

Town of Milton  
Board of Selectmen Regular Meeting  
January 9, 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: Richard Krauss, Larry Brown, Bob Carrier, Betsy Baker, Emily Baker, Russ Neal, Ryan Thibeault, Pat Smith, Pam Smith, Peg Hurd, Tom McDougall, John katwick, Nick Marique, Stan Panish, Brenda Pabon (Recording Clerk)

Chairman Gray called the meeting to order at 6:15 pm and the Pledge of Allegiance was recited.

**Acknowledgements:**

- Birthdays will be announced next BOS meeting.
- Passing's-  
Sharon Coulombe

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

**Review of Town Warrants**

- **Article 1** – Election of Town Officers
- **Article 2**  
**Reads as follows;**  
“Are you in favor of the adoption of Amendment No. 1 as proposed by the Milton Planning Board for the Town Zoning Ordinance Official Map as follows: This Amendment eliminated all areas that were double zoning in error by warrant in 1988 as both High Density Residential (HDR) and Commercial Residential along the NH Rte. 125 corridor by removing the High Density Residential (HDR) in those areas. This amendment reverses a change in the Zoning Map approved in 1988 and amended in 2007 and 2015. All other areas zoned High Density Residential (HDR) shall remain in effect and as shown in the Official Zoning Map of the Town of Milton. (Majority vote required).”

- **Article 3**

**Reads as follows;**

“To see if the Town will vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required) (Note: This Warrant Article, the operating budget, does not include special or separate warrant articles.)”

**Discussion:**

Already Recommended by the Board of Selectmen (3-0) Budget Committee (7-1) (Majority Vote Required)

“BUDGET- To see if the Town will vote to raise and appropriate as an operating budget, (\$4,335,400.00) Four Million three hundred and thirty five thousand four hundred-not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session. Should this article be defeated, the default budget shall be Four Million, three hundred and eighty three thousand seven hundred and twenty five dollars and sixty four cents (\$4,383,725.64) which is the same as last year, with certain adjustments required by previous action of the Town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.”

- **Article #4**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Two Hundred Ninety Thousand Dollars (\$290,000.00) for Highway and Road reconstruction purposes. Said amount is partially offset by revenues from the Highway Block Grant estimated to be One Hundred Ten Thousand Dollars (\$110,000.00). This is an annual appropriation that provides for the reconstruction of existing roadways. This appropriation will be a non-lapsing appropriation per RSA 32:7 VI and will not lapse until completed or by December 31, 2018 (Majority vote required).”

**Results:**

The Board Approved

- **Article #5**

**Read as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00) to be placed in the Milton/Maine Bridges Capital Reserve Account previously established. (Majority vote required)

**Results:**

The Board Approved with verbiage changes as follows; this sum is to come out of the fund balance and no amount to be raised from taxation.

- **Article #6**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00) to be placed in the Milton Highway Department Truck Capital Reserve Fund, previously established. (Majority Vote Required)”

**Discussion:**

N. Marique stated that there had been a discussion that the small capital reserve warrants articles (Article #4 and #5) should come out of the fund balance. The thought process was they would rather give the voters the option to take it ahead of time as opposed to buying it down at the end of the year. T. Gray stated that he was concerned with having enough money in the fund balance to buy down the tax rate. N. Marique stated that either you raise it now and buy down later or buy down now; he stated doing it this way is more realistic rather than an artificially purchased tax rate.

**Results:**

The Board Approved with verbiage changes as follows; this sum is to come out of the fund balance and no amount to be raised from taxation.

- **Article #7**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Fourteen Thousand one Hundred Fifty-Nine Dollars (\$14,159.00) to fund a proposed step plan/pay plan for the employees in the Highway, Solid Waste Department and Buildings Department. (Majority vote required).”

**Results:**

The Board Approved

- **Article #8**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Thirty Thousand dollars (\$30,000.00) to be added to the Milton Fire Department Equipment and Apparatus Capital Reserve Fund previously established for the purpose of replacing the departments utility truck as described in the capital improvements plan. This sum is to come from the fund balance and no amount to be raised from taxation. (Majority vote required)”

**Results:**

The Board Approved

- **Article #9**

**Reads as Follows:**

“To see if the Town will vote to authorize the selectmen to enter into a four year lease/purchase agreement for \$115,000 for the purpose of leasing replacement portable radios for the Fire Department, as described in the capital improvements plan, and to raise and appropriate the sum of \$30,344.00 for the first year’s payment for that purpose. This lease agreement contains and escape clause. (Majority vote requires)”

**Discussion:**

A. Rawson stated that he thought they were purchasing radios. N. Marique stated that originally the CIP stated that they would purchase 10 radios per year for 4 years. After some research he found that it was cheaper to lease purchase them now. The lease purchase is \$32,000 and the CIP is \$38,000. They will save a little money now and they won’t have the maintenance cost for at least five years because of the warranty and there will be no inflation cost if they buy now rather than buying them over a 4 year period.

**Results:**

The Board Approved

- **Article #10**

**Reads as Follows:**

“To see if the Town will vote to establish and expendable Trust Fund to be known as “The Town of Milton Ball fields Expendable Trust Fund”, for the development, renovation, maintenance and repair of any and all town owned ball fields and to cover the costs of all aspects of the field including but not limited to machinery and equipment associated with the running and maintenance of these fields. With funds coming from, but not limited to, gifts, legacies, grants and devises made to the town on behalf of these fields, and to further name the Board of Selectmen as agents to expend from the fund. This fund would fall under the provisions of RSA 31:19 (Majority vote required)”

**Results:**

The Board Approved

- **Article #11**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of fifteen thousand dollars (\$15,000.00) to be added to the Milton Recreation Capital Reserve Fund previously established for the purpose of renovation and construction of a new town boat ramp as described in the capital improvements plan. This sum is to come from the fund balance and no amount to be raised from taxation. (Majority vote required)”

**Results:**

The Board Approved

- **Article #12**

**Reads as Follows:**

“To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing technology equipment for the town hall as described in the capital improvements plan and to raise and appropriate the sum of six thousand dollars (\$6,000.00) to be placed in this fund. This sum is to come from the fund balance and no amount is to be raised from taxation. Further to name the selectmen as agents to expend from this fund. (Majority vote required).”

**Results:**

The Board Approved

- **Article #13**

**Reads as Follows:**

“Shall the Town accept the provisions of RSA 31:95-b providing that any town at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen to apply for, accept and expend, without further action by the town meeting, unanticipated money from a state, federal, or governmental unit or a private source which becomes available during the fiscal year? This authorization will remain in effect until rescinded by a vote of the town meeting. In addition to compliance with the provisions of RSA 31:95-b, the selectmen shall each year include in the annual report of the Town an account of all monies received and expended pursuant to this article. If adopted all gifts and donations would have to go into a trust account if held for a period of time. (Majority vote required).”

**Results:**

The Board Approved

- **Article #14**

**Reads as Follows:**

“Shall the Town vote to adopt the provisions of RSA 72:28-b inclusively, which provides for all veterans who are residents of this state, who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse of surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35. The amount of the credit shall be the same as the Standard or Optional Veteran’s credit. (Currently that amount is \$500.) (Majority vote required)”

**Results:**

The Board Approved

- **Article #15**

**Reads as Follows:**

“To see if the Town will vote to raise and appropriate the sum of Five Hundred Dollars (\$500.00) to be placed in the Milton Town House Capital Reserve Fund, previously established. (Majority vote required)”

**Results:**

The Board Approved

- **Article #16**

**Reads as follows:**

“To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) for the purpose of eradicating the invasive plant species-European Naiad from the water bodies in the Town of Milton. (Majority vote required)”

**Discussion:**

R. Krause asked where the money would go for this article; T. Gray stated that they will have to create a line item for this to go into the budget.

**Results:**

The Board Approved with verbiage changes as follows; this sum is to come out of the fund balance and no amount to be raised from taxation.

A. Rawson stated that he thought there would be a warrant article for Solar Exemptions. T. Gray stated that was a great question and was glad he brought it up. After speaking with the Assessor and further research he found that the town is not assessing solar at this time, and if they were to put a warrant article out for solar then they would have to start assessing it, which they would have to start putting it on the taxes only to just give it back.

**Encumbrances for 2016**

- M. Beaulieu motioned to accept the bid of \$3,337.00 from Joy’s HVAC to do the highway barns duct work, seconded by A. Rawson, all in favor, Motion carried.
- M. Beaulieu motioned to accept the Library’s encumbrance of \$440.15 for the printer/copier ink, seconded by A. Rawson, all in favor, Motion carried.
- M. Beaulieu motioned to accept the Library’s encumbrance of \$336.00 for the battery pack and pads for the AED, Seconded by A. Rawson, all in favor, Motion carried.
- M. Beaulieu motioned to accept the Library’s encumbrance of \$340.19 for books and DVD’s, Seconded by A. Rawson, all in favor, Motion Carried.
- H. Thibodeau handed the board three bids for carpeting of the Town Hall. T. Gray stated that his only concern with redoing the carpeting was he thought that they were going to be looking into

some office reconfiguring and thought putting carpet in before moving the offices around would not be good, he thought it would be better to wait till offices have been redone. M. Beaulieu stated it would be easier to do the carpet first then do the offices as you can build on top of carpet otherwise they have to make lots of cuts.

- M. Beaulieu motioned to accept the quote from Berks Flooring of \$12,900.00 to re-carpet the Town Hall, Seconded by A. Rawson, all in favor, Motion carried.
- M. Beaulieu motioned to accept the encumbrance of \$12,900.00 for the carpeting of the town hall, Seconded by A. Rawson, all in favor, Motion carried.
- H. Thibodeau stated that she may need to call an emergency meeting. They have talked a little about software; she has been trying to get prices. BMSI for their entire accounting software based on three users and training, etc. would be a total of \$8,300 for the first year, and \$7,500 each year thereafter and annual support is \$1,500. H. Thibodeau stated that it was not as expensive as some were concerned about. One of the benefits of BMSI is that it has a cemetery component, seeing as they are going to be managing a cemetery this would be a good addition. A. Rawson asked if then can the \$3,000 that was put aside for Cemetery software could be used for this purchase. J. Katwick stated that it was a request from the cemetery trustees, and that they are looking at a different company altogether and they are in the process now of having the software company go over what they have for them, different things that will match there cemetery, all towns are different. A. Rawson stated that BMSI is has some software that is based for cemetery's. J. Katwick stated that he is not aware of any of that. H. Thibodeau stated that it would be for in-house as there is going to be significant work. J. Katwick stated that any in-house work that needs to be done will be done by the Cemetery Trustees. H. Thibodeau was under the impression that the finance person would have to do some in-house work. J. Katwick stated that was news to him. J. Katwick stated that it might make sense to get together and talk about it and it may make sense to combine the software. T. Gray stated that H. Thibodeau should set up a time to get together with J. Katwick and the cemetery trustee and see what they can do.

**Review and Final decision of Audit proposals for Town 2016 Audit.**

H. Thibodeau handed the board two audit proposals. One was from the current Auditor which the cost has gone up from last year. The other is from a different company, which it is recommended that we change companies every few years and this would be the year to change. The board would like to hold off on deciding till the next BOS meeting so that they have had time to review the proposals.

**Discussion of Cash reimbursement policy for gift certificates.**

M. Beaulieu stated that this has to do with making purchases and getting reimbursed and offering gift cards to volunteers. M. Beaulieu thought that they had discussed this before about committee boards, department heads, anyone in the town hall, making purchases with their money and then getting reimbursed and how the board discouraged that, they developed the credit cards to discourage people from using their own money and to easily get what they needed. Second the gift cards that are offered to volunteers, M. Beaulieu discussed this with legal counsel and was told they cannot pay volunteers. T. Gray stated that the question he had on that was where they volunteers or did they donate, M. Beaulieu stated that it was written up as volunteers. T. Gray stated that they need to clarify the verbiage on Volunteers verses Donations. J. Katwick discussed his thoughts on the issue with giving gift certificates

to people whom donate their time and materials and does not see why giving them these certificates for \$50 when they have donated thousands of dollars is going to hurt anyone. T. Gray stated that he was in favor of reimbursing J. Katwick but still wants to get clarification on Volunteers verses Donations.

T. Gray motioned to reimburse J. Katwick the amount of the gift certificates for the donations to come out of the Town House Account. A. Rawson stated that moving forward anyone in the town of Milton needs to come to the Board of Selectmen and go through the process. J. Katwick stated that whatever the board decides for a policy he will abide by it like he does all the time. J. Katwick would just like to make sure he is following the right guidelines for the Milton Town house, he stated that the guidelines where; That anything up to \$5,000 only has to be approved through the town administrator, nothing to do with the board of selectmen, he asked if that has been changed? L. Brown stated that the town should have a policy on volunteers. A. Rawson stated that they should make this a part of the financial policy.

A. Rawson seconded the motion, all in favor, motion carried.

#### **Village District Notification to N. H. Secretary of State's Office-Letter from DRA**

- H. Thibodeau stated that they received a letter from DRA stating that the records at the secretary of state shows that the details of the formation of the Milton Water Village District where not found and Milton Mills Fire District which does not show as active. Town needs to provide the name of the District, the powers granted to said districts and the territorial boundaries of said district. The Board of Selectmen stated that H. Thibodeau should call DRA and let them know that the town is actively working on this. The board is requesting any information from anyone regarding the formation of the water district.
- H. Thibodeau stated that there was a complaint sent to them from a resident regarding the water district and their poor customer relations.

