



**Town of Milton**  
**BOARD OF SELECTMEN MEETING**  
**November 21, 2022**

**ATTENDANCE:**

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

**Staff:** Chris Jacobs -Town Administrator, Chief Richard Krauss- Police Department, John Gagner- Town Clerk

**Public:** Kym Libby, Rep. Glenn Bailey, Virginia Long, Wayne Sylvester, Jeff LeClair

Claudine Burnham, Chair, opened the public session at 6:05PM.

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

**2.) Public Comment:**

Virginia Long, Chair of Milton Conservation Commission – the next MCC meeting is scheduled for Wednesday, November 30<sup>th</sup> (replaces the normal first Wednesday of the month meeting).

**3.) Announcements and Community Calendar:**

1. Town Hall will be closed Thursday, November 24 and Friday, November 25.
2. Transfer Station will be closed Friday, November 25.
3. The Town is selling an older police cruiser by sealed bid. Bid packages are available online and at Town Hall. The bids will be opened at the BOS meeting on December 5, 2022.
4. The Town is selling a tax-deeded parcel at 57 Silver St a/k/a lot 12 on Map 42. Bid packages are available online and at Town Hall. The bids will be opened at the BOS meeting on December 5, 2022.
5. The Town is in the process of selecting engineering, surveying and consulting firms through a Quality Based Selection Process. Qualifications are due on November 22, 2022. Interviews of the firms will be conducted in the following 4 weeks.
6. The NH Farm Museum will be holding a 1940's Christmas on the Farm – December 3 from 10-4PM. More information available online - <https://nhfarmmuseum.org/event/1940s-christmas-on-the-farm/>
7. Breakfast with Santa – December 10 from 9-11:00AM. Location – Emma Ramsey Community Center. Donations of toys and donations for the breakfast will be accepted. More information available online - <https://www.miltonnh-us.com/milton-parks-recreation/events/32736>

8. Milton Mills – Tree lighting with Christmas caroling. November 26, 4:30PM.

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

**a.) Department Head Reports:**

**Town Clerk – John Gagner:**

In October, we collected \$71,542 in motor vehicle revenue; paid \$7,336.86 in motor vehicle revenue to NH; collected \$46.50 new dog license revenue; paid \$17.50 to NH for new dog license revenue; collected \$100 in dog civil forfeiture fines; paid \$76 certified copy revenue to NH; collected \$69 certified copy fees; collected \$7 marriage license fees; paid \$43 in marriage license fees to NH; received \$464.53 in misc revenue like UCC fees; received \$155 notary service revenue; paid \$52.50 Fish & Game revenue to NH; received \$799 in Transfer Station decal revenue.

**Tax Collector – John Gagner:**

The town received \$90,271.19 from incoming tax revenue – includes lien payments, tax agreements and all tax monies received from the office.

December mail-in notice for motor vehicle registrations were prepared and mailed. Online registration emails were also emailed. Residents should check mail and email inboxes over the next few days as notices should start arriving. Information about upcoming holiday office closings was also included.

Began issuing 2024 motor vehicle and Transfer Station decals. Transfer Station decals expire in the same month as your motor vehicle.

The Milton General Election at Nute went off without a single issue. The school was an excellent partner allowing us to get in early to setup and breakdown equipment. Al Goodwin provided a power cord for our accessible voting system when ours shorted out. There were two separate visits from state auditor, both concluding without any issues. Thanks to Andy Rawson, Jen, school staff and home school crew who nailed it with their bake sale. Thanks to all volunteers. Results were posted that evening and distributed to news outlets. Official results are also posted on bulletin board in Town Hall.

Last week, several staff members attended the annual NH Municipal Agents conference in Manchester. Conference covers everything from land use change laws to advocacy. I attended three different seminars relevant to my position and information was very valuable. Ginny attended as well. We made new contacts with technology vendors and met with current vendors about software updates and streamlining office processes.

The state is updating their vital records system. We are looking forward to the entire system being overhauled. I have volunteered through the SOS office to help work on system updates, although unsure where the state is in next steps of development.

We have also begun the process of reaching out to boards to see who is going to have a position on the upcoming March ballot. I look forward to working with the school district clerk on my first town election and ensuring it all goes without issues.

Reminder of the toy donation bin which is in the Town Hall. Other locations for toy drop-offs are Emma Ramsey Center, Transfer Center, and Beach. The Recreation Department is hosting a Breakfast with Santa on December 10<sup>th</sup>. Contact them for more information – 603.652.4501 ext 108.

**Police Department – Chief Krauss:**

One officer has just completed FTO (Field Training Office) – his solo patrol will begin this week.

One officer has just graduated from the academy and will begin the FTO. Formal swearing-in for both officers will be on December 5<sup>th</sup>.

