

Milton Selectboard Meeting Minutes

September 21, 2015, 2015 6:00 P.M.

Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Joanne Davis, Finance Director, Jacob Hemmerick, Planning Director; Roger Hunt, Public Works Director; Dustin Keelty, Public Works Supervisor; Erik Wells, Director, Administration & Community Services.

Others Present: Courtney Lamdin, Milton Independent; Lori Donna & Anthony Micklus Planning Commission; Bob Lombard & Carole Towne prior Village Cemetery Association; Henry Bonges, William Kaigle, Amy Cook, Giesla Alpert, Improvements Committee; David Raphael, LandWorks

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** – King requested FY'16 Budget status discussion to be moved after Selectboard member Nolan arrives. Also add general discussion of permits.

IV. **Public Forum** – 6:04 PM King asked if anything to present not on agenda – none. Lori Donna had to leave but wanted to express support on Planning Grant to be presented by Hemmerick later on agenda. As Chair of Planning Commission, she requested a favorable vote or to hold for further discussion at later date. Also support Bonges/ Improvements Committee for Rte. 7 Development.
Close Public Forum at 6:07PM

V. **New Business and Department Items**

A. **Appointment of Anthony Micklus to the Economic Development Commission Business Representative, 3 yr term.**

Barlow Casey explained after a hiatus request reappointment of Micklus. He clarified that he previously was on Commission as President Of Milton Business Association but no longer is President. However, now a Business member position is open. Stated he is currently on planning commission but was not part of corridor study. It's felt that with business connection talk to people & hear concerns getting feedback. Contribute to identify Why not Milton vs. Why Milton?

Bartlett moved to appoint Anthony Micklus as EDC member for a three-year term.

Adams second. Discussion – none.

Independent Roll -Adams yes, Cushing yes, Bartlett yes, King yes – **motion carried.**

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B. Resolution Honoring Former Cemetery Assoc. Members –

Barlow Casey stated the Village Cemetery Association which has been a long-standing part of community has recently dissolved. Present representing the group was Bob Lombard & Carole Towne. Barlow Casey read resolution and presented signed copy to each member of the group thanking them and previous community members who served on the Association for the service to the Town.

Cushing moved to pass Resolution as written. Bartlett seconded. No further discussion. All in favor. **Motion carried.**

Lombard expressed thanks for recognition and wanted to commend Wells & Barlow Casey for open door policy and being positive and gracious throughout transition.

C. Municipal Planning Grant

Jacob Hemmerick, Planning Director presented an overview of the Municipal Planning Grant application from the Agency of Commerce and Community Development from State of VT. The grant application is for \$14,270 with a local match of \$2,090. It would be used to support the Interim Zoning Bylaw development and consultant costs.

Bartlett moved to approve Municipal Planning Grant as presented. Cushing seconded. No further discussion.

Independent Roll -Adams yes, Cushing yes, Bartlett yes, King yes. **Motion carries**

D. Award contract to Landworks/Dubois & King for Rte. 7 and River St. Sidewalk and Streetscape Improvements Engineering & Conceptual Design

Barlow Casey – two decisions one to award contract to preferred candidate selected per qualifications/proposal by review committee and seconded to approve funding mechanism for this project which fits into TIF core funding. Invited following involved to present - Hunt; Wells; Keelty; Bonges, Alpert, Cook, Kaigle, Improvements Committee; David Raphael, LandWorks,

Barlow Casey stated this conceptual design phase addresses creating a sense of place for Milton. Vision is as integral part of what Milton needs to look at. This design work will be used to implement the \$2.4 million bond for this project approved by the voters on Town Meeting Day 2015.

Wells explained review process of bids both quantitative and qualitative resulting in the review committee selecting the team of LandWorks and Dubois & King.

Hunt presented the scope of work contained in the RFQP.

Bonges –read letter of behalf of the Rte. 7 Improvement Committee, expressing support.

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King noted other towns that have implemented similar projects, Believe in and supports this action.

Bartlett – also address alternatives of existing property, which would negate plan – a component of “revitalization.” Incentivize somehow to encourage improvements rather than condemn.

Raphael of LandWorks–presented a project overview that covered:

- Conceptual Streetscape Plans - Vision
- Other Key Tasks/Products
- Additional Project Examples of Similar Work Done for Municipalities
- Public Engagement

E. Financing for Rte 7 and River St. Sidewalk and Streetscape Improvements Engineering & Conceptual Design – Donna Barlow Casey, Town Manager

Barlow Casey suggested the Board approve a Bond Anticipation Note. TIF requires that funds pay down debt, and need a debt financing mechanism. Total cost \$68,812 for project.

Nolan – question how confidant work will be done for amount - experience D & K low bids lots of change orders. Raphael stated he will only speak for LandWork, but once commit only exception if town asks to do something out of scope.

