



Town of Milton
BOARD OF SELECTMEN MEETING
April 3, 2023

ATTENDANCE:

Members: Claudine Burnham (Chair), Humphrey Williams, Andy Rawson

Staff: Chris Jacobs -Town Administrator, Chief Richard Krauss- Police Department, Chief Nick Marique- Fire Department, John Gagner- Town Clerk, Karen Brown-Recreation, Ginny Gray- Assistant Town Clerk

Public: Renata Gamache, Nicholas Gamache, Kimberly Wischnewski, Frank Luponi, Rep. Glenn Bailey, Katherine Ayers, Anne Nute, Stephanie Mills, Katherine Gay, Robert Gay, Laura Turgeon, Brian Leclere

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 announced guidance for public comment and public comment pertaining to topics previously discussed: during the allowed time for public comments, those wanting to speak should be at the podium to talk into the mic. This will give those unable to attend the meeting in-person with improved listening.

Ms. Burnham congratulated all those who won their seats in the recent election.

3.) Announcements and Community Calendar:

1. Dogs need to be licensed by April 30th.
2. Take pride in our community and join us for clean-up day – April 22. Sign in at 9AM at the Public Works Garage, 803 White Mountain Highway where roads will be assigned to volunteers and trash bags will be distributed. Clean-up begins at 9:30AM. Public Works will collect the filled bags. Volunteers are invited back to the Public Works Garage for a cookout at noon. Refreshments have been generously donated by our local businesses.

4.) NEW Business – Discussion and Possible Actions:

a.) **Swearing-in persons recently elected:** Ms. Burnham swore in recently elected individuals – Anne Nute, Kimberly Wischnewski, Stephanie Mills, Brian Leclere and Renata Gamache.

b.) **Board of Selectmen- selection of chairman and committee/board appointments:**

Ms. Burnham motioned to elect Humphrey Williams as Chair; Mr. Rawson seconded the motion. All were in favor; the motion was approved.

Mr. Williams motioned to elect Claudine Burnham as Vice Chair; Mr. Rawson seconded the motion. All were in favor; the motion was approved.

The following committees were assigned:

Mr. Williams – Planning Board

Mr. Rawson – Recreation, Heritage

Ms. Burnham – Budget, CIP

c.) **Ambulance Bid Recommendation – Chief Nick Marique:** Chief Marique provided background history, including preliminary timelines and prices. He said he received the required 3 bids (SBI-Lifeline Ambulance, Autotronics - Braun, Bulldog-Osage). The current two trucks are Osage ambulances. The quotes range from a low of \$376,000 to a high of \$414,000; the Warrant Article was for \$405,000. Quotes also included a power loader which will be used to help lift into the vehicle. He recommended going with the bid for the Braun truck even though it's \$8,600 more; the benefits include a more rugged truck, inside cabinetry is all aluminum, increase services, have a loaner program, and overall better quality. They also offer a little more for the trade-in. He believes this justifies the \$8,600 difference. Accepting the bid will lock into the 2023 price.

Ms. Burnham motioned to go with the bid from Autotronics for \$385,444; Mr. Rawson seconded the motion. All were in favor; the motion was approved.

d.) **Town Clerk/Tax Collector Resignation:**

Mr. Gagner read his resignation letter: I would like to inform you that I am resigning from my position as Town Clerk and Tax Collector for the Town of Milton NH effective April 14, 2023. Unfortunately, circumstances in my life dictate that I must make this decision. Due to health related issues, I have had to come to the important decision that I must relinquish my position and pursue other opportunities for the betterment of my health and personal life. I have enjoyed my time serving this community, but have on occasion, felt that I have not received the support and training that I needed or requested, or that others before me have received. While my personal health is the ultimate factor, these instances have helped me come to this conclusion. I am proud of the work that my office has accomplished, and am thankful for the tremendous amount of personal growth that this opportunity has afforded me. I am a better person because of my time serving the community that I love and I can never express enough thanks to the residents and my peers who have supported me.

Mr. Williams said he was sorry to hear of the resignation. He asked if he had already spoken with Diane and made arrangements? Mr. Gagner said according to Diane she would not be able

to assume the position as it would cause issues with the NH Retirement. Mr. Williams said if she would be able to offer additional hours. Mr. Williams also asked about the posting of the election results; Mr. Gagner said he posted it as an announcement as that is the only website access he has.