They are seeing an increase in domestic calls which is typical during the holiday season. They are also seeing an increase in mental health issues. There are many services available including NAMI – this service is accessed via the phone. This is a good service for both families and the individual. Chief Krauss stressed how important it is to reach out and not to wait, but to reach out for assistance. They want to help residents.

They are hoping to see the end of year go a little easier as there have been several crashes because of bad weather. A reminder when driving in snow and slushy to slow down and be aware of driving conditions, check cars and make sure they have the proper tires, etc. Use extra caution with plows and sander trucks.

The Winter Parking Ban will go into effect December 1<sup>st</sup> to April 15<sup>th</sup>. This means there is no parking on any town roads or state roads located within the town of Milton from 10:30PM to 7:30AM. For the first two weeks, the PD will put warning notices on vehicles; after two weeks, they will start ticketing and towing vehicles.

**Recreation – Karen Brown (submitted via email):**

Basketball kicked-off the 2022-2023 season with four clinics. There was a big turnout with 35 registrations. Registrations will close November 25<sup>th</sup>. Thanks to all volunteers who helped with the clinics.

The Senior Thanksgiving luncheon was November 15<sup>th</sup>. All seniors were treated to holiday turkey dinner. Big thanks to John and Karen Locke for their donations; with the donations, the dinner was free for the seniors. Thanks to all else who donated and volunteered. ~50 people attended.

November Kids Night-out was well attended. Friday, December 9<sup>th</sup> is the next Kids Night-Out. Holiday Toy Drive – accepting toys until Saturday, December 10<sup>th</sup>. Toy distribution to families will be the week of December 15<sup>th</sup>. Holiday assistance applications will be accepted December 10<sup>th</sup>.

Breakfast with Santa – Saturday, December 10<sup>th</sup>, 9-11AM.

Recreation Department wishes all Milton and Milton Mills families a wonderful holiday season.

**b.) Town Treasurer and schedule to set tax rate:**

Mr. Jacobs was hoping for more information; however they are not quite ready. They have daily communication with the Department of Revenue Administration. All documentation was submitted in time; Milton is on the list just not sure when the tax rate will be set. The state is the hold-up this year probably due to labor shortage. Thanks to the town Treasurer who finally got the state to call.

**c.) Maintenance contract from A&D Plumbing and Heating for 55 Industrial Way:**

Mr. Jacobs – the deeds for the new building have been transferred. Mr. Jacobs reached out to A&D Plumbing and Heating since their tags was on the newest installed furnace. They provided Mr. Jacobs with a quote for the next year (they do not do contracts). For all services, they quoted \$937. With the upcoming transition, Mr. Jacobs believes it makes sense to remain with them as they are familiar with the system.

Mr. Williams motioned to move forward with A&D Plumbing and Heating for the new Town

Hall. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

Mr. Jacobs also talked to Eastern Propane – the town already has contracts with them for both the Police and Fire stations. They had also previously provided propane for 55 Industrial Way; this has been extended for the next year. Mr. Williams said this was included in the 2023 budget.

**d.) Sign the quitclaim deed of property to Raymond Marcoux:**

Mr. Jacobs explained the BOS had made a counteroffer to Mr. Marcoux about redeeming his property; he had complied with all items. The check was over \$17,000; Mr. Jacobs also has the signed PNS. He provided the BOS with a deed for them to sign which would return the property back to the owner. Mr. Morrill asked if the owner is planning to sign the property back to his family? Mr. Jacobs – as part of the purchase and sales agreement, Mr. Marcoux will co-own the property with family members.

**e.) Milton Conservation Commission – Payne Property:**

Virginia Long, Chair of the Milton Conservation Commission previously provided an email from Sam at Kearsarge Energy. The MCC is asking the BOS to withdraw the Payne parcel from the list of properties which is slated to get solar projects through Kearsarge. The property is designated town conservation land. Ms. Long believes this property was originally mistaken to be included on the list, not remembering this was conservation land. The property is four acres and abuts Jones Brook Park. Ms. Long discovered information from 1998 minutes when the BOS accepted donation of the parcel which was to be combined with Jones Brook Park. There was a plaque application from the town to DOT to have a plaque put on abutting state land. In 2004 there was a Warrant Article asking if they would like an easement placed on the land. The town voted in favor of the Warrant Article.

Mr. Jacobs said there was a separate zoning amendment. While the Warrant Article passed, the parcel was rezoned rather than having an easement placed. Ms. Long indicated the easement has yet to be completed. The MCC held a public hearing about the use of the conservation fund to make a donation in support of the project putting easements on both Jones Brook and Payne parcels.

