



Town of Milton
BOARD OF SELECTMEN MEETING
April 1, 2024

ATTENDANCE:

Members: Andrew Rawson (Chair), Humphrey Williams, Matt Morrill

Staff: Chris Jacobs- Town Administrator, Chief Richard Krauss- MPD, Billy Walden - DPW, Chief Nick Marique- MFD, Brian Leclerc- Town Clerk/Tax Collector, Lt. Tom Herbert- MPD, Officer David Watts- MPD

Public: Peg Hurd, Kimberly Wischnewski, Mike Beaulieu, Jon Hotchkiss, John Katwick

Andrew Rawson, Chair, opened the public session at 6:00PM.

1.) Pledge of Allegiance: Andrew Rawson led the meeting in the Pledge of Allegiance.

2.) Public Comment:

Jon Hotchkiss, NH Farm Museum Rep: Thanks to the BOS and town's people for their recent vote. Is there anything currently needed from the BOS? Mr. Jacobs said there is nothing needed; the attorney will draft the deed. Mr. Rawson has asked Chief Krauss to talk to the lawyers about the deed transfer.

3.) Announcements and Community Calendar:

1. The deadline to register your dogs is April 30th.
2. Take pride in our community and join us for clean-up day on Saturday, April 20th. Sign in 9AM at the Public Works Garage, 803 White Mountain Highway. Roads will be assigned to volunteers and trash bags will be distributed. Volunteers are invited back to the Public Works Garage for a cookout at noon. Refreshments have been generously donated by our local businesses.

3. Rabies Clinic – April 27th, 9-12PM: \$25 per dog or cat. Dogs must be on leash and cats in carriers. Provide last year's rabies certificate. The Town Clerk will be there to issue licenses – cash or check only.
4. National Drug Take-Back Day – April 27th, 10-2PM: Take any unused prescriptions and drop off at the Milton Police Department.

4.) NEW Business – Discussion and Possible Actions:

- a.) **Swearing in of Police Officers:** Lt. Hebert presented David Watts and said he is the second certified officer hired in the past six months. Mr. Rawson administered the oath of office to Officer Watts and offered his congratulations and welcome to Milton.

The Police Department has also recently hired an Administrative Secretary to the Chief and are very happy to have her.

- b.) **Selectmen's Budget Committee Appointment:**

At the previous BOS meeting, committee representatives were decided upon. Mr. Rawson said because he is an employee of the Milton School District, he is unable to serve on the Budget Committee.

Mr. Rawson motioned to have Matt serve on the Planning Board. Seconded by Mr. Morrill.

In response to Mr. Rawson's motion, Mr. Williams asked who will be on the Budget Committee and said, because of personal issues related to his wife's health needs, he does not have the extra time to serve on the Budget Committee. He said he thought this had been decided at the previous BOS meeting and with no additional time, he is not able to commit to more than serving on the BOS and Recreation Committee. He said he has served on all committees, Planning, Budget, Zoning, and again recommended Mr. Morrill serve on Budget and Mr. Rawson serve on Planning. Mr. Rawson said he has also served on all the committees except for Planning. He asked if there are any legalities of having no BOS representation on the Budget Committee? Mr. Williams asked why Mr. Rawson cannot sit on the Planning Board and Mr. Morrill sit on Budget? Mr. Williams asked Mr. Rawson what his reluctance was about the Planning Board. Mr. Williams then stressed he believes that each selectman should serve at least once on each board and committee. Mr. Williams reiterated he will not serve on the Budget Committee. Mr. Rawson said if Mr. Morrill is willing to change, he would motion to serve on Recreation. Mr. Williams said he had previously recommended for each BOS member to sit on each of the boards/committees (Planning, Budget, CIP, Recreation) at some point and emphasized he is not able to commit to the additional meetings and time required by the Budget Committee.

Mr. Leclerc also asked why Mr. Rawson cannot serve on Budget? Is this considered a conflict of interest? Could he excuse himself from votes on specific decisions that may involve the school? Mr. Rawson said he has talked to both lawyers in Concord and the town lawyer. The Concord

lawyer said the difference is between him being appointed vs. at-large. The town lawyer said, as an employee of the School, in the spirit of the law, he should not sit on the Budget Committee. Mr. Morrill said he will serve on the Budget Committee, if this will move the meeting along.

Mr. Rawson motioned for himself to serve on the Recreation Department and Planning Board. Seconded by Mr. Morrill.

Mr. Williams asked Mr. Rawson if he was now taking the Recreation Committee away from him and would he also be sitting on the Planning Board? Mr. Rawson asked if Mr. Williams wanted to sit on the Planning Board? Mr. Williams said, as he previously explained, for personal issues he does not have the time to commit to the Planning Board and is why he agreed to Recreation.

