

Milton Selectboard Meeting

May 16, 2016 Immediately Following Liquor Board Meeting at 6 PM
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. **Recognition and Event Permits**
 - A. **Milton Highway Department for Response to Main St. Fire**
Consider Approval
Don Turner, Fire Chief
 - B. **National Public Works Week Recognition Resolution**
Consider Approval
Erik Wells, Director of Administration & Community Affairs
 - C. **July 4th Entertainment Permit & Funding Allocation for Portable Toilets**
Consider Approval
Don Turner, Fire Chief
Erik Wells, Director of Administration & Community Affairs
- VI. **Policy Changes**
 - A. **Facility and Field Use Application Process**
Consider Approval
Kym Duchesneau, Recreation Coordinator
Ben Nappi, Assistant Recreation Coordinator
- VII. **Discussions**
 - A. **Final Conversation on Impact Fees**
Discussion
Donna Barlow Casey, Town Manager
John Gifford, Interim Finance Director
 - B. **Interfund Loan Impact on FY '17 Capital Plan**
Discussion and possible action
Donna Barlow Casey, Town Manager
John Gifford, Interim Finance Director

- C. FY 2016 Audit**
Discussion and possible action
Donna Barlow Casey, Town Manager

VIII. Old Business

- A. Bond Anticipation Note (BAN) for Bombardier Property Purchase**
Consider Approval
Donna Barlow Casey, Town Manager

IX. New Business

- A. McMullen Sidewalk Construction Bid Award**
Consider Approval
Erik Wells, Director of Administration & Community Affairs
Dustin Keilty, Public Works Supervisor

- B. McMullen Sidewalk Construction Inspection Services Contract**
Consider Approval
Erik Wells, Director of Administration & Community Affairs
Dustin Keilty, Public Works Supervisor

X. Manager's Report

XI. Warrant/Report #25

XII. Minutes of May 2, 2016 Meeting

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

- Real Estate
- Contract Negotiations

XIV. Adjournment

Posted May 12, 2016 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.


Signed: Donna Barlow Casey, Town Manager

RESOLUTION

Town of Milton Selectboard



Recognizing the Milton Highway Department for Fire First Response

WHEREAS, on the afternoon of April 15, 2016 at approximately 3:30 PM a fire broke out in the northwest rear corner of the historic Clark Memorial Building at 6 Main Street; and,

WHEREAS, members of the Town of Milton Highway Department saw the fire from the Town Garage; and,

WHEREAS, Milton Highway immediately responded to the scene, fire extinguishers in hand, evacuated the building, called the fire department and proceeded to deploy all of their fire extinguishers in an attempt to extinguish the fire; and,

WHEREAS, the fire department arrived on scene and quickly doused the remaining fire and removed the siding to ensure there was no extension into the building's structure; and,

WHEREAS, this fire would surely have advanced into the structure had it not been for the quick action and first response of the Highway Department, their action prevented substantial damage to this historic building, which was at one time the Milton Town Hall; and,

THEREFORE, BE IT RESOLVED, the Selectboard recognizes and thanks the Highway Department for its quick action in fighting this fire and saving the homes of Milton residents.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Palasik

John Cushing

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____

RESOLUTION

Town of Milton Selectboard



National Public Works Week 2016

WHEREAS, public works infrastructure, facilities and services are of vital importance to the health, safety, and well being of the people of Milton; and

WHEREAS, public works facilities and services could not be provided without the dedicated efforts of the professionals in Milton's Highway, Buildings & Grounds and Water/Wastewater Divisions of Public Works to serve Milton's citizens; and

WHEREAS, it is in the public interest for the people of Milton to understand the importance of public works and public works programs in the community; and

WHEREAS, 2016 marks the 56th annual National Public Works Week held from May 15 – 21st sponsored by the American Public Works Association;

THEREFORE, BE IT RESOLVED, the Selectboard hereby designates May 15 – 21, 2016, as National Public Works Week in Milton; and thanks the dedicated public works staff for its continued hard work in serving the people of our great community.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Palasik

John Cushing

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____



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

MAR 14 2016

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: Milton Firefighters Association Inc DBA: Same Contact person: Don Turner

Address: 47 Bombardier Rd PO Box 814 Town/City: Milton

Daytime Contact Numbers: 802 373-5960 Email Address: dturner@town.milton.vt.us

Type of Event: Parade, Chicken BBQ @ Fire station, music in park (MOPC) and fireworks

Event Address: Parade approved route & BBQ at Fire station's MOPC + recreation park

Property Owner/Agent Signature: _____ Date: _____

If a One Time Event: Date: July 4, 2016 Hours: from 10 am to 11 pm
(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) July 5 or 8, 2016 Fireworks

Attendance: 2000+
(Number of persons estimated)

Is the event Public or Private
(Circle One)

Will money be received? yes
(Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: Parade from Milton Elementary/Middle School to Bombardier park -
Chicken BBQ at fire station with doc jay for background music & Milton community
band to perform in MOPC from 7:30-9:15 pm. Fireworks begin at dusk
approximately 9:30 pm.

- 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 Donald H. Turner Jr
 SIGNATURE: Donald H. Turner Jr for Milton Firefighters Assoc Inc DATE: 3/14/16
 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 _____ (Company name) and _____ (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.

Property Owner/Agent: _____ Date: _____
Print Sign

Applicant: _____ Date: _____
Print Sign

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



Application for Facility Use

TOWN OF MILTON

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

Contact: Milton Recreation Department 893-4922

RECEIVED
MAR 14 2016
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: Milton Firefighters Assoc Inc DBA: Same Contact Person: Don Turner

Address: 47 Bombardier Rd PO Box 814 Town/City: Milton

Daytime Contact Numbers: 373-5960 Email Address: dturner@town.milton.vt.us

Type of Event: Parade, Chicken BBQ @ fire station, music in park (MOPC) and fireworks

Facility/Location Requested: Parade route, fire station, MOPC and recreation park

If a one-time event: Date: July 4, 2016 Hours: from 10 am to 11 pm
(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) July 5 or 8, 2016 9³⁰ pm Fire works only

Do you require use of Town: (answer yes or no to each) Water Electricity Lining of fields No
(If other, please explain and attach a separate sheet)

Attendance: 2000+ 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: Town band and decjay at MOPC + fire station

*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.

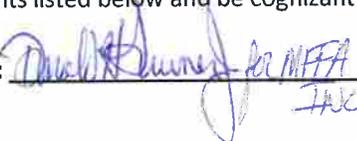
Print Name: Donald H Turner Jr Signature: [Signature] Date: 3/14/16

- 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: Dwight Turner Jr Signature:  for MFAA Tax Date: 3/14/16

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

RECEIVED

MAR 14 2016

VERMONT LEAGUE
OF CITIES & TOWNS



Policy #: P4072016

Coverage Period: 01/01/2016 - 01/01/2017

REGISTRATION DEPARTMENT
MILTON, VERMONT

Property and Casualty Coverage

DECLARATIONS

This Coverage Document consists of the declarations as well as the coverage and endorsements listed within this Coverage Document.

Named Member and Mailing Address	Coverage Provided By
Town of Milton, incl. Milton Firefighters Assoc. Inc. 43 Bombardier Road Milton, VT 05468	VLCT Property and Casualty Intermunicipal Fund (The Fund) 89 Main Street, Suite 4 Montpelier, Vermont 05602 (800) 649-7915 (802) 229-9111

Deductible: \$1,000 Per Occurrence All Other \$2,500 Per Occurrence Law Enforcement Liability \$2,500 Per Claim Employment Practices Liability \$2,500 Per Claim Public Officials Liability
--

Coverage and Limits Provided

In return for the payment of the contribution and subject to the terms and conditions of this Coverage Document and Member Agreements the Fund agrees to provide the Coverage as stated in this Coverage Document.

