

Milton Selectboard Meeting
September 10, 2015 at 6 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

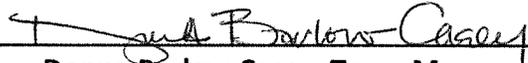
Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

AGENDA

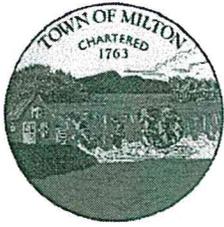
- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **New Business and Department Items**
 - A. **Entertainment Permit for “The Monster Mile” Fun Run**
(Consider approval)
Courtney Lamdin, Milton Independent – Event Organizer
 - B. **Introduction to Municipal Planning Grant Program**
(Discussion)
Jacob Hemmerick, Planning Director
 - C. **Acceptance of Milton Village Cemetery Property & Assets**
(Consider approval)
Donna Barlow Casey, Town Manager; Dustin Keilty, Public Works Supervisor
 - E. **Administrative Code Revision- Relationship with Vendors**
(Consider approval)
Donna Barlow Casey, Town Manager
 - F. **Set Date for Next Selectboard Meeting**
(Consider approval)
Donna Barlow Casey, Town Manager
- VI. **Old Business**
 - A. **Finalize Town Manager Search Procedure**
(Consider approval)
Donna Barlow Casey, Town Manager

- VII. **Reconsideration**
- VIII. **Manager's Report**
- IX. **Potential and/or Future Agenda Items**
- X. **Warrant/Report # 5 & Supplemental Warrant**
- XI. **Minutes from August 17th and August 31st (To approve with or without corrections)**
- XII. **Anticipated Executive Session per V.S.A. Title 1 Section 313**
Human Resources and Real Estate
- XIII. **Adjournment**

Posted September 4, 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



Application for Entertainment Permit
TOWN OF MILTON
 43 Bombardier Road, Milton, Vermont 05468-3205
www.milton.govoffice2.com
 Contact: Milton Recreation Department 893-4922

RECEIVED

AUG 27 2015

RECREATION DEPARTMENT
 MILTON, VERMONT

Application must be submitted to the Town of Milton at least 21 days prior to the event with all sections completed.
(The Town requires 48 hours notice if you cancel an event)

Applicant and Event Information

Applicant: Courtney Lamdin DBA: Milton Independent
 Address: 69 Main Street/PO Box 163 Town/City: Milton
 Daytime Contact Numbers: (802) 893-2028 Email Address: courtney@miltonindependent.com
 Type of Event: Halloween-themed fun run/walk/stroll
 Event Address: Begins at 26 Sunset Dr. (Oliver Seed)

Property Owner/Agent Signature: *Morgan P. Nichols* Date: 8/21/15
 If a One Time Event: Date: Saturday, Oct. 24 Hours: from 2:30 p.m. to 4:30 p.m.

(If a re-occurring event, attach a detailed schedule of events)

If a One Time Event and you are requesting a Rain Date (provide date) _____

Attendance: 200 + Is the event Public or Private Will money be received? yes
(Number of persons estimated) (Circle One) (Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: The third annual Monster Mile, a Halloween-costumed fun run/walk/stroll,
will begin and end at Oliver Seed. Participants will proceed on the sidewalks on the 1.1-mile loop
down Main Street, up School Street, up Cherry Street, down Railroad Street and back to the start.
Refreshments will be served at the finish line. Prizes will be awarded for best costumes (adult and
child, male and female & for pets and groups). We will have an emcee and small PA system for
Halloween music and announcements. Parking available in back of Oliver Seed; overflow can be
arranged. Volunteers will aid with parking and help participants along the route. Traffic control at the
Main/Railroad St. intersection will be provided by Milton police on overtime shift, per Chief Van
Noordt. Ample signage will demarcate the route and points approaching, warning drivers of a run in
progress. We will have two portolets (1 regular, 1 handicapped) for use onsite. Proceeds will benefit
the Milton Community Youth Coalition's Milton Mentors program. Tickets: \$10/person, \$15/couple,

\$20/family of 5 + \$5 per addl member, \$5/person for youth groups. We will also have a small petting

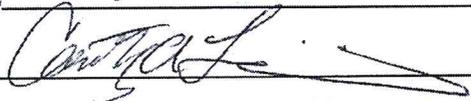
zoo with a pony, goat, bunnies & chickens.

- Only the Authorized Applicant/Representative may cancel the event (48 hours notice is required) as noted herein and no refund or any portion thereof will be made. Entertainment Permits are determined on a first come, first served basis.
- Any services and/or requirements of the Town will be at the expense of the Applicant; Town Staff will provide an estimate of those costs to the Applicant prior to the event. The Applicant will be expected to provide payment for any such services as required by the Town of Milton in advance of the event.
- Applicant shall not allow or engage in any illegal activity and any damage to private or public property will be the sole liability of the responsible person/agent/heirs/executors signing this Agreement,
- The Town, its officers, agents and employees shall have the right to enter onto the property of the event to confirm the Applicant's conformance to this Application and if a breach is determined, the Town shall have the right to immediately terminate this Application and your permit for entertainment prior to the conclusion of the event without refund.
- Any and all risk management requirements are the sole responsibility of the Applicant and/or Property Owner or Agent. Both the Applicant and the Property Owner/Agent must complete and sign the attached Liability Hold Harmless Agreement.

The Applicant will be notified as soon as possible of the action taken with regard to approval or rejection of this Application.

As the authorized Applicant/Representative of this Application, I fully understand the requirements as noted herein and further understand that it is my responsibility to read the attached documents listed below and to be cognizant of their content.

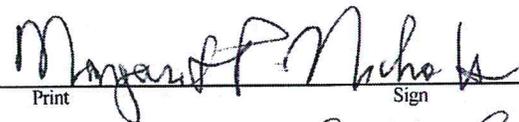
PRINT NAME Courtney A. Lamdin

SIGNATURE: 

DATE: 8/21/2015

Liability and Hold-Harmless Agreement

In consideration of the permit from the Town of Milton to engage my company and me to perform certain services Milton Independent (Company name) and Oliver Seed (Property Owner/Agent) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend, and hold forever harmless the Town of Milton and its officers, agents and employees from and against any and all claims, demands, liability, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants, or employees of either, or from any action or failure to act on the part of myself or the company or the agents, servants of employees of either, while performing services for, at the behest of, under contract with or permit from or on the premises of the Town of Milton.

X Property Owner/Agent:  Date: 8/21/2015
Print Sign

Applicant: Courtney A. Lamdin  Date: 8/21/2015
Print Sign

Enclosures:
 Town of Milton- Ordinance to License and Regulate Entertainment

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 8/27/15 Approved: Denied: (see below)

Describe: _____

Police Needed: yes, no Signed: [Signature] Date: 8-27-15

Describe: 2 OFFICERS WITH CRUISERS

Highway Needed: yes, no Signed: [Signature] Date: 8-27-15

Describe: _____

Fire Needed: yes, no Signed: BN for DT Date: 09/01/15

Describe: _____

Rescue Needed: yes, no Signed: BN for DT Date: 09/01/15

Describe: _____

Health/Zoning: yes, no Signed: [Signature] Date: 8/31/15

Describe: provide 1 ADA portalet and potable water.

Any Comments/Conditions: _____

Town Manager Approval

Entertainment Permit Fee \$ 0 Other applicable fee(s) \$ _____

Fee Amount Received \$ _____ Verified by: _____ Date: _____

Approved by: [Signature] Town Manager Date: 9-1-15

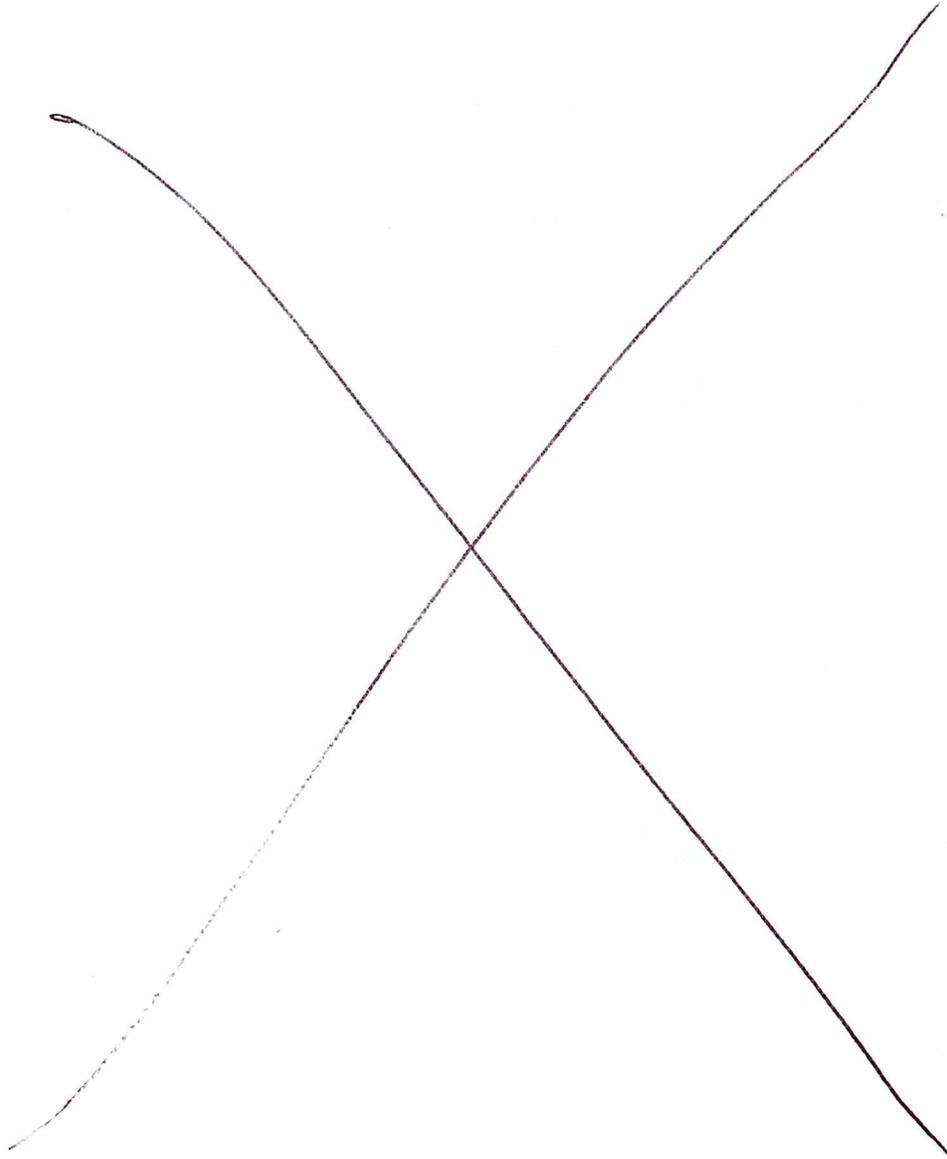
Date Selectboard scheduled to consider: 09/10/15

Date Selectboard took action and action taken: _____

As the Authorized Applicant/Representative of this Application, I fully understand the above services and/or requirements the Town has indicated above will be at my expense, I agree to the estimated amounts indicated and understand that I am expected to provide, payment in advance of the event. Failure to pay in advance will result in cancellation of the event. Further the Town of Milton reserves the right to cancel the event if necessary in the best interest of the Town of Milton.

PRINT NAME: Courtney A. Lamdin

SIGNATURE: [Signature] DATE: 8/21/2015





Application for Facility Use

TOWN OF MILTON

43 Bombardier Rd. Milton, VT 05468-3205 ~ www.miltonvt.org

Contact: Milton Recreation Department 893-4922

RECEIVED

AUG 27 2015

**RECREATION DEPARTMENT
MILTON, VERMONT**

Application must be submitted to the Town of Milton at least 21 days prior to the event with all sections completed.
(The Town requires 48 hours notice if you cancel an event)

Applicant and Event Information

Applicant: Courtney A. Lamdin DBA: Milton Independent
 Address: 69 Main St./PO Box 163 Town/City: Milton
 Daytime Contact Numbers: (802) 893-2028 Email Address: courtney@miltonindependent.com
 Type of Event: Halloween-costumed fun run/walk/stroll for a cause
 Facility/Location Requested: sidewalks on Main, Cherry, School and Railroad streets
 If a one-time event: Date: Saturday, Oct. 24 Hours: from 2:30 p.m. to 4:30 p.m.
(If a re-occurring event, attach a detailed schedule of events)
 If a one-time event and you are requesting a rain date (provide date) none
 Do you require use of Town: (answer yes or no to each) Water N Electricity N Lining of fields N
(If other, please explain and attach a separate sheet)
 Attendance: 200+ Is the event Public or Private Will money be received? * Yes
(Number of persons estimated) (Select One) (From ticket sales, entrance fee, gift/donation/solicitation, etc)
 If Entertainment or a Performance will be provided, please describe: emcee
 *If money is being received you may also be required to complete an entertainment license application.

NOTE: THE PUBLIC IS NOT COVERED UNDER THE TOWN OF MILTON'S INSURANCE POLICY

If you would like to reserve and/or rent a Municipal Facility, these are your insurance options:

1. You may provide proof of insurance for your event or activity with a Certificate of Insurance Coverage. The Certificate must name the Town of Milton as an additional insured and show coverage in the amount of combined minimum single limit coverage of \$300,000 per occurrence and \$300,000 in the aggregate. This Certificate shall remain in force from the date and time of the beginning of the event until the date and time of the end of the event. Adding the Town of Milton as an additional insured to your homeowners policy may be of no additional cost to you; OR
2. You may purchase insurance from Entertainment Brokers International offered through Vermont League of Cities and Towns (VLCT PACIF) and is not related to PACIF or the Town of Milton in any way. Information is attached; OR
3. The Applicant(s) agrees to indemnify and hold the Town of Milton, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use of the Town's Facility by the Applicant, the Applicant's guests, agents, or employees.

You must select one option: As authorized representative of this application I have chosen option: 1 2 3

If option 1 or 2 is chosen, attach your Certificate of Insurance Coverage with this Application.

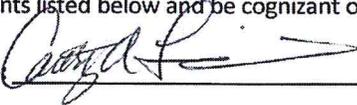
Print Name: Courtney A. Lamdin Signature: *Courtney A. Lamdin* Date: 8/21/2015

- Only the authorized representative may cancel the event (48 hours notice is required) and no refund or any portion thereof will be made.
- Only scheduled league games will be reserved and scheduled games take priority over practices. Fields are reserved on a first come first serve basis.
- It is the responsibility of League officials to inform all teams and coaches of the Town of Milton's Policies.
- Permission to use Town facilities can only be obtained by completing this form. Applications are considered on a first come first served basis.
- Any services and/or requirements of the Town will be at the expense of the applicant. Town staff will provide an estimate of costs to the applicant prior to the event and payment will be expected to in advance of the event.
- The applicant agrees to abide by and conduct its event in accordance with all park rules, laws, regulations and ordinances, including those related to alcohol, smoking and noise. Alcohol is not permitted on Town property. Applicant shall not allow or engage in any illegal activity.
- Any damage to the Town's property will be the sole liability of the responsible person signing this agreement and/or their agent/heirs/executors.
- The Town, its officers, agents and employees shall have the right to enter the event to confirm the applicant's conformance to this application and if a breach is determined, the Town shall have the right to immediately terminate this application and use of the Town facility prior to the conclusion of the event without refund.

