

**Town of Milton
Board of Selectmen Meeting
August 21st, 2017
Milton Fire Station
Meeting Minutes**

In Attendance: Selectmen Chair Andrew Rawson, Michael Beaulieu, Ryan Thibeault, Town Administrator Heather Thibodeau.

Public in Attendance: Shawn Perreault, Lynette McDougall, Laurence Brown, Betsy Baker, Richard Krauss

Meeting was called to order reciting the pledge of allegiance.

Work Session:

New Business:

- **Discussions & Possible Actions on Enclosure of Finance/Book-keepers Area in Town Hall**

Utilize DPW for the labor, the costs would only be of supplies of which will be apart of the buildings and grounds fund.

Motion: M. Beaulieu made a motion for the book keeper office enclosure not to exceeded \$1500.00 and that revisions on higher costs need to come to the board for approval.

R. Thibeault seconded. Motion passed 3-0

- **Approval of Multi-Hazard Mitigation Plan**

Tabled until September 11th, 2017 meeting due to the request of the Fire Chief be in attendance.

- **Request from some Budget Committee Members for alternate formats of financial reports**

It was noted that it takes extra time and money to change format each report each time. Shawn Perreault mentioned that files come in PDF and that it is hard to decipher the data. Errors have been found by using PDF formats. CSV files show the errors and missing data.

Communication with Joanne to discuss her opinion on the issue also how she perceives the format and the ease as well as functionality of each.

- **Authorize TA to sign contracts unless otherwise stated**

Decisions have to go thru the Board of Selectmen. H. Thibodeau stated that she didn't find attempting to contact board members for signatures for each contract, not always being the same member, practical or time effective.

Motion: M. Beaulieu motioned for the Board of Selectmen to approve contracts with instruction on who is to sign each.

R. Thibeault seconded. Motion passed 3-0

Old Business:

- **Approval of August 7th, 2017 minutes**

- **Expenditure Reports**

- Shawn Perreault inquired about specific line items
- R. Thibeault stated things look good and roughly on track for this time of year.

- **Administrator Comments**

- Townhouse Road Culvert Project awarded to J. Parker & Daughters. Contract was signed. A September 13th, 2017 meeting with more information to follow.
- Department head cook out lunch scheduled for September 22nd, 2017.
- Attorney is looking into cell tower lease.
- Chief Krause is looking to have a waiver of the vehicle use policy. His officers use a cruiser to take home and go to training. This would cut the mileage costs so the officer does not have to travel to the station to obtain the cruiser travel back to training and then back to the station.

Motion: R. Thibeault made a motion to accept the Chief's waver as written. M. Beaulieu seconded. Motion passed 3-0

- Construction in break room at town hall continues, bathrooms will be installed as well as new doors. Mid September there will be new carpets in conference room.

- **Selectmen Comments**

Ryan Thibeault: Mentioned the last few meetings have gone well.

Mike Beaulieu: None

Andrew Rawson: Water at veterans park is still in progress. There have been issues contacting with Steve Elliott. Decided to attend the water commissions meeting. Steve did say that he would work on a quote price to hook the water in the park back up. Suggestions of the town paying for the water fees due to it being on town property. Also noted that soccer sign ups are underway and any inquiries to contact the recreation department for more information.

- **Public Comments**

- Richard Kraus – Police Chief made note that when a member of the Budget Committee for specific department lines to ask the actual department heads and not go thru the selectmen and then the department head. Larry Brown agreed that the more information given is simply more information.

A. Rawson doesn't want it to lead to each Budget Committee member going to the department heads occasionally is acceptable but not to have an over abundance of questions and responses.

- Thomas McDougall questioned why all meetings within the town were not being recorded. Stated the equipment is there and readily available the actual persons need to be found and someone to take the initiative to complete the task each meeting. Stated he would be more then willing to sit and explain with whoever needs on how recordings work and the simple process of it.

McDougall also questioned now that the contract for the IT vendor has been approved will equipment upgrades be apart of said contract. A. Rawson stated that would be the purpose of the CIP plan and would be utilized as such. Lynette McDougall expressed concerns about the costs on the equipment upgrades.

- Sean Perault made note that the link the new website from the town website is down and not active, it needs to be adjusted. Note was made and will be addressed.
- Lynette McDougall questioned when the speakers and mics were going to installed. A. Rawson stated that new carpets were to be installed in the selectmen's quarters first that no actual date could be given.

Also discussed an excel sheet for action items for the board's use.

- R. Thibeault wanted to make reminder that unless something is said as a motion it's just being said.

Motion to adjourn was made by Selectmen Ryan Thibeault. Motion passed 3-0.

Respectfully submitted,
Danielle Marique

Chairman Andrew O. Rawson

J. Michael Beaulieu

Ryan Thibeault