

Town of Milton  
Board of Selectmen Meeting  
May 7<sup>th</sup>, 2018  
Milton Town Hall

**Board of Selectmen Attendance:** Chairman Ryan Thibeault, Vice Chair Erin Hutchings, Andy Lucier, Town Administrator; Heather Thibodeau, Recording Clerk; Danielle Marique

**Public Attendance:** Bob Carrier, Larry Brown, Lynette McDougall, Betsy Baker, Michèle Beauchamp, Karen Brown, Dale Sprague, Steve Noury, Roger Libby, Kym Boulanger, John Katwick, Richard Krauss, Dennis Woods, Nancy Wing, Brian Boyers, Frank Blawry.

**Meeting call to order**

R. Thibeault welcomed all in attendance and stated the board would conduct the first of many nonpublic meetings. Motioned to start nonpublic meeting with 91A:3 II (j). A. Lucier seconded 3-0

R. Thibeault motioned to reopen public meeting to continue in nonpublic 91-A:3 II(j) E. Hutchings seconded. 3-0

R. Thibeault motioned to reopen public meeting to continue in nonpublic 91-A:3 II(j) E. Hutchings seconded. 3-0

R. Thibeault motioned to reopen the public meeting, E. Hutchings seconded. 3-0

**Sealing of Nonpublic Minutes**

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (j) indefinitely. E. Hutchings seconded 3-0

R. Thibeault motioned to seal nonpublic meeting minutes 91-A:3 II (j) for 6 months. E. Hutchings seconded. 3-0

R. Thibeault motioned not to seal nonpublic meeting minutes 91-A:3 II(j) for 6 months. E. Hutchings seconded. 3-0

R. Thibeault stated the board would conduct one final nonpublic session at the public meeting conclusion.

**Public Comment**

**J. Katwick:** Stated he appreciated and thanked the public for their assistance in the Milton Mills Cemetery clean up that happened over the weekend.

**L. Brown:** Expressed support for R. Libby and his salvage yard business that is to be discussed later in the public meeting.

**Old Business:**

- **2018 Goal Update**

R. Thibeault noted the results from the department head BOS workshop and brainstorming session have been collected. R. Krauss shared a potential plan to adapt a Village Vision Committee to move the villages of the Town together also by including existing committees to help with the work load and success of various projects. This committee would not have any monetary responsibilities or decisions. This is a similar approach to the Town of Wolfeboro. R. Thibeault stated conducting a workshop with Town Planner B. Woodruff will help conduct the following steps.

### **Public Hearing: Landlord Ordinance 6:30PM**

R. Thibeault opened the public hearing at 6:30 by reiterating the purpose of the ordinance; Pursuant to the provisions of New Hampshire RSA 540 Actions against Tenants; owners of restricted property must file a statement with the Town Clerk of Milton. The form shall provide the name, address and telephone number of a person within the State who is authorized to accept service of process for legal proceedings.

R. Thibeault opened the public comment portion of the public hearing.

L. Brown questioned clarification of property owners by specifications especially parking concerns. R. Thibeault stated that was not the intent or purpose of this ordinance. R. Krauss stated the ordinance is in particular dealing with landlords living off property. R. Thibeault closed public comment to conclude the public hearing.

- **Board of Selectmen ByLaws**

R. Thibeault stated there were minor verbiage adjustments to make to the revised bylaws that were produced at the last Selectmen workshop. A. Lucier motioned to approve the bylaws as written with the minor verbiage adjustments. E. Hutchings. 3-0

- **Old Fire Station Sale**

R. Thibeault stated there has been ongoing issues and hassle leading to confusion on the sale of the old fire station. Due to how the building was obtained by the Town, the Town does not have the authority to sell the building, a sell has to be a Town vote. A. Lucier questioned the possibility of the Town gifting the building back to the giftor to then in turn sell it to the Town for \$1. to allow the Town to then sell it for the appropriate asking amount. H. Thibodeau stated she would discuss the potential option with legal.

