

Milton Selectboard Special Meeting

January 12, 2016 at 6:00 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **Old Business**
 - A. **Review of Water/Wastewater Budget & Capital Items**
Discussion
Nathan Lavallee, Superintendent
- VI. **Reconsideration**
 - A. **Fiscal Year 2017 Budget & Capital Improvement Plan**
Discussion & Possible Action
Donna Barlow Casey, Town Manager; John Gifford, Interim Finance Dir.
- VII. **Minutes Meeting January 4th (To approve with or without corrections)**
- VIII. **Possible Executive Session per V.S.A. Title 1 Section 313**
- IX. **Adjournment**

Posted January 8, 2016 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.



Signed: Donna Barlow Casey, Town Manager

Milton Selectboard Meeting

January 4, 2016 6:00 PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; John Bartlett, Clerk; Kenneth Nolan, Member, John Cushing; Member

Selectboard Members Not Present: Stuart King, Vice Chair

Staff Members Present: Donna Barlow Casey, Town Manager; John Gifford, Interim Finance Director; Erik Wells, Director- Administration & Community Services; Don Turner, Fire & Rescue Chief

Others Present: Fred Duplessis, CPA, Sullivan Powers & Co., P.C.

I. **Call to Order** – Adams called the meeting to order at 6:07 PM

II. **Flag Salute**- Adams led attendees in a salute to the flag

III. **Agenda Review**- Adams added to accept the resignation of Stuart King from the Selectboard as item B. Added discuss Selectboard message for Annual Report as Item C. Barlow Casey said the water/wastewater budget and capital improvement plan discussion will need to be delayed to a meeting the following week, and the FY '17 budget discussion could be moved to take place at the same time as that. The executive session will be moved up to follow new item C under new business, as Fred Duplessis will not arrive until approximately 7:30 for the audit discussion.

IV. **Public Forum**

V. **New Business**

A. Authorize FEMA Assistance to Firefighters Grant

Chief Don Turner stated this grant will be used to install a system in the rescue station to clean the air from exhaust fumes from ambulances. Under the current building layout the ambulance bay shares walls with both the kitchen and day room and the sleeping quarters. As a result diesel exhaust fumes that are generated during normal operations are trapped inside the building and travel throughout these spaces. This system would act to mitigate this issue.

The system costs approximately \$30,000 which the grant would pay for. The expense for the Town in terms of match and grant management would be approximately \$2,000.

Cushing moved to accept the grant application proposal, second by Bartlett. **Approved unanimously.**

B. Accept Resignation of Stuart King

Adams started that Selectboard Vice Chair has submitted his resignation from the Board because he can no longer claim Milton as his primary Town of residence. Board members stated thanks to King for his service and dedication to the Town, and hard work on the Board.

Cushing moved to accept the resignation of Stuart King, second by Bartlett. **Approved unanimously.**

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C. Selectboard Message for Fiscal Year 2015 Annual Report

Adams stated the Selectboard provides a message in the Annual Report that will distributed leading up to Town Meeting Day. He went through the message from the 2014 Annual Report. After discussion, it was decided Adams would draft a message and distribute to members for feedback to finalize by early next week.

VI. Executive Session

Bartlett moved to find premature public knowledge about Real Estate and Human Resources would cause the Town or person to suffer a substantial disadvantage. Second by Cushing. **Approved unanimously.**

Bartlett moved to enter into Executive Session to discuss Real Estate and Human Resources under the provision of V.S.A. Title 1 Section 313 a2 and a4. Barlow Casey and Wells were asked to join. Second by Cushing. **Approved unanimously.**

Bartlett moved to close executive session at 7:10 PM. Second by Cushing. **Approved unanimously.**

Bartlett moved to authorize the Town Manager to sign an option agreement and purchase and sales agreement between the Town of Milton and Ruth Bombardier for a property located at 57 Bombardier Road. Second by Cushing. **Approved unanimously.**

Bartlett moved to authorize the Town Manager to execute a payment of 5% of the purchase price in the amount of \$19,200 as a deposit. Second by Nolan. **Approved unanimously.**

VII. New Business Continued

D. Fiscal Year 2015 Audit Discussion

Fred Duplessis of Sullivan Powers, the Town’s auditing firm, presented an overview of Milton’s fiscal year 2015 audit to the Selectboard. Discussion and questions from Board members followed.

VIII. Manager’s Report

Barlow Casey stated the Highway Department is looking at the plow set up on the truck that handles North and Lake Roads to see if an adjustment is needed.

Barlow Casey asked the Board when it would be best to meet again to discuss the budget. It was decided a special meeting would be held on Tuesday, January 12th at 6 PM.

Wells stated the Community Budget Social is scheduled for Saturday, January 16th at 10 AM in the Community Room of the Municipal Building.

IX. Warrant #13

Bartlett reviewed warrant report #13. The amount of these orders is \$121,541.08

He mentioned a few items, in random order:

- Desorcie Emergency Products, \$2,253.54 - Repair transducer on tower truck
- ELSAG North America, \$26,110 - 3 license plate readers, 100% grant funded
- Manatron, Inc., \$4,469.88 - annual support for Proval system

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- Placesense, \$1,028.80 - M4D consulting (marked "overspent")
- Weststaff, \$1,544.03 - 59 hours over two week period for Finance temp
- Wexbank, \$2,144.05 - November Town vehicle unleaded fuel purchases

X. Meeting Minutes December 28th

Bartlett moved to approve the meeting minutes from December 28, 2015. Second by Cushing.
Approved unanimously.

XI. Adjournment

Bartlett moved to adjourn. Second by Cushing. **Approved unanimously.**

Adams adjourned the meeting at 9:07 PM.

These proceedings were live-streamed and filmed by LCATV.

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk