

Town of Milton
Board of Selectmen Meeting
March 6, 2017
Milton Town Hall
Meeting Minutes

In Attendance: Selectmen Chair Tom F. Gray, Selectmen J. Michael Beaulieu, Andrew O. Rawson, Town Administrator Heather Thibodeau.

Public in Attendance: Ryan Thibeault, Richard Krauss, Larry Brown, Pat Smith, Michelle Beauchamp, Pam Smith, Doreen Gray, Lynette McDougall, Bob Carrier, Ed Fish, Pam Arnold, Jackie Monahan, Karen Brown, Wade Foss, David Carpus, Betsy Baker, Tom McDougall, Nicholas Nivciahakis, Clarence Nason, Shawn Donnell, Rhonda Fish, Brenda Pabon (Recording Clerk).

Chairman Gray called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited.

Acknowledgements

- **Birthdays:**
Michele Beauchamp - Town Clerk/Tax Collector
Josh Biron – Fire Department
Jeff Rub – Fire Department
Luther Ellis – Transfer Station
- **Passing's:**
Garth Edmonds

New Business-Discussions and Possible Actions:

- **Request for Petty Cash Policy**
There was a request to add Master Cash to the Petty Cash Policy and to have the Treasurer return the sealed bank bags the same day it was received. T. Gray asked why the bags can't be returned the next day; M. Beauchamp stated that she didn't think it was a good idea to have town records stored in their homes. T. Gray stated that he thinks they should try having the bags back by the next business day and see how it works out if there is a problem they can revisit the issue. D. Gray asked how long this has been going on for (Lack of change In the Town Hall), M. Beauchamp stated over a week. A. Rawson asked what has changed, M. Beauchamp stated that they used to go to the bank and when they made the deposits they would also get change, now that they are no longer going to the bank (due to new policy) , only one person is going (Treasurer) now so they are not getting the change they need. P. Arnold has a suggestion, that they have Master Cash of about \$500 that has coins and small bills so that no one will have to run back and forth to the bank day after day. P. Arnold showed the board cash slip form to be used when a department needs change. T. Gray asked how the Master Cash will be replenished;

P. Arnold stated that she would take care of that, the town Administrator would let P. Arnold know when it would need to be replenished. M. Beaulieu stated that this Master Cash would take care of departments when they need change. P. Arnold stated that when departments have an excess of cash they can sell it to the Master Cash. P. Arnold stated she ran this by the Town Attorney and he approved and she ran it by their financial consultant, she also stated that anytime they are going to change the Cash policy's they should run it by the financial consultant first. A. Rawson asked if they thought \$500 was a little excessive, wouldn't \$250 be enough. M. Beauchamp stated that she would run out of money within a week or two if they only did \$250. The funds will be placed in a safe and the town administrator would be the one to take care of it. Master cash will be audited at any time without notice by the Board of Selectmen

Motion:

M. Beaulieu motioned to increase the petty cash to \$500 and to be placed in a safe to be managed by the town administrator, seconded by A. Rawson.

Discussion:

H. Thibodeau stated that she would need to purchase a safe, M. Beaulieu asked her to get some quotes on safes. K. Brown stated that the REC. Department has a safe that they never used it so H. Thibodeau can have that for the Master Cash; M. Beauchamp asked what does she do at the present time where she has an immediate issue now, she is giving people nickels and dimes back for change and it is not working. R. Thibault asked if the town administrator is absent is there a backup for her, M. Beauchamp stated that a Selectman would be her back up. A. Rawson asked what the issue is now with the change, M. Beauchamp stated that she has no change right now; A. Rawson stated that with this new Master Cash there will be plenty; M. Beauchamp asked when, P. Arnold stated nothing can be done till it is voted on, A. Rawson stated they are going to vote on it now, M. Beaulieu stated there is a motion on the table now, M. Beauchamp asked if this was something that was going to happen tomorrow K. Wallingford stated that checks have to be drawn and signed, she stated that one of the Selectman would have to come in and sign the check so it may not happen as quickly as they want, M. Beauchamp asked if the treasurer could go to the bank tomorrow and get change, P. Arnold stated that M. Beauchamp could go just as she always has before, M. Beauchamp stated that she does not think that someone going to the bank 5 days a week and then they are paying her to go as well, P. Arnold stated that they are not paying her gas as the town has a car she can use, M. Beauchamp stated that it still costs the town gas money. H. Thibodeau stated that she can bring the check to M. Beaulieu in the morning to have him sign it.

