

Milton Selectboard Meeting Minutes

May 18, 2015 6:00 P.M.

Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Paul Bohne, Interim Town Manager; Joanne Davis, Finance Director; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director; Jake Hemmerick, Town Planner; Ben Nappi, Recreation Assistant; Brett Van Noordt, Chief of Police;

Others Present: Courtney Lamdin; Henry Bonges; Elsie & Bill Labell; Diane Meyerhoff, Third Sector Assoc; Lynn Delaney; Milton Artist Guild: Nicole Vance, Pilar Paulsen; Roger Dickinson; Barry Genzlinger; CCRPC: Eleni Churchill, Lee Krohn, Jason Chavert; Mary Jane Stinson; Tony Nicklus, Planning Commission; Burlington District – VDH: Ed DeMott, Am Malinowski; Brian Gorton; Dan Gaherty, Conservation Comm; John Lindsay, Planning Commission.

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

II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

III. **Agenda Review**- Stuart King add item XVIII Possible action resulting from Executive Session regarding Town Manager search.

Bohne - Remove Item V on Agenda duplicate Manager's Update V1V
"E" duplicated on agenda.

IV. **Public Forum** – Adams asked if anyone speaking on item not on tonight's agenda – **No Response**

V. **New Business**

Presentation of the Route 7 Corridor Transportation Study – Third public Hearing

Jason Charest, Chittenden County Regional Planning Commission (CCRPC) along w/ Amy Malinowski, Andrew Smith, and Kristin Clark

Defined need due to increase growth and pressures being put on Route 7 from Forbes to Main St. Identify corridor issues and strategies to achieve goals.

Vision Stmt to adapt changing demands; transform into inviting, safe and attractive street for all users. Offer multimodal travel options by foot, bicycle, transit and automobile. Enhance quality of life and health of residents and commuters.

Four Goals:

- Balance regional & local transportation needs
- Improve safety for all users
- Provide convenient multimodal transportation options
- Enhance the quality of life well being of community

Amy –Health Impact Assessment - effects on changing population/community vs. roads.

Kristin Clark – Sr. Traffic Engineer -

47 Different recommendations that came out of study – gaps, crash history, transit facilities,
48 signals warrants, improve existing conditions. Start with review Arterial Level of Service
49 approaching Route 7: Chimney corners North to Forbes Volume to Capacity Ration.
50

51 Looked at Four Strategy Areas with options and effects for today’s conditions and 2035.

- 52 ○ Strategy 1 Route 7 Racine & Legion and also West Milton.
- 53 ○ Strategy 2 Bike & Pedestrian on W Milton Bridge
- 54 ○ Strategy 3 Take Pressure of Route 7 alternative routes – Backage Roads
- 55 ○ Strategy 4 speed enforcement –excessive speed on north & south ends, Forbes & Racine
- 56 ○ Strategy 5 Milton HS Connection Improvements Rebecca Lander & Lamoille Terrace
- 57 ○ Strategy 6 Long term improvements –Cross section of Route 7 Bartlett Rd to Shopping.
- 58 ○ Strategy 7 Cherry & Main Streetscape Enhancements
- 59 ○ Strategy 8 Closing Bike/Pedestrian Gaps & Adding New Transit Accommodations

60

61 Open for discussion:

62 King, Nolan, and Adams all had concerns of VTrans awareness and wiliness to support study for
63 acceptance and participation of plan? Nolan pointed out historically these plans presented 20
64 years ago with no action and wants to know how CCRPC is going to get this on VTrans Plan vs.
65 other towns with a bigger voice. King stated that town demonstrates support by already voting
66 on approving Route 7 corridor improvement so we should be a head of game and need help
67 getting help and VTrans on board. Adams concern was previous steps taken by board were
68 then vetoed by VTrans in the eleventh hour after following their guidelines. Wants to have
69 assurance of Vtrans consistent with development. Elsie LaBelle – agree over & over nothing
70 happens. Nolan reiterated to necessity to get on TIP to get things done not having onus put on
71 town to do the small stuff time after time while rest of Chittenden County gets work done.
72 CCRPC Milton deserves work and funds required to fund it. Bohne– questioned looking at
73 projects how much rely on community to get Planning Commission to get work on plan.