#### **Outside Payroll Bids.**

- H. Thibodeau stated that they had two bids and another one coming. The first one is from ADP and their bid was \$13,523.15, the second one is from BMSI their bid is \$6,148.00. Paycom bid will come in next week. T. Gray stated that BMSI is half the cost of ADP and wanted to know what BMSI is not doing compared to ADP. H. Thibodeau stated that BMSI is a small company based out of Franconia. M. Beaulieu stated that they should wait for the third quote from Paycom before deciding. The Board stated that H. Thibodeau should get a list of the towns that are using the software to see how they like it, T. Gray would like to compare what each company is offering for services to be sure they are all offering the same due to the amount difference. P. Hurd gave her opinion on ADP from past experience.
- H. Thibodeau stated that she has a copy of the MOU (Memorandum of Understanding) for the Milton Mills Cemetery to the town of Maine, Lebanon, and the town of Milton and she needs the board to sign it.

## **Approval of Minutes**

Tabled till next BOS meeting

## **Expenditure Reports**

A. Rawson asked H. Thibodeau what she anticipated was coming out the what is left, H. Thibodeau stated the encumbrances from tonight and some other things like electric bill etc. nothing that is really big. A. Rawson stated that they are in really good shape

## **Administrator Comments**

- H. Thibodeau stated that Chief Krause brought in a letter today from Corporal Andrew Magargee giving his resignation effective January 18, 2017. T. Gray motioned to accept Corporal Andrew Magargee's resignation with great regret, seconded by M. Beaulieu, all in favor, motion carried. The Board wishes him well.
- H. Thibodeau stated that she would like to thank all the department heads on a job well done on the warrant articles and thanked the highway department for a great job on the roads, and thanked the chief of police and fire and pat from the public works on letting her know how the roads are in the mornings.

## **Selectmen Comments**

- Rawson stated that they are looking for vendors for the winter carnival sometime in February, so if there are any vendors that are interested in wanting to participate in the winter carnival contact Ms. Brown at the town office her extension is #8.
- Rawson stated that he would like to see what they can do about getting rid of the Fire Station; they need to get a commercial appraiser. The Fire Department is moving to the new building in the next couple of weeks. T. Gray will check with someone he knows that may be able to do these types of properties.
- T. Gray stated that back a few meetings ago they had talked about the process of updating Permits etc. He received a call from a company called I-work, they are willing to do a webinar type presentation, and he stated he has no idea what it costs but would be good to get more information. P. Smith stated that he uses I-Work for the vehicle maintenance in town. T. Gray asked how he liked it; P. Smith stated he like it and explained a little about it to the board he stated that he pays about \$1,200 a year.
- T. Gray asked if they were on target to pay the County tax, H. Thibodeau stated yes they are.
- T. Gray stated that Brownfield advisory committee's next meeting will be held on January 18, 2017 from 1-2:30 at McCullan Center in Dover room 305.

## **Public Comments**

- P. Smith stated that he would like to inform the board that the Triple A Fence contract is moving forward, there has been a down payment put on that contract by a resident in town to start paying for that contract to be finished up, the plan is to get that finished up before the girls softball team hits the field.
- R. Neal stated that they had made plans to use the old lake side mart parking lot as a park n ride for the snowmobilers, that has become an issue with the railroad and now they don't have

permission to use the trails that they have used for 30 years alongside the tracks, the railroad is going back to the letter of the law 30 feet on both sides of the track cannot be used. So now they have a park n ride but no way to get to it. R. Neal is asking the board if they can use the parking lot in Lockhart field. The board agreed to allow them to use the parking lot.

- R. Krauss stated that he has received a check from Primex for the Hummer that burned, it was for \$11,333.00. R. Krauss stated that his hope was to use that reimbursement to put a piece of equipment into their cruisers for internet access, it is a ruggedized router that will give them better reception for internet and will handle a lot more than the air cards that they are currently using. The cost is about \$2,100 a car and he has 5 cars. T. Gray asked him if the chief was going to be getting another Hummer, the chief stated yes they're in the process of filing documentation with the federal government to try and get another one. The Hummer was no cost to the town.

M. Beaulieu made a motion to have Chief Krauss who receive the \$11,333.00 to use it for the Ruggedized routers for 5 cruisers, seconded by A. Rawson, all in favor, motion carried.

- L. Brown spoke about upcoming meetings of the Budget Committee, There are two public meetings coming up, the school budget public hearing is on January 12, 2017 at 6:30pm it will be preceded by a 6:00 regular Budget Committee meeting. The Town Budget public hearing will be on January 17, 2017<sup>th</sup> at 6:00pm.

### **Adjournment**

Motion to Adjourn at 8:30 was made by Chairmen Gray. Seconded by M. Beaulieu, All in Favor, Motion carried.

Respectfully submitted,  
Brenda Pabon, Recording Clerk

---

Chairman Tom F. Gray

---

J. Michael Beaulieu

---

Andrew O. Rawson