Roll Call:

M. Beaulieu (Yes), A. Rawson (Yes), T. Gray (Yes), motion carried 3-0

- **Request for Variance on Posted Roads**

A request for variance was made by Peg Construction LLC to operate on a posted road. Another request for variance was made by Matt & Jackie Monahan to access their property via a posted road. T. Gray asked P. Smith if he was ok with the two requests using these roads P. Smith stated he was fine with it.

Motion:

M. Beaulieu motioned to accept the two variances, seconded by A. Rawson.

Roll Call:

M. Beaulieu (Yes), A. Rawson (Yes), T. Gray (Yes), motion carried 3-0

- **Discussion of Bookkeeper Position**

H. Thibodeau gave the Board of Selectman three different sample job descriptions for them to choose from. The board decided on the sample from the town of Greenland. D. Gray asked if the job was posted to the town website yet, T. Gray stated not yet once they decide on a job description it will be posted.

Motion:

M. Beaulieu motioned to use the town of Greenland's job description as written and as part-time, seconded by A. Rawson.

Roll Call:

M. Beaulieu (Yes), A. Rawson (Yes), T. Gray (Yes), motion carried 3-0

- **Coverage of Voting Day**

T. Gray asked if the Board of Selectman would be there, M. Beaulieu stated he would be, A. Rawson stated that he asked H. Thibodeau to cover the first few hours for him. T. Gray stated that she could not cover for him it has to be a previous selectman. A. Rawson stated that if at least two selectman are present then they have a quorum so A. Rawson can come later.

Approval of Minutes:

- **Minutes from February 27, 2016.**

T. Gray stated that on page under Selectman Comments the third bullet down third line half way in the word "viable" should be "liable".

T. Gray stated that Doreen Gray had made some comments at the last meeting but they are not in the minutes under public comments.

Minutes will be tabled till corrections have been made.

Administrator Comments:

H. Thibodeau told T. Gray thank you and wished him good luck.

Selectmen Comments:

- A. Rawson stated that on the old fire station the person that was going to do the appraisal is asking for a fee of \$3,200 for the narrative appraisal report. The board feels that is too much money. A. Rawson stated that he asked K. Wallingford to call the Corcoran Consulting Associates Inc. to look into doing the appraisal and see what they say. T. Gray stated that there is a resident in town that was interested in buying it, K. Wallingford stated that there was actually a few people that where interested.
- M. Beaulieu stated that the MEDC is not meeting till tomorrow. M. Beaulieu stated to T. Gray that 12 years was a long time to be a selectman and that he brought a lot to the town like Dunkin Donuts, the solar farm and among other things that he has done. M. Beaulieu would like to present a plaque from the town and the Board of Selectmen to T. Gray and thanked him for

his time. M. Beauchamp stated that she would like everyone to stay after the meeting for cake. T. Gray said Thank You to everyone and said it really means a lot to him.

- T. Gray stated that for the past year he has been a member of the Ground Field grant committee and said that they are going to need someone to replace him.
- T. Gray wanted to say Thank You to everyone, he said it has been a long time as selectmen and everyone is like a family to him. He stated that it has been a lot of fun, there have been some challenging times and a lot of rewarding times, he has enjoyed doing it through the good and the bad, it has been an experience something he would never ever regret doing, he said that everyone is like family and he would be lying if he said he was not going to miss it.
- T. Gray stated that the last thing he has to do as selectmen was to pass the Gavel over to the town administrator so when a new chair is appointed she can then had it to the new chair person .

Public Comments:

- D. Gray wanted to read a note from selectmen Jayson Cole in Lebanon Maine. It reads as follows;
Sad to see you are not running for re-election, but you should be very proud of all the great things you have done for the community and all the accomplishments you have achieved. Those who have not served in your position will never understand. I only served two terms and in those terms it was always refreshing to have such a talented and dedicated selectman in the town next door. It took me a while not to miss it, but now it's amazing having family time. You're a very good man and don't let anyone tell you otherwise. There will always be that 2%.
- L. Brown wanted to mention these things; The old town hall, Capped the land fill, set up the transfer station, Applebee super fund cleanup site, Purchase a new town hall, moved the sewer into a municipal department, established a solar garden, town industrial park, town playground, new ball fields, new fire station, restored the town house and library, started the bridge replacement fund and finally got the new fire station. L. Brown said thank you for building something useful to T. Gray.

Other Business that may come before the Board:

None

Next meeting will be March 20th @6pm

Adjournment

Motion to adjourn at 6:35pm was made by A. Rawson, Seconded by M. Beaulieu, All in Favor, Motion carried. 3-0

Respectfully submitted,
Brenda Pabon, Recording Clerk

Chairman Tom F. Gray

J. Michael Beaulieu

Andrew O. Rawson