74

75 CCRPC responded that there’s several next steps of implementation plan that they have been
76 and would continue to work to put this in the forefront of VTrans capital improvement. One
77 suggestion was that road be taken over as a Class 1 highway.

78

79 John noted correction of 3-rod vs. 4-rod road for right-o-way when sewer put in.

80 Roger Hunt – stated VTrans approved light by Ice Barn for commercial development.

81

82 Henry Bonges questioned methods to slow traffic at corridor ends utilize median vs. police to
83 naturally slow down. Ken – curious if an actual study re the speeding at end corridors or just
84 focus groups and understanding if a proposed solution to a strategy would actually worsen
85 result now for an improvement of a potential problem in 2035. CCRPC -improve now and in
86 future by distributing delays both on Route 7 & Main. Focus groups and police officer on Board
87 stated complaints of speed at corridor ends w/o doing physical study. Nolan stated his
88 observation problem would be outside of corridor.

89

90 Adams –Comment not to include “Bike” consideration NOT as alternative transportation.

91 Promote safety but not feasible for mode of transportation. Encourage biking to greatest

92 extent possible –Study should look at as Recreational vs. mode of transportation.

93

94 Thanks given for presentation.

95

- 96 VI. **New Business**
97 **A) Entertainment License for the Artist's Guild 6/20/2015 Festival of the Arts**
98
99 Bohne— application in, everything seems to be in order. Request board approval.
100
101 Cushing moved to approve the entertainment license for the Milton Artist's Guild Festival of
102 the Arts to be held on June 20, 2015. Bartlett second. **All approved.**
103
104 **B) Entertainment License for the Milton Firefighter's Association July 4th Celebration**
105
106 Bohne— annual event, no changes expected, everything appears in order.
107
108 Cushing move to approve the entertainment license for the Milton firefighter's association
109 event to be held July 4, 2015 celebration. Bartlett Second. **All approved.**
110
111 **C) Certification for Certification of Approved Location of a Salvage Yard**
112
113 Bohne – Salvage Yard 19 Watkins Rd owned & operated by Turner. Amanda Pitts Zoning
114 Administrator reviewed and found no violations. 5 yr certificate.
115
116 Cushing move to approve the Certification of Approved Location of a Salvage yard for
117 Jeffrey, Walter and Virginia Turner on Watkins Road.
118
119 King— property zone within zoning regulations? Cushing yes and found in this particular
120 case property has done very well for town of Milton. Never been problem.
121
122 Nolan second. **All approved**
123
124 **D) Adoption of the Update of Milton's Emergency Operations Plan**
125
126 Bohne – annual event to update contact, phone numbers, etc.
127
128 King stated not completed. Bartlett review PDF. Nolan partially filled in. Bartlett
129 questioned who's responsibility to keep document – Bohne believe Town Manager, Fire
130 Chief and Police Chief.
131
132 Bartlett move to adopt the updated Town of Milton's Emergency Operations Plan as
133 presented. King second. **All approved.**
134
135 **E) Approval of the Paving Bid**
136
137 Bohne stated the bids came in better than expected. Hunt reviewed \$62,710 asphalt, stop
138 bar \$25/foot. Total estimate was \$284K bid came in lower at \$237,725. Recommend add
139 section Sanderson Rd. not previously paved last time and concern for bicyclist use.
140
141 Concern expressed by Cushing and King that no State Aid roads effected which is most
142 utilized. Only paving developments unless grant and would like to see more mainline roads
143 maintained. Hunt stated Everest scheduled next spring lots of work on the shoulder before
144 pave lots of prep this fall.

145 King questioned if enough money left in budget to pay for \$260K? Hunt showed balance
146 sheet showing figure but Nolan questioned if this was available money.
147

148 Cushing discussion and education of reserve vs. general funds and why previous Town
149 Manager moved fund to reserve that is separately voter approved funds. Nolan stated
150 confuses understanding of what money is for and how used. Money in budget and reserve
151 different. Hunt stated transferred at direction of previous Town Manager. Davis confirmed
152 Town Manager just moved funds. Cushing suggests Auditing Firm appear before committee
153 involved with decision. Bohne suggest do research before having them come as found
154 some paper trail and to find if any resolution by select board to co mingle funds. Bartlett
155 again expressed having way to track individual account activity history-possibly laser fiche.
156

157 Adams– Kingsbury crossing? Roughly eliminate 12 miles dirt road until Everest & North
158 fixed better off push back paving. Hunt only dirt rd left winter maintenance – efficiency
159 better service. Adams questioned – when bids expire?– Hunt 30 days , June 9 roads done
160 by July 31st. King & Nolan suggest eliminating Kingsbury to bring bid for needed paving
161 within budget. Cushing countered with removing extra allowance in bid. Don't include
162 Sanderson.
163

164 King moved to approve award to SD Ireland of Spring Summer Paving not to exceed
165 \$195,778.70 removing Sanderson & Kingsbury Crossing. Bartlett second. **All approved.**
166

167 **F) Approval of an amendment to the Milton Town Core TIF by adding two properties**
168

169 Bohne– two properties could not be built on w/o town sewer adding would now be fairly
170 simple. Adams confirmed Parcels on Cameron Run.
171

172 Cushing move to approve the submittal to the Vermont Economic Progress Council to
173 include parcels #229030.002000 & parcel #229010.13600 within the Milton Town Core tax
174 Increment Financing District as amendments to the District. King second. **All approve**
175

176 **G) Consider approval of distribution of items awarded Town employees as drawings at the**
177 **Vermont Municipal Field Day**
178

179 Bohne said Field Day attendance by public works with annual drawings which Milton
180 employees successful this year winning. Include items: A hard hat, chain saw, \$150 gift
181 cert., 3 other employees won \$50 gas cards. Selectboard determine how to dispense with
182 prizes.
183

184 Bartlett how relates to policy specific gift vs. random drawing for exceptions.
185 Cushing– town paid employee to go on Town time, town money. Employees are all aware
186 of policy. Adams employees wish to keep gift? Hunt appropriate specific vendor to specific
187 person. Appearance did not sway to do business with XYZ. Nolan whether considered
188 “incidental”. King find OK if it's used by department or town departments.
189

190 King moved to allow employees that won drawings to utilize the prizes personally. Bartlett
191 to second. Nolan made sure motion states that employees get to keep what was drawn?
192 No – Nolan & Cushing. King abstain. **Motion fails**
193

194 Board agrees nothing against employees just on how it may present to public and future
195 instances. Bartlett recommends Erik to send e-mail to staff as reminder in future of policy.
196

197 **H) Consider authorizing staff and the Conservation Commission to apply for a Recreation**
198 **Trails Min-grant to cover costs of trail signage.**
199

200 Hemmerick – Apr 3rd grant application still in process. Budget River Walk vandalized put
201 together design \$233, also \$650 signs Eagle Mtn. natural area. Developed new map and
202 trail markers and strategic signs. \$884.85 in addition a few hours of staff administration.
203 Under \$1,000.

204
205 King commended on lots of good work.

206
207 Cushing made motion to authorize staff and Town Manager and the Conservation
208 Commission to apply for a Recreation Trails Mini-grant. Nolan second. **All approved**
209

210 **VII. Old Business**

211 **A) Consider an alternative proposal to switch sites for the net metering and community solar**
212 **projects at the Town of Milton Wastewater Treatment Plant and the Town Landfill.**
213

214 Bohne opened by stated problems with site size probably not going to pass regulation.
215 Bonges came up with idea to switch sites. Landfill more than needed but may use other
216 municipalities such as school. Confident customers there and they would find search.
217 Maintain goal for town and added benefit if school on board.

