



**Town of Milton**  
**43 Bombardier Road, Milton VT 05468**  
**Teleconference/Virtual Regular Selectboard Meeting**  
**Monday, March 15, 2021**  
**Immediately following the Liquor Board Meeting**

**MINUTES**

**Selectboard Members Present:** Darren Adams, 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 Admin/Facilities/HR/IT; Kristin Beers, Town Clerk; David Allerton, Director of Public Works; Jenna Tucker, Director of Recreation; Eric Gallas, Highway Superintendent; Jessica Morris, Director of Finance; Michaela Foody, Director of Public Safety; Kirsten Jensen, DPW Engineer, Sheryl Prince, Former Town Clerk

**Others Present:** Lisa Rees; Kerrie Garvey; Dan Albrecht

**I. Call to Order**

D. Adams called the meeting to order at 6:37 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

None.

**IV. Public Forum**

Lisa Rees thanked the Selectboard for the information being posted through social media regarding Selectboard meetings. Lisa asked if the Town would do something to get information out regarding COVID vaccinations; asked the Selectboard to consider ways to make it easier for voters to vote in light of so many communities proposing legislation to suppress voters; and encouraged the Selectboard to participate in racial equity training proposed by the Town Manager.

**V. Consent Agenda**

- **Approval of Selectboard Minutes of 03/01/21**
- **Approval of Special Selectboard Meeting Minutes of 03/04/21**
- **Approval of Warrant #20**

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

**VI. Resolution – Recognition of Sheryl Prince, former Town Clerk**

*Brenda Steady, Selectboard Member*

**Recognition of Sheryl Prince**  
**for Her Service and Dedication to the Town of Milton**

**WHEREAS**, Sheryl Prince began work as an Assistant Town Clerk for the Town of Milton on July 5, 2011; and

**WHEREAS**, on March 3, 2015 Sheryl was elected Town Clerk upon receiving 1,557 votes; and

**WHEREAS**, Sheryl has worked tirelessly sometimes under challenging conditions to ensure that all local elections were conducted with the utmost integrity, legal documents are recorded and available for public inspection in a timely manner and requests for vital records are handled with dignity. Conscientious of the needs of the community, Sheryl has provided leadership in moving the department forward to allow remote access to digital land records beginning in early April 2021; and

**WHEREAS**, Sheryl understands the importance of Town cemeteries to Town heritage and has done an excellent job leading the Cemetery Commission, managing the sale of cemetery lots, working through age old discrepancies within the cemeteries as well as assisting with an occasional cemetery cleanup day; and

**WHEREAS**, the Town Clerk's Office is frequently the first contact many citizens have with the Town. The positive interaction citizens have experienced working with Sheryl's office is extremely important to the goodwill of the rest of Town government; and

**WHEREAS**, prior to Sheryl working for the Town of Milton she was an employee of the Milton Town School District for nineteen years; and

**THEREFORE, BE IT RESOLVED**, that we, the members of the Milton Selectboard, on behalf of the entire Milton Community hereby extend to Sheryl Prince our sincere gratitude and appreciation for her professionalism and dedication to the Town of Milton, and our best wishes to her and her family for continued success and happiness in the years to come.

**Motion made by B. Steady to approve the Resolution in Recognition of Sheryl Prince, former Town Clerk for her professionalism and dedication to the Town of Milton with a second M. Morgan. Motion Approved Unanimously.**

**VII. Permission to Apply for RiseVT Grant**  
*Jenna Tucker, Recreation Director*

Jenna Tucker, Recreation Director gave a presentation regarding the RiseVT grant.

RiseVT works to amplify community efforts that are making the healthy choice the easy choice where we live, work, learn, and play. Toward this goal, RiseVT supports a variety of projects by awarding Amplify Grants to community partners in the communities we serve. All grant applications must:

- Work to address one or more of the CDC strategies to reduce obesity.
- Increase access and reduce barriers to physical activity, healthy foods, and/or physical, social, and emotional wellbeing.

Amplify Grants range between \$250-\$1,500-the budget of the proposed project must not exceed \$1,500. Applicants are encouraged to apply for only what is needed for their specific project.

