

Town of Milton
BOARD OF SELECTMEN MEETING
April 4, 2022

ATTENDANCE:

Members: Claudine Burnham (Chair), Humphrey Williams, Matthew Morrill was absent

Staff: Chris Jacobs - Town Administrator, Pat Smith – Public Works, Richard Krauss – Police Chief, Nick Marique – Fire Chief, Karen Brown - Recreation

Public: Kym Libby, Karen Golab, Mr. G. Maness, Andrew Perez, Anthony Gagnon, Joanne Gagnon, Mike Beaulieu, Andrew Rawson, Justin Bellen, Larry Brown

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.) **Public Comment:**

1. Mr. Larry Brown shared his gift of time and the memory of Justin Courier.

3.) **Announcements and Community Calendar:**

1. The new tax exemption for Solar Energy or Wood Energy systems have an application deadline of April 15th.
2. Elderly Tax exemption have an application deadline of April 15th.
3. April 23rd – town-wide Roadside Cleanup as part of Earth Day. Cleanup will be coordinated from the Highway Department and will run from 9-12PM. Lunch will be provided at the Highway Department.
4. April 30th – Drug Takeback Day – accepted at the Police Department from 10-2PM.
5. Dog licenses are due by April 30th.
6. May 7th – there will be a rabies clinic at the Highway Department; from 2-5PM.

4.) **NEW Business – Discussion and Possible Actions:**

a.) **Public Works Department Head Report – Mr. Pat Smith:**

Report time February to April 4th - Department has continued with the plowing, sanding and salting of roadways. Cleared roads of fallen trees due to high winds, maintained roads & fixed potholes. Maintained equipment. Fixed curbing near MES, replaced & repaired signs. Voting setup and teardown. Began preparation for irrigation at beach ball field. Provided work at both Police Department and Fire Station. Received quotes for roof work at the Town Hall. Dawson Street project update – the curbing for Silver Street is scheduled for upcoming week. Waiting on paving time frame.

b.) **Recommendations from the LGETF – Ms. Karen Golab:**

Former LGETF committee Chair – the committee had presented previously to the BOS making several recommendations. She proposed the BOS establish a mini-committee to work with the BOS to prioritize and begin implementation of those recommendations.

- 1.) 'Little Green Book' – a manual for all residents (especially newer residents) providing information on how to navigate through all the departments and the Town Hall, who to call for information and questions, etc.

2.) Road Maintenance System

3.) Develop Town physical Newspaper: this was a top suggestion from the resident's surveys.

4.) Possibly add Organization of committee and board events to the list.

Ms. Burnham said she heard good things about the idea to have the tables at the recent town voting. Mr. Williams suggested also having the tables at the Deliberative Sessions as well. The Road Surface Maintenance System might be on the SRPC list of upcoming projects.

Mike Beaulieu expressed his interest in serving again. Kym Libby said communication is important to residents – they do want to know what's going on. She is also trying to revive the Economic Development Committee and the Business Directory should be updated on a regular basis. Larry Brown also served on the LGETF committee – at the start of the committee in 2020 he questioned the charge of the committee, referring back to a report he put together. The committee built a nice wheel and now it's in the hands of the BOS to put topics into use. He does not believe a new committee is warranted. He also mistrusts surveys based on comments submitted from last year's town survey.

c.) Authorization to proceed with Affinity Lighting contract:

The town recently voted to approve Article 10, 533 Yes to 151 No. Mr. Jacobs presented the contract with Affinity. Due to the town purchasing policy, Mr. Jacobs indicated he does not have the authority to enter into an agreement without BOS approval.

Mr. Williams made a motion to authorize the Town Administrator to sign the contract with Affinity LED Lighting, LLC and to further approve the contract deposit in the amount of \$19,429.47. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

d.) Authorization to proceed with Credere Associates, LLC contract:

The town previously worked with SRPC to determine a groundwater management plant for the Lockhart Field. The initial work involved hiring Credere Associates and they installed the monitoring wells. This project was put on hold due to COVID. They are now looking to restart the process. The scope of work is similar to other projects Mr. Jacobs has been involved with. The contract amount is \$12,450: \$4,500 to collect samples; \$4,850 for analysis; Credere will also prepare the application for the remaining amount - ~\$3,100- scope of work. Scope of work has already been seen by DES representative and this is keeping with what is expected and essentially gave approval to accepting the scope of work. Mr. Jacobs recommended using the budget line: 01-4324-340 although this line only has \$10,000 so this line will go over. He stressed the importance of accuracy in spending. Mr. Williams suggested using a different line-item from Solid Waste – the Hazardous Waste Removal line item, 01-4324-373, which has a Net Budget of \$1.00 (place-holder to keep line-item open). He recommended keeping this separate starting with a line-item with nothing in it which would help accurately track charges. Mr. Smith indicated he does not use the line item; he uses the Revolving Account if he has any hazardous waste.

Mr. Williams made a motion to approve the contract for Credere Associates LLC in the amount of \$12,450 for work at the Lockhart Landfill using line-item 01-4324-373. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

e.) Appointment of Andrew Rawson to the Recreation Commission:

Mr. Rawson said he wants to keep serving the community and has submitted a letter of interest. Mr. Jacobs said Mr. Rawson has already been sworn-in, pending BOS approval.

Mr. Williams made a motion to approve Mr. Rawson's appointment to the Recreation Commission. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

Ms. Burnham thanked Mr. Rawson for his continued service.

f.) Police Department –Highway Safety Grant and Set Detail Rates:

Safety Grant: Chief Krauss explained this is an add-on to help with speed enforcement patrols.

Mr. Williams made a motion to approve the additional \$3,000 for the Highway Safety Grant. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

Detail Rates: Chief Krauss submitted suggested Detail Rates based on the following reasons:

- 1.) 2009 – last time the rates were changed – Chief Krauss requested the BOS increase the road & event detail rate by \$10 (billing increase from \$65 to \$75/hr); breakdown of \$50/hr for the officer, \$10/hr to offset benefits and \$15/hr toward cruiser fund. In addition, the remaining \$15/hr can be used toward the matching funds for the Highway Safety Grant (for the \$3,000 just approved Highway Grant, must have a \$750 matching fund).
- 2.) Concert Detail – Meadowbrook: this rate is set by Gilford PD - \$55/hr – officer and \$15/hr – offset benefits (no cruiser is used by the officer).
- 3.) Detail Rate – Highway Safety Grants: this rate is set by Highway Safety – time & ½ for the officer and benefits (retirement and FICA).

Mr. Williams made a motion to approve the adjustments to the Detail - \$10 for the road events and adjusted amounts for D2 & D3. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

g.) Fire Department – purchase of mobile radios: Chief Marique expressed thanks to the voters the Warrant Article for authorizing \$30,000 into a Capital Reserve Fund to replace the radios. Chief Marique is asking for authorization to place an order and purchase the new radios at a

total cost of \$33,969.94 (quote from Motorola). He presented options to cover the additional \$3,969.94: one option is to take from the Equipment Purchase line or from a grant he is currently working on to replace the command vehicle. Mr. Williams questioned if the original quote had changed when submitting the \$30,000 for the Warrant Article? Chief Marique

explained the quote increased by about 12%; the original quote was from Fall, 2021. Ms. Burnham questioned the grant (from the County) that covers two radios? Chief Marique – the grant is toward the replacement of the command car which would have two of the radios. Grant total: \$50,000 with a \$5,000 match. Chief Marique is waiting to receive quotes for the electronics and lights. He expects the cost to be \$50-\$60,000 to purchase the command car. He also said it will be about 6-8 months for the radios to arrive.

