

Town of Milton
BOARD OF SELECTMEN MEETING MINUTES
June 27, 2022

ATTENDANCE:

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

Staff: Chris Jacobs, Town Administrator, Police Chief Richard Krauss, Pat Smith – Public Works Dept, Betsy Baker – Milton Free Public Library, John Gagner – Town Clerk

Public: Kym Libby – Economic Dev Comm, State Rep Glenn Bailey

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:

There were none.

3.) Announcements and Community Calendar:

Reminder about July 4th Independence Day Parade at Milton Mills.

4.) NEW Business – Discussion and Possible Actions:

a.) Approval to Dog Warrant:

Mr. Williams made a motion to approve the Warrant for the Dog Warrant. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

b.) Review of Goals List with Department Heads and Committee Chairs: Mr. Jacobs – Chief Marique and Karen Brown were unable to attend. Mr. Jacobs explained there are two documents used for tracking - the LGET goals list which have been updated; the second document focuses on tasks requested by the BOS. Many of the short-term goals have either been completed or have had some action done to them.

	GOAL	ACTIONS/UPDATES
1.	Clean up chambers	September – files/documents will be scanned
2.	Improve communications	Involves adding searchable information on the website
3.	Accountability in expenditures	While information is shared by Budget, this will need posted on the website.
4.	Website: posting expenditure reports	Still needs to be done to share with town residents.
5.	Website: update assessing, planning, zoning	Searchable forms, information etc.
6.	Potential new location for town hall	Research is in progress.
7.	Update GIS maps (water & sewer)	DONE – GIS has been updated to show water and sewer
8.	Town hall audio/video updates	
9.	Personnel – hire additional staff	While mostly done, this will probably always be WIP
10.	Town clerk – additional staff	Done – according to Town Clerk, staffing is now at a good level.