Ms. Burnham thanked him for his service. Mr. Williams said they reluctantly accept his resignation.

e.) Update from Mr. Williams:

Mr. Williams said it's important for the Department Heads and town residents to understand the decision last fall when setting tax rates, \$1.9M from the general fund was used to help offset taxes; in addition, a number of warrant articles also drew from the same fund. They just received a report from the town's Financial Manager, there is currently a financial crunch and all non-essential spending will be stopped for the foreseeable future.

Brittanie sent an email to the BOS and Town Administrator on the situation:

Currently there is ~\$2.5M in the bank; \$706,000 is due to the school, \$120,000 to NH School Care, ~\$150,000 to misc vendors, plus payroll and other expenses will add up to ~\$3M – ~\$400,000 above what is currently in the bank. Mr. Williams said upon further review they discovered the amount owed to the school is less than the above figure and will leave ~\$100,000 in the bank. That is not a comfortable position for the town. The other concern is due to the just submitted resignation from the Town Clerk/Tax Collector. The town needs a credentialed Town Clerk to collect taxes. For the future, all budget requests will need to go through the BOS. He stressed all payroll will be met.

Mr. Jacobs – it's important the town understand this is not a mismanagement of resources or this is something new as it is an annual occurrence. The town collects the bulk of its revenues in January/February and then again in June/July. He also noted the \$400,000 received in ARPA funds for the Dawson Street project and a portion of the new Town Hall. These types of monies help the town go through the ups and downs associated with revenues/expenses.

The town has not needed to borrow money to help pay taxes in the past. However, if this year the town did need to borrow money, there is no authority to borrow TANS (Tax Anticipation Notes) as there none in this year's budget. Mr. Jacobs said the offices will remain open; the town does receive ~\$90-~\$100,000 per month via other revenue streams, like vehicle registrations, etc.

Ms. Burnham said there is a required amount set by the DRA to have in a town's unassigned fund balance for emergency situations. There is no need for TANS as the town can tap into other resources. Mr. Williams said there is no need to panic; the town will be able to pay for contracts, salaries, etc. The school will also be funded. Ms. Burnham stressed she believes the town has a very well and balanced budget.

f.) Karen Brown-Recreation Director, request BOS support of grant application:

Ms. Brown said there is a paper for the BOS to sign which indicates their agreement to put in for a grant of \$150,000 for the boat ramp. She said it's important to get it signed quickly to be

at the front of the line.

Mr. Rawson motioned to authorize submittal for a Land & Water Conservation Grant in the amount of \$150,000. Seconded by Ms. Burnham. All were in favor; the motion was approved.

g.) **Appointment of Health Officer pursuant to RSA 128:**

Mr. Jacobs – Brian Boyers three-year term is up this year.

Ms. Burnham motioned to reappoint Brian Boyers as the Health Officer pursuant to RSA 128. Seconded by Mr. Rawson. All were in favor; the motion was approved.

5.) EVENT PERMITS

- a.) **Memorial Day Parade:** Matt Morrill did speak with the event coordinators who indicated this should not be a problem to keep the parade in Milton Mills for this year. They are having a meeting on April 12th and will confirm.
- b.) **Fire Department – Public Safety Open House:** Scheduled for May 6th. There will be a pinning ceremony for police and fire department officers from 10-11AM; the open house will be 11-2:00PM. Light refreshments will be served. The community is welcomed to attend.

6.) OLD BUSINESS

- a.) **Personnel Policy Review:** Mr. Jacobs said a staff suggestion was to include a list of dates when changes occur. He will work on an index. Mr. Williams said they will bring the Department Heads together to review all changes.

7.) Communications Received:

- a.) Mr. Williams – received a request from Greg Hopkins of Eastern Boats. They have a boat that has been modified and will be used by veterans with disabilities. On April 15th, they will host ~20 veterans from the Washington DC area and unveil the boat. Mr. Hopkins would like to make this special for the veterans and asked if residents would come out and line the sidewalks as the veterans come through the town and show their support. Time is expected around 10:30AM.

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

There was none.

