



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, May 15, 2023 at 6:00 p.m.**

MINUTES

Selectboard Members Present: Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

Selectboard Members Absent: None

Staff Members Present: Don Turner Jr., Town Manager; Brittany Tradup, Executive Assistant to the Town Manager; Steve Laroche, Police Chief; Amber N. Baker, Finance Director; Cymone Bedford, Planning & Development Review Director; Tom Elwood, Water/Wastewater Superintendent (remote); Lisa Schaeffler, Public Works Director (remote)

Others Present: Michael Frett, The Islander; Shannon Gunderson, Milton Independent (remote); Lisa Rees (remote); Diane Barrows (remote)

I. Call to Order

D. Adams called the meeting to order at 6:01 p.m.

II. Flag Salute

D. Adams led the attendees in the Pledge of Allegiance.

III. Agenda Review

D. Turner requested to add the reappointment of Henry Bonges as a DRB alternate. D. Adams added this to the agenda following the appointment of Bill Sweeney. D. Turner also requested to add the approval of additional archaeology work at the site of the new public works facility. D. Adams added this as the final item on the agenda.

IV. Public Forum

None

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 05/01/2023**
- **Approval of Warrant #24**

Motion made by B. Steady to approve the Consent Agenda, with a second by C. Taylor. Motion approved unanimously.

VI. Appoint Bill McSweeney as Alternate DRB Member

Amanda Pitts, Zoning Administrator

Motion made by M. Morgan to appoint Bill McSweeney as an alternate Development Review Board member, with a second by B. Steady. Motion approved unanimously.

VII. Reappoint Henry Bonges as CSWD Representative and as DRB Alternate

Don Turner, Jr., Town Manager

Motion made by M. Morgan to reappoint Henry Bonges as the Chittenden Solid Waste District representative and as an alternate member of the Development Review Board, with a second by L. Morgan. Motion approved unanimously.

VIII. Reappoint Amanda Pitts as Zoning Administrator and as Health Officer

Don Turner, Jr., Town Manager

A. Pitts responded to questions from Selectboard members and recapped her history in these roles.

Motion made by M. Morgan to reappoint Amanda Pitts as the Zoning Administrator and as the Health Officer for 3 year terms each beginning July 1, 2023 and ending June 30, 2026, with a second by B. Steady. Motion approved unanimously.

IX. Accept Recreational Trails Program Grant

Cymone Bedford, Planning & Development Review Director

D. Turner presented the background on this request as per the following memo from Cymone Bedford.

To: Milton Select Board
Date: May 15, 2023
From: Cymone Bedford, Planning Director, Department of Planning and Zoning
CC: Don Turner, Town Manager
Re: Department of Planning and Zoning – Request to Sign Recreational Trails Program’s Grant Agreement for Town Forest Trail Project Phase II

The Town of Milton Department of Planning and Zoning applied for the Recreational Trails Program Grant through the VT Dep. of Forests, Parks, and Recreation and received the full amount for \$30,000. The Planning and Zoning Department is contributing \$5,000 from our annual budget under ‘Other Professional’ and the project was awarded ARPA funding by the Town of Milton.

The grant provides assistance as we complete Phase II of the Town Forest Trail Project, which involves the further extension of a graded five-foot-wide ADA compatible trail that will commence where the previous work ended and will extend approximately 1,350 feet to the future location of a viewing platform that will be adjacent to an existing natural marsh area.

Motion Language: We respectfully request the Select Board to authorize the Town Manager, to execute the Recreational Trail Program’s Grant in the amount \$30,000.

Motion made by C. Taylor to authorize the Town Manager or his designee to accept the Recreational Trail Program’s Grant in the amount of \$30,000, with a second by M. Morgan. Motion approved unanimously.

X. Bulletproof Vest Grant

Steve Laroche, Police Chief

S. Laroche introduced the item, as per the following memo, and answered questions from the Selectboard:

TO: Don Turner Jr., Town Manager

FROM: Chief Stephen Laroche

DATE: May 9, 2023

SUBJECT: 2023 Bulletproof Vest Partnership Grant

The Bulletproof Vest Partnership Program has again offered the Milton Police Department an opportunity to apply for a federally funded grant in the amount of approximately \$4,000. This grant will be used to purchase new bulletproof vests for existing Police Officers and new hires. The average life span for a bulletproof vest is between 4-5 years depending on wear and tear.

The Bulletproof Partnership Program is a federally funded program that offers Police agencies across the nation the opportunity to provide their Police Officers with new bulletproof vests. The Milton Police Department has received this bulletproof vest grant since 1999. Each year we replace officer's expired or expiring vests with new bulletproof vests. The awarded grant money is valid for up to 3 years from date of acceptance. Therefore, the 2023 vest grant will allow us to spend these funds up until 2026.

Over the past few years, we have received the following amounts for this grant:

2020-\$2,000.00
2021-\$2,705.00
2022-\$2,337.88

There is a 50% match from the Town of Milton towards the bulletproof vests. This match will be payment of half the price of the bulletproof vest cost. As in years past, 50% of the cost of the vest is paid for by the grant, while the other 50% is paid for by the Town of Milton.

We would like permission from you to apply and then accept this funding opportunity for the 2023 Bulletproof Partnership grant. All applications must be submitted by June 26, 2023.

Motion made by C. Taylor to allow the Town Manager or his designee to apply and then accept this funding opportunity for the 2023 Bulletproof Partnership grant, with a second by L. Morgan. Motion approved unanimously.

XI. Water/Wastewater Budget Proposal

*Amber N. Baker, Finance Director; Tom Elwood, Water/Wastewater Superintendent;
Lisa Schaeffler, Public Works Director*

A. Baker presented the details of the proposed Water Fund Budget and Wastewater Fund Budget and responded to questions from the Selectboard. She then presented the following resolution:

TOWN OF MILTON WATER FUND & WASTEWATER FUND FISCAL YEAR 2024 BUDGETS

WHEREAS, the Water Fund budget for Fiscal Year 2024 is One Million Four Hundred Eighty-Eight Thousand Seven Hundred and Fifty Nine Dollars (\$1,488,759.00); and,

WHEREAS, the Selectboard of the Town of Milton believe the above amount is required to maintain the Town's water service and fund various Capital projects; and,

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation and maintenance of the Water Division and recommends the following usage rates:

Water Usage Rate: No Change \$39.95/unit/quarter + \$4.33/1000 gallons	Water Non-Metered User Rate: No Change \$104.75/unit/quarter
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WHEREAS, the Wastewater Fund budget for Fiscal Year 2024 is One Million Three Hundred Seventeen Thousand Seven Hundred and Seventy-Four Dollars (\$1,317,774.00); and,

WHEREAS, the Selectboard of the Town of Milton believe the above amount is required to maintain the Town's wastewater service and fund various Capital projects; and,

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation and maintenance of the Wastewater Division and recommends the following usage rate changes:

Wastewater Usage Rate: No Change Change: \$49.17/unit/quarter + \$5.34/1000 gallons	Wastewater Non-Metered User Rate: No Change Change: \$134.61/unit/quarter
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NOW THEREFORE BE IT RESOLVED, that the Selectboard for the Town of Milton hereby approves the budget amount of One Million Four Hundred Eighty Eight Thousand Seven Hundred Fifty-Nine Dollars (\$1,488,759.00) for the FY24 Water Fund with no increase to the existing base rate and non-metered rate, and no increase in the usage rate effective July 1, 2024; and the Selectboard for the Town of Milton hereby approves the budget amount of One Million Three Hundred Seventeen Thousand Seven Hundred Seventy Four Dollars (\$1,317,774.00) for the FY24 Wastewater Fund with no increase to the existing base rate and non-metered rate, and no increase in the usage rate effective July 1, 2024.

There was some discussion about uniform costs.

Motion made by C. Taylor to approve the FY24 Water budget in the amount of \$1,488,759.00 and the FY24 Wastewater budget of \$1,317,774.00 with no increases to the existing base rates, non-metered rates, and usage rates effective July 1, 2023, with a second by L. Morgan. Motion approved unanimously.

XII. Set Public Hearing Date for CIP - Impact Fees

Amber N. Baker, Finance Director

D. Turner presented the following public hearing notice:

**Public Hearing Notice:
 Capital Improvement Plan for Fiscal Years 2024-2028
 Including Impact Fee Schedule for Fiscal Year 2024**

The Milton Selectboard shall conduct a public hearing at 6:00 p.m. on June 19, 2023 in the Community Room at the Municipal Building, 43 Bombardier Road and/or by Zoom/teleconference, regarding the proposed Capital Improvement Plan for Fiscal Years 2024 through 2028, which includes the Impact Fee Schedule for the Fiscal Year 2024.

The Capital Improvement Plan (CIP) is a five-year plan that identifies the Town of Milton's highest priority capital expenditure needs. The CIP provides a recommended financing schedule for those priority needs and identifies possible sources of funds.

The Fiscal Year 2024 Impact Fee Schedule identifies capital improvement needs that can be funded by the assessment of impact fees and calculates the impact fee that should be assessed for new development.

The Fiscal Year 2024 Impact Fee rate for residential dwelling units containing two or more bedrooms is proposed to be \$4,399 per unit. The Fiscal Year 2024 Impact Fee rate for elderly housing units and residential units containing one-bedroom, including accessory apartments, is proposed to be \$3,299 (75% of the full residential impact fee).

Copies of the CIP for Fiscal Years 2024-2028 are available for review at www.miltonvt.gov, or you may request a copy by contacting the Town Manager's office. All comments and questions may be directed to the Finance Director or Town Manager at 802-893-6655.

Motion made by C. Taylor to approve the notice of the public hearing as presented, with a second by L. Morgan. Motion approved unanimously.

XIII. Reschedule Meeting Dates Due to Future Holidays

Don Turner, Jr., Town Manager

D. Turner presented this item as per the following memo, and explained that the board has historically rescheduled meetings that fall on holidays to the next day.

To: Town of Milton Selectboard
From: Town Manager Don Turner
Subject: Adjust Upcoming Selectboard Meeting Dates
Date: May 12, 2023

Due to holidays, Town Offices are closed on the following regular Selectboard meeting dates.

- September 4, 2023 – Labor Day
- January 1, 2024 – New Year's Day
- January 15, 2024 – Martin Luther King Jr. Day
- February 19, 2024 – Presidents' Day

Motion made by B. Steady to reschedule regular meeting dates that have conflicts with holidays through the 2024 Town Meeting as follows: Monday, September 4, 2023 to Tuesday, September 5, 2023; Monday, January 1, 2024 to Tuesday, January 2, 2024; Monday, January 15, 2024 to Tuesday, January 16, 2024; Monday, February 19, 2024 to Tuesday, February 20, 2024. C. Taylor seconded the motion. Motion approved unanimously.

XIV. Archaeology Phase 1B Investigation

Don Turner, Jr., Town Manager

D. Turner reviewed the work that has been completed for the archaeological investigation to date, and he explained the contractor has found what appears to be an arrowhead in the area where the road leading up to the facility will be. Due to this discovery, additional investigative work is required by Hartgen Archaeological Associates (through Krebs & Lansing Consulting Engineers, Inc.) in the amount of \$11,155. The work will take 3 days in the field and then 6-8 weeks away from the field. Turner requested an expedited proposal in order to keep the project moving forward so that the construction of the road can begin sometime this summer. There was discussion regarding creating a display with the arrowhead on Town property.

Motion made by C. Taylor to move forward with funding the Archaeological Phase 1B Investigation in the amount of \$11,155 with Hartgen Archaeological Associates, with a second by M. Morgan. Motion approved unanimously.

XV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

D. Turner provided the following updates:

- The Town hears a lot of concerns about paving on Route 7, from Exit 17 North through Main Street, and is advocating for repairs. The Town is actively working with legislators to encourage VTRANS to make significant repairs to this section of road as soon as possible. The Town will post updates as progress is made. M. Morgan provided insight that there should be more clear updates on what will be done within the next couple of weeks.
- Grange renovations are progressing nicely. Thank all of those that have volunteered to assist with this work. Hoping to have a soft opening in early June and reopen for use no later than July 1, 2023.
- On Wednesday, May 10, a crew of Milton Public Works employees traveled down to the Barre Municipal Civic Center for the American Public Works Association (APWA) New England chapter's 2023 Vermont Municipal Equipment Show & Field Day. Milton's Public Works Director Lisa Schaeffler did a wonderful job helping to organize this event as the APWA New England Chapter's 2nd Vice President. D. Turner had the honor of delivering a speech to highway workers from around the state about the importance of their roles as public works first responders. It was a wonderful event, and the crew enjoyed learning about the latest equipment and industry best practices.
- The Town continues to make progress on resolving the Catamount fire suppression water supply. The Town has determined that we will be able to restore the higher pressures necessary to operate the commercial sprinkler systems after we install pressure relief valves in the 16 properties that currently do not have them. Tom and his team are at work now. We will report the estimated cost to make these improvements to the Selectboard as soon as we have that information. The Town will be contracting with a licensed plumber to do this work.
- The Town is proceeding with the proposed boundary line adjustment for the 3.9 acre Brault parcel.
- The Kienle Road subdivision is in the final stages and will be on the DRB meeting agenda on May 25th. Recently, one neighbor has raised some concern about new houses being built in their backyard.
- Paving is going well now that the weather is cooperating. The projects on Westford and Mears Roads are complete. Arrowhead Ave. shim is complete and today they were paving Haydenberry, Ellison and Lamoille Terrace. We will evaluate where we are financially when these are complete to determine how much further we can go with Whisper and Winter Lanes.
- The Town is investigating a sewer smell in the vicinity of the Fieldhouse last Friday evening. We have not determined the cause at this time.
- Police Department will be holding a Bike Rodeo for Kids: May 20, 10 a.m. – 1 p.m. Activities are geared toward ages 5-12; however all are welcome to participate
- The Economic Development Commission Meeting and Spring Social on May 24, 2023 will be held at Vermont SportsCar at 85 Gonyeau Rd from 4:30 - 6 p.m. Snacks will be provided and tours of the facility will follow the meeting.
- Memorial Day Services will be held May 29 at 10 a.m. in front of the Municipal Building.
- Greg Roy came back today, and he will be here through August. Kylie will be working part time as she begins a training program.

XVI. Adjournment

Motion made by M. Morgan to adjourn the meeting at 6:52 p.m., with a second by B. Steady.

Motion approved unanimously.

Meeting adjourned by D. Adams.

All documents pertaining to this meeting may be viewed using the following link:

<https://miltonvt.box.com/s/j2d6jh74xedemvvy0d212tjtrxc7n39z>

A video recording of this meeting can be found at the following location:

<https://miltonvt.box.com/s/wic0x6e0oc5svcu846h0ratvshu658zf>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

_____ Date: _____
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this _____ day of _____, 2023.

ATTEST: _____, Milton Town Clerk