218
219 Nolan benefit lower electrical bills rate would be lease payment thus better to maximize
220 Landfill. More solar, more Town reimbursed. Conflict locating on municipal property. All
221 solar taxable however personal property is not taxable so how they treat municipality.
222 Attorneys reviewing.

223
224 King– Confirmed developed at no cost to town. Flat fee metering side & that’s it. No
225 budget effect. Bohne confirmed.

226
227 Bartlett – Inquired as Joe tax payer this switch will benefit how many? Nolan WW plant =
228 100 residents could signup to own a piece. Landfill bigger using municipality rather than
229 individual residents. Adams a means to ensure School District gets first option. Nolan put
230 language in contract.

231
232 Nolan wanted to address board’s authorization of his right to negotiate is still not a conflict
233 of interest working for Burlington. Want to be clear, even though now talking about
234 municipality, there is still no conflict because in order to sign up for this municipality would
235 have to be a Green Mountain Power customer and the city is not a Green Mountain Power
236 customer.

237
238 Barlett made motion to authorize Ken Nolan, the Town Attorney and Town Staff to pursue
239 lease agreements at both the Wastewater Treatment Plant and the Town Landfill and a net
240 metering agreement at the Landfill site. King Second. **All approved.**
241
242

243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291

B) Continued discussion of the Capital Improvement Budget and Program (CIP)

Bohne feels process going forward to get CIP adopted by June 15th.
Put things in order 1) What is proposed for CIP 2015 acknowledged and funded properly.
2) Identify various funds involved CIP – tax impact fee source of funds.
a) Board determines what reasonable item proposed to use of impact fees
b) Lack of knowledge impact fee ordinance. Katherine Sonnick had nothing to do computing what fees would be. Joanne & Paul unable to calculate. Previous Town Manager knowledge, hopefully will return call. Unusual ordinance. How can you compute fee until you know what CIP is going to be.

King questioned if zoning responsible to come up with fee and number of fees?
Cushing described impact fee process and calculation as historically done. Bohne not question legality but how to come to number ahead of time determine capital budget- lots of moving parts.

Adams – vacuum truck replacement – enough use to justify expense of replacement?
Roger Yes – can prove worth. Stay running considerable time & winter water main breaks.
– Get some data how many hours run. Bohne supported as important tool. Plant, sewer system, good rotation.

Discussion on how to make changes at this time to get passed on time.

Cushing & Nolan commend for presentation of better document. Staff should understand and know not to present all “wish” list. Adams countered present to know and not surprise later beyond “plan”. May not implement all but should know useful life.

Bohne discussion on grader and need possible lease. Will come back to board.

C) Consider warning a public hearing regarding the 2016-2021 CIP for Monday, June 15, 2015.

Bartlett move to warn a public hearing regarding the 2016-2021 CIP to Mon. June 15th at 6 PM. King Second. **All Approved.**

D) Consider amending the Administrative Code regarding adopting a Capital Improvement Plan and Program.

Bohne came across conflict – Charge for Town Manager to do piece and Planning Commission to do essentially the same. Propose amend CIP delete & add put on track to adopt CIP using process used prior collaboration of Town Manager and Town Planner and department heads to prepare and present to Select Board and file with Town Clerk.

Cushing difficult for Planner get into financial stuff. Town Manager in charge of Finance turnover to Finance. Treasurer revenue vs. expenditures. Document carry through very few changes each year.