****Please note, if ENTERTAINMENT will be provided at the event and a fee is charged (like ticket sales or cover charge), the applicant must also apply for an Entertainment License. Final approval of an Entertainment License is dependent on Selectboard approval.**

The applicant will be notified as soon as possible of the action taken with regard to approval or rejection of this application.

As the authorized representative of this application, I fully understand the requirements as noted herein and further understand that it is my responsibility to read the documents listed below and be cognizant of their content.

Print Name: Courtney A. Lamdin Signature:  Date: 8/21/2015

Attachments:

- Letter from the Town Manager
- Recreation Department Field and Facility Fees & Park Rules
- Town of Milton Liability Hold-Harmless Agreement
- Town of Milton Non-Employee Work Agreement
- Town of Milton Ordinance to License and Regulate Entertainment
- Entertainment Brokers International – TULIP (Tenant User Liability Insurance Policy) Information

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 8-27-15 Approved: Denied: (see below)

If applicable, the location of the event has been tentatively reserved until this application is approved or denied by the Town Manager.

Comments/Conditions/Fees: _____

Buildings & Grounds: Event request reviewed by: [Signature] Date: 8-27-15 Approved: Denied: (see below)

Comments/Conditions: _____

Risk Management: The necessary documents are on file. Signed: _____ Date: _____

Comments/Conditions: _____

Police Needed: Crowd Control: Yes No Traffic Control: Yes No

Signed: [Signature] Date: 08-27-15

Comments/Conditions/Fees: _____

Fire needed: Yes No Signed: BN For DT Date: 09/01/15

Comments/Conditions: _____

Rescue needed: Yes No Signed: BN For DT Date: 09/01/15

Comments/Conditions: _____

Health/Zoning: Yes No Signed: Am Pitts Date: 8/31/15

Comments/Conditions/Fees: Provide 1 ADA portalet and portable water.

Town Manager Approval (if required)

Recreational Facility Use Fee \$ [Signature] Other applicable fee(s) \$ _____

Entertainment License Fee \$ _____ Other applicable fee(s) \$ _____

Fee Amount Received \$ _____ Verified by: _____ Date: _____

Approved by: _____ Town Manager Date: _____

If Selectboard approval sought:

Date Selectboard scheduled to consider: 09/10/15

Date Selectboard took action and action taken: _____

As the authorized representative of this application, I fully understand that the services and/or requirements the Town has indicated will be at my expense. I agree to the estimated amounts indicated and understand that I am expected to provide payment in advance of the event. Failure to pay in advance will result in cancellation of the event. The Town of Milton reserves the right to cancel the event if necessary in the best interest of the Town.

Print Name: Courtney A. Lamdin Signature: [Signature] Date: 8/21/2015

Liability Hold Harmless Agreement

Inconsideration of the agreement of the Town of Milton to engage my company and me to perform certain services for the Municipality, Courtney A. Lamdin (company or individual name) and I agree, and for my heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Milton its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses - including attorneys fees and disbursements - for injury to or death of any person including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the company, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the of the Town of Milton.

Courtney A. Lamdin

Printed Name

Courtney A. Lamdin 8/21/2015

Signature and Date

Abby Ledoux

Printed Name of Witness

Abby Ledoux 8/21/15

Witness Signature and Date



TOWN OF MILTON

Planning & Economic Development Department

43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Selectboard
FROM: Jacob Hemmerick, Planning Director
DATE: August 31, 2015
SUBJECT: INTRODUCTION OF MUNICIPAL PLANNING GRANT PROGRAM

ACTION REQUESTED: Provide initial feedback, questions, thoughts, and concerns.

- **Overview**
 - The goal of this memo is to familiarize you with the Vermont Agency of Commerce and Community Development's Municipal Planning Grant Program, prior to seeking your final approval at the September 21st meeting.
- **Municipal Planning Grants (MPG)**
 - MPG's help fund municipal planning projects throughout Vermont, including bylaw updates.
 - The funds are primarily used to hire project consultants, but can also be used to underwrite expenses for public outreach or the purchase of development rights.
 - Projects that promote [statewide planning goals](#), particularly historic settlement patterns, are given priority.
 - The Agency has \$457,000 to award in FY16.
 - The maximum award is \$20,000, paid in three-part installments as the project progresses.
 - Requests exceeding \$8,000 require a 33% match of the amount in excess of \$8,000; staff time cannot be used as a match.
 - Example
 - Total Project Cost = \$18,500;
 - Total Project Cost over \$8,000 = \$10,500;
 - Local Cash Match (33% of \$10,500) = \$3,500;
 - MPG Funds = \$15,000.
 - The application deadline is September 30, 2015 by 7:00 p.m.
 - Awards are made in December of 2015
 - Projects must be completed by May 31, 2017.
- **Bylaw Update Project Background/Progress**
 - On April 6, 2015, the Selectboard adopted Interim Zoning Bylaws with a two-year validity.
 - The Planning Commission's (PC) target timeline to present amendments responsive to the [Comprehensive Plan](#) and the purposes established by the [Interim Bylaws](#) was informally set at 18 months (creating a September 2016 deadline).
 - When the Planning Director's position became vacant in February, the Town Planner immediately requested the assistance of a planning consultant from the Interim Town Manager to keep the project on track.
 - In June of 2015, the Interim Manager authorized the consultative planning services of Brandy Saxton of PlaceSense. The scope of services includes:
 - An inventory of the vision, goals, and recommendations laid out in the Town Plan and supporting documents.

Town of Milton Planning & Economic Development Department Memo
2015 Municipal Planning Grant Introduction for the Selectboard

- An assessment of the extent to which the adopted zoning guides land use and development in conformance with these goals.
- A recommendation for alternative zoning approaches, including examples from other communities.
- A recommended project approach and schedule.
- At the last several Planning Commission meetings with PlaceSense, the Commission has emphasized the special importance and scope of this bylaw update and its role in making the regulatory language more responsive to established *Plan* goals, particularly related to Town Core development and the health of the TIF.
- PlaceSense will be finalizing the scope above in September.
- **How could an MPG advance the Bylaw Update?**
 - The MPG would add value by providing technical assistance from a senior planner to tackle the complex and research-intensive process of efficiently writing regulations during a time when the Planning Department is lean and focused on capacity-building.
 - The Department is currently in the process of training a Planning Assistant and Town Planner, both of whom began in the past two months.
 - The Zoning Administrator, Health Officer, and E-911 Coordinator will be going on new parent leave in September and has begun working reduced hours.
 - I will become Acting Zoning Administrator in the ZA's absence, and since being appointed Director in June, have been primarily focused on keeping development review and departmental administration going -- having limited opportunities to build capacity for this role.
 - Additionally, the MPG rules may also allow continuity with PlaceSense through a sole-source contract with the Regional Planning Commission (RPC), whereby portions of the project could be assigned to both PlaceSense and the RPC. (Methods of Procurement IV.1&2)
- **What are possible drawbacks?**
 - At this time, no major drawbacks have emerged, but the Staff will be looking closely at the fine print.
- **What are the budgetary impacts?**
 - Depending upon the proposed grant amount and required match, this grant could require the use of contingency funds. Staff is investigating the cost savings from the six week Town Planner vacancy in FY16 as well as anticipated unpaid new parent leave for the Zoning Administrator.

Resolution

Acceptance of the Village Cemetery Property & Assets

WHEREAS, the Village Cemetery, parcel ID #135045 sized 8.65 acres is located at 55 Main Street; and

WHEREAS, the Town of Milton Selectboard, acting under V.S.A. Title 18 Chapter 121, moved to express intent to accept the land and assets of the Village Cemetery, provided the Village Cemetery Association dissolve, during open session of its June 15, 2015 meeting; and

WHEREAS, the Village Cemetery Association formally dissolved on September 1, 2015; and

WHEREAS, the Town has agreed to create a new road within the cemetery boundaries in order to allow access to the final section of burial sites; and

WHEREAS, in a July 14, 2015 Letter of Intent between the Village Cemetery Association and Interim Town Manager Paul Bohne it was stated at an agreed upon date the Town and the Association will hold a closing to transfer title to the Cemetery property and any perpetual care and trust funds that exist for the care of Cemetery except the fund established in the memory of George Nelson; and

WHEREAS, the former Association has agreed it will provide all records related to the operation of the cemetery including deeds, lot maps and other records necessary for the Town to continue to operate the cemetery in an orderly manner. The former Association agrees it will pay all outstanding invoices and contractually obligated service costs for calendar year 2015.

NOW THEREFORE BE IT RESOLVED, the Selectboard accepts the Village Cemetery property and its perpetual care and trust funds on behalf of the Town of Milton. It authorizes the Town Manager to set a closing date with the former Association to deed the property to the Town. It agrees to assume all risk associated with the property by adding the Village Cemetery to its portfolio of insured assets under VLCT PACIF, providing property and liability coverage. The Town will manage or contract out all operations of the Village Cemetery, including maintenance, the sale of burial rights and any additional tasks necessary.

Dated: September 10, 2015
Milton Selectboard:

Darren Adams, Chair

Stuart King, Vice Chair

John Bartlett, Clerk

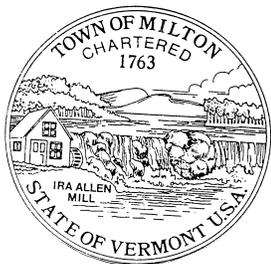
John Cushing

Kenneth Nolan

Filed with the Milton Town Clerk's Office this _____ day of _____, 2015

Attest: _____

Milton Town Clerk



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Acceptance of Village Cemetery & Assets

Date: September 10, 2015

Legislative Analysis: This action has been discussed intermittently with the Selectboard for the past year. At the June 15th meeting the Selectboard moved to express intent to accept the land and assets of the Village Cemetery provided the Association first dissolve. This action is allowed and addressed in V.S.A. Title 18 Chapter 121 (see attachment). I've asked the Selectboard in the Resolution to enable the Town Manager to act as the agent of the Town at the closing for the Village Cemetery property necessary to complete this action.

The Selectboard is asked to accept the property and its assets from the Association. These assets will need to be insured for property and liability coverage through our VLCT PACIF portfolio. We cannot insure these assets until the property has been formally deeded to the Town at the closing. I've strongly recommended that the Association extend its current coverage for the property until the closing date, as they are the deed holders until that time. There is an underground vault structure at the property. I spoke with underwriting at VLCT and plan to have our loss field consultant view the structure in the near future. If he feels it warrants a more extensive engineering evaluation we can look to have that completed. I want to limit our risk and exposure, and these steps are intended to ensure that we have the full scope of the structure. If it is deemed a liability we can then take steps to address that issue.

The Town will then assume all operations and management of the Village Cemetery. The Association has contracted out all the maintenance for the property from spring-fall, and will pay the balance on the contract for September and October 2015 before turning over its financial assets to the Town. This eliminates any outstanding indebtedness by the Association. Buildings and Grounds staff will ensure the contracted work is completed to expectations, including the removal of leaves. For calendar year 2016 the work will be contracted out for the spring-fall and Public Works will handle winter maintenance in accordance to its operations plan starting winter 2015.

The Town Clerk & Treasurer's Office will manage the sale of burial rights at the Village Cemetery. Included are the Town Cemetery Rules, Regulations and Fees adopted in 2013. This work includes the sale of burial rights at plot locations, collection of fees and serving as a primary point of contact for questions. The Village Cemetery has a greater volume of burial right sales as compared with other Town cemeteries. The next 10 lots are staked out at the Village Cemetery, and Public Works Supervisor Dustin Keilty can stake out additional plots as needed in the short to medium term.

The Village Cemetery has expanded to an area on top of the hill in the back of the property. Throughout the discussions for the Town to take over the cemetery the construction of an access road to the expansion has been identified as a primary need. While an unanticipated project, the Highway Department has agreed to construct this access road either in the late Fall or the 2016 construction season, as resources allow.

For longer term management of the Village Cemetery and the other Town Cemeteries, I recommend the Selectboard consider creating the position of Cemetery Sexton. Possible work tasks include: Staking out the plots, serving as the Town agent for questions regarding sales and requested site visits, research, facilitating sales during off hours of the Town Clerk's Office, property oversight and ensuring contracted maintenance done to scope. This could be a per diem position, as service and work could vary in need and duration throughout the year. If the Selectboard is interested in exploring this option in further detail I can come back with a more detailed proposal at a future meeting.

The Town Cemetery Committee will be meeting on Tuesday, September 8th and this information will be shared and discussed with the Committee then.

Fiscal Analysis: The Association plans to turn over approximately \$7,000-\$8,000 in financial assets to the Town at the closing. A more exact number will be provided at the Selectboard Meeting on September 10. This current range of financial assets is due to outstanding invoices yet to be received by the Association for services completed in August. A cemetery trust fund is already established, along with revenue and fees line by the Town.

Half of the cost for a maintenance contract for calendar year 2016 would be drawn from contingency in the FY '16 budget. Starting with the FY '17 budget, the maintenance contract will be addressed on a fiscal year basis. A vendor has been used for multiple years at the property and is familiar with it and the requirements. The cost is estimated at \$9,000 - \$11,000 for 2016.

VLCT PACIF has quoted adding property and liability insurance for the property to our coverage at \$70 per year.

I do not anticipate a Cemetery Sexton position to require more than a \$1,500 allocation annually. This expense would be split over two fiscal years. The sale of burial rights for one plot would fund the position each fiscal year.

Funding to construct the access road to the Village Cemetery Expansion would be drawn from Contingency. Costs associated with construction could include overtime pay for staff plus equipment hours, along with gravel and culverts if needed. The financial assets given to the Town will assist in offsetting this expense. I've included documentation from 2014 regarding wetlands permitting at the site (deemed unnecessary) and renderings for the future layout of the cemetery. Depending on the final layout of the access road, there could be upwards of 700 plots remaining on the site.

Recommended Action: The Selectboard accepts the Village Cemetery property and its assets from the dissolved Association for the Town of Milton.

Prepared By: Erik Wells, Executive Assistant to the Town Manager

Attachments: Parcel information, Letter of Intent, V.S.A. Title 18 Chapter 121-003 5439, Village Cemetery expansion plans and documentation from 2014.

09/02/2015
08:52 am

Milton 2015 Billed Grand List
Parcel Report
For Parcel: 135045.000000 VILLAGE CEMETERY

Page 1 of 1
acouture

Name VILLAGE CEMETERY
C/O ROBERT LOMBARD
65 MISTY BAY RD
MILTON VT 05468

Location (A) SLIDE D427C
911 55 MAIN ST
Tax Map 35-045-000-000
Desc. 8.65A-CEMETERY

Codes:	(1)	(Category)	M	(Equipment)	(Owner)	T		
Acres:		Wood	Crop	Pasture	Other	Site	Total	
		0.00	0.00	0.00	0.00	8.65	8.65	
Values:		Real				Equipment	Inventory	
		17,560				0	0	
		Homestead	Veterans	Farm Stab.	L.U. Acres		Land Use	
		0	0.00	0.00	0.00		0.00	
		Contract	Lease	Prev. Eqpm	Land Use Amt		Prev. Real	
		0	0.00	0	0.00		17,560	
		Housesite	Special Exmp	Grand List				
		0.00	0.00	0.00				

Misc: Status: N Updated: 06/03/2014
Grievance Info: Flag: N Remarks: (1)

Misc Fields: (0): 01/27/2011 EXISTING PARCEL CREATED/NOTED
(1): PARENT PARCEL - UNKNOWN
(2): NSA 2010 GRAND LIST
(9): TIF - TOWN CORE

SPAN: 396-123-14670

VILLAGE CEMETERY
 C/O ROBERT LOMBARD
 65 MISTY BAY RD
 MILTON, VT 05468
 TIF - TOWN CORE
 CEMETERY
 ACTIVE - NON-TAXABLE
 Neighborhood Number
 7
 Neighborhood Name
 NBHD 7
 TAXING DISTRICT INFORMATION
 Jurisdiction Name MILTON
 Area 123
 District X
 Routing Number 35-045-000-000

Site Description
 Topography
 Public Utilities
 Street or Road
 Neighborhood
 Legal Acres:
 0.0000
 Zoning:

Transfer of Ownership

Valuation Record

Assessment Year	2011	2014				
Reason for Change	C of C	2014				
Market	L I T	0 0 0	17560 0 17560			

Land Size

Land Type	Rating, Soil ID - or - Actual Frontage	Acreage - or - Effective Frontage	Square Feet - or - Effective Depth	Influence Factor
Residential Excess Acreage		8.6500		



Vermont Secretary of State
ARTICLES OF DISSOLUTION
 of a Vermont Nonprofit or Nonprofit Cooperative Corporation

File No.: _____

Business ID: _____

2015 JUN -9 AM 11:00

PLEASE RETURN ACKNOWLEDGEMENT TO: (REQUIRED - NAME AND ADDRESS)

Milton Cemetery Association
 c/o Rodney Brigham
 1480 Georgia Shore Road
 St. Albans, VT 05478

FILED

Processed by: _____
 FOR OFFICE USE ONLY

PLEASE REVIEW INSTRUCTIONS PAGE BEFORE BEGINNING.
 THIS DOCUMENT MUST BE TYPEWRITTEN OR PRINTED (11A V.S.A. § 1.20)

ARTICLE 1. BUSINESS NAME: REQUIRED Milton Cemetery Association

ARTICLE 2. POINT OF CONTACT FOLLOWING DISSOLUTION: REQUIRED

Upon withdrawal, the Vermont Secretary of State should forward all process served to the following:

- a. NAME: Rodney Brigham
- b. PHYSICAL ADDRESS: NO PO BOX 1480 Georgia Shore Road
 City/Town: St. Albans State/Province: VT
 Country: USA ZIP/Postal Code: 05478
- b. MAILING ADDRESS: 1480 Georgia Shore Road
 City/Town: St. Albans State/Province: VT
 Country: USA ZIP/Postal Code: 05478

ARTICLE 3. DATE THAT DISSOLUTION WAS AUTHORIZED: REQUIRED 9-1-2015.

ARTICLE 4. MEANS OF APPROVAL OF DISSOLUTION: REQUIRED - SELECT ONE (1) OF THE FOLLOWING:

Approval of members was not required, this dissolution was approved by a sufficient vote of the board of directors or incorporators;

Approval by members was required, and was approved as follows: REQUIRED-IF SELECTED

- a. Total Number of votes entitled to be cast by members: 3
- b. Total number of UNDISPUTED votes cast ON dissolution: _____
 (1) Total Number of Votes Cast FOR Dissolution: 3

SELECT AND FILL-IN ONE (1) OF THE FOLLOWING:

- (2) Total number of votes cast AGAINST dissolution: 0
- (2) Total number of UNDISPUTED votes cast FOR dissolution: _____
- c. The number of votes cast FOR dissolution was sufficient for approval

ARTICLE 5. EFFECTIVE DATE: OPTIONAL 9-1-2015
 MAY BE POST-DATED UP TO 90 DAYS FROM DATE OF RECEIPT

CERTIFICATION OF STATEMENT: REQUIRED

I hereby certify, under penalty of law (11B V.S.A. § 1.29), as an officer or director currently on record with the Vermont Secretary of State, that the above information is accurate and is provided in duplicate with a self-addressed, stamped envelope. There is NO FEE for this filing.

Rodney L. Brigham
 Printed/Typed Name of Filer

[Signature]
 Signature

President 7-8-2015
 Title Date

PLEASE REVIEW INSTRUCTIONS ON REVERSE BEFORE FILING.

Letter of Intent

In support of the Selectboard's publicly stated intent to assume ownership of the Village Cemetery, this letter clarifies issues related to the transfer of ownership.

It is the intent of the Trustees of the Village Cemetery to dissolve the Association in September of 2015. Per Title 18, Chapter 121, Subchapter 003, Section 5439, once the Association is dissolved, and at an agreed upon date, the Town and the Association will hold a closing to transfer title to the Cemetery property and any perpetual care and trust funds that exist for the care of the Cemetery.

Additionally, the Association will provide all records related to the operation of the Cemetery including deeds, lot maps and other records necessary for the Town to continue to operate the Cemetery in an orderly manner.

It is acknowledged that there is a fund established in the memory of George Nelson that will not be transferred to the Town. The Association Trustees will use those funds to memorialize George Nelson by establishing some lasting tribute on the Cemetery grounds. The Town acknowledges that it will cooperate as necessary and without interference as the Association Trustees carries out this responsibility.

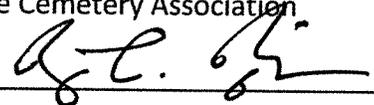
The parties below, by signing this letter, acknowledge that they are authorized by their respective organizations to sign this Letter of Intent and that the contents of this letter are representative of the understanding by both parties.

Dated the 14th day of July, 2015.

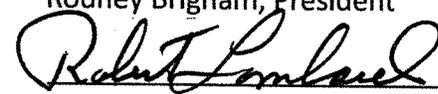
Town of Milton

Paul W. Bohne III

Village Cemetery Association

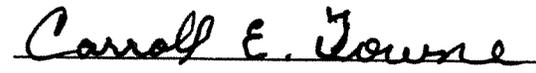


Rodney Brigham, President



Robert Lombard

Robert Lombard



Carroll E. Towne

Carroll Towne

VERMONT **GENERAL ASSEMBLY**

The Vermont Statutes Online

Title 18 : Health

Chapter 121 : Cemeteries

Subchapter 003 : Cemetery Associations

§ 5439. Dissolution of cemetery associations

A cemetery association, which is not owned and operated by a church or by a religious or ecclesiastical society, may be dissolved under the provisions of 11B V.S.A. chapter 14. Upon dissolution, all lands owned or held by it for cemetery purposes and all perpetual care funds, trust funds, and all other property held or owned by it, less dissolution expenses, may be transferred to the town in which the lands are located, and thereafter these lands may become public burial grounds, and the town shall hold the perpetual care funds and trust funds in trust for the care, improvement, and embellishment of the lots therein, according to the terms upon which they were held by the association. (Amended 1975, No. 74.)



Krebs and Lansing <email@krebssandlansing.com>

RE: Milton Cemetery Plan

1 message

Calvi, Jenna <Jenna.Calvi@state.vt.us>
To: Scott Homsted <scott.homsted@krebssandlansing.com>

Thu, Sep 11, 2014 at 2:23 PM

Scott,

Per §18-304(a)(4)(A) of Chapter 18 of the Environmental Protection Rules, no permit is required for the expansion of an existing impervious surface, such that the total resulting impervious is equal to or greater than one acre, if the increase or addition of impervious surface is less than 5,000 square feet. The proposed work meets the requirements of this exemption, and therefore no operational stormwater discharge permit is required at this time.

If any work is planned in the future, a separate determination will be needed at that time.

Thank you!

Jenna Calvi

**Jenna Calvi, Stormwater District Manager**

1 National Life Drive, Main 2

Montpelier, VT 05620-3522

802-490-6166 / jenna.calvi@state.vt.us
www.watershedmanagement.vt.gov**From:** Scott Homsted [<mailto:scott.homsted@krebssandlansing.com>]**Sent:** Thursday, September 11, 2014 2:14 PM**To:** Calvi, Jenna**Subject:** Re: Milton Cemetery Plan

Hi Jenna,

There have been no expansions or additions in many years, certainly nothing since 2005. It is a very old site.

Scott

Scott Homsted, P.E.

Krebs & Lansing Consulting Engineers, Inc.

164 Main Street

Colchester, Vermont 05446

Scott.Homsted@krebsandlansing.com

On Thu, Sep 11, 2014 at 1:50 PM, Calvi, Jenna <Jenna.Calvi@state.vt.us> wrote:

Hi Scott,

Can you confirm that no other expansions or additions have been made since June of 2005?

Thanks,

Jenna

From: Scott Homsted [mailto:scott.homsted@krebsandlansing.com]

Sent: Thursday, September 11, 2014 1:32 PM

To: Calvi, Jenna

Subject: Milton Cemetery Plan

Hi Jenna,

We are working on a project that will add a new section of plots to the Milton Cemetery. Included in the design is a seasonal access road around the plots. Our design for the road includes a 12 foot wide stabilized width, with all but 3 foot wide wheel tracks restored with topsoil, seed, and mulch. Thus, the finished impervious surface will only be 6 feet in total width. The road will not be plowed in the winter, and will be lightly used. Therefore we are confident that the integrity of the topsoiled sections of the road will be maintained. The total length of new road is approximately 700 feet, resulting in a total area of new impervious surface of 4,200 square feet.

We believe as an expansion of an existing project adding less than 5,000 square feet of impervious surface, that this project is exempt from operational stormwater permitting. We are asking for written confirmation from your office that this is the case. We have attached a plan showing the site plan, profile, and section of the new road for reference. Please contact us with any questions. Thank you!

9/12/2014

Krebs and Lansing Consulting Engineers, Inc. Mail - RE: Milton Cemetery Plan

Scott

Scott Homsted, P.E.

Krebs & Lansing Consulting Engineers, Inc.

164 Main Street

Colchester, Vermont 05446

Scott.Homsted@krebsandlansing.com

KREBS & LANSING

Consulting Engineers, Inc.
164 Main Street, Suite 201
Colchester, VT 05446
Telephone (802) 878-0375/ Fax (802) 878-9618
email@krebsandlansing.com

Memo

Date: September 12, 2014
To: George Nelson
From: Michael Burke
Re: Wetland Buffer Setback Section 6 – Milton Village Cemetery

George,

I am enclosing a map of the Milton Village Cemetery prepared from ANR's Natural Resource Atlas. The map shows wetlands and hydric soils have not been mapped in the area of the Milton Village Cemetery. There is however a ravine running east west through the cemetery that is frequently wet and might be mapped as wetland by a wetland biologist.

Based on soil testing we performed on the site, it is my opinion the bottom of the ravine is the only likely place for a wetland to be identified. The soil south of the ravine to cemetery Section 6 consists of well drained sand.

The lotting of Section 6 and its access road have been positioned more than 50ft south of the ravine and should be out of any buffers or setbacks associated with the delineation of a wetland in the bottom of the ravine.

Submitted by:



Michael J. Burke, P.E.

Enclosure

12214: wetland memo to g.nelson 9.12.14



1 : 2,544
August 7, 2014



129.0

0

64.00

129.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere

1" = 212 Ft. 1cm = 25 Meters

© Vermont Agency of Natural Resources

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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.



LEGEND

- Rare Threatened Endangered
- Threatened or Endangered
- Rare
- Significant Natural Community
- Uncommon Species and Other
- Animal
- Plant
- Natural Community
- Deer Wintering Areas
- Habitat Blocks
- 10 - Higher Priority
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1 - Lower Priority
- 0
- Vernal Pools Confirmed - AEV
- Vernal Pools Unconfirmed - AI
- Wetlands - VSWI
- Class 1 Wetland
- Class 2 Wetland
- Wetlands - VSWI Advisory Lay

NOTES

Map created using ANR's Natural Resources Atlas



Resolution

TOWN OF MILTON

Cemetery Rules, Regulations & Fees

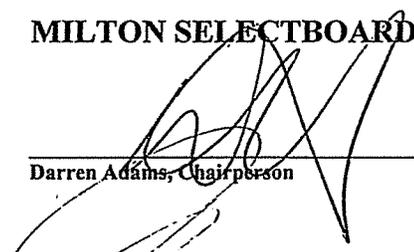
WHEREAS, Section 3902, of the Town's *Administrative Code* authorizes the Cemetery Commission to adopt bylaws and regulations for burial grounds and oversee the sale of burial lots; and,

WHEREAS, staff recommends that the Cemetery Commission adopt a consistent set of Cemetery Rules, Regulations & Fees in order to formalize the operation of the cemeteries owned and/or operated by the Town.

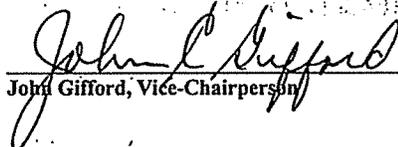
THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton, to adopt the Cemetery Rules, Regulations & Fees.

Dated at Milton, Vermont this 16th day of Dec., 2013

MILTON SELECTBOARD acting as Cemetery Commission



Darren Adams, Chairperson



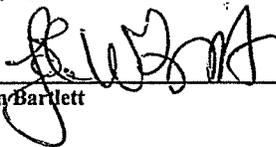
John Gifford, Vice-Chairperson



Pam McKenna, Clerk



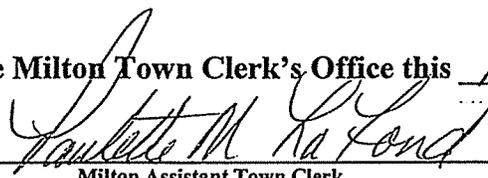
Louis H. Mossey III



John Bartlett

Filed with the Milton Town Clerk's Office this 17 day of DEC, 2013

Attest:



Milton Assistant Town Clerk

10

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

The Selectboard of the Town of Milton hereby ordain that the following Rules and Regulations have been established for the benefit and protection of all who have burial interests in Town Cemeteries. All former rules are hereby repealed.

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TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

VISION STATEMENT OF THE MILTON CEMETERY ADVISORY COMMITTEE:

The Town of Milton Cemetery Advisory Committee will provide guidance for a well-maintained setting for the interment and commemoration of the dead and for the comfort and inspiration of the bereaved and the general public. The Committee will strive to accommodate the desires of families and individuals within the Town's and Committee's Cemetery rules adopted for the operation of Milton's Cemeteries. The Cemetery Advisory Committee pledges to provide compassionate and efficient service in a manner that respects human dignity.

