

Town of Milton
BOARD OF SELECTMEN MEETING
June 6, 2022

ATTENDANCE:

Members: Claudine Burnham (Chair), Humphrey Williams, Matt Morrill

Absent: ~~Matthew Morrill~~ *Handwritten initials*

Staff: Chris Jacobs, Town Administrator, Police Chief Richard Krauss

Public: Kym Libby, Larry Brown, Rep. Glenn Bailey, Virginia Long, Jeff LeClair, Rep. Peter Hayward

Claudine Burnham, Chair, opened the public session at 6:10PM.

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

2.) Public Comment:

1. Larry Brown – PSA regarding home-owner assistance fund to assist with property charges and utilities due to COVID. From Budget Committee discussion about why people may not be signing up for jobs due to continuing of unemployment funds. According to Mr. Brown, there is no real data and many possible answers. Mr. Brown was recently appointed to serve on the School Board and will no longer be on the Budget Committee.

3.) Announcements and Community Calendar:

1. Dames Brook Stewardship Walk on Saturday, June 11th: The Milton Conservation Commission will be walking the 10-acre conservation parcel at the end of Dames Brook Drive. Please dress to prevent tick and bug bits and keep your feet dry. Please email the mcc@miltonnh-us.com to let them know you are coming.
2. The NH Farm Museum will be hosting the 12th New Hampshire Civil War Regiment based out of New Durham on June 11th from 10-4PM. Experience camp life complete with tents, campfire, rifles and drill. Watch as camp fellows prepare a common pot meal. Enjoy a slice of Muster Day Cake on the porch.
3. Mr. Jacobs recognized the 78th anniversary of D-Day. We should recognize today as the 78th anniversary of D-Day. In World War II, American, British and Canadian forces made a landing on the Normandy section of the French coast which started the end of the European portion of the World War a year later.

4.) NEW Business – Discussion and Possible Actions:

- a.) **Appointment to Capital Improvements Committee:** The committee held their first meeting; their meeting schedule will be the first and third Wednesday of the month; next meeting is June 15th at 6:00PM. To date three applicants have submitted letters of interest to serve as at-large members: Sean Skilling, Doug Shute and Justin Gagner. There are only two open positions. Mr. Gagner was in attendance and gave background information of his expertise. Mr. Morrill – since Mr. Gagner attended the meeting, would recommend him as a committee member – would either of the other two be interested in serving as an alternate?

Mr. William motioned to nominate Mr. Justin Gagner as a member of the Capital Improvement Committee. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

Mr. Morrill motioned to appoint one remaining applicant to the CIP and the other as an alternate to be voted at the 6/13 Workshop meeting. Ms. Burnham swore in Mr. Gagner to the CIP.

- b.) **Conservation Commission, Virginia Long – request for funding under the MS4 program:** Ms. Long – EPA requires Milton (and other communities) to clean up what is going into the water – one way to fulfill this is to hold an educational event. Bruce Woodruff requested the MCC to host an event. He has secured one presenter so far and is expecting to line-up additional presenters. Ms. Long indicated there is no budget for this event and is requesting funds to host the event; for publicity and refreshments. She asked for up to \$100 for refreshments. The event is scheduled for July 9th from 10:30 to noon. She is working with Karen Brown and reserved either the pavilion or gazebo at the town beach. Ms. Long has already developed some publicity including a postcard that she handed out at the recent summer kick-off. One suggestion is to do a direct mailing to all town residents. The cost for mailing to all residents is anticipated to be \$382.00. If the mailing was only to MS4 areas, this would be to ~700 mailboxes (~\$140.00). Anticipated printing costs through Staples is \$250. Another option would be to print in-house. As incentive for staying through the presentation, she also suggestion offering free one-day passes to the beach (maybe for the first 20 attendees). Ms. Long stressed the need to attract new and future supporters of conservation. Mr. Williams understands this is important education, however the anticipated printing costs would be higher than what Ms. Long had suggested; he recommended to help keep costs low, possibly using the speed trailers and definitely social media to help keep printing costs down. Ms. Burnham suggested if a mailing would not happen, having copies at town locations including the post office, library, restaurants, etc. Ms. Long requested up to \$150 for refreshments and \$100 for in-house printing, and purchase of beach passes for first 10-20 attendees.