Bartlett moved to enter into contract with LandWorks & Dubois & King for conceptual design engineering services for Rte. 7 & River St. Sidewalk & Streetscape Project in an amount not to exceed \$68, 812 and for the Town Manager to execute the necessary documents. Adams second. No further discussion.

Independent Roll - Bartlett yes, Cushing, yes, Adams Yes, Nolan, yes, King, Yes. **Motion Carried.**

Cushing moved to authorize Barlow Casey/Town Manager & Gifford/Treasurer to look for a bond anticipation note in the amount of \$70,000. Adams second. No further discussion.

Independent Roll - Adams yes, Cushing yes, Nolan yes, Bartlett yes, King yes. **Motion Carried.**

F. FY’16 Budget Status Report

Discussion covered payment of school portion of taxes timeline and line item reporting for better understanding and clarity for department heads.

Barlow Casey asked to postpone further discussion of funds to a later meeting to gain more clarity of funds and reserves with the Treasurer, Finance Director, and Auditor.

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G. FY '17 Budget Timeline and Selectboard Meeting Dates

Barlow Casey & Wells presented proposed upcoming budget process with department heads and to brainstorm Board special meetings dates for budget discussion. Proposed bundling departments like Public Works, Water & WW on a Saturday. Bartlett unavailable Sat. December 12th. Nolan stated having multiple meetings in a week would be good to get things done.

Wells to bring back revised schedule to next board meeting.

H. Revision to Town Cemetery Advisory Committee Structure

Wells presented change in policy due to adding Town Cemetery to land portfolio increasing administrative duties. Propose change in policy to increase from 3 to 5 members which report to board as cemetery commission.

Barlow Casey per state Selectboard is in charge unless formal commission which we don't have. Selectboard should appoint members to committee. Town Clerk issues cemetery deed and Town Treasurer collects fees.

Bartlett moved to approve language adjustments from three to five members appointed by the Cemetery Commission with a rolling three year term.

Adams second. No further discussion.

Independent Roll - Adams yes, Cushing yes, Nolan yes Bartlett yes, King yes. **Motion carried.**

I. Set Date for Next Selectboard Meeting

Next scheduled Selectboard Meeting will be Oct. 5th. Adam is out of town and will plan to call in. King will be out of town but will call in. The meeting will be held as scheduled.

VI. Old Business -

King – Selectboard needs to review current contractor fee structure.

VII. Reconsideration – none

VIII. Manager's Report

Barlow Casey announced arrival of a new baby boy to Zoning Administrator Amanda Pitts and her husband.

Touch a Truck whopping success 600 people.

Facebook Page approved with controls on back side – Police Dept. release today, Rec dept. Working with Don Turner for Fire & Rescue. Each very distinct.

Suggestion link e-mail signature to face book page helpful to communicate.

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IX. Potential and/or Future Agenda Items – None

X. Warrant/Report # 6 & Supplemental Warrant

Bartlett reviewed the FY16 Warrant/Invoice Report #6 for Board orders in the amount of \$104,116.67.

Mentioned in random order:

NEMRC annual license \$1600

Charles Preska easement 3 McMullen Rd., Assessed & relocate fence \$1800

Fuel charges for municipal vehicles – \$3,228.87

\$529.85 MPD Display ad with Burlington Free Press. Generally use Seven Days.

Bartlett moved to approve Warrant #6 in the amount of \$104,116.67. Cushing Seconded.

Cushing questioned Munson invoice – Bartlett stated two cylinders on excavator and one for 2006 dump truck. Bartlett suggested when buying new computers note who & where.

No further discussion. **Independent roll – All Approved.**

Bartlett presented Supplemental Warrant People’s United Bank Bond \$8,761.92

Cushing moved to approve supplemental Warrant for \$8761.92. Bartlett Seconded.

Discussion – Adam asked for clarification - Sewer Bond.

Independent roll- All Approved.

XI. Minutes of the Selectboard Meeting of September 10th, 2015.

Cushing moved to approve the minutes of Selectboard meeting for September 10th, 2015 without correction. Nolan seconded. No Discussion. **All Approved.**

XII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313 -None.

XIII. Adjournment

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

King adjourned meeting at 9:29PM

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

Respectfully Submitted,



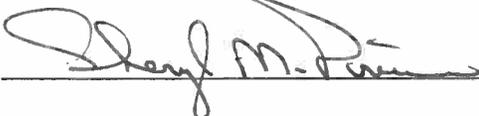
Date: 10/5/15

John Bartlett, Selectboard Clerk

RECEIVED
OCT 13 2015

Filed with Milton Town Clerk’s Office on this 13 day of October, 2015

TOWN CLERK’S OFFICE
MILTON, VERMONT

ATTEST:  Milton Town Clerk