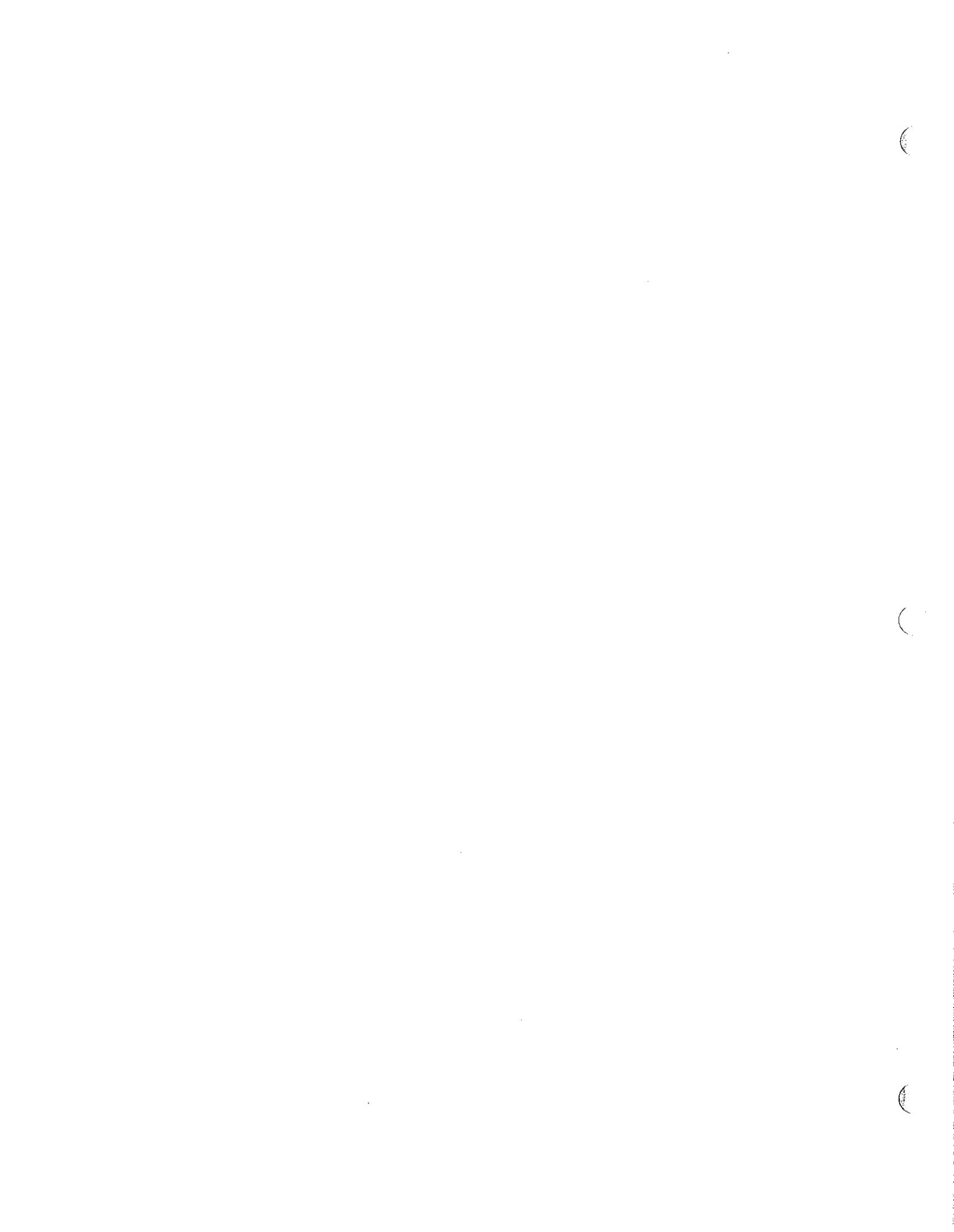
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11.	Website updating	If someone has an issue finding information on the website be specific and Inform Mr. Jacobs. Forms/links Improved. Add link to Cemetery on home page.
12.	Website – adding ordinances, etc.	Searchable
13.	Meet your Board Member	In the past did have Meet & Greets. Can be done at Deliberative Session. Suggestion – videos for each board – what they are doing, etc. Biography page for each committee/member/town staff.
14.	BOS/SB Increase connections	Currently connection is through the Budget committee. SB now involved with CIP. Relations have seen to be adversarial in the past, recognize need for collaboration. Building cooperation to reduce struggles from previous years.
15.	BOS/SB quarterly meetings	Increase opportunities for SB/BOS to connect more.
16.	Recruiting volunteers to committees	Need to continue and build resident interest in volunteering and involvement.
17.	State reps, etc. attend BOS mtgs	DONE
18.	Digital signs – increase communications	DONE
19.	3Ponds Commission- strategic plan address weeds/plants/bacteria	Video (TPPA) was part of overall goal. Expand lake sampling, expand testing, septic system issues awareness. July 9 th educational event hosted by CC.
20.	CC – Trails Committee formation	In process
21.	CC – Jones Brook revitalization	Considered part of Trails Committee?
22.	CC – All trails on websites	To be done- future.
23.	Recreation: expand PT to FT	If move to Headstart building happened, could potentially include daycare or senior services. Would need to increase staff capacity.
24.	Recreation: boat ramp	Concept plans produced and NH Wetlands Bureau application expected in the near future.
25.	FD/PD – staffing issues	New discussions with Middleton – multi-town services/regionalization
26.	EDC- attract businesses/residents	Working to get committee started – that needs to be done before proceeding. Kym Libby – working to update existing spreadsheet of all town businesses.
27.	EDC- revitalization zones – doing more than just signs	
28.	Website: add committee descriptions	Include charge document for committees posted on their section of the website.
29.	Code enforcement: laws to clean up yards, etc.	Past year several actions have been taken on various properties in the town. Definitely more active this year.
30.	Public: Senior/Children's centers	Potential In Headstart Building
31.	Rec: Increase sense of community especially amongst seniors	Potential with Headstart Building
32.	Rec: Playground/rec facility in Milton Mills	Still working on this.
33.	Highway- improve sidewalks downtown area	No bid documents yet – by end of summer.
34.	Highway- additional trees Rt 125	Notes: Not allowed on Rt 125 – mark as not feasible.
35.	Highway- CIP Improvements	Funding and improvements in funding as well as transfer station roof to reduce weather related issues.
36.	American flags along Rt 125	June Paul Steer accomplished this in Milton Mills (great success and feedback from community). Need to expand down into Milton.
37.	BOS change fiscal year to overlap budget	Some communities have shifted to match fiscal years between town and schools. Current system is difficult for both SB and Budget. Long run would work better. Short-run – require additional audit, change in tax bill structure, etc. Mr. Jacobs – will first check with town lawyers – impact on elections, etc. Follow-up discussions include planning.



