

Town of Milton  
Board of Selectmen Meeting  
April 17, 2017  
Milton Town Hall  
Meeting Minutes

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

**Public in Attendance:** Brian Boyers, Cynthia Wyatt, Annie McKenzie, Kari Lygren, Karen Golab, Virginia Long, Betsy Baker, Richard Krauss, Larry Brown, Bob Carrier, Tom McDougall, Brenda Pabon (Recording Clerk).

Chairman Beaulieu called the meeting to order at 6:10 pm and the Pledge of Allegiance was recited.

**New Business-Discussions and Possible Actions:**

- **Complaint-Acknowledgement and Discussion**

A complaint was sent to the Board of Selectmen from Mr. Gray. The Board has acknowledged the complaint and will take it under consideration.

- **Properties available for sale:**

St. Jean contacted the town administrator about the towns tax deeded properties that are available to go on the market. A. Rawson stated that he would be in favor of using St. Jean again if the board was willing to move forward. R. Thibeault stated that he agreed as it would be a fair way to do it and gives everyone a fair chance to buy the properties.

A. Rawson stated that he had talked to the town attorney about selling the fire station. The attorney said that they can put it out to a silent bid. M. Beaulieu asked if the assessment had been done on the Fire Station. A. Rawson said yes the card they had is the new assessed value, the town was going to have it appraised however the cost was too much, it was almost \$4,000 to have it appraised. With the property being commercial the value is almost \$84,300, as an exempt government property the value is almost \$90,000. A. Rawson would like to try and sell this before going into auction. If the board is interested in putting this out to a silent bid then he would like to move forward as there are steps that need to be taken before the auction. It was asked if the properties were listed on the town website, A. Rawson stated no but if they came in and asked the Assessing Clerk they could get the list. They will move forward with this a plan a public hearing for the next BOS meeting.

- **Grand Opening of Plummer's Ridge Hiking Trail:**

K. Lygren presented to the Board a flyer that gives information on the Hiking trail she continued to show the Board more about the trail. On May 13<sup>th</sup> they are having a grand opening from 10-2; there will be maps available, Charlie Moreno (Who has done a lot of work getting the trails set up) will also do a guided walk after the walk they will take everyone back to the farm to have a complementary chili lunch. The grand opening will take place at the NH Farm Museum. There

will be parking at McKenzie's and NH Farm Museum. C. Wyatt asked if this information could be put on the town website. H. Thibodeau will put it on the website. M. Beaulieu stated that usually on a grand opening like this it is always nice to have the Board of Selectmen there to recognize and support the hiking trail grand opening; this will need to be posted.

C. Wyatt spoke and said that they have learned from town votes that they value their rural character and natural resources so this is a way to get the community into these properties. They had help form the boy scouts, the trails are all marked and labeled. Chief Krause asked if the trails were all color coated and will the trails have a name on them so if someone gets lost and they call 911 they can tell them what trail they are on. R. Krause stated that when they are finished with the flyers they can drop some off at the police department.

- **EMS Billing Practices and Review of New Forms:**

H. Thibodeau read an email from Chief Marique as he could not be at the BOS meeting regarding Ambulance bills that are outstanding and EMS practices. He stated in the letter that they are in the process of reviewing their EMS billing practices and attempting to collect unpaid ambulance bills. Currently there is about \$381,000 in uncollected ambulance bills of that, \$329,000 is with their billing company dating back to 2014 and \$52,000 has been sent to collections dating back to 2010. In an attempt to recoup some of the money the assistant Chief has been tasked with reviewing each of the unpaid debt. If any questions from the public should come in please direct them to the assistant fire chief at 603-652-4201 ext. 302 or the town administrator.

- **Conservation Commission – Casey Road**

K. Golab would like to request to become officially recognized as the Casey Road Land Protection Sub-Committee of the MCC. The purpose would be to work towards the completion of a conservation easement on the 73-acre town-owned Casey Road property, as mandated by the town vote in 2016.