Mr. Williams motioned to approve printing in-house and up to \$150 for refreshments. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- c.) **Permission to sell surplus equipment by sealed bid:** Mr. Jacobs requested permission to sell two items – 6-wheeler and cleaner’s vehicle.

Mr. Williams motioned to give permission to Mr. Jacobs to sell the cruiser and 6-wheeler vehicle through public bid. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- d.) **Scheduling future Goals Review Workshop:** Ms. Burnham recommended having a meeting that would include department heads, committees and members from the public to start developing goals and ideas for the coming year. This was done last year and suggested doing this again as last year’s workshop was very productive. Mr. Jacobs said June 27th at 6:00PM would be open. Mr. Williams recommended combining this to help department heads focus on budget goals. Kym Libby questioned if a public member was unable to attend, could they send in their suggestions and goals? Yes.

- e.) **Karen Brown** – Review and approval of seasonal employment rates: Mr. Jacobs provided information on the seasonal employee rates; there is a slight increase but is still very similar to last year. It's anticipated summer camp charges will cover these rates. Mr. Morrill questioned if the BOS would also be voting to hire specific individuals; if yes, he would need to abstain from the vote for potential conflict of interest reasons? Mr. Williams indicated as they would be giving authority to Ms. Brown for hiring, there would be no conflict.

Mr. Williams motioned to hire all the individuals identified by Karen Brown for the summer program. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

5.) **EVENT Permits:**

1. **Woods, Water and Wildlife:** Mr. Jacobs explained two of the department heads have already reviewed and signed off on this permit – Pat Smith and Chief Krause. Mr. Williams questioned the request for the ambulance at the event, but Chief Marique was not talked to about this? Mr. Jacobs said the event coordinator indicated that has been done in previous years, they hope to continue having an ambulance available. The understanding is if there was any emergency call, the ambulance would respond to that. Their overall emergency plan includes calling the Milton dispatch if needed.

Mr. Williams motioned to approve the permit for the Woods, Water and Wildlife event. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

6.) **OLD Business:**

1. **Photocopier bid – Recommendation to Award (provided at mtg):** Mr. Jacobs reported he had secured the required 3 bids; Ricoh USA, Seacoast Business Machine and East Coast Copier. Each of the quotes had different rates of usage and lease prices. Mr. Jacobs looked at the five years cost average for each of the three. Ricoh (five-year average=\$28,887); Seacoast Business Machine (five-year average=\$34,292); and East Coast Copier (five-year average=\$48,663). He also looked at actual department expenditures over the past three years; combined the total was \$56,188 (mostly for the cost of the lease rather than the actual printing costs). Mr. Jacobs recommended the bid from Seacoast Business Machine (\$34,292 over five years). This was the only company that took into account the remaining lease from both the Police Department and the Town Hall. Their response time has always been good and their service is very good. The other two are further away which could add to their overall response time.

Mr. Williams motioned to approve Seacoast Business Machine quote of \$34,292 for a five-year lease. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

2. **Trails Committee – Charge Policy and Fiscal Policy:** Ms. Long explained as she has discussed with both Mr. Williams and Mr. Jacobs things are becoming more clear. She provided some background information – Mr. Katwick had previously requested the MCC take over stewardship for Jones Brook Park. There was a lot of work involved and was beyond what the MCC could do. The MCC is not charged with taking care of trails. While the MCC did take charge of Casey Road, they currently have many other projects they are involved with. The MCC recently approached the BOS about developing an independent Trails Committee to be

stewards to help with maintaining and developing of new trails, with oversight provided by the BOS. However, Ms. Long indicated push back from the BOS who may not want to have that oversight and would look to the MCC for oversight. If that would be the case, Ms. Long would then go back to the MCC to decide if this is something they would be willing and able to take on. Mr. Williams said he thought the Trails Committee was to be an informal group of volunteers. His focus was on the budget process aspect – to him it does not matter if they would report to either the BOS or MCC. He pointed out that MCC would have the ability to have a sub-committee that would not include current MCC members. Personally he would like to see this committee be more informal. He also suggested MCC probably has more knowledge of the properties and where trails can be cut, wetlands requirements, etc. which is the kind of oversight and expertise would have. Ms. Long – this could be an unfunded committee and take donations or MCC could fund for \$100/year. Mr. Jacobs is aware of other communities with trails committees that are subsets of their public works departments; one has worked very well, while the other one was very hands-off with resulting damage. His preference would be to have it as a subset of the Conservation Commission. Ms. Long – the MCC is currently responsible for overseeing 10 easements and 6 town-owned lands and have recently taken on responsibility for walking the town-owned lands. The MCC is not really interested in taking this on and made decide not to. Jeff LeClair (MCC alternate) – he suggested, as a private citizen, it would be a lot easier to recruit volunteers if the Trails Committee was more informal. Mr. Williams – this is not to create more work for the MCC. He also understands a more formal process would deter volunteerism. Ms. Burnham requested Ms. Long talk to the MCC again and see if they would agree to have the Trails Committee as a subset of the Conservation Commission. Ms. Long agreed to this request, although she again suggested most of the members already feel overworked.