Section II - Property Coverage

\$20,000,000 any one occurrence for real and personal property, except that with respect to the following types of loss the maximum sub-limit shall be:

- \$10,000,000 any one occurrence and in the aggregate annually with respect to any **Flood** loss under Section II. This coverage is subject to a \$50,000,000 annual aggregate limit for all Fund Members combined with respect to any **Flood** loss under Section II.
- \$10,000,000 any one occurrence and in the aggregate annually with respect to any **Earthquake** loss under Section II. This coverage is subject to a \$50,000,000 annual aggregate limit for all Fund Members combined with respect to any **Earthquake** loss under Section II.
- \$1,000,000 any one occurrence **Municipal Income, Extra Expense and Data Processing Extra Expense combined**
- \$1,000,000 any one occurrence **Data Processing Systems Equipment**
- \$1,000,000 any one occurrence **Data Processing Media**
- \$2,000,000 any one occurrence **Accounts Receivable**
- \$2,000,000 any one occurrence **Valuable Papers and Records**
- \$1,000,000 any one occurrence **Property in Transit**
- \$2,000,000 any one occurrence **Ordinance Deficiency**
- \$100,000 any one occurrence **Computer Attack and Security Breach**

\$20,000,000 any one occurrence and in the aggregate annually with respect to any **Act of Terrorism** loss. This coverage is subject to a \$500,000,000 any one occurrence and annual aggregate limit for all Fund Members combined with respect to any **Act of Terrorism** loss under Section II.

\$1,000,000 any one occurrence and in the aggregate annually for all Fund Members combined **Asbestos Abatement**

\$150,000 any one occurrence and in the aggregate annually **Pollution Removal and Cleanup**

\$1,000,000 any one occurrence unintentional **Errors and Omissions in Property Scheduling**

\$1,000,000 any one occurrence and in the aggregate annually for all Fund Members combined **Mold**

\$50,000,000 any one occurrence **Machinery and Equipment Breakdown**, except that with respect to the following types of loss the maximum sub-limit shall be:

\$1,000,000 any one occurrence **Utility Interruption**

\$ 500,000 any one occurrence **Expediting Expense**

\$ 500,000 any one occurrence **Hazardous Substance Contamination**

\$ 500,000 any one occurrence **Perishable Goods**

\$ 500,000 any one occurrence **Water Damage**

\$ 500,000 any one occurrence **Computer Data and Media**

\$ 500,000 any one occurrence **Mold or Other Fungi, Wet or Dry Rot, or Bacteria**

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MAR 14 2016

RECREATION DEPARTMENT
MILTON, VERMONT

Section III - Casualty Coverage

\$10,000,000 any one occurrence, including suit(s) brought in connection therewith, combined single limit, for all casualty under Section III Agreements C, D, and E, except that with respect to the following types of loss the maximum sub-limit of liability shall be:

- A. \$500,000 any one occurrence and in the aggregate annually Limited Pollution, except that with respect to road salt application the maximum limit of liability is \$20,000 any one occurrence and in the aggregate annually.
- B. \$250,000 any one occurrence Uninsured Motorist
- C. \$1,000,000 any one occurrence and in the aggregate annually Covered Dams
- D. \$15,000 any one occurrence Medical Payments
- E. \$10,000 any one occurrence and in the aggregate annually Sewer Backup

Section IV - Crime and Fidelity Coverage

\$ 25,000 any one occurrence **Agreement F - Money and Securities Within Premises**

\$ 25,000 any one occurrence **Agreement G - Money and Securities Outside of Premises**

\$500,000 any one occurrence **Agreement H - Employee Theft and Faithful Performance**

\$ 25,000 any one occurrence **Agreement J a. - Forgery or Alteration**

\$ 25,000 any one occurrence **Agreement J b. - Money Orders and Counterfeit Money**

\$ 25,000 any one occurrence **Agreement J c. - Computer Fraud**

\$ 25,000 any one occurrence **Agreement J d. - Funds Transfer Fraud**

Section V - Public Officials Liability and Section VI - Employment Practices Liability Coverages

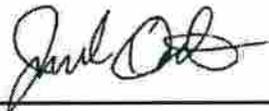
\$10,000,000 combined single limit any claim made and/or covered event and in the aggregate annually, including suits brought in connection therewith for all liability under Agreements K and L, except that with respect to the following type of loss under Agreement L, the maximum sub-limit shall be:

\$ 50,000 any claim made **Non-Monetary Defense**

Contribution Amount:

\$157,604

Authorized Representative: _____



Printed On 01/26/16

THIS IS NOT A BILL

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 4-5-16 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: 4-2-16 Approved: Denied: (see below)

Comments/Conditions: PLEASE CLEAN AREA AS NEEDED AFTER EVENT

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: 03-31-16

Comments/Conditions/Fees: _____

Fire needed: Yes No Signed: [Signature] Date: 3/14/16

Comments/Conditions: Will be participating in events of the day.

Rescue needed: Yes No Signed: [Signature] Date: 3/14/16

Comments/Conditions: Will be participating in events of the day.

Health/Zoning: Yes No Signed: [Signature] Date: 3/31/16

Comments/Conditions/Fees: Provide potable water

Town Manager Approval (if required)

Recreational Facility Use Fee \$ 04-6-15 Other applicable fee(s) \$ _____

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

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

Approved by: [Signature] Town Manager Date: 4-8-16

If Selectboard approval sought:

Date Selectboard scheduled to consider: _____

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: Donald H Turner Jr Signature: [Signature] Date: 3/14/16



TOWN OF MILTON, VERMONT 05468-3205

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

Selectboard Legislative & Fiscal Analysis

Meeting Date: May 16, 2016

Agenda Item: Portable Toilets for July 4th

Prepared By: Erik Wells, Director of Administration & Community Affairs

Selectboard Action Requested

Motion to allocate \$1,720 in the FY '16 contingency budget for portable toilets on July 4.

Legislative Analysis

Milton's Independence Day Celebration draws thousands of attendees each year. The fireworks display in the evening is best viewed at Bombardier Park, where many event attendees choose to view the display.

In previous years, a public health issue has arisen as the bathroom facilities in the block house of Bombardier Park East have been unable to handle the demand of so many people, and have become unsanitary after repeated use throughout the day.

To improve upon the event and experience of residents and guests, it is recommended that portable toilet facilities are rented. The suggested quantity would be 17 standard units and 3 enhanced access units, staff recommends based on the following rubric by the Hartigan Company, with an estimated 5,000 attendees for the fireworks display.

ATTENDANCE	EVENT DURATION IN HOURS						
	1	2	3	4	5	6	7
250	2	2	2	2	2	3	3
500	2	3	3	4	4	4	4
1,000	3	4	5	6	6	7	7
2,000	5	8	10	11	12	13	13
5,000	12	20	24	27	29	31	32
8,000	20	32	38	44	48	49	50
10,000	24	39	47	54	58	62	64
20,000	48	77	95	107	115	120	127

Fiscal Analysis

The cost for the suggested quantity of portable toilets is \$1,720. This expense has not been allocated in the FY '16 budget. Funds in the contingency budget could be utilized for this expense. There is an unencumbered balance of \$49,129 in the fund.

Memo

To: Donna Barlow Casey, Town Manager and Milton Selectboard
From: Kym Duchesneau, Recreation Coordinator
Date: May 12, 2016
Re: Town of Milton **Facility and Field Use Application** process recommendation

The Town of Milton Recreation Department receives many Facility and Field Use Applications from community members, organizations, youth sports, school groups and others to reserve the pavilion (birthday parties, school/scout/sports gatherings, graduation parties, etc) on the East side of Bombardier Park, as well as the many playing fields and other facilities on both sides of the Park. These applications have increased tremendously over the past few years due to the growth and popularity of the new playground equipment, revitalized tennis courts as well as the increase in children and adults taking part in sports and other outdoor activities.

In 2014, Milton Recreation received 48 Facility and Field Use application requests which brought in \$2570 in revenue. In 2015, 69 applications were received with \$3725 in revenue. The 2016 season is on track to meet or exceed these numbers. Of the 117 applications processed in 2014 and 2015, **102 were for smaller events such as birthday parties and youth sports.**

Currently, in adherence with the Town's Administrative Code, department heads from Recreation, Buildings & Grounds, Risk Management (Town Manager's Office), Police, Fire, Rescue and Health/Zoning must review and sign off on each and every application regardless of the size/scope of the proposed event. Due to the increased volume of applications over recent years, this process has become time-consuming for Recreation Staff and department heads alike, as the large majority of applications received are for small gatherings (e.g. children's birthday parties) at the pavilion or Milton youth sports groups' games on playing fields.

To streamline this application procedure and improve efficiency, Recreation Staff recommends simplifying the process by respectfully asking the Selectboard to give authority to the Town Manager to designate Recreation Staff as the responsible party to review and approve/deny Facility and Field Use applications in cases where there are 150 or less attendees expected and/or unless there are proposed activities which may require further review/approval from another Town department.

If you have questions or need further explanation about any of this, please let me know. Thank you for the consideration.

Respectfully submitted,

Kym Duchesneau

POLICY

2016-1

To: Milton Selectboard
From: Kym Duchesneau, Recreation Coordinator
Re: Facility and Field Use Application Procedure
Date: May 9, 2016

EFFECTIVE DATE - Immediately

PURPOSE: This policy updates the regulation and use of Town roads, streets, parks and municipal facilities for other than approved municipal or municipally sponsored uses, for such things as street closures, block parties, concessions and events in the Park, etc. This document is a rewrite of previous Town policy.

Further, the purpose of this Policy is to develop and maintain a system for the request of use of Town Parks, Fields and Facilities. This Policy does not govern the use of trails accessible by Bombardier Road, Park Place or Tennis Court, the Town Forest, the Lamoille River Walk and Eagle Mountain.

PROCEDURE: **Use:**
The Town Manager or her/his designee, acting on behalf of the Town of Milton, is authorized to take the appropriate action required in accepting, reviewing and approving or denying application requests regarding the use of Town Parks, Fields and Facilities.

Concession Vendors in the Park:

The Town Manager or her/his designee, is authorized to review, negotiate and enter into a written agreement with privately owned concession vendor(s), ensuring they will not conflict with Town sponsored leagues/programs, as he/she deems in the best interest of the Town of Milton.

Reservation of Park Fields and Facilities:

Recreation facilities, fields and parks are reserved on a first come, first served basis. The process for completing and processing such requests will be as required by the Town Manager. The Town Manager may designate Town Staff to receive, review and process these requests. Large or complex events may warrant further review and approval by Buildings & Grounds, Police, Fire, Health/Zoning Staff, Risk Management, the Town Manager and Selectboard and, after further review, additional services and additional fees and may be required such as a security deposit, potable water, dumpsters, port-o-lets, traffic control, etc. If required, these services shall be scheduled by Town Staff with fees set by the Town Manager or her/his designee and paid for by the applicant.

Form:

The Town Manager or her/his designee may create and revise the Facility and Field Use Application form and the Application for Entertainment Permit form and their respective procedures as she/he deems appropriate.

Fees:

Fees for the use of fields, parks and facilities will be assessed by the Town Manager or her/his designee and assessed according to the most current Facility and Field Use Fee schedule.

POLICY:

1. The Selectboard shall give the Town Manager authority to designate Town Staff the ability to receive, review and process facility and field use requests.
2. The Selectboard shall give the Town Manager or her/his designee general authority to approve or reject requests for events to take place on Town streets/roads and/or in Town parks.
3. The Town Manager or her/his designee at her/his discretion may seek the approval or input from the Selectboard on individual requests as they arise. It is specifically intended that it is not necessary for each individual proposal to be approved by the Selectboard.
4. Written approval may be given by the Town Manager or her/his designee only under the following general parameters:
 - a. The gatherings shall be purely social in nature and shall not operate in a fashion as to preclude the use of Town roads, streets or parks by pedestrians and emergency vehicles. The gatherings shall be non-commercial and no admission charge shall be requested. If this is the case, an Entertainment Permit may be required.
 - b. Gatherings on public roads or streets shall not be permitted to have "live" music or serve or consume alcohol. If this is the case, an Entertainment Permit may be required.
 - c. Alcoholic beverages shall not be permitted for sale or consumption at events held in municipal parks or other Town owned facilities unless permitted by the Liquor Control Board.

Approved by the Milton Selectboard, acting in regular session on Mon, May 16, 2016

Dated at Milton, Vermont this 16th day of May, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Ken Nolan, Vice-Chairperson

John Bartlett, Clerk

John Cushing

John Pilasik

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____
Milton Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

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

MEMORANDUM

TO: Selectboard

FROM: John C. Gifford, Interim Finance Director

CC: Donna Barlow Casey, Town Manager

RE: Impact Fee Fund Questions and Answers.

DATE: May 11, 2016

Correction to the percentage distribution of revenue into categories within the Impact Fee Fund.

During our previous meeting about the Impact Fee, there was a question about how the distribution was calculated. It was answered that the projects drove the percentages in the narrative and revenue was distributed accordingly.

That statement was based on a cursory comparison of the project numbers and the narrative portion of the CIPs for each Fiscal Year.

The distribution since Fy2009 has been based on the percentages in the narrative paragraph of Chapter 4 of the CIPs. That chapter of the CIP defines the Impact Fees that will be collected and the planned use of those funds.

If you look at any (except FY2016) Chapter 4 of the Capital Improvement Plan (CIP) you will find a narrative distribution of revenue and you will find a list of projects for which Impact Fees (IF) will be collected.

Using FY2013 as an example the narrative was:

Category	Residential	Elderly (1-Bedroom)
Education	40%	5%
Transportation	20%	30%
Recreation/Culture	20%	30%
Public Safety*	10%	10%
General Administration and Planning**	10%	25%
Total	100%	100%

* Public Safety includes the debt service for the Fire Station.

** General Administration and Planning was the debt service for the Municipal Building.

The last page of Chapter 4 contains a table. Here is the content of that table for FY2013 that corresponds to the table above.

Category	Dollar Amt.	Percentage
Education	\$75,286	65%
Transportation	\$6,375	5%
Recreation/Culture	0	0%
Public Safety*	\$17,000	15%
General Administration and Planning**	\$18,000	15%
Total	\$116,661	100%

* Public Safety includes the debt service (\$12,000) for the Fire Station.

** General Administration and Planning was (done in FY16) the debt service (\$18,000) for the Municipal Building.

You can see a significant difference between the percentage distribution in the Narrative and the distribution based on the projects.

To see how big of a difference this creates I reconstructed the “Impact Fee Fund, History by Year” tables (attached) and created several summary pages (also attached).

If you look at the tables on the four pages “What’s the difference between the two percentages?” you could see that for FY2009, 2010, 2012 & 2015 the percentages track fairly closely between the two tables. In the other years, this was not the case.

We did not use the “Elderly/1 bedroom” impact fee schedule because, it has such a reduced education contribution and in some years we did not collect any fees for these units.

When we make this correction, we find that we never go below zero for the “Education” category, **SO** the school does not owe us the money that the audit suggests. **This is NOT a fault of the auditor but rather a situation resulting from using the incorrect distribution schedule.** I found that the number used in the audits came from our Impact Fee Collection spreadsheet which used the narrative percentages for distribution.

Since this correction will change the audit and impacts our interaction with the school, please make a motion so that we can document that the Selectboard knows about this correction. The following motion would be appropriate:

“I move that we use the percentage distribution based on projects for distributing Impact Fees into the correct categories and that we direct the Town Manger to ensure that these corrections are made and noted in the FY2016 audit.”

This action will correct the perception that the school owes the town some money.

Question

Was anything expended from the Impact Fee funds that was not specifically designated in the CIP?

We found two items that were not in the CIP but for which Impact Fee Funds were used.

1. In FY2010, \$10,500 was used for “Tax Mapping” in the Culture Category under Planning. This expense was similar in concept to other planning expenses such as “Town Core Streetscape & Development and if it had been designated to that account it would not stand out.
2. In FY2014, \$11,881.78 was spent for Interest on the new Tower Truck in the Public Safety Category. This expenditure was documented in a board resolution and was spent in place of other expenses that would not be happening. It was explained the truck had additional capacity compared to the truck that was replaced.

Thank you.

Attachments:

1. Impact Fee Fund History By Year (2009-2016, 8 pages)
2. CIP History (This shows what was set-aside each year, 1 page)
3. Spending History (The spreadsheet shows what was transferred out, 1 page)
4. What’s the difference between the two percentages? (4 pages)
5. How would collections compare to amount paid to the school for that category? (1 page)
6. How would correcting the percentages change the ending balance by category for each year? (1 page).
7. Board Resolution “Amendment to FY 2014 Capital Plan” (1 page).

Impact Fee Fund History By Year

		FY 2009			
		Total Collected:		\$202,199.14	
DEPARTMENT	FY09 Capital Plan Breakdown	Beginning Balance July 1, 2008	Revenue Collected 6/30/2009	Tranfered Out 6/30/2009	Ending Balance June 30, 2009
General Government		\$0.00	\$0.00		
Interest transferred to the General Fund		\$6,668.99	\$2,441.14	\$9,110.13	\$0.00
TOTALS		\$0.00	\$6,668.99	\$2,441.14	\$9,110.13
Public Safety		\$48,073.14			
Emergency Management					
Fire Station Debt		\$12,000.00	\$9,447.20	\$12,000.00	
Radar Cart					
Tower Truck Interest					
TOTALS		\$12,000.00	\$48,073.14	\$9,447.20	\$12,000.00
Public Works/Transportation		\$176,956.76			
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study		\$85,500.00	\$67,311.34	\$48,599.52	
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction				\$25,625.00	
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip.</u>					
Sidewalk Plow					
Public Works Repeater					
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane					
Railroad Street Railroad Crossing Sidewalk					
Hobbs/ McMullen Road Sidewalk			\$17,319.88	\$14,847.50	
Cherry Street Railroad Crossing		\$22,000.00			
RT7 River Street Sidewalk				\$31,825.74	
Bombardier Road Sidewalk					
Sidewalk Hannaford RT7 Gap					
TOTALS		\$107,500.00	\$176,956.76	\$84,631.21	\$120,897.76
Culture		\$45,698.86			
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$14,170.81	\$18,000.00	
Library Expansion Feasibility Study		\$4,000.00	\$3,149.07		
<u>Recreation</u>					
Park Amenities					
Dog Park Area					
Bove Property Acquisition (2007-2011)		\$29,950.00	\$23,578.65	\$29,950.00	
Bove Property Parking Lot					
Bove Property Land Management		\$7,000.00	\$5,510.87		
Bove Town Forest Improvements					
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1					
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan					
Rt 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$58,950.00	\$45,698.86	\$46,409.39	\$47,950.00
Education		\$119,781.94			
New Addition Herrick Ave		\$75,286.00	\$59,270.19	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$119,781.94	\$59,270.19	\$75,286.00
YEARLY TOTALS		\$253,736.00	\$397,179.69	\$202,199.14	\$265,243.89
Accounting System /Balance Sheet Fund Balance		\$397,179.69	\$202,199.14	\$265,243.89	\$334,134.94
Check Sum		-1000	-1000	-1000	-1000

Impact Fee Fund History By Year

		FY 2010			
		Total Collected:		Revenue	
		\$153,441.27		Collected	
DEPARTMENT	FY10 Capital Plan Breakdown	Beginning Balance July 1, 2009	6/30/2010	Tranfered Out 6/30/2010	Ending Balance June 30, 2010
General Government					
	Interest transferred to the General Fund	\$0.00	\$0.00		\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety					
	Emergency Management	\$45,520.34			
	Fire Station Debt	\$12,000.00	\$8,094.10	\$12,000.00	
	Radar Cart				
	Tower Truck Interest				
TOTALS		\$12,000.00	\$45,520.34	\$8,094.10	\$12,000.00
TOTALS			\$41,614.45		
Public Works/Transportation					
		\$140,690.21			
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study					
<u>Transportation - Roads</u>					
	Sanderson Road Reclaim			\$42,481.50	
	Cherry Street Reconstruction	\$50,000.00	\$33,725.43		
	McMullen Road RR Crossing Upgrade	\$15,250.00	\$10,286.26		
<u>Transportation - Equip</u>					
	Sidewalk Plow				
	Public Works Repeater			\$4,266.00	
	Security System Upgrade				
<u>Sidewalks (100% of category)</u>					
	Sidewalk-Brandy Lane			\$3,122.08	
	Railroad Street Railroad Crossing Sidewalk				
	Hobbs/ McMullen Road Sidewalk				
	Cherry Street Railroad Crossing				
	RT7 River Street Sidewalk				
	Bombardier Road Sidewalk	\$15,000.00	\$10,117.63		
	Sidewalk Hannaford RT7 Gap				
TOTALS		\$80,250.00	\$140,690.21	\$54,129.32	\$49,869.58
TOTALS				\$144,949.95	
Culture					
\$44,158.25					
<u>Library/Municipal Building</u>					
	Municipal Building Debt	\$18,000.00	\$12,141.16	\$18,000.00	
	Library Expansion Feasibility Study				
<u>Recreation</u>					
	Park Amenities				
	Dog Park Area				
	Bove Property Acquisition (2007-2011)	\$29,950.00	\$20,201.53	\$29,950.00	
	Bove Property Parking Lot	\$12,000.00	\$8,094.10		
	Bove Property Land Management			\$4,798.75	
	Bove Town Forest Improvements				
<u>Planning</u>					
	Tax Mapping				
	Multi-Use Pathway #1			\$10,500.00	
	Town Core Water Resource Fac.Plan				
	Combined PW Facility Plan				
	Rt 7 South Corridor Study				
	Economic Dev. Strategy Study				
	Town Core Streetscape & Devel.(CDGMS)				
	Planning Software (GIS) & Computers				
TOTALS		\$59,950.00	\$44,158.25	\$40,436.79	\$63,248.75
TOTALS				\$21,346.30	
Education					
\$103,766.13					
	New Addition Herrick Ave	\$75,286.00	\$50,781.06	\$75,286.00	
	Space Study				
TOTALS		\$75,286.00	\$103,766.13	\$50,781.06	\$75,286.00
TOTALS				\$79,261.19	
YEARLY TOTALS					
		\$227,486.00	\$334,134.94	\$153,441.27	\$200,404.33
TOTALS					\$287,171.88
Accounting System /Balance Sheet Fund Balance					
		\$334,134.94	\$153,441.27	\$200,404.33	\$287,171.88
Check Sum		-10,000	-50,000	-9,000	-10,000