Milton Recreation Department and a group of dedicated volunteers have been working on completely redesigning and upgrading the existing disc golf course. As a result of expanding and improving the course, they are required to add two bridges in order to safely cross over areas that have been designated as wetlands. The cost of adding the bridges is approximately \$2,112.

The Recreation Department would like to apply for a RiseVT Amplify Grant in order to cover a portion of the cost to build the bridges. If granted, the Amplify Grant would cover \$1,500 of the cost and the remaining approximate \$612 would be covered by the Recreation budget.

**Motion made by M. Morgan to allow the Town Manager, or his designee to submit a RiseVT grant in the amount of \$1,500 with a second by J. FitzGerald. Motion Approved Unanimously.**

#### **VIII. Grant Approval – Portable Traffic Signals**

*Eric Gallas, Highway Superintendent*

Eric Gallas, Highway Superintendent gave an overview of the Portable Traffic Signals grant.

The Department of Public Works (DPW) requests authorization from the Town of Milton Selectboard to apply for a \$5,000 2021 VLCT PACIF grant for the purchase of two (2) portable traffic signals. The portable traffic signals will provide a safer alternative to human flaggers at construction areas and allow existing staff to work directly on projects, thus resulting in projects being completed in a more efficient and timely manner. Flagging currently costs roughly \$900 per day and the estimated the return on investment to be just 12 working days. The total cost of the portable traffic signals is \$16,285. \$5,000 will come from the VLCT PACIF grant with the remaining \$11,285 from the Contracted Services and Part Time Salaries budget line items.

**Motion made by J. FitzGerald to allow the Town Manager, or his designee to submit a VLCT PACIF grant for \$5,000 for the purchase of portable traffic signals with a second by M. Morgan. Motion Approved Unanimously.**

#### **IX. MS4 Phosphorus Control Plan**

*Kerrie Garvey, Watershed Consulting Association*

*Dan Albrecht, Chittenden County Regional Planning Commission*

*David Allerton, Director of Public Works*

Kerrie Garvey from the Watershed Consulting Association gave a presentation of the MS4 Phosphorus Control Plan.

#### **X. Department of Public Works Project Update**

*David Allerton, Director of Public Works*

David Allerton, Director of Public Works gave an update of the work completed in FY2020 by the Water/Wastewater Division Highway Division.

##### Water/Wastewater Division

- Cleaned Sludge Holding Tank No. 1 and replaced all aeration membranes.
- Installed new control panel at the Maplewood Avenue Sewer Pump Station.
- Cleaned the septage receiving tank and added aerators for improved efficiency.

- Completed Whole Effluent Toxicity testing per our new permit.
- Repaired decanter lines for Sludge Holding Tank Nos. 1 and 2.
- Installed a new pressure relief valve on the Westford Road High Service Water System, and changed the sensing point for the pressure switches.
- Continue to clean all sewer pump stations annually, which was not done in the past.
- Replaced the influent valve actuator for Sequential Batch Reactor (SBR) No. 2.
- Completed landscaping maintenance around the Wastewater Treatment Facility and the McGrath Water Plant.
- The Drinking Water and Ground Protection Division of the Agency of Natural Resources completed a sanitary survey of the Town's municipal water system, and came up with one deficiency needing to be corrected. The River Street Pressure Sustaining Valve Replacement Project has completed final design and permitting, and is planned for construction in summer 2021.
- Responded to customers concerns of leaks and low water pressure.
- Continue to complete general maintenance on all W/WW systems.

### Highway Division

- Completed ditching, drainage and road improvements to a section of Kingsbury Crossing and Westford Road.
- Removed 7,147-feet of shoulder berm.
- Cleaned out 53,096-feet (> 10-miles) of ditching along town roads.
- Cleaned 24 stormwater catch basins, and repaired 5 catch basins.
- Repaired and flushed seven stormwater outfalls.
- Replaced 11 culverts for a total pipe length of over 500 feet.
- Put down approximately 102 tons of asphalt patching.
- Completed the total reconstruction of Bartlett Road.
- Completed emergency repairs to Mars Hollow Road, East Road, Duffy Road, and Rollin Irish Road after the 2019 Halloween Storm Event (a FEMA declared disaster).
- The highway division continues to do the typical day-to-day duties of plowing the roads in the winter, performing roadside mowing and brush clearing, vehicle maintenance, responding to resident concerns and numerous other tasks.