3. **Review of Town informational pamphlet:** Ms. Burnham asked if there were any changes to the pamphlet? She indicated this will always be a work in progress as there will always be new resources to add. Mr. Jacobs plans to make this available on the website and hard copies will be available.
4. **Final review of letter to NHDOT & NHDES regarding 3 Ponds Dam:** Mr. Jacobs explained he asked the BOS for permission to write a letter. At the state level, the inspection division alerted the construction division of things that needed to be done at the Milton Three-Ponds Dam. The letter addressed urgency of wanting to take action on items that are needed and how long this process has been going on. It takes a lot of time to get a project like this to come to fruition especially when such project requires huge finances. This letter is to indicate that this is not just a simple dam repair or replacement and could have major impact on the town. For example, if the dam would need to be repair and would require lowering the lake level by 3 feet, this could impact residents who live on the lake and the amount of taxes they pay to live on the lake if they are not able to use the lake for a certain amount of time and their tax bill is based on higher lake levels. Those tax reductions would cause revenue loss to the town. This letter would outline many of the unknown factors of which the state should be aware. The town will always need the dam both as a flood-control structure, and as an economic key to the town. We cannot wait for this to be in a state of failure before asking anyone to get involved. Currently Mr. Jacobs is unsure if this is all the responsibility of New Hampshire or is Maine involved in this as well. Mr. Williams – there is an impact on all the communities. Mr. Jacobs – the letter is intended to call attention to this matter now instead of waiting for something to happen. He asked if the BOS approved the wording of the letter, and if yes,

requested the BOS allow him to release the letter. He emphasized the importance of starting to look at all potential ramifications. Ms. Burnham agreed it's important to be proactive and appreciated Mr. Jacob's taking the lead in proceeding.

Mr. Williams motioned to approve sending the letter to the dam commission. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

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

Mr. Williams reported since Mr. Brown was recently elected to the School Board and the RSA doesn't allow him to serve as a member of the Budget Committee, there is now an opening on the Budget Committee. Mr. Jacobs will post the opening on the website.

8.) Approval of Minutes:

Non-Public Minutes: None.

Public Minutes:

May 16, 2022 - Mr. Williams motioned to accept 5/16/2022 public minutes. Ms. Burnham seconded the motion. Mr. Morrill abstained.

8.) Public Comments Relative to Topics Previously Discussed:

Kym Libby: Regarding speed trailers: residents of Milton Mills have questioned the process of requesting signs at specific locations. Mr. Jacobs said he can collect the requests; residents should be aware it is up to Chief Krauss to ultimately decide location and message. Ms. Libby suggested adding the information to the website.

9.) Expenditure Report:

Mr. Williams had sent to the expenditure reports to the BOS. While the reports indicate 37% expended this includes encumbered and Warrant monies. If that is taken out, we are currently at the 41.67% mark. Several line-items are up – Mr. Williams will be discussing with various department heads. He stressed the need to be very conscious of expenditures and when BOS are meeting with department heads, this does need to be part of the overall discussions.

10.) Town Administrator:

- Upcoming workshop June 13th with Wright-Pierce to review the Facilities study (for the Sewer) before final issue. Currently facing: to bring on any more users will need to upgrade the plant to meet new or existing discharge permits. In the future will need to start processing sludge and reduce overall nitrogen loads. Current process used does not address nitrogen.
- Our next public meeting is June 20, 2022, at 6:00PM.
- Lockhart Field: Received the report from Credre Associates who are requesting guidance. They would like to add four additional monitoring wells. The town is exceeding the drinking water limits for PFAS and arsenic. The monitoring wells would be placed on the opposite side of the road. Mr. Jacobs asked Credre to give a cost estimate of putting in the 4 wells in advance of 2023 budget preparation.
- Mr. Larry Brown has donated a color print of the Town at the direction of Mrs. Brown (an aerial view of the town circa early 1900's). We will gladly hang it in the Town Hall.