Impact Fee Fund History By Year

FY 2011					
		Total Collected: \$160,765.85			
DEPARTMENT	FY11 Capital Plan Breakdown	Beginning Balance July 1, 2010	Revenue Collected 6/30/2011	Tranfered Out 6/30/2011	Ending Balance June 30, 2011
General Government					
Interest transferred to the General Fund		\$0.00	\$0.00		\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety					
Emergency Management					
Fire Station Debt		\$12,000.00	\$10,797.75	\$12,000.00	
Radar Cart					
Tower Truck Interest					
TOTALS		\$12,000.00	\$41,614.45	\$10,797.75	\$40,412.20
Public Works/Transportation					
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study					
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction					
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip</u>					
Sidewalk Plow					
Public Works Repeater					
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane					
Railroad Street Railroad Crossing Sidewalk					
Hobbs/ McMullen Road Sidewalk		\$30,000.00	\$26,994.37		
Cherry Street Railroad Crossing					
RT7 River Street Sidewalk					
Bombardier Road Sidewalk		\$3,430.00	\$3,086.36	\$16,230.00	
Sidewalk Hannaford RT7 Gap					
TOTALS		\$33,430.00	\$144,949.95	\$30,080.72	\$158,800.67
Culture					
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$16,196.62	\$18,000.00	
Library Expansion Feasibility Study					
<u>Recreation</u>					
Park Amenities					
Dog Park Area					
Bove Property Acquisition (2007-2011)		\$29,950.00	\$26,949.38	\$29,950.00	
Bove Property Parking Lot		\$10,000.00	\$8,998.12		
Bove Property Land Management					
Bove Town Forest Improvements					
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1					
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan					
Rt 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$57,950.00	\$21,346.30	\$52,144.12	\$25,540.41
Education					
New Addition Herrick Ave		\$75,286.00	\$67,743.26	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$79,261.19	\$67,743.26	\$71,718.45
YEARLY TOTALS		\$178,666.00	\$287,171.88	\$160,765.85	\$151,466.00
Accounting System /Balance Sheet Fund Balance					
Check Sum		\$287,171.88	\$160,765.85	\$151,466.00	\$296,471.73

Impact Fee Fund History By Year

		FY 2012			
		Total Collected: \$161,701.44			
DEPARTMENT	FY12 Capital Plan Breakdown	Beginning Balance July 1, 2011	Revenue Collected 6/30/2012	Tranfered Out 6/30/2012	Ending Balance June 30, 2012
General Government		\$0.00	\$0.00		
Interest transferred to the General Fund					\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety		\$40,412.20			
Emergency Management					
Fire Station Debt		\$12,000.00	\$10,823.03	\$12,000.00	
Radar Cart					
Tower Truck Interest					
TOTALS		\$12,000.00	\$40,412.20	\$10,823.03	\$12,000.00
			\$39,235.22		
Public Works/Transportation		\$158,800.67			
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study		\$5,000.00	\$4,509.59		
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction					
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip.</u>					
Sidewalk Plow					
Public Works Repeater					
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane					
Railroad Street Railroad Crossing Sidewalk					
Hobbs/ McMullen Road Sidewalk		\$69,000.00	\$62,232.41		
Cherry Street Railroad Crossing					
RT7 River Street Sidewalk					
Bombardier Road Sidewalk					
Sidewalk Hannaford RT7 Gap					
TOTALS		\$74,000.00	\$158,800.67	\$66,742.00	\$0.00
					\$225,542.67
Culture		\$25,540.41			
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$16,234.54	\$18,000.00	
Library Expansion Feasibility Study					
<u>Recreation</u>					
Park Amenities					
Dog Park Area					
Bove Property Acquisition (2007-2011)					
Bove Property Parking Lot					
Bove Property Land Management					
Bove Town Forest Improvements					
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1					
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan					
Rt 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$18,000.00	\$25,540.41	\$16,234.54	\$18,000.00
					\$23,774.96
Education		\$71,718.45			
New Addition Herrick Ave		\$75,286.00	\$67,901.87	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$71,718.45	\$67,901.87	\$75,286.00
					\$64,334.32
YEARLY TOTALS		\$179,288.00	\$296,471.73	\$161,701.44	\$105,286.00
					\$352,887.17
Accounting System /Balance Sheet Fund Balance		\$247,985.73	\$161,701.44	\$105,286.00	\$316,574.17
Check Sum		\$0.00	\$161,701.44	\$105,286.00	\$316,574.17

Impact Fee Fund History By Year

		FY 2013			
		Total Collected: \$135,501.36			
DEPARTMENT	FY13 Capital Plan Breakdown	Beginning Balance July 1, 2012	Revenue Collected 6/30/2013	Tranfered Out 6/30/2013	Ending Balance June 30, 2013
General Government		\$0.00	\$0.00		
Interest transferred to the General Fund					\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety			\$39,235.22		
Emergency Management					
Fire Station Debt		\$12,000.00	\$13,937.96	\$12,000.00	
Radar Cart		\$5,000.00	\$5,807.48		
Tower Truck Interest					
TOTALS		\$17,000.00	\$39,235.22	\$12,000.00	\$46,980.67
Public Works/Transportation			\$225,542.67		
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study					
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction					
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip</u>					
Sidewalk Plow					
Public Works Repeater					
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane			\$7,404.54		
Railroad Street Railroad Crossing Sidewalk		\$6,375.00			
Hobbs/ McMullen Road Sidewalk				\$77,771.03	
Cherry Street Railroad Crossing					
RT7 River Street Sidewalk					
Bombardier Road Sidewalk					
Sidewalk Hannaford RT7 Gap					
TOTALS		\$6,375.00	\$225,542.67	\$7,404.54	\$155,176.18
Culture			\$23,774.96		
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$20,906.94	\$18,000.00	
Library Expansion Feasibility Study					
<u>Recreation</u>					
Park Amenities					
Dog Park Area					
Bove Property Acquisition (2007-2011)					
Bove Property Parking Lot					
Bove Property Land Management					
Bove Town Forest Improvements					
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1					
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan					
Rt 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$18,000.00	\$23,774.96	\$20,906.94	\$26,681.90
Education			\$64,334.32		
New Addition Herrick Ave		\$75,286.00	\$87,444.44	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$64,334.32	\$87,444.44	\$76,492.75
YEARLY TOTALS		\$116,661.00	\$352,887.17	\$135,501.36	\$183,057.03
Accounting System /Balance Sheet Fund Balance			\$316,574.17	\$135,501.36	\$183,057.03
Check Sum		\$0.00	\$36,518.00	\$0.00	\$1,836,000.00

