

Town of Milton
Board of Selectmen Meeting
February 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, Virginia Long, Betsy Baker, Steve Panish, Bruce Woodruff, Larry Brown, Brenda Pabon (Recording Clerk).

Chairman Gray called the meeting to order at 6:10 pm.

New Business-Discussions and Possible Actions:

- **Birthdays:**
Will be announced at the next BOS meeting.
- **Passing's:**
Carol Moore Martel, Carol Goldman, Jenna Pelagrene
- **Review of Deliberative Session Draft Packets:**
The packets include the topics the Selectmen agreed to speak to at the Deliberative Session.
T. Gray is speaking about the following; zoning and mapping, Road Construction & Bridges, Truck CRF and Highway Step Plan, Townhouse CRF.
M. Beaulieu is speaking about the following; Operating Budget, Town Technology Equipment capitol reserve fund, Veteran Property Tax.
A. Rawson is speaking about the following; Fire Department Utility Truck CRF, Fire Department Portable Radios CRF, Ball Fields, Recreation Boat Ramp, European Naiad.
- **Chief Marique – USDA Grant:**
Chief Marique would like to put in for the USDA Grant for a new 2017 type III ambulance and would like the board to approve his request. Amount requested is \$28,500.00.
M. Beaulieu motioned to have the Chair of Board of Selectmen sign the USDA grant for the ambulance in the amount of \$28,500.00, Seconded by A. Rawson, all in favor,
Motion carried 3-0.
- **Treasurer Report:**
The Board reviewed the treasurer's report. H. Thibodeau stated that she had spoken with the treasurer, and the treasurer had stated that she is very happy that she has made some

investments that have yielded some money and she will be looking into more investments as well.

- **Swearing in of Virginia Long for the Conservation Commission as an alternate.**

T. Gray swears Virginia Long in for this position.

- **Town Report Cover:**

The board reviewed a few pictures and decided on the angled picture of the Fire Department. They also reviewed pictures for the inside cover page of the town report book and choose one.

- **Old Fire Station:**

H. Thibodeau stated that she has been in touch with a commercial appraiser and they are moving forward on getting it appraised. M. Beaulieu asked if there was any cost on that, H. Thibodeau stated that the Appraiser would not give them a cost till he has had time to look at the tax card.

- **Review Minutes from 1/23/2017 Meeting:**

Page six; half way down on the line that starts with “around” PCT should say VCT. M. Beaulieu stated that on page six where it says “The other problem is that the money to do the carpet was encumbered so the money needs to be used in the first quarter”, M. Beaulieu received an email from the Town Attorney stating that they had till the end of the year to use the encumbered money so the carpet replacement will be moved to later.

M. Beaulieu motioned to approve the January 23, 2017 meeting minutes as amended, seconded by A. Rawson, all in favor, motion carried 3-0.

- **Review Yearly Contract with Planner:**

B. Woodruff stated that everything was still the same as prior years with a couple of exceptions which he went over with the board.

M. Beaulieu motioned to accept the Contract with Bruce Woodruff as the town planner for \$14,000 and to have the Chair of the Board of Selectmen sign the contract, seconded by A. Rawson, all in favor, motion carries 3-0.

- **DOT on Exit 17 Discussion:**

B. Woodruff discussed the conditionally approved Mobil gas station right next to exit 17, one of the conditions of that approval was that the applicant or developers apply for a driveway permit from DOT. That was done, one of the things that came of that was the traffic impact analysis that was done by the applicants engineers was deemed not to be good enough for their needs and they sent the applicant back to the drawing board to do another one. B. Woodruff attended a scoping meeting recently and what came out of that meeting, was they said to the applicants engineers that they don't want to waste time beating around the bush and would like you to consider finishing the traffic impact analysis study, but looking at conceptual for changing exit 17 north bound off ramp. This was discussed for a while, and they wanted B. Woodruff to go to the Board of Selectmen to find out what the Board thought of it and what the Fire Chief and the Police Chief thought of it. They told the engineer to do some concept drawings for making that

intersection a conventional T intersection. Last week B. Woodruff received an email from the Bureau of Turnpikes and they have decided to not make any changes to exit 17, so there is no reason for B. Woodruff to ask the Board of Selectmen what they thought now. This development is really on hold and cannot move forward until they have a valid driveway permit.

R. Krauss asked B. Woodruff if this the same traffic study that was given to the planning board, B. Woodruff stated yes it was.

B. Woodruff also stated that he was looking at the Draft Warrant Article #2 which is the zoning amendment, he stated that he was not 100% sure but thought that he thought it may be a requirement to have the planning boards recommendation with the Board of Selectmen's recommendation on the warrant. B. Woodruff asked if there was time to add this to the warrant. T. Gray stated that it could not be added. H. Thibodeau stated that it has already gone through the town attorney and DRA has already approved as is. H. Thibodeau stated that she would contact the town attorney first thing in the morning to see if it has to be on the warrant article. L. Brown stated that in 2 out of 3 previous years the planning board recommendations was on the warrant article.

Old Business

- **Review Expenditure Report:**

The board reviewed the expenditure report. A. Rawson asked if the report was accurate, H. Thibodeau stated that it was to the best of her knowledge other than the error she disclosed to them earlier.

Administrator Comments:

- H. Thibodeau stated that there was a new smoking policy at the town hall that was put into effect at the last BOS meeting; she has been asked if this smoking policy could be implemented to all town property to include town buildings and town own properties, and would like to know if the Board of Selectmen would approve this. T, Gray stated that his only concern was with the transfer station, he stated that if someone comes in with a cigarette it will be hard to tell them they can't smoke. R, Krauss stated that if someone comes in with a cigarette they can just ask them to stay in their car if they are going to smoke, they are not on town property if they are in their car.

M. Beaulieu made a motion to have a town wide no smoking on Town owned property, seconded by A. Rawson, all in favor, motion carried 3-0.

M. Beaulieu stated that this should be placed in the town policy hand book as well.

- Suggestion boxes have been placed in a couple of places, one at the town hall and the other at the transfer station. The suggestions will go right to H. Thibodeau. This is to help open the lines of communication with the town residents and herself, she feels it is important for people to know that they can talk to her and she can hear what is going on in the community. H. Thibodeau stated she got her first suggestion and it was a request to sell coffee at the transfer station. H. Thibodeau stated that it is strongly suggested that the residents utilize the suggestion boxes to provide comments and any suggestions.

- H. Thibodeau discussed the Cash policy. She stated that it has been approved by the town attorney and all interested parties. Everyone seems to be onboard. In order to implement this policy she needs the Boards approval. A. Rawson motioned to adopt the new cash policy for the Town of Milton, seconded by M. Beaulieu, all in favor, motion carried 3-0.
- H. Thibodeau showed the board a form that she has created to try and track some of the issues that have been going on. For example; implementing a Cash Receipts policy, H. Thibodeau stated that she feels they need a current issue log to implement a living document and she would like to be able to share it in Google docs. She stated that if they get this form approved she would like to move on to the personnel policy handbook and work with the department heads on this and then bring it to the Board of Selectmen, she is hoping to have the Personnel policy done in early April.
- H. Thibodeau discussed the open position of financial/administrator assistant. She put together a job description for the Board to read. She stated that there is an employee in town that is very interested in this position and would like to put in for it. There is a concern from some of the department heads that there are bills that are being paid late. H. Thibodeau stated that there are several options, they could hire one person right now and see how it goes with the sample job description, the school may be willing to work with the town on a contract basis with one of their employees, or the town could contract totally outside. Joanne has indicated that she is available thru February but not much after that, she will be available for back up and she will train someone but she does not want to do the finance officer's job.

A. Rawson asked if the person whom came forward did she give H. Thibodeau a letter of interest, H. Thibodeau stated yes she did. A. Rawson stated that he is all for hiring from within as it promotes moral. A. Rawson stated that they can save the town a lot of money by combining couple of jobs into one, they will save on health insurance. He feels this person whom has shown interest would do a great job, however A. Rawson feels that looking at the job description there seems to be a lot. He thought that they were going to do away with the Town Administrator Assistant position. H. Thibodeau stated that it was part of the job originally. A. Rawson stated that the job was not the Administrator Assistant. A. Rawson does not feel that they need everything that is listed in the job description.

R. Krauss stated that because the bookkeep job was changed 3 or 4 town administrators ago, it was originally a full time position then it went to part time position and back to full time position, it was Bookkeeper and Town Administrator Assistant position when it was full time. A. Rawson stated that they are asking one person to do three jobs, and he does not want to set her up for failure. M. Beaulieu stated that this town is not big enough for a Town Administrator Assistant; he does not feel that there is enough work and feels that H. Thibodeau can handle it. A. Rawson stated that when it comes time that she may need a helping hand there are others in the building that would be more than happy to help out. M. Beaulieu stated that the job description needs more work and he does not want to label it assistant. M. Beaulieu stated that because this has been moved back to a part time position they need to see how much time she will need for her first job, he feels that this position should get rolling and see how they can handle their job duties first before they give that position more duties. T. Gray stated that they should take the time to read over the job description first and then have the applicant come in in a non-public and discuss the job duties with them and see how they feel about it.

R. Krauss stated that the three positions that they are talking about are bookkeeping, finance, and Town Administrator Assistant and those are currently being covered part time for bookkeeping and finance and administrator assistant, so he does not see why giving those tasks to a new position coming in is a problem with too much work when someone is already doing them. M. Beaulieu stated that there is one more position that they are just not saying out loud so that would be four positions. M. Beaulieu stated he would like to see that position start with the two jobs and see what time is left after that to see if that position can handle more.

Selectmen Comments:

- A. Rawson mentioned the winter carnival will be having a dance on Feb. 18th at the Milton Moose Lodge, if anyone is interested call Karen Brown for tickets.
- A. Rawson stated that the ribbon cutting for the fire station is on Feb. 18th
- A. Rawson stated that Earth Day is April 22nd from 9-12.
- A. Rawson stated that he will be doing his Selectmen's Forum on Sunday at 9am at Dunkin Donuts.
- M. Beaulieu stated that the Budget Committee just got done doing the Deliberative Session for the School and that it went very smoothly and stated that T. Gray did a great job as the Moderator.
- T. Gray stated that the planning board meets tomorrow night weather permitting.
- T. Gray stated that he has a copy of the final report of phase one of the Lock Hart field brownfield ramp investigation. H. Thibodeau sent electronic copies to the Board of Selectmen and there is a copy at town hall if anyone wants a copy. Phase II will be beginning in about a month or two.

Public Comments:

L. Brown stated that the Municipal Association had several comments to make about the impact of the service persons credit, he does not remember their conclusion, they did give an analysis of what it will cost a large municipality like Manchester, have the Selectmen done readout of the number of people this will affect, the present number that are affected, and the cost to the town. T. Gray stated no, it has not been done. He stated that Kathy may have some of that information but not all of it.

Other Business that may come before the Board:

None

Next meeting will be February 27th @6pm and March 6th @6pm

Adjournment

Motion to go into Non-Public at 7:30 was made by A. Rawson, Seconded by M. Beaulieu, All in Favor, Motion carried. 3-0

2.6.17 BOS MTG

Respectfully submitted,
Brenda Pabon, Recording Clerk

Chairman Tom F. Gray

J. Michael Beaulieu

Andrew O. Rawson