

Town of Milton
BOARD OF SELECTMEN MEETING
February 26, 2024

ATTENDANCE:

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

Staff: Chief Richard Krauss- MPD, Brian Leclerc- Town Clerk/Tax Collector, Bruce Woodruff – Town Planner, Jason Forbes - WWTP , Excused: Chris Jacobs- TA

Public: Karen Golab, Lisa Ferland, Russell Neal

Humphrey Williams, Chair, opened the public session at 6:10PM.

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

2.) Public Comment:

There were no public comments.

3.) Announcements and Community Calendar:

1. The Town election is on March 12, 2024. The election is being held at the Nute High/Middle School Gymnasium. Polls open at 8AM and close at 7PM. You can register to vote on that day with the Supervisors of the Checklist.

4.) NEW Business – Discussion and Possible Actions:

a.) Department Head Reports:

Jason Forbes- WWTP: There is a new required form from the NHDES (to be signed either by the

Town Administrator or BOS Chair). Mr. Williams said going forward, the Chairperson will sign. Mr. Forbes contacted Baron Electrical regarding Charles Street Pump Station – should be completed within two weeks. He requested \$1,250 to be taken from his budget (as a one-time cost) to change the routing of the security alarm to skip over Burn Security and go directly to his phone.

Chief Krauss- Police Department: With the warmer weather, they have seen people venturing onto the ice to remove their ice huts. He reminded everyone to be aware of the dangers of thin ice. Also due to warmer weather they are seeing an increase in the number of motorcycles on the roads. They will be prepping for annual DUI patrol on St. Patrick's Day (they will utilize state grant monies to cover increase patrols). All voting signs have been updated. Emma Ramsey clean-up will begin soon.

Chief Krauss and Lt. Hebert will again participate in the Law Enforcement Dip on March 8th where they will jump into M3P to support Special Olympics.

Public Works: Regarding the truck recently damaged in a fire, they did receive insurance information and offered \$54,775 paid to the town (minus \$1,000 deductible and \$5,513 buy-back from insurance). If they decide to keep the vehicle as a salvage and parts vehicle, the amount to the town would be \$48,262.

Mr. Williams motioned to retain the vehicle as buy back for parts and receive \$48,262 from insurance (after the buy-back of \$5,513 and \$1,000 deductible). Seconded by Ms. Burnham. All were in favor; the motion was approved.

Town Clerk/Tax Collector – Brian Leclerc: He is looking forward to the town vote. Absentee ballots will be sent from both the town and school once they have been received. Residents can purchase dog licenses both at the town hall and online. A rabies clinic will be scheduled.

Recreation: The 2023-2024 basketball season recently ended with U10 finishing in 2nd place and U12 as Champions! Special thanks to all the coaches and volunteers. March 9th at 12:00PM will be their awards banquet.

Senior bingo and luncheon was recently held for the first time in the new Town Hall. February Kid's Night Out was very successful. March Kid's Night Out is March 22nd and will include egg decorating. The Easter Basket Drive started February 26th and goes to March 25th. Donations are needed. The Easter Egg Hunt will be March 22nd at the Town Beach Field (at the Town Hall in case of bad weather). Starting at 11:00AM will include raffles. Zumba is on break until April 17th.

Mr. Williams reported the annual Town Report and Voter's Guide will soon be available. The Voter's Guide will be mailed to all households while the Town Report will be available online and at the Town Hall in hard copy. He reported that UNH has all the town reports (from 1880-2022) available online. He will post the URL.

- b.) **Conservation Commission Appointment – Steve Pannish:** Tabled to next meeting.
- c.) **Conservation Commission Alternate Appointment – Wayne Sylvester:** Tabled to next meeting.
- d.) **Lockhart Field – permitted uses for the AUR:** Mr. Woodruff reported while the monitoring wells have been surveyed, the location of the landfill has never been fully surveyed. There is a request for exemption to allow other uses; notably the Evergreen Snowmobile Club and for Cemetery access. The AUR application has not been submitted yet. Russell Neal, President of Evergreen, indicated they are most concerned about using the trails. They also do park there and while they would still like to continue to do so, parking is not as important as access. He said usage is all transitory and they are just traveling over the areas on their snowmobiles. They would be upset if the trail was closed. Mr. Williams said it is just not known where all the stuff is buried. He does not want to restrict snowmobile usage and doesn't believe there is any health risk.

Mr. Woodruff said the other concern is access to the Cemetery. If it's indicated that all land uses are completely restricted, this would cut off all access to the Cemetery. Mr. Williams said the application will be submitted keeping the same usage as before. Monitoring will continue in spring and fall.

- e.) **Quality Based Selection Process:** Mr. Woodruff reported the QBS process (Quality Based Selection) which will help select engineering firms and is especially important for the Winding Road Bridge. This process requires an individual who is LPA certified (and if not, then attend upcoming training). Mr. Woodruff is LPA certified.

Mr. Williams motioned to approve Bruce Woodruff, Milton Town Planner, as QBS Process Manager, as he is LPA certified. Seconded by Ms. Burnham. All were in favor; the motion was approved.

Mr. Woodruff said he was asked by DOT representative to determine the load rating on the bridge and submit forms to the state as part of the process. Mr. Woodruff reached out to Chris Jacobs, Town Administrator, Chris Fournier from HEB who reported they also do not have the information needed. HEB said this needs to come from the contractor who installed the temporary bridge. Mr. Woodruff said everyone is now waiting to hear from the contractor on both the load rating and Form 4 which is required. Mr. Woodruff will continue to keep the BOS appraised of the situation.

- f.) **Winding Road Bridge – Load report prior to compensation (Bruce Woodruff):** Part of above discussion.
- g.) **Paey Construction – Request for exemption to Town Ordinance 00-01 (Spring Posted Roads), travel to 76 Piggot Road via Allen Hastings (Feb 12, 2024):**

Mr. Williams motioned to allow Paey Construction to continue travel to 76 Piggot Road via Allen Hastings. Seconded by Ms. Burnham. All were in favor; the motion was approved.

- h.) **Underwood Engineering Invoice of February 15, 2024:** Chief Krauss reported the state will first reimburse Milton and then Milton will submit payment to Underwood.
- i.) **Historical Society – building/meeting use permit:** The Historical Society is requesting to utilize meeting space in the future. As they are not an official town entity, they will need to submit specific request; requests will be fulfilled based on space availability.

Karen Golab will work with Ms. Burnham and Mr. Rawson to schedule a workshop and determine location of photos.

- j.) **EPA Permit MS4 – tentative meeting date with Verdantas:** Chief Krauss said he has not heard anything back regarding a date.
- k.) **NHDES Disbursement Requests for WWTP Facility Plan and Asset Management Projects:** Signature is required to move forward with funding.
- l.) **NHDES Designated Signatory approval by BOS for the following projects:**
 - 1. CS-332166-01 Clean Water Grant for the WW & SW Asset Management project in the amount of \$60,000:
 - 2. CS-334166-04 Dawson and Silver Streets CWSRF Loan for \$280,000 and CWSRF Grant in the amount of \$220,000:
 - 3. CW-344166-02 WWT Facilities Plan ARPA Grant in the amount of \$100,000:
 - 4. CS-330166-05 Nitrogen Source Identification Plan in the amount of \$100,000:

Mr. Williams motioned to approve the Chairperson of the Board of Selectmen as signatory for the four projects. Seconded by Ms. Burnham. All were in favor; the motion was approved.

- m.) **Wastewater Treatment Plant – NHDES Designation of Authorized Representative for “fiduciary responsibility”:** This was discussed earlier in the meeting.
- n.) **Primex Annual Reporting – due by March 1, 2024:** Chief Krauss reported he continues to work on this with the last section regarding buildings. He is finding additional tax-deeded properties to add to the list.
- o.) **Stimuli Sight & Sound:** Invoice in the amount of \$1,778.50 for moving speakers.

Ms. Burnham motioned to approve payment of \$1,778.50 to Stimuli Sight & Sounds for moving the speakers. Payment to come from the Building Capital Reserve Fund. Seconded by Mr. Williams. All were in favor; the motion was approved.

5.) OLD BUSINESS

- a.) 2023.05.22 **Townhouse Road Bridge Update:** *pending warrant article.*
- b.) Long-Term Goal – website functionality improvements: website functionality improvements: vendor solicitation Revise. Select date for workshop.
- c.) 2023.11.06.01 Winding Road Bridge – NHDOT needs designated signatory identified: Mr. Williams will be the designated signatory.
- d.) 2024.01.22 Dump Truck Fire Claim – status: Discussed above.

- e.) Asset Management Program: Mr. Woodruff reported on the update from Wright-Pierce. He asked if the Board wants to be involved with ongoing wastewater implementation? Mr. Williams said this fits between the BOS and Planning Board.
- f.) Stormwater: Mr. Woodruff reported more work is needed on mapping before they are able to identify all field assets. Wright Pierce has asked to change the scope of work. Because assets have not been well documented, the overall collection of data is not easy to do. Wright Pierce wants to supply a template for data collection and leave it up to town staff to provide this information. Mr. Woodruff does not believe the scope of work should change. He did say Jason Forbes, WWTP, did data collection on their structures and forwarded the information to Wright Pierce. Mr. Woodruff said as Wright Pierce is supposed do data collection on storm and wastewater, he recommends saying no to any change in the scope of work.

6.) EVENT PERMITS

- a.) No request for event permits.

7.) Communications Received:

- a.) No communications received.

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

- a) Mr. Williams said they received two forms to complete for the grant application (\$1.45M for the next phase of work). They will wait for the full board to discuss.
- b) Mr. Williams said they will wait for the full board to discuss designation of Clean Water SRF loan.
- c) Staples Invoice for Town Report (150 copies):

Mr. Williams motioned to approve payment to Staples for \$3,380.14 for 150 bound copies of the Town Report. Seconded by Ms. Burnham. All were in favor; the motion was approved.

9.) Approval of Minutes:

Non-Public Minutes:

No Non-public minutes

Public Minutes:

February 5, 2024 – Tabled to next meeting.

10.) Public Comments Relative to Topics Previously Discussed:

There were no public comments.

11.) Expenditure Report:

Mr. Williams said there is no expenditure report. 2023 end-of-year report should be available soon.

12.) Town Administrator:

1. The next public meeting of the Board of Selectmen will be March 4, 2024.
2. Election officials for March 12th.
3. The annual report has gone to the printers.
4. The voters' guide has been prepared and should arrive in your mailbox the week of March 4, 2024. Additional copies will be available at the Town Hall and on the Town website.
5. The Town Clerk/Tax Collector's office will be closed March 12th for the election. Brian Leclerc also said it will be important to have enough ballot clerks at the upcoming election.


13.) Selectmen Comments:

1. Ms. Burnham reminded residents to come out and vote at upcoming election.

14.) Adjournment:

Mr. Williams motioned to adjourn the public meeting. Ms. Burnham seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:20PM.

Given under our hands this 4th day of March 2024.



Humphrey Williams – Chairman BOS



Claudine Burnham - Board Member

_____excused from meeting_____

Andrew Rawson - Board Member

END OF MINUTES – February 26, 2024