



Town of Milton
BOARD OF SELECTMEN MEETING
September 12, 2022

ATTENDANCE:

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

Staff: Chris Jacobs -Town Administrator, John Gagner – Town Clerk, Chief Nick Marique - Fire Department, Chief Richard Krauss- Police Department

Public: Kym Libby

Claudine Burnham, Chair, opened the public session at 6:03PM.

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

2.) Public Comment:

There were no public comments.

3.) Announcements and Community Calendar:

1. Tomorrow is the State and Federal Primary election for both the Democratic and Republican Parties. You can register to vote on election day. You cannot change party affiliation prior to voting that day. If you are undeclared you must select (declare) which party, you want to vote in. After voting you can fill out paperwork to go back to undeclared, if you choose.
2. The Great NH Pie Festival will be held at the NH Farm Museum on Saturday September 17, 2022.
3. Wildlife Habitat Assessment Walk with the Milton Conservation Commission on Thursday, September 22 @ 4:30 pm, of the Ball Property (Milton town-owned Conservation Land). Learn from Extension natural resource experts about aspects of forests and wetlands that are valuable for wildlife or could be enhanced by management practices and about a small grants program of NH Fish & Game for this purpose. Woodlot owners of parcels 25 acres or more in size and interested in improving their property's wildlife habitat are especially encouraged to attend. Please let us know you're coming; email mcc@miltonnh-us.com for parking directions.

4.) NEW Business – Discussion and Possible Actions:

- a.) **WWTP Lagoon Liner Replacement – review and possible approval of balancing change order, request for payment and certificate of substantial completion:** Mr. Jacobs reported the repair

of Lagoon 1 has been completed. There was a prior approval for an increase of \$20,000 towards the project. Of that \$20,000, only ~\$7,000 was needed. Total project cost amounted to \$120,928.96. A change order and payment request were submitted reflecting the updated amount.

- b.) **We Care Food Pantry – funding request:** Mr. Jacobs reported this request stems from a recent conversation with a resident who was at the food pantry and found the pantry was out of food. This year's payment to the food pantry has already happened. He explained there are no rules prohibiting the food pantry from requesting additional support and if the food pantry was to submit a letter, Mr. Jacobs would present it to the BOS for review. The food pantry did ask for additional support due to their current needs. The Outside Appropriations line-item was funded, expended and paid. He also noted this is also happening across all the welfare areas such as rental increases, inflation, food costs and energy. Mr. Williams – the town is currently at 2/3 of the year with 56% spent; the town has not spent all of the Outside Appropriations monies.

Mr. Williams motioned to approve an additional \$5,000 in funds to support the We Care Food Pantry.

Ms. Burnham explained she does support the We Care Food Pantry and appreciates their situation, she asked why they are not and if they plan to do other outreach to the community requesting donations and support, and this should happen first. Chief Nick Marique said when they first opened there were many people coming from other communities. Mr. Jacobs said they will not exclude people coming from Lebanon or Wakefield areas. He also felt with the current high costs of gas, most people using the service are more than likely from the immediate area. He received a suggestion that the town could do a match so if a resident would donate \$100, the town would match that. Kym Libby said there are no grants or federal monies available to them and is all by private donation. Ms. Burnham said she would like to hear more from them before responding. Mr. Williams rescinded his motion at this time. This is something to look into and keep at the forefront. If the BOS could get additional information for the next meeting, we could still decide during this month. Also the letter indicates they serve families in Strafford County and Lebanon, ME. He does not think the request is out of line. Mr. Morrill said he hears it's a bottom-line budget and if monies are needed it can be found. The question is can we find money and help them out? According to Mr. Williams, yes, the money can be found.

Mr. Jacobs recommending doing analysis and keep this item under Old Business. Ms. Burnham understands the need but cannot rush this. She asked Mr. Jacobs reach out to them and see if they will do a fund drive campaign and have the town residents help out as well.

- c.) **Liquor License Request – Mobil Fuel and Convenience Store at 16 Commerce Way:**

Mr. Jacobs – this is a standard permitting question that comes from the state and allows the town's BOS to weigh in on the request. This request is similar to request from Cumberland Farms.

Mr. Williams motioned to grant the combination liquor license. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

d.) Agilitas Solar – request to amend lease at landfill:

Mr. Jacobs – this is a similar request to the one submitted last year. Documents were submitted to the BOS for their review. The attorney told Mr. Jacobs additional time to review the documents was needed, although her initial read was the request was not out of the question. He will also check with Brittany to confirm two checks were received. Mr. Jacobs suggested if the attorney would say yes, the BOS would grant him the authority to sign once everything was confirmed and annual funding was in order. Mr. Williams – the information presented does not indicate who they are assigning this to, only that they have the right to assign it with no other specifics. That should be finalized.

Mr. Williams motioned to move ahead and give Chris the authorization to sign once we validate from legal. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

6.) OLD Business: There was no old business for discussion.

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

There was no other business for discussion.

8.) Approval of Minutes:

Non-Public Minutes:

August 24, 2022 - Mr. Williams motioned to accept 8/24/2022 non-public minutes. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

Public Minutes:

August 1, 2022 - Mr. Williams motioned to accept 8/1/2022 public minutes. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

August 15, 2022 - Mr. Williams motioned to accept 8/15/2022 public minutes. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

August 24, 2022 - Mr. Williams motioned to accept 8/24/2022 public minutes. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

September 7, 2022 - Mr. Morrill motioned to accept 9/7/2022 public minutes. Mr. Williams seconded the motion. All were in favor; the motion was accepted.