**Motion:**

A. Rawson motioned to allow the Conservation Committee to have a Sub-Committee called the Casey Road Land Protection, R. Thibeault seconded.

**Roll Call:**

A. Rawson (Yes), R. Thibeault (Yes), M. Beaulieu (Yes), Motion carried 3-0

There is a structure on the property that will need to come down as it is falling down and is a liability. M. Beaulieu asked H. Thibodeau to contact P. Smith and have him contact C. Wyatt to come up with a plan to remove the structure from the property.

Chief Krause asked for the committee to also look at parking in that area.

- **Conservation Commission – Deed Transfer**

There was a lot line adjustment done on Jones Brook Park property because his shed was over the line. It was recorded at the Registry of Deeds but they neglected to change the deeds, somehow it was missed so they are just catching up on getting the language in the deed so that it references the plan.

- **Motion request for Sewer Agreement:**

A motion was made to accept the sewer department agreement in a previous BOS meeting. M. Beaulieu is now asking for a motion to have the Chair sign the agreement.

**Motion:**

A. Rawson motioned to have the Chair M. Beaulieu sign the Sewer Department Agreement, R. Thibeault seconded.

**Roll Call:**

A. Rawson (Yes), R. Thibeault (Yes), M. Beaulieu (Yes), motion carried 3-0

- **Draft Email Policy**

The board was given a copy of the proposed email policy to be used.

**Motion:**

A. Rawson motioned to approve the email policy as written, R. Thibeault seconded.

**Roll Call:**

A. Rawson (Yes), R. Thibeault (Yes), M. Beaulieu (Yes), motion carried 3-0

Chief Krause asked if this policy was for the entire town, department heads, employees, or the board. M. Beaulieu stated that it was for the entire town and boards and committees. R. Thibeault stated that it was for any communication to the Board of Selectmen from any employee or committee/board members. This was sent to the BOS as a recommendation to adopt it stating that most towns/cities have this policy in place.

L. Brown stated that there was a massive memo from the attorney general Foster in May of September of 2015 which does this up as well, so they might want to reference that as well.

Chief Krause stated that the line that says "Other members, town employees, department heads and board members should never communicate via email or text with the selectmen" it should say Board of Selectmen at the end not just Selectmen so that it references all members of the board and not just one member.

L. Brown stated that the phrase the chief might be going for is on any quorum basis.

R. Thibeault stated that he thinks it is written ok as the word Selectmen is written in the policy which means all of them where as if it said Selectman that would mean one of them.

**Motion:**

A. Rawson would like to rescind his motion to approve the email policy till corrections are made, R. Thibeault seconded.

**Roll Call:**

A. Rawson (Yes), R. Thibeault (Yes), M. Beaulieu (Yes), motion carried 3-0.

## **Approval of Minutes:**

- **Minutes from March 20, 2017**

The board did not receive the revised minutes. Minutes will be tabled till next BOS meeting.

- **Minutes from April 6, 2017**

**Motion:**

R. Thibeault motioned to accept the minutes of April 6, 2017 as written. A. Rawson seconded.

**Roll Call:**

A. Rawson (Yes), R. Thibeault (Yes), M. Beaulieu (Abstained), motion carried 2-1

### **Expenditure Reports**

- The report shows that they are at about 25%. M. Beaulieu asked if H. Thibodeau considers this to be as accurate as possible. H. Thibodeau stated she believes that it is with the exception of one bill on the administrator line that is notorious for coming in late.

### **Administrator Comments:**

- H. Thibodeau stated that they are working with the department heads on updating the personnel manual that should be ready for the board sometime in May. One of the big changes in the manual will be creating a sick leave bank, this will not create any cost to the tax payer but it will help the employees. Sometimes employees max out on their time and they end up losing time every year but on the other hand there are those employees who may need time for whatever reason they will now have the ability to use the sick leave bank time. There are provisions to this that need to be followed.