SECTION I: DEFINITIONS

1. **ARTIFICIAL COLOR:** The coloring, painting, enameling, lacquering, bronzing or similar application to any part of a memorial.
2. **BASE:** The above ground structure that is erected or placed upon the foundation and upon which the upper part of the monument or the die stone is placed.
3. **CEMETERY:** A burial park for the disposition of human remains of the deceased.
4. **CEMETERY ADVISORY COMMITTEE-MILTON:** The Committee is responsible for advising the Selectboard concerning future changes to rules and fees that may be proposed from time to time and for other responsibilities specifically delineated within these rules.
5. **CEMETERY SUPERINTENDENT:** A Town of Milton Department Head responsible for the operation of Milton Cemeteries.
6. **CERTIFICATE OF BURIAL RIGHTS (FORMERLY "DEED"):** A contract between the Town of Milton and the holder of a Certificate of Burial Rights. The Certificate grants the right to interment in a specified Milton Cemetery lot(s) and is contingent upon adherence to current Town of Milton Cemetery rules and regulations. (Note: The term "deed" has been used in the past in reference to Certificates of Burial Rights. A "deed" vs. Certificate of Burial Rights in no way implies ownership to land in the Milton Cemeteries. Land in the Milton Cemeteries is not sold.)
7. **CREMATED REMAINS:** The remains of a deceased person after incineration in a crematory.
8. **DEEDS-CEMETERY:** Refer to Certificate of Burial Rights.
9. **FLAG HOLDER/MEMORIAL MARKER:** A stick-type device used to mark graves.
10. **FOUNDATION:** The underground concrete structure that supports the above ground monument.
11. **GRAVE:** A space to accommodate interment.
12. **INTERMENT:** The act of burying the remains of the deceased in the earth.
13. **INURNMENT:** The burial of the cremated remains of the deceased in an urn.
14. **LOT:** A numbered division within the Milton Cemeteries as shown on the official Milton Cemeteries Records measuring Three and one half feet by ten feet which may contain up to one full casket or four cremated remains.
15. **CORNER MARKER:** Granite or objects used by the Town to locate or mark the corners of a lot or group of lots.
16. **MARKER:** A memorial which is flush with the ground.
17. **MEMORIAL:** A monument, headstone, tablet and/or marker, including its below ground foundation.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

18. **MEMORIAL GARDEN:** That area of the Milton Cemeteries reserved for the burial of cremated remains.
19. **MONUMENT:** That portion of a memorial that extends above the surface of the ground including the base.
20. **PERPETUAL CARE:** The maintenance of cemetery lawns and access roads.
21. **VAULT-BURIAL:** A one-piece unit with cover, usually made of concrete, and sized to receive a single casket in a grave.
22. **VAULT-RECEIVING:** A structure within the Milton Cemeteries which is used for the temporary storage of remains in a casket or urn usually during the winter months or on other occasions when immediate interment is not possible.
23. **VAULT-URN:** A container made of durable non-biodegradable material with the maximum size of 12" by 15" by 11" and used for the storage of cremated remains. The urn vault may be used with or without an urn.

SECTION II: GENERAL RULES AND REGULATIONS

PURPOSE & AUTHORIZATION OF USE

1. The purpose of the public cemeteries shall be a burial place for the remains of the deceased and those that want to pay their respects. Other types of low impact secondary uses such as walking and jogging are permissible provided they do not interfere with the primary use. Any uses other than those stated must receive advance written permission of the Milton Cemetery Committee.
2. **General Conduct:** The public visiting the Milton Cemeteries shall be mindful of proper decorum. The following must be observed:
 - a. Refrain from loud, boisterous or obscene talking or language. Interruptive conversations or noise is not permitted within hearing distance of funeral services or interments.
 - b. Alcoholic beverages are not permitted in Milton Cemeteries.
 - c. Peddling or soliciting of any commodities or services is not allowed within the Milton Cemeteries.
 - d. The placement of signs, notices or advertisements of any kind within the Milton Cemeteries is not permitted without the expressed written permission of the Town of Milton. Permission must be sought from the Cemetery Superintendent.
 - e. Visitors to the Milton Cemeteries are prohibited from gathering, picking, cutting or injuring in any manner the fauna or flora. The defacing, damaging or destroying of any plants, lawn, fence, structures, trees, bushes or memorials in the Milton Cemeteries is prohibited.
 - f. Discharging firearms or facsimiles of such or weapons of any kind within the Milton Cemeteries, except by a military escort accompanying a veteran's funeral or attending a memorial service is prohibited.
 - g. Caskets or urns outside of a receiving vault shall not be left unattended in any Milton Cemetery.
3. **Vehicles:**
 - a. Vehicles delivering vaults or other items will park out of sight or in an inconspicuous location during funerals.
 - b. No vehicle will be operated at a speed in excess of 10 miles per hour within the Milton Cemeteries.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

- c. No vehicle or animal will be driven or parked across or upon any grave, lot, or lawn except by permission of the Town. Vault and monument dollies are accepted. Permission will be sought from the Cemetery Superintendent.
- d. Snowmobiles, ATVs or similar vehicles are prohibited within Milton Cemeteries
4. Dogs are not allowed in Milton Cemeteries with the exception of service animals assisting disabled persons.
5. Littering of any type in Milton Cemeteries or the dumping of litter over the cemeteries' boundaries is prohibited.
6. The Town of Milton with the approval of the Selectboard sets the hours of Operations and Fees for the Milton Cemeteries. The hours of operations and fees are available from the Milton Town Clerk's Office.
7. The Town of Milton or its employees will not be responsible for any order or arrangement made over the telephone nor will they be responsible for any mistakes occurring from the want of precise and proper instructions as to the particular space, size or location of any grave, lot or memorial.
8. These Milton Cemetery Rules and Regulations and any amendments thereto, shall be the sole agreement between the Town of Milton and the holder of a Certificate of Burial Rights. The statement of any employee or agent, shall in no way bind the Town of Milton.
9. Donations and contributions may be made to the Milton Cemetery Trust Fund or the Remembrance Program.
 - a. The Town cannot accept individual trust accounts.
 - b. The Town of Milton shall, with the approval of the Selectboard expend the income from the Milton Cemetery Trust Fund for the beautification, preservation, maintenance and improvement of the Milton Cemeteries.
 - c. Donations may be dedicated to a Town approved project.

SECTION III: BURIAL RIGHTS

1. Burial rights refer to the right to interment in a particular or specified lot within the Milton Cemeteries.
2. Burial rights will not be issued for the purpose of spaciousness.
3. The purchase of burial rights in Milton Cemeteries is limited to Milton residents, former residents, their spouses, and civil union partners and children, or their Executors or Trustees.
 - a. For the purposes of this section, a "resident" is defined as a person who has been a property taxpayer in the Town of Milton for five (5) or more years or has declared the Town of Milton his/her legal residence on personal state and federal income tax forms for the last five (5) or more years.
 - b. In the case of an immediate need, if a person meets the conditions of the definition of "resident", except for the time requirement, the proof of residency requirement is waived.
 - c. Former residents of ten or more years may purchase burial rights. The spouses and adult children of former residents may also purchase burial rights provided they too lived in town ten (10) or more years.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

4. A resident or former resident, as defined in number 3 above, may purchase up to two (2) burial lots, or in the case of a legally joined couple, four(4) in total.
5. Burial Rights conveyed by the Town of Milton shall be the sole and separate rights of the person or persons named in the Certificate of Burial Rights. Burial rights may be conveyed or assigned only to the owner's spouse and/or the biological or adopted descendants of their union.
6. The husband or wife/civil union partner shall have a vested right of interment of his or her body in any burial lot conveyed to the other. This right shall continue as long as he or she shall remain husband or wife of the owner of the burial rights or shall be his or her husband or wife at the time of the death of the owner of the burial rights.
7. On the decease of the owner of burial rights to a lot, when the burial rights are not specifically mentioned in his/her will, an affidavit must be filed at the office of the Town Clerk signed by one of the heirs at law or, in the case of a minor, by their guardian. This affidavit must include a list of the names of all the known heirs and a majority of the known heirs must also designate one of their number as a representative who shall be authorized to sign orders for interments in the lot and to give all needful directions regarding the lot and burial rights.
8. The reversion (escheat) of a Certificate of Burial Rights to the Town of Milton shall be done in the manner provided in Vermont Statute, Title 18, Section's 5532 to 5537.
9. The owner of a Certificate of Burial Rights may designate space within his/her cemetery lot for interment of persons not mentioned in Rule 3 above.

SECTION IV: PROCEDURES AND FORMS

1. Full payment to the Town of Milton Cemetery Trust is required before any contract is executed between a party and the Committee.
2. The Town of Milton will issue, at the set fee, a Certificate of Burial Rights to those persons who qualify under Section III of these Rules and Regulations. Fees will be determined by the Milton Selectboard (a fee schedule is attached to these regulations).
3. Burial lots will be assigned in numerical sequence. They will not be assigned out of sequence unless, in the opinion of the Town of Milton, it would be in the best interest of the Milton Cemeteries to do so.
4. Certificates of Burial Rights ("Deed") that will not be used may be sold or donated back to the Town of Milton. In a sale back to the Town, where the original purchase price is not known. The sale back amount shall be determined by the prevailing price in the fee schedule. Privately held Town of Milton Cemetery Certificates of Burial Rights may only be sold back to the Town of Milton. They may not be transferred or sold in any other manner.
5. A completed Interment Form (available from the Milton Town Clerk's Office) must be filed with the Town Clerk before any grave can be opened.
6. No cremated remains will be accepted for burial in Milton Cemeteries unless the Cremation Certificate is filed with the Milton Town Clerk.
7. All work to be performed in Milton Cemeteries, including the inscription or placement of memorials, requires an approved Work Order Permit from the Town of Milton. Work Order Permit forms are available from the Milton Town Clerk's Office.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

8. Prior to placement of any remains, caskets or urns in a receiving vault of the Milton Cemeteries, a Receiving Vault Form must be filed with the Milton Town Clerk's Office. These forms are available from the Town Clerk's Office, when available.
9. Overtime Charges: Interments, disinterment or removals on holidays or weekends as well as late arrivals or funerals of unusually long duration may necessitate additional charges.
10. Holders of Town of Milton Certificates of Burial Rights are responsible for notifying in writing the Milton Town Clerk of any change in the legal mailing address. Notices sent to the Certificate holder at the last address on file in the Town Clerk's Office will be considered sufficient and proper legal notification.

SECTION V: CEMETERY LOTS

1. The Town of Milton will provide perpetual care as defined herein.
2. The perpetual care assumed by the Town of Milton shall in no case involve the maintenance, repair, or replacement of any memorial, foundation, corner marker or monument placed or erected upon any lot. By the purchase of a Certificate of Burial Right, the owner agrees that all monuments, gravestones, markers, plaques and memorial structures of any kind shall be set and maintained at the owner's expense and risk in accordance with the rules and regulations set forth in Sections VIII, IX, and X of this document.
3. The Town of Milton, and its employees, collectively and individually, shall be held harmless from any liability due to damage, destruction or injury caused by the elements, an act of God, pollution, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, outside workers, invasions, insurrections, riots, or by the order of the military or civil authority, whether the damage be direct or collateral.
4. In-ground flowers may be planted on one side only within one foot of the headstone at a width not to exceed the width of the base. No other plantings are allowed on any cemetery lot unless placed there by or at the direction of the Town. Town of Milton employees, under the direction of the Town, shall have the authority, with no liability, to remove all floral decorations, flags, shrubs, plants or herbage of any kind and their receptacles which in the judgment of the Town or the Superintendent have become unsightly, dangerous, diseased, detrimental or which do not conform to the regulations outlined herein.
5. Cut flowers, funeral arrangements and/or memorabilia may be placed on graves but will be removed within one week or when they become unsightly, whichever comes first. It is recommended that all cut flowers be placed in invertible, in-ground vases.
6. The Town of Milton and its employees shall not be liable for any floral arrangements, plants or receptacles that are lost, misplaced, stolen or broken.
7. No scraped ground and/or mounded graves are permitted in the Milton Cemeteries.
8. Artificial flowers or simulation of flowers, floral displays, wreaths or similar devices may be displayed only between November 1 and June 1, of the following year for ease of summer maintenance
9. The Town reserves to itself and to those lawfully entitled, a perpetual right of ingress and egress over graves and lots for the purpose of passage to and from other graves and lots.
10. All grading, landscaping, and improvements of any kind within the Town of Milton Cemeteries shall be made by its Superintendent with the knowledge of the Town of Milton. Work by private

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

contractors shall be done under special written permit only. Alterations made on lots without special written permits from the Town may be removed or changed at the expense of the holder of the Certificate of Burial Rights responsible for initiating the changes.

11. No easement or right of interment is or will be granted to any Certificate of Burial Rights holder in any road, drive, alley or walk within the Milton Cemeteries.
12. The scattering of cremated remains is prohibited in Milton Cemeteries.
13. Small American flags in proper holders may be displayed at gravesites in the Milton Cemeteries from May 1 to Veterans Day.

SECTION VI: RECEIVING VAULT USE (future use)

1. The receiving vault is for temporary use only. Under no circumstances will a body or remains be considered as interred or buried by reason of being placed therein.
2. All caskets and urns placed in the receiving vault shall be tagged with the name of the deceased, name and address of the legal representative and the name, address and phone number of the attending funeral director. In addition, a Milton Cemeteries Receiving Vault Form shall be filled out and filed with the Milton Town Clerk's Office.
3. Full payment of all Milton Cemetery fees and purchase of cemetery lots is required at the time the caskets or urns are placed in the receiving vault.
4. The Town of Milton, at its sole discretion and without notice, may remove a casket with its body from the receiving vault and bury it in a single grave if suitable arrangements for the final disposition are not made within a reasonable time or if the body is not in a good state of preservation.

SECTION VII: INTERMENT, DISINTERMENT AND REMOVAL

1. Interment, disinterment and removals are subject to the rules and regulations of the Town of Milton, Chittenden County, and the State of Vermont.
2. Once a casket containing a body is within the confines of the Milton Cemeteries, a funeral director, his employees or agents shall not be permitted to open the casket or to touch the body without the consent of the legal representatives of the deceased or duly executed court order.
3. Town of Milton employees or their designees will not perform any grave openings and closings in the Milton Cemeteries and will monitor such under the conditions and fee structures established by the Town of Milton and its Cemetery Committee.
4. Interment Orders are required 24 hours in advance, in the absence of any religious strictures, and disinterment/removal orders are required five (5) business days in advance.
5. Every interment of a casket shall require a one-piece burial vault with cover both made of concrete or a material approved by the Town, except when that requirement restricts a person in the practice of his/her religious beliefs.
6. If inadequate instructions or circumstances will delay the opening of an interment space within a lot, the Town shall use its best judgment in locating a suitable opening. Neither the Town nor its employees shall be held liable for damages for any errors
7. The Town shall correct any errors with interment, disinterment, removals, transfers or conveyances of burial rights or inscriptions and shall do so using its sole discretion.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

8. Neither the Town of Milton nor its employees shall be liable for misinformation provided to them in interment orders or for funeral delays resulting from disputes over burial rights.
9. Up to one casket or four (4) cremated remains may be buried in one 3.5' X 10' lot, as per the annual fee schedule. Unless interment is in the Memorial Garden, cremated remains require an urn vault.

SECTION VIII: FOUNDATIONS

1. Town approved foundations are required for all aboveground monuments.
2. Foundations must be in place and cured before their monuments will be permitted on the Cemetery grounds.
3. The Committee reserves the right to excavate, build or approve all foundations and to set all markers and posts.
4. A Town of Milton Cemetery Work Order /Permit and a Foundation Work Order must be approved by the Town of Milton before any work begins. All foundation work shall be scheduled at the direction of the Superintendent of Cemeteries.
5. See Foundation and Memorial specification page 12.

SECTION IX: MEMORIALS, MONUMENTS AND MARKERS

1. All memorials, monuments, markers or plaques and their foundations will be set and maintained in a safe condition at the owner's or the certificate of burial rights holder's expense.
2. The Committee, in its sole judgment, may correct or remove unsightly or dangerous items at the expense of the owner or heirs of the Certificate of Burial Rights.
3. A Town of Milton Cemetery Work Order/Permit must be approved by the Town of Milton and scheduled with the Superintendent before setting any items mentioned in this section.
4. Not more than one (1) aboveground memorial is permitted on any lot and must be located six (6) inches from the top border. Flush markers will be located six (6) inches from the bottom of the lot and/or, if used as a headstone, will be located six (6) inches from the top of the lot. Flush markers will be located above the urn vault for cremated remains.
5. All memorials will be constructed of granite, marble, fieldstone or bronze. Memorials set in designated Milton Historic Cemeteries must be in keeping with those of the period.
6. Non-flush footstones are allowed only in the case of matching stones previously set on the lot.
7. Purchase of Town approved Corner Markers are required for all lots or group of lots. They will be sold and set in place at the direction of the Superintendent prior to the placement of any memorials on the lot.
8. Above ground mausoleums, columbarium and tombs may be constructed in Milton Cemeteries only under the direction of the Town.
9. The Town of Milton has specification requirements for memorials and markers; their foundations, dies, bases, joints, lettering, coloring, and setting. These specifications are delineated as part of the Work Order/Permit and Milton Cemeteries Memorial and Foundations specification requirements. They are hereby made a part of the Milton Cemetery Committee Rules and Regulations and are attached to this document.
10. Monuments, markers and their foundations may be removed from Milton Cemeteries only by direction from the Town and only after the receipt by the Town Clerk of a written order from the

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

Certificate of Burial Right holder or someone designated by State Statutes. After removal, the lot shall be restored to its original condition at the expense of the party requesting removal and shall be done so under the direction of the Superintendent of Cemeteries.

SECTION X: MEMORIAL GARDEN (future use)

1. Each cremation lot may hold up to two (2) cremated remains.
2. One flush marker, no larger than 12 inches by 24 inches and 4 inches in thickness, will be placed in the designated area of each lot. The cremated remains will be interred/buried in front of the marker.
3. Neither an urn nor a vault is required for the burial of cremated remains in the Milton Memorial Garden. However, when neither is used, retrieval of the cremated remains may not be possible.
4. An Interment Order must be submitted to the Milton Town Clerk's Office prior to an interment being permitted. In addition, a Cremation Certificate must be presented to the Superintendent or his/her representative at the time of interment.
5. Up to three (3) floral arrangements may be left at a cremation lot at the time of burial. All floral arrangements shall be removed when they become unsightly or after a week. Non-floral decorations or artificial flowers are not permitted in the Memorial Garden.
6. Due to space constraints, plantings of any type are not permitted in Memorial Garden lots. Fresh cut flowers are permitted in invertible, in-ground vases.
7. An American flag, in a proper holder, may mark cremation lots in the Memorial Garden from May 1 to Veterans Day.

SECTION XI: WORK AND LABOR IN MILTON CEMETERIES

1. All work done in the Milton Cemeteries shall be scheduled through the Town of Milton. No work will be scheduled on weekends or holidays except by special permission of the Superintendent.
2. Any jobs conducted in the Milton Cemeteries by non-Milton employees must have the approval of the Town as evidenced by a signed Work Order/Permit. Such signed Work Order/Permit shall be presented to the Superintendent for scheduling and a copy shall be kept with the workers while performing the job. Evidence of job competency may be required of such workers before the Town issues Work Order/Permits.
3. Non-Milton employees performing work in the Milton Cemeteries for a firm or as independent contractors to the Town of Milton or to a private holder of a Milton Certificate of Burial Rights shall have certificates of insurance on file with the Town of Milton. Such non-Milton employees shall be held financially responsible for any damage done in the course of their work.
4. Non-Milton employees working in the Milton Cemeteries shall refrain from attaching ropes or cables to set monuments, trees or shrubs. They shall not block road or pathways; scatter materials over adjoining lots. They shall promptly and properly remove any debris resulting from their work.
5. Vehicles and heavy equipment shall not be driven over the lawns of the Milton Cemeteries except as may be directed by the Town.
6. Materials, machinery and other construction items needed to accomplish work in the cemeteries will not be brought into the Milton Cemeteries until required for immediate use.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

7. Precautions shall be taken during excavation or construction work within the cemeteries to protect the lawns. All open excavations shall be marked and covered with 3/4" thick plywood when left unattended.
8. The Town of Milton may order completed work removed if the quality of workmanship or the materials used is unsatisfactory.

SECTION XII: APPEALS

Decisions of the Town Employees may be appealed to the Milton Selectboard within thirty (30) days of the date of the ruling. The Milton Selectboard shall hold a warned hearing at a regular or special meeting to hear the appeal and shall issue a written decision on the appeal within 30 days of closing the hearing.

Work Order/Permit Addendum

MILTON CEMETERIES

MEMORIAL & FOUNDATION SPECIFICATION REQUIREMENTS

(The following memorial and foundation specifications have been adapted by the Town of Milton Selectboard and are a part of the Milton Cemetery Rules and Regulations-Section IX, paragraph 8.)

1. All aboveground memorials except fieldstone must be set on a base.
2. All above ground memorials will comply with the following:
 - a. The base must be at least 6" above grade.
 - b. Total face area of the base and die may be no more than 20% of the area of the lot or group of lots,
 - c. The overall width of the base shall not exceed 60% of lot or group of lots width.
 - d. The base may not encroach on areas above the vault.
3. Flush Markers:
 - a. Flush Markers 10" top to bottom by 15" wide will be at least 4" in thickness.
 - b. Flush markers larger than 15" top to bottom by 30" wide will be at least 6" in thickness. When bronze is used in a flush marker, it will be affixed to a granite bed 4" or 6" in thickness.
 - c. Flush markers used as head stones or foot markers will be at least 10" top to bottom by 20" wide.
 - d. Flush markers used to mark cremated remains not located in the Cremation Garden will be no larger than 10" top to bottom and 15" wide.
4. The thickness of the die unit may have a tolerance of 3" over or 3" under the specified dimensions. Other dimensions of memorials may have a tolerance of 1" over or 2" under the specified dimensions.
5. The bottom of every stone, (i.e., monument, base or marker) will be dressed to an even level bottom bed so that it will stand plumb and rest firmly and level. To achieve this standard, field stone flush markers may be set in a crushed stone bed.
6. All joints on memorials will be sealed against moisture and with non-staining material on clean dry surfaces.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

7. The use of bronze is approved for dowels and also for tablets when attached to monuments or markers of granite provided the bronze has been cast from an alloy containing no less than 85% copper or more than 5% lead. Other non-corrosive metals of proven permanency may be used with the approval of the Committee.
8. No lettering and carving on flush markers, except bronze plaques, shall be raised.
9. Artificial coloring on any part of the stone is prohibited except that all incised lettering on memorials may be highlighted by an application of a clear coating or a shadowing agent. The agent shall be up to two (2) full numerical values darker than the average background color of the stone to which it is applied as judged against the Munsell Neutral Value Scale, Matte (31 step scale). Clear coating and shadowing agents must be resistant to water and ultra-violet rays and must be able to withstand hot water washing of up to 800 psi.
10. Signs or advertisements of any kind or anything that could be construed as signs or advertisements are not permitted on any memorial, monument or marker in the Milton Cemeteries. The words "perpetual care," or "endowed," on memorials, monuments or markers are not permitted.
11. The name, initial or inscription on each monument or marker must correspond with the name and record in the Office of the Town Clerk and the Committee and no changes shall be made except upon written request of the proper parties and with the permission of the Committee.
12. The setting of all monuments will be scheduled with the Town.
13. A memorial shall not be set on any lot to which a Certificate of Burial Rights (Deed) has yet to be assigned or on any lot which does not have corner markers set by direction of the Town.
14. The Committee has the authority to reject any plan or design for any memorial.
15. No monument or marker will be removed from Milton Cemeteries except by order of the Town and with a written order from the Certificate of Burial Rights (Deed) holder or someone designated by State Statutes. Following the removal of a monument or marker, the lot will be returned to its original condition at the expense of the party requesting the removal and shall be so done under the direction of the Town Superintendent.

FOUNDATIONS

1. Town approved foundations are required under all above ground monuments as per contract. Foundations must be in place and properly cured before the monuments they are to support are allowed on to the Cemetery grounds.
2. The Town of Milton reserves the right to designate how and when excavation and foundation work will be accomplished and who will accomplish it.
3. The top surface dimensions of any foundation will be no less than the dimensions of the base or stone to be set upon it.
4. The top surface of the foundation will be level with the ground.
5. Foundations will be constructed with the use of frames at the top of the foundation. Frames will be at least two inches in depth from ground level down.
6. Foundations will be a minimum of four (4) feet deep.

REQUIREMENTS FOR LARGE MONUMENTS

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

1. These requirements shall be applicable for monuments greater than six (6) feet in width or six (6) feet in height.
2. A site visit by the Town will be required to determine if a proposed monument is appropriate for the location.
3. Prior to the design of the monument foundation, a soils evaluation will be conducted to determine the bearing capacity of the soils.
4. All monuments meeting the above size criteria shall be installed on reinforced concrete foundations.
5. Plans for steel reinforced concrete foundations shall be prepared and sealed by a qualified professional engineer.
6. The foundation shall not encroach on the space reserved for burials.
7. Contractors shall take all necessary precautions to protect existing roadways, lawn areas and gravesites from damage. All disturbed areas shall be repaired as necessary to restore them to their previous condition.
8. The Superintendent of Cemeteries shall observe all construction.
9. The costs for the services of the Town of Milton employees will be borne by the applicant in accordance with the most current fee schedules.
10. Contractors will be responsible for the safety of their employees and shall comply with all applicable safety regulations including Vermont Office of Safety and Health Agency.

TOWN OF MILTON, VERMONT
CEMETERY RULES AND REGULATIONS

CEMETERY FEE SCHEDULE

Full Lot (3.5x10):

Resident - \$700.00

Non-Resident - \$1,200.00

Cremation Lot (3.5x5): (future)

Resident - \$400.00

Non-Resident - \$650.00

Columbarium: (future)

Resident - \$1,000.00

Non-Resident - \$2,000.00

Corner Markers:

\$120.00 + \$30.00 Installation

Vault Storage: (future)

Resident: \$100.00/flat fee

Non-Resident: \$200.00/flat fee

Opening/Disturbance Fee:

Resident - \$75.00

Non-Resident - \$125.00



TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • Fax: 893-1005

MEMORANDUM

TO: Town of Milton Selectboard

FROM: Erik Wells, Exe. Assistant to the Town Manager

RE: Relation with Vendors, Administrative Code Addition

DATE: September 10, 2015

Per FEMA requirements, our purchasing policy must contain a clause addressing code of conduct in vendor relationships. We are in the process of applying for FEMA funds and need to make this change so our application can be considered.

Attached is a redlined version of the applicable section of the Administrative Code with the required changes.

Article 8 **Relations with Vendors**

SECTION ANALYSIS

Section 4415. **Relation with Vendors**

Section 4415. Relation with Vendors

It is the responsibility of the Town Manger and using departments to establish a relationship of mutual confidence and satisfaction between the Town and its vendors.

- A. A vendor shall be considered to be a supplier of goods and services.
- B. Failure by vendors to meet specified delivery dates or to supply satisfactory goods and services should be communicated to the Manager.
- C. All vendors' representatives should meet with the Manager's Office except in areas where the materials or services are specialized. In such cases, the vendor's representatives should meet with staff from the departments requesting such services. Staff members should retain all pertinent information collected from the vendor's representatives and forward it to the Manager on request. The Manager's Office will forward pertinent information obtained from catalogs, interviews etc. to the using departments.
- D. All employees of the Town shall keep themselves free of obligation by refusing to accept any gifts or entertainment offered by any vendor.

D.E. No Town Employee or agent of the Town who participates in the selection of vendors or award of contracts shall have any personal interest, either real or apparent in the selection process. At all times Town employees engaged in the procurement of goods and services must maintain a proper business relationship with vendors, and act to recluse themselves from the decision making process should that step be warranted.

TOWN MANAGER SEARCH PROCESS

Initiation of the Search

The search process should begin as soon as the Selectboard is aware that the manager position is leaving open.

Comment [eaw1]: A standard practice in the Town Manager's Contract is at least 30 days written notice for voluntary resignation. In other circumstances of termination or separation the time can vary. It could be immediate depending on circumstance.

Week One (1st Selectboard meeting)

The Selectboard, depending on the circumstances of the manager position becoming open, may need to move to appoint an acting manager right away. The acting manager will serve as a bridge between an immediate departure of the manager and the hiring of an interim manager. The acting manager should most likely be a Department Head.

An interim town manager will be hired to serve in the position during the search and hiring process for a new permanent manager. The Selectboard should consider advertising and outreach to identify candidates for an interim town manager right away. Legal council should be engaged to review a draft contract for the interim town manager, using previous agreements that were in place.

The Selectboard should consider authorizing the following:

Contact ~~VLCT or other a~~ consultant that can provide certain services to the Town. These services are beyond what would be expected of Town staff. Among the services needed are:

- a. Place advertising in agreed to publications, newsletters, on line etc
- b. Collect responses from applicants
- c. Review of all applications to determine their qualifications as measured against those required by the Town. A scoring rubric and ranking system for the applications will be developed in concert with the Selectboard or designee prior to the assessment of applications by the consultant.
- d. Provide the Town some ranking of the applicants based on their qualifications. All applications will receive a numerical ranking based on qualifications for the position.

Comment [eaw2]: This clause is meant to address the concern regarding NR applications.

Advertise in the Independent, on Face Book and the Town web-site for volunteers that would like to serve on the Town Manager Search Committee. The Board could also agree on a few residents that they could solicit to serve.

Week Three (Second Selectboard meeting)

1. Candidates for the position of interim town manager should be interviewed and a candidate identified to offer the position to, if the Board is satisfied with a candidate. A special meeting will then follow that week to finalize the terms of a contract for the interim town manager and establish a start date and transition plan for the office.

Comment [eaw3]: If a candidate does not emerge during the interviews the Board will need to continue its search and call a special meeting to continue this process.

2. A consultant for the services outlined in week 1 identified will discuss the scoring rubric and ranking system for applications with the Board and a system will be established.

~~1-3.~~ The Board should set criteria for membership on the Town Manager Search Committee and the number of members.

~~2-4.~~ The Board should develop a charge for the Committee to include their role in the hiring process. The Board should assure the Committee that they will have staff support during the process. The Board should recommend that the Committee have an organizational meeting where they choose a chair and are instructed on procedures for meeting and complying with the open meeting law. Included should be the criteria sought in the candidates, the number of candidates that they should interview and the number of candidates that would be forwarded to the Board for their interview.

Week Five (3rd Selectboard meeting)

Meet in open session to interview all applicants for the Committee. Enter into a deliberative session to discuss the candidates and appoint the committee in open session.

Week Six (Receipt of Packets)

The Board and Search Committee should receive packets from the consultant for their review. The packets will contain all candidate's resumes, ranking and information regarding open meeting laws, dos and don'ts of interviewing etc. The Search Committee should set a meeting date about one week from receiving the packets to choose candidates to interview. It would be helpful to continuity of process if some Selectboard members attended the Search Committee meetings and to observe the interviews. Town staff will aid in selecting meeting dates and the consultant will assist in contacting the candidates to be interviewed.

Week Eight (Candidate Interviews)

Likely two dates will be chosen to interview candidates. At the end of the second meeting or at a subsequent meeting for that purpose, the Committee will choose candidates to forward to the Selectboard. As soon as possible the Selectboard should schedule two meetings to interview candidates.

Week Ten (Special Selectboard Meeting)

At the end of the second set of interviews or at a subsequent meeting, the Board should agree on the candidates to invite to Milton for a full day of meet and greet and final interviews. At that meeting the Board should review and agree on a draft Town Manager contract.

The contract should be forwarded to the Town Attorney and any recommendations from the Attorney should be reviewed by the Selectboard and a final draft contract prepared for consideration by the candidate offered the position of Town Manager.

Week Twelve (Special Selectboard Meeting and Final Interviews)

Final candidates should spend a full day in Milton culminating with interviews with the Selectboard, in public session, at a special meeting for that purpose. (A draft itinerary for the day is attached) The public should be asked to provide questions for the candidates. The questions should be vetted by a staff or Board member. Written feed- back to the Board from staff and residents that met the candidates should be encouraged and taken into consideration by the Board as they make their final decision.

Week Fourteen (Regular Selectboard Meeting)

The Board should meet to make a final decision on who to pursue as the next Milton Town Manager and authorize a Board member to negotiate a contract with the candidate.

After the manager is hired the Board should provide an overlap period of 2-3 days. They should also consider allowing the former manager (or interim manager) to provide consultation as necessary for up to a month as needed by the new manager.

Cost Considerations

The Selectboard should expect the costs associated with this process to include advertising, consulting services and legal services, and travel expenses for finalists.

- Advertising and consulting is estimated to cost \$5,000 - \$6,000.
- Legal costs should be under \$1,000.
- Travel expenses for finalists should be under \$2,500.

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TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 5

*Reviewed
9/3/15
JD*

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
17536 ADVANCE AUTO PARTS								
	00003535	761952253482	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	36.93	36.93	
	00003535	761952257202	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	64.69	64.69	
	00003556	761952317246	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	142.98	142.98	
						-----	-----	
						244.60	244.60	
13444 AMERICAN PUBLIC WORKS ASSOCIATION								
	00020045	083115	Dues & Fees	10-30-429-810.00	DUES & FEES	510.00	510.00	
12623 AMERICAN WATER WORKS ASSOCIATION								
	00001658	7001002260	Dues and Fees	50-10-410-810.00	DUES AND FEES	413.00	413.00	
13592 ARROWHEAD GOLF COURSE INC								
	00005690	081715	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	880.00	560.00	
15035 BADEAU, LEONARD								
	00005682	082115	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	1,400.00	490.00	
	00005682	082115	Revenue Programs	10-50-452-831.10	SCHOLARSHIP FR REV.PROG	140.00	0.00	
						-----	-----	
						1,540.00	490.00	
30972 BAKER, JR. RUSSELL								
		TAXYR15-16	Overpay't Taxes Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	855.09	
28653 BARLOW-CASEY, DONNA								
		82015	Office Supplies	10-10-410-611.00	OFFICE SUPPLIES	0.00	59.95	
17950 BCBSVT								
		150005150000		10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	2,542.22	
		150005150000		10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	2,615.18	
		150005150000		10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	1,152.06	
		150005150000		10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	10,261.04	
		150005150000		10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	335.72	
		150005150000		10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	743.38	
		150005150000		10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,536.08	
		150005150000		10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	4,362.47	
		150005150000		10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	192.01	
		150005150000		10-40-441-210.00	Group Health Ins	0.00	52.80	
		150005150000		10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	768.04	
		150005150000		10-50-452-210.10	Group Health Insurance	0.00	1,079.10	
		150005150000		10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	715.24	
		150005150000		50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
		150005150000		55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
						-----	-----	
						0.00	27,507.40	
16749 BEAUREGARD EQUIPMENT INC								
	00003564	WV31556	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	600.00	212.00	

09/03/15
04:12 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 5

Page 2 of 13
jdavis

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
17661 BENNETT, M. STEPHEN								
	00051625	150805	Children's Programs	10-50-451-330.10	PROFESSIONAL PROGRAMS	391.50	391.50	
19000 BOND AUTO PARTS, INC.								
		17CN001989	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-105.26	
	00003534	17IV017838	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	105.26	105.26	
	00003534	17IV017856	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	99.30	99.30	
	00003534	17IV019075	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	1.11	1.11	
	00003534	17IV020697	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	31.24	31.24	
						236.91	131.65	
20800 BURLINGTON FREE PRESS CORP								
	00051622	SUBSCIPFY16	Subscription 2016	10-50-451-640.40	PERIODICALS	264.02	264.02	
29607 CADORETTE, KAREN								
		TAXYR15-16	Overpay't Tax/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	176.34	
22150 CAMP PRECAST CONCRETE PRODUCTS INC								
	00003559	30928	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	110.00	110.00	
54050 CASELLA WASTE SYSTEMS INC								
		2438554	Rubbish/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	60.98	
		2438554	Rubbish/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	86.86	
		2438554	Rubbish/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	217.64	
		2438554	Rubbish/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	135.50	
		2438554	Rubbish/Recycling	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2438554	Rubbish/Recycling	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						0.00	1,035.81	
51005 CCTA								
	00008555	2016-0042	FY 2016/CCTA Assessment	10-10-406-811.00	CCTA ASSESSMENT	29,784.00	29,784.00	
23262 CERTIFIED AMBULANCE GROUP, INC.								
		MIL-0915	Contracted Services	10-20-422-360.00	CONTRACTED SERVICES	0.00	591.85	
24571 CHAMPLAIN MEDICAL ASSOC, PLLC								
	00006584	3815	Other Professional	10-60-461-330.00	OTHER PROFESSIONAL	100.00	100.00	
25152 CHASTENAY, ERIC								
		082415	Recreation Fees	10-50-000-347.00	RECREATION FEES	0.00	51.20	
26250 CHITTENDEN SOLID WASTE DISTRICT								
		IVC021994	Biosolid Disposal	55-20-420-340.00	TECHNICAL SERVICES	0.00	2,021.73	
27210 CLEAN WATERS, INC								
	00001646	7361	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	3,970.00	3,960.29	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

27329 COBBLE HILL TRAILER SALES,LLC								
	00003563	01S12867	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	3,380.83	3,380.83	
27380 COMCAST								
		081815	Communication-Ice House	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	80.36	
		090815	High Speed Internet	10-20-420-340.00	TECHNICAL	0.00	143.63	
		82515	Communication-Other	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
						-----	-----	
						0.00	243.99	
27644 CORTEZ, ABDULLAH								
		TAXYR15-16	Overpay't Tax/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	131.01	
40495 COULOMBE, JARECO								
		081815	Gym Membership	10-20-420-825.00	Gym Membership	0.00	120.00	
31934 DEPARTMENT OF PUBLIC SAFETY								
	00008553	67906	Fingerprints	10-10-416-330.00	OTHER PROFESSIONAL	16.50	16.50	
29900 DULAC, KATHLEEN								
		8102015	General Supplies	10-50-451-612.00	GENERAL SUPPLIES	0.00	42.60	
30235 EASTERN INDUSTRIAL AUTOMATION								
	00009273	4140434	Repair & Maintenance	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	54.93	54.93	
30760 EMERGENCY MEDICAL PRODUCTS								
	00011920	1762893	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	315.00	306.17	
31009 ENDYNE, INC								
	00001651	181081	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	75.00	75.00	
31468 ESSEX PARK AND RECREATION								
	00005697	082115	Swimming	10-50-452-830.07	SWIMMING	500.00	120.00	
29144 ESSEX RESCUE INC								
	00011921	300	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	225.00	225.00	
28120 EXIT 18 EQUIPMENT								
	00009256	35668	Repair & Maintenance Equi	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	31.14	31.14	
85375 F.W. WEBB COMPANY								
	00009255	47585769	Repairs & Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	121.87	121.87	
40332 FASTENAL COMPANY								
	00003529	VTWIN42049	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	127.77	127.77	
64450 FERGUSON WATERWORKS INC #590								
	00001655	0385892	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	2,528.86	2,528.86	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

32970 FITZPATRICK, BOBBI		081815	Reimbursement dog license	10-10-412-810.00	DUES & FEES	0.00	2.00	
38857 GABORIAU, LINDA M		TAXYR15-16	Overpay't of Tax/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	165.09	
34350 GALE/CENGAGE LEARNING								
	00051619	55653582	Large Print Books	10-50-451-640.35	BOOKS-LARGE PRINT	98.11	98.11	
	00051626	55739450	Large Print Books	10-50-451-640.35	BOOKS-LARGE PRINT	49.38	49.38	
	00051627	55772151	Large Print Books	10-50-451-640.35	BOOKS-LARGE PRINT	24.74	24.74	
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						172.23	172.23	
34300 GALL'S INC								
	00200001	003943554	Uniforms	10-20-420-650.00	UNIFORMS	155.00	147.99	
	00011923	003963190	Vehicle/Equipment	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	325.00	246.00	
						-----	-----	
						480.00	393.99	
35076 GLOCK PROFESSIONAL, INC								
	00200006	100074089	Professional Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	250.00	250.00	
	00200006	100074161	Professional Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	250.00	250.00	
						-----	-----	
						500.00	500.00	
36525 GRAINGER, WW INC								
	00001660	9821592194	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	43.10	43.10	
34755 GRANT, DALTON & NANCY								
		TAXYR15-16	Overpay't Tax/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	126.03	
37115 GREATER BURLINGTON INDUSTRIAL CORP								
	00008554	FY16	Dues & Fees	10-60-463-810.00	DUES & FEES	10,000.00	10,000.00	
37530 GREATER BURLINGTON YMCA								
	00005698	140	Swimming	10-50-452-830.07	SWIMMING	224.00	224.00	
37600 GREEN MOUNTAIN POWER								
		092215	Electricity	10-30-432-622.00	ELECTRICITY	0.00	4,388.18	
		092215	Electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,412.98	
		092215	Electricity	50-10-410-622.00	ELECTRICITY	0.00	940.01	
		092215	Electricity	55-20-420-622.00	ELECTRICITY	0.00	7,606.85	
						-----	-----	
						0.00	16,348.02	
47506 HENDRY, NICHOLAS								
		08122015	Gym Reimbursement	10-20-420-825.00	Gym Membership	0.00	200.00	
40700 INGRAM LIBRARY SERVICES								
	00051615	6088579	Books-Adult	10-50-451-640.10	BOOKS-ADULTS	32.22	32.22	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00051614	60887002	Juvenile books	10-50-451-640.30	BOOKS-JUVENILE	19.38	19.38	
	00051614	60887003	childrens books	10-50-451-640.25	BOOKS-CHILDRENS	10.34	10.94	
	00051620	60887004	Audiobooks	10-50-451-640.15	AUDIOS	25.24	25.24	
	00051615	60887005	Adult Books	10-50-451-640.10	BOOKS-ADULTS	546.30	546.30	
	00051615	60887314	Adult Books	10-50-451-640.10	BOOKS-ADULTS	15.55	15.55	
	00051614	60888788	Books - Children	10-50-451-640.25	BOOKS-CHILDRENS	8.22	8.22	
	00051614	60889552	J/YA Books	10-50-451-640.30	BOOKS-JUVENILE	497.31	497.31	
	00051615	60889553	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	52.32	52.32	
	00051615	60891290	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	44.45	16.10	
	00051614	60892304	Books - Children	10-50-451-640.25	BOOKS-CHILDRENS	16.11	16.11	
	00051623	60892306	Books- Juvenile	10-50-451-640.30	BOOKS-JUVENILE	10.94	10.94	
	00051624	60892307	Books-Adult	10-50-451-640.10	BOOKS-ADULTS	88.04	88.04	
	00051594	60894860	Audiobooks/ Juvenile	10-50-451-640.15	AUDIOS	233.70	233.70	
	00051614	60896281	Books - Childrens	10-50-451-640.25	BOOKS-CHILDRENS	5.19	5.19	
	00051614	60896765	Books - Childrens	10-50-451-640.25	BOOKS-CHILDRENS	402.56	402.56	
	00051624	60896766	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	11.02	11.02	
	00051614	6621027	Books - Childrens	10-50-451-640.25	BOOKS-CHILDRENS	144.91	144.91	
	00051620	66614405	Audiobooks	10-50-451-640.15	AUDIOS	9.29	9.29	
	00051615	66614406	Adult Books	10-50-451-640.10	BOOKS-ADULTS	12.32	12.32	
	00051614	66616708	J/YA Books	10-50-451-640.30	BOOKS-JUVENILE	48.34	48.34	
	00051623	66618694	Books - Children's	10-50-451-640.25	BOOKS-CHILDRENS	18.48	18.48	
	00051623	66618695	Books-Juvenile	10-50-451-640.30	BOOKS-JUVENILE	13.63	13.62	
	00051594	66620426	Audiobooks/ J-YA	10-50-451-640.15	AUDIOS	86.45	86.45	
		86251324	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	0.00	-9.34	
						2,352.31	2,315.21	
40726 INNOVATIVE SURFACE SOLUTIONS								
	00003560	INV29423	Chloride	10-30-430-602.10	CHLORIDE	3,687.54	3,687.54	
41074 INTERSTATE AUTO SERVICE, INC								
	00001661	72932	Vehicle Repairs	50-10-410-430.10	VEHICLE REPAIR AND MAINTENANCE	154.98	154.98	
	00001661	72932	Vehicle Repairs	55-20-420-430.10	VEHICLE REPAIR & MAINTENANCE	154.97	154.97	
						309.95	309.95	
41800 JARVIS, SANDRA L								
		TAXYR15-16	Overpay't Taxes Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	87.00	
49931 JOHNSON HARDWARE & RENTAL								
	00003541	A133034	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	7.00	7.00	
		K89726	Refund Lamphere	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	0.00	-8.00	
	00003541	K98925	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	230.00	230.00	
	00003541	KW67225	Other Employee Benefits	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	110.00	110.00	
	00003541	KW67226	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	140.00	140.00	
						487.00	479.00	
39551 LEO, JUDITH A								
		TAXYR15-16	Overpay't Taxes Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	147.87	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

46870 LIMOGÉ & SONS GARAGE DOORS INC	00009270	49706TE	Repair & Maint-Facilitie	10-30-432-430.00	REPAIR & MAINT-FACILITIES	397.80	340.90	
41451 LINCOLN NATIONAL LIFE INS CO		09012015	LTD/STD Insurance	10-10-404-520.60	LONG TERM DISABILITY	0.00	533.81	
		09012015	LTD/STD Insurance	10-10-404-520.70	SHORT TERM DISABILITY	0.00	445.86	
		09012015	LTD/STD Insurance	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	45.90	
		09012015	LTD/STD Insurance	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	45.90	
						-----	-----	
						0.00	1,071.47	
46973 LOCKE, PAUL		080615	General Supplies	10-20-420-612.00	GENERAL SUPPLIES	0.00	39.54	
47812 MAHER CORPORATION	00001632	3615	Equipment & Repair/Maint.	55-20-420-430.15	EQUIPMENT REPAIR & MAINT.	1,380.64	1,380.64	
39685 MARLIN ENVIRONMENTAL INC	00005679	94962	Rental of Equipment	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
60095 MARSHALL TIRE GROUP INC	00003562	36684	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	141.40	141.40	
55310 MASSON, REAL		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	769.50	
49500 MCRAE AUTO SERVICE	00003525	3100	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	136.61	136.61	
73135 MESSENGER PRINT & DESIGN	00005694	18977	Advertising/Printing	10-50-451-540.00	ADVERTISING	89.25	89.25	
	00005694	18977	Advertising/Printing	10-50-452-550.00	PRINTING & BINDING	1,400.00	1,400.00	
						-----	-----	
						1,489.25	1,489.25	
32590 MIKE ALBERT LEASING INC		INV00604271	Vehicle/Equipment Maint.	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC	00003519	12784/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	15.96	15.96	
	00001638	12791/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	2.73	2.73	
	00001638	12791/4	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	2.74	2.74	
	00001638	12828/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	6.05	6.05	
	00003519	12868/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	23.97	23.97	
						-----	-----	
						51.45	51.45	
52802 MILTON FIREFIGHTERS ASSOCIATION IN		SS236826333	Machinery & Equipment	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	63.27	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
53400 MILTON INDEPENDENT INC								
	00006571	42953	Advertising	10-60-461-540.00	ADVERTISING	89.15	89.15	
53950 MILTON RENTAL & SALES CENTER INC								
	00010984	1-1370	Vehicle/Equipment/Maint.	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	252.77	252.77	
	00003511	1-512035	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	34.51	34.51	
	00003511	1-512799	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	0.24	0.24	
	00009250	1-513067	Rental of Equipment	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	10.64	10.64	
	00009268	1-513290	Machinery & Equipment	10-30-432-740.00	MACHINERY & EQUIPMENT	1,486.09	1,486.09	
	00003511	1-513967	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	114.11	114.11	
						-----	-----	
						1,898.36	1,898.36	
66367 MOORE, ROD								
		082215	Donation Expense	10-20-422-850.00	DONATION EXPENSE	0.00	46.69	
55746 MOORE, SUSAN & JESSICA & KAYLA								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	226.29	
56036 MORRISEAU, GLENN								
		052415	Recreation Fees	10-50-000-347.00	RECREATION FEES	0.00	60.00	
55203 MUNRO, FRANCES								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	98.34	
57081 NATIONAL RECREATION AND PARK ASSOC								
	00005700	271981/15	Professional Development	10-50-452-820.00	PROFESSIONAL DEVELOPMENT	165.00	165.00	
57350 NEW ENGLAND MUNICIPAL RESOURCE								
		35010	Municipal Assessor	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	500.00	
		35011	Municipal Assessor	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	425.00	
		35012	Official/Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	462.50	
		35013	Municipal Assessor	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	500.00	
						-----	-----	
						0.00	1,887.50	
57413 NEW HORIZON COMMUNICATIONS CORP								
		08012015	Communication	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.36	
		08012015	Communication	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.64	
		08012015	Communication	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.64	
		08012015	Communication	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.53	
		08012015	Communication	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.53	
		08012015	Communication	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
		08012015	Communication	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	175.73	
		08012015	Communication	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.33	
		08012015	Communication	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	106.75	
		08012015	Communication	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.43	
		08012015	Communication	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.68	

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		08012015	Communication	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.66	
		08012015	Communication	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.32	
		08012015	Communication	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.21	
		08012015	Communication	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
		08012015	Communication	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.36	
		08012015	Communication	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	36.43	
		08012015	Communication	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
		08012015	Communication	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
		08012015	Communication	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
		08012015	Communication	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.64	
		08012015	Communication	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.64	
		08012015	Communication	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.05	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.79	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.64	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.62	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.05	
		08012015	Communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	69.97	
						0.00	1,262.04	
58200 NORTHEAST DELTA DENTAL								
		09012015	Dental Insurance	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	280.85	
		09012015	Dental Insurance	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	
		09012015	Dental Insurance	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	222.85	
		09012015	Dental Insurance	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	1,083.23	
		09012015	Dental Insurance	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	38.22	
		09012015	Dental Insurance	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	85.07	
		09012015	Dental Insurance	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	99.56	
		09012015	Dental Insurance	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	681.01	
		09012015	Dental Insurance	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	145.89	
		09012015	Dental Insurance	10-40-441-210.15	Group Dental Ins	0.00	8.98	
		09012015	Dental Insurance	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
		09012015	Dental Insurance	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	221.16	
		09012015	Dental Insurance	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	162.83	
		09012015	Dental Insurance	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	162.83	
						0.00	3,576.93	
57425 NORTHEAST WOODLAND TRAINING, INC								
	00020046	890	Professional Development	10-30-429-820.00	PROFESSIONAL DEVELOPMENT	1,400.00	1,046.50	
57182 PETER RYSZ								
	00004538	REDEMPTION	Redemption of tax sale	10-00-000-140.00	PRIOR YR DEL TAXES TOWN	72,727.01	72,727.01	
	00004538	REDEMPTION	Redemption of tax sale	10-10-000-390.00	OTHER FINANCING SOURCES	4,347.56	4,347.56	
	00004538	REDEMPTION	Redemption of tax sale	10-10-405-330.10	GENERAL GOVERNMENT	374.85	374.85	
						77,449.42	77,449.42	
61912 PINEBROOK KENNELS, LLC								
	00002987	08162015	Canine Unit	10-20-420-890.00	Canine Unit	141.00	141.00	

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
62050 PITNEY BOWES INC								
	00008552	557368	Postage Machine Rental	10-10-416-610.10	POSTAGE MACHINE RENTAL	65.26	65.26	
62520 PREMIER TIRE & AUTOMOTIVE CORP								
	00011925	69780	Vehicle/Equip. Maint.	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	382.60	382.60	
62640 PRESCOTT, EJ INC								
	00001642	4966882	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	300.00	300.00	
	00001642	4966882	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	100.00	92.68	
	00001659	4979364	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	566.77	566.77	
						-----	-----	
						966.77	959.45	
60052 PRIM, JAMES & MARGARET								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	295.92	
66069 PROFILI, BERNARD								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	153.90	
62760 PUTNEY PRESS								
	00007188	19429	Books & Periodicals	10-10-412-640.00	BOOKS & PERIODICALS	35.00	31.90	
66172 RIVERS, JENNIFER								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	448.53	
67300 ROWLEY FUELS INC								
		082415	Fuel/Diesel	10-20-421-625.00	DIESEL FUEL	0.00	198.05	
		082415	Fuel/Diesel	10-20-422-625.00	DIESEL FUEL	0.00	551.23	
		082415	Fuel/Diesel	10-30-430-625.00	DIESEL FUEL	0.00	1,820.05	
						-----	-----	
						0.00	2,569.33	
41182 S.D. IRELAND BROTHERS CORPORATION								
	00004521	378.PAVE	Paving Expense	10-30-430-450.10	PAVING	130,728.74	130,728.74	
	00004521	378.PAVE	Paving Expense	27-00-000-495.00	Paving Expenses	98,503.33	98,503.33	
						-----	-----	
						229,232.07	229,232.07	
69284 SCIENSATIONAL WORKSHOPS FOR KIDS								
	00005684	12804	Rev. Programs/Scholarship	10-50-452-831.00	REVENUE PROGRAMS	2,025.00	2,025.00	
	00005684	12804	Rev. Programs/Scholarship	10-50-452-831.10	SCHOLARSHIP FR REV.PROG	100.00	100.00	
						-----	-----	
						2,125.00	2,125.00	
60369 SEVEN DAYS NEWSPAPER								
	00051628	155543	Job Posting	10-50-451-540.00	ADVERTISING	31.50	31.50	
70156 SEYMOUR, MARK & LISA								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	746.25	

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
70769 SHERWIN WILLIAMS CO								
	00009266	2259-1	Playing Surface Supplies	10-30-432-612.10	PLAYING SURFACE SUPPLIES	332.40	332.40	
72658 SPECIALTY VEHICLES, INC								
	00011922	3186	Vehicle/Equip. Maintenanc	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	131.54	131.54	
72565 STITZEL, PAGE & FLETCHER, P.C.								
		25095	Legal Work	10-00-000-256.00	DUE TO DEVELOPERS	0.00	64.00	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,330.00	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	950.00	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	346.91	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	817.00	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	6,029.00	
		25095	Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	228.00	
		25095	Legal Work	10-10-405-330.70	APPEALS	0.00	931.00	
		25095	Legal Work	10-10-405-330.70	APPEALS	0.00	807.50	
		25095	Legal Work	38-40-441-330.10	BRISSON PROPERTY	0.00	8,980.00	
						0.00	20,483.41	
70875 STONE, SCOTT S								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	49.80	
74365 SWEET, ROY J.								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	7.95	
21288 SYNCE/AMAZON								
	00200011	072515	Office Supplies	10-20-420-611.00	OFFICE SUPPLIES	76.99	76.99	
	00200011	072715	Office Supplies	10-20-420-611.00	OFFICE SUPPLIES	399.99	399.99	
	00051617	080815	Movies - Adult	10-50-451-640.50	VIDEOS	21.95	21.95	
	00051617	081115	Movies - Adult	10-50-451-640.50	VIDEOS	185.15	185.15	
	00051613	08132015	J YA DVD's	10-50-451-640.50	VIDEOS	132.21	132.21	
	00051621	081915	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	3.99	3.99	
	00051621	082015	Books- Adult	10-50-451-640.10	BOOKS-ADULTS	18.23	18.23	
	00051621	082115	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	62.33	62.33	
	00051617	082515	Movies - Adult	10-50-451-640.50	VIDEOS	15.90	9.96	
	00200012	112-0036049	Office Supplies	10-20-420-611.00	OFFICE SUPPLIES	335.60	224.82	
		6/10/15		10-20-420-611.00	OFFICE SUPPLIES	0.00	46.81	
		6/11/15	phone	10-20-420-611.00	OFFICE SUPPLIES	0.00	38.80	
		6/11/15 2	Markers	10-20-420-611.00	OFFICE SUPPLIES	0.00	20.38	
						1,252.34	1,241.61	
72962 THE EDGE IN ESSEX								
	00005688	815M	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	1,620.00	1,170.00	
	00005688	815M	Revenue Programs	10-50-452-831.10	SCHOLARSHIP FR REV.PROG	180.00	0.00	
						1,800.00	1,170.00	
76719 THE TECH GROUP, INC.								
	00004536	68399	Technology	10-10-413-613.00	TECHNOLOGY	775.00	775.00	

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
76428 TOWN OF COLCHESTER								
	00200009	1ST-FY16	DIspatch Services/Tech.	10-20-420-340.00	TECHNICAL	33,373.83	33,373.83	
	00200009	1ST-FY16	DIspatch Services/Tech.	10-20-421-340.00	TECHNICAL	16,686.92	16,686.92	
	00200009	1ST-FY16	DIspatch Services/Tech.	10-20-422-340.00	TECHNICAL	16,686.92	16,686.92	
						-----	-----	
						66,747.67	66,747.67	
72045 TRUDO, MARK & CHRISTINE								
		TAXYR15-16	Overpay't Tax Due/State	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	178.71	
52256 TURNER, DONALD								
		082415	Donation Expense	10-20-422-850.00	DONATION EXPENSE	0.00	64.79	
76960 U.S. BANK EQUIPMENT FINANCE								
		284244167	Photocopier/Maintenance	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	1,109.10	
		285177986	Photocopier Maintenance	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	498.93	
						-----	-----	
						0.00	1,608.03	
78210 UNIFIRST CORP								
		1694850	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.16	
		1694850	Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
		1694850	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		1696078	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.16	
		1696078	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		1696079	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1696079	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
		1696080	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.50	
		1696080	Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1696080	Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1697324	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		1697324	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		1697326	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		1697326	Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1697326	Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1698548	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		1698548	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
						-----	-----	
						0.00	268.65	
79245 UNIVERSITY OF VERMONT								
	00011916	83186094	Professional Development	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	1,005.00	1,005.00	
	00011916	83417721	Professional Development	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	1,005.00	1,005.00	
						-----	-----	
						2,010.00	2,010.00	
79206 USABLUE BOOK								
	00001633	721444	Printing & Binding	50-10-410-550.00	PRINTING AND BINDING	115.89	115.89	

09/03/15
04:12 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 5

By due date and vendor name for check acct (GENERAL FUND) and due dates 09/11/15 thru 09/11/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

79800 VAN NOORDT, BRETT		082615	Travel	10-20-420-580.00	TRAVEL	0.00	83.95	
82984 VCJTC		00002988 150811223	Professional Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	10.50	10.50	
49013 VERIZON WIRELESS		9750815165	Phone Bill	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	437.44	
		9750815165	Phone Bill	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.68	
		9750815165	Phone Bill	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	101.20	
		9750815165	Phone Bill	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	138.78	
		9750815165	Phone Bill	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	222.73	
		9750815165	Phone Bill	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	222.73	
		9751086268	PD Homeland Sec. Grant	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	240.06	
						-----	-----	
						0.00	1,396.62	
80647 VERMONT AGENCY OF NATURAL RESOURCE		00006585 450055524	Professional Development	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
		00006586 450463460	Professional Development	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
		00006585 451217352	Professional Development	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
		00006588 451324271	Professional Development	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
						-----	-----	
						100.00	100.00	
80720 VERMONT GAS SYSTEMS INC		082615	Natural Gas/Rescue Office	10-30-432-621.00	NATURAL GAS	0.00	31.69	
		13884	Natural Gas	10-30-432-621.00	NATURAL GAS	0.00	167.05	
		13884	Natural Gas	55-20-420-621.00	NATURAL GAS	0.00	224.00	
						-----	-----	
						0.00	422.74	
72978 VERMONT H'ART		082415		10-50-000-347.00	RECREATION FEES	0.00	60.00	
81123 VERMONT RECREATION PARK		00005677 082015	Great Escape Program	10-50-452-832.00	GREAT ESCAPE PROGRAM	8,031.00	8,031.00	
		00005677 082815	Great Escape Program	10-50-452-832.00	GREAT ESCAPE PROGRAM	2,731.00	320.00	
						-----	-----	
						10,762.00	8,351.00	
82994 VISION SERVICE PLAN-CONNECTICUT		09012015	Vision Service Plan	10-10-404-520.80	VISION SERVICE PLAN	0.00	648.55	
		09012015	Vision Service Plan	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
		09012015	Vision Service Plan	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
						-----	-----	
						0.00	714.81	
81138 VMCTA		00007189 1015/0916	Dues & Fees	10-10-412-810.00	DUES & FEES	75.00	75.00	

Town of Milton Supplemental Warrant

Vendor	Amount	Description	Account Number
Peoples United Bank			
Principal		Municipal Building	10-70-470-910.10
Interest		Municipal Building	10-70-470-911.10
Principal		Library Expansion	10-70-470-910.12
Interest		Library Expansion	10-70-470-911.12
Interest		Library Expansion Sequestration	10-70-470-911.12
Principal		Fire Station Bond	10-70-470-910.15
Interest		Fire Station Bond	10-70-470-911.15
Principal		Tower Truck	10-70-470-910.25
Interest		Tower Truck	10-70-470-911.25
Principal		Water Improvements	50-70-410-910.15
Interest		Water Improvements	50-70-410-911.15
Principal		Water System Rehab	50-70-410-910.19
Interest		Water System Rehab	50-70-410-911.19
Principal		Main Street Stomwater	10-70-470-910.13
Interest		Main Street Stomwater	10-70-470-911.13
Principal		Milton Sewer Rehab - RF1-160-2	55-72-430-910.00
Interest		Milton Sewer Rehab - RF1-160-2	55-72-430-911.00
Principal		Village Core Sewer	55-72-410-910.25
Interest		Village Core Sewer	55-72-410-911.25
Principal	\$43,250.00	RF1-044 WWTF SRF Bond	55-00-000-218.00
Principal	\$122,980.21	Village Core Sewer	55-00-000-220.00
Interest	\$56,178.73	Village Core Sewer	55-72-720-911.25

\$222,408.94 Total Payment

To the Treasurer of the Town of Milton:

We hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendor. Let this be your order for the payment of the amount totalling \$222,408.94 Payment for the above will be wired directly.

Dated this _____ day of September, 2015.

Darren Adams, Chair

Stuart King, Vice-Chair

John Bartlett, Clerk

Kenneth Nolan

John Cushing

Milton Selectboard Meeting Minutes

August 17, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: Darren Adams, (via phone until Manager's Report); Stuart King, Vice Chair/ Acting Chair; John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey Town Manager; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director; Joanne Davis, Finance Director; Kym Duchesneau, Recreation Director; Robert Ware, Assistant Assessor

Others Present: Courtney Lamdin, Milton Independent

I. Call to Order - King called meeting to order at 6:00 PM

II. Flag Salute - King led the attendees in a Salute to the Flag

III. Agenda Review - None

IV. Public Forum – Roger Hunt, Public Works Director announced closing section of Westford Road tomorrow, Wed. Aug. 18th for most of day. Closed / Detour Signs will direct traffic around neighborhood.

V. New Business and Department Items

**A. Discussion about Covenant Housing Impact to Grand List –
Bob Ware, Assistant Assessor**

King requested explanation for Grand list only increasing by \$100,000 from prior year and thus contributing factor of municipal tax rate .02 higher than anticipated given the estimated Grand List:

Ware distributed handouts referring to new State law requiring Municipal Listers and Assessors to adjust appraisal values of Grand List beginning in 2015 for government low-income housing subsidy.

Milton Assessor chose to be more conservative of 30-40% reducing both land and building values by 30% having a \$2.4 million overall impact on 2015 Grand List. Properties affected:

- Subject to housing subsidy covenant and
- Owner-occupied

Unlike Veterans exemption where town voters elected exemption this was mandated by state for all towns even after another town won in court to protest action. Milton is one of highest towns impacted.

46 Unknown effect on: resale, recapture, or neighboring values. Land values
47 billed separately to Champlain Housing – roll down effect to dwelling owner
48 unknown. Potential burden on owners may not be building equity. No effect
49 on CLA until historical sales thus no reappraisal – as long as stay in public
50 housing artificial reduction carried throughout calculations.
51

52 Proposed inviting someone from state who created Bill to come and hear
53 about effects to local taxpayers in Milton. Milton’s Representatives voted
54 against. State put Milton behind 8-ball without looking at impact and
55 understanding cause and effect. VT League of City and Towns should provide
56 information.
57

58 King reiterated hold line of spending on current and future budget to
59 minimal levels to help recover wherever possible, burden on board and
60 taxpayers.
61

62 **B. Consent Agenda for Selectboard Meetings**

63 Donna Barlow Casey proposed using a Consent Agenda used by other towns
64 to be more efficient by bundling items. Tool to help manage, save time,
65 move along typical items of adopting minutes, warrants, and prevent long
66 agendas. Inarguable opportunity to move any item on agenda only requires
67 one member vs. having vote – usually following public forum. She has used
68 personally and found to be effective.
69

70 Concerns of Board:

- 71 • Have agendas earlier so that they can review and be more
72 prepared – Onus on both manager office and board.
- 73 • Discuss and understand items with public, press, and video.
- 74 • Not understand topic– only works if everyone knows what
75 agreeing to.
- 76 • Become nonchalant/complacent
77

78 King suggested study and ponder for next meeting.

79 Barlow Casey to present comparative examples over next several meetings
80 for Board to review without voting until after Adams returns.
81

82 **C. Department Public Works (DPW) Paving Change Order**

83 Roger Hunt, Public Works Director presented request for change order on
84 this summer’s paving projects. The authorized contract amount was
85 \$195,778.70, and the actual cost of the work paving six roads and additional
86 small patches was \$229,232.07 resulting in a \$33,453.37 overage.
87

88 King questioned control of each paving project. Hunt is present and keeps
89 count with weight slips. Request additional funds from FY 16 budget.

90 Nolan request written report clearly defining budget what's spent out of
91 each budget. Two motions already authorized by board for fixed amount
92 and continued paving ignoring authority given by Board.
93

94 Hunt presented list of roads and actions in current paving plan. Cushing
95 requested specifically state aid roads: condition, history, and projection.
96

97 King asked if have to pay anyway why approve change order? Typically Hunt
98 would approve because wouldn't have opportunity to present to Board –
99 semantics to close contract and explain error.

100
101 King asked Board if consideration for motion – Hearing none moved on.
102

103 **D. DPW update**

104 Hunt Public Works Director.

- 105 • Winter Operations Plan – goal to present changes and have boards
106 input before season.
- 107 • Line striping refreshed over \$10,000
- 108 • Grants – making progress McMullen Rd sidewalk. Grant to approve
109 one property owner easement. \$1,800 easement payment on each
110 lot.
- 111 • Cherry St railroad crossing given to state for review. Both too late
112 after state review.
- 113 • Railroad St scope and study presented to Board.
- 114 • Lake Rd Culvert waiting on hydraulic survey, 6 weeks out. – East Road
115 speaking with state – become part of state bridge inspection plan.
116 Grant was only to get study done. Lake Rd get grant for \$36K next
117 year.

118
119 King discuss time frame – request look beyond summer season for projects.
120

121 Follow-up on leak detection in Flanders development, found leak Thurs. and
122 fixing Fri. Two more next week. Large expense up front but paid for itself.
123

124 Barlow Casey to review list with Roger for different perspective and
125 possibility to extend project season.
126

127 **E. Adopt Amendments to Town Leave Policy**

128 Donna Barlow Casey, Town Manager stated that Dept Heads under current
129 policy go through involved process sometimes landing on Managers desk day
130 want to take leave. Propose if three days or less should streamline by issuing
131 memo to Town Manager, for HR review of accurate time available, stating
132 who's in their stead and take responsibility for them. Gives qualified
133 Department Heads respect, empowerment and reduces paperwork while still

134 receiving notification. Manager would hold Department Heads accountable.
135 Barlow Casey open to have weeks notice unless emergency.

136
137 Bartlett concern backup qualified to carry on operations. Barlow Casey
138 following up.

139
140 Bartlett made motion to make Administrative code change to leave request
141 as presented. Second by Adams.

142
143 Discussion –none

144 **Roll Call Vote: Bartlett, Yes; Adams, Yes; Cushing, No; Nolan, No;**
145 **King/Acting Chair, Yes. Motion carries.**

146
147 **F. Adopt Limited Dept. Head Sign-off on Purchases.**

148 Barlow Casey said we have several department heads that run departments
149 well and want to empower them. This policy change would enable
150 Department Heads to approve purchase orders under \$500 and those would
151 not have to go to the Town Manager for approval. The rest of the process
152 would continue following internal controls in place. This would give
153 Department Heads a chance to shine, hold accountable for line items of
154 budget and accept responsibility rather than Manager spending time
155 reviewing each purchase.

156
157 Cushing opposed Department Head approval for any amount – way now
158 provides checks & balance. Suggest having designee in Manager office.
159 Brian previously sent back many invoices for further review; cheaper, not in
160 budget, various reasons. Most important part of Treasurer, Board, and
161 Manager is finances correct. Without you don't have system. Auditors audit
162 books only. This doesn't fix current problems.

163
164 Bartlett stated to separate process from risk and results. Entrust Manager
165 with authority may or may not work. Nolan wants to see checks & balances
166 of policy and procedures in place that he hasn't seen over last five months
167 and then see change rather than condone upfront and hope for change.

168
169 Adams suggested trying it and seeing how it works.

170
171 King doesn't want to break Managers spirit, but reserves not to proceed with
172 motion.

173
174 Bartlett offered to work with Barlow Casey on how many purchases would
175 fall under the \$500 threshold proposed.

176
177 **G. Adopt Town Manager Search Policy**

178 Barlow Casey, Town Manager present in Erik Wells' absence directive coming
179 from Paul Bohne as Interim Manager to define and outline search process for
180 new Town Manager. Wells did not receive any feedback from search
181 committee after distribution to them. Barlow Casey stated one items missing
182 is identifying consultant to check references – suggest possibly week 10.
183 Selectboard determines candidates to invite back for final interview and do
184 preliminary reference check or final two.

185
186 Bartlett suggests adding section choosing interim manager.
187 Nolan suggests leaving contractor as broad with no defined entity.
188 Adams asked include cost factor guide for advertising, lawyers, ballpark
189 figure.

190
191 Bartlett asked review Week 3 section 2 add something to insure resumes &
192 packets for candidates in NR ranking don't go forward if Board makes
193 exclusionary.

194
195 Barlow Casey to revise and present again.

196
197 **H. Set Date for Next Selectboard Meeting**

198 King suggest have on agenda so public aware when next meeting and where
199 for every future meeting.

200
201 Having retreat 5th Mon. - next Aug. 31st 6PM in the Town Manager's
202 Conference Room.

203
204 Next scheduled Select Board meeting normal fall Monday -Labor Day, Tues.
205 conflicts other town meetings next available following Thurs. Sept. 10th at 6
206 PM in the Community Room.

207
208 **VII. Old Business -**

209 School Board Activity-

210 Apologize didn't amend agenda before but Bartlett wish to add relate to what
211 happening with School Board as point of history. Originally Board drafted a
212 letter regarding hiring an investigator not that it did anything but bringing up
213 now to query whether Board wants to discuss or bring to closure. Affects board
214 only in that it affects town.

215
216 **VIII. Reconsideration –**

217 Cushing stated South Burlington Town Manager proposing sharing discussion
218 with other towns for example on storm drainage efforts.

219 Offered to contact to see if how proceeding with information or potential
220 collaborative efforts on municipal concerns. Board feels good idea.

221

222 King also brought up seminar on Selectboard responsibilities; highly recommend
223 new board members and review - usually done after town meeting – good
224 networking, more towns share the better for everyone.

225

226 **IX. Manager's Report**

227 Barlow Casey highlighted

- 228 • New Town Planner started today – Jeff Castle local resident. Previously
- 229 worked with So. Burlington planner and has had small TIF training.
- 230 • Audit underway – so far we so good, no surprises.
- 231 • Staff reviewing Rt 7 Corridor stretch of sidewalks and lighting. Hunt
- 232 absent but allow continuing short interviews to move project forward.
- 233 • One last plug for meeting with Manager on Wed. thru Sept. 9th until 6:30
- 234 invite anyone to stop by.

235

236 **IX. Potential and/or Future Agenda Items –**

237 **A. Identify Topics of Interest for Fees Discussion –**

238 Barlow Casey proposes to move to Retreat meeting which would be more
239 appropriate. Packet in last meeting – get Nolan a copy absent from prior
240 meeting.

241

242

243 **XI. Warrant/Report # 4**

244 Bartlett reviewed Warrant/Invoice Report #4 FY16 \$439,144.35

245

246 A few items of mention, in random order:

247

- 248 • Champlain Housing Trust, \$109,503 - Requisition of VCDP funds, pass through
- 249 from VCDP grant
- 250 • Champlain Water District, \$96,382.60 - water purchases, breakdown below
- 251 - ***DATED 5/31/15, PAST DUE*** \$48,443.96 - should this be paid out of FY15
- 252 funds? Assuming wasn't approved on previous warrant, why only receiving
- 253 invoice now?- July = \$47,938.66
- 254 • CCRPC, \$19,920
- 255 - \$13,120 Dues and Fees, split evenly between public works and planning depts.
- 256 - \$1,800 FY16 Stream Team ***what is this and how is our share computed?***
- 257 - \$5,000 Regional Storm Water Education Program ***what is this and how is our
- 258 share computed?***
- 259 • GMP, electricity - \$16,676.86
- 260 • Milton Artist Guild, \$750 - FY16 budget allocation
- 261 • Milton Youth Soccer, \$800 - FY16 budget allocation
- 262 • Sullivan, Powers & Co, \$5,927 - FY15 pre-audit performed in June
- 263 • Tri-Sales, Inc., \$15,611.80 - annual water meter purchase
- 264 • United States Post Office, \$3,000 - postage for meter
- 265 • VLCT, \$133,348.50

- 266 - \$132,683 = payment 2 of 2 for PACIF (Property And Casualty Intermunicipal
267 Fund)
268 - \$765.50 = balance of TM search fees
269 • Visiting Nurse Association (VNA), \$2,000 - FY16 budget allocation
270 • Weststaff, \$827.50 - 39 hours @ \$21.22/hour - coverage for TM EA while out of
271 office
272 • Wexbank, \$4,286.84 - Town vehicle fuel card purchase
273

274 There are no supplemental warrants.
275

276 Motion made by Bartlett to approve orders in the amount of \$439,144.35 as presented.
277 Second Nolan.

278 Discussion –Nolan questioned if Bound Tree Medical was equipment? –
279 approved prior meeting, new harness stretcher & sensor for Fire & Rescue.
280 Bring Champlain Water District 5/31/15 to attention of auditors prior year?
281 **All approved.**
282
283

284 **XII. Minutes - To approve with or without corrections**

285 Nolan motion to divide the motion between two meeting dates.
286

287 Motion made by Cushing to accept minutes of Selectboard Meeting of July 27th,
288 2015. Bartlett second. Discussion – none. **All Approved.**
289

290 Cushing motion to approve August 3rd, 2015 Select Board Meeting minutes.
291 Seconded by Bartlett. Discussion-none. Bartlett, Yes Cushing Yes. Nolan abstains
292 (absent). King, yes. **Motion carries.**
293

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

295
296 None Nolan let go for now.
297

298 **XIV. Adjournment**

299
300 Motion made by Bartlett to adjourn. Second by Cushing. **All approved.**
301

302 King adjourned meeting at 8:34PM
303

304 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*
305
306
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318

Respectfully Submitted,

_____ Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT

Milton Selectboard Meeting Minutes

August 31, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: Darren Adams, (via phone) Stuart King, Vice Chair/ Acting Chair; John Bartlett, Clerk; Kenneth Nolan, Member (arrived at 7 PM); John Cushing, Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, HR Coordinator

Others Present: None

I. Call to Order - King called meeting to order at 6:01 PM

II. Flag Salute - King led the attendees in a Salute to the Flag

III. Agenda Review – Barlow Casey asked that an emergency warrant be added to the agenda to refund a tax sale bid placed in escrow this past July. The bid is earning interest. Adams said he believed a Special Meeting could not have a warrant added to the agenda. King and Cushing asked for additional information regarding the funds and tax sale. This item will be taken up at the September 10 meeting.

Cushing asked if he could share information from a phone call with South Burlington City Manager Kevin Dorn regarding the creation of a regional municipality to share services. King placed the item under new business on the agenda.

IV. Public Forum – None

V. New Business and Department Items

A. Town Manager Goals and Objectives

The Selectboard and Barlow Casey discussed goals and objectives for the Town Manager position for the upcoming quarter and year. Topics included the FY '17 budget and process to assemble it, the Town Core Tax Increment Finance District, staff management and department oversight, internal and external communications and community engagement.

B. Regional Municipality to Share Services

Cushing spoke with South Burlington City Manager Kevin Dorn regarding the creation of a regional municipality to share services earlier that day and it would need a ballot item this fall. The Board was not in support of adding a ballot item for this currently.

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

Barlow Casey and HR Coordinator Erik Wells were asked to join executive session.

Bartlett moved to find premature public knowledge about Human Resources and Real Estate would cause the Town or person to suffer a substantial disadvantage. Second by Adams. **Approved 5-0 Roll Call Vote.**

50 Bartlett moved to enter into executive session to discuss Human Resources and Real
51 Estate under the provisions of V.S.A. Title 1 Section 313. Second by Nolan. **Approved**
52 **5-0 Roll Call Vote.**

53
54 Entered Executive Session at 8:28 PM.

55
56 Bartlett motioned to close Executive Session at 9:24 PM. Second by Nolan. **Approved 5-0**
57 **Roll Call Vote.** There was no action as a result of Executive Session.

58
59 **XIV. Adjournment**

60
61 Motion made by Bartlett to adjourn. Second by Cushing. **All approved.**

62
63 King adjourned meeting at 9:26

64
65 **Respectfully Submitted,**

66
67 _____ **Date:** _____

68 **John Bartlett, Selectboard Clerk**

69
70 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

71
72 **ATTEST: _____ Milton Town Clerk**