- The RSMS (Road Surface Management System) data collection started last week (part of the Goal's Committee).
- Last week I accepted the draft financial statement as prepared by Melanson and they will soon release the 2020 audit.
- Brittney and Joanne have advised me that we are in a good position when we need to submit the necessary financial information for the 2021 audit.
- Wright Pierce submitted pre-application letters to the NHDES in an attempt to qualify the Town's sewer system for state and possible federal funds for FY2023. Deadline was June 1st.
- Underwood Engineers submitted pre-application letters to the NHDES in an attempt to qualify the Town's road and drainage systems for state and possible federal funds for FY2023.
- Underwood Engineers will be submitting the paperwork for us to obtain the funds allotted by the state for the next phase of Dawson Street Drainage improvements. The paperwork is due June 30th. This project was approved at the Town Meeting. The State wants a full set of documents.
- Affinity Lighting has finished looking at all our street and parking lot lights comparing what was on the original audit. The department heads and I will be meeting with them in the next few weeks to review their findings. Decisions will be made regarding which lights are to be replaced.
- Economic Development Committee – charge document. Once I started on it the document took on a life of its own. I'd like to come out with draft and let the BOS and EDC review it before we try to accept it.
- I sent out an email request earlier today requesting the Department Heads start their employee evaluations. I hope to bring a portion of them at the June 20th meeting and the rest at the first meeting in July. Pat Smith has already submitted his employee evaluations.
- Lord Lane – received a draftee from the developer – after review, notified the developer they will need to take care of items and give the town legal access to do needed drainage of basins.
- 39 Ripley Lane – Received a purchase and sale agreement; town council does not feel this has been prepared properly.
- Received check as part of the monthly tax repayment agreement from Mr. Glenn Hunter of Milton Mills.
- Future meeting with the Board of Tax and Land Appeals with respect to Mr. Slosky's appeal – scheduled for September 7th.
- From Public Works – new salt agreement has increased.
- CDL Training – in the future, all CDL drivers (federal mandate) will need training to keep licenses. Sending drivers to Concord for training will cost ~\$2,000-\$5,000 per driver. Mr. Morrill – isn't that just for new drivers? Mr. Jacobs – still trying to figure that out. It was noted there are other programs that cost less than the Concord training.
- Ms. Burnham – thanks for the report and all the details, and for keeping up with everything. There is so much going on.

11.) Selectmen Comments:

- Mr. Williams: We should plan to discuss the Town Hall and potential move at the next BOS meeting. Isn't there a deadline coming up? Mr. Jacobs – there had been a deadline of June 30th, however that has been extended. More work has to be done.
- Budget Committee: Mr. Williams reported they are off for the next two months. He will work with Laura Turgeon, Bob Carrier and Peg Hurd around the process for generating reports. They will be prepared in time for the budgeting process to start in August.
- Planning Board: Mr. Morrill reported they will discuss Asset Management program pre-application and Capital Improvement projects.
- Ms. Burnham: Just getting started with CIP and 2nd meeting is scheduled for June 16th.

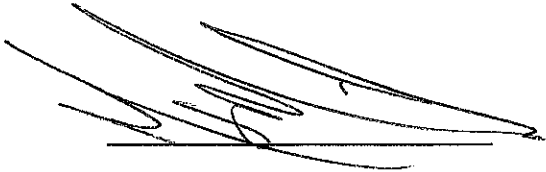
12.) Adjournment:

Mr. Williams made a motion to adjourn the public meeting. Mr. Morrill seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 8:00PM.

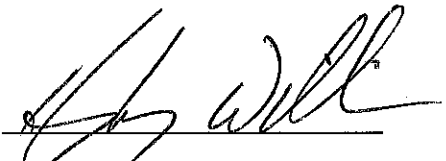
Given under our hands this 20th day of June, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES – 2022 06 06



Handwritten text, possibly a signature or name, located in the middle right section of the page.