### Current Projects

- Hourglass Project, Still working out the appraisal cost with one of the abutters. Possibly to start later in 2021.
- Route 7 Gap Project, landscaping work to be completed in spring 2021.
- Route 7 Streetscape Project, landscaping work to be completed in spring 2021.
- East Road Bridge Nos. 5 and 6. Project is complete. I found out last week this project won a Merit Award through the American Consulting Engineers Council.
- Cherry Street Sidewalk Project. NECR completed their work in the fall 2020. A preconstruction meeting is scheduled for early April this year. Dirt Tech is our contractor, and the project will be completed by June 30, 2021.
- DPW highway garage working group. This project was slowed down due to COVID, but we will be presenting our report to the Select Board at the April 5<sup>th</sup> meeting.
- Public Works Specifications.

- Milton Health & Safety Plan.
- Update the Water and Wastewater Ordinances.
- 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.
- River Street Pressure Sustaining Valve Replacement Project. This project has been bid, and we have an apparent low bidder. We will be coming to a future Select Board meeting to get approval to sign the contract once we have completed the bid analysis, and have all the bonding in place. The total project cost, based on our contracts, is \$211,732.40. The project has qualified for a 75% subsidy through the Drinking Water State Revolving Fund, which equates to \$158,799.30. Thus, the cost to the Town will only be \$52,933.10, for this much needed project.
- Flanders Water Main Replacement and Wastewater Evaluation Project. This project has been delayed due to COVID and other projects. Need to get the meetings going again, and finalize the preliminary engineering report.
- 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 project. VTrans has started this project, and done the work on Bear Trap Road. Hopefully they will finish the project this summer.
- Southern Gateway. This project is completed, and in the warranty period.
- FEMA. Still working on FEMA documentation from the 2019 Halloween storm event.
  - Rollin Irish Road culvert replacement. FEMA says they will be providing us \$37,000 for this project.
- Paving. We are working on getting East Road and Duffy Road paving projects out to bid, around two miles of road. The estimates for this will depend on asphalt prices, but will be in the range of \$343,000 to \$388,000, which is higher than the \$100,000 to \$125,000 per mile we typically use for estimates. There are six or seven culverts on East Road needing to be replaced prior to the paving work being done.
  - We have been discussing the next round of paving projects internally, and will be applying for a \$175,000 VTrans Class 2 Paving Grant in April 2021.
  - We will be doing a contract for more crack sealing this year.
- MS4 Stormwater Projects
  - The MS4 Annual Report will be submitted by the deadline of April 1, 2021 this year.
  - The Phosphorous Control Plan, we have been working on with Watershed Consulting Associates (WCA), will also be submitted by the deadline of April 1, 2021 this year. We have a grant for WCA to assist us with this effort.
  - 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). The following two projects are in the Allen Brook watershed.
    - AB-2, infiltration pond at the bottom of Allen Drive. This will help Allen Brook.

- AB-3, infiltration structure on the upper section of Allen Drive. We received a grant for this project through the Southern Windsor RPC for the design of this project. This will help Allen Brook.
- Town highway garage, structure to catch salt and potential MgCl releases to keep contaminants from entering the Lamoille River.
- Eagle Mountain Harbor Road, Two ditching projects, we applied for Better Roads Grants for these, haven't heard back yet.
- Reynolds Road and Devino Road. We received a \$26,600 grant from the ANR Grants-in-Aid Program, which will require a \$6,665 local match (in kind services). We will use this funding for stormwater improvements on Reynolds Road, and to replace the culvert on the bottom of Devino Road (the Class 3 section of road). If there is money left over, we will do another project off our Road Erosion Inventory.
  - We are working on a design for a rain garden at the municipal office building.
  - We will continue replacing culverts and doing more ditching this year.
- Munson Hill slope, stormwater and road repair. Applied for a VTrans TAP Grant again this year, haven't heard back on this one yet.
- Duffy Road culvert replacement. Will be applying for a VTrans Structures Grant for design services in April 2021.
- Milton Landfill water quality monitoring. We received approval from ANR on our post closure certification application which will reduce our surface and groundwater quality monitoring requirements from twice per year to once per year. As part of the approval, we need to abandon three monitoring wells which are no longer good. This work will be completed this fiscal year.
- We will be putting out a contract for catch basin cleaning, and will inspect the catch basins at the same time.
- We are working on a contract for crosswalk improvements on Herrick Avenue and Centre Drive; we have a grant to do this work.
- We installed Rectangular Rapid Flashing Beacons (RRFBs) on the Rebecca Lander/Route 7 and Lamoille Terrace/Route 7 intersections last year. This year we will be installing stormwater infiltration structures at both locations.
- Guardrails. The guardrails across the I-89 overpass on West Milton Road were replaced last year. This year we will be replacing the guard rails across the I-89 overpass on Lake Road.
- Continuing with Highway Access Permits and Excess Weight Permits
- Still need to deal with the Water Plant. The facility needs a new roof and soffits, siding, sewer, and other repairs. We also need to dispose of the old alum tank.
- WWTF septage acceptance standard operating procedure.
- We have been updating town infrastructure in ArcGIS format: W/WW, storm drains, culverts, bridges, roads (paving), outlets/discharges, signs, etc. With the hiring of Kirsten Jensen, we have been updating town infrastructure in ArcGIS. We will be bringing these updates to you at a future meeting.

#### Development Projects We Will Be Monitoring This Construction Season

- Clearview Estates
- Haydenberry
- Turner Road off Route 7
- Livingston

- Red Top
- Courtland Construction's new location on Route 7

**XI. Set Date for Joint Meeting with Selectboard and Police Advisory Committee**

*Don Turner, Jr., Town Manager*

The Selectboard set the date for the joint meeting with the Selectboard and the Police Advisory Committee for May 17, 2021 at 6:30 p.m.

**XII. Set Date for the March Joint Meeting with Selectboard and School Board**

*Don Turner, Jr., Town Manager*

The Selectboard set the date for the joint meeting with the Selectboard and the School Board for March 29, 2021 at 5:30 p.m.

**XIII. Set Date for Public Hearing Regarding Zoning Issue (04/05/21 at 6:00 pm)**

*Don Turner, Jr., Town Manager*

The Public Hearing regarding the petition request to change the zoning district on Westford Road has been set for April 5, 2021 at 6:00 p.m.

**XIV. Apply for VLCT Grant for Staff Racial Equity Training**

*Don Turner, Town Manager*

**Motion made by M. Morgan to allow the Town Manager, or his designee to apply for the Vermont League of Cities & Towns grant for staff racial equity training with a second by B. Steady. Motion Approved Unanimously.**

**XV. Town Manager's Update**

- The process has been started for the return of remote staff to the town offices and the reopening of the building including the library to in person traffic.
- New carpet tiles were installed on Saturday in the lobby. It looks great, will prevent future slip and falls, cut down noise and reduce maintenance costs.
- The Police Department administrative assistant position interviews began last week with a second round of interviews to take place this week.
- The Town Clerk transition is going very smooth. Agreements have all been signed with Kristin Beers, Town Clerk; John Gifford, Treasurer and Sheryl Prince, former Town Clerk.
- Remote access to Land Records is planned to go live in early April. Thank you to Sheryl Price, former Town Clerk and Kristin Beers, Town Clerk.
- Reappraisal report update-

Count of Road	
Road	Total
BEAVER BROOK RD	39
CHECKERBERRY SQ	6
EDWARD ST	8
ELLISON ST	18
GERMAIN ST	3
JOHNSON'S CT	4
KENDRA DR	7
LAMOILLE TER	11
MASON DR	1
MEADOW RD	56
PINEWOOD LN	22
RASPBERRY CT	6
STACY ST	22
STRAWBERRY LN	13
WEST MILTON RD	8
WILDWOOD DR	2
Grand Total	226

