

**Town of Milton  
Board of Selectmen Meeting  
October 16<sup>th</sup>, 2017  
Milton Town Hall  
Meeting Minutes**

**In Attendance:** Selectmen Chair Andrew Rawson, Michael Beaulieu, Ryan Thibeault, Town Administrator Heather Thibodeau, School Board Rep Peg Hurd

**Public in Attendance:**

Pat Smith, Bob Carrier, Richard Krauss, Justin Bellen, Betsy Baker, Bob Graham, Larry Brown, Nick Marique, Danielle Marique.

Chairman Rawson called the meeting to order at 6:00pm reciting the Pledge of Allegiance.

**New Business:**

- **Conservation Commission alternate position applicant**

Discussion to accept Justin Bellen as an applicant for the Conservation Commission alternate position. A. Rawson has worked closely with J. Bellen over the last month on the Casey Road project.

**Motion:** A. Rawson motioned to accept Justin Bellen as the Conservation Commission alternate position.

M. Beaulieu seconded. Motion passed 3-0

- **Discussion on selling town property on Spruce Lane**

Discussion on the selling of the town property on Spruce Lane. H. Thibodeau has visited the property with photographs documented. Suggested that this proceed as a sealed bid with the town attorney, that all paperwork within the town is in order. A. Rawson stated the house is in poor condition but there is potential. R. Thibeault expressed concern with the lack of advertisement and that the value of the property needs to be established first. Determined that Susan will take a look at the property and continue based on her report. All are in favor of selling the property once value is approximated.

- **Resolution of Atlantic Broadband purchasing Metrocast**

H. Thibodeau stated the franchise agreement stays the same and most likely be several months before negotiation will take place that this has nothing to do with the contract simply the sale of the company. Legal council has already reviewed this.

**Motion:** M. Beaulieu motioned accept and sign the acknowledgement of company sale. R. Thibeault seconded. Motion passed 3-0.

- **Department Budget Review**

R. Thibeault questioned the plan of the budget review and how it will continue and the process of how everything will be presented. M. Beaulieu and A. Rawson agreed and stated that the expenditure report is used to compare against each budget proposal. There are currently multiple budgets are ready and available for review.

- Police: Chief Krauss reports as follows;
  - Noted that the chart on page one of his report shows where the police budget is spent. Also shown is a comparison of salary vs all other lines.
  - Full Time Salary line is at \$473,784.72 Noted the Chief's salary is not included in the 'salary line'. \$84,000.00 of the salary line is strictly overtime costs including shift differentials, court hearings and detail shifts.
  - Part Time Salary up to \$12,000.00 from \$9,000.00. This is due to the joint (shared within the FD and PD) chaplain and one additional personnel (marine patrol). Reasoning for the chaplain is for debriefing of staff, in concentration of PTSD prevention. The 4 hours of 'office' time is built within this line, also available for calls of service time when in need of assistance.
  - Administrative assistant salary line is at \$ 40,352.00, includes the Cola and merit adjustments.
  - Longevity & Retention line is at \$2,500.00
  - Chief Salary is at \$82,586.00 includes the 2% merit increase
  - Grant Line is at \$5,000.00 which funds bullet resistance vest grant, filling 2 new and 5 existing positions this is needed. Currently 5 vests are in need of replacement at \$850.00/vest. Specified the grant pays for one half where the town is responsible for the other half.
  - FICA is at \$3,679.82 up \$274.97 from 2017 based on the cola and merit adjustments per position.
  - Medicare is \$8,927.99 up \$225.24 from 2017 due to cola and merit adjustments per position.
  - Retirement is set at \$167,271.62. This line is up due to being at a full year at the 29.43% increase in place per the state.
  - Training line is at \$5,000.00. This includes ammo, targets, out of state training that is not offered by the state of NH.
  - Hiring & Testing \$500.00, includes polygraph testing for new hire employees.
  - Uniform line is at \$6,000.00, noted that this line should be increased \$500.00 per officer each year for a complete uniform, this has not happened due to so many new hires needing a uniform to start with. A. Rawson questioned this years remaining balance. Clarified that will be used toward current employees.
  - Legal Services, \$14,000.00 deputy services that are shared amongst 5 communities including prosecutions. If this were single community option the cost would be much greater and relied on just one town.

- Contracted Services \$22,763.00 this line is up from last year due to the dispatching fees, record management fees and postage was added back in this line.
- Legal Notices & Ads line is at \$100.00, covers notices printed in the newspaper, property auctions etc.
- Professional Vet Services \$500.00 is for the treatment of animal services until ownership is available. Noted this line has to date not been used.
- Electricity \$7200.00 which is \$570/month, line reflects a 6% increase for 2018.
- Heating \$3000.00 noted that \$.60 decrease from year before, currently under a 3-year contract.
- Telephone remains at \$3,700. This line is for the buildings phones as well as phones within two cruisers.
- Printing remains at \$600.00, includes letterhead materials and business cards for all officers/personnel.
- Supplies \$6000.00 covers paper, ink, evidence bags, gloves etc. Multiple vendors are used to use lowest quotes.
- Vehicle Fuel \$15,000.00 noted gas price fluctuation makes things uneasy and uncomfortable with the request.
- Vehicle Maint. Remains at \$6,000.00. Noted due to Wade from the highway dept. he is helping keep the costs low where supplies/parts are the only cost. Having summer and winter tires per vehicle helps offset the costs associated.
- Cruiser Lease \$31,000.00. The 3 front line cars will be paid for fully this year, the town will then own the vehicles. The pickup and car4 is currently town owned.
- Equip Maint. \$3,000.00 covers body cameras, computers, Tasers, radio care and upkeep.
- Equipment Purchase covers the body cameras, currently at 5 years old and at life expectancy. This line covers all other equipment. \$600/camera, new downloading software is not compatible with current software.
- Equipment Lease \$4,600.00 includes copier and postage machine leases.
- Mileage \$11,000.00 includes court travel in personal vehicle use
- Dues no increase, stays at \$750.00 includes Chief Of Police Association
- PD Misc. \$1.00. Expenditure report currently shows a negative balance for this line due to the legal action taken on the hummer.
- Educational Incentive line is the stipend for officer's education as hired.

Total of \$26,450.96 increase in Retirement and salary lines.

**Motion:** M. Beaulieu motioned to accept the Police Department 2018 budget as presented. A. Rawson seconded. 3-0

- Town Clerk/Tax Collector Michelle Beauchamp reports as follows;
  - PT Salary reflects cola and merit rises
  - Clerk line \$56,019.00 reflects cola and merit
  - FICA \$129.00 increase
  - Medicare \$30 increase
  - Training remains the same
  - Registry of Deeds decreased by \$100.00
  - Legal remains the same, line used for advertisement of employee hiring.
  - Professional line is at \$11,270.00, this reflects increase for two additional elections for the year
  - Printing \$1.00 due to availability to use online services at no cost
  - Supplies \$2,500.00
  - Postage \$7,100.00. Noted the expenditure report is not correct amounts.
  - Equipment Maint. \$250.00 costs of annual election ballot servicing
  - Equipment Purchase \$2,000.00 back up printer and safe
  - Mileage and travel \$250.00
  - Membership \$40.00
  - Misc. \$1.00

Salaries and elections are where the increases are shown

**Motion:** M. Beaulieu motioned to accept the Town Clerk/Tax Collector 2018 budget as presented. R. Thibeault seconded. 3-0
- Fire Department Chief Marique reports as follows;
  - \$36,000.00 increase.
  - FT Salary \$114,047.76 reflects an increase of \$3,700.00 which has stayed the same since 2015, currently fully staffed for the first time since then.
  - PT Salary reflects a \$9,000.00 increase. All call fire personnel, training pay and assistant chief salary is included within this line.
  - Fire Chief Salary \$37,957.46
  - FICA and Medicare are reflective of the salary increases
  - NH Retirement shows increase due to this being a full year at the state 31% increase
  - Employee Testing, increase of \$34.00 from 2017, includes mandatory physical for new hire employees.
  - Uniforms \$20,350.00. \$2,000.00 is for gear in previous years, adjusting to \$2,500.00 to budget a 6<sup>th</sup> set of gear per year. This line has an increase of \$5,000.00
  - Contracted Services includes Ossipee Valley Mutual Aid Association which was previously at \$5,000.00 a year now asking contract agreement amount of \$6,000.00. This service is greatly needed and more expensive elsewhere, additional training has previously been offered to members, OVMAA has had gradual contract increase over

time. Emergency Reporting increased \$574.00 includes adobe editing and payroll system increase of \$2064

-Electric \$15,500. Includes monthly charges averaged out and added the repeater cost to this line.

-Building Maintenance. \$995.00 increases. Includes generator, Keypads, garage door maintenance

-Heating averaged cost staying at \$8,500.00

-Water \$19,500.00 includes access to wash vehicles more frequently, irrigation system and more overall use

-Hydrant Fees increase of \$600.00 noted this is first time increase is reflecting on budget.

-Telephones \$1,580.00 increase. High speed Internet at \$63./month, phone lines, added extra hot spot for new ambulance.

-Public Ed. stayed the same at \$600.00

-Printing \$400.00 includes copy fees, new stationary/business cards with new address

-Supplies \$4,500.00

-Vehicle Fuel stays the same

-Diesel Fuel \$6,000.00 staying the same

-Equipment Maint. \$7,500.00 this is for unexpected costs, line has been overspent for the last two years.

-Equipment Purchase remains the same at \$16,500.00

-Equipment Lease remains the same, copier lease

Total budget reflecting a \$36,000.00 increase, 46% is within salary related costs.

**Motion:** M. Beaulieu motioned to accept the fire department budget as presented. R. Thibeault seconded. 3-0

- Emergency Management Chief Marique reports as follows;  
All lines remain the same as previous year other then the electrical.  
\$1,000.00 total increase from electrical line for the repeater.  
**Motion:** M. Beaulieu motioned to accept the Emergency Management budget as presented. A. Rawson seconded. 3-0
- Welfare Danielle Marique reports as follows;  
-Part Time Salary line would decrease to \$18,538 for 2018, cola and merit increases are included in this.  
-FICA and Medicare lines are reflective and dependent of salary line.  
-Electric remains at \$7,000.00. A. Rawson suggests cutting this line to \$5,500.00 with a decision of \$6,000 after current year expenditure report review. A. Rawson motioned to accept adjustment of \$6,000.00 for the Electrical line. M. Beaulieu seconded. 3-0  
-Heat \$10,000.00 A. Rawson suggested to bring line down to \$9,000.00 M. Beaulieu seconded. 3-0  
-Rent & Mortgage \$30,000.00. A. Rawson suggests dropping to \$25,000.00 M. Beaulieu seconded. 3-0

- Food line remains the same as previous year at \$1,000.00
- Medical line is at \$2,000.00, up \$1,000.00 from last year.
- Supplies at \$300.00
- Postage at \$100.00
- Equipment line is at \$200.00
- Mileage remains at \$100.00
- Miscellaneous line is at \$2,500.00

**Motion:** M. Beaulieu motioned to accept the adjusted proposed welfare budget of \$66,396.16. R. Thibeault seconded. 3-0

- Economic Development

**Motion:** M. Beaulieu motioned to accept the Economic Development budget of \$2,500.00 as given. A. Rawson seconded. 3-0

H. Thibodeau stated with selectmen in agreement the next meeting/work session would include budgets from Highway Department and Town Administrator at least. Workshop to be Monday October 23<sup>rd</sup>, 2017 at 6pm. All other department budgets will follow next Board of Selectmen meeting on November 6<sup>th</sup>, 2017

#### **Approval of 10/2/17 meeting minutes:**

P. Hurd noted two corrections of misspelled names were needed. M. Beaulieu noted he misspoke about a 'flagger' where it shall be called a 'crossing guard' for Halloween night during town wide trick or treat.

**Motion:** M. Beaulieu motioned to accept the October 2<sup>nd</sup> meeting minutes as corrected.

R. Thibeault seconded. Motion passed 3-0.

M. Beaulieu second. Motion passed 3-0

#### **Treasurers Report**

Nothing to report

#### **Expenditure Report**

WEX issues are still being worked out. H. Thibodeau stated that this is an on going issue that is slowly seeing results. There have been many people trying to fix the issue

#### **Administrative Comments**

H. Thibodeau noted she attended a Cemetery Trustees meeting stated that John Catwick is considering stepping back that many of his daily tasks are going unnoted. It has been decided that the software system is not going to be used.

**Selectmen's Comments**

R. Thbeault- noted this is his first budget season and is looking forward as things continue to progress and go forward.

M. Beaulieu- stated the fire station deed is in process and that the appraisal is set for this week.

A. Rawson- Tuesday October 31<sup>st</sup>, 2017 is set to be the town wide trick or treat from 5-8pm. Saturday October 21<sup>st</sup>, 2017 the rec. department will be hosting the trunk or treat at the town beach from 5-8pm, anyone interested in participating are suggested to contact Karen Brown for an application. Noted and thanked the VFW for their efforts in picking up litter within town last week. Casey Road land committee is hosting a promotional walk and presentation on December 2<sup>nd</sup>, 2017, time to still be determined.

**Public Comments**

Betsy Baker: Questioned the treasurers' report, specifically what was in it. H. Thibodeau stated she would provide it for review.

October 28<sup>th</sup>, 2017 the Milton Free Public Library will be hosting a Kids Halloween Party at 10:30am.

Larry Brown: Noted the paving at the transfer station was nicely done and a glorious asset. Present structure of the town vote is equivalent for elected officials. Questioned the treasurer's report specifying the content and any action recommended. The school board will be having a meeting Wednesday October 18<sup>th</sup>, 2017 starting at 6pm. The interim member assignment will be conducted including interviews; this will be a public meeting. There is possibility of the meeting being held at Town Hall due to availability of the meeting space.

Peg Hurd: Noted there will be a spaghetti dinner and concert Friday October 20<sup>th</sup>, 2017 from 5-8pm, hosted by the Friends of Nute

Richard Krauss: Body cameras would need to be replaced before the next BOS meeting, requesting \$8,976.00 to replace cameras.

**Motion** M. Beaulieu motioned to approve purchase of body cameras for \$8,976.00.

R. Thibeault seconded. 3-0

R. Thibeault made motion to Adjourn. 3-0

Respectfully submitted,  
Danielle Marique

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Andrew Rawson

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Michael Beaulieu

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Ryan Thibeault