38.	Planning: Update Master Plan	Not sure where this currently stands. This will be ongoing.
39.	CC- Casey Road	Ongoing maintenance
40.	CC- better protect natural resources, conserve more lands	Increase conservation lands whilst balancing with economic issues.
41.	EDC- Uplift downtown areas	Renovating existing buildings in town. Increasing accessibility.
42.	Library- renovation of existing buildings	Spring 2023 – Mansard roof will be completed – LCHIP grant will address everything if approved. Discussion: Instead of using those grants for certain improvements (2 nd floor – accessibility issues), possibly using for building expansion – used as multi-function room. BOS used to have meetings in building. Having additional meeting room space and offices could increase community feeling.
43.	TA- review/update job descriptions	Scanned.
44.	TA- Improve Town Hall layout	Part of Headstart building discussions.
45.	Town-wide newsletter	Some progress – monthly Milton Gazette. TA recommends adding to budget to pay for copies.
46.	Increase use of Restored Town House	Question about potential parking issues? ~20 parking spaces across the road and if needed (slight walk) parking at police station.
47.	PD- Increase water patrols	Current staffing levels are issue.
48.	PD- Storage accessibility for PD/FD/Town	Need space to keep records (town, PD, FD) with easy access – will need space even after documents scanned (September) as hardcopy will continue to be required for certain documents. Climate controlled areas. Add to CIP?
49.	EDC-Balance between development and preservation (long-term)	
50.	DBW/BOS- Improvements to overall infrastructure (long-term)	Sidewalks/roads, wastewater treatment plant, storage
51.	Community Bandstand (possible new goal?)	Increase sense of community and involvement

5.) OLD Business:

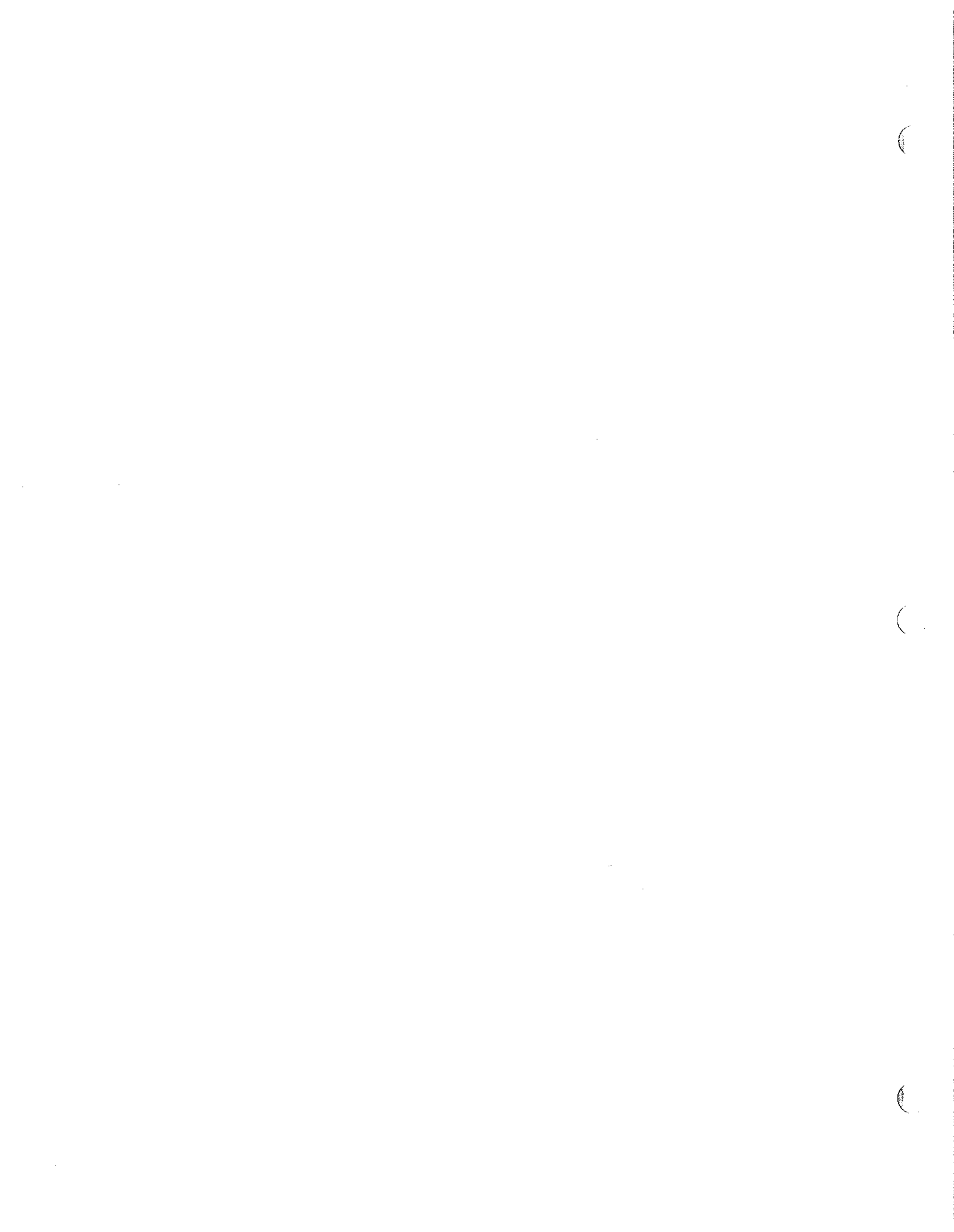
There was no Old Business.

