



Town of Milton
BOARD OF SELECTMEN MEETING
June 20, 2022

ATTENDANCE:

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

Staff: Chris Jacobs, Town Administrator, Police Chief Richard Krauss, Pat Smith – Highway Dept.

Public: Kym Libby (EDC), Virginia Long – Conservation Commission

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. Virginia Long, Milton Conservation Commission Chair: Two upcoming events – Educational Event, July 9th from 10:30-12Noon at the Town Beach – ‘What you do on land effects our lakes and rivers’ – interactive sessions. First attendees get free one-day pass. Free refreshments.
2. NH Farm Museum, July 2nd from 10-4PM. Includes fun activities, historic tours, scavenger hunt. Additional information on their website.

3.) Announcements and Community Calendar:

1. The town is selling a tax-deeded parcel known as 73 Sleeping Bear Drive. The bid package is available online and at the assessor’s counter within Town Hall. Bids are due on or by July 11, 2022, and will be opened at the BOS meeting that day.
2. The NH Farm Museum will be having a Fourth on the Farm event (July 2nd from 10-4PM). Come and *Celebrate the birth of our nation!*
3. The Milton Free Public Library is having a Summer Kick Off titled, *Oceans of Possibilities* with an Ice Cream Social at the Library on June 23rd between 4-6:30PM.
4. Fourth of July Annual Parade – Milton Mills begins at the library at 10AM.

4.) NEW Business – Discussion and Possible Actions:

a.) **Department Head Reports:**

Public Works – Pat Smith:

Ditched roads including Silver Street, Ford Farm Road, Steeple Street and Mill Street, along with the drainage area at the Town Beach and additional road repairs.

Fence repair at the Town Beach, regular cleaning of bathrooms at the Town Beach.



Repairing and painting at the Solid Waste Building.

Repaired footbridge at the Wambeck Dam Park.

Interviews at the Highway Department for Highway and Solid Waste positions. By June 27th, anticipated to be at full staff.

Highway personnel will assist with traffic control at the July 4th parade.

Police Department – Chief Krauss:

For time period 5/23-6/4, participated in the Join NH Click, part of Federal Highway Safety Patrol grant targeting safety belt violations, for child seats and child safety belts. Found zero violations at the schools.

June 10-11, Summer Kick-off conducting boat patrol to help with boat races.

Since May 16th, have responded to 678 calls for service with increase in drug related reports and quality of life reports. Anticipate the calls to increase over the summer months.

Experiencing increase in noise complaints, firework complaints, and parking issues.

Reminder to residents the town noise ordinance does not include fireworks. Noise ordinance encompasses only amplified sound (microphone, radio, etc.). There is no quiet time; the police officer would make a determination at the specific event.

Dog warrant list will be released this week with ~270 on the list. Reminder to residents to take care of this and get their dogs licensed. Elsewise, citations will be issued. Mr. Jacobs questioned if the BOS needs to first approve the warrant? Yes, board approval is needed. Mr. Jacobs indicated bringing this to BOS July 11th meeting in case additional dog owners did want to register their dog. Chief Krauss – waiting until July 11th will cut short the amount of time to meet the deadline in September (9/1). They will make it work. Hopefully that number will decrease as owners realize they will have to pay both the citation fee issued from the Police Department, along with the late fee at the Town Hall. Mr. Jacobs said he received a number of calls from residents asking why citations were being issued at night? Chief Krauss – officers will serve dog citations according to priority of calls and calls such as domestic issue, accidents, etc. will take priority over issuing a dog citation.

Mr. Williams had talked earlier with Chief Marique regarding discussions with Middleton BOS. Milton has been supporting Middleton with responding to ambulance calls. Further discussions will happen around the Fire and Ambulance support. Mr. Jacobs – reviewing previous annual reports, there was a Warrant Article approved in 2008. Mr. Williams – going forward there will need to be an independent review of call capacity for both Milton and Middleton; the additional Warrant Article was just for the support, will it cover if Milton were to take over their entire department. While Middle does have lots of volunteers to cover evenings, they do not have the facilities nor daytime coverage. *Middleton*

Mr. Jacobs – he has received all department employee reviews. He is starting to analyze the reviews. Mr. Williams suggested beginning with the next BOS meeting to rotate department head presentations.

- b.) **Approval to return tax deeded property to Jean Thompson:** Mr. Jacobs reported Jean Thompson has repaid all of the back-due taxes. There is a request from the Tax Collector and Assessor to bring this to the BOS. He reported the document was prepared for his signature and is requesting authority from the BOS to sign.

Mr. Williams made a motion to authorize Chris Jacobs to sign the quick-claim deed. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

5.) Communications Received:

a.) **NH State Officials letter regarding school safety:** Mr. Jacobs summarized the June 3rd letter directed to school leaders, Police and Fire Chiefs: The task force on school safety has put together a report which includes 59 recommendations; the state is working to provide resources to communities. Mr. Jacobs shared this with the BOS as residents may ask what the town leaders are doing. The letter will be posted on the website.

b.) **Letter from Sen. Jeb Bradley to NHDOT Commissioner Sheehan regarding Townhouse Bridge replacement:** In response to a letter submitted regarding the Townhouse Bridge replacement project. He is supporting this request and urged approval. Mr. Williams – the public hearing has still not been held. The public will still have an opportunity to ask questions and view the conceptual plan. Chief Krauss questioned if there are any town representatives on the committee responsible for the overall planning of this bridge? Mr. Jacobs asked DOT rep the same question. Their response was yes but only through an initial period. The only input will be during the public hearing. Chief Krauss said an article indicated the bridge would be similar to the previous bridge and if that is accurate, the patrol boat would not be able to go under. Mr. Williams agreed and said pontoon boats will also not be able to go under safely. Chief Krauss questioned why if the town has financial responsibility of a significant amount why does Milton not have a voice in the entire process, especially the planning phase prior to the public hearing? According to Mr. Williams, Bruce Woodruff has been part of the contact previously, however is not currently directly involved. Mr. Jacobs has asked at what point are we allowed to ask questions – this will not happen until the project is further allowed. A comment that had been submitted asked for two boats to be able to pass under the bridge at the same time at full canopy vs. one boat only going through one at a time. However if the height gets excessive there will not be enough funds to proceed. According to Chief Krauss it will be OK to just have one boat go through at a time, however the height issue is most important. Mr. Williams noted with this year's higher water levels, if the new bridge's height was similar to the previous bridge, many boats would not be able to get through. Mr. Jacobs will send the minutes from tonight's meeting to Matt at the state. Chief Krauss questioned again if the town is spending tax payer dollars, why is there no town representation on the committee?

c.) **Thank you letter from the South Shore Outboard Association:** The letter thanked the BOS for continued support of their annual event. Everyone enjoyed the event. The letter also included a special thanks to Karen Brown for her overall coordination. They look forward to participating in next year's Summer Kick-off.

d.) **Notification from Norway Plains Assoc. of Intent to Submit a Shoreline Permit Application for Map 33, lot 273:** This was a certified letter notifying all abutters, including the town. The property is at 28 Lake Side Drive, Milton. The homeowners will be constructing a new home on the property.

EVENT Permits:

1. **No event permits at this time.**

6.) OLD Business:

1. **NHDES letter dated June 16, 2022, regarding Three Ponds Dam:** Chris Jacobs – the letter indicated federal and state funding allocated to inspect, review and do an analysis on Milton Three-Ponds Dam. Questions around the dam’s safety, ability to hold back water as the last safety design used a 100-year storm event. The new analysis will look at the flooding potential of a 500-year storm event and the bridge’s structure. The letter from Milton expressed a concern that this would not get looked at or the project would not rate high enough to receive monies. Mr. Jacobs said there is no current issues, however they want to be proactive and look forward. He also expressed his hope to have more input at the very beginning of the project. This letter will be posted on the website under the Communications section.

2. **Cemetery Duties:** Mr. Jacobs – two items have recently come up – 1.) Application for a certified for the right to inter presented by Laura Fortier for a relative – a second signature from a cemetery Trustee is required to move forward. Also need to schedule a probing of the actual lot site so Ms. Fortier is able to schedule the interment.
Mr. Williams announced the Administrative Assistant for Public Works will assume additional administrative Cemetery duties. He did discuss with John Katwick who agreed with this and said it’s a good time to get started. Mr. Jacobs said if there any questions or concerns from the residents, they should contact him and he will report this back to the BOS. Depending on the request, this could be part of the current maintenance agreement. Mr. Williams asked what the current mowing cycle is? According to Mr. Morrill, for Milton Mills it is once per month (per the current contract). Mr. Jacobs indicated going forward maybe the larger cemeteries would get additional mowings or care on a regular basis and smaller wooded or remote areas would be on an as-needed basis.

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

Dog License Warrant (follow-up from earlier discussion): Mr. Jacobs indicated he had received the list. Once signed it will be effective. Chief Krauss requested the Warrant be signed at next week’s workshop meeting on June 27th. Mr. Jacobs will add this to the agenda.

8.) Approval of Minutes:

Non-Public Minutes: **None.**

Public Minutes:

June 6, 2022 - Mr. Williams motioned **to accept 6/6/2022 public minutes.** Ms. Burnham seconded the motion. All were in favor; the motion was accepted.