9.) Approval of Minutes:

Non-Public Minutes:

March 20, 2023 – Ms. Burnham motioned to accept the following non-public minutes for **3/20/2023 – RSA 91A:3 II(e) Legal Matters from FOIA request; RSA 91-A:3 II(d) Land Purchase M32L20; and RSA 91A:3 II (b) PD Hiring and Compensation.** Mr. Williams seconded the motion. All were in favor; the motion was accepted

Public Minutes:

March 20, 2023 – Ms. Burnham motioned to accept 3/20/2023 public minutes. Mr. Williams seconded the motion. All were in favor; the motion was accepted.

10.) Public Comments Relative to Topics Previously Discussed:

Katherine Ayers: 1.) The upcoming rabies clinic will be held after the dog license renewal deadline. This is the second year in a row it will be held after the deadline. She suggested it would be better to have it before the deadline. Mr. Jacobs said the scheduling has to do with the availability and scheduling of the veterinarian. 2.) Since a selectman was appointed to interface with the Heritage Commission, she appealed to the board to help revive the commission as it appears it is currently dead in the water. Mr. Jacobs will review the history of the commission.

11.) Expenditure Reports:

Mr. Williams -

Sanitary Sewer - ~\$200,000 over the net budget; expenditures are reimbursable – monies were drawn from the revolving fund and capital reserve fund to pay back into the general fund. Sanitary Sewer is an O2 account which means the expenditures remain as they have no way of zeroing them out.

Cemetery – will be balanced each year.

Of the ~\$4.7M approved last year (includes Warrants), ended up spending ~\$4.479M just under 95%.

Summary of key areas:

Salaries - ~96% spent (~\$2M)

Contract Services – slight overage at 110%.

Legal Services – increase of 144%

Electric – 120% (over by ~\$10,000)

Heat – 128% (over by \$8,000)

Vehicle Fuel – 116% (~\$6,000 over – diesel was under)

Planning - ~\$5,000 over budget (\$1,000 budget)

12.) Town Administrator:

1. The next meeting of the board will occur on April 17, 2023.
2. Painting at the new Town Hall has started with an anticipated finish by end of the week.
3. He received 3 estimates for cleaning the new Town Hall building with a range of \$15,000 to \$20,000.
4. He has not yet released the renovation bid. He will be talking with Dan Bisson this week.
5. There is a recount for a School Board position scheduled for April 5th at 6:00PM. Mr. Williams said during the recent election there were some issues with signage. Mr. Jacobs said per regulations signage is not allowed in front of the voting location on the day of voting. Mr. Jacobs is aware of the complaints received. Mr. Jacobs, as School Moderator, and Mr. Beaulieu as Town Moderator, will send a memo next year with the regulations. Ms. Brown asked about parking accommodations for disabled people? Ms. Turgeon asked if the two spots are enough on voting day? Mr. Rawson said there are 3 out front and 2 behind the building and are well marked. Mr. Beaulieu said as a courtesy if someone is unable to get out of their car and come into the building to vote, they will bring an

absentee ballot out to that person in their car.

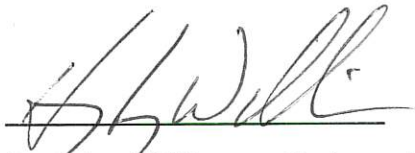
13.) Selectmen Comments:

1. Ms. Burnham – thanks to everyone who came out to vote. June 3rd & 4th will be the Summer Kick-off.
2. Mr. Rawson – thanks to everyone for their support. His intent is to do right for the tax payers.
3. Mr. Williams – congratulations to all who ran. April 15th is the scheduled end to the parking ban.

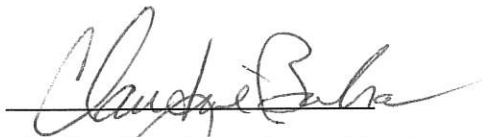
14.) Adjournment:

Mr. Williams motioned to adjourn the public meeting and enter into the non-public meeting. Mr. Rawson seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:20PM.

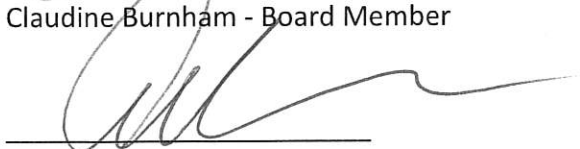
Given under our hands this 17th day of April 2023.



Humphrey Williams – Chairman BOS



Claudine Burnham - Board Member



Andrew Rawson - Board Member

END OF MINUTES – April 3, 2023