

Town of Milton
BOARD OF SELECTMAN MEETING
May 3, 2021

ATTENDANCE:

Members: Claudine Burnham (Chair), Matt Morrill, Andrew Rawson

Staff: Chris Jacobs -Town Administrator, Julius Peel - Land Use Clerk

Public: Kim Libby, Chief Richard Krauss, Tammy Crandall, Bruce Woodruff

Claudine Burnham, Chair, opened the public session at 6:00PM.

1.) Pledge of Allegiance: Claudine Burnham, Chair, led the meeting in the Pledge of Allegiance.

2.) Announcements and Community Calendar:

a.) Dog Licenses – friendly reminder licenses are overdue (due 4/30/2021) for years 2020 and 2021.

b.) Planning Board – Reminder submission deadline is May 10th for meeting scheduled for June 1st.

3.) NEW Business – Discussion and Possible Actions:

- a.) **Chief Krauss, Police** – Need to Replace MDT's (Mobile Dash Terminals - laptop computers) in four of front-line cruisers. Chief Krauss explained the current situation as two tablets are completely down and the other two are just holding on (due to software issues). It's anticipated that all four will need to be replaced this fiscal year – two immediately and the other two at some point this year. Chief Krauss had received a quote for replacement at \$2900, however this is an older quote. The replacement cost could now be higher at ~\$3900. Chief Krauss also gave the board a heads-up regarding their server and potential need to replace the server. This is due to software incompatibility. He is hoping this can be held off to closer to year-end but anticipates ~\$8000 cost for server replacement.

It was noted that purchases over \$5,000 must first received BOS approval. Mr. Jacobs asked Chief Krauss to bring current quotes to the board for review and approval. Mr. Rawson questioned if monies could be used from the technology line-items? According to Mr. Jacobs, monies can be moved from other line-items with BOS approval.

Chief Krauss also explained that the Federal Vest Grant application is due May 17th and the Highway Safety Grants (targeting distracted driving and speed enforcement control) will be due May 7th. Mr. Jacobs suggested all possible grants for the year should be brought forward early in the year for approval.

- b.) **Request received to use town parking lot (424 White Mt. Highway), June 5, 2021 (Applicant: Ms. Air Vongsay)**- The town received a request from Ms. Air Vongsay to use the Town Hall parking lot for overflow parking at their wedding on June 5th. This will help alleviate street parking at their residence. They also plan to provide shuttle service from the Town Hall to their residence. Mr. Jacobs feels the standard rental/lease agreement could be modified and used. He doesn't believe it necessary to include the information on

rental costs or insurance agreement. He would like to add into the agreement to have all cars removed from the lot no later than 11:59PM on June 5th.

Ms. Burnham made the following motion: Motion for the Town of Milton / BOS to approve request to utilize the parking lot located at 424 White Mountain Highway for vehicle parking associated with the wedding planned for June 5, 2021. Approval is subject to applicant's signage of the user agreement. Daily fee is waived and requirement for insurance is waived. All vehicles will be removed from the parking lot by 11:59PM on June 5, 2021. Mr. Rawson seconded the motion. All were in favor; the motion passed.

- c.) Tammy Crandall (4 Brown Avenue) – re: Rabbits. Ms. Crandall was in attendance to explain the ongoing situation with pet rabbits which are allowed to roam free and cause damage to neighborhood properties. According to Ms. Crandall these are not isolated incidents as she has read posts on FB from others who have had these rabbits go onto their property and caused damage. Currently there is no statute/ordinance in place regarding rabbits, which are treated like cats. Chief Krauss has done research on what other communities have in place. He found a similar case in the town of Rumney which put a town ordinance in place to address all domesticated animals which would include rabbits, cats, etc. This ordinance requires owners or such animals to keep their animal in control at all times. The ordinance would also give police the ability to issue fines if the ordinance was disregarded. Ms. Crandall requests the town of Milton enact a similar ordinance. Mr. Rawson had not been aware of the issue concerning the rabbits but felt this was an issue that should be looked at further. Mr. Jacobs recommended legal counsel review the Rumney ordinance wording which would then be posted for public hearing for resident comments. Chief Krauss felt this would be required to take to the Town Meeting.
- d.) Request to release Town Administrator from participating in NH Retirement System – Mr. Jacobs contract with the town waived his participation in the NH Retirement System. On advise from others, he requested to make this official which would protect both him and the town, limiting town liability. Mr. Jacobs stressed this would only apply to him and his current contract, not any future Town Administrator.

Ms. Burnham made the following motion: Motion for the Town of Milton / BOS to agree to exempt Chris Jacobs in his capacity as Town Administrator from the requirement to participate, contribute funds or monies to the NH Retirement System. This motion only covers Chris Jacobs while he is employed by the Town of Milton and does not exempt any Town Administrator in the future. Mr. Rawson seconded the motion. All were in favor; the motion passed.

- e.) Resignation of John Katwick from Jones Brook Park Restoration Committee – Mr. Jacobs had previously discussed with Mr. Katwick and his request to resign from the Jones Brook Park Restoration Committee. He stressed Mr. Katwick plans to resign only from this committee but would continue with his other areas of contribution.

Ms. Burnham made the following motion: The Town of Milton / BOS accept the resignation of John Katwick as a member of the Jones Brook Park Restoration Committee. Mr. Morrill seconded the motion. All were in favor; the motion passed.

Mr. Jacobs suggested this opening be posted to the website to get interest from residents. He will also reach out to the Conservation Commission as this might be an area of interest they would be willing to take on.

- f.) Karen Brown – hiring of two employees: Ms. Brown is in the process of hiring two new employees. Mr. Jacobs recommended all new employees come before the board. Mr. Rawson stated this is normally part of the non-public meeting. This will be discussed during the non-public meeting.
- g.) Karen Brown – Donation acceptance. Ms. Brown has received two offers for donations. The first is a 24X30 metal frame / roof with shelter which would be located to the left of the existing beach operation building. The second donation would be the concrete pad to place and secure the structure to. The BOS very much appreciate this gesture and donations.

Ms. Burnham made a motion to accept both donations. Mr. Rawson seconded the motion. All were in favor; the motion passed.

- h.) Mr. Rawson requested a motion to allow the South Shore Outboard Racing Association to hold their races on June 5th & 6th at the town beach. Mr. Morrill seconded the motion. All were in favor; the motion passed.

4.) OLD Business:

a.) Appointments to Capital Improvement Committee: There had been previous discussion regarding the number of members to the committee (5 vs. 7 members). The BOS does have the authority to expand the number. They have received interest from several well-qualified individuals. It should also be noted that as there are openings on the Economic Development Committee, perhaps any individual who is not selected to the CIP should be asked to become part of the EDC.

The BOS discussed the following committee setup for the CIP to makeup the 7 members: Include one member from each of the following: BOS, Planning (Anthony Gagnon), Budget (Lisa Gautreau with Laura Turgeon as alternate from Budget), School Board (Doug Shute) which would leave 3 openings from the town. It is recommended the committee include Peter Hayward who had been on the Planning Board and is State Rep, Ron Gordan and Don Diamond. Mr. Jacobs will reach out to the others and gauge their interest in serving on other committees. Mr. Woodruff will lead the CIP like he led the Planning Board with a primer on the CIP, policy documents, processes, etc. This will help bring the members up-to-speed and get them going. He believes mid-May to get started. Mr. Woodruff will not be a voting member, rather in a staff-liaison role.

Discussion then occurred over which of the BOS would act as the representative on the committee. As Mr. Rawson has a lesser amount of time to serve on the committee, he felt it would best be served as having one of the other members. Ms. Burnham said Yes she could serve on the committee.

Mr. Rawson made a motion for Claudine Burnham to represent the BOS on the CIP. Mr. Morrill seconded the motion. All were in favor; the motion passed.

Mr. Rawson questioned the term limits. The BOS determined Mr. Hayward serve a 3-year term, Mr. Diamond a 2-year term, and Mr. Gordon a 1-year term.

Mr. Peel also reminded the BOS at the previous meeting, the by-laws for the committee had been approved and confirmed the term limits had been agreed upon.

b.) Library Trustee requested (through Betsy Baker) to meet with BOS re: Wage Scale (from 4/19/2021 BOS meeting). Chief Krauss reminded the board that the wage level changes are scheduled to begin in 2022. Since the board had previously had a motion regarding this, the minutes from that specific meeting will be reviewed.

c.) Appointments to MS4 Committee. Tentative meeting date May 10th, 6PM:
Mr. Woodruff questioned if the BOS was creating an advisory committee or an oversight committee (or both)? If this is to be an oversight committee, their first step would be to meet with all department heads and review the workplans that had been discussed at an earlier BOS meeting. Mr. Jacobs said there will be a side-bar discussion for next steps. Mr. Rawson recommended this item be placed on the next scheduled BOS meeting as this is a very important topic. Mr. Peel will update the website for MS4 committee

d.) Economic Development Committee to be re-established. Committee size increased to 7. Currently there is one person who has expressed interest in serving (from 4/19/2021 BOS meeting). Mr. Rawson questioned if there was anyone on the committee at the present time? It's believed there are no current members. Ms. Libby said there is potential future interest from Mr. Humphrey Williams. Mr. Woodruff stated with the resignation of the vice-chair, and then resignation of the chair (who called the meetings), the other members also fell-away. In addition, COVID had made it difficult for meeting and it appears the committee was not following the designated work plans. There is an established workplan available and a strategic plan as well. Ms. Libby suggested a possible outreach to the Conservation Commission to ascertain their potential interest.

5.) Other Business that May Come Before the Board: There was no other business brought before the board for discussion.

6.) Approval of Minutes:

April 19, 2021 - Mr. Jacobs indicated there was one correction on Line 70 correcting Diane Dubois name. Ms. Burnham made a motion to **accept the 4/19/2021 minutes with correction**. Mr. Morrill seconded the motion. All were in favor; the motion passed.

7.) Public Comments Relative to Current Meeting Topics:

Chief Krauss informed the board they could use the message board currently located at the Transfer Station if there was any important information they want to convey to town residents. The board can be moved and is a great way for residents to get information such as events, notices, etc.

8.) Expenditure Reports:

Expenditure reports had been previously reviewed.

9.) Town Administrator:

- a.) DRA (Department of Revenue Administration) report was received on April 23rd setting the town's base valuation at \$531,754,646. This valuation is used for setting debt limits. This is an important document for the town.
- b.) TA and Dale Sprague attended the first meeting of the Municipal Alliance for Adaptive Management (MAAM). Update of membership and program. This is a working group whose purpose is to study and review the nitrogen levels in Great Bay. At this first meeting, the budget was set at \$225,000 which will be covered by the communities of Rochester, Dover and Portsmouth. Going forward, Milton will be required to contribute to the budget (with the benefit of a sliding fee scale). Mr. Jacobs recommends Milton continue to be a participating member in this group. Although Milton will have to pay there will be benefits in terms of research, recommendations and our relationship with the EPA. Milton is a voting member of this group. According to Mr. Woodruff, this is due to the sewage treatment plant. The general permit requires Milton to not increase the current load coming out of the sewage treatment plant. Mr. Jacobs explained participation will require the town to test weekly and to report monthly on the levels of nitrogen. This serves to reaffirm what the MS4 committee will be focusing on.
- c.) Office of State Planning Annual Conference (virtual) scheduled for May 15th. Application deadline is May 7th. Interest from Chairman of the Planning Board to attend, along with Julius.
- d.) Mr. Jacobs explained that on Friday, April 30th, Milton did get served which he has forwarded to legal counsel for next steps.
- e.) Mr. Jacobs reviewed all of the town-owned properties. He received notification from Primex of an upcoming inspection of all town insured buildings on May 13th. Mr. Jacobs is moving forward with reviewing the more marketable properties that could be offered at potential sale.

10.) Selectmen Comments:

Mr. Morrill – no comments.

Mr. Rawson – thanks to Julius for his help over the past time as he served as Interim TA. He did a great job. He also welcomed Mr. Jacobs aboard and is looking forward to working with him.

Mr. Jacobs is also looking forward to working with staff and Julius. It is a great staff and there is good teamwork exhibited.

Ms. Burnham – Welcome to Mr. Jacobs. The Efficiency Task Force Committee is wrapping up their review of the town survey data.

11.) Adjournment:

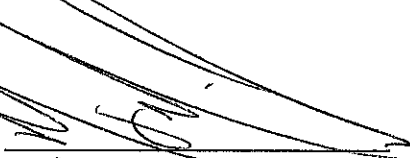
Ms. Burnham indicated the public meeting portion would end as the BOS would enter into non-public meeting. The public meeting adjourned at 7:10PM.

Approved by the vote of the BOS on May 17, 2021

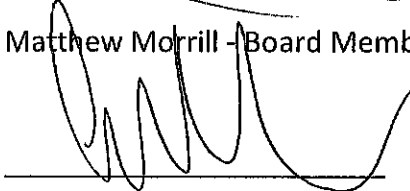
Given under our hands this 28th day of February, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Andy Rawson - Board Member

END OF MINUTES – 5-3-2021