

Town of Milton
BOARD OF SELECTMEN MEETING
October 17, 2022

ATTENDANCE:

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

Staff: Chris Jacobs -Town Administrator, Chief Richard Krauss- Police Department, Pat Smith – Public Works, Clarence Nason – Public Works, Karen Brown – Recreation, John Gagner – Town Clerk, Matt Comer – Police Department

Public: Kym Libby, Rep. Glenn Bailey, Andy Lucier, 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:

Ms. Burnham reminded attendees if they would like to make a public comment it must be during the appropriate meeting sections.

Larry Brown: Regarding SRPC Commissioner – Mr. Brown thanked the BOS for the appointment. He has talked with Jonathan Nute who is interested and willing to serve. Therefore, Mr. Brown explained he is resigning effective either with Mr. Nute’s appointment or other appointment of a new commissioner. He again thanked the BOS for the opportunity.

3.) Announcements and Community Calendar:

1. Seed Swap – October 23rd 1-4PM at the Milton Community Church with keynote speaker. Also a bake sale for the homeschoolers.
2. Milton’s 8th annual Trunk or Treat will be held Saturday, October 22nd from 4-6PM at the Town Beach. See the flyer posted under Community Events on the website or call 652-4501 ext 8 or via email recreation@miltonnh-us.com
3. Halloween will be Sunday, October 30.

4. State and Federal Election is November 8th from 8AM-7PM. You can register to vote on election day. The polls are at Nute High School.

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

a.) **Department Head Reports:**

Recreation – Karen Brown: Spooktakular – looking for sign-ups. Door-to-door trick or treating – the Radio Club will be helping at crosswalks. Soccer – U8 banquet is Saturday. U10/U12 doing very good and playing into November. Special thanks to the coaches and assistants for their help. Basketball signups start at the end of October. They are looking to possibly have competitive travel team. They had 140 kids at summer camp which is the largest camp size. It was a very busy year with help from great staff. Senior program is starting up with luncheons. Routinely 50-70 seniors at Bingo. Kids Night Out – it was a good night with 18 kids. The Holiday Toy Drive will start November 1st – will coordinate with Public Works. Have submitted applications to Toys for Tots and Caravan for Toys.

Town Clerk/Tax Collector – John Gagner: September: received \$80,382.64 in town portion motor vehicle revenue; \$530 dog license revenue. Other revenue sources included copies, marriage license, notary services and transfer station decals.

Received \$89,214.58 for incoming tax revenue (includes payments on liens, tax agreements and all tax monies received by the office). Deed Date is October 26th. This is when they will be deeding properties for 2019 liens. Letters were sent to mortgages and property owners via certified mail. Received notice the mortgage search resource cost will be increasing – he will need to talk with Budget Committee to reflect this in future budget. 2024 will include 4 elections which means machine coding will be required. This will be expensive and discussions with Budget and BOS should occur. There have been several residents who have tried to renew their dog warrant license online to avoid civil forfeiture. Those have been cancelled and refunds were issued since the online portal does not assess the civil forfeiture. Dog owners should call the office with any question. Reminder dogs need to be licensed every year by April 30th to avoid fines and late fees. November motor vehicle reminders were sent last week. 2024 transfer station decals and motor vehicle decals have arrived. November 8th is General Election. Has received a large number of absentee ballot requests. There have been no complaints or issues regarding absentee ballots. A big shoutout to the folks at the Post Office.

He attended the annual Town Clerk Assoc conference; met with Secretary of State office, the HAVA (voting) support staff, LHS who handles the ballot machine servicing and coding, tax collectors' software agency and clerk software agency. He has volunteered to be part of a testing group for the new vital records system. This is a good opportunity. Sample ballots are posted at post offices and at the Town Hall. Reminder to register to vote. Can register to vote on Election Day. The state election system was updated to reflect the vote will be at Nute. He got election official pins for the moderator and BOS.

NH Moose Plates hit 1M sold. Money from the plates go directly to the Conservation Heritage Fund. He will research and apply for a grant through them. He also reminded town residents there is an extensive FAQ section on the website which should be a good resource to use.

Ms. Burnham asked if there are welcome packets for new town residents? According to Mr. Gagner, while some of the information is a little outdated, he does provide them for new

residents.

Public Works – Pat Smith: Nearing the end of season for road-side mowing; continuing brush-cutting and clearing over-hanging limbs at intersections; continued state inspections on highway trucks and fire trucks; ditching and grading on dirt roads, along with some coal patching; catch basins were cleaned out in MS4 section in Milton Mills; continue to manage beavers; began reclamation of Ford Farm and Silver Street.

Grounds Maintenance: Done work at the public library including repairs to front steps; pumped out all town septic tanks; repaired shed at Transfer Station; started to do grass and other cleanup at the future town hall.

Police Department – Chief Richard Krauss: Participating in the 23rd Drug Take Back Day on October 29th from 10-2PM. Bring back unused prescription drugs to the police department for safe disposal.

Trick or Treat – reminder to wear illuminated clothing or carry illuminated item. They will be patrolling along with help from Radio Group at the crosswalks in Milton. The signs will be updated – both Milton and Milton Mills.

Seeing some odd traffic on Applebee Road from the sign – ~1% of traffic try to race by the sign – appears to be the same vehicles who are doing this. The state does not allow the sign camera to be turned on to see who is doing this.

Have seen an increase in domestic offenses – financial and other issues have increased stress. Please reach out to welfare or other mental health departments. There are services available to all family members. Reach out before a domestic offense is committed or self-hurt.

Moving forward with the hiring process – there is a limited hiring pool. A recent PT test had only one individual show up.

Library – report from September 7th: The summer reading and other programs went well. Attended a budget workshop and worked with the Budget Committee to review RSA202-A. Worked on the 2023 budget. There was a special day held for Betsy Baker celebrating her 17 years of service.

Ms. Burnham thanked department heads for providing their updates.

b.) **Downtown Parking Layout:** Chief Krauss presented proposals to improve the downtown parking situation.

1.) Dawson Street – Area from Rt 125 to the pull-off on Dawson Street. Cars are parking in this area which causes traffic issues. This area is not covered by the downtown ordinance (ordinance covers only Rt. 125). To make part of this area a no-parking area would require a public hearing. Would allow for signs to be erected notifying people this is a no-parking area. They are only parking on the sidewalk side. Will also be working with Public Works to address issues with items in the public right-of-way and vehicles that might impede the work of snow removal and snow vehicles. They are documenting all areas where there could be problems; two weeks in advance of the winter parking ban (starting 12/1) they will be tagging all vehicles that would be violating the ban.

2.) Garage Way – Plan to have a meeting with NHDOT, Public Works and Mr. Jacobs in order to delete the first two parking spots. There are always a lot of complaints about vehicles parking in the two spots which impedes driver's view. If the two spots were removed this would improve sightline. If the BOS gives permission, Chief Krauss will set up the meeting. Ms.

Burnham asked if the current parking spots are located in front of the Milton Garage. Chief Krauss – this not supposed to be a parking area. They are trying to ticket as many of those parking there; there are signs that indicate park in the lined areas.

3.) Dollar General – on the opposite side of the roadway – there is a section where the state made the roadway extra wide. If the overall plan is to make the town more business and user-friendly, this would be a good time to have a public hearing to add spots into the area. This would give more parking in the downtown area.

Chief Krauss needs BOS approval to let Chief, Mr. Jacobs, Public Works Director to meet with NHDOT to discuss delete the first two spots and add additional parking spots near where the new restaurants are located.

Mr. Williams motioned to move forward with Chief Krauss, Town Administrator and Public Works Director to talk with NHDOT about the parking space. Seconded by Mr. Morrill. All were in favor; the motion was approved.

- c.) **Request of Town Clerk to sign warrant notice:** Notice indicating the location will be at Nute High/Middle School from 8-7PM.
- d.) **FY 2023 Budget Review** – Selectman Williams: Proposed reductions are from the Town Clerk/Tax Collector, Fire Department, Highway Department and Recreation. All default budgets have been updated for the salaries.

Highway Department: Operating supplies – by covering gravel under ARPA funds and other monies, this will help reduce the line-item. Equipment maintenance – first proposed at \$75,000 (up from \$50,000 in 2022); now reduced to \$60,000. This will help to stay under the 2% increase.

Fire Department: Chief Marique recently discussed his proposed budget with the Budget Committee - with adjustments is currently at a 3.78% increase.

The Default Budget (with sewer) is \$4,828,826. The proposed budget of \$5,053,098 from the Department Heads is a 4.64% increase over last year's operating budget. The increase is mostly due to salary and heating costs increases. The proposed budget by the BOS lowers this by ~~\$30,000~~ with a total variance from 2022 by only 1.46% (with proposed adjustments discussed previously by Mr. Williams).

below the default.

*MSW
CEB
HW*

5.) EVENT PERMITS

- a.) Veteran's Day Recognition at Veterans Park, November 11, 2022: Peter Haywood submitted a request to hold a short event – stationary celebration with no parade.

Mr. Williams motioned to approve the event at Veterans Park for Veterans Day Celebration. Seconded by Mr. Morrill. All were in favor; the motion was approved.

6.) OLD BUSINESS

- a.) **2023 BOS and Town Holiday Schedule – 2nd review and approval:** As discussed at the previous BOS meeting, Mr. Jacobs proposed moving the July 3, 2023, meeting to July 10th. July meetings would be on the 10th and 24th. Mr. Williams also suggested moving the first meeting in March to later during the same week. This is due to the meeting would be the

day before an election. He recommended moving it to Thursday, March 9th.

Mr. Williams motioned to set the 2023 BOS and Town Holiday Schedule with adjusted changes. Seconded by Mr. Morrill. All were in favor; the motion was approved.

- b.) **We Care Food Pantry** – funding request (9/12/2022): Ms. Burnham said there has been a good community response with the schools and businesses having donation boxes available. Karen will add this to the town newsletter.

7.) Communications Received:

- a.) **We Care Food Pantry – number of residents served:** (Wakefield Food Pantry – submitted in advance of 2023 request) January-September 2022 – they have served 254 households from Milton for total of 598 people. Ms. Burnham asked how people are vetted to know that an individual is a Milton resident vs. from another community. Mr. Jacobs said they have a check-in system and also asks for people to complete paperwork. Mr. Williams indicated they have not heard yet from We Care Food Pantry.
- b.) **Election Officials for the November 8th election:** this is required 30 days prior to upcoming election. Mr. Jacobs will serve as the Assistant Moderator to back-up Moderator Mike Beaulieu. This is to comply with state law.
- c.) **Community Action Program of Strafford County request for 2023:** They are requesting \$4,000. 2022 information provided from CAP indicating 10,163 cases from the county with 353 (3%) from Milton. This is the same proposal as last year.
- d.) **Red Cross** has also submitted a letter.
- e.) **RSMS System** (Road management system) – forecasting pavement plan for the next ten years. They are asking to review the prepared maps. A meeting will be scheduled with them to finalize plans.

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

There was none.

9.) Approval of Minutes:

Non-Public Minutes:

October 3, 2022 – Kearsarge Energy - Mr. Williams motioned to accept **10/3/2022 non-public minutes – Kearsarge Energy**. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

Public Minutes:

October 3, 2022 - Mr. Williams motioned to accept **10/3/2022 public minutes**. Mr. Morrill seconded the motion. All were in favor; the motion was accepted.

10.) Public Comments Relative to Topics Previously Discussed:

There were none.

11.) Expenditure Report:

Mr. Williams had previously sent the report to the BOS. Currently at 75% completion of the year with 73.04% expended (does not include warrants and encumbered funds). They are tracking major expenses which will need adjusted. This includes the sewer. Fire Department –

part-time hours are over 100% - salary alone is at 118% due to part-time line-items. We are projected to spend over \$200,000 the budget. Overall budget expense including encumbered funds, capital reserved funds and warrants, are at 62%.