Impact Fee Fund History By Year

		FY 2014			
		Total Collected: \$150,865.66			
DEPARTMENT	FY14 Capital Plan Breakdown	Beginning Balance July 1, 2013	Revenue Collected 6/30/2014	Tranfered Out 6/30/2014	Ending Balance June 30, 2014
General Government		\$0.00	\$0.00		
Interest transferred to the General Fund					\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety		\$46,980.67			
Emergency Management					
Fire Station Debt		\$12,000.00	\$10,948.09	\$12,000.00	
Radar Cart					
Tower Truck Interest				\$11,881.78	
TOTALS		\$12,000.00	\$46,980.67	\$10,948.09	\$23,881.78
				\$11,881.78	\$34,046.98
Public Works/Transportation		\$155,176.18			
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study					
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction					
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip</u>					
Sidewalk Plow					
Public Works Repeater					
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane		\$6,375.00	\$5,816.18		
Railroad Street Railroad Crossing Sidewalk					
Hobbs/ McMullen Road Sidewalk		\$21,200.00	\$19,341.63		
Cherry Street Railroad Crossing		\$27,500.00	\$25,089.38		
RT7 River Street Sidewalk					
Bombardier Road Sidewalk					
Sidewalk Hannaford RT7 Gap					
TOTALS		\$55,075.00	\$155,176.18	\$50,247.19	\$0.00
					\$205,423.38
Culture		\$26,681.90			
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$16,422.14	\$18,000.00	
Library Expansion Feasibility Study					
<u>Recreation</u>					
Park Amenities				\$18,655.50	
Dog Park Area					
Bove Property Acquisition (2007-2011)					
Bove Property Parking Lot					
Bove Property Land Management					
Bove Town Forest Improvements		\$5,000.00	\$4,561.71		
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1					
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan				\$7,545.00	
RI 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$23,000.00	\$26,681.90	\$20,983.85	\$44,200.50
					\$3,465.24
Education		\$76,492.75			
New Addition Herrick Ave		\$75,286.00	\$68,686.52	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$76,492.75	\$68,686.52	\$75,286.00
					\$69,893.28
YEARLY TOTALS		\$165,361.00	\$305,331.50	\$150,865.66	\$143,368.28
					\$312,828.88
Accounting System /Balance Sheet Fund Balance		\$291,441.50	\$150,865.66	\$143,368.28	\$314,112.88
Check Sum		(180,000)	(11,880.00)	0.00	(5,282.00)

Impact Fee Fund History By Year

		FY 2015			
		Total Collected: \$85,519.22			
DEPARTMENT	FY15 Capital Plan Breakdown	Beginning Balance July 1, 2014	Revenue Collected 6/30/2015	Tranfered Out 6/30/2015	Ending Balance June 30, 2015
General Government		\$0.00	\$0.00		
Interest transferred to the General Fund					\$0.00
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00
Public Safety			\$34,046.98		
Emergency Management					
Fire Station Debt		\$12,000.00	\$4,325.78	\$12,000.00	
Radar Cart					
Tower Truck Interest					
TOTALS		\$12,000.00	\$34,046.98	\$12,000.00	\$26,372.76
Public Works/Transportation			\$205,423.38		
<u>Transportation - Roads & Equip</u>					
Transportation Planning Study					
<u>Transportation - Roads</u>					
Sanderson Road Reclaim					
Cherry Street Reconstruction					
McMullen Road RR Crossing Upgrade					
<u>Transportation - Equip</u>					
Sidewalk Plow					
Public Works Repeater		\$3,500.00	\$1,261.69		
Security System Upgrade					
<u>Sidewalks (100% of category)</u>					
Sidewalk-Brandy Lane		\$6,300.00	\$2,271.03		
Railroad Street Railroad Crossing Sidewalk		\$32,500.00	\$11,715.65		
Hobbs/ McMullen Road Sidewalk		\$21,150.00	\$7,624.19		
Cherry Street Railroad Crossing		\$13,750.00	\$4,956.62		
RT7 River Street Sidewalk					
Bombardier Road Sidewalk					
Sidewalk Hannaford RT7 Gap					
TOTALS		\$77,200.00	\$205,423.38	\$27,829.18	\$0.00
\$233,252.56					
Culture			\$3,465.24		
<u>Library/Municipal Building</u>					
Municipal Building Debt		\$18,000.00	\$6,488.67	\$18,000.00	
Library Expansion Feasibility Study					
<u>Recreation</u>					
Park Amenities		\$7,500.00	\$2,703.61		
Dog Park Area		\$1,250.00	\$450.60		
Bove Property Acquisition (2007-2011)					
Bove Property Parking Lot					
Bove Property Land Management					
Bove Town Forest Improvements					
<u>Planning</u>					
Tax Mapping					
Multi-Use Pathway #1		\$40,000.00	\$14,419.27		
Town Core Water Resource Fac.Plan					
Combined PW Facility Plan		\$6,000.00	\$2,162.89		
Rt 7 South Corridor Study					
Economic Dev. Strategy Study					
Town Core Streetscape & Devel.(CDGMS)					
Planning Software (GIS) & Computers					
TOTALS		\$72,750.00	\$3,465.24	\$26,225.04	\$18,000.00
\$11,690.28					
Education			\$69,893.28		
New Addition Herrick Ave		\$75,286.00	\$27,139.22	\$75,286.00	
Space Study					
TOTALS		\$75,286.00	\$69,893.28	\$27,139.22	\$75,286.00
\$21,746.50					
YEARLY TOTALS		\$237,236.00	\$312,828.88	\$85,519.22	\$105,286.00
\$293,062.10					
Accounting System /Balance Sheet Fund Balance			\$314,112.88	\$85,519.22	\$105,286.00
Check Sum		\$0.00	\$3,284.00	\$0.00	\$5,280.00

Impact Fee Fund History By Year

		FY 2016			
		Total Collected: \$121,097.69			
DEPARTMENT	FY16 Capital Plan Breakdown	Beginning Balance July 1, 2015	Revenue Collected 6/30/2016	Tranfered Out 6/30/2016	Ending Balance June 30, 2016
General Government					
	Interest transferred to the General Fund	\$0.00	\$0.00		\$0.00
	TOTALS	\$0.00	\$0.00	\$0.00	\$0.00
Public Safety					
	Emergency Management	\$26,372.76			
	Fire Station Debt	\$12,000.00	\$10,964.44	\$12,000.00	
	Radar Cart				
	Tower Truck Interest				
	TOTALS	\$12,000.00	\$26,372.76	\$10,964.44	\$12,000.00
Public Works/Transportation					
<u>Transportation - Roads & Equip</u>					
	Transportation Planning Study				
<u>Transportation - Roads</u>					
	Sanderson Road Reclaim				
	Cherry Street Reconstruction				
	McMullen Road RR Crossing Upgrade				
<u>Transportation - Equip</u>					
	Sidewalk Plow				
	Public Works Repeater				
	Security System Upgrade				
<u>Sidewalks (100% of category)</u>					
	Sidewalk-Brandy Lane				
	Railroad Street Railroad Crossing Sidewalk				
	Hobbs/ McMullen Road Sidewalk				
	Cherry Street Railroad Crossing				
	RT7 River Street Sidewalk	\$3,200.00	\$2,923.85		
	Bombardier Road Sidewalk				
	Sidewalk Hannaford RT7 Gap				
	TOTALS	\$3,200.00	\$233,252.56	\$2,923.85	\$0.00
Culture					
<u>Library/Municipal Building</u>					
	Municipal Building Debt	\$18,000.00	\$16,446.66	\$18,000.00	
	Library Expansion Feasibility Study				
<u>Recreation</u>					
	Park Amenities				
	Dog Park Area	\$20,049.00	\$18,318.84		
	Bove Property Acquisition (2007-2011)				
	Bove Property Parking Lot				
	Bove Property Land Management				
	Bove Town Forest Improvements	\$4,000.00	\$3,654.81		
<u>Planning</u>					
	Tax Mapping				
	Multi-Use Pathway #1				
	Town Core Water Resource Fac.Plan				
	Combined PW Facility Plan				
	Rt 7 South Corridor Study				
	Economic Dev. Strategy Study				
	Town Core Streetscape & Devel.(CDGMS)				
	Planning Software (GIS) & Computers				
	TOTALS	\$42,049.00	\$11,690.28	\$38,420.32	\$18,000.00
Education					
	New Addition Herrick Ave	\$75,286.00	\$68,789.08	\$0.00	
	Space Study				
	TOTALS	\$75,286.00	\$21,746.50	\$68,789.08	\$0.00
YEARLY TOTALS					
		\$132,535.00	\$293,062.10	\$121,097.69	\$30,000.00
Accounting System /Balance Sheet Fund Balance					
	Check Sum	\$346,592.10	\$121,097.69	\$30,000.00	\$459,657.77