Mr. Williams made a motion to approve the purchase of the radios for \$33,969.94; \$30,000 is from the Public Safety Radio Capital Reserve Fund and the balance from the Equipment line-item from the Fire Department. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

Chief Marique presented the quote for the command car but does not include quotes for outfitting the car. The state will start taking orders in late April/May. However, he does not have the final quotes. He is requesting approval for the ordering of the vehicle so he can be ready to place the order once the ordering-window is opened. He is concerned if he needs to wait to get quotes for electronics it may delay the order until the fall. Mr. Williams said this could wait until the next meeting as he would like to view the command vehicle first. He would prefer not to piecemeal this process, although Chief Marique indicated that may happen.

h.) Appointment of Larry Brown as Library Trustee:

Mr. Jacobs heard from Library Trustees their request to have Larry Brown approved as an Alternate Trustee. Mr. Brown said this would be for one year.

Mr. Williams made a motion to appoint Larry Brown as Alternate Library Trustee. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

Mr. Brown was sworn in as Alternate Library Trustee.

i.) Appointment of John Gagner as Municipal Agent:

For purposes of vehicle registration, the Department of Safety requests the BOS recognize John Gagner, Milton Town Clerk as the Municipal Agent for the town and to remove Michelle Beauchamp who has retired.

Mr. Williams made a motion to appoint John Gagner as Milton Municipal Agent to replace Michelle Beauchamp. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

j.) Appointment of Jen Merrill to the Economic Development Committee:

Mr. Jacobs read an email submitted from Jen Merrill and her interest to serve on the Economic Development Committee. She currently is in real estate and knows the market. She was recommended by Mr. Bean. Mr. Williams indicated even with this appointment there is still a need for two additional people.

Mr. Williams made a motion to appoint Jen Merrill to the Economic Development Committee. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

k.) Bruce Woodruff – Planner permission to apply for CEDS Grant:

Mr. Jacobs explained through SRPC, an Economic Development District, has a process called CEDS (Comprehensive Economic Development Strategy). The deadline to apply for a CEDS Grant was March 28th, however this was indicated to be more of a soft deadline. Mr. Woodruff would like to apply for this grant. Viable projects include: bridge & road infrastructure projects and the Road Surface Management System, for Tourism & Recreation – the boat ramp;

additional recreational facilities – Milton Mills playground; Economic Growth – projects to rejuvenate the downtown area (purchase & demolish the former Ding-a-Ling Rest for parking areas, etc.); Potential infrastructure – expanding the town sewer system along Route 75 to increase business growth & opportunities. Mr. Woodruff is asking the BOS to approve his applying for CEDS grants, noting with this type of grant, if hiring a consultant, the town would be required to hire the best qualified bidder/consultant, not the lowest bidder.

Mr. Williams made a motion to approve Mr. Bruce Woodruff to pursue the project solicitation for CEDS with Town Administrator support. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

l.) Tax Collector’s Audit by Vachon Clukay & Co., PC:

Mr. Jacobs explained as part of changing Town Clerk’s, the process is to close out the books with respect to taxes collected by the prior Town Clerk. In order to proceed, the town needs an audit conducted. Mr. Jacobs contacted town auditors – Vachon Clukay and Co. who submitted a letter of engagement. The audit process is not anticipated to take a long time. The cost presented is a range from \$1,200-\$2,500 which is based on the amount of hours involved. Part of the audit will include letters sent to a random sample of taxpayers to verify amounts paid. Taxes continue to be collected which are being held in a separate income line until the audit is complete.

Mr. Williams made a motion to approve Vachon Clukay and Co. to conduct the close-out audit. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

5.) EVENT Permits: It was noted earlier in the meeting, when applications for event permits are received, Mr. Jacobs is forwarding them to all-involved departments, including Police, Fire & Highway Departments, who are asked to review the permits and either approve or request additional information.

- 1. Memorial Day Parade permit:** The American Legion Post 61 submitted an application for their annual Memorial Day Parade to be held May 30th in Milton Mills. Both Fire and Police Departments have reviewed and signed-off.

Mr. Williams made a motion to approve the Memorial Day Parade to be held May 30th, 2022. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

- 2. Independence Day Parade permit:** Ms. Betsy Baker submitted a permit for the Independence Day Parade with the same route as before. Both Police and Fire Departments have reviewed and signed-off.

Mr. Williams made a motion to approve the Independence Day Parade in Milton Mills. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

3. **Northeast Watercross** – permit has been forwarded to Beach Commission for their review.

6.) **OLD Business:**

1. **Review of BOS By-laws:** This was tabled to the next meeting.
2. **Applebee Road Landfill:** 2/28/2022 - Process started to use the Capital Reserve Fund for final round of testing. Mr. Katwick expressed concern and requested a meeting with the BOS (and Cemetery Trustees). Ms. Burnham indicated she is fine with scheduling a meeting.
3. **SRPC Appointments:** Two potential names have been received to fill the seats as voting members of the Strafford Regional Planning Commission:
Mr. Larry Brown (via Virginia Long) – he indicated his interest (although if someone else were to step forward, he would gladly step aside);
Ms. Karen Golab also expressed interested – as a Planning Board member this would be a good fit.

Mr. Williams – this is an important committee and helps to establish what projects will be approved. Mr. Woodruff serves as Chairman of the TAC Committee (Transportation Advisory Committee). Mr. Williams suggested waiting an additional two weeks to see if others might be interested in getting involved.

4. **Townhouse Road Bridge Replacement:** Mr. Jacobs explained in early March the State DOT selected a design and engineering firm to start the final design and get approvals for the Townhouse Road Bridge.
5. **Town Hall improvements:** There has been ongoing discussion of potentially moving the Town Hall into the Head Start building. Mr. Jacobs reported there are four major projects the current Town Hall would require if the decision was made to remain in the building:
 - a.) Roof Replacement: Three quotes received range from \$29,000 to \$47,000.
 - b.) Ramp Installation: Materials to install ramp - \$7,275 or Repair to the existing lift - \$6,700
 - c.) Parking Lot: Area ~2,000 square yards/surface area. Repaving cost ~\$34,500
 - d.) Furnace Replacement: no firm quotes yet but it's been recommended the furnace will need to be replaced – Strogens indicated an amount of ~\$20,000.
 - e.) Severe Foundation issues (leaky foundation): Big unknown of what would be needed and cost amounts.

To remain in the current building anticipated project costs would start at ~\$102,000 to \$112,000. This does not include the foundation issues.

To purchase the Head Start building: \$190,000. This is for a Federal grant Head Start originally took out which the county would look to Milton to pay off the remaining of that grant. Ms. Burnham asked if this would be one-lump sum? Yes, according to Mr. Jacobs. Ms. Burnham said this is just to purchase the building; there would be additional costs before moving to the building as this is not a ready-to-move-in building. Example – not all the offices have Internet capabilities.

Public: Mr. Boyd – what is the difference between square feet? Mr. Williams - ~7,800 square feet. All the building is on one floor and offers more space and capabilities. It was built about 10 years ago. Mr. Jacobs also explained the town has the legal title to the land beneath the Head Start building.

Mr. Boyd questioned what would happen to the existing Town Hall building? Would this be sold to a developer and could funds be used to help offset costs to purchase the new building? Mr. Jacobs has had an introductory conversation with the county who expressed interest in possibly purchasing the current building/parking lot area for needed housing for elderly/low income. They see a huge need in Milton for this type of housing. This would be run and administered by the county for 20 years. One of the benefits to the Head Start building is the closer proximity to Milton Mills residents.

Ms. Burnham said the BOS will continue to share what they learn as time progresses. Mr. Jacobs said they will continue to explore all options. Ms. Burnham said it's important to know what the county would offer for this building and any timelines.

6.) Other Business That May Come Before the Board:

There was no other business.