### **Selectmen Comments:**

- R. Thibeault stated that a couple of meetings ago when they were determining boards and committees and who would be the Selectmen's rep on them, at that time they had quickly grazed over the economic development and at the time he said he would do it but he did not realize that M. Beaulieu was already on it till 2019 so he thinks it's best if M. Beaulieu stays on it if he is alright with that.
- R. Thibeault stated that at the last meeting they talked about the website a little bit. H. Thibodeau sent out a link for the website D. Carpus has been working on and he was wondering if the rest of the board has had time to look at the website and if they have any thoughts on it. M. Beaulieu said no and A. Rawson said he has not seen it. H. Thibodeau said that she had sent the link the board of Selectmen; however M. Beaulieu and A. Rawson said they did not get it. H. Thibodeau said she will resend it. R. Thibeault said that if H. Thibodeau resends it maybe they will have time to look at it and maybe they can discuss it more at the next BOS meeting. R. Thibeault asked H. Thibodeau if she could also bring quotes to the next BOS meeting for redesigning the website. T. McDougall stated that in the quotes they should make sure that the quote includes all material to rebuild the website.
- A. Rawson stated that they have summer camp sign-ups at the Emma Ramsey building on April 22nd starting at 9am.
- A. Rawson stated that the plans for the annual Milton Summer kick off are underway. They will be hosting the North Shore outboard association in the Milton three ponds challenge again this year.
- A. Rawson stated that the Easter egg hunt last weekend was a great turnout and he wanted to thank Karen Brown and the PTA.
- A. Rawson stated that they are underway at doing some hiring for the town beach; if anyone is interested please contact Karen Brown. The town beach will open up on Memorial Day weekend. You can only buy your boat passes and Beach passes at the town hall or online.

- M. Beaulieu asked H. Thibodeau if there was any more collaboration between the carpet people and dates that they can schedule something. H. Thibodeau stated that they are going to communicate to her sometime this week. The carpet people are waiting to hear back from their guys if they want to commit to the Fourth of July weekend to do the work so until they get their guys to commit she won't know.
- M. Beaulieu stated that he missed the last school board meeting. He would like to get on their email list for their agenda so they can electronically send it to him.
- M. Beaulieu asked if on May 22<sup>nd</sup> BOS meeting if A. Rawson would Chair the meeting as M. Beaulieu will not be able to make it, he will be out of town.
- M. Beaulieu stated that tomorrow will be his first budget committee meeting.

### **Public Comments:**

- L. Brown stated that the budget committee is having its reorganization, election of officers; it is a very simple agenda. He is asking for the basic budget review from the town and school. Real detailed work won't be coming till after the summer in August into September.
- L. Brown asked if the Chair wished to remind everyone that they are doing clean up this Saturday for Earth Day.
- L. Brown said to make sure the boat wash is visible and very effective because they do not need the volunteers of the boating community that comes in getting a bad rap that they are the ones that brought us the European Naiad so if the boat wash is up and visible for all the boats coming in. A. Rawson stated that they are working on it, the Rec. Department has a meeting on Wednesday, they have all new signage that was donated from the coast guards, and he thanked Sean Skillings. Sean Skillings is going to work with them on training there new help. There is a plan in place and it will work.
- L. Brown stated that the Sick Leave Bank has worked well for many organizations.
- L. Brown stated that unless it is a court proceeding or a court required deposition there is no statutory requirement for the verbatim conclusion of anyone's remarks.
- Chief Krause wanted to remind everyone that on April 29<sup>th</sup> from 10am to 2 is the prescription drug take back day so anyone with unused or unwanted prescription drugs can bring them to the police station and they will dispose of them properly.

### **Other Business that may come before the Board:**

None

**Next meeting will be May 1st @6pm**

**Adjournment**

Motion to go into Non-Public (personal) at 7:30pm was made by A. Rawson, Seconded by R. Thibeault, All in Favor, Motion carried. 3-0

Respectfully submitted,  
Brenda Pabon, Recording Clerk

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Chairman J. Michael Beaulieu

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Andrew O. Rawson

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Ryan Thibeault