- **Board and Commission Appointments**

H. Thibodeau stated there are many boards and commissions within the Town that are not at full capacity. E. Hutchings motioned to appoint Mark Main to the Recreation Commission for a 3-year term expiring 2021. R. Thibeault seconded 3-0. A. Lucier motioned to appoint Les Elder to the Recreation Commission for a 3-year term, expiring 2021. R. Thibeault seconded 3-0. A. Lucier motioned to appoint Miranda Myhre the library trustee alternate. E. Hutchings seconded 3-0. A. Lucier motioned to appoint Larry Brown to the Economic Development Committee for a one-year term, and Nancy Wing along with Melissa Brown both for 3-year terms. R. Thibeault seconded 3-0.

### **New Business:**

- **South Shore Outboard Association**

S. Noury of South Shore Outboard Association requested permission from the Board of Selectmen to partake in the 7<sup>th</sup> annual Boat Regatta during Milton Summer Kick-off. R. Thibeault motioned to grant South Shore Outboard Association permission to participate in the Milton Summer Kick-off event. E. Hutchings seconded. 3-0

- **Libby Salvage Yard Permit Renewal**

R. Libby of L. Enterprises spoke before the board, refer to appendix A for the full dialogue given. A. Lucier requested the board review the material given prior to a decision be made. E. Hutchings motioned to postpone renewal permit until the June 4<sup>th</sup>, 2018 Selectmen meeting. A. Lucier seconded. 3-0

- **Wastewater Valve Replacement and Contractor Bid**

D. Sprague presented three bids for valves and contractors each. Valve project would be 16 weeks out from date of ordering. E. Hutchings motioned to approve DAV Engineering LLC for \$62,040.00 and SUR Construction for \$21,048.00 for the project. A. Lucier seconded 3-0.

- **Water District Commissioners reference to Bonding/permits**  
R. Thibeault stated due to Pat Smith, Director of Public Works was not present to request it was suggested to table topic until the next scheduled meeting for all to be present to discuss.
- **LED Light Grant**  
H. Thibodeau stated this project requires either a Town 10% responsibility throughout time or \$18,000 upfront at the start of the project. A. Lucier questioned what line the funding would be taken from. H. Thibodeau stated she knows roughly \$6,000 of that could come from the Town Administrators budget. R. Thibeault stated it is a consensus of the board to move forward with the project, the specifics of the financing is the key factor. E. Hutchings motioned to move forward with the LED lighting project under the 10% if anything is to change it must come before the board for approval. A. Lucier seconded. 3-0. A. Lucier questioned the possibility of LED street lighting.
- **Parking Plan Design**  
R. Thibeault stated this project is in need of potential refocus and the estimated cost is not something the Town is ready to take on at this point with decision to table discussion.
- **Request for Durgin Funds**  
M. Beauchamp requested funding up to \$1,500. to come from the Durgin funds for a 66x6 garden at veteran's park to which the labor would be strictly volunteer. A. Lucier motioned to approve up to \$1,500. Spend on the veteran's park project. E. Hutchings seconded. 3-0
- **Recreation Commission Concerns**  
E. Hutchings recited a letter provided by Les Elder concerning the recreation commission, see appendix B. E. Hutchings stated that there has been issues with the recreation commission but with the new members and some time things have changed for progression and betterment.

### **Meeting Minutes**

A. Lucier motioned to approve the April 16<sup>th</sup>, 2018 Scenic Byway Workshop minutes. E. Hutchings seconded. 3-0

A. Lucier motioned to approve the April 16<sup>th</sup>, 2018 Board of Selectmen meeting minutes. R. Thibeault seconded. 3-0

E. Hutchings motioned to approve the April 18<sup>th</sup>, 2018 Department Head Workshop minutes. A. Lucier seconded. 3-0

### **Expenditure Report**

A. Lucier stated multiple lines based on the percentage usage are a bit concerning. H. Thibodeau stated some of the expenses are once a year expense for those lines.

### **Administrator Comments**

H. Thibodeau reminded and asked all public that the meeting minutes are posted to the bulletin board in Town Hall per RSA and they are not to be removed, multiple times this has happened, the Town can face consequences.

Congratulated Police Officer Ryan Clark on his most recent graduation from the police academy.  
Congratulated Fire Chief Nick Marique on his most recent course completion from the National Fire Academy in Maryland.

