



Town of Milton
BOARD OF SELECTMEN MEETING
April 17, 2023

ATTENDANCE:

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

Staff: Chris Jacobs -Town Administrator, Chief Richard Krauss- Police Department, Pat Smith – Public Works

Public: Rep. Glenn Bailey, Anne Nute – Milton Free Public Library, Aimee Krauss, Miranda Mahyre, Mike Beaulieu - Moderator, Nancy Drew - MFPL, Ruth Gutman -MFPL, Noreen Parker – Police Department.

Humphrey Williams, Chair, opened the public session at 6:00PM.

1.) Pledge of Allegiance: Humphrey Williams, Chair, led the meeting in the Pledge of Allegiance.

2.) Public Comment: Mr. Williams 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 provide those unable to attend the meeting in-person with improved listening.

3.) Announcements and Community Calendar:

1. 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.
2. Dogs need to be licensed by April 30th.
3. There will be a rabies vaccine clinic Saturday, May 6th from 2-5PM at Public Works Garage, 803 White Mountain Highway. For dogs and cats, the cost is \$25 per animal. Questions, contact the Milton PD 603.652.4514

4. Public Safety Open House on May 6th. Pinning ceremony for police and fire department officers from 10-11:00AM; open house will be 11-2:00PM. Light refreshments will be served. The community is welcome to attend.
5. Household Hazardous Waste Collection Day: May 20 from 8:30 to 12:30PM; Waste Management Landfill, Rochester. Additional reminders will be issued.
6. Annual Plant Sale Fundraiser hosted by the Strafford County Master Gardener's Association – May 21st Durham Town Hall. Additional information will be issued.
7. Crack sealing on the Spaulding Turnpike starts April 17th.

4.) NEW Business – Discussion and Possible Actions:

a.) **Swearing-in new police officer:** Mr. Williams swore in Officer Peter Ciccarello to the Milton Police Department. Officer Ciccarello is fully certified and will be a full-time officer.

b.) **Department Head Reports:**

Public Works – Pat Smith:

The Public Works Department has cut up and chipped all the trees and limbs that have fallen during the winter storms. We have raked and graded dirt roads, started roadside sweeping and spring cleanup. Removed plow frames and setup trucks for summer operations. Performed sign inventory, ordered and replaced signs as needed. Cold patching as needed.

Solid Waste Department is operating as normal.

The Public Works Department will be holding our 10th Annual Earth Day Roadside Cleanup on Saturday, April 22nd from 9AM to 12PM. Contact Public Works 603.652.9891 to sign up with road name and number of people in your group. We will supply the blue bags needed for this event. Some of the worst streets that really need cleanup include Elm Street, Gold Street, Hare Road, and Governor's Road.

Police Department – Chief Krauss:

We are continuing our hiring process and building back our ranks. This month we hired Officer Peter Ciccarello. Peter is an 8-year veteran of the US Coast Guard and comes to our agency with two years of service with NH State Police Campus Division. Peter graduated with the 185 NH Police Standards and Training Council Class and is a certified Police Officer. We are happy to introduce Peter to the community and hope that everyone will take the time to introduce themselves to Peter when they see him out on Field Training over the next couple of months. During the week of 4/9 to 4/17, we participated in the Route 125 Corridor Saturation patrols. During these patrols we are working with Police Departments from Plaistow to Milton as well as the Strafford County and Rockingham County Sheriff Departments and NH State Police to conduct heavy enforcement of speed, distracted driving and aggressive driving upon this stretch of road. During our patrols we stopped 77 offending vehicles and had 3 arrests. We will continue to strictly enforce motor vehicle offenses along White Mountain Highway as well as all other roads in our community.

On Saturday, April 15, we were proud to work with the Milton Fire Department and Eastern Boats to conduct and escort the Veterans Fishing Adventures Group and the numerous military veterans who came to our community to see the unveiling of their boat. We were extremely proud to assist in this event for our amazing veterans who make our Country the Best Country

in the world.

This spring DEA National Prescription Drug Take Back Day is April 22nd from 10 to 2PM. Due to staffing issues, we will not be participating in the spring take back event. We will be participating in the fall event. If residents have unused prescription drugs, they would like to get rid of, the following neighboring communities are participating, Wakefield Police Department and the Rochester Police Department.

We will be conducting a Rabies Clinic with Broadview Animal Hospital of Milton, on May 6 from 2-5:00PM at the Highway Building. Please make sure to have your dogs on a leash and cats in carriers. Please also bring your previous paperwork or it will only be a 1-year vaccination. It will still be \$25 per dog or cat. Dog licenses are due by April 30, please get them done early.

With warm weather we will see more people walking, running, riding bicycles and riding horses on the roadways. Please use extra caution and give a wider berth when passing people outside on the road.

We will spotlight an RSA each month to give a little more information to residents. This month's spotlight is on RSA 266:58-a Tinted Glass.

266:58-a Tinted Glass:

I. It shall be unlawful to sell or inspect any motor vehicle in this state which has aftermarket tinting on the windshield.

II. It shall be unlawful to install aftermarket tinting on the windshield on any motor vehicle which is registered in this state.

III. It shall be unlawful to drive in any way any motor vehicle registered in this state which has aftermarket tinting on the windshield. Where aftermarket tinting is applied to windows to the rear of the driver, outside rear-view mirrors shall be required on both the left and right-side of the vehicle for the use of the driver as a front seat passenger. The light transmittance of aftermarket tinted windows to the left and right of the driver where they are allowed shall not be less than 70% and the light transmittance of aftermarket tinted rear windows where they are allowed shall not be less than 35%, except that the light transmittance of aftermarket tinted rear windows of multipurpose passenger vehicles, as defined in 49C.F.R. section 571.3 and pickup trucks may be such percentage as it allowed by 49C.F.R. section 571.205 with respect to premarket tinted rear windows.

III-a. Persons who require for medical reasons aftermarket tinting on the windshield may apply for a special permit pursuant to RSA 266:61-a, IV.

IV. The commission shall adopt rules under RSA 541-A relative to the administration and enforcement of this section.

V. Nothing in this section shall be construed to prohibit aftermarket tinting of the windshield of a vehicle with a strip not wider than 6 inches located at the very top of the windshield, provided that the light transmittance of the strip shall not be less than 35%.

VI. Any natural person or any other person who violates the provisions of this section shall be guilty of a violation.

The Police Department will be pulling over vehicles and if above the allowed tint %, they will issue a ticket.

Mr. Williams said he has received comments concerning the sidewalks on Dawson Street.

Students are walking in the street due to the broken-down sidewalk and asked what can be done to address this situation on the upper end of Dawson Street? Mr. Smith said the project

currently is for Pizza Nook south.

Milton Free Public Library – Ann Nute:

They received the LCHIP Grant and are consulting with the builder to help determine final costs. They will submit the project to LCHIP for final approval. The horsehair plaster on the walls going up the stairs is cracking; they are not able to just apply wallboard over this as LCHIP does not like this solution. Ms. Nute believes they want plaster applied instead and this may not be affordable at this point, especially since they plan to address all the roofing problems. They are requesting a credit card for the library and has discussed this with Mr. Jacobs. The library is required to buy storage for their data which costs \$2.99 per month; pay for domain name costing ~\$200 per year; and Amazon's new return book policy. These three items all require the use of a credit card. Currently they are using a personal credit card and then submitting for petty cash reimbursement.

Recreation – submitted by Karen Brown:

Spring Kick Around on April 15th – had a lot of participants. Thanks to the volunteers who helped. Coaches are needed for upcoming season.

Senior Bingo / Luncheon ongoing – typical is ~40 meals.

Kid's Night Out – lots of fun with help from the Police Department; next Kid's Night Out scheduled for April 21st at the beach.

Zumba starts backup April 14th.

Camp3Ponds – registration is open and spots are quickly filling up. Planning for the summer is continuing and will be planning for the trips.

Mr. Williams – update on Expenditure Report: Through March, things continue to be very tight in the budget. At 25% mark of the year, they are already at 25% expended (normally it is 15-19%). This will also be addressed in department head meetings. He recommends to restrict non-essential items, with non-essential spending requests come before the board, and to lower the \$5,000 Dept. Head spending limit to \$2,500 to help keep track of expenditures.

Mr. Williams made a motion to restrict all non-essential spending and to lower the \$5,000 spending limit to \$2,500 for board approval. Ms. Burnham seconded the motion.

Mr. Smith asked if this was only for purchases outside of normal operations? Mr. Williams said this is for all items costing \$2,500 or higher; this will require board approval. He said they need to get revenues back up and this will not be for the full year. Ms. Burnham said the board just needs to monitor. Mr. Williams said currently the town cannot afford getting a big hit without being aware. He knows there are budgets that may be up due to storms and other factors. Large purchases over \$2,500 coming before the board for the current time being will help the BOS with awareness. Mr. Smith said most department heads do a good job managing. Mr. Rawson – moving forward, after getting back on track, the plan is not to micro-manage any departments.

Mr. Smith asked about the sidewalks on Dawson Street and did the BOS want a plan to repair? Mr. Williams asked is there a plan to make the sidewalks more passable for the kids and

perhaps that is just patch work? Mr. Smith said he can give numbers for patching. Ms. Burnham asked when will the Dawson Street project start moving forward? Mr. Smith indicated there has been no movement yet. Mr. Jacobs – it is still in the design phase. Mr. Smith – the paperwork for the funding has really dragged the whole process out.

Mr. Williams called for a vote on the motion to lower the Dept. Head spending limit to \$2500. The motion was approved, 3-0-0.

Mr. Smith said they finished meetings with Strafford County regarding RSMS and should be getting the report soon. Once they get the report, we will need to discuss the next steps and how to move forward. Mr. Rawson said with only \$350,000 we will never be caught up on road construction. Mr. Smith agreed with that. What has been discussed before, was trying to keep what is already good and then try to fit in construction on some of the other roadways as we can. Mr. Williams said the RSMS will help the town figure out the road priorities.

c.) **Appointment of Lee Pilkovsky to the Conservation Commission:**

Mr. Jacobs received an email from Lee Pilkovsky expressing his interest in joining the Conservation Commission. Along with that he received a letter of support from Virginia Long, representing the CC.

Mr. Rawson made a motion to appoint Lee Pilkovsky to the Conservation Commission. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

d.) **Community Power Action Committee – formation and charge document:**

Mr. Jacobs said there has been no interest received in joining the committee. Part of their work was to help the BOS develop a Warrant Article by year end. Mr. Jacobs did make a few changes to the charge document. Ms. Burnham said they are still looking for volunteers if anyone is interested.

Mr. Williams made a motion to approve the Community Power Action Committee charge and the process policy. Ms. Burnham seconded the motion. All were in favor; the motion was approved.

e.) **Town Clerk & Tax Collector – open position:**

Mr. Jacobs has had three inquiries so far for the position. There is a real need to get this position filled. He recommended keeping it open for another week and then begin the interview process. A date to schedule the interviews was set for May 3rd.

Mr. Williams said there have been public concerns regarding the Town Clerk's office being closed this Friday and all of next week. Mr. Jacobs said if someone needs to register a vehicle next week, it could be done online or residents may be able to go to another town's office/clerk (Farmington, Rochester, Wakefield) and get them registered. Dog licenses can also be renewed online. New registrations still must be handled at the Milton Town Clerk office. Marriage license, birth or death certificates can also be gotten at the other Town's Offices.

f.) **Cemetery Flowers – need for volunteers to place:**

Ms. Burnham is taking the lead on making sure flowers will be placed in all town cemeteries for Memorial Day. For the week prior to Memorial Day weekend, they will be looking for volunteers to help place flowers (May 22-26). They have about 50 flowers to plant.

g.) **Milton Business Participation at Summer Kick-off, June 3 & 4:**

Mr. Williams said Eastern Boats will participate. Ms. Burnham said the Milton Business Association would like to be part of the business expo at the upcoming summer kick-off. They are reaching out to local businesses within Milton/Milton Mills and neighboring towns. If they are interested in participating they should contact Karen Brown. There is no fee to the vendor; they are, however, looking for a \$25 donation to be placed on the silent auction table with all proceeds going to the Arts in the Park program. Mr. Rawson said there are a lot of town businesses that don't get any recognition. Mr. Williams said the MBA is working on a listing that will be updated monthly and available on the website.

h.) **Zulu Precision, LLC – permission to sell firearms:**

Chief Krauss – Zulu Precision, located in Milton Mills, is requesting a license to sell pistols and revolvers. They received all appropriate documentation from ATF and Milton PD has completed all background checks. Chief Krauss said he has no issue with the BOS approving the license. The license will expire in three years.

Mr. Williams made a motion to approve Zulu Precision, LLC, a firearm license. Mr. Rawson seconded the motion. All were in favor; the motion was approved.

5.) EVENT PERMITS

a.) **Memorial Day Parade:** Mr. Jacobs has not heard of any issue with keeping the Memorial Day Parade in Milton Mills. Chief Krauss will meet with Dana this week to discuss. Mr. Jacobs will add this to May 1st agenda for permit signing.

6.) OLD BUSINESS

a.) 2023.12.19 Sexton Job Description - posted. Mr. Jacobs said there has been one applicant. He said he also received inquiry if the town was going to do a mowing contract this year. Mr. Williams recommended keeping the position open and do the interviews on May 3rd. Ms. Burnham – is the mowing contract open or will we keep the current contract? Mr. Jacobs said it might be good to open it up with changes to the contract terms to reflect weather conditions for mowing. Mr. Williams said since the BOS has been assigned as Cemetery Trustees, they have to vote at public meetings on the expenditures. They will look to do this on a quarterly basis.

b.) 2022.02.04.00 569 White Mountain Highway – status of building:

Mr. Jacobs met with the owners last week; the meeting included Sue in Assessing, Brian Boyers, Code Enforcement Officer, and Mr. Williams. The owners are in the process of getting contractors to address the asbestos assessment. They can then proceed with the contractor to demolish the building. If they are interested in rebuilding within the same footprint, they will have one year to rebuild.

- c.) 2022.03.20.7 Community Power Action Committee – seeks committee members (already discussed)
- d.) 2021.12.06.01 WWTP Facility Study – select workshop date.
Mr. Williams tabled this to the next meeting.
- e.) Long-term Goal – website functionality improvements: vendor solicitation Revise.
This was one of the long-term goals from last year’s Goals Meeting to improve overall functionality and more user friendly. Mr. Williams said in addition to the website, there are a lot of items to be addressed in the very near future including pay plans and employee handbook. Mr. Williams recommended having a meeting in May, outside the regularly scheduled BOS meeting – May 8th. Mr. Jacobs said the “website” vendor – Revise- can do a short presentation at the May 1st meeting via zoom. They are currently the provider for the town of Swanzey, NH. Mr. Rawson said websites are not cheap. Mr. Jacobs will add Revise to the May 1st meeting.
- f.) Townhouse Road Bridge - status
Mr. Jacobs – the State missed the February deadline. HDR Consultant was hired by the state; this is ongoing and HDR has a lot of work to do in order to catch up.

7.) Communications Received:

- a.) None received.

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

Mr. Jacobs followed up to a request from Ms. Burnham for an update to the tax rate estimator. This is based upon the number of approved warrant articles and how it would impact taxes. For the school’s new budget of \$6.5M, the tax rate is estimated to increase by .65 cents. The town’s budget at \$4.9M with \$433,000 approved in new articles, using the same amount of projected revenues, it works out to decrease by 4 cents. Using the tax rate estimator can help to project the tax rate over the next several years. Mr. Williams said they currently project the tax rate to remain steady. Mr. Jacobs said one unknown has to do with the town re-evaluation due to occur in 2025. This could help to balance out the tax rate. Mr. Williams said it’s important to help educate the public.

9.) Approval of Minutes:

Public Minutes:

April 3, 2023 – Mr. Rawson motioned to accept 4/3/2023 public minutes as written. Ms. Burnham seconded the motion. All were in favor; the motion was accepted.

10.) Public Comments Relative to Topics Previously Discussed:

There were no public comments.

11.) Expenditure Reports:

Previously discussed.

12.) Town Administrator:

1. The next meeting of the board will occur on May 1, 2023.

2. The Groundwater Permit for Lockhart Field is under final review by the State Dept of Environmental Services. The permit conditions will require another round of groundwater samples in May 2023. The state called because there will be a short time period for action and they wanted us to be ready for the work. They are also informing Credere Associates. The cost for the upcoming groundwater sample testing will be ~\$5,000.
3. Credit Card request from Library: After meeting with them, now understand the necessity for having access to a credit card. An option would be to provide them with an already established credit card, giving them access to use. Mr. Rawson suggested giving a low balance credit card.

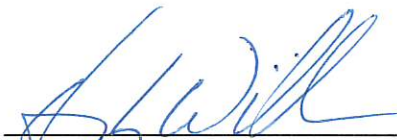
13.) Selectmen Comments:


1. Mr. Rawson – upcoming spring concerts at the school are scheduled for April 13 & 14.
2. Mr. Williams – thanks to Eastern Boat, Fire Department, Police Department and the community. He will be providing excel training to new Budget Committee members. The main focus for the Planning Board meeting will be the Business Gateway Overlay District and the Master Plan.

14.) Adjournment:

Mr. Rawson motioned to adjourn the public meeting and enter into the non-public meeting. Ms. Burnham seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:40PM.

Given under our hands this 1st day of May 2023.



Humphrey Williams – Chairman BOS

Claudine Burnham - Board Member

Andrew Rawson - Board Member

END OF MINUTES – April 17, 2023