292 Bartlett made motion to amend the Administrative Code by deleting Section 3106, F, and
293 Section 2502, J and adding a new section 702 as discussed by the Interim Town Manager.
294 King Seconded. **Motion passes 4-1 (Nolan against.)**
295

296 Cushing questioned when codes implemented? Bohne believe original. For clarity Nolan
297 stated he tries not to make practice of amending documents to sanction not following
298 directions of what selectboard has given. Basically town staff didn't do what we asked
299 them to do so we are amending what we asked them to do because that's what their
300 actually doing. I understand logic, understand trying to do.
301

302 **E) Manager report –**

303 Eagle Mtn Rd embankment next to lake sliding off, fairly serious project. Meghan Grant
304 resigned as Planning Assistant in the Planning Dept. Filled by temp. Job posted to town
305 employees & advertised. All public works positions filled. Vacancy in Police Dept.
306 Reservations for all the fields go through Rec has to have Police, Fire, and Town Manager to
307 sign off Rec. very capable. Budget status 88% through year lots of activity coming up but
308 looks within budget.
309

310 Bartlett - A) Electric sign by park out for about month?

311 B) Community Champion Awards – committee choose 3 need candidates – Kym
312 is moving forward and determine what reward is and earmarked.

313 Adams – attachments mowing equipment is right by playground. Equipment between
314 fenced in area decided last year.

315 King questioned SB participation Memorial Day flower presentation. Next month agenda
316 item July 4th SB participation.
317

318

319 **F) Minutes – To Approve With or Without Corrections**

320

321 Bartlett move to approve both minutes the regular select board minutes of May 4th and the
322 special meetings of May 5th and 7th as presented. Cushing to second. **All approved.**
323

324

325 **G) Warrant/Report #2 and Supplemental Warrant**

326

327 Bartlett reviewed Warrant and Report #2 orders which comes to \$132,772.98
328 Relate to Misc. bulbs blades, lubricants rare above \$100. Auto shop putting on or Police
329 department putting on at \$20 blade. Cost saving purchasing processing overall. Considerable
330 amount of fleet repair goes to Georgia and should be reviewed.

331

332 Barlett moved to approve Warrant #2 as presented for a total of \$132,772.98. Second by
333 Nolan. **All approved**

334

335 Bartlett presented one supplemental warrant for People's United bank for \$16,452.96 for Main
336 Street Storm Water.

337

338 Bartlett move to approve Supplemental Warrant as well. Cushing Second. **All approved.**
339

340

341 **H) Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**

342
343 Bartlett move to find that premature public knowledge about Real Estate and Human Resources
344 would cause the Town or person to suffer undue personal disadvantage under the provisions of
345 VSA Title 1 Section 313. Second by King. **Approved unanimously.**

346
347 Bartlett motioned to enter into Executive Session to discuss Real Estate and Human Resources
348 under the provisions of V.S.A. Title 1 Section 313a2 and V.S.A. Title 1 Section 313a3, Inviting
349 Town Manager. Second by King. **Approved unanimously.**

350
351 Entered into Executive Session at 9:15 PM.

352
353 Bartlett motion to close executive session at 10:05 PM. King Second. **Approved unanimously.**

354
355 Returned to Open Session at 10:07 by Adams.

356
357 Bartlett motioned to end current Town Manager search process and notify the finalists of the
358 Town’s decision. Nolan second. **Approved unanimously.**

359
360 Bartlett motioned to authorize Stuart King to act for the Selectboard to negotiate a six-month
361 contract with Sanford Miller to serve as Milton’s Town Manager. Second by Nolan. **Approved**
362 **unanimously.**

363
364 **I) Adjournment**

365
366 Bartlett moved to adjourn at 10:08PM. Second by King. **Unanimously approved.**

367
368 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

369
370 **Respectfully Submitted,**

371
372 _____ **Date:** _____

373 **John Bartlett, Selectboard Clerk**

374
375 **Filed with Milton Town Clerk’s Office on this _____ day of _____, _____**

376
377 **ATTEST: _____ Milton Town Clerk**