Stated the auditors were in the past week conducting the annual audit. The banking transition is going smoothly. A much-needed updated time clock was purchased and installed for hourly Town Hall employees.

R. Thibeault stated historically Board of Selectmen meetings were posted with time for nonpublic and public meetings. After recently attending a workshop it is to be that meetings are to start in public then going into nonpublic directly following the meeting call to order. It is hard to gauge timing of nonpublic

meetings. A. Lucier stated it is unprofessional and not necessary to have public bodies waiting in the lobby for the public meeting to start. Suggested starting with nonpublic meetings with an ending time set to 6:00 PM, to then continue any unfinished nonpublic matters after the public meeting were to conclude.

#### **Selectmen Comments**

**A. Lucier:** Thanked all who helped with the Roadside Clean-up, though frustrated with the now current status of the then cleaned roads.

**Hutchings:** Thanked the Public Works employees with their help on Roadside Clean-up day, it made things operate very well with their help and precision, stated a potential for two dates would be her preference.

Stated she is discouraged with the amount of time that is being put into smaller side projects with information that should already be known and requested a meeting to tie up loose ends.

**R. Thibeault:** Stated the Historical Society reached out to him for a bit of help and suggested a workshop to discuss the history and future with potential progress. H. Thibodeau stated she spoke to a woman from the Historical Society for an agenda request. R. Thibeault stated a workshop would be more accommodating.

Thanked all who applied and sent their letters of interest to the different boards and commissions.

A. Lucier motioned to move to nonpublic 91-A:3 II (c). E. Hutchings seconded. 3-0.

Respectfully submitted;

Recording Clerk,

Danielle Marique

Chairman Ryan Thibeault

Erin Hutchings

Andy Lucier

- 1 "L" Enterprizze's has maintained an excellent working relationship with the town code enforcement/building inspector, Brian Boyers. I would like to personally thank Brian. Of all building inspectors in 25 years of "L" Enterprizze's operating as a licensed salvage yard, Brian has always made himself available to answer questions and to inform me as to any changes needed on best practices and recommendations. Brian has also coordinated with the D.E.P. person for this area and was told that "L" Enterprizze's is conducting a safe, industrial operation within all required areas.
- 2 "L" Enterprizze's had also applied and received construction of 1 cement areas/pads for containment of materials and received construction from a state of NH grant/initiative programs for salvage yards. Construction of 2 additional pads is pending. This was paid for by the state at no cost / expense to the town of Milton for approximately \$26330.56. In addition, the state has provided \$17954.00 worth of equipment, consisting of fuel bowzers and drill rigs so that "L" Enterprizze's can continue to operate in an environmentally safe manner, again at no cost to the town of Milton but of great benefit in reduction of potential waste produced and potential clean-up costs.
- 3 When the State of NH informed "L" Enterprizze's that the schedule for pouring the cement pads had to be accelerated it was required that the existing fencing be temporarily removed to allow their equipment to be brought on site. This was unfortunately very short notice and some salvage material had to be moved quickly out of the way for them to proceed with the installation. The sides and back of the salvage yard are also contained by a substantial tree line. Even the removal of the fence did not affect the look of the property which is 610' from the original fence to the front of the property on Applebee Road which also maintains considerable tree line coverage along the road.
- 4 When the equipment was relocated to another section of the salvage area, there was no notification by the town (to homeowners or businesses along the river) that the dam would have additional boards added and this could result in flooding. "L" Enterprizze's had thousand of dollars in equipment damaged and destroyed due to this flooding.
- 5 The nature of salvage and recycling requires that materials be moved or held by the determination of costs and profits. There are times when metal prices fluctuate up and down and the business must be ready to move when prices are high. Currently Blaney Auto Crushing is waiting for "L" Enterprizze's to

schedule his company to come and crush material and remove said material for sale. Blaney Crushing requires notice to bring in the set-up to do this.

- 6 I, Roger Libby, and Dawson Libby, owners of "L" Enterprizze's and Joseph Boulanger: Manager, have no desire to expand the physical area of the salvage yard. I have in fact been attempting to remove and downsize as quickly as possible. Many of you on the board are aware that our family has suffered from a fire 5 years ago in our personal garage that was directly in front of the entrance to the salvage yard. Although this structure was not part of the business, much of the burnt equipment had to be transferred to the junkyard for inspection and disposal, as to not interfere with removal of the building and the clean-up before rebuilding. We have also had a fire in our primary residence 2 years ago that resulted in the necessity to build a new home since the fire damage was too extensive to save the building to be habitable. This in addition to losing 90% + of our personal possessions our family has suffered a continuation of medical emergencies and deaths in the family resulting in us becoming caretakers for an elderly parent. This has shifted our priorities to focus on health and housing while still trying to run a business day to day.

In conclusion, I Roger Libby have served the town in many capacities over 30 years. Being active in the Fire Department, a Fire Warden, a police officer, and on the ZBA board. I have cooperated fully with the NH State Police when a theft from my salvage yard resulted in me being categorized as an explosive expert, when it was determined that no explosives were ever taken into my salvage yard or stored there at that time.

I am more that willing to address any complaints personally. I would respectfully request that they be in writing, so I can assure that I answer them completely. If this is not sufficient for the board to recertify my salvage permit that I, "L" Enterprizze's have had for over 25+ years, then I request a letter from the town attorney (Walter Mitchell and Associates of Laconia) to submit to the Environmental Strategic Engineering section at the EPA that provided the pads and equipment through their grant program, why the town is denying a recertification of a salvage yard that has been in excellent standing with the town for 25+ years. I also request a future appointment be scheduled with the board, the town attorney and potentially an attorney representing my business interests if a satisfactory conclusion cannot be reached.

Appendix B

5 May 2018

To the Milton Board of Selectmen.

In March 2009 the Town of Milton residents voted to create a revolving fund for the Recreation Commission. "The treasurer of the Town shall have custody of all monies in the fund, and shall pay out the same only upon order of the Parks and Recreation Commission."

In October 1999, the Town Administrator proposed a merger of the Beach Commission and Parks and Recreation Commission and creating the Parks and Recreation Commission five (5) member board to be appointed by the Selectmen, Effective 1 January 2000


In 2017 the Recreation Commission only met in April and May. They have yet to meet in 2018.

Article IX of the Milton Recreation Commission by-laws that were adopted on 22 July 2013 requires the Commission to meet every April to reaffirm the by-laws. Since 2015 this has not been done for four years.

After reviewing the expenditure report for the Revolving fund for the Recreation Commission it appears that expenditures are not being approved by the Recreation Commission as outlined in their by-laws.

This is wrong, this is a violation of the By-laws, and this has to be corrected and stopped.

Respectfully,



Les Elder

14 Casey Road

Milton NH.

BY-LAWS  
BOARD OF SELECTMEN  
MILTON, NEW HAMPSHIRE

A. **PURPOSE:**

These By-Laws describe the duties and methods of operation of the Milton Board of Selectmen.

B. **AUTHORITY:**

The Board of Selectmen is an elected Board and derives its authority from NH RSA 41:8-15, other RSA's and Town of Milton Ordinances policies. The Town Administrator derives his/her authority from NH RSA 37 Town of Village District Managers.

C. **ORGANIZATION:**

1. **Responsibilities of Members:**

- a. All members shall make every effort to attend each scheduled meeting.
- b. Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member except when such statement or action is pursuant to instructions from the Board.
- c. Members are expected to sign various paperwork (including payroll manifests, etc.) in a timely manner, unless impending absence has been noted and the Town Administrator notified. The signing of this paperwork may either performed via physical means or by electronic document signature. All such signatures shall be in conformance with State Law.

2. **Officers:**

- a. Election – A Chairman and Vice-Chairman shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town Meeting. Election shall be a majority vote of those present.
- b. Board of Selectmen vacancies created during the year shall be filled within forty-five (45) days of the effective date of the vacancy. Such vacancies shall be filled via appointment of the Board of Selectmen by the remaining Board members. The Chairman, or majority of the Board will issue a call for candidates, set the parameters for the applications, and schedule a public meeting for the purpose of making the appointment. All such appointments and related timing will adhere to the then current New Hampshire State Law.
- c. Duties – The Chairman shall preside at all meetings of the Board and perform all duties required by law.
- d. In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chair.



**D. OPERATION:**

**1. Meetings:**

- a. Organizational Meetings – The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these by-laws.
- b. Regular Meetings – A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein. These meetings will generally be held at Town Hall and recorded if equipment is available. The Board shall establish a schedule for meetings. All meetings will be held in accordance with RSA 91-A. The majority of the Board may allow, but is not required to allow, public input and/or participation during discussion of the Board at time other than public hearing or public comment. This will be limited to invited comments pertinent to the topic at hand.
- c. Workshop Meetings – A less formalized meeting of the Board generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth and not intended to make motions or decisions. These meeting public comment will not be allowed and generally will not be recorded; either can be overruled by a majority of the Board.
- d. NonPublic Meetings – A meeting of the Board held for Town legal and personnel issues in accordance with RSA 91-A:3. There are a few specific situations where the Board of Selectmen is permitted under law to conduct official business without posting notice of a meeting or taking minutes as set forth in RSA 91-A:2,I. These nonmeetings may be held during the course of a non-public session or at any other time that is convenient to the participants. The scheduling of any such meeting will be managed by the Chairman.
- e. Special Meetings – May be called by the Chairman in accordance with RSA 91-A:2,II; upon agreement of two (2) members of the Board; or at the request of the Town Administrator through the Chair. The Chairman shall notify each member in accordance with RSA 91-A:2, II.

**2. Schedule of Meetings:**

Each meeting shall be posted in accordance with RSA 91-A

**3. Review of Audit Reports:**

The Board shall review the audit report as soon as the report is made available and take any action related thereto.

**4. Town Administrator:**

- a. Annually, the Board of Selectmen is responsible for evaluating the job performance of the Town Administrator. It is the Chairman's responsibility to

- coordinate the evaluation. The majority of the Board will complete a comprehensive draft of the evaluation. The current seated Board of Selectmen must complete the final evaluation document prior to the next annual election. The final evaluation document shall remain on file in the Town Administration.
- b. The Town Administrator may take part in the Select Board's discussion on all matters on the agenda, and all matters concerning the welfare of the Town. In the event that the Town Administrator is unable to attend a Select Board meeting, the Town Administrator may appoint another qualified person to attend the meeting.

**E. RULES OF ORDER:**

**1. Quorum**

A quorum shall consist of two (2) members of the Board. In the event that two (2) members are absent from a meeting, no official meeting can take place and therefore no decisions can be made.

**2. Remote Participation in Meetings**

The provisions of RSA 91-A:2, III shall apply to the remote participation of a Selectmen at a public meeting of the Board by telephone or video conference, only upon the consent and majority vote of the remaining members of the Board.

**3. Votes**

It is illegal for the Board of Selectmen to make any decisions by use of a secret ballot or by email or in such way that is contrary to the Right-to-Know Law. At the beginning of the discussion of any topic, a Selectman shall announce the intention to recuse them self and shall take no part in the debate should they feel that to vote would constitute a conflict. A Selectman should disqualify himself/herself whenever he/she has a direct personal or monetary interest in the outcome.

**4. Voting Abstentions**

In the event that a Selectman should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purpose of determining the majority viewpoint. If more than one Selectman abstains from a vote, no action shall be taken.

**5. Agenda**

The Town Administrator bears the primary responsibility for coordinating and planning the Agenda. The Chairman has the final authority over the final approved agenda, timing, schedules and related matters. The Agenda shall be published with meeting notice and include in the minutes. A suggested agenda is provided below. It may be changed by the chair or by vote of the Board.

**AGENDA**

- Call to Order with Pledge of Allegiance
- Public Comment
- Old Business

## Board of Selectmen Bylaws

- New Business
- Approval of Minutes
- Treasurer and Expenditure Reports
- Administrator Comments
- Selectmen Comments
- Other Business that may come before the Board
- Adjournment

a. Selectmen and citizens wishing to place an item on the agenda must submit a request to the Town Administrator using the Selectman's Agenda Request Form, all guidelines on the form must be followed. See Appendix A

b. Adjournment – A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

### **6. Role of the Chairman:**

The Chairman's duties are as follows:

-To open the session at the time at which the Board is to meet by calling the members to order.

