Town of Milton
Board of Selectmen Meeting
December 16th, 2019
Milton Town Hall

Board of Selectmen Attendance: Chairman Ryan Thibeault, Vice Chair Erin Hutchings, Andy Rawson, Town Administrator Ernie Creveling, Recording Clerk; Danielle Marique

Public Attendance:

Meeting call to order
R Thibeault welcomed all in attendance reciting the pledge.

Public Comment:
J. Katwick: Stated the Town House Restoration Committee has completed the restoration phase and happy to announce that 2019 will be the final year of the stewardship agreement. Minor continuations will be done on behalf of members and himself there are no longer needs for state funding. There are plans for an open house sometime in the upcoming spring and have received multiple requests to utilize rental of the building.

L. Brown: Expressed concerns with the 3-acre parcel on Route 75 as part of the Casey Road project which is currently the only park land property in town valued at $24,000.

New Business:

1. **Town Clerk/ Tax Collector Letter of Appreciation**
   E. Creveling recited letter submitted by Town Clerk/ Tax Collector Beauchamp for her gratitude on the assistance she received with the preparation of tax bill mailings.

2. **2019 Encumbrances Discussion**
   E. Creveling reported the full list of encumbrances for 2019 has not been submitted in its entirety, however, will have material for the December 30th meeting.

3. **Town Report Dedication Discussion**
   E. Creveling reported there has been a nomination for the Town Report Dedication to Victor Joos who spent many years assisting the town. R. Thibeault stated time allows for more nominations for the dedication and will review any further that come to their attention prior to a full decisioning. Requested that a posting to the Town website be made for acceptance for nominations.

4. **Police Patrol Room Equipment Purchase Request**
   R. Krauss presented a quote from Exterus for office and patrol room reconfiguration options including 5 computers and desks. Stated minimum electrical work is not included in the quote but would have one by the next meeting of December 30th for the boards approval of electrical work to be completed. E. Hutchings questioned where the costs

would be expended from. R. Krauss stated the 2019 police budget has approximately $140,000 remaining for the year. E. Hutchings questioned the costs associated with the ongoing dog warrant issue. R. Krauss stated out of the potential $36,000 there will be no costs to the town.

Motion: *R. Thibeault moved to approve the purchase and installation of the office and patrol room equipment from Exterus totaling $12,175.90. A. Rawson seconded 3-0.*

5. **Heritage Commission Discussion**

E. Creveling stated there is material provided explaining multiple different options and purviews of the possibilities of a Heritage Commission. B. Woodruff stated duties do not stop at buildings and can assist with any culture importance of the Town. K. Katwick stated he is in favor of the possibility of a Heritage Commission for the Town and that there are currently only 54 in the entire State of New Hampshire. E. Crevling stated there is a magnitude of work to be done prior to being apart of the warrant articles for the upcoming voting year however there is proven benefit to Heritage Commissions. The Board's consensus was expressed to examine possibilities to continue forward. B. Woodruff recommended appointed terms versus elected commissions and the ability to accept, expend and collect funds for projects. J. Katwick suggested reaching out to local heritage commission members with experience to help assist with decisioning and to follow up on process at a continued board of selectmen meeting.

6. **Capital Improvement Program Recommendations Discussion**

B. Woodruff stated the Planning Board's goal was to be at a maximum spending of $500,000 for the 2020 year and that the Planning Board rated projects into priority order then review priorities as a whole. There was attempted to make adjustments based on suggested spending limits and full dollar amounts were adjusted. R. Thibeault stated he was not involved of the ranking of the Planning Board CIP discussion. B. Woodruff stated the potential development of CIP committee to pass along project from the Planning Board responsibilities may be something to review and consider in the future. R. Thibeault stated subsistence deadline proved to be an extreme importance this year especially. A. Rawson expressed concern with the ranking and support for European Naiad project especially with grant availability diminishing in years to come.

7. **Preliminary Town Warrant Article Discussion**

Proposed Article 8 Highway & Road Construction Fund, Planning Board suggestion of $300,000 department recommendation of $350,000 which is the same as 2019. T. Thibeault stated the Planning Board has requested knowledge of a Road Improvement Program each year so there is information about how monies will be spent each year.

Proposed Article 9 Fire Department Equipment and Apparatus Capital Reserve Fund, attempt to reallocated funding in 2019 there was approved $70,000 and request of $40,000 in 2020. N. Marique stated the money for the air pack grant allows allocation for

other projects. Stated he still recommends $70,000, believes with fleet replacement plan $70,000 is lower than needed but would support $40,000 instead of a lessened amount.

Proposed Article 10 Highway Department Special Equipment Capital Reserve Fund, Multiple equipment associated in article. 2019 allocated $29,000 and only $25,500 in 2020.

