

**Town of Milton**  
**Board of Selectmen Meeting**

Milton Town Hall

Monday May 2<sup>nd</sup>, 2016 6:00 P.M.

**Chairman Gray called the meeting to order at 6:06pm and welcomed everyone.**

**Members in Attendance:** Andrew Rawson, Mike Beaulieu, Chairman Gray

**Also in Attendance:** Interim Town Administrator Jeremy Bourgeois, Recording Clerk Jennifer Clarke, Toni McLellan, School Representative Douglas Shute

**Public in Attendance:** Bob Carrier, Bob Graham, Betsy Baker, Lynette McDougall, Nick Marique (FD Chief), Larry Brown, Michelle Beauchamp (Town Clerk/Tax Collector), Donna Nelson, Thomas McDougall

**Pledge**

**Acknowledgements**

Birthdays: Evan Favorite, PD – Gerald McKay, FD – Pamela Arnold, Treasurer – Jarod Wheeler, FD – Andrew Rawson, BOS – Norma Corrow, Clerk's Office

Passings: Jean Aubert – Lucy Gutowski – Therese Grondin – John Reynolds

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

**Department Reports/Business:**

**1. Schools- Superintendent Tursi**

Doug Shute: CIP program – revision being made. Changes to the administration will be announced to the public. M. Beaulieu requests copy of Harriman report. D. Shute mentions online and at the Library. M. Beaulieu stated he would like D. Shute to sit at the table as he is a rep for the school board. D. Shute mentions looking for students to volunteer in the community. A minimum of hours will be set.

**2. Hazard Mitigation Plan Grant**

Fire Chief Marique: Mentions update needed for grant every 5 years. Need \$2000 match. Strafford Regional taking care of writing the plan. Looking at Feb-Mar 2017 to get started with completion Spring 2017. Motion to approve the Federal Emergency Management Agency (FEMA) grant agreement for the update of the Milton Hazard Mitigation Grant Program and to authorize Chairman Gray to sign made by M. Beaulieu. Second by A. Rawson. Motion carried.

**3. Fire Station Contract, - Motion to approve the contract agreement between Cowan Goudreau Architects, PLLC and the Town of Milton dated April 5, 2016 for the construction of the new Fire Station and to authorize the Chairman Gray to sign. Second A. Rawson. Motion carried.**

**4. Strafford County Public Health Network MOU Update, - Chief mentions changes made in the group. Dave Hutchinson used to run through Avis Goodwin. Now American Ambulance. There is an updated Memorandum of Understandings (MOU) from Strafford County Public Health Region. Motion to approve the Strafford County Public Health Region MOU revised April 5, 2016**

and to authorize Chairman Gray to sign made by M. Beaulieu. Second by A. Rawson. Motion carried.

5. **Ambulance Fund Reimbursement** – Motion to authorize repayment to the Town General Fund in increments of \$20,000 per year for four years and a final payment of the remaining balance of \$22,756.12 in year five made by M. Beaulieu. Second by Chairman Gray.

#### **New Business – Discussions and Possible Actions:**

1. **Purchase Order- Town Beach Tables and Benches** – (Recreation CRF) Motion to authorize purchase order number 16457 and payment in the amount of \$3,154.45 to Commercial Site Furnishings for park benches for the Milton Town Beach. made by A. Rawson. Second M. Beaulieu. Motion carried. A. Rawson moved to authorize the reimbursement of \$3,154.45 out of the Recreation Capital Reserve Fund and into the General Fund. Second by M. Beaulieu. Motion carried. L. McDougall asks if local vendors have been used for the park benches. Chairman tells her that there is not a local vendor for this specific equipment and offered the brochure for her review. BOS stated they use local vendors whenever possible.
2. **Fee Waiver Request- Fire Station** – permit fee waiver request for Electrical and permit fees waived in prior meetings per Chief Marique. Motion made to waive all permit associated with the construction of the new Fire Station issued by the Code Enforcement Officer made by M. Beaulieu. Second by A. Rawson. Motion carried.
3. **Outstanding Bills- Sewer – From Dana Smith**
  1. To abate the outstanding bill for properties that were taken by tax deed: abate a and b
  2. For the Selectmen to make a decision to refund or waive the credit owed to the property owners: Re: credit owed to residents – M. Beauchamp brings up the point that the cost of the checks and the postage are more than is owed for some. BOS decide to waive all refunds \$5 or under: b, d, f, g, h and i. Refund granted for: a, c and e.
  3. For the Selectmen to decide to request payment in full or waive outstanding charges on non-lien properties – BOS decides to waive b, f and j due to new ownership and g which is under \$5. Request of payment from land use clerk for – a, c, d, e, h, i and k. Motion made by Chair. Second by A. Rawson. Motion carried.
  4. Permission to send bills – all but d. Motion made by Chairman Gray. Second by A. Dawson. Motion carried

