



**Town of Milton  
Regular Selectboard Meeting  
Monday, February 4, 2019 at 6:00 p.m.  
Municipal Building Community Room  
43 Bombardier Road, Milton VT 05468**

## **MINUTES**

**Selectboard Members Present:** Darren Adams, Chairman; Kenneth Nolan, Vice-Chairman; John Palasik, Clerk; Chris Taylor, Member; Brenda Steady, Member

**Staff Members Present:** Don Turner, Jr., Town Manager; Sheila Mooney, Town Manager Executive Assistant; Victor Sinadinoski, Director of Planning and Economic Development; Taylor Yeates, Director of Public Safety; John Bartlett, Director of Administration, Human Resources, Facilities

**Others Present:** Peter Staniels, Jim Ballard; Dana Maxfield; Janet Babits

### **I. Call to Order**

The meeting was called to order by D. Adams at 6:04 p.m.

### **II. Flag Salute**

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

### **III. Agenda Review**

None.

### **IV. Public Forum**

Janet Babits spoke to the Selectboard regarding removal of the snow on the sidewalks on North Road. Ms. Babits stated that the sidewalk plow directs the snow into her driveway requiring her to shovel her driveway. Ms. Babits requested that the Town not plow the sidewalks on North Road.

The Selectboard agreed to take the matter under advisement.

### **V. Business**

#### **A. Adopt Amended Cemetery Rules and Regulations**

*Peter Staniels, Milton Cemetery Advisory Committee*

*Jim Ballard, Milton Cemetery Advisory Committee*

Peter Staniels and Jim Ballard of the Milton Cemetery Advisory Committee gave an overview of the proposed amendments to the Milton Cemetery Rules and Regulations.

**Motion made by B. Steady to adopt the Milton Cemetery Rules and Regulations as amended with the addition on Page 3, Section II, 1., after Milton Cemetery Superintendent, add “and/or designee” with a second by C. Taylor. Approved Unanimously.**

**B. Planning and Zoning Fee Schedule**

*Victor Sinadinowski, Director of Planning and Economic Development*

Victor Sinadinowski, Director of Planning and Economic Development gave an overview of the Planning and Zoning Fee Schedule amendments.

**Motion made by J. Palasik to approve the amendments to the Planning and Zoning Fee Schedule as presented with a second by C. Taylor. Approved Unanimously.**

**C. Economic Development in Milton Update**

*Victor Sinadinowski, Director of Planning and Economic Development*

Victor Sinadinowski, Director of Planning and Economic Development gave an update of the economic development in Milton.

**D. Village Center Designation Update**

*Victor Sinadinowski, Director of Planning and Economic Development*

Victor Sinadinowski, Director of Planning and Economic Development gave an update of the Village Center designation.

**E. Fee for Administrative Services for Police Department Outside Contracts**

*Taylor Yeates, Director of Public Safety*

Taylor Yeates, Director of Public Safety gave an overview of the fee for administrative services for the Police Department’s outside contracts.

The Selectboard requested the following additional information:

- Is there a minimum number of hours charge for police special detail contracts?
- Does the officer receive payment for a certain number of hours whether they work them or not?
- Can an officer take time off to work a special detail assignment? If not, how is this tracked to confirm?

**Motion made by C. Taylor to approve the Police Contracts Administrative Fee at \$12.00 per hour, retroactive to January 1, 2019 and effective until acted upon by this body with a second by B. Steady. Approved Unanimously.**

**F. Certificate of Highway Mileage**

*Don Turner, Jr., Town Manager*

Don Turner, Jr., Town Manager gave an overview of the Certificate of Highway Mileage. The Certificate verifies the Town has not changed its accepted roads and has not added or decreased road mileage in Milton in the past year.