Proposed Article 11 Highway Department Vehicle Fund, request was $49,000 and $23,000 in 2020

Proposed Article 12 Municipal Buildings Fund, request in 2019 for $50,000 was not approved by voters, request for 2020 is at $40,000. Discussion of the library boiler costing $20,000 alone.

Proposed Article 13 Milton Free Public Library Capital Reserve Fund, request in 2019 was for $52,000, the 2020 request is $20,000 due to the building being in the final phase of the project and the plan for 2020 is reporting completion for grant work for the final roofing project.

Proposed Article 14 Milton Technology Fund, All new computers were purchased with the monies received with the State unanticipated allotment which results in the reduction request.

Proposed Article 15 Geographic Information System, this is a continual project with continued needs.

Proposed Article 16 Bridge Capital Reserve Fund, request for 2020 remains at $25,000.

Proposed Article 17 Eradicate Invasive Species, previously invoiced for partial money and requested to encumber the remaining amount allocated to the project based on 2019 warrant article. Suggestions of establishing an expendable trust fund to have the ability to expend from continually and still appropriate money each year.

Proposed Article 2 Zoning, B. Woodruff will know for sure if this is needed after the upcoming Planning Board meeting.

Proposed Article 3 Operating Budget, total configuration forthcoming from the Budget Committee.

Proposed Article 4 School Resource Officer, will obtain legal opinion on exact verbiage of article.

Proposed Article 5 Contingency Fund, can put further conditions and/or advisory committee if so choose.

Proposed Article 6 Optional Tax Credit for Service-Connected Disability, increase to $2,500 in exemption amounts.

Proposed Article 7 Change Current Part time Deputy Town Clerk/Tax Collector Position to Full Time, R. Thibeault stated there was past discussion on including this article or not but a final decision was not made. Expressed concern with continuing with the SRO position and add in an additional article for salary step plan for all town employees, explained he would rather see better efforts and attention to employee retention than new employees. Board consensus was to remove this article from the 2020 list.

Proposed Article 17 Elected to Appointed Fire Chief, R. Thibeault questioned the legal option of having the current chief remain in position of appointment. E. Creveling stated legal opinion would be needed.

Proposed Solar Garden Ratification Article, E. Creveling stated the original solar garden agreement did not go to Town vote as required by law and the contract has been amended for lease payments. R. Thibeault questioned the possibility of the Board to enter such contracts. E. Creveling stated further discussion was to follow in nonpublic.

R. Thibeault stated as a reminder any potition articles must be received by January 14, 2020. E. Creveling stated the current unassigned fund balance is approximately 14% which is at DRA specifications, an exact more accurate figure will be known within the next couple of weeks.

8. **Approve Town Deposit Process and Policy**
   E. Creveling stated upon request of the Town Treasurer, it was preferred to have more employees have the ability to collect deposits from departments. There is difficulty of making deposits of the Treasurer. Treasurer Campbell requested allowance of 3 employees to access and accept deposits from town departments and the request has been reviewed by legal. Appendix A for full letter.
   Motion: *R. Thibeault moved to approve the proposed deposit delegation and duties policy dated December 6th, 2019, as presented in writing by Treasurer Mackenzie Campbell and read into the record this evening. A. Rawson seconded. 3-0.*

9. **Solar Garden Ratification Discussion**
   E. Creveling stated this discussion was completed in the warrant article discussion.

Old Business:

10. **Request to Repair Ladder Truck**

N. Marique stated the total cost of repairs are not to exceed $35,000 and recommends the money to be expended from the Repair and improvements capital reserve fund for projects of this nature. Some of the remaining projects can be completed locally resulting in price difference than the quote, however, it is easier to encompass the full quote at one time.

Motion: *R. Thibeault moved to approve and authorize Fire Chief Marique to make repairs and upgrades to the newly purchased ladder truck as presented, total not to exceed $35,000. With $27,000 to be expended from the 2006 Milton Fire Department Repairs and Improvements Capital Reserve Fund. In addition, to authorize up to $8,000 from the 1997 Milton Fire Department Apparatus and Equipment Capital Reserve Fund to cover the cost to purchase the Motorola Radios. E. Hutchings seconded. 3-0*

N. Marique requested future planning monies into the Vehicle repair and improvement capital reserve fund to be reviewed.

11. Budget Progression Discussion

E. Creveling stated the budget committee is finished with the town side of the budget for now and will be reviewing prior to the public hearing. R. Thibeault questioned if the material prepared and presented to the budget committee was available for public review. E. Creveling stated that a couple minor adjustments have been made to the material but everything has been posted to the website for two months. R. Thibeault urged all residents to review material that has been provided by departments that the board fully supports the material and decisioning of the departments of the town and the information is accurate and true.

Other Business: None

Meeting Minutes

R. Thibeault moved to approve the December 4th, 2019 meeting minutes. E. Hutchings seconded. 3-0

Public Comments:

J. Katwick: Questioned water testing at the Applebee cleanup site and if they were still being conducted with strong recommendations to continue.

Expenditure Report

E. Creveling stated everything is showing on track total town wide. The Library budget will be slightly over expended due to still waiting for the final LCHIP payment to be received to the Town for payment reimbursement for the construction phase. N. Marique stated currently his budget will be over expended by $3,500 due to the purchase of the air packs and the grant difference, different expending configuration can be made if requested.

Administrator Comments

E. Creveling stated he received a phone call questioning concerns with trucking on Acton Road and its closure, perhaps the trucking ordinance needs to be reviewed further.

Residents brought to his attention street lighting and the limited lights in town. Specific areas are in need of improvements.

Wondered the final direction and decision of the past discussion of the adopting of the International Property Maintenance Code, suggestion of reviewing plans.

Selectmen Comments

A. Rawson: Questioned the what relationship status the School Board has with the City of Rochester School Board.

Questioned the status of the $5,000 media grant money the town received. E. Creveling stated it has not fully been expended however a higher resolution projector has been purchased. Timing allows further research.

Wished all a Happy Holiday season.

E. Hutchings: Wished all a Happy Holiday season.

R. Thibeault: Wished all a Happy Holiday season and reminded all that the Town Offices will be closed December 24th, and 25th.

R. Thibeault moved to adjourn the public meeting and continue in nonpublic 91-A 3 II (a). E. Hutchings seconded. 3-0
R. Thibeault moved to adjourn the nonpublic meeting to reopen the public meeting and to continue in nonpublic 91-A 3 II (c). E. Hutchings seconded. 3-0

R. Thibeault moved to adjourn the nonpublic meeting to reopen the public meeting and to adjourn the public meeting. A. Rawson seconded. 3-0

Next Board of Selectmen Meeting Date:
Monday December 30th, 2019 – 6:00PM

Respectfully submitted;
Recording Clerk,
Danielle Marique

Chairman Ryan Thibeault | Erin Hutchings | Andy Rawson

Nonpublic Session Minutes
Milton, NH Board of Selectmen
Agenda Item #3

Date: December 16, 2019

Members Present: Chairman Ryan Thibeault X
Erin Hutchings X
Andy Rawson X

Motion to enter Nonpublic Session made by R. Thibeault seconded by A. Rawson.

Specific Statutory Reason cited as foundation for the nonpublic session:

X **RSA 91-A:3, II (a)** *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,* ***unless*** *the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request be granted.*

____ **RSA 91-A:3, II(b)** *The hiring of any person as a public employee.*

____ **RSA 91-A:3, II(c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person,* ***other than a member of this board,*** *unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

____ **RSA 91-A:3 II(d)** *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ **RSA 91-A:3 II(e)** *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*

____ **RSA 91-A:3 II(f)** *Consideration or negotiation applications by the adult parole board under RSA 651-A*

____ **RSA 91-A:3 II(g)** *Consideration or negotiation of security related issues bearing on the immediate safety of security personnel*

____ **RSA 91-A:3 II(h)** *Consideration or negotiation of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13*

____ **RSA 91-A:3 II(i)** *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

____ **RSA 91-A:3 II(j)** *Consideration or negotiation of confidential, commercial, or financial information that is exempt from public disclosure.*

Roll Call vote to enter nonpublic session:

Chairman Ryan Thibeault	Y	N
Erin Hutchings	Y	N
Andy Rawson	Y	N

Remove public meeting tape (if applicable)

Entered nonpublic session at _8:26__ a.m./**p.m.**

Other persons present during nonpublic session: _____
Town Administrator; Ernie Creveling
Recording Clerk; Danielle Marique

Description of matters discussed and final decisions made: _____

A. Rawson questioned the plan for compensation for employees requesting salary increases in 2020 budget.

Note: Under RSA 91-A:3, III *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person* ***other than a member of this board,*** *or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of the majority of members, the aforesaid circumstances no longer apply.*

Motion to leave nonpublic session and return to public session by _R. Thibeault___ , seconded by _A. Rawson_ .

Motion: Passed/ Did not pass (circle one)

Public session reconvened at __8:43_____ a.m/**p.m**

Motion made to seal these minutes? If so, motion made by _____ seconded by _____, because it is determined that divulgence of this information likely would:

___ Affect adversely the reputation of any person other than a member of this board.
___ Render a proposed action ineffective
___ Pertains to preparation or carrying out of actions regarding terrorism.