June 13, 2022 Workshop- Mr. Williams motioned **to accept 6/13/2022 Workshop minutes.** Ms. Burnham seconded the motion. Mr. Morrill abstained; the motion was accepted

June 15, 2022 - Mr. Williams motioned **to accept 6/15/2022 public minutes.** Ms. Burnham seconded the motion. All were in favor; the motion was accepted

8.) Public Comments Relative to Topics Previously Discussed:

Kym Libby: She explained at a recent meeting, there was discussion of Mr. Jacobs drafting a charge for the Economic Development Committee. Ms. Libby has also been researching and discovered from June, 2012 there was a document submitted to Milton. A committee had been formed to provide a Strategic Economic Development Plan. She would like to discuss this with Mr. Jacobs prior him to submitting a charge to the BOS. As some of the information has been

duplicated it would be good to review the Strategic Plan. She also thanked Mr. Larry Brown for recently pointing out this involves not just the Economic Development Committee and is more strategic. One other interesting detail she discovered was in 2006 the Town formed a Cost of Community Services Study Committee – based on this, the Milton Conservation Commission is a direct result from that charge.

9.) Expenditure Report:

Expenditure report will be reviewed at the next meeting.

10.) Town Administrator:

- There is a workshop scheduled for June 27th to review goals.
- Next BOS public meeting is scheduled for July 11th. Mr. Jacobs said the June 27th meeting will also be a public meeting as the Dog License Warrant will be on the agenda.
- I have spoken to NHDOT and they don't paint the FOG lines along the parking spaces due to the risk of getting overspray on parked vehicles. Therefore it is up to the Town to delineate their parking spaces.
- I have spoken to NHDOT and NH Northcoast regarding the railroad bridge over Old Wakefield Road. The NHDOT responded that the bridge is the responsibility of NH Northcoast. I spoke with the operations manager for NH Northcoast. They hire an engineer to inspect the bridge each year. The inspection took place recently and some of the inspection resulted in some rust flakes being left on the roadway below the bridge.
- We had a meeting with Affinity Lighting last week. They found a few more lights than the ledger (warrant) we received from Eversource. As a result of the meetings a few lights have been reduced in wattage, two (2) on Charles Street were taken off our ledger. We added the one at the Three-Pond Dam and they are going to look into the lights at the Wambeck Dam and Park. They expect it will take two (2) days to change the lights. Chief Krauss requested a move of the Charles Street light to the intersection of Townhouse Road and Micah Terrace. This will help with needed lighting in the area. Mr. Jacobs did find three lights that do not belong to the town. Affinity recommended purchasing three additional lights of the same size and store for future replacement. The switch to lights should be done in July and the town will have six months of savings for this year. Chief Krauss – Affinity also indicated police detail will be needed when lights are being switched (especially Rt. 125, etc). This will be charged back to the Town and the BOS will need to decide where this will come out from. Details come out of the Detail account. Mr. Williams said there will be a deficit in the Detail line. Typically during events requiring police detail that revenue is paid back into the Detail line. That information will need to be captured and recorded. Chief Krauss will discuss with the company and determine which roads will need the detail and specific timelines.
- Mr. Nichols was in and paid the back taxes owned on Map 40 Lot 55 earlier today. I will have the attorney prepare a deed releasing it back to Mrs. Sharon Nichols.
- I received a call last week from the realtor marketing 30 Ripley Lane property we took for back taxes. A title company called today and wants to setup a closing and will be calling back tomorrow to obtain the payoff amount.

- We will have another resident coming forward at the July 11th meeting to setup a tax payment agreement.

11.) Selectmen Comments:

- Mr. Williams – Will be working with Laura Turgeon, Bob Carrier and Peg Hurd regarding the school reports. He anticipates getting the final school report by the end of June.
- Mr. Morrill – Question regarding the June 27th goals meeting – will this involve all departments and committee chairs or just the department heads? Mr. Jacobs – this could include the committee chairs? Mr. Morrill would also like to have a workshop that includes just the BOS and the department heads. Mr. Jacobs said the staff are interested in the same thing especially when setting the budgets. Mr. Williams said it would be good to have this meeting in July with just the department heads since the budgeting process will start in August. Mr. Morrill – important to focus on the budget but also where the town is going as a whole and where it needs to go. Mr. Jacobs will schedule a workshop meeting between the BOS and department heads for July 18th.
- Mr. Jacobs – starting to prepare for the FY2023 budget – we are starting to receive contracts.
- Ms. Burnham – CIP update – the committee has reviewed the previous year and what is on board for this year. They will begin meeting with various departments to start moving forward.

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 7:15PM.

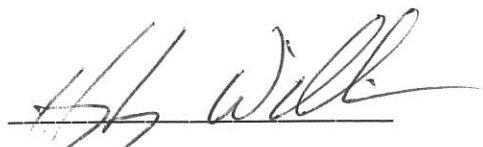
Given under our hands this 11th day of July, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES June 20, 2022