**Motion made by J. Palasik to approve the Certificate of Highway Mileage for year ending February 10, 2018 as presented with a second by B. Steady. Approved Unanimously.**

**VI. Town Manager's Update**

*Don Turner, Jr., Town Manager*

- Scott Moreau of Greenleaf Forestry and Kris Dulmer, Tree Warden attended the January 22, 2019 Conservation Committee meeting and discussed finishing the logging at Bombardier Park and Lamoille River Walk.
- The Highway Department crew has been called out 48 times this winter to date. They have used 1,785.62 tons of salt as of February 4, 2019 with approximately four loads of salt in the shed. The Town has 8 loads ordered from Cargill and 4 loads from American Rock Salt. However, only 2 are promised to be delivered this week. When factoring in the salt on order, the Town has enough money left in the budget to buy 9 loads. It is estimated that the Town will need an additional \$21,000 to purchase another 12 loads before the end of the winter. After discussion with Jessica Morris, Director of Finance, the plan is to bring a Resolution to the Selectboard at the next meeting to authorize this expenditure above the approved budget.
- In light of the unprecedented number of call-ins this winter, the Town Manager has approved a winter operations stipend for Eric Gallas, Highway Superintendent of \$25 per day through the remainder of this season. This is not retroactive and will begin this pay period. The Highway Superintendent tracked his time as of the last pay period, and he has worked 131 hours over and above his regularly scheduled shifts. The total cost is \$2,100 to be paid out of the existing budget. This models a VTRANS policy for salaried supervisors working under the same conditions. Next season the rate and time period will mirror VTRANS.
- The Town Manager had a productive meeting with Trudell Engineers regarding finishing the design, preparing a bid package and obtaining the necessary permits regarding the Southern Gateway Project. A proposal for the Selectboard's approval should be presented at the next Selectboard meeting.
- An update to the Streetscape Project will be discussed at the next Selectboard meeting.
- The Town Manager met with NEMRC to discuss assessor services and the upcoming Town reappraisal. A final Request for Proposals (RFP) should be ready for the Selectboard's approval in March. A new contract for the assessor services will be brought to the Selectboard at the next meeting. The goal is to continue working with NEMRC through the completion of the reappraisal. Town staff will train over the next few years and hopefully be in a position to move away from NEMRC in the assessor's office upon the completion of the reappraisal.
- Filming for the budget presentation on the website and other social media outlets will be done on February 6, 2019.
- The 2019 Winter Festival begins February 8<sup>th</sup> through February 10<sup>th</sup> at Bombardier Park.
- The Water/Wastewater Department went out last Friday and cleared snow from around fire hydrants.
- The 2015 Tractor front end seized up. The estimated repair cost is \$4,000. The tractor was not covered under warranty.
- VLCT is doing a pilot project on self-governance. The Selectboard agreed to review the information.

**VII. Warrant #17**

**Motion made by J. Palasik to approve Warrant #17 in the total amount of \$95,804.27 with a second by B. Steady. Approved Unanimously.**

**VIII. Approval of Minutes of January 22, 2019 Regular Selectboard Meeting**  
**IX. Approval of Minutes of January 30, 2019 Special Selectboard Meeting**

**Motion made by J. Palasik to approve the Minutes of January 22, 2019 and January 30, 2019 as presented with a second by C. Taylor. Approved Unanimously.**

**X. Executive Session**  
**A. Personnel**  
**B. Contracts**

**Motion made by J. Palasik at 7:50 p.m. that premature public knowledge about personnel and contracts would cause the Town or person to suffer a substantial disadvantage with a second by C. Taylor. Approved Unanimously.**

**Motion made by J. Palasik at 7:51 p.m. that the Selectboard enter into executive session to discuss personnel and contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes to include all five members of the Selectboard present tonight and Don Turner, Jr., Town Manager; John Bartlett, Director of Administration/Human Resources/Facilities; and Taylor Yeates, Director of Public Safety with a second by C. Taylor. Approved Unanimously.**

**XI. Action as a Result of Executive Session**

**Motion by C. Taylor at 8:57 p.m. to close executive session with no action taken with a second by B. Steady. Approved Unanimously.**

**XII. Motion to Adjourn**

**Motion made by B. Steady at 8:57 p.m. to adjourn the meeting with a second by C. Taylor. Approved Unanimously.**

D. Adams adjourned the meeting at 8:57 p.m.

Respectfully Submitted,  
Sheila Mooney

APPROVED MINUTES:

\_\_\_\_\_  
John Palasik, Selectboard Clerk

Date: \_\_\_\_\_

*2-19-19*

Filed with the Milton Town Clerk's Office on this 20 day of February, 2019.

ATTEST: \_\_\_\_\_

*Sheila M. Mooney*

\_\_\_\_\_  
Milton Town Clerk

Minutes

February 4, 2019

SWM