

Town of Milton
Board of Selectman Meeting
Monday, April 4th, 2016
Milton Town Hall
Meeting Minutes

Members in Attendance: Chairman Tom Gray(via conference call), Andrew Rawson, Mike Beaulieu, Jeremy Bourgeois, Interim Town Administrator, **Also in Attendance:** Toni McLellan, Recording Clerk

Public in Attendance: Rip Patten, Dale Sprague, Norrene Nason, Carrie Blackwood, Cynthia Copeland, Richard Lover, Caitlin Magargee, Richard Krauss, John Blackwood, Judy Blackwood, Michelle Beauchamp, Larry Brown

M. Beaulieu called the meeting to order at 6:12pm, welcomed everyone and announced that Chairman Gray is present via conference call.

The Pledge of Allegiance was recited.

M. Beaulieu stated that personnel and legal matters were discussed in Nonpublic Session and a motion was made to seal the minutes.

Acknowledgements

Birthdays –

Dennis Dube – Fire Department
Tyler Smith – Highway Department
Jacob Bourdeau – Fire Department
Richard Bobigian – Highway Department
Brian Boyers – Code Enforcement Officer
Kathy Wallingford – Assessing Director
Rick Dunton – Fire Department
Gary Pageau – Transfer Station
Lisa Delimont – Fire Department
Devon Pageau – Fire Department
Jason Shearn – Fire Department
Dana Smith – Land Use Clerk

M. Beaulieu thanked the employees for their service to the town and the people of Milton, and wished them a very happy birthday.

Department Reports/Business

1) Chief Krauss Re: Swearing in of Officer Blackwood - Chief Krauss stated that Officer Blackwood, a new Police Officer for the town of Milton, worked for the Durham Police Department for 3 years. She was with the Army Reserves MP unit for 5 years and also worked as a Corrections Officers in PA. She holds a Bachelor of Science degree from Penn State. She has a great deal of experience that she will bring to the job. M. Beaulieu conducted the swearing in of Carrie Blackwood as Officer of the Town of Milton. Her mother and father were present. Her mother pinned the badge on Officer Blackwood.

2) Chief Krauss Re: Town Administrator Hiring Process - Chief Krauss stated that he has a copy of all the resumes. There are 4 people that constitute the hiring panel. He will find one additional member. They will review the resumes next week. The panel will decide with whom to conduct interviews. They will bring the top 3 candidates back for a meet the candidates session. The candidates are a mix of department heads and residents. There are 27 resumes to review. Chief Krauss hopes to have everything back to the BOS by the second meeting of May.

3) Sewer – Dale Sprague Contract – D. Sprague stated that nothing has changed in the contract. The contract expires April 30th, 2016. It is (and has been) an annual contract. Chairman Gray stated that the town is operating on a default budget; the contract would fall under the operating budget so the COLA that D. Sprague (1.7%) is requesting cannot be approved. D. Sprague stated that the Sewer Department always has a contracted budget, and as such, he is not a town employee so the default budget should not apply. He stated that the BOS can treat a contract as desired. M. Beaulieu stated that he wanted to discuss the matter with Attorney Sessler to gain some clarity. J. Bourgeois will get in touch with D. Sprague to attend the next meeting.

New Business

1) Judd Newcomb and Rip Patten, Credere Associates, LLC Re: Brownfield Grant - Cynthia Copeland, Executive Director of Strafford Regional Planning Commission, and Rip Patten, consultant for the Brownfield Grants program were present. Judd Newcomb was not present. Credere was hired in December to assist the Strafford Regional Planning Commission in conducting environmental assessments. They are conducting an inventory of Brownfield properties. A Brownfield project is an underutilized or vacant industrial building/space such as a defunct gas station not used for the initial purpose any more. Developers typically do not want to develop the property due to potential environmental concerns. Credere assesses these properties for redevelopment. The point of the grant is to conduct any planning and environmental testing that may need to be done such as environmental assessments, lead sampling, underground storage tank removal, re-use analysis, and so on to open up opportunities for development/developers. They are starting clean-up and abatement work on Prime Tanning in Berwick, ME. R. Patten passed out a FAQ's sheet. R. Patten stated that the next Step is

compiling information. There is a Brownfield Advisory Committee that will meet to discuss the properties in the region and which property owners to approach. R. Patten stated that it would help to have input from the town on which properties are of interest. C. Copeland stated that she has lived for 14 years in a mill building that has been cleaned up because of the program. She stated that she felt that Brownfield Grants is an important and beneficial program.

2) Appointments – Casey Road Forest Committee/Economic Development Committee - A. Rawson made a motion to appoint Les Elder to the Casey Road Forest Committee. M. Beaulieu seconded. Motion carried. M. Beaulieu made a motion to appoint Cubbi Lirette to the Economic Development Committee. A. Rawson seconded. Motion carried.

3) Excess Records/Town Equipment – J. Bourgeois stated that there are 69 boxes of excess records in the basement to be shredded (following the clean-up by a professional company). He researched companies to conduct the shredding. He stated that the Town Clerk must be on site to witness the shredding and there is one company that offers onsite shredding (Northeast Record Retention – Hooksett, NH). The town would pay by the box (\$6.00-12.00/box) with this option and the total cost to the town would be \$300.00-400.00 (or more). The other option is to have an onsite mobile shred day in Milton. On the weekend, it would cost \$950.00 for a 3-hour minimum. Shredding during the week for a 3-hour minimum would cost \$500.00. M. Beauchamp stated that there are encumbered funds remaining (approximately \$1,500.00) from sorting through the files to determine which to shred. J. Bourgeois will look into whether the encumbered funds can be used for shredding. He asked for BOS approval for cleaning out the filing cabinets in the basement. The BOS granted permission and Chairman Gray stated that the excess filing cabinets can be sold, or donated. L. Brown inquired as to whether the price per ton for paper was worth considering having the town shred the documents and bringing the shredded material to the transfer station. M. Beauchamp stated that it takes an entire day to shred one box so it is impractical for a town employee to do it.

4) Deposit Transfer – General Account to EReg – On March 24th, 2016, a cash deposit was made to the General Account when it should have been deposited into the EReg account. M. Beauchamp is requesting permission for the Treasurer to transfer \$1,349.90 from the General Account into the EReg Account. A. Rawson made a motion to allow the Treasurer to transfer \$1,349.90 from the General Account to the EReg account. Chairman Gray seconded. Motion carried.

Approval of Minutes

March 21, 2016 – Regular Meeting Minutes – M. Beaulieu made a motion to accept the minutes as written. Chairman Gray seconded. Motion carried.

March 21, 2016 - Nonpublic Meeting Minutes 1st Session – M. Beaulieu made a motion to accept the minutes as written and to seal them as previously stated in the meeting. Chairman Gray seconded. Motion carried.

Expenditure Report

J. Bourgeois stated that there is a problem with the DARE Account line and that it seems to be overspent. Chief Krauss stated that the U-Services Account is not overspent; \$1500.00 goes into that account and that entire amount has not been spent. Chief Krauss stated that there is a reconciliation of accounts that needs to happen. It takes a while for the reconciliation to happen so it is a bookkeeping issue, not an overspending issue. Chief Krauss was concerned that residents will look at the amounts and come to the conclusion that the Police Department has overspent \$900.00 when they have underspent by \$700.00. He will look into the matter further tomorrow. J. Bourgeois will discuss the matter with the Treasurer.

Administrator Comments

J. Bourgeois Re: WEX Program Savings Update – He provided a report stating that for the period of March 9th – March 31st, 2016, the town has saved \$2,200.00 on over 2,000 gallons of fuel (includes diesel fuel).

Re: Website-Town Calendar – There was a request to have the town calendar on the town website. There is a google calendar now that will outline all town meetings and will link to the agendas.

Re: Benchmark Total Compensation Survey – The town received a request to participate in a benchmark total compensation survey. It is a wage survey in which the town is being asked to participate. In return, the town will receive a copy of the survey when completed (Thornton and Associates of Scarborough, ME).

Re: Eversource Energy Audit - Eversource partnerships with a company that will conduct an energy audit for the town. There are grants available through the state to replace old lights with new LED lighting. The town does not pay for the energy audit. Chairman Gray suggested checking with Andrew Kellar.

Selectman Comments

A. Rawson – Re: Card Credit Bill – He stated that the bill payment was lost in the mail last month. As a result, there was a late fee charge. This fee has been waived for one time only. J. Bourgeois will check with the Finance Director regarding payment options. A. Rawson stated that he would like to be able to make payments to a local bank. Chief Krauss stated that the bank is local. A. Rawson stated that even though the bank is local, payments must be sent to Texas (the local bank will not accept payments).

Re: Background Check Policy – He stated that there is no current policy for background checks. However, he would like to institute a policy. A town beach employee that has returned to Milton to work for the 5th season has had a background check 5 times. The cost is \$55.00 each time. He acknowledged the importance of background checks. However, he felt that this number of background checks were unwarranted and costly. He stated that new employees should be checked. Chief Krauss stated that if there is not a 365-day separation of employment, then a background check need not be run again. For a seasonal employee, employment is only suspended temporarily. Background checks cost the town \$2,000.00/year. J. Bourgeois inquired about using State Police for background checks without finger prints. Chief Krauss stated that even though somewhat slow, the state police conducting checks was most likely the quickest and easiest avenue. He felt the town's position on background checks may need to be reconsidered. J. Bourgeois will conduct additional research and present information at the next BOS meeting.

M. Beaulieu Re: Noise Curfew – Chief Krauss stated that the noise ordinance in town states that if noise is deemed “unreasonable”, it does not matter what time of day/night it is. However, it must be an amplified sound. If it is a radio speaker from a car for example, that can be dealt with through the town ordinance. Things that cannot be dealt with through the ordinance include: firearms (which can only be handled through action by the state legislature) and fireworks would need to be dealt with separately. An ordinance can be created to deal with fireworks or the existing one amended. Dates/times can be specified for fireworks to be set off (4th of July, New Year's Eve, etc). Rochester has such specifications for fireworks in place. A. Rawson stated that there is a problem with noise from fireworks around the lake during the summer. Chief Krauss stated that if the address can be pinpointed, the Police Department can visit the property and ask that they stop for the evening. People typically comply with the request. However, Fireworks are legal to purchase in the state of New Hampshire and the town ordinance currently does not cover fireworks. The town ordinance can be amended to include fireworks.

Re: Sign Ordinance – He shared a complaint about signs on utility poles. The ordinance says it is unlawful to affix, attach or display any advertisement on any object of nature. It does not specify in the language whether it is on private property or public property. The RSA excludes firewood. R. Lover stated that the RSA was amended in April, 2011. It was amended in 2014 for blueberry signs. R. Lover stated that Section (2134) F of the town ordinance is not the way the state RSA reads. Words have been deleted from Section F and that cannot be done to suit a town's need. He wondered, how can the blueberry signs on Evergreen Valley Road, a town maintained road, be legal. He stated that this has been a complaint of his for a number of years. L. Brown stated that the owner and operator of A1 Firewood tried to operate a business out of his home on Evergreen Valley Road, but that does not meet the guidelines of an agribusiness under town definition. He inquired who holds the right of removal of a sign once it is affixed. Chief Krauss stated that if the sign is affixed to a utility pole and it is on a town maintained right-of-

way, through direction of the BOS, the Highway Department removes the sign. R. Lover reiterated that the law still states that nothing can be affixed to a utility pole.

R. Lover stated that as long as the Brownfield Grants program is free for the town, it is a win-win situation. A. Rawson stated that the Brownfield Grants program is moving forward in the town.

Re: The WEX Program: He thanked J. Bourgeois for keeping up with the savings for the WEX program

Re: Stipend for the church – M. Beauchamp stated that the church was approached about a stipend for the for use of the facility for elections. She stated that the church did not want a stipend for hosting election-day voting at the church. They said that they are happy to host the town. In return, the town has done some needed repairs.

Re: Town Facebook Page – He inquired about who was maintaining the site. Chairman Gray stated that Rachel Cote was maintaining the site. M. Beaulieu stated that L. Elder was interested in maintaining it.

Re: Public Forum for the BOS – He suggested that the best place to hold a public forum hosted by the BOS may be Dunkin Donuts. He suggested that A. Rawson assume responsibility for the month of April, 2016 and Chairman Gray assume responsibility for the month of May, 2016. He suggested a good avenue of notification may be the town Facebook page and the town website. M. Beauchamp stated that it may be a good idea to alternate sites between Milton and Milton Mills. She suggested the library as a venue. M. Beaulieu would like to create a better connection between the BOS and the school through this avenue. He asked that J. Bourgeois include M. Tersey (who offered to be a liaison) for the next BOS meeting. M. Beauchamp asked that students be encouraged to participate.

Re: Prospect Hill Cemetery – He stated that the proposal has been accepted. The town of Lebanon would be the caretakers of the cemetery.

Re: Milton Beautification Program – He stated that Bruce Woodruff may be a good fit for the beautification program. There is money in the budget for the contracted service. Chairman Gray suggested meeting with B. Woodruff in a nonpublic session. J. Bourgeois will contact him to be present at the next BOS meeting.

Re: Recognition for Milton Residents - He stated that he would like to start a program recognizing Milton residents. Chairman Gray stated that towns such as Rochester have a “Citizen of the Year” program. He thought it was a great idea and suggested that recognition be

on an annual basis. Chief Marique stated that Bob Bridges created an employee of the year program. However, no one has been recognized with the program. J. Bourgeois will contact B. Bridges to get additional information about the program he created.

Re: Thank You – He thanked J. Bourgeois for serving as Interim Town Manager and doing a great job.

Re: Payback to Fire Department – Ambulance billing money received went into the General Fund instead of directly to the Fire Department. A. Rawson gave assurance that the Fire Department will be paid back. Chairman Gray recommended having a conversation with Pam Arnold regarding the matter.

Re: The Fire Department Facility - The price guaranteed contract for the new Fire Department has been signed and things are on track to move forward and break ground in May, 2016.

Re: Fire Department Bond – J. Bourgeois provided an update. A formal RFP and proposals are being worked on. By the next BOS meeting, there should be options to choose from. Chairman Gray made a motion to formally waive all building permit *fees* (although Building Permits will need to be applied for) for the new Fire Department. A. Rawson seconded. Motion carried. Chief Marique stated that the marquis sign at the Fire Department will be removed from the Fire Department site. It could be used for elections, or be put up for bid.

Re: Monthly BOS Workshop – He suggested temporarily adding a day/month in which to hold a BOS workshop in order to make progress on issues (until the BOS is caught up).

Re: Cost to Live in the Town of Milton – He stated that it is difficult for someone on a fixed income to afford the cost of living in the town. A. Rawson stated that there are services such as an excellent Police and Fire Department, and a school system which other small towns don't have. The entire picture must be looked at regarding the cost to live in a town. L. Brown pointed out that there is community information on the DRED website, which states that the cost of living in New Hampshire is 118%. This means that people pay \$18.00 per capita more than the national average to live in New Hampshire. He stated that the average age for the town of Milton is approximately 41 years and that there are 650 people in the town over the age of 65. There are 2,000 residential parcels, of which 1,500 are single family. He further stated that the High School graduation rate is above the Strafford county average. However, things fall apart a bit regarding technical and college education figures. The town of Milton income falls about \$4,500.00 below the county average, which ranges from a high of \$83,000.00 (or higher) in Durham to \$48,000.00 in Middleton.

Chairman Gray Re: Thank You – He thanked the town for the get well card. A. Rawson stated that he appreciates everything Chairman Gray does for the town.

Public Comments

Chief Krauss – Announced that the DARE graduation is Thursday evening at 6:30pm at the elementary school. He requested that at least one member of the BOS be present for the graduation.

R. Lover – He inquired of the BOS if they will enforce what is already on the books as a current ordinance (regarding signs). He requested that the BOS direct P. Smith to have the sign taken down.

Chairman Gray - He reiterated concern over the ability of the town to remove anything from a utility pole that is private (Eversource)

Chief Krauss stated that the signs on are the owner's private property. However, he has not taken measurements from the center of the road to the poles in order to determine if the signs are within the right-of-way of the town. If the signs are within the right-of-way, the town can remove them and if this is the case, the owner will be asked to remove the signs. M. Beaulieu will ask P. Smith to measure the distance. R. Lover asked M. Beaulieu to enforce what the BOS has already put in writing regarding signs in Milton. Chief Krauss stated that not one resident on the road has complained about the signs at any time.

L. Brown – He stated that he was at the Transfer Station and Eversource was setting the poles and running wires to the solar garden. He also requested that the BOS representative ask the Planning Board to waive all permit fees for the Fire Department Facility.

Chairman Gray stated that he would not be at the Planning Board meeting the following evening.

B. Graham inquired about what is being done to address the state of the barn on the corner of Bolen Road and White Mountain Highway.

The BOS will ask B. Boyers to look into the matter.

B. Graham Re: Senate Bills and the Right-to-Know Law and Senate Amendments - A discussion was held about discussions with legal counsel under the Right-To-Know Law and "non-meetings". The requests for information from members of the public can be extensive, he said. Chief Krauss stated that the intention of the senate amendment is that "non-meetings" do

not have to have minutes. If two members of the BOS, for example, attend the same cookout and have a conversation, the discussion would not require minutes.

B. Graham Re: Amendments – He stated one of the senate amendments would allow fees to be charged for making copies, but that fees could not be charged for records that are accessible and exist online (including inspection of such records that are already online and printable). Chairman Gray stated that the town does not charge for this service. M. Beauchamp stated that there is a fee for emailing documents with attachments.

M. Beaulieu closed public comment at 8:33pm.

Adjournment

A. Rawson made a motion to adjourn at 8:34pm. A. Rawson seconded. Motion carried.

Respectfully Submitted,

Toni McLellan
Recording Clerk

Chairman Tom F. Gray

James Michael Beaulieu

Andrew O. Rawson