

Town of Milton
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Milton NH, 03851



Planning Board
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Tuesday, August 4th, 2020
Meeting Minutes
6:30 P.M.

Present Members: Bob Graham, Lynette McDougall, Larry Brown (Alt), Jonathan Nute, Ryan Thibeault, Vice Chair, Brian Boyers, Chair

Absent Members: Matt Morrill (Selectmen's Representative), Brian Boyers (Lost power after initial Roll Call and accepting of minutes), Joe Michaud.

Staff Present: Bruce Woodruff, Town Planner; Julius Peel, Land Use Clerk; Karen Brown, Parks and Recreation Director.

- I. **Call to Order:** Chairman Boyers called the meeting to order at 6:32 PM. Town Planner Bruce Woodruff read the following statement into the record: **In accordance** with NH RSA 676:5 & 676:7 and the Governor's Emergency Order # 23, the Milton Planning Board is holding this regularly scheduled meeting remotely using the Zoom web-based teleconferencing platform. Participants are not physically present at one meeting location. All discussion shall be discernable for citizens viewing and listening to the meeting through Zoom.

If Citizens have questions or comments for the Board; please submit them via email to Bruce Woodruff, Town Planner at: banduvian@msn.com prior to the meeting or during the time allocated for Citizen Input or Public Comment during a hearing under consideration. Emails will be read into the record during the public comment portions of the meeting.

Citizens may also call into the meeting via 646-558-8656 or 312-626-6799 if you have no computer, laptop, tablet, smartphone, or broadband access. You will have to enter the meeting ID and the password below. Please listen to the Zoom meeting to ascertain when to "raise your hand" to speak. When you wish to speak, press * (star) 9 on the phone to "raise your hand" in the meeting. If there is a major problem with hearing the meeting, please call 603-767-3287 **Please watch** the Zoom meeting to ascertain when to call.

II. Public Comment:

Chairman Boyers open the floor for public comment. The Planner checked the emails and found none, and checked the phone line and the participant list on zoom so no comments therefore public comment closes.

III. Review/Approval of Minutes:

July 7th Minutes

No discussion about the minutes

Bob Graham motions to accept the minutes of July 7th, Seconded by Larry Brown. The vote is approved with 4 members voting yes. Ryan Thibeault abstains. The Motion Passes accepting the minutes from July 7th.

July 21st Minutes

Larry Brown notes that there was a word choice error within the document. Bruce explains that the document should say answer the Wakefield Planning Board. He also stated that the town planner and supportive staff have the ability to fix any scribe errors before posting publicly.

Larry Brown motions to accept the minutes of July 21st, with edits, Seconded by Bob Graham. The vote is approved with 4 members voting yes. Ryan Thibeault abstains. The Motion Passes accepting the minutes from July 21st.

IV. Capital Improvement Program Discussion with Department Heads: Karen Brown

Bruce shares his screen, revealing the spreadsheet with the Rec Dept. projects funding on it. Karen begins to explain that she is returning to the board to ask for the \$15,000. This is the same amount that she had used for the first capital improvement budget and a decrease from last year's request. Karen explains that the beach ramp is a hazard and needs to be fixed. If the 15,000 is approved, she would add that with capital reserve funds to spend roughly 34,000 to purchase the ramp. As of right now, these costs are not fully determined as there has not been a quote for the construction costs. Once she finds out the total costs, she hopes to offset some of the labor cost with the assistance of DPW. Karen also points out that there might be financial support from a community member, but that amount is undetermined.

Karen notes that the boat launch has brought in a revenue of \$5,060 to the town so far this year, and to ensure that this revenue continues she believes that the town needs to continue maintenance of this boat launch. She also mentions that the beach has generated \$29,000 worth of income for the community this year. Ryan T. asks what the anticipated costs for operating the beach. Karen explains that the costs are roughly 1,5000 a week in

payroll. With COVID, there has been an increased usage of cleaning supplies and the number of hours to clean. Ryan T. continues to ask that about the 15,000 that was approved in 2017. Karen answers this by saying that when this money was approved the department received pushback from the community about what it would be used on, so they put it in a revolving fund for a future purchase. Bruce asks if this will be enough to purchase and complete this project if they match the 15,000 again. Karen explains that the ramp itself is roughly 25,000 and she does not believe that the 5,000 will be enough to finish the construction portion of the project. She plans on finalizing the amount of this construction soon.

Ryan T. explains that he is not sure how he can support this project without fully understanding the costs if the plan is to build this within the next year. Karen explains the difficulty of receiving the total for this project as there are a multitude of moving pieces. Lynette M. states that she believes that the board needs to have more of a plan before it can decide. Planner Woodruff requested that the form C be completed to show the entire project years and costs, saying that it was incomplete.

(At this point it is noted that the Brian Boyers has disconnected due to power failure)

Bruce explains that since Brian has lost power and will not longer be able join the meeting, he suggests that the meeting should be adjourned. He also notes that he would like to end discussion with Karen and pick up later. Bruce also states that they are missing Ernest (Town Administrator) and Patrick Smith (Public Works Director).

Larry B. explains that he had done some quick math during the meeting and believes that he knows how he would like to see this project presented to the board. Karen states that she is not entirely sure of the process to gather all the necessary information for the boat launch and asks Larry if he would be willing to help her with the project. Larry agrees and the two state that they would get together on Thursday to begin work on finalizing a new project form to present to the board.

Ryan T. notes that since the chairman is gone, and due to the recommendation from Bruce, he would like to put the meeting on hold. Larry begins to motion for adjournment, asking Bruce if he would suggest this action. Bruce states that he would like to talk about a schedule and asserts that he feels like the community is not doing enough to come to these meetings. He also states that this is the same thing that has happened last year and if the town wants to avoid another default budget then it needs to keep on schedule.

Jon Nute asks if the board has quorum to continue the meeting. Bruce answers that since there are five members of the board present there are enough present. Ryan, as vice chair,

will sit in for the chair and run the remainder of the meeting. He states his concern that since we are missing department heads, he is unsure if they should continue. Jon Nute explains that he feels the board needs to do its part to push this budget forward and continue the CIP.

To continue the meeting, Bruce puts the CIP back out to the boards to look at and notes that the board needs to critique at each of these capital projects. He wants to see the board ask department heads what needs to stay in the CIP and what can be pushed until a later date. Since the department heads are not there, he states that these questions need to be formed.

Ryan T. asks Bruce about future meetings and which department heads are left. Bruce Answers that they still need to talk with DPW, Fire, Recreation, Town Administration, and the school. He explains that there is still a lot of people to talk with and that the board needs to move. Ryan T. suggests that because of the workload he would like to establish another meeting this month. Bob G. agrees that an additional meeting this month would be good and after suggestions from Bruce the 25th was chosen as the date.

V. Adjournment

Larry Brown motions to adjourn, Seconded by Bob Graham. The vote is approved unanimously. The Motion Passes adjourning the meeting.