

Town of Milton  
Board of Selectmen Regular Meeting  
Monday, May 5, 2014  
Milton Town Hall  
Meeting Minutes

In Attendance: Chairman Tom F. Gray, Selectman Robert L. Bridges, Selectman James Michael Beaulieu, Town Administrator Elizabeth Dionne.

Public in attendance: Bob Carrier, Larry Brown, Betsy Baker, John Katwick, Gail Pennell, Thomas McDougall.

Chairman Gray called the open session to order at 6:00pm. The Pledge of Allegiance was cited.

**Acknowledgements:** Chairman Gray acknowledged the employees with birthdays in the month of May. Lon Berry, Orville Goff, Kevin Russ, Evan Favorite, Gerald Mckay, Pam Arnold, Jarrod Wheeler and Norma Corrow. He then asked for a moment of silence for residents that have passed away. Alfred Hallinan, Allen Lindeman, Jeanne York Brown and George Fogg,

**New Business:**

Roadway Bonds. Pat Smith, re: roadway bonds. Rescheduled for 05/19/14.

Town House Safe's. John Katwick, re: Town House safe's. John Katwick is working with Pat Smith-Public Works Director on a plan to move the safe's. The Town Clerk is needed to remove the contents of the safe. The Selectmen will speak with the Town Clerk at the next meeting regarding getting the safe content's removed.

PSNH. Mark Tousaint and Catalina Celentano explained the Energy Efficiency Program offered which involves conducting a free audit to see what could be updated to a more energy efficient method, having an electrician do the changes with 50% being paid by PSNH and the remainder being financed for the Town at 0% interest. This could be done building by building. The funds for this are from a small fee at the bottom of each user bill at a rate of .003-cents per kilowatt hour.

**Minutes:**

4/21/14 regular minutes. B. Bridges moved to approve. Seconded by M. Beaulieu. Motion carried.

4/21/14 nonpublic minutes. B. Bridges moved to approve and seal indefinitely. Motion seconded by M. Beaulieu. Motion carried.

4/22/14 nonpublic minutes. B. Bridges moved to approve and seal indefinitely. Motion seconded by M. Beaulieu. Motion carried.

4/28/14 regular minutes. B. Bridges moved to approve. Motion seconded by M. Beaulieu. Motion carried.

**Expenditure Report:** E. Dionne stated the BOS receives a weekly report on expenditures; the Administration Supply line is almost 50% expended because of the default budget.

**Town Administrator's Report:** E. Dionne reported on the following items.

- Fire Department Photocopier. The lease is a flat fee spread out over the number of months in a lease. The vendor spread it out over five years for a smaller monthly payment. The Selectmen requested information on a purchase instead of a lease.
- Recording Clerks. Requested permission to hire two recording clerks as stipend hires. Toni McLellan as the Selectmen's Recording Clerk with significant minutes experience, at \$50.00 per meeting and Lauren Albert as a backup or Fill-In Recording Clerk at \$40.00 for the Selectmen or as a Fill-In for any board. Because the minute taking isn't known on Lauren, her starting stipend would be \$40.00. M. Beaulieu moved to approve. Seconded by B. Bridges. Motion carried.
- Credit cards. The conditions of the card were reiterated. B. Bridges moved to approve the Recreation credit card at a \$5,000 credit limit from May to September and a \$4,000 credit limit from September to

May. The increase in the summer months would be to cover the summer camp field trip costs. Motion seconded by M. Beaulieu. Motion carried. The Selectmen would like to see the other department heads at the next meeting to question them about the need for a credit card.

- Volunteer form. A new volunteer form was created Per Selectmen's previous instruction, combining the Town House form and the Recreation Department form. Primex has reviewed, Legal Counsel from Primex has reviewed, and both have advised the form is fine. The Town's legal Counsel has reviewed and suggested RSA 508:17 be attached as well as a list of duties to be performed and the applicable supervisor for each duty. These additions have been added. M. Beaulieu moved to approve the form. Motion seconded by B. Bridges. Motion carried.

**Selectmen's Comments:**

**Sidewalk complaint:** B. Bridges advised he had received a complaint about items on the sidewalk in front of the "Helping Hands" second hand shop at 552 White Mountain Highway. The Code Enforcement Officer will be taking care of it tomorrow.

**Town Administrator's Contract:** B. Bridges requested a contract amendment to the Town Administrator's contract regarding vacation which was an oversight when the contract was first signed. Amendment would be 80 hours of vacation during first year, equaling 1.54 hours per pay period, retro to date of hire. 160 hours after completion of first year for each year, equaling 3.08 hours per pay period. 80 hours be allowed to carry over on each anniversary date into next year. Any pay out would be at present hourly rate. If the Town Administrator can't take a vacation, upon approval from Board of Selectmen would be allowed to buy back 40 hours of vacation time per year. B. Bridges moved to approve. Motion seconded by M. Beaulieu. Motion carried.

**Library:** M. Beaulieu advised he had three walk-through requests for the Milton Free Public Library. One has been done. Two still to be done. B. Bridges stated he was concerned about the safety of the egress.

**Public Comments:**

**Prospect Hill Cemetery:** John Katwick stated that he must begin the process of organizing the purchase of the Memorial Day flowers for those graves at Prospect Hill Cemetery. He will pay for it and be reimbursed. He's working on the MS-9 with the Trustees of the Trust Funds and an investor from the bank. He is requesting the earnings from the Prospect Hill Cemetery Perpetual Care Funds be put into the General Fund under the Highway Department Cemetery Maintenance Line. He wants to have control over those funds and if the transfer of the care of the cemetery passes to Lebanon Maine, the money can then be transferred over. He has estimated \$2,500.00 in perpetual care for all graves in all cemeteries for 2014 maintenance and would like to put it all in the General Fund Highway Department Cemetery Maintenance Line. It's easier to manage the cost. The Selectmen would like the Trustee's to confirm they're alright with this being done and would like Legal Counsel to advise if this can be done.

**Selectmen's Agendas:** Tom McDougall questioned the location of the website agendas. Discussion and explanation ensued. Larry Brown suggested a list in an easily located spot on the web listing all meetings in a monthly format.

T. Gray moved at 7:16pm to enter into nonpublic session under RSA 91-A:3,II,a,c. Motion seconded by B. Bridges. Motion carried.

T. Gray moved at 7:49pm to exit nonpublic session. Motion seconded by B. Bridges. Motion carried.

M. Beaulieu moved at 7:50pm to adjourn. Motion seconded by T. Gray. Motion carried.

Respectfully submitted,  
E. Dionne, Town Administrator

---

Chairman Tom F. Gray

Robert L. Bridges

James Michael Beaulieu