- The East Road Bridge Nos. 5 & 6 Replacement Project won a Merit Award through the American Consulting Engineers Council yesterday. David Allerton, Director of Public Works was notified last week by Jon Olin of Hoyle Tanner & Associates (the consultant Town was working with). The poster submitted for the project can be found at the below link: <https://www.acec.org/vermont/acec-of-vermont-announces-2021-engineering-excellence-awards/>

Thank you to everyone involved in the project on the Town of Milton side, it could not have been done without a total team effort. This includes the Finance Department, the Town Clerk's office and Treasurer, the Town Manager's office, everyone in the Department of Public Works who inspected the bridges during construction and set up traffic control during preliminary engineering efforts. We also had initial and ongoing discussions with the Milton Police Department, Fire Department, and Rescue to make sure adequate traffic control and emergency access was in place for emergency services for the duration of the project. It also could not have been done without the support of the Selectboard, and especially the Town of Milton residents who passed the bond to pay for the project. We also worked with a good engineering consulting firm, Hoyle Tanner & Associates, and our contractor, Engineers Construction Inc. It was a project well done by everyone. This was a great project for the Town of Milton. Thank you, everyone!
- Vermont League of Cities and Towns Selectboard member training update.
- Hiring of an Assistant Town Clerk - we have a good pool of candidates and expect to start the interview process later this week. During this process, it was brought to our attention that there was a significant pay disparity between finance personnel and this administrative position. The finance director prepared a request to increase the grade and step of two finance staff members. These two positions were not benefactors of previous onetime pay raises. Funds exist in approved budgets so there will be no additional costs to taxpayers. These two staff members have done exceptional work in their roles, improving operations and addressing items identified in previous audits. After thoughtful consideration and much discussion, I approved the request. The total FY21 costs for both positions is less than \$2,308.88. Currently \$8,120 of unassigned payroll remains in the finance department budget. These unassigned funds exist because



approved raises to the finance director and assistant were not implemented as planned. However, they did receive the same pay raise as all other Town staff. Historically, the Town Finance Department provided bookkeeping services for the school district. These services ended on June 30, 2020, which led to the elimination of a Town staff position and reduction in the department leadership workload.

- Working with GMP and SB Collins to install fast chargers for electric vehicles at mid-town mobile location.
- Brault property update-they have submitted a survey reflecting land for future public works facility and new connecting road parallel to US Route 7.
- RFP to lease town green property for a food cart for summer going out by end of week. Will include all maintenance of site, utility costs etc.
- A motion to dismiss filed on behalf of the Town. As an update on this Abdullah Sall pro se lawsuit, our counsel through PACIF has filed a Joint Motion to Dismiss on behalf of the Chittenden County PACIF members (attached for reference). Most other defendants that he's sued have also responded asking the case to be dismissed as well.
- Vermont Council on rural development is planning to be in Milton late this fall to work with the Town on developing/organizing an economic development plan. Lisa Rees has volunteered to assist with this project.
- Milton Rescue Chief's Update- 3/15/21 - All following information is to date through CY 2021 (January 1, 2021-March 15, 2021)

Statistics:

- Total calls: 209
- Total calls on 3/15/2020 for comparison: 242
- Total time out of service: 79.5 hours or 4.5%
- Total hours in service 1696.5 or 95.5%
- Calls turned over to Mutual Aid during OOS time: 12
- 9.5 hours and 4 calls due to vehicles OOS
- 70 hours due to personnel

## XVI. Adjournment

**Motion made by J. FitzGerald to adjourn the meeting with a second by B. Steady. Motion Approved Unanimously.**

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

Respectfully Submitted,

Sheila Mooney

APPROVED MINUTES:

  
Chris Taylor, Selectboard Clerk

Darren Adams  
Filed with the Milton Town Clerk's Office on this 30<sup>th</sup> day of March, 2021.

ATTEST: Kriste Beas, Milton Town Clerk