Roll Call Vote to seal minuets:			
	Chairman Ryan Thibeault	Y	N
	Erin Hutchings	Y	N
	Andy Rawson	Y	N

Motion: Passed/ Did not Pass (circle one)

These minutes recorded by: _____

Nonpublic Session Minutes
Milton, NH Board of Selectmen
Agenda Item #2

Date: December 16, 2019

Members Present: Chairman Ryan Thibeault X
Erin Hutchings X
Andy Rawson X

Motion to enter Nonpublic Session made by R. Thibeault seconded by A. Rawson.

Specific Statutory Reason cited as foundation for the nonpublic session:

X **RSA 91-A:3, II (a)** *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,* ***unless*** *the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request be granted.*

____ **RSA 91-A:3, II(b)** *The hiring of any person as a public employee.*

____ **RSA 91-A:3, II(c)** *Matters which, if discussed in public, would likely affect adversely the reputation of any person,* ***other than a member of this board,*** *unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

____ **RSA 91-A:3 II(d)** *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ **RSA 91-A:3 II(e)** *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*

____ **RSA 91-A:3 II(f)** *Consideration or negotiation applications by the adult parole board under RSA 651-A*

____ **RSA 91-A:3 II(g)** *Consideration or negotiation of security related issues bearing on the immediate safety of security personnel*

____ **RSA 91-A:3 II(h)** *Consideration or negotiation of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13*

____ **RSA 91-A:3 II(i)** *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

____ **RSA 91-A:3 II(j)** *Consideration or negotiation of confidential, commercial, or financial information that is exempt from public disclosure.*

Roll Call vote to enter nonpublic session:

Chairman Ryan Thibeault	Y	N
Erin Hutchings	Y	N
Andy Rawson	Y	N

Remove public meeting tape (if applicable)

Entered nonpublic session at _8:14__ a.m./**p.m.**

Other persons present during nonpublic session: _____
Town Administrator; Ernie Creveling
Recording Clerk; Danielle Marique

Description of matters discussed and final decisions made: _____

D. Marique requested clarity on the quantity of hours expected to be worked
Board was under unanimous decision to continue with as needed hours not to follow default restrictions

Note: Under RSA 91-A:3, III *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person* ***other than a member of this board,*** *or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of the majority of members, the aforesaid circumstances no longer apply.*

Motion to leave nonpublic session and return to public session by _R. Thibeault___ , seconded by _A. Rawson_ .

Motion: Passed/ Did not pass (circle one)

Public session reconvened at __8:26_____ a.m/**p.m**

Motion made to seal these minutes? If so, motion made by _____ seconded by _____, because it is determined that divulgence of this information likely would:

___ Affect adversely the reputation of any person other than a member of this board.
___ Render a proposed action ineffective
___ Pertains to preparation or carrying out of actions regarding terrorism.

Roll Call Vote to seal minuets:			
	Chairman Ryan Thibeault	Y	N
	Erin Hutchings	Y	N
	Andy Rawson	Y	N

Motion: Passed/ Did not Pass (circle one)

These minutes recorded by: _____

Appendix A

Mackenzie Campbell
Treasurer, Town of Milton NH
603 - 948 - 7415
Mackenzie.C.Campbell@gmail.com

Town of Milton NH
Re: Designation of Depository Duties
December 6, 2019

To whom it may concern,

As the current elected town treasurer of Milton New Hampshire and under RSA 41:29, referencing section VI, I hereby delegate all deposit responsibilities to the Town Clerk's Office and also delegate the following Town of Milton employees: Ernest Cartier-Creveling, Ashley Morrill and Kathy Wallingford to assist with the administration of the deposit functions of the Town of Milton, New Hampshire.

Deposits by those delegated to perform or assist in the deposit functions of the Town of Milton shall be according to the following procedures:

- Per RSA 41:35: Deposits shall be made at least weekly or whenever deposits total $1500 or more.
- The management of depository tasks is delegated to the aforementioned Town of Milton employees, including i.e., collection of, transportation of and to, and depositing of and to the Treasurer's safe or the Town of Milton's authorized depository.
- The Treasurer's safe is to be moved from the financial office to the back-office area for use by the administration, treasurer and any appointed deputies.

This process will allow the town to move forward with streamlining its procedures and maximizing cost savings by cutting down on total bank trips made by the town. This process will ensure proper timing of deposit. All parties have reportedly agreed to assist with these procedures. Thank you!
Signed:

Mackenzie Campbell, Town of Milton Treasurer

I have included the RSA below.

RSA 41:29 section VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved.