



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, February 7, 2022 at 6:30 p.m.**

**MINUTES**

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

**Selectboard Members Absent:** None

**Staff Members Present:** Don Turner Jr., Town Manager; John Bartlett, Director of HR/Administration/Buildings & Grounds; Dave Allerton, Public Works Director (remote); Jessica Morris, Finance Specialist (remote); Tom Elwood, Superintendent (remote); Kirsten Jensen, Public Works Engineer (remote); Brittany Tradup, Executive Assistant to the Town Manager

**Others Present:** Scott Turner, Lisa Rees (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**

The highway team requested to add an item to the agenda regarding authorization to post roads. This item will be added to the agenda following VTrans Highway Mileage. B. Steady entered the meeting at this time.

**IV. Public Forum**

Public comment was given by Resident Lisa Rees, who expressed her appreciation to the Town and Don Turner for bringing in the Vermont Council on Rural Development (VCRD) for Milton on the Move and also to Brenda Steady for serving on the committee for this effort. She expressed concerns regarding the selected priorities and the fact that the Town would not be focusing efforts on belonging/inclusion and improving resources for residents who are marginalized in the community. She provided further explanation for these concerns. She also commented on the FY23 budget, expressing concern about the transparency of potential increases in property value and tax bills, even with no projected change in the tax rate. She concluded by expressing a need for dedicated resources to help strengthen the movement toward inclusion and bring people together to take action.

The Selectboard had a brief discussion about whether there was any knowledge about an incident at the high school regarding racist and homophobic graffiti.

**V. Consent Agenda**

- **Approval of Joint Selectboard / School Board Meeting Minutes of 1/31/2022**
- **Approval of Warrant #18**

**Motion made by B. Steady to approve the Consent Agenda, with a second by J. FitzGerald. Motion approved unanimously.**

**VI. Appointment of Development Review Board Alternate – Scott Turner**

*Don Turner, Jr., Town Manager*

Scott Turner introduced himself and explained why he wants to be involved in the community. He and D. Turner responded to some clarifying questions from the Selectboard.

**Motion made by M. Morgan to appoint Scott Turner as an alternate to the Development Review Board for a 3-year term, with a second by J. FitzGerald. Motion approved unanimously.**

**VII. Present/Approve FY23 Water/Wastewater Budgets & Fees**

*Jessica Morris, Finance Specialist; Dave Allerton, Public Works Director; Tom Elwood, Superintendent of Water/Wastewater*

J. Morris presented the water budget. T. Elwood responded to follow up questions regarding average costs and frequency of meter replacements. J. Morris then presented the wastewater budget. D. Turner addressed questions about staffing in this department. There was further discussion. The following Resolution was presented to the Selectboard:

**Town of Milton Water Fund and Wastewater Fund Fiscal Year 2023 Budgets**

**WHEREAS**, the Water Fund budget for Fiscal Year 2023 is One Million Four Hundred Twenty Thousand Two Hundred Fifty-Five Dollars and Sixty-Seven Cents (\$1,420,255.67); 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 rate changes:

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 2023 is One Million Seventy-Nine Thousand Six Hundred Ninety-One Dollars and Eighty-One Cents (\$1,079,691.81); 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 no change to the following existing usage rate schedule:

Wastewater Usage Rate: No Change: \$49.17/unit/quarter + \$5.34/1000 gallons	Wastewater Non-Metered User Rate: No 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 Twenty Thousand Two Hundred Fifty-Five Dollars and Sixty-Seven Cents (\$1,420,255.67) for the FY23 Water Fund with no increase to the existing base rate and non-metered rate, and no increase in the usage rate effective July 1, 2022; and that the Selectboard for the Town of Milton hereby approves the budget amount of One Million Seventy-Nine Thousand Six Hundred Ninety-One Dollars and Eighty-One Cents (\$1,079,691.81) for the FY23 Wastewater Fund with no increases to the existing usage rates effective July 1, 2022.

**Motion made by M. Morgan to approve the Water FY23 budget in the amount of \$1,420,255.67 and the Wastewater FY23 budget in the amount of \$1,079,691.82, with no increase to the existing base rate, non-metered rate and usage rate effective July 1, 2022. Second by C. Taylor. Motion approved unanimously.**

### VIII. Annual TIF Report Certification

*Jessica Morris, Finance Specialist*

J. Morris presented the Independent Accountant's Report on Applying Agreed-Upon Procedures, noting that there is one known finding that will need to be added to a ballot in the future. She then presented the annual Tax Increment Financing (TIF) report and provided a brief analysis. There was some discussion about the expiration of TIF funds and how that might affect the Hourglass project.

**Motion made by M. Morgan to have the Town Manager certify the annual TIF report on behalf of the Selectboard, with a second by C. Taylor. Motion approved unanimously.**

### IX. Allen Brook 2 Grant Acceptance

*Dave Allerton, Public Works Director; Kirsten Jensen, Public Works Engineer*

K. Jensen presented the background information on the grant agreement for the implementation phase of the Allen Brook 2 project, as provided in this memo:

To: Milton Select Board Date: February 7, 2022

From: Kirsten Jensen, Public Works Engineer  
David K. Allerton, P.E., Director, Department of Public Works

CC: Don Turner, Town Manager

Re: Department of Public Works – Execute Grant Agreement for Clean Water Block Grant for Construction of Infiltration Basin on Allen Drive (AB-2)

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On September 20, 2021, the Select Board passed a motion allowing the Department of Public Works to apply for a Clean Water Block Grant (CWBG) through the Mount Ascutney Regional Commission (MARC) for the construction of an infiltration basin for stormwater treatment on Allen Brook. The design of the basin was funded under a previously awarded Clean Water Block Grant.

The implementation project was selected for funding and the DPW was notified on December 2, 2021. We received the grant documentation on January 25, 2022.

The construction cost for the project was estimated at \$50,000, and is to be funded with a \$25,000 CWBG grant with the required 50% match of \$25,000 from the stormwater budget line item and in kind construction services.

The grant agreement is attached for your review, and we are seeking authorization for the Town Manager, or his designee, to execute the grant agreement and accept the grant for the Town of Milton.

**Motion made by M. Morgan to authorize the Town Manager or his designee to execute the Mount Ascutney Regional Commission Clean Water Block Grant agreement for the Implementation of the Allen Brook Stormwater Treatment Infiltration Basin (AB-2) Project in the amount of \$50,000 with a local match of \$25,000. Second by C. Taylor. Motion approved unanimously.**

**X. VTrans Highway Mileage**

*Dave Allerton, Public Works Director; Kirsten Jensen, Public Works Engineer*

K. Jensen presented the background information as provided in the following memo. She presented the map showing where the roads are located.

To: Milton Selectboard

Date: February 7, 2022

From: Kirsten Jensen, Public Works Engineer

CC: David K. Allerton, P.E., Director of Public Works  
Don Turner, Town Manager

Re: 2022 Certificate of Highway Mileage

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**Background:**

The annual Certificate of Highway Mileage is due to VTrans by February 20, 2022. We are requesting changes to the Town's mileage this year in four locations. Current town mileage is as follows:

Road Class	Miles
Class 2	33.56
Class 3	67.63
Class 4	4.86
<b>TOTAL</b>	<b>106.05</b>

The proposed additions are represented in the table below:

Road	Class	Miles
Overlake	3	0.16
Highland	3	0.24
Shannon	3	0.14
Kendra	3	0.08
<b>TOTAL</b>		<b>0.62</b>

Resulting in a combined total of  $(67.63+0.62) = 68.25$  miles of Class 3 Roads. The number of Class 1 and 2 road miles will remain the same, so the new total Town Road Mileage will be 106.67 miles.

The Overlake, Highland, and Shannon Way segments of road were accepted by the Selectboard on April 10, 2017. Kendra Road was accepted by the Selectboard on August 20, 2007. Agendas and minutes verifying the Selectboard acceptance are being submitted to VTrans along with maps and other supporting legal documents for each segment. The DPW has been in touch with the VTrans mileage certification staff to ensure we have the proper documentation for the mileage to be accepted.

DPW respectfully requests the Selectboard to sign the attached "Certificate of Highway Mileage Year Ending February 10, 2022."

**Motion made by B. Steady to allow the Department of Public Works to submit the annual "Certificate of Highway Mileage, Year Ending February 10, 2022" form to the Vermont Agency of Transportation with an increase of 0.62 miles of Class 3 roads for the year ending February 10, 2022. Second by J. FitzGerald. Motion approved unanimously.**

**XI. Authorization to Post Roads**

*Don Turner, Jr., Town Manager*

D. Turner provided a brief explanation that the Town posts weight limits on roads in the spring annually starting March 1, with the authority of the Selectboard. The purpose is to protect roads, as heavy trucks on soft roads can cause damage. The postings stop as soon as the ground is completely thawed and the ground dries out, which is usually late April or early May.

**Motion made by M. Morgan to authorize the Town Manager or his designee the ability to grant the Highway Department permission to post the Town roads with weight restrictions for spring travel as required by VTrans, effective March 1 until the thaw is over. Second by J. FitzGerald. Motion approved unanimously.**

**XII. Purchase of BGS Pickup Truck**

*John Bartlett, Director of Admin, Facilities, HR & IT*

J. Bartlett presented the following resolution, providing background information on the budget regarding this item. There was discussion about using ARPA funds for a portion of this.

**AUTHORIZATION TO LEASE PURCHASE**

**WHEREAS**, the Milton Buildings & Grounds Department seeks authorization to lease purchase one 2022 GMC Sierra 2500HD 4WD Crew Cab; and

**WHEREAS**, there is \$56,000 in the FY22 capital improvement budget to pay for this truck lease purchase (as well as outfitting the truck with a new plow and salt spreader in future months); and

**WHEREAS**, the total cost of this truck lease purchase will be \$49,985.00 per attached quote; and

**WHEREAS**, this purchase price is a significantly discounted (-\$9,230) retail price, not the State bid price as generally available to municipalities. Due to the current state of vehicle dealerships' inventories being extremely low nationwide, there was a much smaller number of units allocated to state bid programs and GM Fleet Orders were shut off for the year very shortly after the beginning of the fiscal year, mainly allowing for State government and retail entities to have first choice before the allocation ran out. This is likely to be the case with 2023 models as well. While we

generally purchase Chevrolet trucks we could not get an extended (8 foot) bed with current inventories and need that to allow space for salt spreader; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Milton Selectboard that the Town Manager, or his designee, is authorized to execute the necessary documents to lease purchase one (1) 2022 GMC Sierra 2500HD 4WD Crew Cab, at a price not to exceed \$49,985.00

**Motion made by J. FitzGerald to authorize the Town Manager, or his designee, to execute the necessary documents to lease purchase one (1) 2022 GMC Sierra 2500HD 4WD Crew Cab, at a price not to exceed \$49,985.00. Second by B. Steady. Motion approved unanimously.**

### **XIII. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

D. Turner presented the following updates:

- The Safe Drinking Water Act (SDWA) requires that once every five years EPA issue a list of unregulated contaminants to be monitored by public water systems. UCMR 5 requires sample collection for 30 chemical contaminants between 2023 and 2025 to provide data for assessing future regulations. Milton was selected for sampling under that program. CWD will conduct the sampling for Milton since we are responsible for reporting compliance under the SDWA. Mike Barsotti will follow the registration steps and move that forward.
- Several months ago, I reported to the Selectboard at the public meeting that we were made aware of a property that had been paying for Town sewer that was actually not connected. We can document that 72 Cherry St has been paying a sewer fee since 1997. As I reported, their onsite septic system had failed, the Town hired a contractor to use a camera to determine where the sewage was flowing. The investigation found that their sewage was not flowing into a nearby manhole as believed and was discharging onto a neighboring property. We met with the owners and proposed that the Town pay all costs related to connecting the property to municipal sewer. We had legal counsel draft an agreement which I hand-delivered in early November. We contracted with Lamoureux and Dickinson to do necessary engineers and permitting. I reached out a number of times to see when we would receive that signed agreement back in order to start work. Last week our legal counsel got a call from another attorney modifying our original proposal to include a full refund of the past fees with interest and installing the new system. I rejected and offered a full refund of the installation.
- Hourglass Project: Ken Robie wanted to let us know that they have not forgotten us. Green Engineering Group provided some alternative redesign concepts on 1/13; Ken reviewed them and met with Green on Tuesday of last week to discuss some tweaks that need to be made before we share them with you. They expect to have revised versions to me this week with a brief memo to provide context and the pros and cons for each option. In short, there are multiple options that would serve the need and completely avoid the Papasraphim property.
- I was contacted by Al's French Frys with a request to lease the land at the future Town Green for no more than six weeks this summer, as they did last year. They will plan to arrive in late May. They paid \$2700 for time they were onsite last summer. No need to respond right now, but let me know if you have any objections.
- We will be direct mailing a Town Meeting informational flyer to 5013 residential addresses the week of 2/7/22 in an effort to share information with residents. We heard there is a need for this at the Milton on the Move events. The total cost is approximately \$2600.
- Winter storm last Thursday through Saturday data:
  - 205 tons of salt at \$73 per ton = \$15,000.00

