywhere from \$124,750.00 to \$240,000.00. Chairman Gray had asked P. Smith to find pots of money for the purchase. He came up with the Road Reconstruction Fund, the check from FEMA received for disaster (2015) relief, HWY Special Equipment Fund, Capitol Reserve Fund and Transfer Station revolving account. Chairman Gray asked the BOS where they stood with the purchase of a loader.

E. Knapp requested that the item be put on the agenda and that voters have an opportunity to provide input.

P. Smith stated that it may be a problem to wait for a public hearing if snow comes in the meantime.

Chairman Gray stated that he would like to act quickly and asked for a special public meeting on Thursday, November 5th, 2015 at 6:00pm at the Town Hall to address the town Loader situation.

K. Lygren inquired about the life of a new loader.

P. Smith stated that it is about 10,000 hours but it also depends on what it is used for.

L. Brown inquired about funding for the loader.

Chairman Gray stated that the operating budget would not be touched.

M. Beaulieu inquired about the size of the new loader and what would be done with the old loader.

P. Smith stated that a new loader would be the same size.

T. McDougal inquired as to whether the current loader could be used for a yard loader if some money was put into it for repair.

Chairman Gray stated that it was a possibility.

Chairman Gray presented a thank you card addressed to the DPW and the Town from Michael Mallory for help with the shingle removal problem at Micah Terrace.

Public Comments

E. Knapp requested that in scheduling the ribbon cutting ceremony for Dunkin Donuts and Dollar General that the EDC schedule is taken into consideration. He stated that he cannot be present this Saturday. E. Knapp will send an email to the Economic Development Committee inquiring about availability.

Chairman Gray stated that it would be good to have the EDC present at the ribbon cutting ceremony.

J. Katwick inquired about “Milton Matters”.

M. Beaulieu stated that he has not heard anything recently.

J. Katwick inquired if the town was negotiating with Primex for liability on town owned buildings.

E. Dionne stated that all town-owned buildings are covered.

E. Dionne stated that Primex only covers municipalities so if a family would like to hold an event at a town-owned venue, they would need to provide their own insurance unless it is a town sponsored program (such as senior bingo), in which case it would be covered. Primex will not cover private events (such as a wedding).

L. Brown stated that on Tuesday, November 7th, 2015 the election will be held at Milton Assembly of God from 8:00am – 7:00pm. Contact the Town Clerk for more information. Bob Graham and L. Brown are running for office. They will be at Veterans Park on Wednesday, November 11th, 2015 at 11:00am to thank veterans for the service that makes voting days possible.

Chairman Gray closed public comment at 8:18pm.

Adjournment

Chairman Gray made a motion to go back into nonpublic session at 8:19pm under RSA 91-A: 3, II (a) following a 5-minute recess. M. Beaulieu seconded. Motion carried.

Respectfully Submitted,

Toni McLellan
Recording Clerk

Chairman Tom F. Gray

James Michael Beaulieu

Andrew O. Rawson