

Town of Milton
Board of Selectman Meeting
Monday, April 18th, 2016
Milton Town Hall
Meeting Minutes

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

Public in Attendance: Bob Carrier, Dale Sprague, Joe Michaud, Sarah Rogers, Betsy Baker, John Katwick, Bruce Woodruff, Douglas Shute, Chris Jacobs, Larry Brown

Chairman Gray called the meeting to order at 6:05pm and welcomed everyone.

The Pledge of Allegiance was recited.

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

Acknowledgements – Update from 4/4/16

Passing's

Stuart Koff

Edward Facelle

A moment of silence was observed to honor the deceased and their families.

Department Reports/Business

1) Dale Sprague – Contract/Sewer Department – Chairman Gray stated that the contracted amount would be the same as last year (\$30,188.72), even though D. Sprague asked for an increase and it is a contracted position (not a town employee position). M. Beaulieu thanked D. Sprague for all his hard work, but agreed with Chairman Gray regarding the inability to accept an increase in the contract as town employees will not be receiving a raise due to budget constraints. M. Beaulieu made a motion to accept the contract with D. Sprague in the amount of \$30,188.72. A. Rawson seconded. Motion carried. M. Beaulieu made a motion to have Chairman Gray sign the contract. A. Rawson seconded. Motion carried. D. Sprague will sign the contract and will send it back to the BOS and J. Bourgeois. D. Sprague stated that what will be needed in the next 6 years amounts to regular maintenance and replacement of pumps, but nothing that would need capital expenditures.

2) Town Clerk - Transfer– The mistaken deposit occurred because the money went into a “default” account. M. Beauchamp will check to see if it is possible for the bank to shut off the “default” selection. She will update the BOS at the next meeting. A. Rawson made a motion to allow the Treasurer to transfer \$12,467.57 from the General Account to the Ereg Account. M. Beaulieu seconded. Motion carried.

3) Town Clerk – Petty Cash – M. Beauchamp is requesting an increase in the Petty Cash Fund. She has been in the position where she has had to use personal cash in order to make change.. She is requesting an increase in petty cash of \$100.00 for the Tax drawer to bring it to \$250.00. She is requesting an increase in the Motor Vehicle drawer of \$50.00 to bring it to \$250.00. The total increase is \$150.00 and will result in \$500.00 total for both drawers. M. Beaulieu made a motion to increase the Petty Cash Funds to a total of \$500.00. A. Rawson seconded. Motion carried.

New Business

1) Doug Shute Re: School Board Meeting Location - D. Shute is requesting use of the Town Hall on the second and fourth Wednesday of the month so that the School Board meetings can be (video) recorded. He would need access to the building. Chairman Gray stated that there is a key policy to abide by. The BOS discussed the matter and felt that access for D. Shute was a good idea.

2) Larry Brown stated that the reorganization meeting will be held this Thursday April 21st, 2016.

3) Recording Clerk – Chairman Gray introduced the new Recording Clerk, Jennifer Clarke. She will be recording for the BOS meetings and the Budget Committee. Toni McLellan submitted her resignation last week and her effective date will be following the next BOS meeting. She will record for this meeting and the next. Chairman Gray welcomed Jennifer Clarke.

4) Recording Clerk Resignation - Toni McLellan, Recording Clerk for the BOS for the past two years submitted her resignation last week for opportunities elsewhere. Chairman Gray thanked her and stated that she has done a great job and that she will be missed. She will record for tonight’s meeting and the next BOS meeting. A. Rawson made a motion to accept her resignation with regret. M. Beaulieu seconded. Motion carried.

5) Bruce Woodruff Re: Town Planning Services – Chairman Gray stated that the BOS appreciates all the work he is doing for Milton. However, he felt he should not have to do the work without pay. He stated that B. Woodruff has done a lot of work. B. Woodruff stated that he was willing to do the work without pay for the remainder of 2016 and that the work was his way

of giving back to his town. However, he will draft a contract. Chairman Gray stated that what was paid in the past should be the amount paid for this contract.

6) Milton Cemetery Association Lease Agreement RSA 289:2 (for Milton Mills Cemetery) –

The Town of Milton must have a cemetery in the town or use of one for the town. M. Beaulieu made a motion to accept the lease agreement for \$1.00. A. Rawson seconded. Motion carried. M. Beaulieu made a motion for Chairman Gray to sign the lease. A. Rawson seconded. Motion carried. J. Katwick also signed the lease.

7) Townhouse Stewardship Committee and Recreation Commission Appointments Re:

Swearing in for positions. J. Katwick pointed out that the positions are not elected positions.