Mr. Jacobs asked if the town voted to put the land into conservation, and the zoning and maps indicated its conservation, why would MCC spend more money if its already considered in conservation? Ms. Long said a conservation easement would guarantee the land would remain conserved forever. A town owned property without an easement does provide any guarantee. Mr. Williams looked at the email from Kearsarge and asked if there is any way to have a small solar field on a property with an easement? Ms. Long – solar projects can be consistent with conservation goals, especially agricultural lands. In this case, the property is almost all forest; some parts of the property would have to be cut to place a solar field. MMRG has declined to get involved and would not confirm if they would with any easement with a solar field. The intent of donors and voters was not to have the forest cut, although it was not specifically detailed as such.

Mr. Williams asked if Kearsarge was willing, they could provide a study to see if both can co-exist. Kearsarge would provide a report to keep the town informed. Mr. Williams recommended waiting for the outcome of any study. Ms. Long asked if they would take into consideration any of the natural resources as the MCC's opinion is a solar field would not be

appropriate on that parcel. She also indicated there is no ROW currently on the property and to have an ROW they would have to apply to the state; this would be a long process. The town would then have to do an appraisal and purchase land for the ROW. Mr. Williams did not realize there was no current ROW.

Mr. Williams motioned to move forward to contact Kearsarge Energy and request they remove the Payne parcel from their list. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

Ms. Long also suggested to Bruce Woodruff, to minimize future situations like this one, the town GIS maps automatically show conservation lands. She would also like to have the Conservation Commission be consulted at the beginning of land-use projects. They would provide feedback and opinions at the beginning. This could help keep boards working together. Mr. Jacobs asked if the MCC would always be opposed to any projects involving forest cuts. Ms. Long said there is a difference between private property and town owned lands. Mr. Jacobs - if the MCC or the voters would be opposed to larger solar fields if it meant removal of many trees, while he does not want any adversarial relationship with the MCC, if the tax revenue from solar gardens is not an interest, he would prefer to know that sooner. Ms. Long – should just be aware that some sights may be more appropriate than others; the MCC also respects the rights of property owners.

MCC request regarding use of town legal services: Mr. Jacobs reported Ms. Long questioned if the MCC could utilize the services of the town attorney to draw up conservation easements? Mr. Jacobs said his initial reaction was there could possibly be a conflict of interest and used the present situation with Kearsarge as an example. The attorney/firm works for the BOS; this could possibly place the attorney having to protect both the town and another board – the attorney/firm may have issues with doing this. He recommended the MCC have an attorney who is focused on conservation. Ms. Long said they has previously used the town attorney in situations. As an advisory board, the MCC should work with the town, not against them. Mr. Jacobs indicated as an example of where the MCC worked against the town was the Casey Road and the initiative to limit hunting on the land. Ms. Long said the MCC did not try to prevent hunting but rather to have the town vote on whether they wanted to have hunting. The Warrant Article asked if the town wanted to limit hunting. Mr. Williams said the best way to use the town attorney should be on a case-by-case basis. Ms. Long said the MCC is willing to pay for their own attorney, however this is duplicating fees for services. Mr. Williams – while the MCC has money to pay for legal services, the town pays fees specifically for the Town Administrator and BOS. Ms. Long said the legal defense fund is specifically for the easements they currently oversee. They are trying to build up their fund for any future defenses. Other legal questions come directly out of their budget.

## **5.) EVENT PERMITS**

- a.) No event permits received.

## **6.) OLD BUSINESS**

- a.) **Fog lines on Governors Road (2022.10.17a):**

Mr. Jacobs – this was from a concern expressed at the previous Board meeting. The

resident requested a yellow line to help with driving especially during times of poor visibility. Mr. Jacobs talked with Public Works to get costs. They provided a quote for the distance from Route 153 to Route 75 – to paint a single yellow line down the middle of the road would cost \$5,180.

Ms. Burnham asked how long the lines last? Mr. Jacobs said fog lines shift every other year. He asked if a single yellow line is legally enforceable? Chief Krauss said you don't need a line; drivers should keep right of center. Ms. Burnham asked the Chief for his recommendations. Chief Krauss recommended going the entire distance with a double yellow line and fog lines. Mr. Williams said there are state funds to help with road work.

Mr. Williams made a motion to move forward with both double yellow and fog lines on the entire length of Governors Road for a cost of \$10,360 utilizing funds from the State Highway Block Grant. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

