



**Town of Milton Special Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, November 29, 2021 at 6:00 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; Kristin Beers, Town Clerk; Jessica Morris, Finance Director; John Gifford, Town Treasurer; Dave Allerton, Public Works Director; Brittany Tradup, Executive Assistant to the Town Manager

Others Present: Lisa Barron, Library Trustee; Lisa LaBelle, Owner of ABC Academy (remotely); Lisa Rees (remotely); Bobbie Moser (remotely)

I. Call to Order

D. Adams called the meeting to order at 6:00 p.m.

II. Flag Salute

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

III. Agenda Review

No changes.

IV. Public Forum

B. Steady stated a concern that the public didn't have enough notice that this meeting was about budget, and that she didn't see an announcement in the usual places/publications. D. Turner responded that the meeting was warned several days earlier than normal and in all the usual places. He also pointed out that this is a preliminary meeting, and that part of the budget discussion today will cover finalizing dates for the remaining meetings.

V. Consent Agenda

- Approval of Selectboard Meeting Minutes of 11/15/2021
- Approval of Warrant #12

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

VI. Communications Utility District (CUD) Discussion

Don Turner, Jr., Town Manager

D. Turner presented responses provided by a representative of CUD addressing previously stated concerns from the Selectboard about joining. D. Turner would like to revisit joining and will work on finding representatives. A vote on joining will be added to the agenda to the next regular meeting.

VII. School District Future Land Needs Discussion

Don Turner, Jr., Town Manager

D. Turner presented the current status of the land acquisition as stated by the school. The school is not ready to discuss now and would like to revisit the discussion in a few months.

VIII. ARPA Update – Set Date for Public Hearing

Don Turner, Jr., Town Manager

Lisa LaBelle, Owner of ABC Academy

Lisa LaBelle joined the meeting remotely. D. Turner requested a review of the process to utilize ARPA funding, and he proposed a public hearing to establish a process for distributing funds.

L. LaBelle presented a proposal in which she requests that the town uses ARPA funds to match her initial investment for an expansion to her childcare facility with attached affordable housing units. Discussion with Selectboard members followed the presentation.

J. Morris presented an ARPA Revenue Replacement Calculator which calculates lost revenue from COVID-19. She also discussed some resources available to the town that will help provide answers to questions about how the funds can be used.

No date was set for a hearing at this meeting.

IX. Budget Overview / Presentations

Jessica Morris, Director of Finance

Remaining Budget Presentation Schedule

Mon 12/6

- Library
- Fire
- Police
- Rescue
- Public Safety Admin
- Animal Control
- Budget Discussion

Tue 12/7

- Recreation
- Planning
- IT
- Admin
- Buildings & Grounds

- Budget Discussion

Mon 12/20

- Final review/approval

General Fund Overview

\$1,471,043 or 16.9% increase

- Salary increases budgeted in FY22 at 1%, actual was 3% (\$44,000 over budget)
- Debt Service \$230,993 increase for leases
- Transfer to Capital \$1,127,466
- Paving \$400,000 requested in addition to regular allocation of \$350,000

Clerk/Treasurer

\$3,124.31 or 5.03% increase

Revenue

337.00 School Share Treasurer-increase based on current proposed budget

341.00 Recording Fees-decrease based on historical data and expected reduction in recording

Expense

Election Salary/Benefits-increase for additional elections in FY

Election other operating-increase for possible redistricting, mailing ballots and additional signage

Clerk/Treasurer Payroll/Benefit net decrease due to benefit election changes

Clerk/Treasurer other operating-net decrease, funds moved between lines

Finance

\$23,238.48 or 7.10% increase

Expense

Salary/Benefits-net increase for unbudgeted increases for 2 staff in late FY21

610.00 Postage-increase based on historical actual and increase in postage rate

611.00 Office Supplies-increase based on historical actual

743.00 Furniture/Fixtures-decrease for furniture purchased in FY22

Capital

Assessor

\$2,673.81 or 2.88% increase

Expense

Salary/Benefits increase

340.00 Technical increase for increased costs related to mapping and Marshall & Swift tables

610.00 Postage increase based on historical actual and postage rate increase

611.00 Office Supplies decrease based on historical actual

743.00 Furniture & Fixtures-decrease for desk purchase in FY22

820.00 Prof Dev-decrease based on historical actual

Manager

\$17,613.15 or 6.62% decrease

Salary/Benefits decrease due to staffing change from FY22

330.00 Other Prof Svc-decreased based on historical actual

540.00 Advertising-increase to historical actual

580.00 Travel-decrease based on historical actual

610.00 Postage-increase based on historical actual and postage cost increase

611.00 Office Supplies-increase based on historical actual
740.00 Machinery/Equip-increase based on historical actual
743.00 Furniture/Fixtures-increase based on historical actual
820.00 Prof Dev-decrease based on historical actual

Debt

\$230,993.34 or 33.41% increase
Increase for added lease payments on vehicles

General

Selectboard

\$500 or .71% increase

Expense

330.00 Other Prof Svcs-increase for audit services per contract
540.00 Advertising-increase for possible bond vote on TMD, annual video
550.00 Printing/Binding-increase to historical actual
610.25 Citizen Recognition-decrease to historical actual
611.00 Office Supplies-decrease for chairs purchased FY22
613.00 Technology-increase to historical actual
640.00 Books/Periodicals-decrease to historical actual
810.00 Dues/Fees-increase based on historical increase for VLCT dues, will have final number in mid December
820.00 Prof Dev-decrease based on historical actual

Insurance/Risk Management

\$21,000 or 14.79% increase

Expense

260.00 and 520.10-increase based on estimate from VLCT

Legal

Level funded to prior year budget

County & Regional Functions

Expense

TBD by the Selectboard (except County Taxes, Town of Westford, GMT Assessment, CCRPC Assessment and MS4/Stormwater Assessments)

Howard Center Community Outreach moved here from Police Dept budget in FY22

- Move Howard Center to PD budget, can ARPA funds be used to cover this cost?
- Would like report on Howard Center calls
- J. Morris: create spreadsheet to compare prior year allocation requests to actual and FY23 requests

Contingency

Level funded to prior year budget

Public Works:

Combined \$496,751.58 or 31.92% increase

Revenue

344.30 Public Works Fees-increase based on historical actual
344.50 Road Maint Fees-decrease based on historical actual

Public Works Admin

\$16,398.91 or 6.04% increase

Expense

Salary/Benefits-increase for raise over 2.5% and benefit election changes

331.00 Landfill Closure-decrease as less testing required

530.20 Communications Other-increase for existing cell phones

540.00 Advertising-remove as these costs are billed to projects directly

610.00 Postage-increase based on historical actual

Highway

\$482,352.67 or 31.49% increase

Expense

Salary/Benefits increases, includes additional \$12,000 for temp staffing

- Discussion on flagging by temp staff and cost to contract the service out, the additional \$12,000 requested in the budget covers about 5 days of contract flagging services, staff to explore using ARPA funds to purchase flagging devices

341.00 Recording Fees-add for public infrastructure acceptance

380.00 Laundry Svcs-increase based on historical actual

421.00 Disposal & Refuse-increase for disposal of roadside trash

430.10 Vehicle Maintenance-increase for aging vehicles and increased parts costs

450.10 Paving-increase for paving identified in paving plan

602.20 Plant Mix/Gravel-increase to get gravel roads into four year maintenance rotation

612.10 Plow Supplies-increase due to increase parts costs

625.00 Diesel Fuel-increase due to increased cost

825.00 Small Tools-existing tools in need of replacement

Capital

- M Morgan asked when we get to the fail point on Munson Hill, Dave stated unsure without doing some type of monitoring of shifts/changes over time
- D Adams asked if there are other guardrail replacement projects for future years and if those could be added to CIP

Selectboard agreed to a 6:00 p.m. start time for budget meetings, but that start time will need to be confirmed for Tuesday, 12/7, due to an apparent conflict.

Item will be added to each budget presentation agenda to allow for discussion and changes to any department budgets that have been presented previously.

X. Adjournment

**Motion made by M. Morgan to adjourn the meeting at 8:08 p.m., with a second by J. FitzGerald.
Motion approved unanimously.**

A video recording of this meeting can be found at the following location:
<https://miltonvt.box.com/s/s3m25ahpsnudq96ia99t03ea7p46s3pu>

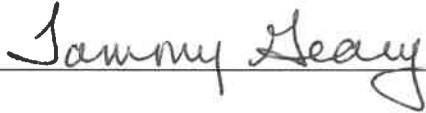
Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 12-6-21
Chris Taylor, Clerk

Filed with the Milton Town Clerk's Office on this 7th day of December, 2021.

ATTEST:  Asst., Milton Town Clerk