#### **BOS Motions for Hiring:**

1. Motion to hire Adam Cutter for the part-time attendant position with the Solid Waste Department at the rate of \$11.00 per hour. Motion made by Chairman Gray. Second by A. Rawson. Motion carried.
2. Motion to hire Christin Chelsey for the seasonal beach maintenance position for the Parks & Recreation Department at a rate of \$10.00 per hour. Motion made by A. Rawson. Second by M. Beaulieu. Motion carried.

3. Motion to hire Michael Wayne for the part-time seasonal beach maintenance position for the Parks & Recreation Department at the rate of \$9.00 per hour. Motion made by A. Rawson. Second by M. Beaulieu. Motion carried.

**Approval of Minutes:**

1. April 18, 2016 Nonpublic – minutes accepted as is. Motion to approve 4.18.16 nonpublic first session as previously sealed with the exception of item 1 (1 released), made by M. Beaulieu. Second by A. Rawson. Motion carried.
2. Nonpublic session two – motion to approve nonpublic session two as previously sealed made by Chairman Gray. Second by A. Rawson. Motion carried.
3. April 18, 2016 Public – Remove on “conference call”; remove everything after “Jennifer Clarke”; Fix spelling on Tursi; should say “the owner of the Milton Leather Board Building”; add Joe Michaud in place of “the Resident”. Jeremy mentions petty cash discussion from the minutes needs a revision.  
Motion to approve minutes with corrections as noted made by Chairman Gray. Second by A. Rawson. Motion carried.

**Expenditure Report:**

1. BOS stated on target. Jeremy agrees town is on track. BOS agrees to put expenditure report on website and Facebook page.

**Administrator Comments:**

1. WEX Savings Update – March 9-April \$4185.46 savings. Chairman Gray suggests WEX savings report be posted online.
2. Milton shred day scheduled May 18, 2016, 9-12. Chairman Gray stated mail needs to be sent to clarify what is and isn't allowed to be shredded.
3. Bond docs with bond council. RFP should go out any day, proposals for next meeting.

**Selectmen Comments:**

**A. Rawson - Re: Town Gazette.** Asks for opinions on putting info back into the Gazette. Chairman Gray stated that BOS should put info back in the Gazette to let the residents know what is being worked on, i.e. “From the Board”. Starting June info will be put in the Gazette. Have ideas ready for 5.16.16 meeting.

**A. Rawson - Re: Workshops.** Insurance by-back for town employees. Potential area for savings. Over \$10,000 a year spent. \$3000 a year by back, per plan, paid 4 times over the year with proof of health insurance, \$4000 for a two person and \$TBD for family. He would like to move forward. Chairman Gray in favor of the proposal. Need to know how to implement. A. Rawson will have complete proposal for 5.16.16 meeting. L. Brown brings up points for research – Number of employees that fit criteria? Impact of use? Expansion 1-2? Impact of quarterly dates? Implications of being at-will employee? Experience of structure that insurer can provide from similar towns?

**A. Rawson - Re: When to schedule workshop.** Open to public, schedule of meeting room to be determined. Wednesday 5.18.16 at 5:30 pm (insurance) and Wednesday 5.25.16 (personnel policy) at 5:30.

**A. Rawson - RE: Library.** Asks Betsy about schedule. Magician at beach, waiting for L-Chip approval for work on second phase, discussing capital improvement plans. L. Brown – Library has very little grass and a lot of sand. It is tracking into the library. Cost of asphalt is high \$1-1.50 per square foot approximate.

**M. Beaulieu – Re: Multiple bank Accounts.** Asked Michelle talked to the bank, they cannot change the default. And treasurer about two diff accounts. Called tax collectors in the area, and 30 of them only use one account. M. Beaulieu says he will ask Pam about the need for two accounts.

**M. Beaulieu – Re: Technology purchases.** Discusses the laptop for the recording clerk. Suggestion to look up pricing on a laptop. Also, idea for laser printer for sensitive documents. Jeremy will look at prices on printers and present to the board.

**M. Beaulieu – Re: Bruce Woodruff contract.** Draft was sent to J. Bourgeois

**M. Beaulieu – Re: Karen Brown and bank accounts.** Would like to talk to Pam about changing the account. Karen has also applied for a credit card.

**M. Beaulieu – Re: Fire Station.** Ground broke for fire station. Jeremy requested copy of schedule

**M. Beaulieu – Re: Road side clean-up.** Less garbage collected this year was the consensus overall.

**M. Beaulieu – Re: Public forum.** Date and time needs to be set by Chairman Gray.

**Chairman Gray – Re: Planning board.** CIP rating and ranking, what is the tie-in to the master plan? Tight or loose. Bruce Woodruff going over level of importance. BOS state lucky to have Bruce Woodruff

**Chairman Gray – Re: Brownfield Advisory Committee.** Milton Leather Board has no interest. Potential: blue house on ridge, 1121 White Mountain Highway to prep for auction. Lockhart field possible.

**Chairman Gray – Re: Around town; buildings.** Falling down buildings, eye-sores; M. Beaulieu stated letters sent out for cease and desist warnings sent. Center of Town, Milton Mills, etc. B. Graham stated brought RSA to M. Beaulieu with information.

**Chairman Gray – Re: Boat ramp, TPPA –** looking for washing station. A. Rawson says rec association is taking care of it. M. Beaulieu stated that they are cleaning up the bottom of the pond.

**Chairman Gray – Re: Town House Comm.** Close to end of Town House rebuilding. 5.14 event planned, need someone and John Katwick would like to be in charge of evacuation. BOS blesses John Katwick as in charge of event evacuation.

**Chairman Gray – Re: Swearing in of members/volunteers.** Swearing of board, 4 sworn the rest volunteers. Chairman running it by J. Sessler

**Chairman Gray – Re: Use words wisely.** Last meeting there was a comment made regarding a town in MA, Chairman stated that people need to be careful about what is said because it could be offensive.

**Chairman Gray – Re: Nonpublic docs.** Need to be put in sealed envelopes. Lynette McDougall – has there been anything put on documents to show they are classified? Or on the envelope they are in? JB will get a confidential stamp

#### **Public Comments:**

L. Brown – Re: Fire station. Comment about doc discussion was nonpublic to the benefit of the town to disallow contractors to not start bidding at town numbers

L. Brown – Strafford Regional, is still transport Avis designee,

L. Brown – What is the procedure for contaminated wash water not returned to the lake? BOS stated that the boats will be washed with only water, before and after and an area near the entrance.

D. Nelson stated that the distance will be in a manner that is not destructive to the lake

A. Rawson stated plan to be down by the gate house.

L. Brown – mentions properties to develop

D. Shute picked up key and code for the Town Hall for the school board meetings

B. Graham accompanied Milton homeschoolers to the state house, he mentions how smart they are. Also stated would like BOS part of the Memorial Day parade.

**Other Business:**

None

**Next Meeting:** Next meeting scheduled for Monday, May 16<sup>th</sup>, 2016

**Statement – Chairman Gray closed public comment at 7:42**

**Chairman Gray motions to go back into nonpublic session under RSA 91-A: 3 II (d)**

**NOTE:** This meeting was videotaped

**Respectfully Submitted by:** Jennifer Clarke

**Date Approved:**

These are **DRAFT** minutes until approved by the Board of Selectmen: \_\_\_\_\_