However, it would be acceptable for the BOS to swear in appointees. Chairman Gray stated that the purpose of swearing someone in is to maintain accurate records with proper information. He does not want anyone to leave their post due to this issue. The Stewardship Committee Agreement will be read at the next BOS meeting. J. Katwick will ask all appointees to attend the next BOS meeting.

8) Recreation Commission – Swearing in – Chairman Gray conducted the swearing in of Sarah Rogers as Recreation Commission member.

9) Boat and Beach Passes – The option of purchasing the passes online and having the transaction(s) handled by the Town Clerk was suggested.

10) Eastern Bank Letter (Letter of Credit) – Chairman Gray noted a letter from Eastern Bank stating the credit has been extended from 12/30/15 to 12/30/17. M. Beaulieu made a motion to approve the extension of credit to 12/30/17 and to have the Chairman sign the letter of credit. A. Rawson seconded. Motion carried.

11) Electrical Permit Fee Waiver Request – M. Beaulieu made a motion to waive the electrical permit fee for the pump (for the town beach). A. Rawson seconded. Motion carried.

12) Ambulance Fund Reimbursement – The town of Milton owes the Ambulance Fund Revolving Account \$102,756.00. Chairman Gray stated that in the past, money mistakenly was deposited in the General Fund. J. Bourgeois stated that the balance owed to the Conservation Commission has been paid and he will talk with the Treasurer to determine what the town can comfortably pay (for the Ambulance Fund reimbursement) at this time. He will report back at the next BOS meeting.

13) Solid Waste Resignation – Chad Goudreau, Attendant at the Transfer Station has submitted his resignation. Chairman Gray thanked him for his work. M. Beaulieu made a motion to accept his resignation with regret. A. Rawson seconded. Motion carried.

Approval of Minutes

March 16, 2016 – Regular Meeting Minutes – M. Beaulieu made a motion to accept the minutes as written. A. Rawson seconded. Motion carried.

April 4, 2016 – Regular Meeting Minutes – M. Beaulieu made a motion to accept the minutes as written. A. Rawson seconded. Motion carried.

April 4, 2016 - Nonpublic Meeting Minutes – M. Beaulieu made a motion to accept the minutes as written and to seal Item 1 indefinitely. Items 2, 3 and 4 will be released. A. Rawson seconded. Motion carried.

Expenditure Report

J. Bourgeois stated that he has been paid through the part-time line and that is why the line is expended to the extent that it is even though this is not what the line was intended for. M. Beaulieu stated that the money can be moved. Chairman Gray stated that it is a bottom line budget and money can be moved from the full-time line.

Administrator Comments

J. Bourgeois Re: WEX Program Savings Update – He stated that for the month of March, the town realized \$2,251.28 in savings through the program. For the month of April, over \$1,000.00 was saved. Chairman Gray thanked M. Beaulieu for finding and researching the program and possible savings.

Re: Fire Station Bond – The Bond Council now has almost all needed paperwork from the town. They can then release the RFP. He noted that the IRS has not mandated a Post Issuance Tax Compliance Policy. Chairman Gray inquired as to the benefits of the policy. J. Bourgeois noted that it helps with the RFP and that the banks feel more comfortable with a policy in place. The policy would cost \$450.00. He suggested looking at draft policies from other towns. He stated that the purpose of the policy is to ensure that no action happens after the fact to call into question the tax exempt status of the town. He will make copies of the Durham and Gilford policies and will send them to the BOS.

Re: Metro Transportation Plan – He stated that there is a copy of the draft plan (2015-2040) from Strafford Regional Planning Commission available for review. Public comment begins April 19th and ends June 2nd, 2016 The public hearing is June 17th, 2016 at 9:00am.

Re: Town Reports – UNH has all town annual reports dating back to the 1920's (with the exception of a few). He is working on updating UNH files and compiling the reports digitally into one file making it a searchable database.

Re: Remaining Encumbrance Fund - He has been able to find out that it would be acceptable to use the remaining encumbrance funds for document shredding.

Re: Energy Management Consultants (working on behalf of Eversource) - He did a walk through with Energy Management Consultants to determine whether the town qualifies for funding programs. The town will receive a report within the next few weeks.

Re: Town Administrator Search Committee Update – He emphasized that the Search Committee is considered a public body. Proper procedures must be followed.

Re: MS535 – Financial Report of the Town (done by Auditors) – A financial report was received today and it has been forwarded.

Re: Request From Lebanon Voice For Case Against The Town –M. Beaulieu questioned whether the case had been settled. J. Bourgeois stated that there had been a request for information. He consulted with the Attorney and released what was requested. The Attorney stated that the case had been settled. M. Beauchamp stated that the former Town Administrator, E. Dionne provided her with a copy of the settled case. Chairman Gray stated that the BOS had not received the information that the case had been settled.