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

Joint letter to Mr. Katwick – outlines responsibilities of Admin Asst.

Changes to advert for Land Use Clerk posting – increase clarity on what clerk does. Position will be posted.

Ira Miller – request for BOS permission to sign-off on document. 2019 letter to add alcohol sales did not include outside the building (only interior space). Approved for license by the state to cordon off area where alcohol will be. Town concerns – where specifically are exterior areas, control of area (making sure customers stay in that area with alcohol). Chief Krauss – there is no parking, no real place for them, no one watching – not recommending outside area. Ms. Burnham – there is a porch along with picnic tables – can the town deny this even after getting approval by state? Chief – the town can deny the outside areas and keep this to inside. If outside at tables they need to have control and ensure everyone stays within the approved area. Should add provision to must have someone outside at all times watching and in control. Ms. Burnham – this is time sensitive – what are next steps? Mr. Jacobs – request they provide sketch with specs, requirement of outside control (employee).



Chief Krauss – would be OK with the additional provisions. Recommended town continue to look into this; additional businesses could request liquor licenses to allow expansion. Should have ordinance ready to address outside dining with liquor and determine parameters. Mr. Jacobs will contact Ira Miller and request sketches of their outside plans.

Grange building – Chief Krauss: Previously building had been a grange and then antiques store which included three parking spaces (for store customers). The building is now residential and the parking spaces are no longer part of the building (the town had given permission to the Grange for parking). Residents should not use those parking spaces. Town will need to determine what to do with the three parking spaces.

7.) Approval of Minutes:

No minutes to approve.

8.) Public Comments Relative to Topics Previously Discussed:

There were no comments.

9.) Town Administrator:

- Next BOS public meeting is scheduled for July 11th.

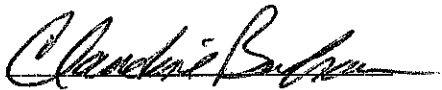
10.) Selectmen Comments:

There were no comments.

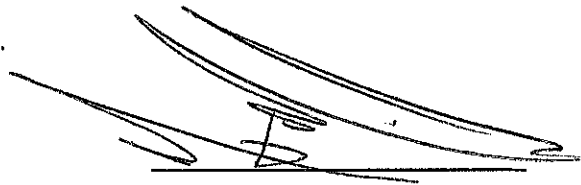
11.) Adjournment:

Ms. Burnham 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 8:20 PM.

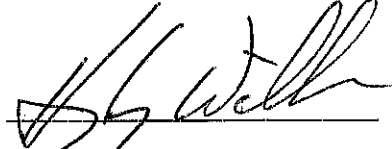
Given under our hands this 11th day of July, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES – June 27, 2022