#### 7.) Communications Received:

- a.) **NHDOT letter regarding the Church Street Bridge dated 11/17/2022:** Mr. Jacobs – letter came from Anthony Puntin, Project Manager and pointed out that Maine DOT is the lead agency. They will be looking for Milton to enter in an agreement (through NHDOT) with MEDOT and establish overall responsibilities. MEDOT indicated overall costs for bridge replacement will be \$3.7M which would be split between NH and ME (\$1.85M per state). The town portion of the project is estimated to be ~\$370,000. NH/ME Bridges Capital Reserve Fund needs to vastly increase to cover this cost in addition to the Townhouse Bridge. The bridge would be constructed in 2025 which means \$120,000/yearly for the next three years to meet this schedule.  
Mr. Williams said bridge money funds received from the state could be used. Mr. Jacobs recommended \$100,000 from those funds could be put into the account or to the Milton Bridges account to help offset bridge costs. We currently have accounts for both Milton bridges and Milton/ME bridges. He said no decision is required at the meeting. This project may actually move faster than the Townhouse Bridge project. Mr. Williams said the BOS will look at funding and discuss at the December 5<sup>th</sup> meeting.
- b.) **Wastewater Treatment Facilities Study – draft study released:** Mr. Jacobs has started reading through the study (118 pages!). Mr. Williams said this document should be put onto the town website as the public has a right to read the information.
- c.) **Stafford County Amended Budget:** Mr. Jacobs – this has increased \$250,000 over last year. Mr. Williams said it would have been helpful if towns received this notification before year-end. This had been approved back in June. Rep. Glenn Bailey said they will be voting on this at November 30<sup>th</sup> meeting. Mr. Williams said this is a much larger increase than anticipated to the town and single-handedly wipes out our tax cap. It does not make sense towns have had no say in this prior to now. The County Commissions did not contact towns to let us know of this increase, while they have known about this since June. Ms. Burnham said this should be available on the website. Mr. Williams said they will add a link.

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

There was none.

**9.) Approval of Minutes:**

Public Minutes:

**November 7, 2022** - Mr. Williams motioned to accept **11/7/2022 public minutes** with corrections. 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 – there were problems with the recording system – the joint meeting has been uploaded.

Mr. Williams reported the BOS and Budget Committees held a joint meeting and provided a quick meeting summary:

The following items were tabled to upcoming Budget meeting for further discussion: Treasurer (travel/mileage), Fire Department (warrant article – salary, suggested default items for uniforms, maintenance, equipment purchase), Highway (salary elected and supply line-item), Outside Appropriations, Recreation (Electric, phone, internet – strictly for beach location question and 2 supply lines), Library (contracted services- Peg Hurd to talk to Ann Nute-Library Trustee)

The Budget Committee is set to meet with the School Board on November 29<sup>th</sup>. They are expecting to finalize the town budget during their first meeting in December.

**12.) Town Administrator:**

1. The next meeting of the Board scheduled for December 5, 2022.
2. I will be representing the Town in Strafford County court tomorrow. NOTE – this was cancelled with rescheduled date TBD.
3. As of last week, we have received signed contracts for the town planner position and the recording secretary. Only outstanding contract is from Dale Sprague.
4. We have received a rate increase letter from Waste Management that covers municipal solid waste (household) and construction and demolition wastes. I have emailed the Public Works Director asking him to advise the budget committee if the FY2023 budget should be adjusted.
5. Last Thursday there was a meeting the NH Department of Environmental Services, Cedre Associates and the Town at the Lockhart Field site. They agreed to install 4 new monitoring wells because of the meeting. This work is covered by a contract that the BOS approved earlier this year.
6. The NHDES and Cedre Associates was also looking for our receipts for prior work at the landfill site back in 2019 to remove two (2) drums of waste. Earlier today the documentation was discovered and forwarded onto our consultant.
7. Last week the deeds for the building at 55 Industrial Way were recorded and the Town is now in possession of the building. We have a contract for the fuel to heat the building and a quote for the heating system maintenance. The alarm systems are on and functional. We have notified Primex to add it to our insurances.

8. We have had three (3) engineering and consulting firms submit proposals for the QBS solicitation which closes tomorrow. I am expecting more.
9. We have received one (1) bid so far for the surplus vehicle bid that closes on December 5<sup>th</sup>.
10. We have received at least one (1) bid so far for the tax deeded property at 57 Silver St that closes on December 5<sup>th</sup>.
11. I will be out of the office on December 1<sup>st</sup> for training.

**13.) Selectmen Comments:**

- Mr. Williams – the joint meeting between the BOS and Budget Committee was the smoothest since starting the process with improvements every year. The school submitted their preliminary budgets and warrant articles – their proposed budget is under the Default. They are starting from a good point.
- Mr. Jacobs – there are fewer questions now going through the process.
- Ms. Burnham – Wishing everyone a Happy Thanksgiving.

**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 7:35PM.

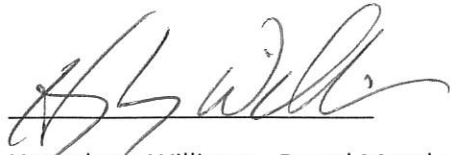
Given under our hands this 5 day of December, 2022.



Claudine Burnham – Chairman BOS



Matthew Morrill - Board Member



Humphrey Williams - Board Member

**END OF MINUTES – November 21, 2022**