-To recognize members entitled to the floor.

-To state and put to vote all the questions which are regularly called or necessarily arise during the proceedings and to announce the result of the vote

-To assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if the Chair thinks it's advisable.

-To authenticate by his/her signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.

The Chairman shall vote as a member of the Board.

Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

### **7. Conduct of Meetings:**

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert Rules of

Order shall serve as a guideline with a vote of the Board being the final deciding authority.

**8. Requests for Information:**

- a. Should it become apparent to the Chairman or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for Board use at the next regularly scheduled meeting, a request for this information shall be submitted to the Town Administrator before the agenda is set. The Town Administrator shall decide if he/she wants to proceed with the request. Should the Town Administrator deny the request, the requesting member may bring the issue to the full Board at its next regular meeting for the majority to rule on. The decision made to deny the request cannot be held against the Town Administrator.
- b. Any information provided to any individual Selectman by Town Administrator shall be provided to the rest of the Board.

**F. EMPLOYEES:**

**1. Duties:**

The Recording Clerk shall be the official recorder of the minutes of the Board of Selectmen and an official copy of the records are to be filed in the Town Hall and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Recording Clerk to keep a roll of members and to call the roll when required. The Recording Clerk shall record the essentials called "the minutes" of the proceedings as follows;

- a. The kind of meeting – regular, special, work session or recessed.
- b. Time of meeting and place of meeting
- c. The presence/ absence of Board members
- d. The presence of Town staff, attorneys or other participants
- e. Whether the minutes of the previous meeting were approved or amended.
- f. All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- g. The hour of adjournment.
- h. Copies of pertinent information presented will be provided in minutes.

The Recording Clerk shall record the essentials of the proceedings, the name of

the member who introduced the main motion or amendment and the name of the second.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

**G. LIMITATION ON SELECTMEN'S DUTIES:**

1. The duties and responsibilities of the Board of Selectmen as set forth in these guidelines and as otherwise enumerated under NH State Law, are almost always subject to certain conditions, limitations and exclusions that require further examination to determine the full extent of the Board's authority as it pertains to each specific set of circumstances.
2. The Board of Selectmen has no direct authority over the personnel other than the Town Administrator. The only time the Board of Selectmen has any authority is when a quorum is present.
3. The Board of Selectmen will follow the Chain of Command chart found in Appendix B

**H. AMENDMENT PROCEDURE:**

A copy of any amendment shall be certified and submitted to the Town Clerk for inclusion in the Town Records.

**I. APPOINTMENT TO BOARDS AND COMMISSIONS:**

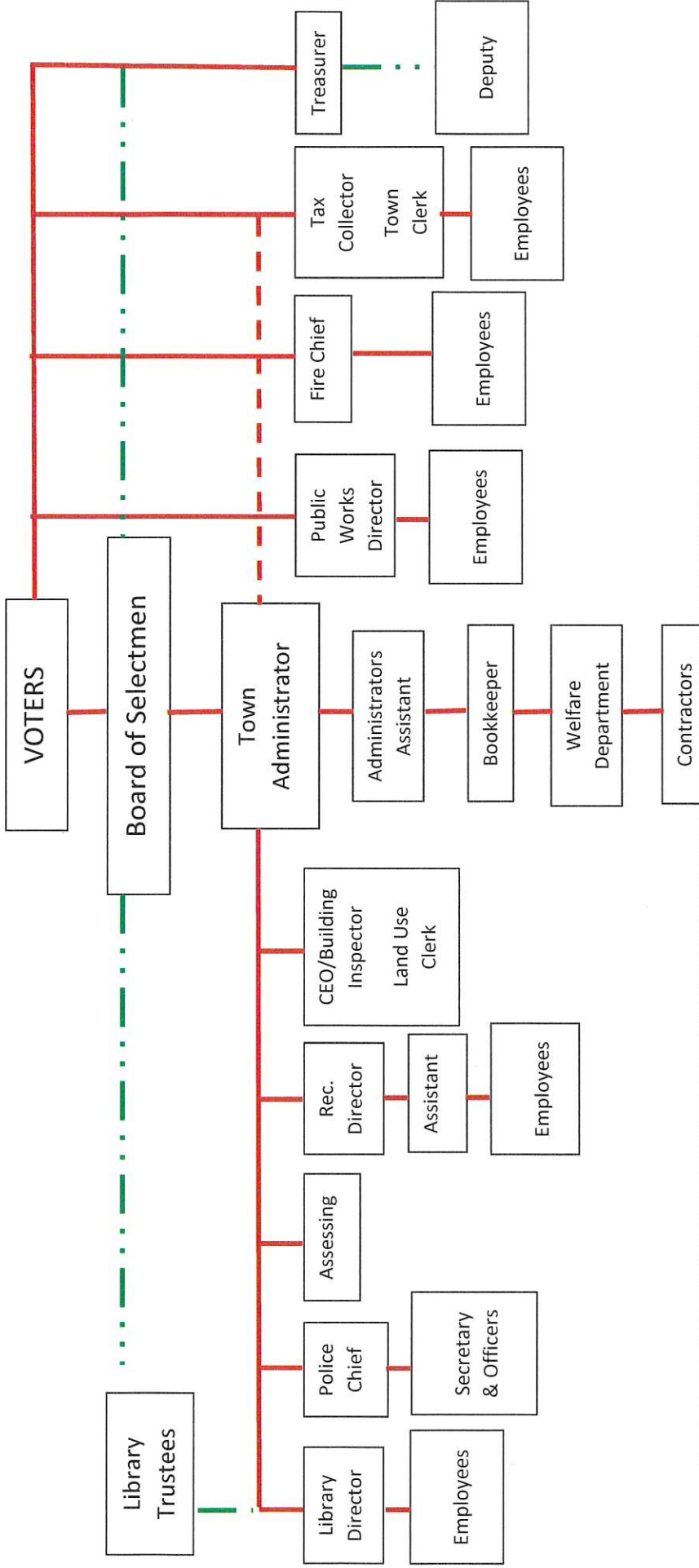
1. The Chair shall request from members their choices of committees, boards and commissions they wish to serve on as Selectmen's Representative. The Board will collectively decide which member will serve on each board, committee, or commission and appointments will be made.
2. The term of all appointments of Selectmen Representatives, including the terms of any ex-officio member of the Board of Selectmen serving on local land use boards (Planning Board, Recreation Commission and Budget Committee) shall be for one (1) year, or until next Town Meeting, whichever is sooner.
3. After the Town Meeting; the Town Administrator will get with the Town Clerk and determine how many expired positions for committees or boards that the Board of Selectmen is responsible to appoint members to. These positions will be posted on the Town website, in Town Hall and on the town Facebook page for a minimum of 10 days, with a closing date, asking for interested personnel to submit a letter of interest. The Board of Selectmen will then make appointments at the next regular scheduled meeting.

**J. ANNUAL REVIEWS/ACTIONS:**

As a matter of business and protocol of the Board of Selectmen will execute the following matters on a timely and annual basis.

## Board of Selectmen Bylaws

1. Review and reaffirm/dissolve existing committees previously established by the Board of Selectmen (March-May)
2. Set the new Tax Rate for the coming tax year
3. Review and adopt the Annual Road Program Plan
4. Review and adopt the Annual Capital Improvement Plan
5. Establish Annual Board of Selectmen Goals (May)
6. Provide the Town Administrator with a target percentage tax rate increase/decrease as input into the annual budgeting process.



**Legend:**  
 Department heads to the right of the center are Elected positions, Department heads to the left of the center are hired employees.  
 Solid RED line indicates a primary responsibility to their immediate Supervisor.  
 Dotted RED line indicates secondary responsibility to the Town Administrator.  
 Dashed GREEN line is a secondary responsibility to the Board of Selectmen.  
 All Employees who are not appointed positions are a secondary responsibility to the Town Administrator/Administration