9.) Public Comments Relative to Topics Previously Discussed:

There were no public comments.

10.) Expenditure Report:

Mr. Williams reported he had just received the data and did not have time to thoroughly review the information. He sent information to the BOS prior to the meeting. The town is currently at the 2/3 mark; overall the budget is 56.17% expended (including all encumbered funds). If encumbered funds and warrant articles are not included, that is just over 67.45%. This has decreased slightly from the last review, however, there still is a need to get some control over the budget. The big-ticket item remains the sewer plant liner repair; monies should be coming

back out. Currently we are not in bad shape.

11.) Town Administrator:

1. The BOS and the Budget Committee will be having a joint meeting on September 15, 2022, to review the FY2023 budget.
2. The BOS will be hosting a Milton and Milton Mills Local Economic & Community Plan meeting on July 18, 2022, at the Townhouse located at the intersection of Townhouse Road and Route 125 beginning at 6 pm.
3. Our next public meeting is scheduled for September 26, 2022.
4. The NH Retirement System has released a notice that there will be a slight reduction in the contribution rates starting in the second half of 2023.
5. Betsy Baker has notified the Milton Free Public Library Board of Trustees that she is resigning as librarian as of October 8, 2022. This position has been posted on the town website.
6. Raymond Marcoux has notified the Town that he intends to redeem the tax deeded parcel at 35 Winding Road. 7.
7. Kearsarge Energy is meeting with Bruce Woodruff – planner and Ms. Keriann Roman – Town Legal Counsel to review proposed land lease documents prior to returning to the Planning Board and Board of Selectmen for approvals. 8.
8. The permit applications for the Boat Ramp Replacement Project were submitted on August 23, 2022. This takes 60-90 days to get approval.
9. The deed transferring the Historical Building Back to the Town was signed and recorded. The lease agreement will be up for review at a future BOS meeting.
10. Recently the Church Street bridge in Milton Mills was inspected and has been scheduled for replacement. The Maine DOT has notified the NHDOT that the cost is expected to be \$3,700,000 dollars. NHDOT advises that we plan on our share of the cost being \$400,000 dollars and that the bridge would not be constructed until 2025.
11. Three Ponds Investments v Town of Milton is scheduled for a hearing on November 22, 2022, at Strafford Superior Court commencing at 10:00 am. No testimony will be taken. This is just a meeting with both sides and the judge to determine future course of actions.
12. At the next BOS meeting, Mr. Jacobs will have the final payment request for the Dawson Street project.
13. He received from Virginia Long, MCC Chair, a request for another letter of support for the Sam Plummer Road project.

12.) Selectmen Comments:

- Mr. Williams – there was a question from a resident concerning committee meeting minutes. Minutes are not required to be posted online, however, within 5 days, even in draft form they should be made available somewhere. In reviewing the website, there are some committees that need to get their minutes posted and get up to date. Minutes should be posted within a timely fashion. Mr. Jacobs – his process is to post Draft minutes on the Town Hall wall. Once minutes have been approved, they are added to the website. He said if the BOS wants him to post the Draft minutes online, he will do so. Mr. Williams said according to RSA he is doing what is required. Mr. Williams indicated the Budget Committee has been posting their draft minutes and then just replacing once minutes are approved.

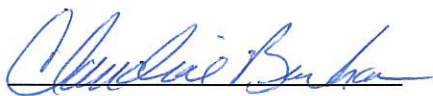
Various committees just need to get updated with their minutes. Ms. Burnham said compared to other towns, Milton is far ahead on transparency and sharing of materials. John Gagner said sometimes they do have to chase down minutes from some committee heads. Mr. Morrill – on behalf of the Planning Board, the Land-Use Clerk had been responsible for posting their minutes and because there had not been someone in the position, the minutes had not been posted.

- Mr. Williams received a request from Kids Cancer Connection recognizing September 25-October 1 as Childhood Cancer Awareness Week. This can be read at the next meeting and then posted.
- Mr. Williams – requested Mr. Jacobs keep items listed on the agenda under Old Business so not to lose track of items.
- Mr. Morrill – regarding the August 24th non-public meetings – so to prevent going through all that again, what can the BOS do to put all that information on record somewhere, so we don't have to go through it again with the elected officials in a few years. Mr. Williams – we need to capture what we are doing so a future Board doesn't have to go through it again. Ms. Burnham recommends attaching the information to the BOS by-laws, along with other additional information that should go along with the Selectmen as they move forward. Mr. Jacobs said items from the meeting on the 24th that were resolved could be written into the personnel policy. Mr. Williams said you need to separate the elected officials from the employee piece. Mr. Jacobs said the labor attorney should review the wording. Mr. Williams – we now have clarification, and we have to make sure it moves forward.
- Mr. Morrill – Offered his apologies to the elected officials for all of that – apologies were to Chief Marique, Chief Krauss, Mr. Gagner and Ms. Baker.


13.) Adjournment:

Mr. Williams motioned to adjourn the public meeting and enter into the non-public meeting. Mr. Morrill seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 6:50PM.

Given under our hands this 26th day of September 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES – Sept 12, 2022