Selectman Comments

A.Rawson – Re: Summer Camp – Summer Camp starts June 20th, 2016 (Town Beach). Applications are currently being accepted. Anyone interested can speak with K. Brown, Recreation Department.

A. Rawson Re: Town Beach – June 11th and 12th, 2016 are the dates for the summer kick-off at the Town Beach. There will be a boat race. Interested vendors should speak with K. Brown, Recreation Department.

Re: Roadside Cleanup – He stated that the Roadside Cleanup will be held this Saturday, April 29th, 2016 from 9:00am – Noon. Anyone interested can speak with P. Smith at the Highway Department to get bags for the event.

Re: Health Insurance – He would like to begin to research health insurance. He wondered how many employees subscribe to the health insurance plan that do not use it. There may be

opportunities to save money. There may be buy-back plans. However, he does not want to remove coverage for anyone that needs it. He asked that J. Bourgeois look into the matter.

J. Bourgeois stated that the BOS received a rate sheet in November, 2015 from School Care. The BOS agreed to their rates and agreed to be a member. He wondered if the BOS wanted to remain a member. There are opportunities to look at other plans available to the town.

M. Beaulieu Re: The next Budget Committee meeting will be held April 21st, 2016. He shared an agenda with the BOS for the meeting.

Re: M. Tursi – He could not be present for the meeting tonight, but will be able to attend at a future date.

Re: NH The Beautiful Litter Free Program – He has signed up for his road.

Re: Public Forum – A. Rawson will be holding the next Public Forum at the Dunkin Donuts in Milton this Sunday, April 24th, 2016 at 9:00am. J. Bourgeois will see to it that it is posted on the website and Facebook.

Re: Town Facebook Page – D. Smith will be maintaining the Facebook page, effective immediately.

J. Bourgeois Re: Background Check Policy - He is checking with Primex and gathering information from other communities.

Chairman Gray Re: Brownfield Grant Assessing Committee – He serves on the Committee and has made contact with the caretaker and has made several calls to the owner of the Milton Leatherboard Building (John Jameson). Neither has interest in doing anything with the building, but the owner maintains that there are no hazardous materials in the building.

Re: Facebook – He stated that there is a person on Facebook alluding to litigation. He offered a word of caution to avoid responding to this person because it is a legal matter.

Public Comments

J. Katwick – He apologized for not getting on the agenda. He is requesting approval for a fundraiser at the Milton Townhouse. The fundraiser would be a concert (country and Bluegrass) from 5:00-7:00pm on Saturday, May 14th, 2016. The entry fee will be \$5.00. All proceeds would go towards the restoration of the Townhouse. Refreshments will be sold. Insurance for the event will be in place. The Fire Department has inspected the site and it will be re-inspected to ensure

everything meets code requirements. A. Rawson made a motion to approve the fundraiser. M. Beaulieu seconded. Motion carried. J. Katwick will send both Facility Use Agreements to the BOS. He requested permission to ask D. Smith to put the event on the website and the Facebook page.

J. Katwick – He stated that there is a lot of interest in the Cemetery Committee. There are 3 new volunteers. In addition, a Boy Scout has inquired about the possibility of doing a project at the cemetery in order to become an Eagle Scout.

J. Katwick – He is developing a new website for cemetery business. He needs the software and a laptop. Suzanne Baybell is helping with the task. He would like to request permission for D. Smith to help with the website. Chairman Gray stated that it would be possible for her to help if the additional work does not overburden her. J. Katwick will have a conversation with D. Smith to determine if it is possible.

J. Katwick Re: The Need for the Town to Cut Costs – There was a discussion about the need for the town to cut costs. He presented the possibility of going to a half-time Town Administrator.

Resident Joe Michaud inquired about right-of ways stating that there has been some digging in the area of his and his neighbor's property and his driveway was blocked for a period of time without anyone asking him or his wife. He does not want access to his house impeded.

K. Wallingford stated that it comes down to establishing boundary lines, which means having the property surveyed. It would be a survey company that would install pins for property boundaries.

Chairman Gray stated that the right-of-way will be used from this point forward so the driveway will not be blocked. However, he agreed with K. Wallingford that it would help to have the area surveyed and pins installed.

L. Brown stated that Conservation Commission, Recreation Commission and Forestry Commission members are appointed by the Town. The BOS has the power to determine make-up of the Commissions.

Chairman Gray closed public comment at 7:50pm.

Chairman Gray motioned to go back into nonpublic session at 7:51pm under RSA 91-A: 3, II (a).

Respectfully Submitted,

Toni McLellan
Recording Clerk

Chairman Tom F. Gray

James Michael Beaulieu

Andrew O. Rawson