Mr. Rawson and Mr. Morrill voted Yes; Mr. Williams voted No. Motion was approved.

After the above motion and vote, Mr. Williams said to Mr. Rawson, "so now you're taking me off the recreation Committee." Mr. Williams stated he was going to leave the meeting; he is not quitting the BOS but expressed his unhappiness with how the meeting and actions have progressed. He said he has already put in plenty of effort and indicated he will not be run out, like he believes recently happened to Claudine Burnham. Mr. Rawson said they are not doing that. Mr. Williams left the meeting.

- c.) **Recommendation for a joint BOS and Planning Board Meeting with Strafford Regional Planning Commission – Bruce Woodruff:** Mr. Jacobs said they are trying to move the process along and recommended offering a date to the Planning Board who can then work it into a meeting agenda. Date selected is April 16.
- d.) **Advertising for Vacant Positions – Land Use Clerk, Highway Staff, Town Administrator:** Chief Krauss asked for feedback from BOS regarding the Town Administrator open position; should this be posted internally to start? Mr. Rawson said he is fine with posting internally to start. Chief Krauss confirmed he will post for ten days as required by the employee handbook using the same position description (after each Selectman reviews the position description and confirms individual with Chief Krauss their approval or recommendation for changes). The Public Works Director is currently addressing the open Highway Staff positions. Regarding the Cemetery Sexton open position, this will be discussed at a separate Cemetery Trustee meeting to help determine exactly what the BOS wants to do with the position. Mr. Rawson said they have met with Nicole who has offered good ideas. Land Use Clerk – Chief Krauss explained this position, while it is a full-time position, is currently being covered part-time. He questioned if the BOS would like him to post this internally or externally, or just wait and see what happens with the Town Administrator position and/or Code Enforcement position? Mr. Rawson said he would like to discuss the position; as it's currently just filled part-time, are responsibilities being covered? Chief Krauss said current

needs are being met as there is no one beating down any doors about permits not being filled in a timely manner. Mr. Jacobs said he is concerned once spring and summer are here, typically there is an increase in the number of permit requests. Mr. Rawson recommended holding this position for two weeks to allow a meeting for further discussion. Mr. Morrill agreed with the recommendation especially as it relates to what is happening with the Code Enforcement position.

- e.) **Cemetery Operations:** Mr. Rawson said they are looking for a new Sexton. Mr. John Katwick has offered to fill in for a time while they actively search and hire. Mr. Katwick would be able to help train the new person.

Mr. Rawson motioned to hire John Katwick as temporary Sexton until a new individual is hired. Seconded by Mr. Morrill. All were in favor; the motion was approved.

Chief Krauss asked if they plan to continue the position as a part-time employee and paid on a stipend basis? There is a block of money available for this position and is paid for a certain number of hours. Mr. Rawson said yes for right now. Mr. Morrill agreed and said this can be adjusted if needed.

Mr. Katwick said he feels bad about what has been going on with the cemeteries and wants to get together and work as a team. Regarding salary, he said he does not expect to get paid and would volunteer his time to support Milton. He also requested the BOS allow him to train the next person in this position. He does not want to see Milton be in a similar position as they find themselves now. Milton is in tough shape due to town management issues. Mr. Rawson said he appreciates Mr. Katwick stepping forward. Mr. Katwick emphasized this is not just his opinion as he has heard from many funeral directors who have questioned what is happening in Milton.

Mr. Jacobs asked if he should contact the funeral directors to let them know of a change in contact to Mr. Katwick? Chief Krauss said the contact point should continue to be Nicole. Brian Leclerc said all calls and questions have been directed to Nicole.

Mr. Rawson thanked Mr. Katwick again for stepping forward to help out. The BOS will actively look for a Sexton. Chief Krauss said he will post the open position. He will also discuss with the town attorney regarding the volunteer aspect since there are liabilities with using volunteers. Mr. Katwick said as there have been many failures over the past three years, it will be hard to turn everything around. Mr. Rawson is hopeful we can begin to move forward with John and Nicole.

- f.) **Fire Department - Boiler:** Chief Marique said they experienced a catastrophic failure with a boiler. Strogens was on site; both boilers were inoperable at the time and they did get one running again. Strogens recommended a total replacement of the boiler. Chief Marique contacted the insurance company and does not know if this will be covered. Billy Walden got a

quote from a different company to repair the unit at an estimated cost of \$4,500. This quote came after they inspected the boiler, sourced and priced needed parts; he said the quote of \$4,500 is very solid. They would also clean the current working boiler after fixing the broken one. In comparison, Strogens recommended completely replacing the boiler at a cost of ~\$20,000. Chief Marique recommends repairing the boilers and hopefully receive insurance assistance to help cover the costs. In response to the current maintenance contract with Strogens, Mr. Walden said they have not provided maintenance the way they should be doing. Strogens has no record of serving the Fire Department boilers at all during the last two years; however they have continued to bill us for contract services. Mr. Morrill asked if the company who quoted to repair the boiler also can provide ongoing maintenance services? Mr. Walden said yes they do and ask it is now time to renew the contract with Strogens to look elsewhere for this.

Mr. Jacobs said someone should look at all the contracts before the next budgeting season begins. Mr. Walden said we will be more aggressive in ensuring all necessary work and service is provided. He said they have received good references for Hartz. Chief Krauss said once they have all the numbers, they will first send to the insurance company to determine coverage. He recommended going with Hartz after hearing back from insurance as this could mean paying just \$1,000 vs. the quoted \$4,500. Both Mr. Rawson and Mr. Morrill said they were fine with Hartz repairing the boiler.

- g.) **Fire Department – Knox Box purchase:** Chief Marique said the current system is 25-years old and runs on obsolete software. He got a quote of \$7,034 to replace the Knox box.

Mr. Morrill motioned to move forward with Knox box replacement at a cost of \$7,034 to come from the Fire Department operating budget. Seconded by Mr. Rawson. All were in favor; the motion was approved.

- h.) **Boat Ramp Construction deadline:** Chief Krauss said the deadline to meet is August 31, 2024. This deadline includes monies spent and project completed. He believes it will probably not be possible to get any extension on the deadline. Mr. Jacobs, Chief Krauss, Bruce Woodruff and Brittanie recently met to discuss transfer of current and future projects. The current boat ramp design is in such a way to launch very heavy boats which is not really needed; the ramp should be able to launch a 30' pontoon boat. There is already an existing permit; the boat ramp itself could be modified to what is really needed. He recommended meeting with the lowest bidder and ask for a price on a modified scope of work. In response to Mr. Morrill, Mr. Jacobs said the lowest bid was ~\$200,000 to \$300,000. Mr. Morrill said he does know an individual who built a boat ramp for less than \$100,000; he is willing to provide a quote for our boat ramp. Mr. Jacobs said as the town legally went through the original process to get a bid and subsequently rejected both bids. Now the town can either renegotiate one of the original bidders or contact another contractor that could match the funds the town has available. He agreed with Mr. Morrill the project could be completed at a cost less than \$100,000. The Recreation

Department had been approved for a grant of \$93,000. Mr. Jacobs recommended Bruce Woodruff and Chief Krauss negotiate a scope of work within the funds the town has. Chief Krauss said to meet the August 31st deadline would mean the ramp will need to be shut down for a short time period. Mr. Rawson said for boaters who need to get in or out of the water during the shutdown period they would need to go over to Lebanon. We know that will be a short-term inconvenience. Mr. Morrill will provide contact information to Chief Krauss who said he would contact him, and also determine if there is anyway to file an extension.

5.) OLD BUSINESS

a.) There was no old business.

6.) EVENT PERMITS

a.) No request for event permits.

7.) Communications Received:

a.) Schedule of Executive Councilor Joseph Kenny.

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

a) Brian Leclerc: Brian asked for chain of command/notification clarification. He previously heard concerns expressed by the Budget Committee about his budget; however no one reached out to him. As he is in charge of his budget, he feels he would be the individual to discuss directly any questions or concerns. He asked if the Budget Committee has questions about his budget to go directly to Mr. Leclerc vs. others in the town. Mr. Leclerc said the Budget Committee does an amazing job, but he requested they respect Department Heads and approach them directly.

Mr. Leclerc said the bulletin board of public notices is now available. All committees/boards should forward their minutes/agenda to Mr. Leclerc who will take care of hanging them on the board.

Mr. Rawson said now that Matt Morrill is the representative for the Budget Committee, if they do have questions they can run them through him or through the Town Administrator. Chief Krauss said the Department Heads asked for a change about six years ago since previously Department Heads would typically receive many emails from various Budget Committee members. Often time these emails would include duplicate questions. After that it was requested that only the Chairperson from the Budget Committee ask questions; they then started getting many questions after which those questions started involving finance and the Town Administrator. Chief Krauss said he is OK with the Budget Chairperson asking a Department Head directly about specific overages or lines, etc. This will help save both the Department Head and the new Town Administrator from attending all Budget Committee meetings. He said only the Budget Committee Chairperson should email Department Heads

with questions. Mr. Rawson agreed with this as Department Heads best know their budgets.

9.) Approval of Minutes:

Non-Public Minutes:

No Non-public minutes

Public Minutes:

March 18, 2024 – Mr. Morrill motioned to accept **3/18/2024 public minutes** as written. Mr. Rawson seconded the motion. All were in favor; the motion was accepted.

10.) Public Comments Relative to Topics Previously Discussed:

John Katwick: Brian's point that he brought up is excellent. He met with Brian and was surprised to see how many burial permits haven't been submitted yet. This is a state law and strongly recommended the Town of Milton finds and submits all of them as this is critical information. Mr. Rawson said the previous Sexton did return all of his files/documents. We are going to get this all back to where it needs to be. Chief Krauss said he is already reviewing this.

11.) Expenditure Report:

Chief Krauss said the wiring project by Diamond Electric for the boiler room and other meeting room, has already been approved. He requested a motion for the Chair to sign a check/document which will allow the Trustees of the Trust Fund to release monies from the CRF.

Mr. Morrill motioned to approve the BOS Chair sign the check and related documents. Seconded by Mr. Rawson. All were in favor; the motion was approved.

Chief Marique asked if the BOS received his email regarding updates to the revolving account. He said he will work with Finance to transfer monies on a quarterly basis to keep the part-time budget line-item at the 25% level. He is aware Finance received a question about the specific line-item and why it is over. As there have been previous discussions about this, everyone should already have that information. The amount to be transferred in the first quarter is \$34,239 with \$24,000 of that amount to be for payroll. Once the transfer occurs next week, the part-time line will be at 25%. Mr. Jacobs said you are asking the BOS to approve all four transfers for a vote? Chief Marique said there is no vote needed but just wants to make sure all are OK with the plan, and this will be the amount.

Mr. Jacobs said he does have a minor problem with this. When they previously reviewed the Capital Reserve Fund, the warrant article that approved the setup, at the time it was said this was to keep the ambulance in service. How is the part-time line currently being used to keep the ambulance in service? Chief Marique said as this has been discussed during the budget process, this is not the time to reiterate this. Mr. Jacobs said when voters approve a warrant article, which makes their intent very clear. Mr. Jacobs does not think substituting ambulance staffing with

part-time staffing is the same thing and is not what the voters approved. Chief Marique said the ambulance is not people. Mr. Jacobs said we agreed ambulance staff is for the ambulance. However, now part-time could be used for possibly non-ambulance people. Chief Marique disagreed and said all who are working are the ambulance people. Chief Krauss said the money is being paid out of the part-time line to pay the people who are the workers for the ambulance. The transfer is to transfer out of the ambulance revenue account to the part-time line to pay the general fund back for those employees. No other part-time employees, who are covering other things, are being paid. Mr. Jacobs thanked him for the explanation and said this helped to clear it for him.

Mr. Rawson said to continue to focus on the mission and what had been previously discussed. Chief Marique said the decision was to add monies to the part-time line to reduce burdens on the revolving fund which should help at year end to not be 200% overspent. Mr. Rawson asked for Chief Marique to just keep the BOS up to date and stick to the overall mission.

12.) Town Administrator:

1. The next public meeting of the Board of Selectmen will be April 15, 2024.

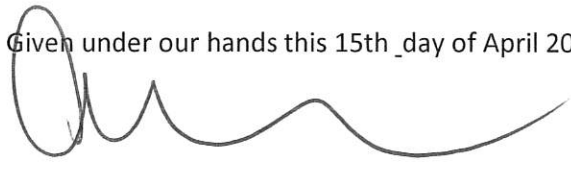
13.) Selectmen Comments:

1. Mr. Rawson said everyone really needs to start working together; focus on our huge mission to help taxpayers and move forward. We are headed that way and we'll be OK with more communication and working together. I appreciate everyone's hard work.

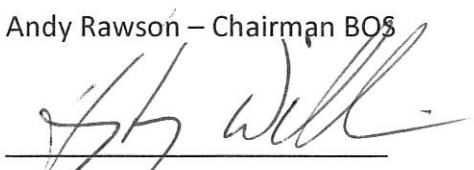
14.) Adjournment:

Mr. Morrill motioned to adjourn the public meeting. Mr. Rawson seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 7:30PM.

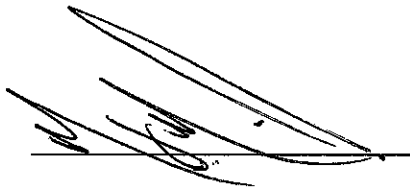
Given under our hands this 15th day of April 2024.



Andy Rawson – Chairman BOS



Humphrey Williams - Board Member



Matt Morrill - Board Member

END OF MINUTES – April 1, 2024