7.) Approval of Minutes:

Non-Public Minutes:

August 16, 2021– This was tabled to the next meeting.

Public Minutes:

March 21, 2022– Mr. Williams made a **motion to accept the 3/21/2022 Public meeting minutes** with corrections. Ms. Burnham seconded the motion. All were in favor; the motion was accepted.

8.) Public Comments Relative to Topics Previously Discussed:

Kym Libby: for the EDC – requesting Jen get sworn in so the committee can hold a meeting on Thursday. She also requested Mr. Williams be the BOS representative to the committee.

Larry Brown: Requested the BOS take action so the Cemetery Trustees can hold a meeting during the last two months before it is dissolved. They would like to get things on an even-keel before the board takes over. Ms. Burnham will follow-up with Mr. Katwick regarding this.

Attendee: Regarding the upcoming Rabies clinic on May 7th which is a week after dog licenses are due. Will there be any extension provided since the clinic is after the license due date? Ms. Burnham – since this is a deadline from the state, there typically is no extension. Ms. Libby said she talked with Chief Krauss and said an extension may be allowed on a case-by-case basis. The BOS will get further clarification for the next meeting; it should be noted the new clerk probably won't be rushing to start the process of fining.

9.) Expenditure Report:

The Expenditure report through March 31st will be made available at the meeting.

10.) Town Administrator:

- Our next meeting is April 18, 2022.
- Received a letter from attorney regarding town dealings around tax issues with Glenn Hunter – letter provided to BOS.
- Virginia Long – had requested being on the agenda to discuss the charge agreement for the Trails Committee. Mr. Jacobs will add this to the next meeting.

- Bruce Woodruff – the CIP committee will start again May 15th. Department heads should only submit additional information if items have significant cost increases.
- ZBA – will be hiring an attorney to handle a current ZBA case. Mr. Jacobs asked them to let the BOS know prior to entering into an agreement.
- Met with Town Treasurer and representative from TD Bank to setup a charge account for the Land-Use window. This will allow credit & debit cards to be used. They will also set up a sub-account which will set aside monies (interest bearing cash account) to help offset tax bill sent by the county (~\$100,000 per month). They are enjoying the courier service provided by the bank – they pick up the deposits on a daily basis.
- Submitting complaint to the Building Enforcement Code Officer about another junkyard in town for him to start the investigation process.
- Tax-deeded parcels: started process of preparing 90-day notice letters for five parcels. The town is required to give property owners one last chance. It should be noted several of the properties are land-locked. An option would be to negotiate with property abutters and see if perhaps the abutters may be interested in purchasing.
- Photocopier bid: Replace current Town Hall copier and lease, along with Fire & Police Departments and only have one lease and one maintenance agreement.
- Received a letter from Marie DaRella asking if the town was interested in becoming a Purple Heart Community? Mr. Williams said Mr. Jacobs should pursue this and see what is involved.

11.) Selectmen Comments:

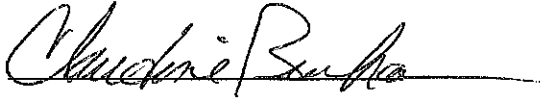
- Mr. Williams – regarding the General Fund: Discussions and questions have arisen over how the fund is used. He has looked at other towns for information and would like to bring information and policies to help the overall understanding of how the General Fund would be utilized.

12.) Adjournment:

Mr. Williams made a motion to adjourn the public meeting and enter into the Non-Public meeting. Ms. Burnham seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:50PM.

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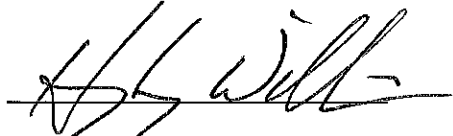
Given under our hands this ¹⁶~~18th~~ day of ^{MAY}~~April~~, 2022.



Claudine Burnham – Chairman BOS

absent from this meeting

Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES 4-4-2022

