

**Town of Milton
Board of Selectmen Meeting
August 7th, 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:

Pam Smith, Pat Smith, Bob Carrick, Tom Gray, James Graves, Erin Hutchings, Alexx Monastero, Peg Hurd, Richard Krauss, Douglass Shute, Bob Adams, Lynette McDougall, David Carpas, Betsy Baker, Nick Marique.

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

Acknowledgements:

Birthdays:

- Ken Gauthier-Highway Dept.
- Matt Porlato-Highway Dept.
- Amy Hampton-Library
- Betsy Baker-Library
- Madison Alexander-Library
- Ryan Thibeault- Selectmen
- Carrie Driscoll-Police
- Mike Green-Fire.

Passings:

- Susan Gibbon
- David Merrill
- Donna Elliott.

Work Session

Renewable Energy Systems- Topic was tabled due to attendance failure.

New Business:

- **Request to move September Select Board Meetings**

Discussion to move the Sept. 11 and 25 due to the holiday. Sept. 11th meeting will be at the Fire Station. Videographer will be available.

Motion: M. Beaulieu motioned to move September meetings, September 11th at the fire station, interval 2 weeks following, September 25th.

R. Thibodeau seconded. Motion passed 3-0

- **Authorize TA to apply for red list bridge funding**

Discussion to allow Town Administrator Thibodeau permission to apply for the red list bridge program. Winding Road Bridge passes over Lyman Brook. Estimated repair cost is \$1,080,000.00. 80% of total cost will be reimbursed back to the town. In order to be eligible the town has to apply to the program. Will need to ask for \$216,000.00 on the warrant for the towns share. July 1st, 2025 will be the soonest the funding will be available.

Motion: M. Beaulieu motioned to authorize Town Administrator, Thibodeau to apply for the Red List Bridge Funding Program.

R. Thibeault seconded. Motion passed 3-0

- **Request for designated parking spaces on School Street.**

Doug Chute presented the request of parking spaces on the sidewalk side only of School Street from the Gilman House to Elm Street a total of 8 spaces with 2 designated spaces specifically for the Damon House.

Motion: M. Beaulieu motioned school to designate parking places and for drop off/ pick up, with help of highway dept. marking spaces with eventually police enforcement.

Amended motion that town ordinance 2001-1 make parking on School Street in marked spaces only and specific pick up/drop off during school hours only and to be included in the ordinance.

R. Thibeault seconded. Motion passed 3-0.

- **Schedule Tax Deeding of Properties meeting.**

Discussion of scheduling special meeting to discuss tax deed properties.

Michelle Beauchamp stated there are approximately 30 properties to review, roughly lasting an hours time. 9/14/17 meeting to be held at 5:30 at the Fire Station, meeting is non-public.

- **Request to Unseal Minutes of Nonpublic 7/25.**

Andrew Rawson requested to unseal the nonpublic minutes from 7/24/17. Ryan Thibeault added that he would like to review minutes before release for any town employee names or position named and to be excluded. Also added that emails that were discussed cannot be opened and discussed from there on.

Motion: A. Rawson motioned for request to unseal 7/24/17 non public meeting minutes will not unreveal any discussions with town employees as well as positions.

M. Beaulieu seconded. Motion passed 3-0.

- **Request to Reconsider Motion to Terminate Attorney Sessler**

Andrew Rawson requested to reconsider the motion to terminate Attorney Sessler.

- **Mitchell Municipal Group agreement.**

Agreeaence for representation. There were 5 cases that needed immediate action, if action wasn't taken there was potential of funding loss. Attorney

Mitchell would like to meet the Board and department heads at the next meeting. He represents multiple other towns. Next spring (2018) would be ideal time for an RFP for legal service to be completed.

A 'flat fee' one-year agreement, to work with the town as a whole and see the need and usage.

Motion: M. Beaulieu motioned to come to agreement with Mitchell to become Town Attorney.

R. Thibeault second. Motion passed 3-0.

Motion: M. Beaulieu motioned for the chair to sign agreement.

R. Thibeault second. Motion passed 3-0.

- **Installation of Cameras at Town Hall.**

Ryan Thibeault stated there has been some confusion on the plan; the original motion was for all decisions to be directed to Heather Thibodeau with police chief assistance. Government Building employees shall install due to building being a government building.

Motion: M. Beaulieu motioned to have Heather Thibodeau head and complete, with assistance of Chief Krauss.

R. Thibeault second. Motion Passed 3-0.

- **Budget Clarification;**

For the 2018 budget Heather Thibodeau would like all department heads to make sure they are planning for both 1.7%COLA as well as 2% merit amongst their budgets for next year.

Motion: M. Beaulieu motioned the 1.7%COLA and 2% Merit be built into each department heads 2018 budget.

R. Thibeault second. Motion passed 3-0.

Old Business:

- **Approval/Review discussion of Town Employee Handbook**

Andrew Rawson suggested to take the revised copy and have it looked over for next meeting. Mike Beaulieu suggested the revisions to be outlined prior to review. Heather Thibodeau mentioned one revision was the amount of sick days from 10-12. Another revision was the disciplinary process. All department heads were in collaboration of all revisions and adjustments for a lengthy amount of time.

Motion: M. Beaulieu motioned to accept the Town Employee Handbook as is revised.

R. Thibeault second. Motion passed 3-0.

- **IT Contract review**

Back Bay with the contract at an immediate start date

Contact with Back Bay as well as other two possibilities. Third party recommended Back Bay.

Motion: M. Beaulieu motioned to hire Back Bay for IT services effected immediately.

R. Thibeault second. Motion passed 3-0.

- **SBA Lease.**

Tabled until Town Attorney Mitchell can review material.

- **Bank Service Charge Fees.**

Current policy is a returned check is a \$15 fee to the bank in addition to \$50 charged to the issuer of the returned check. Mike Beaulieu requested a strait \$25 fee for all returned checks. There are approximately 12 returned checks per year. Ryan Thibeault emphasized that all bases need to be covered as extra work and fees need to be considered. The town's bank charges the town \$15 per returned check.

Motion: M. Beaulieu motioned to change the return check fee to \$15(bank)/\$25(town).

R. Thibeault second. Motion passed 3-0.

Heather Thibodeau called a Point of Order 7:00 for the Fire Station Bids

4 Bids were received:

- \$91,650.00- Alex Monastero

Alex Monastreo stated she would be representing a second location to a home based real estate business, hopeful repairs include; new roof, siding, basement drainage and carpets with plans to keep historic façade.

- \$60,000.00- Lilac City Graphic

Lilac City Printing would be relocating established printing business. Expected repairs include \$30-40,000.00 focusing on roof and basement issues.

- \$60,000.00- Darryl Robinson

- \$140,000.00-\$20,000.00 cash with remaining value to be given in services to the town over multiple years.

Other two bidders were not in attendance to speak on their intentions of the building.

Motion: M. Beaulieu motioned Alex Monastero bid winner for \$91,650.00.

A. Rawson second. Motion passed 2-0 with 1 abstention.

Continuation of Old Business:

- **Tax Deeded property status.**

Discussion of cleaning up the deed list to find out where properties fall in the appropriate maps, which properties are in land lock and offer to abutters first, and to have a sealed bid on the one house.

Approval of 7/24/17 meeting minutes:

Motion: R. Thibeault motioned to accept the July 24th meeting minutes as read.

M. Beaulieu second. Motion passed 3-0

Expenditure Report

- Postage meter received and to be installed, internet connection was needed prior to installment causing the delay, work order is in place for the wireless connection.
- Dues are complete for the year
- Travel expenses look good other than Town Admin, overdrawn

Administrative Comments

- Thank you to all department heads in strong leadership and hard work, specifically noting Fire and Police for their constant above and beyond the office 'hours' and with tougher incidents.
- Employee cookout. End of summer, kick to budget season thank you employee cook out scheduled for 9/22. Town offices closing at noon that day. Andrew Rawson would like to help contribute and donate towards the event.

Selectmen's Comments

Ryan Thiibeault: None

Mike Beaulieu: Thanks fellow selectmen in their progress in working together

Andrew Rawson: Water in the Vet park is in progress, delay due to Elliott's passing and taking personal time as expected. Also stated that soccer is due to start soon and coaching staff is needed if anyone is interested to contact Karen Brown Rec.

Betsy Baker-Library: Library Trustee will be withdrawing the grant for this year and will be continuing next year. Unforeseen workload was of conflict. Monies will be returned to LChip

Public Comments

Peg Hurd: Milton Dems. (Milton Democratic Group) would like to adopt the Welcome to Milton' sign on Route 125 coming into town and revamp it with fresh flowers and plants. Discussion on town vs state property with decision to continue until issue or complaints arise.

Reminder that the Moose Mountain Regional Greenways annual Woods, Water and Wildlife event is Saturday August 12th at Branch Hill Farm in Milton Mills, always a great success with multiple town businesses in support.

Nick Marique-Fire Chief: Comstar termination of contract in effect (September 29,2017) and change of account has been started, will be an overlap between both billing companies as payment received back to the dept. Contact with patients/persons with outdated ambulance bills are continually being contacted and made aware of in attempts to resolve, most are simply unaware of outdated invoices.

Larry Brown: IT Backup contract clarification, program/network backup is in fact included in the contract. Brown requested if town deeded property could be

beneficial for future town development. Expressed concern about public comments being held till the end of the meeting. Brown expressed concern of the school board representative sitting at the head table with the BOS during meetings. Brown has concern of the town's awareness of a hazard in town and eluded to the fact that it could be a liability if the town does not seek legal action. Concern was also expressed for the town's previous history with Mitchell and Bates Attorneys at law.

Lynnette McDougal: Agreed with Mr. Brown's comments regarding IT, expressed concern in system back up and town officials not being able to print reports for period of time. Request copy of IT quote. Discussion ensued on an e-mail between selectman Rawson and Tom McDougal reference public comments during select boards meetings.

Heather Thibodeau: Reminder that all Select Board Meeting agenda request forms are due the Wednesday prior to the meeting by 12:30.

Motion to Adjourn was made by Selectman Ryan Thibeault at 8:05pm. 3-0

Respectfully submitted,
Danielle Marique