



Town of Milton
Regular Selectboard Meeting
Monday, March 16, 2020 at 6:30 p.m.
Milton Municipal Building Community Room
43 Bombardier Road, Milton VT 05468

MINUTES

Selectboard Members Present: John Palasik, Chair; Michael Morgan, Vice Chair; Chris Taylor, Clerk; Brenda Steady, Member; John FitzGerald, Member

Staff Members Present: Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; John Bartlett, Director of Administration/Facilities/Human Resources; David Allerton, Director of Public Works; Officer Noi Jones and K9 Biscotti; Stephen Laroche, Chief of Police; John Keating, Emergency Management Coordinator; Joe Gannon, Infection Control Officer

Others Present: Michael Howard; David Howard

I. Call to Order

J. Palasik called the meeting to order at 6:33 p.m.

II. Flag Salute

M. Morgan led the attendees in the Pledge of Allegiance.

III. Agenda Review

Motion made by C. Taylor to add John Keating, Emergency Management Coordinator to the Agenda to discuss the Coronavirus and the addition of an Executive Session regarding contracts with a second by J. FitzGerald. Approved Unanimously.

Motion made by B. Steady to add discussion regarding Roberts' Rules to the meeting with a second by J. FitzGerald. Approved Unanimously.

Motion made by C. Taylor to add discussion regarding the Charter Review Committee with a second by M. Morgan. Approved Unanimously.

IV. Public Forum

None.

V. Approval of Warrant #19

Motion made by C. Taylor to approved Warrant #19 in the amount of \$150,145.52 with a second by M. Morgan. Approved Unanimously.

VI. Approval of Selectboard Minutes of March 2, 2020

Motion made by C. Taylor to approve the Selectboard Minutes of March 2, 2020 with a second by J. Fitzgerald. Abstention: B. Steady. Motion Approved.

VII. Approval of Annual Town Meeting Minutes of March 2, 2020

Motion made by C. Taylor to approve the Annual Town Meeting Minutes of March 2, 2020 with a second by J. Fitzgerald. Abstention: B. Steady. Motion Approved.

VIII. Approval of Special Selectboard Minutes of March 5, 2020

Motion made by C. Taylor to approve the Special Selectboard Minutes of March 5, 2020 with a second by B. Steady. Approved Unanimously.

IX. Business

A. New K9 and Officer Introduction

*Stephen Laroche, Chief of Police
Officer Noi Jones and K9 Biscotti*

Introduction of K9 Biscotti.

B. Roberts' Rules Discussion

Selectboard discussion regarding Roberts' Rules.

C. Possible Election–November General

Don Turner, Jr. discussed with the Selectboard that the Community Room may not accommodate a Presidential election and two Districts in the November election. Selectboard agreed to keep the discussion ongoing.

D. Local Emergency LEMP

John Keating, Emergency Management Coordinator

John Keating presented the 2020 Local Emergency Management Plan.

Motion made by M. Morgan to approve the 2020 Local Emergency Management Plan as presented by John Keating, Emergency Management Coordinator with a few minor changes as discussed with a second by B. Steady. Approved Unanimously.

John Keating gave an update regarding the Coronavirus and Department procedures for dealing with the Coronavirus.

D. Department of Public Works – VTrans Class 2 Paving Grant Application

David Allerton, Director of Public Works

Motion made by B. Steady to allow the Town Manager, or his designee to submit a VTrans Class 2 Paving Grant Application for \$175,000 for paving of West Milton Road with a second by M. Morgan. Approved Unanimously.

E. Department of Public Works – Structures Grant Application

David Allerton, Director of Public Works

Motion made by B. Steady to allow the Town Manager, or his designee to submit a VTrans Structures Grant Application for \$25,000 for engineering design services for the Duffy Road culvert and road repair with a second by J. FitzGerald. Approved Unanimously.

F. Department of Public Works Projects Update

David Allerton, Director of Public Works

DPW Current Projects:

1. Hourglass Project, Scheduled for 2021. VTrans recently did borings on Route 7. DPW requested a copy of the borings and an update on when we could see the preliminary plans for the Project.
2. Route 7 Gap Project, under construction.
3. Route 7 Streetscape Project, awarded contract. Construction to start May 2020.
4. East Road Bridge No. 5 Replacement. Punch list items to complete in spring 2020.
5. East Road Bridge No. 6 Replacement. Punch list items to complete in spring 2020.
6. Cherry Street Sidewalk Project. Gone through the NEPA process, have requested updated cost information from NECR and awaiting bid documents from consultant. Construction scheduled for 2020.
7. Bear Trap Bridge expansion joint.
8. Main Street Sidewalk. Design is complete, verifying no permit will be required with ANR Wetlands personnel.
9. Paving
 - a. Spring paving work with remaining FY2020 funds
 - i. Hardscrabble Road
 - ii. Murray Avenue
 - iii. Sawyer Avenue
 - b. FY2021 Paving work. \$235,000 in FY 2021 budget
 - i. West Milton Road
 - ii. A section of Poor Farm Road
10. Public Works Specifications
11. Milton Health & Safety Plan
12. River Street Pressure Sustaining Valve Replacement Project. PER approved, and currently in final design.
13. Railroad Street Water Main Replacement and New Pressure Sustaining Valve. The Preliminary Engineering Report has been completed and approved by the Agency of Natural Resources. Holding off on final design for now.
14. Flanders Water Main Replacement and Wastewater Evaluation Project.

- a. Finalizing PER.
 - b. Preparing memo to the Flanders Working Group discussing how to manage water and sewer service connections.
15. High Risk Rural Road VTrans Project. VTrans will be replacing signs on West Milton Road, Bear Trap Road, Herrick Avenue, and Bradley Street. This is 100% a VTrans funded project. Scheduled for construction in 2020. Today, VTrans indicated the project will be out to bid in May or June this year, with an anticipated completion date of late summer or fall, 2020.
 16. Southern Gateway. Awaiting traffic signal equipment and installation. Should be in spring 2020.
 17. DPW Highway Garage Working Group
 - a. Working to complete the final report to the Select Board by the end of the March.
 18. FEMA work. Have a conference call with FEMA scheduled for Wednesday, March 18, 2020. During this call we will set up a Recovery Meeting to go over everything we will need to provide to FEMA for the damage of infrastructure during the Halloween 2019 Storm Event.
 - a. Rollin Irish Road, Duffy Road, Mars Hollow Road, River Street Park Debris Cleanup, Lamoille River Walk Bridge.

DPW Upcoming Projects

19. Munson Hill slope, stormwater and road repair. Applied for \$300,000 TAP Grant. Have not heard from them yet. Would still need an additional \$500,000 to fund the project.
20. Duffy Road culvert replacement. Applying for Structures Grant for design of culvert and road improvements
21. Eagle Mountain Harbor Road stormwater issues. Applied for two Better Roads Grants to assist in funding this work. Have not heard back yet.
22. Beebe Hill and Westford Road stormwater improvements (Better Roads Grant Projects). These projects will be completed prior to June 30, 2020.
23. Guardrails. Need to continue to repair/replace failed guardrails.
 - a. West Milton Road Overpass
 - b. Lake Road Overpass
 - c. West Milton Road, resetting guardrail along Lamoille River
 - d. Others
24. Culverts, stormwater infrastructure, and ditching. Continuing this work as part of the MS4 permit, with annual reporting.
25. Prepare Phosphorous Control Plan as part of our MS4 Permit. We submitting a grant application to the Chittenden County Regional Planning Commission to get the project into their Unified Program Work Plan for assistance with this project.
26. Evaluate Allen Brook, as it is nearing impaired status on ANR's list of impaired waters. Contaminants include chloride (salt application), iron (natural sources, industrial sources, corrosion of iron containing metals), and conductivity (conductivity is a measure of the water's capability to pass electrical flow, which is a direct measure of the number of ions in the water, from alkalis, chlorides, sulfides, and carbonate compounds).
 - a. We applied for and received a grant for final design for this project.
27. Continuing with Highway Access Permits and Excess Weight Permits.

28. The W/WW ordinances were last updated in 2008. We are going through the entire ordinance, and making revisions and updates as needed, specifically in our septage acceptance procedures.
29. Water Plant roof, soffits, siding and other repairs.
30. Updating Town infrastructure in GIS format: W/WW, storm drains, culverts, bridges, roads, outlets/discharges, signs, etc.
31. MS4 Permit.
 - a. Annual report due April 1, 2020.
 - b. Phosphorous Control Plan.
 - c. Allen Brook.

G. Milton Mobile Home Park Update

Don Turner, Jr., Town Manager

David Allerton, Director of Public Works

The Town of Milton Wastewater Ordinance was adopted on November 29, 2008. Section 3. General, Part C. Wastewater Outlets and Connections, No. 4 states the following, "A separate and independent building sewer connection shall be provided for every building." The DPW stresses the importance of this requirement in order to maintain the system and have individual property owners accountable for their own sewer connections. Depending on the circumstances, it does make sense for a variance to be approved. The Milton Mobile Home Park (MMHP) Water and Sewer Project is requesting a variance from this requirement of the ordinance. The MMHP lots are situated in close proximity, whereby the individual water service connections are proposed to be constructed to adjacent lots, alternating with a single, shared sewer connection constructed between the next two lots. This pattern would repeat itself throughout the project. The Department of Public Works (DPW) has reviewed the drawings provided by the MMHP and their consultant, and requests authorization from the Town of Milton Select Board to approve a variance from the ordinance for the shared sewer service connections between adjacent lots as depicted on the submitted drawings. The Town of Milton will be taking over the water and service mains when the project is complete, and the MMHP will maintain responsibility for all water and sewer service connections to the individual lots.

Motion by C. Taylor to approve a variance for the Milton Mobile Home Park to allow the shared use of sewer service connections between two adjacent units, on an alternating and recurring basis throughout the project, as depicted on the submitted plans by the MMHP and their consultant with a second by M. Morgan. Approved Unanimously.

H. Charter Review Committee

The Charter Review Committee does not have an issue with two Selectboard members on the Committee. The Charter Review Committee will consider adding a second member to the Committee.

Motion made by M. Morgan that two members of the Selectboard continue with their roles and that the School Board consider adding a second member

to the Charter Review Committee with a second J. FitzGerald. Approved Unanimously.

I. Adoption of Consent Agenda

Motion made by M. Morgan to adopt the Consent Agenda with a second by J. FitzGerald. Approved Unanimously.

X. Town Manager's Update

Don Turner, Jr., Town Manager

- Received three bids for the Town-wide reappraisal. Two are for all the properties one was just for utilities. In the process of reviewing the bids.
- Possible Selectboard tour of municipal buildings on a Saturday in April.
- Selectboard meetings could be done remotely.
- Need a Selectboard member to be the Representative on the Chittenden Solid Waste District Committee.
- Jamie Parent is offering to close early on his property.
- Sotos Papaserphin appraisal should be available in a few weeks.
- Rescue budget is being overspent.

XI. Executive Session

Motion made by B. Steady to extend the scheduled ending time of Selectboard meeting from 9:00 p.m. to 9:15 p.m. with a second by J. FitzGerald. Approved Unanimously.

Motion made by C. Taylor at 8:44 p.m. that premature public knowledge about contracts would cause the Town or person to suffer a substantial disadvantage with a second by M. Morgan. Approved Unanimously.

Motion made by C. Taylor at 8:44 p.m. that the Selectboard enter into Executive Session to discuss contracts under the provisions of 1 VSA 313 (A)(1) of the Vermont Statutes to include all five members of the Selectboard present tonight, Don Turner, Jr., Town Manager and John Bartlett, Director of Administration/Facilities/Human Resources with a second by M. Morgan. Approved Unanimously.

XII. Action as a Result of Executive Session

Motion made by J. FitzGerald at 9:14 p.m. to close Executive Session with no action taken with a second by M. Morgan. Approved Unanimously.

XIII. Motion to Adjourn

Motion made by C. Taylor at 9:15 p.m. to adjourn with a second by M. Morgan. Approved Unanimously.

Respectfully Submitted,
Sheila Mooney

APPROVED MINUTES:

_____ Date: _____
Chris Taylor, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this _____ day of _____, 2020.

ATTEST: _____, Milton Town Clerk

DRAFT