12.) Town Administrator:

1. The next meeting of the Board scheduled for November 7, 2022.
2. Agilitas Solar Project – it was asked at the October 3rd meeting if we have been paid for the lease this year and we have. The check was approx. \$10,700.
3. There have been several phone conversations with the property owner of 549 White Mountain Highway about obtaining a demolition permit from the Town. The owner is working with a contractor to determine all the costs and time schedule.
4. The MFPL has informed us that Ruth Gutman will be assuming the duties of the head librarian.
5. Mr. Jacobs will be out of office the first week of November.
6. The BOS had told the Town Clerk what properties they wanted to deed. He put together a list (and requesting signature) of waivers – meaning which properties the town does not want to take over for various reasons. For example, one of the properties is a hazardous waste site. Another example is the mobile homes within Pineland Park.
7. The 2023 household hazardous material collection day - with Rochester – estimated cost of \$2,329.

Mr. Williams motioned to accept the offer to join the City of Rochester to join the household hazardous waste collection day. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

8. Invoice from Melanson (former auditors) – Mr. Jacobs received a second invoice for the December 31, 2020, audit (\$5,355). Mr. Williams said this needs to be validated as it appears it's a bill for the same thing. Mr. Jacobs will contact them.

13.) Selectmen Comments:

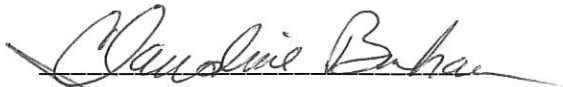
- Mr. Williams: The Budget Committee is focused on getting proposed budget together. A resident sent information to Mr. Williams – NH Community Power Coalition – so far 22 communities have joined (including Dover, Durham, Exeter and others). This gives ability to purchase as a collective group which would save the town and residents. Streaming video issues of the town meetings – they are working through those issues and get the videos on the site. Amazon Prime accounts – it appears the town has a few individual accounts. There should be just one municipal account with multiple users. This is a cost savings to the town and helps with overall tracking. SAM.Gov – Chief Krauss is lead. He is working to capture where all the information is and make it more readily available through a filing system. Chief Krauss – this has to be re-upped every year and because this year, more documents required, it took a lot more time to find the information. He suggested creating a folder/filing system to house all the information/documents for future years.
- Ms. Burnham: The CIP was finalized last week. This includes rankings and recommendations.

- Mr. Jacobs has started writing warrants for this year using information provided. Will still need to determine what the unassigned fund balance is going to be to help set the tax rate. Mr. Williams - will need information indicating all of the one-time payments.
- Ms. Burnham: They held a Part II Economic/Community Outreach meeting to bring businesses and residents together. Currently there still does not seem to be much interest in being part of the Economic Development Committee. There was a great overall response to the first meeting. Some business owners are now looking to form their own business group – MBA Milton Business Association. If someone is interested, they should contact Kym Libby, Ms. Burnham or Mr. Jacobs. Their next meeting is scheduled for October 26 at 3PM (Lakeside Thai Restaurant). Ms. Burnham questioned if there is no interest in an EDC what does this mean for Milton? Mr. Williams said there is no requirement to have a separate committee. Ms. Libby – if the town has a CIP, a subset to the CIP should be the economic development committee. She said because of the big interest to have a business association, maybe table the EDC for right now and bring forward after the March election. The Business Directory updates are coming along and should have everything updated by March.
- Mr. Jacobs: Regarding a letter to the NH Wetlands Bureau as a follow-up communication to comments received about the boat ramp. He asked if the BOS would like him to send the letter or do they need additional time for review? He said it's important the letter represents the BOS.

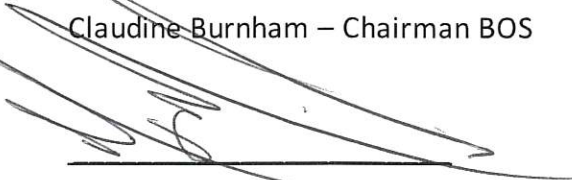
14.) Adjournment:

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 7:48PM.

Given under our hands this 7th day of November, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

END OF MINUTES – October 17, 2022