- 312 Personal hours: Thursday was 13 hours; Friday 13.5 hours; Saturday 5 hours; Sunday 4 hours; call in for drifts, and 3 trucks out 2 hours early today for drifts.
- 14 hours blowing sidewalks just to make one round. Work continues to clean drifting and scrape walks.
- 850+- gallons of fuel ○ 15-2 lost a hose during the storm Friday, and with quick work by Steven in the shop, it was back on the road in 3 hours. No other breakdowns. Preventive maintenance and stocking common parts pay off on big game days like this.
- Building and Grounds-
  - Justin: total of 22.5 hours of plowing/salting; 5 hours OT Thursday; 4 OT on Friday plus plowed/cleared his whole usual shift 7-3:30, 5.5 hours Saturday “clean up”.
  - Jeremy and Matt combined had about 6 hours clearing walks.
- We also proactively posted about our plan to manage the storm on social media, which was well received.
- Eric is still soliciting prices to ship the vacuum truck to Florida for restoration.
- Jess Morris will be working up to 5 hours per week on a per diem basis until we find a replacement Finance Director.
- Finance Director Candidate to be interviewed later this week. There will be two rounds of interviews: one with Directors and second with Finance, Town Clerk, Town Treasurer and Assessor team.
- Rescue Chief interviews are ongoing. The first round with Rescue members; second with Police Fire Chiefs and Town Manager. We will bring a recommendation to Selectboard prior to offering position.
- I am out of Town tomorrow through Wednesday night. John Bartlett will be acting Town Manager on Tuesday, and Michaela will be acting Town Manager on Wednesday.
- Next week, I will be leaving on Wednesday 2/16/22 and returning on Friday 2/25/22. I will send out the list of acting Town Managers before leaving.

#### **XIV. Executive Session – Litigation and Personnel**

**Motion made by C. Taylor to find that premature knowledge about Litigation and Personnel would cause the Town or person to suffer a substantial disadvantage. Second by J. FitzGerald at 8:00 p.m. Motion approved unanimously.**

**Motion made by C. Taylor to move enter into executive session at 8:00 p.m. to discuss Litigation and Personnel under the provisions of 1 VSA 313 (A)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, C. Taylor, J. FitzGerald and B. Steady; Town Manager Don Turner, Jr.; and Director of Administration & HR John Bartlett. Second by J. FitzGerald at 8:01 p.m. Motion approved unanimously.**

**Motion made by C. Taylor to close executive session at 8:47 p.m., with a second by B. Steady. Motion approved unanimously.**

#### **XV. Action Taken as a Result of Executive Session**

**Motion made by J. FitzGerald at 8:49 p.m. to approve the engagement letter with Sheehy, Furlong & Behm P.C. dated January 21, 2022, and further authorize the Selectboard Chair and John Bartlett, as Director of Administration and Human Resources, to execute the letter on behalf**

of the Town and to take appropriate steps to ensure the invoices are paid. Second by M. Morgan at 8:50. Motion approved unanimously.

**XVI. Adjournment**

Motion made by D. Adams to adjourn the meeting at 8:50 p.m., with a second by J. FitzGerald. Motion approved unanimously.

D. Adams adjourned the meeting at 8:50 p.m.

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

<https://miltonvt.box.com/s/0shh4y0t9u5qunzbnmmkbjxt5e9yo3ss5>

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

<https://miltonvt.box.com/s/6yvfhys3x7t76o5ymkkaoiemwsls717>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 2-28-22  
Chris Taylor, Clerk

Filed with the Milton Town Clerk's Office on this 1<sup>st</sup> day of March, 2022.

ATTEST: Kirsti Bews, Milton Town Clerk