

**Milton Selectboard Meeting**  
**November 16, 2015 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. Interim Zoning Public Hearing**

**444 Route 7 South - Interim Zoning Conditional Use Application - 444-452 Route 7 South LLC, Owner and Applicant.** The Applicant is requesting Conditional Use approval from the Selectboard pursuant to the Interim Zoning Bylaws for a proposed Mixed-Use Planned Unit Development (PUD) consisting of one, 7,500 square foot, 3-unit, commercial building, respectively containing a restaurant, retail, and office use; a second, 1,800 square foot commercial building containing a personal service; and 3 multifamily residential buildings containing a total of 22 dwelling units. The proposal includes the removal of 6 existing single family homes and 1 auto-repair business. Access is proposed via a new 24' wide private drive and a 40'-wide private right-of-way from US Route 7. The site is located at 444 Route 7 South, described as SPAN# 11844, Tax Map 25, Parcel 18. The subject property contains a total of 3.8 acres and is located within the "Checkerberry" M4 Zoning District.

**VI. New Business**

**A. Set Date for Next Selectboard Meeting**

(Consider Approval)

**Donna Barlow Casey, Town Manager**

**VII. Old Business**

**A. FY '17 Budget Timeline**

**Donna Barlow Casey, Town Manager**

**VIII. Reconsideration**

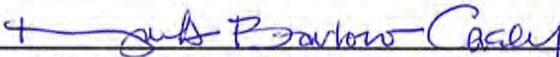
**IX. Manager's Report**

**X. Potential and/or Future Agenda Items**

**XI. Warrant/Report #10**

- XII. Minutes Meeting November 2<sup>nd</sup> and 9th (To approve with or without corrections)
- XIII. Anticipated Executive Session per V.S.A. Title 1 Section 313
  - Human Resources
- XIV. Adjournment

Posted November 12, 2015 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



**TOWN OF MILTON**  
**Planning & Economic Development Department**  
 43 Bombardier Road  
 Milton, VT 05468-3205  
 (802) 893-1186  
 miltonvt.org

## SELECTBOARD STAFF REPORT

<b>Hearing Date:</b> November 16, 2015	
<b>Case No:</b> SLB 2015-03	
<b>Application(s):</b> Interim Zoning Conditional Use Approval	
<b>Application Received:</b> October 14, 2015	
<b>Application Deemed Complete:</b> October 15, 2015	
<b>Staff Report Finalized:</b> November 12, 2015	
<b>Applicant(s):</b> 444-452 Route 7 South LLC c/o William Sawyer PO Box 69 Milton, VT 05468 <a href="mailto:wrsinvest@hotmail.com">wrsinvest@hotmail.com</a> 802.893.3303	<b>Owner(s):</b> Same
<b>Engineer/License:</b> Paul J. O'Leary, License 5477 O'Leary Burke Civil Associates, PLC 1 Corporate Drive, Suite 1 Essex Junction, VT 802.878.9990 <a href="mailto:obca@olearyburke.com">obca@olearyburke.com</a>	<b>Surveyor/License:</b> None
<b>E-911/Postal Address:</b> 444-452 Route 7 South	
<b>Tax Map, Parcel(s):</b> 25, 18	
<b>School Parcel Account Number(s) (SPAN):</b> 11844	
<b>Deed(s):</b> Book 449, Page 87	
<b>Existing Size:</b> 3.8 acres	
<b>Zoning District(s):</b> Checkerberry (M4)	
<b>Comprehensive Plan Planning Area/Sub-Area:</b> Town Core Planning Area, Checkerberry Sub-Area	
<b>Location:</b> Located south of Route 7 South	
	

## SUMMARY OF PROPOSAL

**Summary of Proposal:** The Applicant is requesting Conditional Use approval from the Selectboard pursuant to the Interim Zoning Bylaws for a proposed Mixed-Use Planned Unit Development (PUD) consisting of one, 7,500 square foot, 3-unit, commercial building, respectively containing a restaurant, retail, and office use; a second, 1,800 square foot commercial building containing a personal service; and 3 multifamily residential buildings containing a total of 22 dwelling units. The proposal includes the removal of 6 existing single family homes and 1 auto-repair business. Access is proposed via a new 24' wide private drive within a 40'-wide private right-of-way from US Route 7. The site is located at 444 Route 7 South, described as SPAN# 11884, Tax Map 25, Parcel 18. The subject property contains a total of 3.8 acres and is located within the "Checkerberry" M4 Zoning District.

**Comments:** Jeffrey Castle, Town Planner, and Jacob Hemmerick, Planning Director, herein referred to as staff, have reviewed the application, materials and plans submitted and has the following comments.

**Ethical Disclosure:** Staff herein notes that there is no known direct or indirect conflicts of interests between Staff and the owner, applicant, or noticed interested parties.

**Numbered Items:** The numbered items below requests points of clarification, frame discretionary decisions for the appropriate municipal panel and recommend conditions of approval.

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**Application:** This matter comes before the Town of Milton Selectboard (SLB) for Interim Zoning Conditional Use approval. The application and its associated materials are maintained by the Town in the application file and are available for public inspection

**Applicant(s):** The application was submitted by 444-452 Route 7 South LLC referred to hereafter as the "applicant".

**Landowner(s):** The property is owned by 444-452 Route 7 South LLC. All owners are signatories to this application.

**Application Submission:** The application form and associated exhibits were received by the Planning and Economic Development Department on October 14, 2015.

**Application Completion:** The application was deemed complete by the Town Planner on October 15, 2015.

**Project Consultant(s):** O'Leary Burke Civil Associates, PLC serve as the project consultants.

**General Jurisdiction:** Land development is subject to regulation by the Town of Milton pursuant to, but not limited to, the following: The Vermont Planning and Development Act (Act); The Town of Milton Zoning Regulations (ZR), effective January 5, 2015; the Town of Milton Interim Zoning Regulations (IZR) effective February 26, 2015; and The Town of Milton Subdivision Regulations (SR), effective June 28, 2010.

**Specific Jurisdiction:** This application is specifically subject to the Interim Zoning Bylaws, which apply to all Zoning Districts established and listed in Article II of the Milton Zoning Regulations, pursuant to

Section II(A) of the Interim Bylaws. The development is proposed on land located in the Checkerberry District (M4) within the Town of Milton as established by Article II of the Milton Zoning Regulations and is therefore subject to the Interim Zoning Bylaw.

The proposed development, New Planned Unit Development - Mixed Use, is specifically not allowed in the Checkerberry (M4) District by Section II(B)(v) of the Interim Zoning Bylaws. "New Planned Unit Developments - Mixed Use" is defined by the Section III of the Interim Zoning Bylaws as meaning, "planned unit development - mixed use for which a complete Preliminary Plat application had not been submitted to the Milton Department of Planning and Economic Development before February 26, 2015."

However, uses restricted by the Interim Zoning Bylaws may be heard by the Selectboard according to Section IV, which states:

The Selectboard may, upon application, authorize the issuance of permits for any type of land development as a conditional use not otherwise permitted by these Interim Bylaws, after public hearing [ . . . ].

It is important to note that there is a well founded judicial recognition of the fact that substantial time and effort are required to compose a sound comprehensive zoning plan. *Town of Mendon v. Ezzo*, 129 Vt. 351, 356 (1971). As provided in the Purpose of the Interim Zoning Bylaws, residential development has outpaced commercial development in the Town Core, thereby upsetting the ratio of uses that the Town desires and for which the Town has planned. It would be destructive of the final result and purpose of comprehensive zoning if, during the critical formulative period, persons could frustrate the Town's overall goals both in the Town Core and throughout the Town before the Town could adopt amendments to the Milton Zoning Regulations. See *Town of Mendon v. Ezzo*, 129 Vt. 351, 356-357, 358 (1971). For the reasons set forth in the Purpose section of the Interim Zoning Bylaws, the Selectboard determined that certain types of development will or could be contrary to the amendments to the Milton Zoning Regulations that the Town presently is contemplating and therefore prohibited that development.

**Notice of Hearing:** Public notice was issued by the Department of Planning and Economic Development for the hearing according to Vermont Statutes Annotated Chapter 24 §4464.

**Site Visit:** The Selectboard may schedule a site visit and recess the hearing to a subsequent meeting if on-site observation would better inform the Selectboard's decision. Staff recommends a site visit with the Planning Commission to better understand the site and its context.

**Application Exhibits:** The following exhibits were submitted with the application and attached to the Staff Report:

- Application narrative provided by Brian Bertsch dated October 12, 2015
- Capital Improvement Plan 2015-2020 p.29
- Institute of Transportation Engineers Land Use Sheet 230 and 814
- Natural Resources Atlas dated October 1, 2015
- Site Plan Sheet 1 by Paul O'Leary dated August 4, 2014, and last revised September 28, 2015.

**Staff Exhibits:** The following exhibits from staff are attached to the Staff Report.

- Current Site Plan approved administratively on April 27, 2009.
- Technical Advisory Committee (TAC) Police Review Sheet dated 10/30/2015;
- TAC Recreation Review Sheet dated 10/23/2015;

**Background:** The subject property has the following approvals that Staff has found relevant to this application:

- Administrative Site Plan Amendment for a change of use from office space and indoor storage to auto repair and retail sales dated April 27, 2009.
- The site's Sketch Plan application for a proposed Mixed-Use Planned Unit Development was heard by the DRB on February 12, 2015 and received approval on March 19, 2015.

A Preliminary Plat application was not submitted prior to February 26, 2015.

**Compliance:** No violations are known to staff at the time of writing this report.

**Property Location:** The subject property is located at 444-452 Route 7 South and shown on Milton's Tax Map 25 as Parcel 18. The corresponding School Parcel Account Number (SPAN) is 11884.

**Size/Area:** According to the evidence presented, the subject parcel is approximately 3.8 acres. The Assessor's Grand List records this property as approximately 3.8 acres.

**Property Deeds:** A Deed of ownership is recorded in Book 449, Page 87 of the Town of Milton Land Records.

**Zoning District:** The site is located within the Downtown Business (DB1) Zoning District described on the Town of Milton Zoning Map, last amended August 22, 2011, on record and display at the Municipal Offices and available on the Town's website.

**Comprehensive Planning Area:** The site is located within the Town Core Planning Area, as delineated in Map 2 of the 2013 Comprehensive Plan. The site is located in the New Downtown Sub Area, as delineated in Figure 9.1 of the 2013 Comprehensive Plan (p.112).

**Physical Characteristics/Natural Features:** The site is mostly flat (Plan Map 5), is part of the Lamoille River watershed (Plan Map 6), contains agricultural soil of statewide significance (Plan Map 7), does not contain a mapped wetland, or contain known historic resource.

**Existing Use:** The subject property currently contains six detached dwelling units, one detached personal service use, and several accessory structures. All existing uses on the subject property are permitted uses identified in the M4 District; however the property is non-conforming in that there are multiple principal structures and uses on a lot. To become conforming as-is, the parcel would have to be established as a PUD-M to be conforming. Additionally, some existing structures also appear to be nonconforming and are located in the front setback, and two single family dwelling units on the eastern boundary appear to cross the boundary line.

**Proposed Use:** The proposal is to create a Mixed-Use Planned Unit Development. The applicant proposes to remove all existing structures and construct a new 1,800 square foot commercial building containing a personal service and one 7,500 square foot building with a mix of restaurant, retail and

office space. Also proposed are 3 multifamily residential buildings containing a total of 22 new, 2-bedroom residential units. The primary access to the project will be off Route 7. Municipal water and sewer are proposed to serve the project.

**Existing Access:** The site is accessed directly from US Route 7 through four curb cuts.

**Proposed Access:** The proposal includes one curb cut access to US Route 7, which would require VTrans State Highway Access approval.

**Waivers Requested:** None. No Waiver authority is granted to the Selectboard by the Interim Bylaw

**Existing Restrictions or Covenants:** The application shows no restrictions or covenants.

**Surrounding Use/Structures:** To the south, the DRB has approved a site plan for a multi-family development. To the east is a neighborhood of duplexes with some commercial property along US Route 7. To the north and east are motels converted into housing.

### INTERIM BYLAW REVIEW STANDARDS

The Selectboard must consider the following italicized standards of review:

*Is the proposed use consistent with the health, safety, and welfare of the Town of Milton?*

To determine whether the proposed development is consistent with the health, safety, and welfare of the Town of Milton, the Selectboard should consider whether the proposal is the type of development that will or could be contrary to the amendments to the Milton Zoning Regulations that the Town is contemplating.

The goals discussed in the Purpose statement in Section I of the Interim Zoning Bylaws guide the Selectboard's analysis.

Staff finds the following Interim Bylaw purposes relevant to the proposal:

- "The Town's overall goal for the Town Core is a mix of residential, commercial and some limited industrial uses in a pedestrian friendly, downtown atmosphere."
- "Development in the Town Core also should create jobs, both for Milton residents and for residents in the communities surrounding Milton, and expand Milton's tax base"
- "Recently, however, residential development has outpaced commercial development in the Town Core, thereby upsetting the ratio of uses that the Town desires and for which the Town has planned"
- "The purpose of these Interim Zoning Bylaws is to halt, temporarily, residential development in certain areas of the Town Core..."
- "There are ongoing concerns regarding the capacity of existing community facilities and services to support both the Town's growing population and the development that is needed to create economic opportunities in Milton."

On the first point, Staff acknowledges that a "downtown atmosphere" is subject to interpretation and could vary widely from person to person; however, Milton's Comprehensive Plan helps define how Milton characterizes a downtown by defining it in the goals for the Planning Area and Sub Area. Town Core goals are:

- Goal 9.6.1.a. Review the Town's access management guidelines, and encourage the development of a secondary road network.

The subject property is not within the Town's defined Downtown District, but is within the Town Core's Checkerberry Sub-Area.

Checkerberry Sub-Area goals included in the plan are:

- **Goal 9.4.1.** Require structures be placed close to the roads with parking areas on the side or rear of lots to improve aesthetics and enhance pedestrian connections. These requirements should be incorporated into the Zoning Regulations.
- **Goal 9.4.2.** Encourage public green spaces and small parks throughout this planning area (such as neighborhood parks as recommended in the 2007-2027 Recreation Plan).
- **Goal 9.4.3.** Encourage mixed uses utilizing planned unit developments for uses such as multi-family residential, retail, offices, hotels, incubator spaces, and research and development facilities. Specifically encourage commercial and retail uses along property directly abutting Route 7 in the Checkerberry district.
- **Goal 9.4.4.** Promote a positive image and guidelines for enhancing the southern gateway into the Town of Milton.

Furthermore, the ZR440 states that the purpose of the Checkerberry (M4) District is:

The purpose of this district is to allow for a mix of residential, commercial, and limited industrial uses.

Staff finds that while the proposal is mostly consistent with Milton's defined vision of a Town Core atmosphere according to the goals and purposes, the Interim Bylaws were adopted to evaluate the capacity, purposes and outcomes throughout the Town Core. While the current goals may be applicable for the subject sub-planning area and district as defined pre-Interim, they may not be applicable to post-interim classifications -- which can only be resolved by allowing the process to take its course.

On the second point, Staff finds that this project includes retail, office, restaurant, and personal service uses which have the potential to attract business and jobs. Staff also finds that residential development, as a general fact, costs more in operational tax-funded services than it produces. Staff finds the composition/ ratio of commercial to residential uses in this project would not sustainably expand the tax base and would not provide jobs for residents of Milton and nearby towns commensurate with the number of working age individuals to be housed within the 22 units.

On the third, fourth and fifth point, staff finds that the proposal for a Mixed-Use Planned Unit Development containing 22 two-bedroom housing units is in direct conflict with the concerns of the Town and the purpose outlined in the Interim Zoning Bylaw Purpose Statement. As stated, there is concern for the capacity of community services and facilities to accommodate continued residential development that is outpacing commercial development.

Based on this analysis, Staff concludes that the proposed development will or could be contrary to the contemplated amendments to the Milton Zoning Regulations and is not consistent with the health, safety, and welfare of the Town of Milton.

*Is the Proposed Development Consistent with the Standards Identified in Section IV(A)(i) - (vi)?*

Even if the Selectboard concludes that the proposed development is consistent with the health, safety, and welfare of the Town of Milton, the Selectboard must also conclude that the proposed development will not result in an undue adverse effect on any of the criteria listed in Section IV(A) of the Interim Zoning Bylaws in order for the Selectboard to authorize the issuance of a zoning permit for the proposed development.

The applicant has submitted a narrative addressing the criteria listed in Section IV(A). This Narrative is attached and is maintained in the Application File.

*Interim Zoning Bylaws Section IV(A)(i): The proposed development shall not result in an undue adverse effect on the capacity of existing or planned community facilities, services, or lands.*

Staff finds that this project, which includes the construction of 22 two-bedroom dwelling units, has the potential to increase the number of school aged children that must be served by the Milton School District. While staff does not have specific calculations for the number of pupils generated per two-bedroom unit, this is a factor worthy of consideration. Interim Zoning allows the community time to ascertain enrollment trends, space and staffing needs, particularly as Universal Pre-Kindergarten is implemented.

*Interim Zoning Bylaws Section IV(A)(ii): The proposed development shall not result in an undue adverse effect on the existing patterns and uses of development in the area.*

Staff finds that an important standard to help measure patterns of development is established by the Zoning Regulations in Section 160. ZR160 establishes "Like Kind Quality" as a general standard to be considered. It states:

LIKE KIND QUALITY Standard: "Like kind quality" is a suitable standard in historic areas or other established neighborhoods. In emerging areas and in locations where future plans differ from existing development, quality of a development may be judged in relation to the standards of an approved Town Core Master Plan.

ZR1110 defines "Like Kind Quality" as:

Having characteristics that allow a use to be located in harmony with other adjacent uses and to be compatible with the overall character of the neighborhood. Some elements affecting compatibility include HEIGHT, scale, mass and bulk of structures. Other characteristics include pedestrian or vehicular traffic, circulation, access and parking impacts. Other important characteristics that affect compatibility are landscaping, lighting, noise, odor and architecture. Compatibility does not mean "the same as." Rather, compatibility refers to the sensitivity of development proposals in maintaining the character of existing development.

ZR804, also establishes special provisions applicable to the M4 Zoning District and states:

Uses may mix as long as they are sited and designed of LIKE KIND QUALITY with neighboring properties. Houses, offices and stores may be above, next to, or in the general vicinity of each other; but consideration should be given to elements of common concern - hours of operation, lighting, shared parking, etc.

The proposal does not include elevations, lighting or landscaping plans, and it is difficult to measure this standard in the absence of building elevations. The Selectboard may wish to request elevations, lighting, or landscaping plans to determine if the proposal is consistent with like kind within this "emerging area".

*Interim Zoning Bylaws Section IV(A)(iii): The proposed development shall not result in an undue adverse effect on traffic on roads and highways in the vicinity.*

Staff finds that the proposed expansion may have an impact upon traffic on roads in the vicinity. Numbers provided by the applicant, based on Institute of Transportation Engineers (ITE) trip generation data, estimate an expected generation of 74 AM and 59 PM peak hour trips. The Planning staff does not have specialist expertise in transportation impact to evaluate the impact to Milton's most heavily travelled corridor. The Selectboard may find it useful to request a traffic study to evaluate if the proposed development would have an undue adverse effect on traffic.

*Interim Zoning Bylaws Section IV(A)(iv): The proposed development shall not result in an undue adverse effect on environmental limitations of the site or area and significant natural resource areas and sites.*

It is staff's understanding that the water table is very high in this location. At the DRB's Sketch hearing the applicant stated that the site improvements would involve significant fill, which may have the potential to greatly impact nearby properties. Staff is aware that Turner Estates (to the west) has had significant stormwater challenges.

The Selectboard may wish to request more detail about the water table and proposed stormwater and grading.

*Interim Zoning Bylaws Section IV(A)(v): The proposed development shall not result in an undue adverse effect on utilization of renewable energy resources.*

Staff finds that the proposed development would not adversely impact the utilization of renewable energy resources.

*Interim Zoning Bylaws Section IV(A)(vi): The proposed development shall not result in an undue adverse effect on the Town of Milton Comprehensive Plan and other Town bylaws, ordinances, or regulations in effect.*

Town of Milton, Vermont 2013 Comprehensive Plan

In addition to the Comprehensive Goals stated above, Staff finds that the following goals may be in conflict with the proposal, such that the proposal could have an undue adverse impact upon those goals.

- **Goal 3.5.3.** Implement alternatives for the transition zones identified in the Route 7 Land Use Study to encourage development of businesses that are important to the economy but do not fit in downtown or in an industrial park. Investigate incentives to encourage the relocation of existing businesses into transition areas designed to mitigate the problems caused by the current pattern of automobile oriented sprawl on Route 7.

Staff finds that the construction of a Mixed Use PUD could frustrate the objectives of the transition zones explained on page 64 of the Route 7 Land Use Study. Upon review and consideration of the goals of the Comprehensive Plan and documents referenced therein, Staff finds that the proposed development would largely align with the goals of the Comprehensive Plan.

Milton Zoning Regulations, effective January 5, 2015, and Milton Subdivision Regulations, effective June 28, 2010

If the following proposed conditions are met, the proposed development will not result in an undue adverse effect on the existing Milton Zoning Regulations or Milton Subdivision Regulations:

1. The Applicant shall receive all necessary approvals from the Development Review Board before the Administrative Officer may issue a zoning permit.
2. The Applicant shall obtain a zoning permit before commencing any land development on the subject property.

If the following proposed condition is met, the proposed development will not result in an undue adverse effect on all other Town ordinances.

3. The Applicant shall receive all other applicable Town approvals and/or permits.

Staff finds that the proposed development will result in an undue adverse effect on the Town of Milton Comprehensive Plan, but will not result in an undue adverse effect on the other Town bylaws, ordinances, or regulations in effect if subject to the conditions above.

### INTERIM BYLAW RECESS LANGAUGE

Staff finds that the Planning Commission may be able to offer greater insight by providing an advisory opinion, and recommends that that the Selectboard engage Interim Bylaws Section IV, B, which states:

At any time during the Selectboard's public hearing on an application, the Selectboard may request written comment from the Planning Commission regarding the application and one or more of the above-described standards. Upon such a request, the Planning Commission shall review the application materials at one of its regular meetings and prepare and provide to the Selectboard written comments, which may include recommendations, responding to the Selectboard's request. The Planning Commission's comments and recommendations are advisory only and the Selectboard is not required to adopt them in its written decision. During

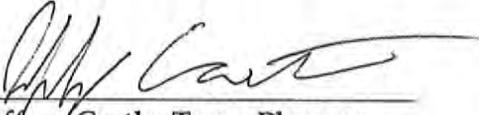
the continued public hearing, the Selectboard shall provide the opportunity for comment or responses to the Planning Commission's comments and recommendations.

Further, staff recommends that the Selectboard schedule a site visit to better understand the site's context and conditions.

### STAFF RECOMMENDATION

Staff recommends that the Selectboard move to **RECESS** (or continue) the Interim Zoning Bylaw hearing for a proposed Mixed-Use Planned Unit Development (PUD) to the **Regular Selectboard Meeting of December 7, 2015 to allow for a site visit with the Planning Commission on December 1, 2015 and comment from the Planning Commission at their next available meeting on December 1, 2015.**

Respectfully Submitted:

  
Jeffrey Castle, Town Planner

#### ATTACHMENTS:

- Application narrative provided by Brian Bertsch dated October 12, 2015
- Capital Improvement Plan 2015-2020 p.29
- Institute of Transportation Engineers Land Use Sheet 230 and 814
- Natural Resources Atlas dated October 1, 2015
- Site Plan Sheet 1 by Paul O'Leary dated August 4, 2014, and last revised September 28, 2015.
- Current Site Plan approved administratively on April 27, 2009.
- Technical Advisory Committee (TAC) Police Review Sheet dated 10/30/2015;
- TAC Recreation Review Sheet dated 10/23/2015;

#### COPIES TO:

1. Applicant(s)
2. Owners(s)
3. Engineer/Surveyor



## O'Leary-Burke Civil Associates, PLC

CIVIL ENGINEERING | REGULATORY AND PERMIT PREPARATION | LAND SURVEYING | CONSTRUCTION SERVICES | LAND USE PLANNING

October 12, 2015

Jacob Hemmerick, Town Planner  
Town of Milton  
43 Bombardier Road  
Milton, VT 05468

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OCT 14 2015

Planning & Economic Development  
Milton, Vermont

RE: LaCross Property – 444 Route 7 South

Dear Mr. Hemmerick:

We are writing on behalf of 444-452 Route 7 South LLC, c/o William Sawyer, to request Selectboard review of the 'LaCross' project in accordance with Article IV of the adopted Interim Zoning Bylaws.

The proposed project involves a redevelopment of a 3.8-acre site located at 444 US Route 7 in Checkerberry (M4) Zoning District. Proposed is the removal of the six (6) existing single family homes and auto repair business on the property, of which several of the buildings are nonconforming with current zoning. The site will be redeveloped with a new Mixed Use Development consisting of two (2) commercial buildings with footprints of 7,500 sq. ft. and 1,800 sq. ft., and three (3) residential multifamily buildings. At full build out the development will consist of 2,500 sq. ft. of restaurant space, 2,500 sq. ft. of office space, 2,500 sq. ft. of retail space, 1,800 sq. ft. of personal service space, and twenty-two (22) residential townhomes.

The proposed project received sketch plan approval from the Development Review Board on February 12, 2015 but has been on hold due to the Interim Zoning regulations put in place on April 25, 2015.

In order to proceed with the permitting process the project requires Selectboard approval for residential use in the Checkerberry (M4) Zoning District. In accordance with Article IV of the adopted Interim Zoning Bylaws the Selectboard may authorize the issuance of permits for any type of land development as a conditional use provided that the proposed use is consistent with the health, safety, and welfare of the Town of Milton and the following standards:

The proposed development shall not result in an undue adverse effect on any of the followings:

- i. **The capacity of the existing or planned community facilities, services, or lands.**

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Response: There are no know planned community facilities, services, or lands which would be adversely affected by this proposed redevelopment.

In fact under the current Capital Improvement Plan, approved on May 19, 2014, each new residential unit would be required to pay an impact fee of \$4,420.00 to be used to help fund the planned Elementary School Addition, sidewalk construction on Brandy Lane and McMullen Road, Railroad crossings at Railroad Street and Cherry Street, Park Amenities, a Dog Park, a multi-use path along RT 7, fire station, purchase of a repeater for the public works department, and improvements to the municipal complex. At the current impact fee the project will contribute \$97,245 toward these projects. Attached please find excerpts from the Capital Improvement Plan which contains a complete project list for the next five (5) years (2015-2020).

**ii. The existing patterns and uses of development in the area.**

Response: The project is located in the Checkerberry (M4) zoning district whose stated purpose is to "provide a mix of residential, commercial and limited industrial use".

The project has been designed to be compatible with the surrounding uses which include 'Little A' Flooring and Turner Estates townhomes located on the west side of the project, the Sarah Marie efficiencies located on the east side of the project, a 96-unit multifamily housing project which has been approved, but not yet constructed, located south of the project and Red Top apartments located to the north of the project.

In addition the project site contains six (6) existing mobile homes and one (1) existing commercial auto repair business which will be removed as part of the proposal.

**iii. Traffic on roads and highways in the vicinity.**

Response: The project is not expected to result in any undue adverse effects on RT 7 or the surrounding roadways. Access to the project will be improved by replacing the four (4) existing curb cuts with a new paved 24' wide private drive built to municipal standards designed to create a new 4-way intersection with the entrance to the Red Top apartments.

At full build out the project is expected to generate 74 AM and 59 PM peak hour trips, attached please find trip generation estimates for the proposed land uses. Because the project is located directly on US RT 7 it will require a full review and

permit from the Agency of Transportation who will evaluate the projects impact on traffic and safety.

**iv. Environmental limitations of the site or area and significant natural resources areas and sites.**

*Response:* Based on the Vermont Environmental Interest Locator Map there are no known environmental limitations or significant natural resources areas present, see attached map.

**v. Utilization of renewable energy resources.**

*Response:* The project will not have an undue or adverse impact to the utilization of renewable energy resources. Rather each building will be designed so that the roof structures for can support the future installation of photovoltaic panels, and empty conduit will be installed from the attic spaces to the electrical panel to allow for future connection of photovoltaic panels. Conduit will also be run to parking areas to allow for the future installation of electric car charging stations.

**vi. Municipal plans and other municipal bylaws, ordinance, or regulations in effect.**

*Response:* The project has been designed to be in full compliance with the 2013 Town of Milton Comprehensive Plan and the 2013 Chittenden County ECOS Plan with identify the project area as part of the Milton Town Core Planning Area and Chittenden County Suburban Planning Area.

Both the Town Comprehensive Plan and the Regional Plan stress the need to encourage future development in areas which have either already been developed or have the existing municipal services and infrastructure in place to support new development in order to maintain Vermont's' historic settlement patterns and respect working and natural landscapes.

The projects' close proximity to existing residential developments and availability of public services such as US Route 7, public transportation, municipal water and wastewater, natural gas, cable, electricity, other nearby commercial business, schools, parks and the municipal office complex makes the site well suited for development.

In addition, the redevelopment of this property will provide a mix of higher density residential and commercial development within the Town Core planning area, will provide new commercial and retail business to help attract new and support

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Milton, Vermont

*other nearby businesses, and will enhance the Town's image along US Route 7 (known as the southern gateway).*

We look forward to discussing our project in greater detail at the next available Selectboard hearing. Attached please find an application for Conditional Use review with interim zoning fee of \$271.00 (\$150.00 base fee + \$2.00/abutter fee x 18 abutters + \$75.00 warning fee + \$10.00 recording fee = \$271.00), abutters list, and four (4) full size and fifteen (15) reduced copies of plan sheet 1 '40-Scale Sketch Plan' which includes the Milton Tax Map with parcel highlighted. Please feel free to call with any questions, (802) 878-9990 x106.

Sincerely,



Brian J. Bertsch, P.E.  
Project Engineer

Enclosure

Interim Zoning Application w/ fee  
Abutters List  
Plan Sheet 1 '40-Scale Sketch Plan'  
Excerpts from the 2013 Capital Improvement Plan  
ITE Trip Generation Estimates  
Environmental Interest Locator Map

Cc (via email): W. Sawyer, G. Henderson-King, D. Barlow Casey

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fees shall be specifically calculated and distributed as described below. Residential development will be assessed impact fees for all the capital needs identified. Non-residential development is not assessed an impact fee. This is a policy of the Selectboard to stimulate and encourage commercial and industrial development.

The Milton Selectboard reserves the right to amend the impact fee during the course of the fiscal year or to adjust the impact fee categories and the percentages of impact fees allocated to each category, to ensure that enough funds are being collected to cover the costs of approved capital projects.

### Residential Impact Fees

Residential dwelling units containing two or more bedrooms shall pay an impact fee of \$4,420 per unit. Due to their lower expected impact on Town services, elderly housing units and residential dwelling units containing 1-bedroom, but not including accessory apartments, shall pay 75% of the total impact fee assessed for residential dwelling units; this equals an impact fee of \$3,315. For the purposes of calculating impact fees, a bedroom is defined as follows: any room in a residential structure that is at least 80 square feet in area, that is or could be used as a private sleeping area, and that has at least one window, one closet, and one interior method of entry or exit, excluding closets and bathrooms, allowing the room to be closed off from the remainder of the residence for privacy; or any room within a building or structure that actually serves primarily as sleeping quarters.

The residential impact fee for residential units (except for elderly housing units and residential dwelling units containing 1-bedroom, but not including accessory apartments, which shall have a separate breakdown) shall be broken down into project categories as follows (expressed as a percentage of the total impact fee assessed):

- 1) Education – 30%
- 2) Transportation – 22%
- 3) Recreation/Culture – 22%
- 4) Public Safety – 8%
- 5) General Administration & Planning – 8%
- 6) Debt Service for Fire House and Municipal Building – 10%

The residential impact fee for elderly housing units and residential dwelling units containing 1-bedroom, but not including accessory apartments, shall be broken down into project categories as follows (expressed as a percentage of the total impact fee assessed):

- 1) Education – 5%
- 2) Transportation – 30%
- 3) Recreation/Culture – 30%
- 4) Public Safety – 10%
- 5) General Administration & Planning – 10%
- 6) Debt Service for Fire House and Municipal Building – 15%

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## COLLECTION OF IMPACT FEES

In the past, impact fees were collected at the time a Zoning Permit was issued. In an attempt to lessen the financial burden on developers due to start-up costs incurred through permit fees, beginning in FY 2006 impact fees have been collected at the time a final inspection for a Certificate of Compliance/Occupancy (CO) is requested. If they prefer, developers still have the option of paying the impact fee at the time the Zoning Permit is issued. No CO inspection shall be scheduled, nor shall the inspection take place, until the full impact fee is collected.

## IMPACT FEE SCHEDULE FY2015-2020

The following projects are eligible to be funded by impact fees collected during the duration of this Capital Improvement Plan (FY 2015-2020). However, when developing the Capital Improvement Plan in subsequent years, the projects may be revised to reflect changes in scope and/or cost, to add or delete projects, or to move projects to another fiscal year, as is deemed necessary during the budget process.

### Education Category

- 1) Elementary School Addition – Project #800-031-B

### Transportation Category

- 1) Railroad Street Railroad Crossing – Project #430-032-P
- 2) Cherry Street Railroad Crossing – Project #430-033-P
- 3) Brandy Lane Sidewalk Construction – Project #430-077-P
- 4) McMullen Road Sidewalk Construction – Project #430-078-P

### Recreation/Culture Category

- 1) Park Amenities – Project #452-016-P
- 2) Dog Park Area – Project #452-018-P
- 3) Multi-Use Pathway #1 Haydenberry – Project #TBD

### Public Safety Category

- 1) Fire Station – Project #410-009-B
- 2) Public Works Repeater - Project #430-091-E

### General Administration & Planning Category

- 1) Municipal Complex – Project #410-008-B
- 2) Combined Public Works Facility – Project #430-085-B
- 3) Survey of Municipal Property – Project #430-087-S S

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# Land Use: 230

## Residential Condominium/Townhouse

### Description

Residential condominiums/townhouses are defined as ownership units that have at least one other owned unit within the same building structure. **Both condominiums and townhouses are included in this land use.** The studies in this land use did not identify whether the condominiums/townhouses were low-rise or high-rise. Low-rise residential condominium/townhouse (Land Use 231), high-rise residential condominium/townhouse (Land Use 232) and luxury condominium/townhouse (Land Use 233) are related land uses.

### Additional Data

The number of vehicles and the number of residents had a high correlation with average weekday vehicle trip ends. The use of these variables was limited, however, because the number of vehicles and residents was often difficult to obtain or predict. The number of dwelling units was generally used as the independent variable of choice because it is usually readily available, easy to project and had a high correlation with average weekday vehicle trip ends.

The peak hour of the generator typically coincided with the peak hour of the adjacent street traffic.

The sites were surveyed from the mid-1970s to the 2000s throughout the United States and Canada.

### Source Numbers

4, 92, 94, 95, 97, 100, 105, 106, 114, 168, 186, 204, 237, 253, 293, 319, 320, 321, 390, 412, 418, 561, 562, 583

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# Residential Condominium/Townhouse (230)

**Average Vehicle Trip Ends vs: Dwelling Units**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 7 and 9 a.m.**

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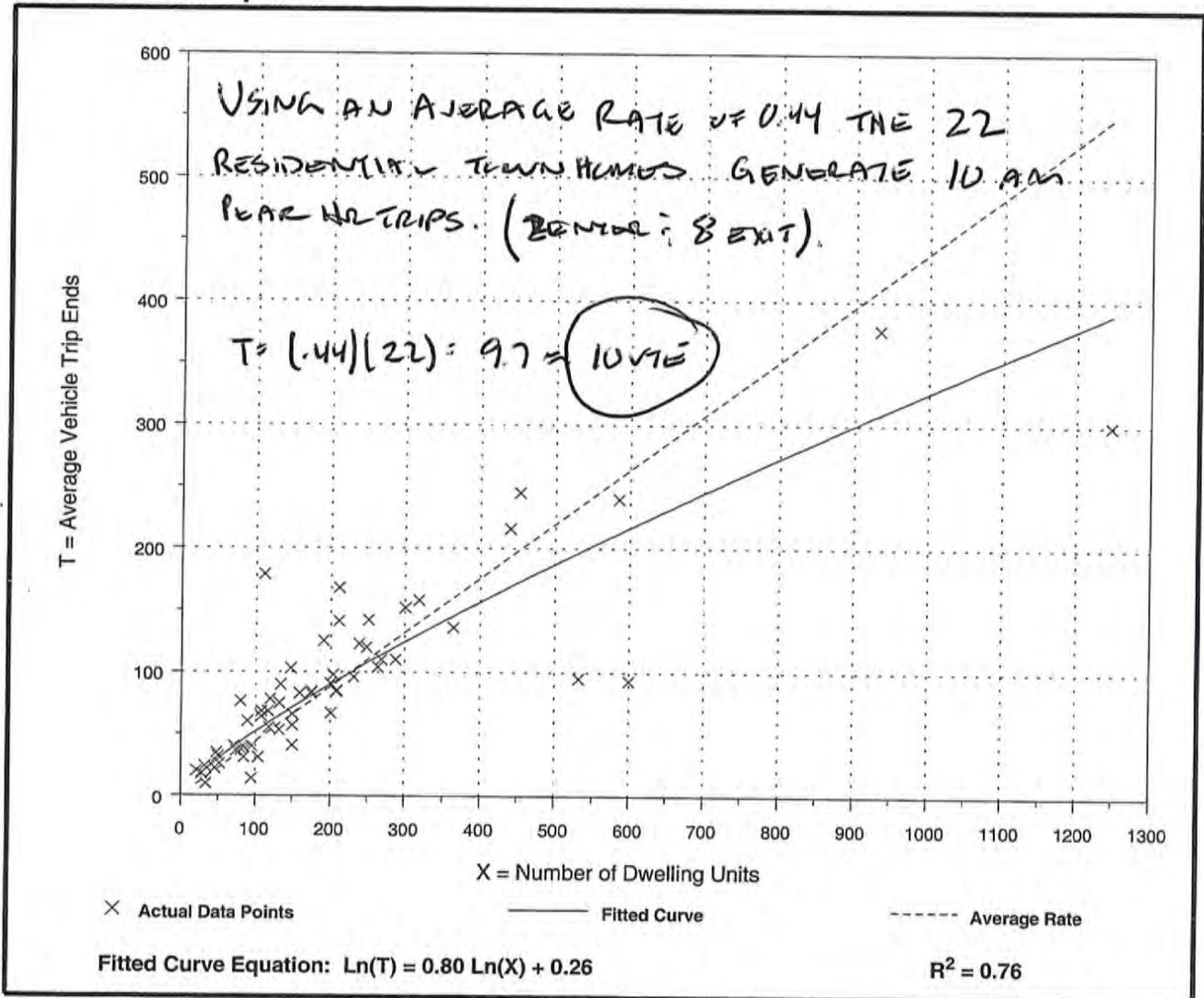
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Milton, Vermont

Number of Studies: 59  
 Avg. Number of Dwelling Units: 213  
 Directional Distribution: 17% entering, 83% exiting

### Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.44	0.15 - 1.61	0.69

### Data Plot and Equation



# Residential Condominium/Townhouse (230)

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Milton, Vermont

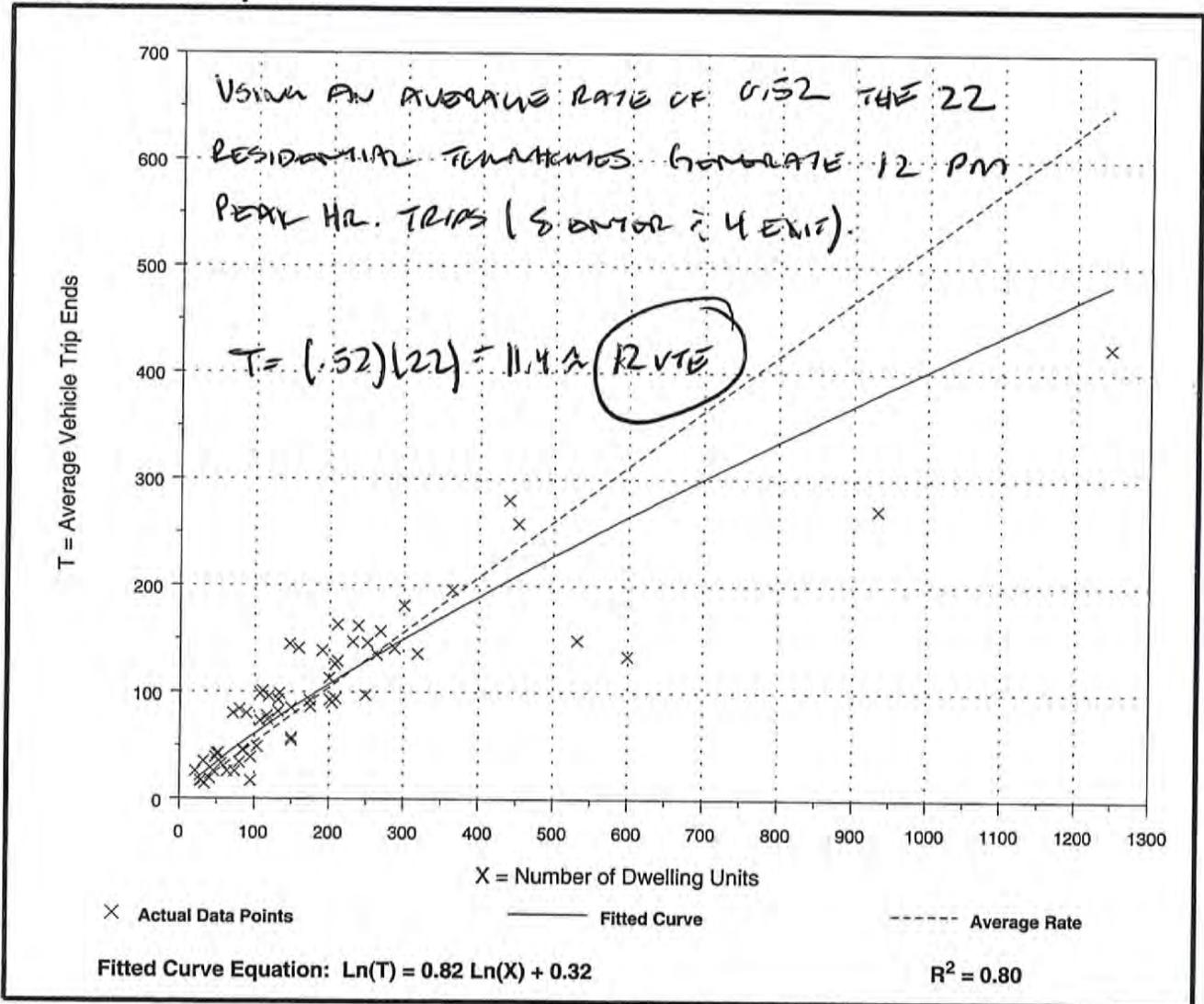
**Average Vehicle Trip Ends vs: Dwelling Units**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 4 and 6 p.m.**

Number of Studies: 62  
 Avg. Number of Dwelling Units: 205  
 Directional Distribution: 67% entering, 33% exiting

### Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.52	0.18 - 1.24	0.75

### Data Plot and Equation



# Land Use: 814

## Specialty Retail Center

### Description

Specialty retail centers are generally small strip shopping centers that contain a variety of retail shops and specialize in quality apparel; hard goods; and services, such as real estate offices, dance studios, florists and small restaurants. Shopping center (Land Use 820) is a related use.

### Additional Data

The sites were surveyed from the late 1970s to the 2000s in California, Florida, Georgia, New York and Pennsylvania.

### Source Numbers

100, 304, 305, 367, 423, 507, 577

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# Specialty Retail Center (814)

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**Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Leasable Area**  
On a: **Weekday,**  
**A.M. Peak Hour of Generator**

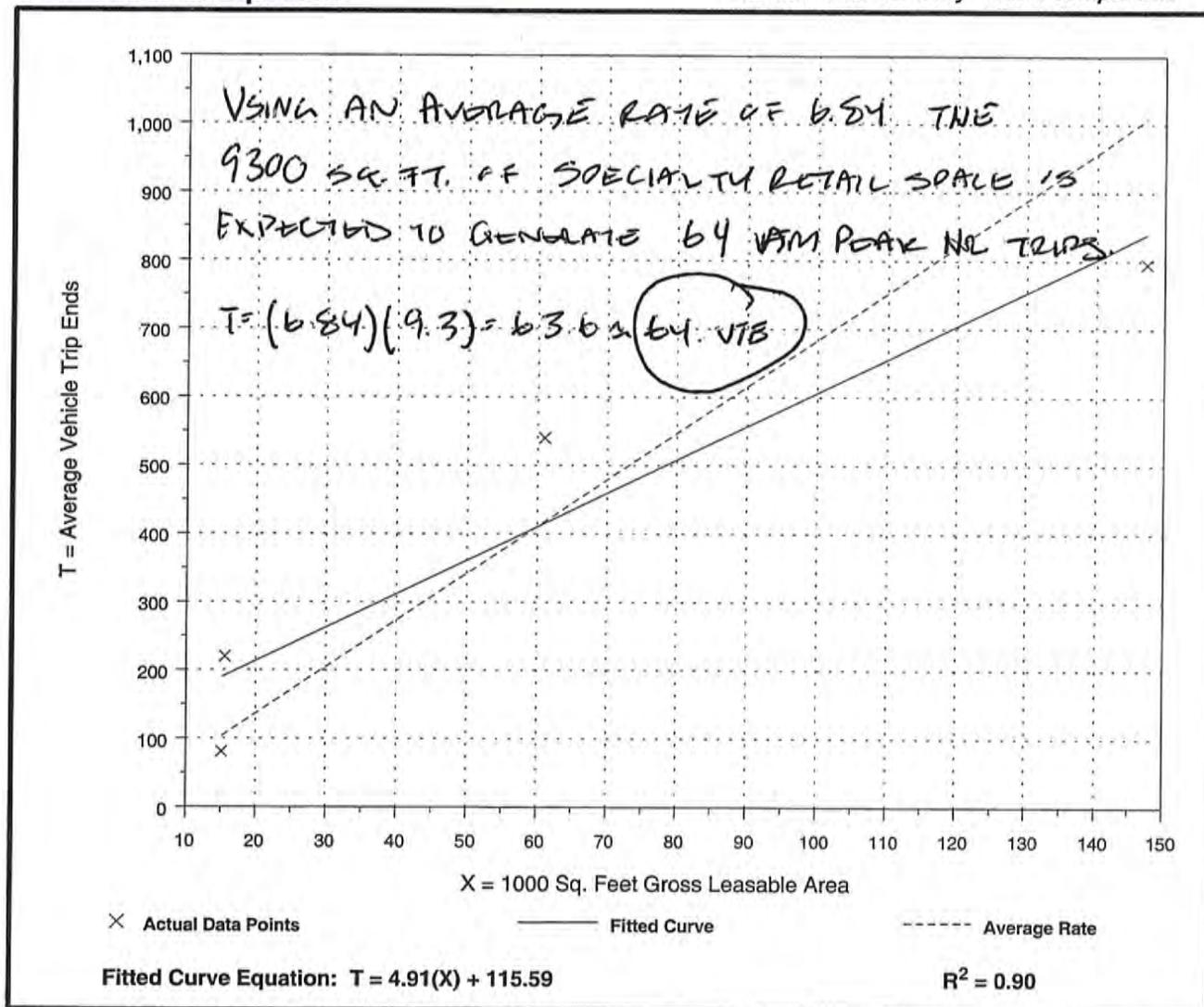
Number of Studies: 4  
Average 1000 Sq. Feet GLA: 60  
Directional Distribution: 48% entering, 52% exiting

## Trip Generation per 1000 Sq. Feet Gross Leasable Area

Average Rate	Range of Rates	Standard Deviation
6.84	5.33 - 14.08	3.55

## Data Plot and Equation

*Caution - Use Carefully - Small Sample Size*



# Specialty Retail Center (814)

**Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Leasable Area**  
**On a: Weekday,**  
**P.M. Peak Hour of Generator**

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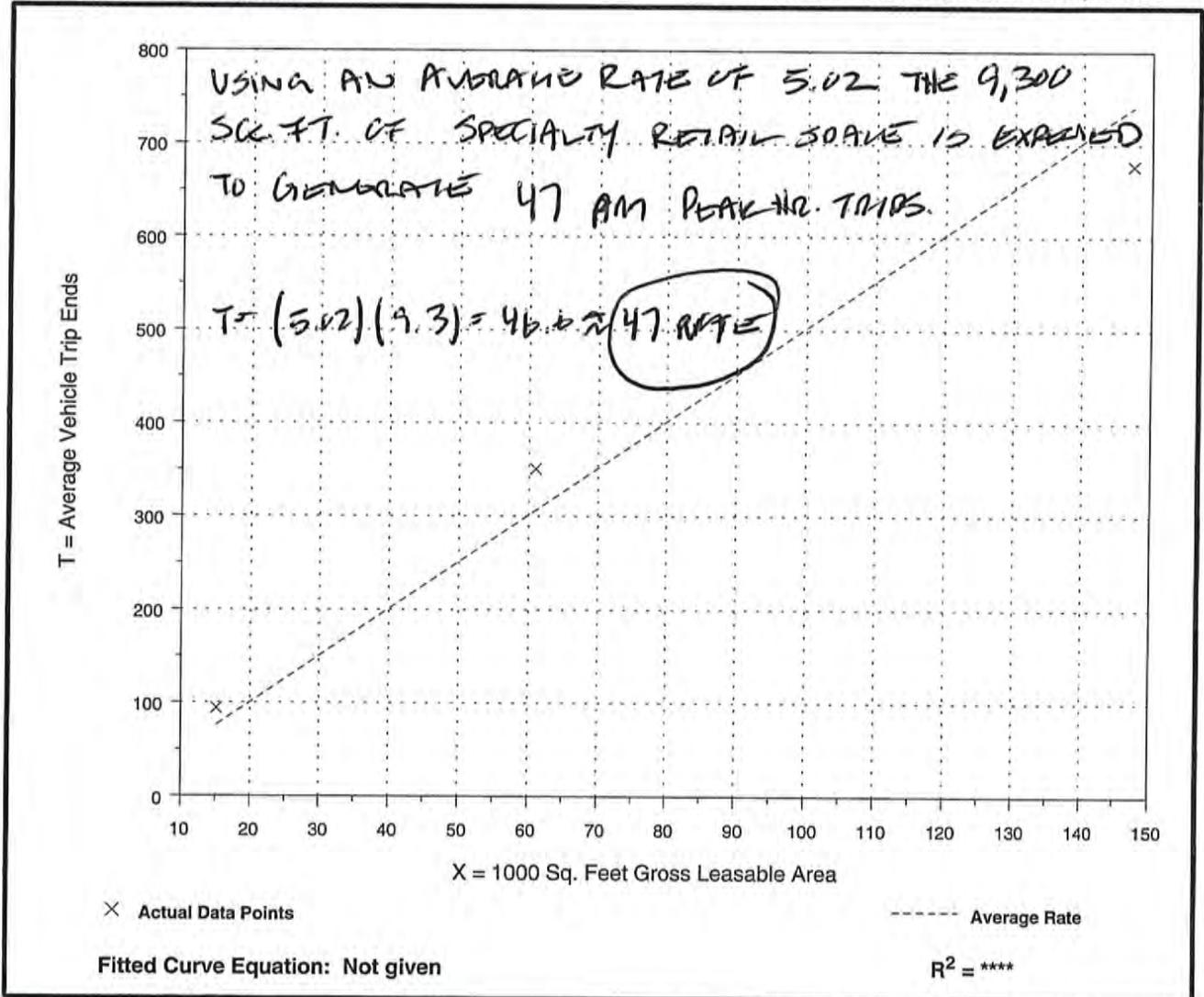
Number of Studies: 3  
 Average 1000 Sq. Feet GLA: 75  
 Directional Distribution: 56% entering, 44% exiting

### Trip Generation per 1000 Sq. Feet Gross Leasable Area

Average Rate	Range of Rates	Standard Deviation
5.02	4.59 - 6.18	2.31

### Data Plot and Equation

*Caution - Use Carefully - Small Sample Size*





# Natural Resources Atlas

Vermont Agency of Natural Resources

vermont.gov



**LEGEND**

- Stormwater Impaired Watershe
- Wetlands - VSWM
  - Class 1 Wetland
  - Class 2 Wetland
- Wetlands Advisory Layer
- Agricultural Soil Mitigation
- Soils - Hydric
- Rare Threatened Endangered
  - Threatened or Endangered
  - Rare
- Significant Natural Community
- Deer Wintering Areas
- Town Boundary

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**NOTES**  
Map created using ANR's Natural Resources Atlas for 444 US RT 7 South in Milton, VT



1: 1,144  
October 1, 2015

**DISCLAIMER:** This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

58.0 0 29.00 58.0 Meters  
1" = 95 Ft. 1cm = 11 Meters  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Vermont Agency of Natural Resources



### Location Plan

N.T.S.

### Parking

#### REQUIREMENTS (RESIDENTIAL)

RESIDENTIAL UNIT: 2 SPACE PER UNIT PLUS 1 VISITOR SPACES FOR EVERY 3 UNITS.

-22 UNITS + 8 VISITORS = 52 SPACES

#### REQUIREMENTS (BUILDING #2)

RESTAURANT: 1 SPACE PER 4 SEATS + 1 SPACE PER EMPLOYEE

-100 SEAT RESTAURANT + 4 EMPLOYEES = 24 SPACES

RETAIL SALES: 1 SPACE PER EMPLOYEE PLUS 3 SPACES PER 1000 SF GFA

-2500 SF RETAIL SPACE + 4 EMPLOYEES = 12 SPACES

OFFICE: 3 SPACES PER 1000 SF GFA

-2500 SF OFFICE SPACE = 8 SPACES

#### REQUIREMENTS (BUILDING #3)

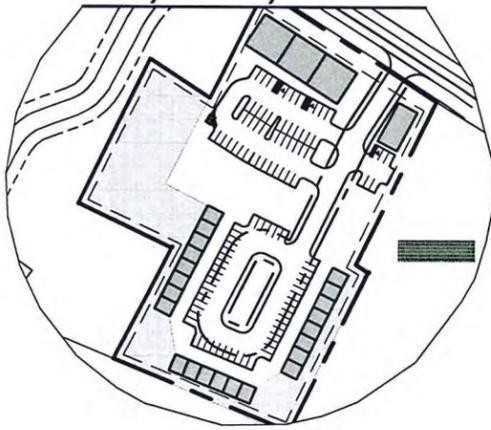
PERSONAL SERVICES: 3 SPACES PER 1000 SF. OF GFA

-1800 SF PERSONAL SERVICES SPACE = 6 SPACES

PARKING REQUIRED: 107 PARKING SPACES

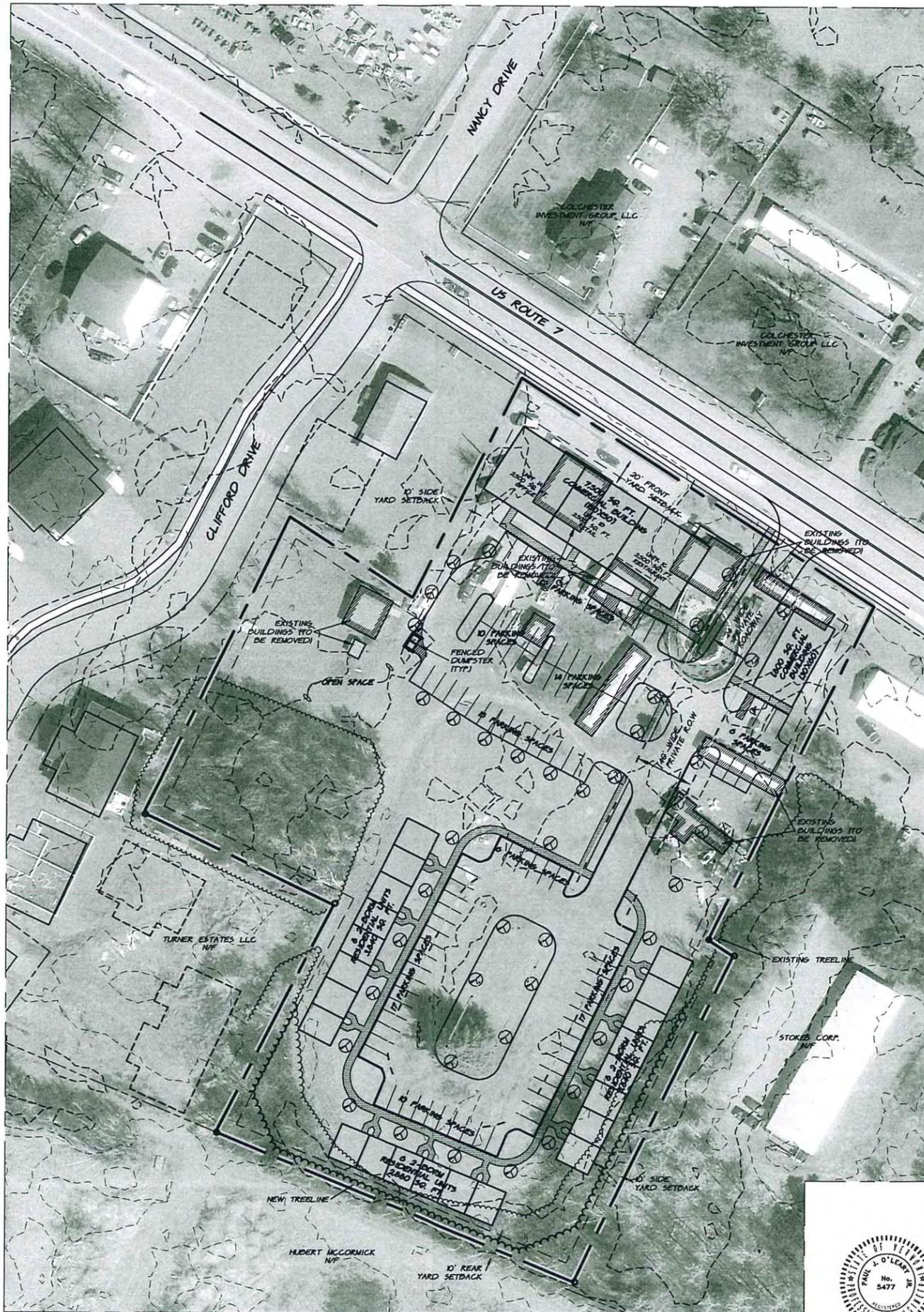
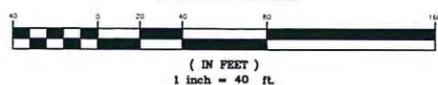
PARKING PROPOSED: 107 PARKING SPACES

### Open Space



OPEN SPACE, COMMON ELEMENT (COMMUNITY RECREATION SPACE) - 43,145 SQ. FT. (126.02)

#### GRAPHIC SCALE



### Legend

- PROJECT BOUNDARY
- - - OTHER PROPERTY LINE
- - - SIDELINE OF EASEMENT
- - - 510' - CONTOUR LINE (U.S.G.S. DATUM)
- - - 50' - PROPOSED FINISH GRADE CONTOUR
- ~ ~ ~ EDGE OF WOODED AREA
- EXISTING IRON PIPE
- EXISTING CONCRETE MONUMENT
- IRON PIPE (TO BE SET)
- CONCRETE MONUMENT (TO BE SET)
- ⊙ RESIDENTIAL USE
- ⊙ COMMERCIAL USE
- ⊙ UNDEVELOPED
- - - ETG - - - EXISTING ELECTRIC/TV/TELEPHONE LINE
- - - S - - - EXISTING SEWERLINE
- - - □ - - - EXISTING STORMLINE
- - - W - - - EXISTING WATERLINE
- - - G - - - EXISTING NATURAL GASLINE
- ⊙ EXISTING/PROPOSED HYDRANT
- ⊙ SOIL TYPE + BOUNDARY

( NOTE - PROPOSED UTILITIES ARE SHOWN AS A SOLID LINE )

### Density Calculation

TOTAL LAND AREA	155,995 SF
TOTAL UNDEVELOPABLE AREA (WETLANDS, STEEP SLOPES AND ROW)	26,982 SF
TOTAL DEVELOPABLE AREA (LAND AREA - UNDEVELOPABLE)	139,013 SF
LESS 10%	13,901 SF
TOTAL PLD LAND AREA (TOTAL DEVELOPABLE - 10%)	125,112 SF (287 AC)
ALLOWABLE DENSITY	7 UNITS/40,000 SF
TOTAL NUMBER OF RES. UNITS	125,112 SF X 7 UNITS/40,000 SF
	21.9 = 22 RES. UNITS ALLOWED
	22 UNITS PROPOSED

### Zoning Information

CHECKERBERRY (M4) DISTRICT - P.U.D.

#### DIMENSIONAL REQUIREMENTS

	REQUIRED	PROPOSED
MINIMUM LOT AREA	20,000 SF.	155,995 SF.
MINIMUM ROAD FRONTAGE	200'	263'
MINIMUM FRONT SETBACK	20'	20'
MINIMUM SIDE SETBACK	10'	10'
MINIMUM REAR SETBACK	10'	10'
MAXIMUM BUILDING COVERAGE	40%	13.4%
MAXIMUM LOT COVERAGE	60%	46.3%
MAXIMUM BUILDING HEIGHT	4 STORIES	2 STORIES
MAXIMUM BUILDING FOOTPRINT	65,000 SF.	7,500 SF.
MAXIMUM DENSITY	7 UNITS/40,000 SQ. FT.	AS APPROVED
OPEN SPACE REQUIRED	25%	26.0%

### Notes

- OWNER OF RECORD AND APPLICANT: 444-452 ROUTE 7 SOUTH LLC, PO BOX 51, MILTON, VT 05466
- PROJECT AREA: 3.81 ACRES = 155,995 SQ. FT.
- THE PROJECT PROPOSAL IS FOR 22 2-BDRM RESIDENTIAL UNITS SPLIT BETWEEN THREE NEW BUILDINGS, A 7,500 SQ. FT. COMMERCIAL BUILDING, AND AN 1800 SQ. FT. COMMERCIAL BUILDING.
- ZONING DISTRICT: CHECKERBERRY (M4)
- LACROSS BOUNDARY SURVEY "PLAN OF SURVEY ARLENE E. LACROSS" BY WARREN RODENSTEN, PO BOX 171, WINDSOCK, VERMONT, DATED 06-25-2013.

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Milton, Vermont



09-28-15	REMOVED UNITS 23-27	R.B.
01-08-15	REVISED PER TOWN SKETCH PLAN COMMENTS	R.B.
DATE	10-23-14	BY R.B.
SURVEY	REVISION REVISED PER TOWN SKETCH PLAN COMMENTS	DATE 08-04-14
DESIGN	DESIGN	DATE 2014-03
DESIGN	DESIGN	DATE 2014-03
DRAWN	DESIGN	DATE 2014-03
CHECKED	DESIGN	DATE 2014-03
SCALE	DESIGN	DATE 2014-03

O'LEARY-BURKE  
CIVIL ASSOCIATES, PLC  
1 CORPORATE DRIVE, SUITE 1  
ESSSEX, VT  
PHONE: 878-8880  
FAX: 878-8889  
E-MAIL: oob@olearyburke.com

LaCross Property  
Milton, Vermont  
40-Scale Sketch Plan  
1

# Emil's Auto Repair

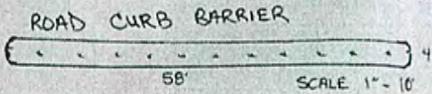
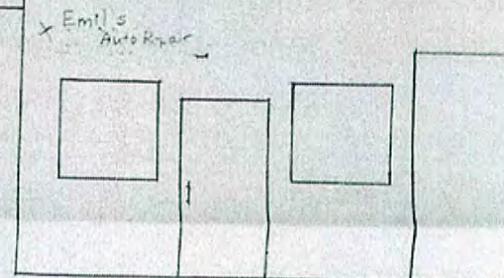
OWNER: REBEKA LACROSS  
 PREPARED BY: DEBBIE LACROSS  
 SCALE: 1 INCH = 20 FEET  
 DATE PREPARED: JULY 18 2002  
 ACREAGE: 4.47  
 FRONTAGE: 295'

12% LOT COVERAGE BUILDINGS

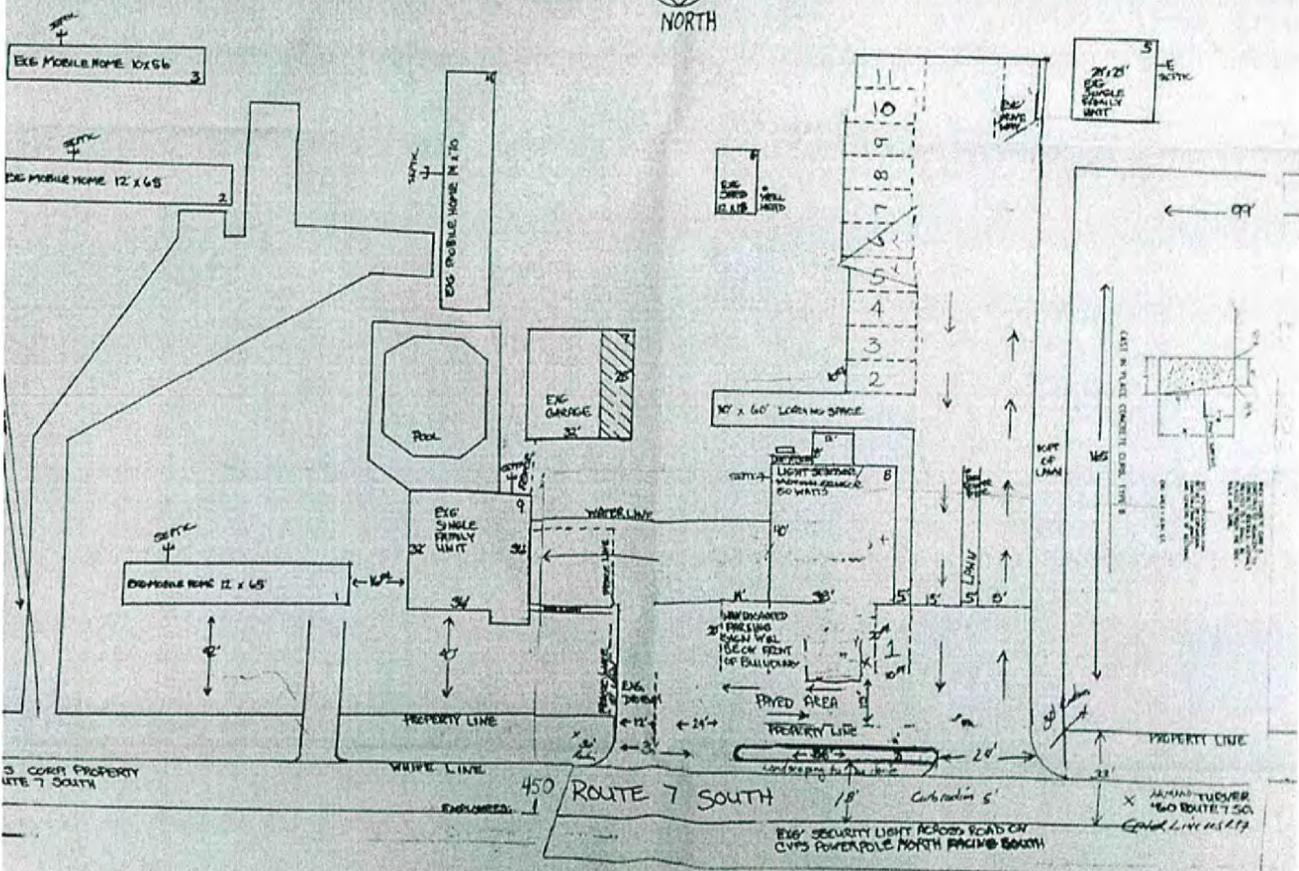
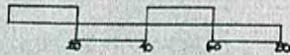
1.780	6.216
2.780	7.896
3.540	8.166
4.980	9.152
5.576	10.16,400

PARKING + DRIVEWAYS

Amended by: Suzanne Hurst April 2, 2009



11 EVERGREENS  
 BLUE STAR JUNIPERS  
 699 @





**TOWN OF MILTON**  
**Planning & Economic Development Department**  
43 Bombardier Road  
Milton, Vermont 05468-3205  
802.893.1186  
miltonvt.org

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## TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, November 12, 2015  
Selectboard Meeting of Monday, November 16, 2015

Date of Review: 10.30.15

Department: Police

TAC Member: Bret Van Noort

Site Plan Amendment I Application - 8 Catamount Drive -- Greater Burlington Industrial Corp., Owners;  
Rick & Mark Bove, Applicants.

NO COMMENTS or CONCERNS.

444 Route 7 South - Interim Zoning Conditional Use Application - 444-452 Route 7 South LLC, Owner and Applicant.

NO COMMENTS or CONCERNS.



TOWN OF MILTON  
Planning & Economic Development Department  
43 Bombardier Road  
Milton, Vermont 05468-3205  
802.893.1186  
miltonvt.org

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## TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, November 12, 2015  
Selectboard Meeting of Monday, November 16, 2015

Date of Review: 10-23-15

Department: Recreation

TAC Member: Gym Buchesnoacy

Site Plan Amendment I Application - 8 Catamount Drive -- Greater Burlington Industrial Corp., Owners;  
Rick & Mark Bove, Applicants.

*No comments.*

---

444 Route 7 South - Interim Zoning Conditional Use Application - 444-452 Route 7 South LLC, Owner and Applicant.

*No comments*

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

Page 1 of 8  
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
17536 ADVANCE AUTO PARTS								
	00003535	619529349938	grease guns/spray paint	10-30-430-430.10	VEHICLE MAINTENANCE	38.56	38.56	
13331 APPRAISAL RESOURCE GROUP INC								
	00014362	VTML-092015	technical	10-10-414-340.00	TECHNICAL	65.00	65.00	
16285 BARTOL, CURT PHD								
	00200038	102615	MMPI - police candidates	10-20-420-330.00	OTHER PROFESSIONAL	60.00	60.00	
19000 BOND AUTO PARTS, INC.								
	00002989	17IV027376	Vehicle maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	29.24	29.24	
	00003561	17IV028687	filters	10-30-430-430.10	VEHICLE MAINTENANCE	27.52	27.52	
	00003561	17IV028688	air filter	10-30-430-430.10	VEHICLE MAINTENANCE	10.58	10.58	
						-----	-----	
						67.34	67.34	
27806 BUSINESS CREDIT CARD SERVICES								
	00000242	103015	Criminal Background Check	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
22764 CALKINS NETWORKS LLC								
	00051659	3761	troubleshooting instl win	10-50-451-613.00	Technology	62.50	62.50	
37165 CCR RENTAL & SERVICE								
	00003584	19525	plow <i>us fsw Silverado</i>	55-20-420-742.00	VEHICLES	5,500.00	5,500.00	
	00003584	19526	plow <i>Heavy Silverado</i>	38-30-432-740.00	TRUCK (B&G)	5,500.00	5,500.00	
						-----	-----	
						11,000.00	11,000.00	
26250 CHITTENDEN SOLID WASTE DISTRICT								
		IVC022179	biosolids disposal sept	55-20-420-340.00	TECHNICAL SERVICES	0.00	4,248.12	
26950 CLARK'S TRUCK CENTER								
	00010993	57008	Fix Defroster	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	159.90	159.90	
40495 COULOMBE, JARECO								
		111715	gym membrshp july-sept	10-20-420-825.00	Gym Membership	0.00	120.00	
27888 CROSSWINDS TECHNOLOGIES, INC								
	00200039	118-14	CAD annual fee - FY16	10-20-420-340.00	TECHNICAL	2,200.00	2,200.00	
43491 DUCHESNEAU, KIMBERLY								
		110815	BKS STORY WALK	10-50-452-612.00	GENERAL SUPPLIES	0.00	28.66	
31009 ENDYNE, INC								
	00001695	185842	Permit Testing	55-20-420-340.00	TECHNICAL SERVICES	50.00	50.00	
	00020055	187797		10-30-429-331.00	LAND FILL CLOSURE	3,498.80	3,498.80	
						-----	-----	
						3,548.80	3,548.80	
31450 ESSEX RENTAL & SALES CENTER INC								
	00003590	10589069-000		10-30-430-430.10	VEHICLE MAINTENANCE	1,016.61	1,016.61	

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
<b>28120 EXIT 18 EQUIPMENT</b>								
	00009256	37446	mower tire repair	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	44.78	44.78	
	00009256	37574	mower tire repair	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	44.78	44.78	
						89.56	89.56	
<b>34350 GALE/CENGAGE LEARNING</b>								
	00051653	56547028	Large print adult books	10-50-451-640.35	BOOKS-LARGE PRINT	26.24	26.24	
<b>34300 GALL'S INC</b>								
	00200007	004269885	holsters	10-20-420-650.00	UNIFORMS	246.14	248.20	
	00002993	004319012	OFFICER HENDRY BOOTS	10-20-420-650.00	UNIFORMS	132.00	132.00	
						378.14	380.20	
<b>34913 GEORGIA AUTO PARTS</b>								
	00003528	460489	coupler/plug	10-30-430-430.10	VEHICLE MAINTENANCE	9.30	9.30	
<b>37660 GRENIER, CHRISTOPHER</b>								
	010915		taser instr recert class	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	200.00	
<b>60407 HAUN WELDING SUPPLY INC</b>								
	00011946	N608262	oxygen cyl 1yr lease Oct.	10-20-422-612.00	GENERAL SUPPLIES	199.75	199.75	
<b>40724 INFINITE LASER TAG, LLC</b>								
	00005720	10/30/15	Mobile Laser Tag	10-50-452-830.16	TOWN EVENTS	100.00	100.00	
<b>40700 INGRAM LIBRARY SERVICES</b>								
	00051633	60933432	audiobooks sept	10-50-451-640.15	AUDIOS	262.21	262.21	
	00051651	66643988	childrens books	10-50-451-640.25	BOOKS-CHILDRENS	30.35	30.35	
	00051633	66643989	audio books sept	10-50-451-640.15	AUDIOS	24.09	24.09	
	00051651	66644107	childrens books	10-50-451-640.25	BOOKS-CHILDRENS	14.71	14.71	
	00051640	66644108	audiobooks	10-50-451-640.15	AUDIOS	14.24	14.24	
						345.60	345.60	
<b>41074 INTERSTATE AUTO SERVICE, INC</b>								
	73392		ST INSPCT CHEVY TAHOE	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	40.00	
	73428		TIRE CHG CHEV TAHOE	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
	73433		ST VT INSPCT TAURUS	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	40.00	
	73439		ST INSPCT & TIRE CHG UNMR	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	104.00	
	73444		TIRE CHG (4) CHEV TAHOE	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
	73448		TIRE CHG DODGE CARAVAN	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
	73457		TIRE CHG -	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
	73477		TIRE CHG & BLADES -EDGE	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	89.90	
						0.00	529.90	
<b>41633 JC IMAGE</b>								
	00011918	00023924	Polos	10-20-422-740.00	MACHINERY/EQUIPMENT	700.00	644.00	

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

Page 3 of 8  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
36960 KAMCO SUPPLY CORP OF BOSTON								
	00009253	309605	repair PD backdoor lock	10-30-432-430.00	REPAIR & MAINT-FACILITIES	292.38	292.38	
44592 LARENTE, EDOUARD								
		110315	gym membershp july-sept	10-20-420-825.00	Gym Membership	0.00	119.85	
43876 LAW ENFORCEMENT TARGET, INC								
	00200044	0292785	officer down kit	10-20-420-612.00	GENERAL SUPPLIES	55.00	55.00	
44115 LCS CONTROLS INC.								
	00001677	13003	srvc centrifuge VFD W & W	55-20-420-340.00	TECHNICAL SERVICES	1,500.00	1,500.00	
53255 LEARNED, HEIDI								
		103015	Recreation reimbursement	10-50-000-347.00	RECREATION FEES	0.00	40.00	
47817 MAHONEY APPRAISAL SERVICES								
	00008580	SF15079E	prop appraisal poss purch	10-10-410-330.00	OTHER PROFESSIONAL SERVIC	200.00	200.00	
43130 MASON, J YVETTE								
	00005708	110915	safe girls program close	10-50-452-831.00	REVENUE PROGRAMS	180.00	80.00	
49500 MCRAE AUTO SERVICE								
	00011941	13048	repairs	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	123.09	123.09	
	00011941	3200	repairs	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	95.00	95.00	
						-----	-----	
						218.09	218.09	
32590 MIKE ALBERT LEASING INC								
		INV00614790	LEASE MIEV ELEC CAR	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC								
	00009279	12796/4	caulk	10-30-432-430.00	REPAIR & MAINT-FACILITIES	34.93	34.93	
	00009279	13101/4	caulk w/gun/screws/filler	10-30-432-430.00	REPAIR & MAINT-FACILITIES	16.36	16.36	
	00009279	13129/4	drill bit/tapper	10-30-432-430.00	REPAIR & MAINT-FACILITIES	6.88	6.88	
	00009279	13130/4	paint	10-30-432-430.00	REPAIR & MAINT-FACILITIES	28.74	28.74	
	00009279	13131/4	board	10-30-432-430.00	REPAIR & MAINT-FACILITIES	9.99	9.99	
	00009279	13133/4	anchors/screws	10-30-432-430.00	REPAIR & MAINT-FACILITIES	5.06	5.06	
	00009279	13151/4	stud finder/drill bits	10-30-432-430.00	REPAIR & MAINT-FACILITIES	13.97	13.97	
	00009279	13152/4	tapper/bit/nutsetter	10-30-432-430.00	REPAIR & MAINT-FACILITIES	13.77	13.77	
	00009279	13156/4	paint/lock pins	10-30-432-430.00	REPAIR & MAINT-FACILITIES	42.12	42.12	
	00009279	13244/4	walking bridge repairs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	52.98	52.98	
	00009279	13245/4	thermostat - PD	10-30-432-430.00	REPAIR & MAINT-FACILITIES	29.99	29.99	
	00003519	13263/4	table saw hooks	10-30-430-612.00	GENERAL SUPPLIES	5.16	5.16	
	00009279	13317/4	gorilla tape	10-30-432-430.00	REPAIR & MAINT-FACILITIES	8.99	8.99	
	00003519	13327/4	air ratchet repair	10-30-430-612.00	GENERAL SUPPLIES	1.99	1.99	
	00001638	13330/4	misc repair, maint	55-20-420-612.00	GENERAL SUPPLIES	8.69	8.69	
	00001638	13340/4	misc items-repair, maint	55-20-420-612.00	GENERAL SUPPLIES	0.40	0.40	
	00009279	13355/4	bulbs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	15.98	15.98	

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00009293	13388/4	concrete posts fire/resc	10-10-415-850.00	CONTINGENCY	189.81	189.81	
						485.81	485.81	
69870 MILTON BUILDING SUPPLY								
	00009252	88613	replace trim-field house	10-30-432-612.30	BUILDING,STRUCTURES,FENCE	9.10	9.10	
	00009252	89056	walking bridge repair	10-30-432-612.30	BUILDING,STRUCTURES,FENCE	78.20	78.20	
						87.30	87.30	
52305 MILTON COMMUNITY YOUTH COALITION								
	00006605	102715	Milton Community Youth	10-40-441-830.34	Milton Community Youth C	1,000.00	1,000.00	
53400 MILTON INDEPENDENT INC								
	00006596	43486	legal add drb 10/22	10-60-461-540.00	ADVERTISING	88.80	88.80	
	00006602	43907	ad selectboard warning	10-60-461-540.00	ADVERTISING	103.50	103.50	
						192.30	192.30	
53950 MILTON RENTAL & SALES CENTER INC								
	00009251	1-517364	oil-leaf blower/chainsaw	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	33.72	33.72	
	00009250	1-517501	lift rental	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	209.00	209.00	
	00009251	1-517681	drill bits	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	16.10	16.10	
	00009250	1-517683	lift rental	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	209.00	209.00	
	00003571	1-517689	stakes	10-30-430-612.00	GENERAL SUPPLIES	32.38	32.38	
	00003511	1-517755	chainsaw service	10-30-430-612.00	GENERAL SUPPLIES	31.81	31.81	
	00003511	1-518077	master link	10-30-430-612.00	GENERAL SUPPLIES	3.45	3.45	
	00009295	1-518174	drill hammer town granite	10-10-415-850.00	CONTINGENCY	88.84	88.84	
						624.30	624.30	
56738 MUNSON EARTH-MOVING CORP								
	00003581	5762	repair rear drum asphalt	10-30-430-430.10	VEHICLE MAINTENANCE	1,250.00	1,250.00	
57413 NEW HORIZON COMMUNICATIONS CORP								
	CORP-011393	oct telephone		10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	664.33	
	CORP-011393	oct telephone		10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	151.74	
	CORP-011393	oct telephone		10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.20	
	CORP-011393	oct telephone		10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.58	
	CORP-011393	oct telephone		10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.58	
	CORP-011393	oct telephone		10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	39.60	
	CORP-011393	oct telephone		50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.58	
	CORP-011393	oct telephone		55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.58	
	CORP-011393	oct telephone		55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.56	
	CORP-011393	oct telephone		55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	68.53	
	CORP-011393	oct telephone		55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.73	
	CORP-011393	oct telephone		55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.70	
						0.00	1,240.71	
57495 NEW YORK CLEANERS								
	100115		DRY CLEAN POLICE UNIFORMS	10-20-420-650.00	UNIFORMS	0.00	243.00	

*I FIXED  
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11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

Page 5 of 8  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
60294 NORTHEAST EMERGENCY TRAINING	00011944	93	EMT Course Poirier	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	650.00	650.00	
57751 NORTHERN TOOL & EQUIP CATALOGE CO	00001687	33928108		50-10-410-612.00	GENERAL SUPPLIES	44.99	42.77	
60675 PARRO'S GUN SHOP & POLICE SUPPLIES	00200003	379110011	4 vests	10-20-420-870.00	BALLISTIC VESTS GRANT	3,752.00	3,752.00	
68435 PLACESENSE	00006600	499	PLANNING CONSULT	10-60-461-330.00	OTHER PROFESSIONAL	155.60	155.60	
62520 PREMIER TIRE & AUTOMOTIVE CORP	00200043	70234	BALL JOINT /VT/ TAURUS	10-20-420-430.10	VEHICLE MAINTENANCE	403.25	403.25	
69417 PROFESSIONAL LITIGATION	00200035	15-01357	Professional services	10-20-420-330.00	OTHER PROFESSIONAL	250.00	250.00	
	00200031	15-01358	polygraph-policecandidate	10-20-420-330.00	OTHER PROFESSIONAL	250.00	250.00	
	00200031	15-01359	polygraph-policecandidate	10-20-420-330.00	OTHER PROFESSIONAL	250.00	250.00	
						750.00	750.00	
64815 RENNLINE INC.	00003588	11428	roadside mower repair	10-30-430-430.10	VEHICLE MAINTENANCE	150.00	150.00	
40461 ROBIE, KELLEY	00051658	110315	present fee & supplies T	10-50-451-330.10	PROFESSIONAL PROGRAMS	123.64	123.64	
66434 RODEM INC.	00009287	071145	camera rental	10-30-432-430.00	REPAIR & MAINT-FACILITIES	250.00	125.00	
72758 SHEESLEY, ANDREA		102815	Mileage for workshop	10-50-451-580.00	TRAVEL	0.00	61.53	
73450 STATE OF VERMONT	00001694	102715	upgrade w/ww license	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	125.00	125.00	
74488 SULLIVAN, POWERS & COMPANY		117735	AUDIT SVCS 6/30/15	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	0.00	1,960.00	
	00004554	117735A	ACCTG ASST PROVIDE	10-10-413-820.00	PROFESSIONAL DEVELOPMENT	720.00	720.00	
						720.00	2,680.00	
48700 SYMQUEST GROUP INC		968512		10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	19.92	
21288 SYNCB/AMAZON	00051654	103115	dec bk club	10-50-451-640.10	BOOKS-ADULTS	13.92	13.92	

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

Page 6 of 8  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00051654	110215	dec bk club	10-50-451-640.10	BOOKS-ADULTS	25.99	25.99	
	00051654	110315	dec bk club	10-50-451-640.10	BOOKS-ADULTS	15.39	15.39	
	00006603	8986647	Made for Walking Book	10-60-461-640.00	BOOKS & PERIODICALS	38.06	38.06	
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						93.36	93.36	
76719 THE TECH GROUP, INC.								
	00007198	69024	PRTL BULK HRS	10-10-417-340.00	TECHNICAL	10,000.00	10,000.00	
76960 U.S. BANK EQUIPMENT FINANCE								
		290727551	copier rent maint police	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP								
	036	1709779	RENT RAGS/MATS & UNIFORMS	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036	1709779	RENT RAGS/MATS & UNIFORMS	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036	1709779	RENT RAGS/MATS & UNIFORMS	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	036	1709780	RENT RAGS/MATS & UNIFORM	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1709780	RENT RAGS/MATS & UNIFORM	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036	1709780	RENT RAGS/MATS & UNIFORM	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036	1709781	RENT RAGS/MATS & UNIFORM	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036	1709781	RENT RAGS/MATS & UNIFORM	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036	1709781	RENT RAGS/MATS & UNIFORM	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036	1709781	RENT RAGS/MATS & UNIFORM	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036-1707253	RENT RAGS/MATS & UNIFORM	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75		
	036-1707253	RENT RAGS/MATS & UNIFORM	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	6.05		
	036-1707253	RENT RAGS/MATS & UNIFORM	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13		
	036-1707253	RENT RAGS/MATS & UNIFORM	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12		
						-----	-----	
						0.00	208.35	
49013 VERIZON WIRELESS								
		9754375117	Communications	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	240.06	
80720 VERMONT GAS SYSTEMS INC								
		102315	natural gas nov.	10-30-432-621.00	NATURAL GAS	0.00	69.30	
		14069	Natural gas	10-30-432-621.00	NATURAL GAS	0.00	564.67	
		14069	Natural gas	55-20-420-621.00	NATURAL GAS	0.00	469.35	
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						0.00	1,103.32	
81553 VERMONT TONER RECHARGE, INC.								
	00005721	74069	TONER RECREATION DEPT	10-50-452-611.00	OFFICE SUPPLIES	54.00	54.00	
84400 VLCT PACIF, INC.								
	00008581	15ARADJ1374	W/C VOL. FIRE 9/1 INSTLMN	10-10-404-260.00	WORKERS COMPENSATION	379.00	379.00	
57039 VT RURAL WATER ASSOCIATION								
	00001692	101315	water books	50-10-410-640.00	BOOKS AND PERIODICALS	100.00	100.00	
83844 W.B. MASON CO INC								
	00051652	I2610736	office supplies library	10-50-451-611.00	OFFICE SUPPLIES	41.93	41.93	

11/12/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00200025	I29475491	office supplies	10-20-420-611.00	OFFICE SUPPLIES	797.54	815.06	
	00007197	I29608459	office supplies	10-10-412-611.00	OFFICE SUPPLIES	200.00	195.43	
	00008577	I29635335	Office supplies	10-10-410-611.00	OFFICE SUPPLIES	208.52	208.52	
	00007199	I29861567	PRINTER CARTRIDGE TAPE	10-10-412-611.00	OFFICE SUPPLIES	220.00	197.96	
						-----		
						1,467.99	1,458.90	
59302 WALSH ELECTRIC SUPPLY, INC.								
	00009275	1510419-01	LED light bulbs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	464.06	630.00	
		6496-00	2 damaged bulbs ret'd	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-420.00	
						-----		
						464.06	210.00	
72132 WESTAFF USA, INC								
	00006598	WC274120	W/E 7/19 RAFTERY	10-60-461-330.00	OTHER PROFESSIONAL	710.87	710.87	
35050 WOOD, GEORGE INC								
	00200032	250305	winter tires cruiser	10-20-420-430.10	VEHICLE MAINTENANCE	546.88	546.88	
87159 XEROX BUSINESS SERVICE LLC								
		I203588	Recording system	10-10-405-330.10	GENERAL GOVERNMENT	0.00	160.00	
		I203588	Recording system	10-10-412-340.10	TECHNICAL/ACS	0.00	1,276.74	
		I203588	Recording system	10-60-461-341.00	RECORDING FEES	0.00	30.00	
						-----		
						0.00	1,466.74	

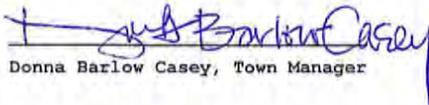
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12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 10

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/17/15 thru 11/17/15

Vendor	PO	Invoice	Invoice	Account	Account	PO	Invoice	
	Number	Number	Description	Number	Description	Amount	Amount	Check
							-----	
Report Total							58,719.07	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

 APPROVED ON 11/12/15  
Donna Barlow Casey, Town Manager

To the Treasurer of the TOWN OF MILTON:

We Hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendors.

Let this be your order for the payments of the amounts totaling \$ \*\*\*\*58,719.07

SELECTBOARD:

\_\_\_\_\_  
Darren Adams, Chair

\_\_\_\_\_  
Stuart King, Vice Chair

\_\_\_\_\_  
John W. Bartlett, Secretary

\_\_\_\_\_  
Ken Nolan

\_\_\_\_\_  
John Cushing

# Milton Selectboard Meeting Minutes

November 2, 2015 6:00 P.M.

Municipal Building Community Room

**Selectboard Members Present:** Darren Adams, Chair; Stuart King, Vice Chair (via phone); John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

**Selectboard Members Not Present:** none

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director Administration & Community Services; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director; Jeffrey Castle, Town Planner; Jacob Hemmerick, Planning Director (deliberation)

**Others Present:** Courtney Lamdin, Milton Independent; Robert Lombard & John Mayville, applicants cemetery committee

**I. Call to Order** – Adams called to order at 6:02 PM

**II. Flag Salute** – Adams led the attendees in a Salute to the Flag.  
Welcome back and thanks to those who filled in as chair while gone.

**III. Agenda Review**- Letter E, skipped move items forward accordingly.

Bartlett requested a moment of silence for Barbara Snelling, former Lt Governor and Chittenden County State Senator, widow of Governor Richard Snelling who passed away earlier that day.

Moment of silence observed

**IV. Public Forum** – none

**V. New Business and Department Items**

**A. Cemetery Advisory Committee Structure**

Erik Wells, Director- Administration & Community Services, Need clarification of existing terms prior to appointments to expand members of Milton Cemetery Advisory Committee (to five) with three year rolling terms as revised and accepted at September meeting. To be appointed by Cemetery Commission (Selectboard)

Clarification of term structure proposed as follows:

One staff member appointed annually

Two of remaining four members reappointed using alternating three-year rotation.

Currently:

- One Town Representative, Dustin Keelty, thus member in Dec. 2013 becomes an annual reappointment beginning in FY 2017
- Two existing appointed members, James Ballard & Alan Beaupre appointed in FY 2014 – positions to be reappointed in FY 2017
- Two new appointments for FY 2016 reappointment in FY '19

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John Cushing made motion to accept proposed change in term structure for Cemetery Advisory Committee Structure. Bartlett seconded. No further discussion. Independent Roll. Unanimously approved. **Motion passes.**

**B. Appointments to Cemetery Advisory Committee –  
Nominees Robert Lombard and John Mayville**

Wells introduced two applicants to meet revised number of members of Milton Cemetery Advisory Committee.

Robert Lombard and John Mayville both previously involved.

Mayville’s father was involved from ’54—’85 as wants to continue tradition.

Lombard prior Village Cemetery trustee.

Motion made by Bartlett to appoint two nominees, Robert Lombard and John Mayville to the Milton Cemetery Advisory Committee for three year unexpired terms through FY ’18.

Seconded by King.

Independent Roll Unanimously approved. **Motion Passes.**

**C. Appointment of Clean Water Advisory Committee Representative and Alternate to CCRPC ad Hoc Committee**

Donna Barlow Casey, Town Manager, introduce two applicants, Roger Hunt, DPW Director; and Jeff Castle, Town Planner for appointment to Chittenden County Regional Planning Commission’s Clean Water Advisory Committee as Representative and Alternate. Both nominees have technical knowledge. See this as great opportunity for Castle as new Town Planner.

Both gave short review of experience and desire.

Members of Board wanted to make clear charge of committee is advisory and not make Staff policies of board – Barlow Casey committed to staying involved and meet regularly with Hunt.

Bartlett made motion to accept applicants Roger Hunt and Jeff Castle to CCRPC Clean Water Advisory Committee as presented. Nolan Second. No Further discussion.

Independent Roll. Unanimously Approved. **Motion passes.**

**D. Changes to Town’s Procurement Policy in Administrative Code**

Barlow Casey, Town Manger researched existing Procurement Policy and proposed strengthening by stating purchase exceeding \$10,001 must have Selectboard approval no matter what other Administrative Code provisions may apply. Listed prior purchases or in process allowed via state bid or CIP, which did not seek board approval. Those in process have been asked to wait until Code Revision is adopted.

89 Board discussed past concerns of being in tune to purchases ahead of procurement rather  
90 than after. Board will continue to pull invoices not meeting satisfactory explanation for fiscal  
91 accountability not limit to \$10,001 guide. Idea is to support department heads not micro  
92 manage professionals.

93  
94 Adams stated Town Manager need to follow-up with Library to adopt administrative code as  
95 well but to move forward as board.

96  
97 Bartlett made motion to accept amendments of Administrative Code Procurement Policy as  
98 presented. Seconded by Cushing. No further discussion.  
99 Independent Roll. All Approved. **Motion Passes.**

100  
101 **E. Set Date for 2015 Legislative Breakfast**  
102 Wells researched and proposed available dates around Dec. 9<sup>th</sup> 10<sup>th</sup> after reviewing  
103 Selectboard budget meeting commitments. Try to attract as many stakeholders as possible.

104  
105 Dec. 8<sup>th</sup> at 8:30AM. Wells & Thompson, Administrative Assistant to send out invites.

106  
107 **F. Set Date for Next Selectboard Meeting**  
108 Barlow Casey, Town Manager, stated in between dates were not scheduled.  
109 Proposed possible extra meeting on Nov. 9<sup>th</sup> at 6PM if need be. Decide after Executive  
110 Session.

111  
112 Leave normal scheduled Nov. 16th at 6 PM meeting as well.

113 **VI. Old Business**

114  
115 **A. Update on Milton 4D Project and Timeline: Consider Appointing Selectboard Member to**  
116 **Attend Staff Project Meeting with Consultants in December**

117 Wells summarized activities to-date and timeline going forward.

118  
119 Moved display on project from Hannaford's to front of Milton Municipality Buildings.  
120 Casting broad spectrum to get community engage. Wells available and welcomes  
121 comments/feedback. PSA done by himself and Barlow Casey airing soon. Community  
122 dinner on 17<sup>th</sup> will be present with table. Preliminary email communication with VTrans.  
123 Final public engagement meeting is Nov. 18<sup>th</sup> and consultants will meet in early Dec. with  
124 staff.

125  
126 Wells asked if Selectboard would like to appoint member to attend meeting between staff  
127 and consultants to share historical knowledge of Board.

128  
129 Cushing reminded to add to timeline need vote for bonding – involve Clerk & Civil Board as  
130 busy election year with Presidential election.

131

132 Board expressed concern to appoint one Board member to attend as representing entire  
133 Board when they aren't. Rather Board would like to see before finalized portions of the  
134 conceptual design.

135  
136 Wells to create some more check-in points with Board.

137  
138 **B. Authorize Town Manager to Sign Agreement with State of VT to Develop Rte. 7**  
139 **Intersection Improvement Project Conceptual Construction Cost Estimate**

140 Barlow Casey thanked Paulette LaFond who helped access historical documents of previous  
141 Town Manager not previously accessed re discussions of this project.

142  
143 VTrans doing Northern portion. Hunt believes contract says Town decides by April to move  
144 ahead with Southern section or Northern or both and state proceeds working on estimate.  
145 The estimate would cover the cost to build the Southern section.

146  
147 Board discussed concerns of loosening any leverage by signing contract and putting onus on  
148 town rather than keeping negotiations/options open for state funding.

149  
150 Board decided to get estimates without signing contract. Readdress southern sector after.

151  
152 Get VTrans attend legislature breakfast. Route 7 not Town but State Road. Understand  
153 what funding looks like for TIF area.

154  
155 **C. Purchase of Pickup Trucks for Public Works –**

156 Discussion on why extras are needed and whether included in package price. CIP & budget  
157 in FYE'16 had amount budgeted.

158  
159 Going forward connect totals of all purchase orders pertaining to singular purchase.

160  
161 Invoices previously pulled placed in this weeks warrant package.

162  
163 **VII. Reconsideration - none**

164  
165 **VIII. Manager's Report**

166 Barlow Casey consumed with budget process - finished first round last Fri. with department  
167 heads.

168 Will readdress past conversations of funds, emergency service fund soon.

169 Appreciates Boards discussions of agenda items and plan to table Consent agenda previously  
170 proposed as finding conversations important information gathering tool for now.

171 Discussed with Adams re moving up submitting agendas on Fri. afternoon at a point tentatively  
172 to Wed. evening giving Board opportunity to review to submit changes-2 or 3 meetings to  
173 implement. Bartlett suggested submitting minutes to all board members earlier as well to  
174 review draft and give opportunity to correct.

175  
176 **IX. Potential and/or Future Agenda Items –**

177 Bartlett questioned new town signs utilizing old bases. Installation scheduled – two  
178 coordinating two existing replacements and one new.

179

180 Cushing asked if Treasurer’s Report could have a breakdown of restricted funds with monthly  
181 Finance report second meeting of month. What & how restricted.

182  
183

184 **X. Warrant/Report #9**

185 After review Bartlett presented Warrant/Report #9 for Board orders in the amount of  
186 \$169,916.10

187 Line items mentioned in random order.

188 Champlain Water District \$38,058.63 – Sept. water purchase of 18,766,580 gallons.

189 Northeast mailing systems, \$1,230 annual maintenance contract for Neopost S162 folder/sealer

190 Two Chevys from last warrant combined \$67,640

191 Yipes Stripes \$1,599.77 – purchase and installation of sidesteps, cab rack, vent visors & spotlight  
192 on one of new trucks.

193

194 Bartlett made motion to approve amended orders for \$169,916.10. Seconded by King. No  
195 further discussion. Independent Roll. Unanimously Approved. **Motion passes.**

196

197 **XI. Minutes of the Selectboard Meeting of October 19, 2015.**

198 King noted correction to minutes noting amount of 2015 Chevy Silverado 2500 Crew Cab diesel  
199 truck invoice pulled from previous warrant and now added to this warrant is actually \$39,172  
200 vs. \$34,076.95

201

202 Bartlett moved to accept Minutes of Selectboard Meeting of October 19,2015 as submitted with  
203 correction as mentioned above. Cushing Second. Independent Roll. Unanimously Approved.

204 **Motion passes.**

205 **XII. Deliberative Session**

206 Bartlett made motion to move to Deliberative Session to discuss results from the Public Hearing  
207 held during Selectboard meeting of October 19, 2015.

208

209 Adams stated once come out and then anticipate going directly to Executive Session.

210 Invite Jacob Hemmerick, Planning Director; Donna Barlow, Town Manger; Erik Wells, Director  
211 Administration & Community Services to join.

212

213 Seconded by Nolan.

214 Independent Roll. Unanimously Approved. **Motion passes.**

215

216 Adams recess Selectboard meeting at 8:16 PM to begin Deliberative Session.

217

218 **XIII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**

219

220 Barlow Casey and Wells were asked to join executive session.

221

222 Bartlett moved to find premature public knowledge about Human Resources and Real Estate,  
223 would cause the Town or person to suffer a substantial disadvantage. Second by King.

224 Independent Roll. Unanimously Approved. **Motion passes.**

225 Bartlett moved to enter into executive session to discuss Human Resources and Real Estate,  
226 under the provisions of V.S.A. Title 1 Section 313. Second by Nolan. Independent Roll.  
227 Unanimously Approved. **Motion passes.**

228  
229 Entered Executive Session at 9:03 PM.

230 Bartlett motioned to close Executive Session at 10:06 PM. Second by Cushing. Independent  
231 Roll. Approved Unanimously. **Motion passes.** There was no action as a result of Executive  
232 Session.

233  
234  
235 **XIV. Adjournment**

236  
237 Bartlett made motion to adjourn Selectboard meeting. Second by Cushing.  
238 Independent Roll. Unanimously Approved. **Motion passes.**

239 Adams adjourned meeting at 10:06 pm

240  
241 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

242  
243 **Respectfully Submitted,**

244  
245 \_\_\_\_\_ **Date:** \_\_\_\_\_

246 **John Bartlett, Selectboard Clerk**

247  
248 **Filed with Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_,** \_\_\_\_\_

249  
250 **ATTEST:** \_\_\_\_\_ **Milton Town Clerk**

251

# Milton Selectboard Meeting Minutes

November 9, 2015 6:00 P.M.

Town Manager's Conference Room of the Municipal Building

**Selectboard Members Present:** Darren Adams, Chair; Stuart King, Vice Chair (via phone); John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

**Selectboard Members Not Present:** none

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director Administration & Community Services

**Others Present:** Residents to discuss real estate in Executive Session

I. **Call to Order** – Adams called to order at 6:00 PM

II. **Anticipated Executive Session per V.S.A. Title 1 Section 313**

Barlow Casey and the residents were asked to join executive session for Real Estate. Barlow Casey and Wells were asked to join for Human Resources and Legal.

Bartlett moved to find premature public knowledge about Real Estate, Human Resources and Legal, would cause the Town or person to suffer a substantial disadvantage. Second by King. Independent Roll. Unanimously Approved. **Motion passes.**

Bartlett moved to enter into executive session to discuss, Real Estate, Human Resources and Legal under the provisions of V.S.A. Title 1 Section 313. Second by Cushing. Independent Roll. Unanimously Approved. **Motion passes.**

Entered Executive Session at 6:01 PM.

Bartlett motioned to close Executive Session at 8:24 PM. Second by Cushing. Independent Roll. Approved Unanimously. **Motion passes.** There was no action as a result of Executive Session.

III. **Deliberative Session**

The Board entered Deliberative Session at 8:25 PM and closed Deliberative Session at 8:45 PM.

IV. **Adjournment**

Bartlett made motion to adjourn Selectboard meeting. Second by Cushing. Independent Roll. Unanimously Approved. **Motion passes.**

Adams adjourned meeting at 8:46 pm

46  
47  
48  
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50  
51  
52  
53  
54

**Respectfully Submitted,**

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

**John Bartlett, Selectboard Clerk**

**Filed with Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

**ATTEST: \_\_\_\_\_ Milton Town Clerk**

DRAFT