CIP History

CATEGORY	FY09 Capital		FY10 Capital		FY11 Capital		FY12 Capital		FY13 Capital		FY14 Capital		FY15 Capital		FY16 Capital		2009-2016		
	Plan	Breakdown	Totals	Totals															
General Government																			
Interest transferred to the General Fund	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
TOTALS	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Public Safety																			
Emergency Management	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Fire Station	\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00	\$96,000.00	\$96,000.00
Radar Cart	\$0.00		\$0.00		\$0.00		\$0.00		\$5,000.00		\$0.00		\$0.00		\$0.00		\$0.00	\$5,000.00	\$5,000.00
Tower Truck Interest	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
TOTALS	\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$17,000.00		\$12,000.00		\$12,000.00		\$12,000.00		\$12,000.00	\$101,000.00	\$101,000.00
Public Works/Transportation																			
Transportation - Roads & Equip.																			
Transportation Planning Study	\$85,500.00		\$0.00		\$5,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$90,500.00	\$90,500.00
Transportation - Reclaim																			
Sanderson Road Reclaim	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Cherry Street Reconstruction	\$0.00		\$50,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$50,000.00	\$50,000.00
McMullen Road RR Crossing Upgrade	\$0.00		\$15,250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$15,250.00	\$15,250.00
Transportation - Equip.																			
Sidewalk Pilew	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Public Works Repeater	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$3,500.00		\$0.00		\$3,500.00	\$3,500.00	\$3,500.00
Security System Upgrade	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Sidewalks (100% of category)																			
Sidewalk-Brandy Lane	\$0.00		\$0.00		\$0.00		\$0.00		\$6,375.00		\$6,375.00		\$6,300.00		\$0.00		\$6,300.00	\$19,050.00	\$19,050.00
Railroad Street Railroad Crossing Sidewalk	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$32,500.00		\$0.00		\$32,500.00	\$32,500.00	\$32,500.00
Hobbs/McMullen Road Sidewalk Construction	\$22,000.00		\$0.00		\$89,000.00		\$0.00		\$21,200.00		\$21,200.00		\$21,150.00		\$0.00		\$21,150.00	\$163,350.00	\$163,350.00
Cherry Street Railroad Crossing	\$0.00		\$0.00		\$0.00		\$0.00		\$27,500.00		\$27,500.00		\$13,750.00		\$0.00		\$13,750.00	\$41,250.00	\$41,250.00
R77 River Street Sidewalk	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$3,200.00		\$3,200.00	\$3,200.00	\$3,200.00
Bombardier Road Sidewalk	\$0.00		\$15,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$15,000.00	\$15,000.00
Sidewalk Hamnatorf R77 Gap	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$18,430.00	\$18,430.00
TOTALS	\$107,500.00		\$60,250.00		\$33,430.00		\$74,000.00		\$6,375.00		\$55,075.00		\$77,200.00		\$3,200.00		\$3,200.00	\$437,030.00	\$437,030.00
Culture																			
Library/Municipal Building	\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00		\$18,000.00	\$144,000.00	\$144,000.00
Municipal Building Debt	\$4,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$4,000.00	\$4,000.00
Library Expansion Feasibility Study	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Recreation																			
Park Amenities	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$7,500.00		\$0.00		\$7,500.00	\$7,500.00	\$7,500.00
Dog Park Area	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$1,250.00		\$20,049.00		\$21,299.00	\$21,299.00	\$21,299.00
Bove Property Acquisition (2007-2011)	\$29,950.00		\$29,950.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$89,850.00	\$89,850.00
Bove Property Parking Lot	\$0.00		\$12,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$22,000.00	\$22,000.00
Bove Property Land Management	\$7,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$7,000.00	\$7,000.00
Bove Town Forest Improvements	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$5,000.00		\$0.00		\$4,000.00		\$9,000.00	\$9,000.00	\$9,000.00
Planning																			
Tax Mapping	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Multi-Use Pathway #1	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$40,000.00		\$0.00		\$40,000.00	\$40,000.00	\$40,000.00
Town Core Water Resource Fac.Plan	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$6,000.00	\$6,000.00
Combined PW Facility Plan	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
R17 South Corridor Study	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Economic Dev. Strategy Study	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Town Core Streetscape & Devel.(CDGMS)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
Planning Software (GIS) & Computers	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
TOTALS	\$58,950.00		\$59,950.00		\$57,950.00		\$18,000.00		\$18,000.00		\$23,000.00		\$72,750.00		\$42,049.00		\$42,049.00	\$350,649.00	\$350,649.00
Education																			
New Addition Herrick Ave	\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00	\$602,288.00	\$602,288.00
Space Study	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
TOTALS	\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00		\$75,286.00	\$602,288.00	\$602,288.00
YEARLY TOTALS	\$253,736.00		\$227,486.00		\$178,666.00		\$179,286.00		\$116,661.00		\$185,361.00		\$237,236.00		\$132,535.00		\$132,535.00	\$1,490,967.00	\$1,490,967.00

Spending History

CATEGORY	Transferred Out FY2009	Transferred Out FY2010	Transferred Out FY2011	Transferred Out FY2012	Transferred Out FY2013	Transferred Out FY2014	Transferred Out FY2015	Transferred Out FY2016	2009-2016 Totals
General Government									
Interest transferred to the General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$9,110.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,110.13
TOTALS	\$9,110.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,110.13
Public Safety									
Emergency Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Road Cart	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$96,000.00
Tower Truck Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,881.78	\$0.00	\$0.00	\$11,881.78
	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$23,881.78	\$12,000.00	\$12,000.00	\$107,881.78
TOTALS	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$23,881.78	\$12,000.00	\$12,000.00	\$107,881.78
Public Works/Transportation									
Transportation - Roads & Equip.									
Transportation Planning Study	\$48,699.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,699.52
Transportation - Roads									
Sanderson Road Reclaim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cherry Street Reconstruction	\$25,625.00	\$42,481.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,106.50
McMullen Road RR Crossing Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transportation - Equip.									
Sidewalk Plow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Works Repeater	\$0.00	\$4,266.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,266.00
Security System Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sidewalks (100% of category)									
Sidewalk-Brandy Lane	\$0.00	\$3,122.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,122.08
Railroad Street Railroad Crossing Sidewalk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hobbs/McMullen Road Sidewalk Construction	\$14,847.50	\$0.00	\$0.00	\$0.00	\$77,771.03	\$0.00	\$0.00	\$0.00	\$92,618.53
Cherry Street Railroad Crossing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RT7 River Street Sidewalk	\$31,825.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,825.74
Bombardier Road Sidewalk	\$0.00	\$0.00	\$16,230.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,230.00
Sidewalk Hamatford RT7 Gap	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$120,897.76	\$49,869.58	\$16,230.00	\$0.00	\$77,771.03	\$0.00	\$0.00	\$0.00	\$264,768.37
TOTALS	\$120,897.76	\$49,869.58	\$16,230.00	\$0.00	\$77,771.03	\$0.00	\$0.00	\$0.00	\$264,768.37
Culture									
Library/Municipal Building	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$144,000.00
Municipal Building Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Library Expansion Feasibility Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recreation									
Park Amenities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,655.50	\$0.00	\$0.00	\$18,655.50
Dog Park Area	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bove Property Acquisition (2007-2011)	\$29,950.00	\$29,950.00	\$29,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,850.00
Bove Property Parking Lot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bove Property Land Management	\$0.00	\$4,798.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,798.75
Bove Town Forest Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Planning									
Tax Mapping	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00
Multi-Use Pathway #1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town Core Water Resource Fac.Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Combined PW Facility Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,545.00	\$0.00	\$0.00	\$7,545.00
RT7 South Corridor Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Economic Dev. Strategy Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Town Core Streetscape & Devel.(CDGMS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Planning Software (GIS) & Computers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$47,950.00	\$63,248.75	\$47,950.00	\$18,000.00	\$18,000.00	\$44,200.50	\$18,000.00	\$18,000.00	\$275,349.25
TOTALS	\$47,950.00	\$63,248.75	\$47,950.00	\$18,000.00	\$18,000.00	\$44,200.50	\$18,000.00	\$18,000.00	\$275,349.25
Education									
New Addition Henfck Ave	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$0.00	\$600,000.00
Space Study	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$0.00	\$600,000.00
TOTALS	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$75,286.00	\$0.00	\$600,000.00
YEARLY TOTALS	\$265,243.89	\$200,404.33	\$151,466.00	\$105,286.00	\$185,057.03	\$143,368.28	\$105,286.00	\$30,000.00	\$1,184,111.53

What's the difference between the two percentages?

2009	Distribution based on narrative	Projects	Percentage	Difference
Catagories (General)				
Education	30%	\$75,286	30%	0%
Transportation	40%	\$107,500	42%	-2%
Recreation/Culture	15%	\$40,950	16%	-1%
Public Safety	8%	\$12,000	5%	3%
General Administration & Planning	7%	\$18,000	7%	0%
	100%	\$253,736	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	30%	-25%
Transportation	40%	\$107,500	42%	-2%
Recreation/Culture	20%	\$40,950	16%	4%
Public Safety	15%	\$12,000	5%	10%
General Administration & Planning	20%	\$18,000	7%	13%
	100%	\$253,736	100%	0%

2010	Distribution based on narrative	Projects	Percentage	Difference
Catagories (General)				
Education	30%	\$75,286	33%	-3%
Transportation	40%	\$80,250	35%	5%
Recreation/Culture	15%	\$41,950	18%	-3%
Public Safety	8%	\$12,000	5%	3%
General Administration & Planning	7%	\$18,000	8%	-1%
	100%	\$227,486	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	33%	-28%
Transportation	40%	\$80,250	35%	5%
Recreation/Culture	20%	\$41,950	18%	2%
Public Safety	15%	\$12,000	5%	10%
General Administration & Planning	20%	\$18,000	8%	12%
	100%	\$227,486	100%	0%

What's the difference between the two percentages?

2011	Distribution			
	based on narrative	Projects	Percentage	Difference
Catagories (General)				
Education	30%	\$75,286	42%	-12%
Transportation	40%	\$33,430	19%	21%
Recreation/Culture	15%	\$39,950	22%	-7%
Public Safety	8%	\$12,000	7%	1%
General Administration & Planning	7%	\$18,000	10%	-3%
	100%	\$178,666	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	42%	-37%
Transportation	40%	\$33,430	19%	21%
Recreation/Culture	20%	\$39,950	22%	-2%
Public Safety	15%	\$12,000	7%	8%
General Administration & Planning	20%	\$18,000	10%	10%
	100%	\$178,666	100%	0%

2012	Distribution			
	based on narrative	Projects	Percentage	Difference
Catagories (General)				
Education	42%	\$75,286	42%	0%
Transportation	41%	\$74,000	41%	0%
Recreation/Culture	0%	\$0	0%	0%
Public Safety	7%	\$12,000	7%	0%
General Administration & Planning	10%	\$18,000	10%	0%
	100%	\$179,286	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	42%	-37%
Transportation	40%	\$74,000	41%	-1%
Recreation/Culture	20%	\$0	0%	20%
Public Safety	15%	\$12,000	7%	8%
General Administration & Planning	20%	\$18,000	10%	10%
	100%	\$179,286	100%	0%

What's the difference between the two percentages?

2013	Distribution based on			
	narrative	Projects	Percentage	Difference
Catagories (General)				
Education	40%	\$75,286	65%	-25%
Transportation	20%	\$6,375	5%	15%
Recreation/Culture	20%	\$0	0%	20%
Public Safety	10%	\$17,000	15%	-5%
General Administration & Planning	10%	\$18,000	15%	-5%
	100%	\$116,661	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	65%	-60%
Transportation	30%	\$6,375	5%	25%
Recreation/Culture	30%	\$0	0%	30%
Public Safety	10%	\$17,000	15%	-5%
General Administration & Planning	25%	\$18,000	15%	10%
	100%	\$116,661	100%	0%

2014	Distribution based on			
	narrative	Projects	Percentage	Difference
Catagories (General)				
Education	40%	\$75,286	46%	-6%
Transportation	20%	\$55,075	33%	-13%
Recreation/Culture	20%	\$5,000	3%	17%
Public Safety	10%	\$12,000	7%	3%
General Administration & Planning	10%	\$18,000	11%	-1%
	100%	\$165,361	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	46%	-41%
Transportation	30%	\$55,075	33%	-3%
Recreation/Culture	30%	\$5,000	3%	27%
Public Safety	10%	\$12,000	7%	3%
General Administration & Planning	25%	\$18,000	11%	14%
	100%	\$165,361	100%	0%

What's the difference between the two percentages?

2015	Distribution based on			
	narrative	Projects	Percentage	Difference
Catagories (General)				
Education	30%	\$75,286	34%	-4%
Transportation	22%	\$73,700	33%	-11%
Recreation/Culture	22%	\$48,750	22%	0%
Public Safety	8%	\$1,550	1%	7%
General Administration & Planning	8%	\$24,000	11%	-3%
Debt Service Fire Station and Municipal Building	10%	\$0	0%	10%
	100%	\$223,286	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	34%	-29%
Transportation	30%	\$73,700	33%	-3%
Recreation/Culture	30%	\$48,750	22%	8%
Public Safety	10%	\$1,550	1%	9%
General Administration & Planning	10%	\$24,000	11%	-1%
Debt Service Fire Station and Municipal Building	15%	\$0	0%	15%
	100%	\$223,286	100%	0%

2016	Distribution based on			
	narrative from 2015	Projects	Percentage	Difference
Catagories (General)				
Education	30%	\$75,286	57%	-27%
Transportation	22%	\$3,200	2%	20%
Recreation/Culture	22%	\$24,049	18%	4%
Public Safety	8%	\$0	0%	8%
General Administration & Planning	8%	\$0	0%	8%
Debt Service Fire Station and Municipal Building	10%	\$30,000	23%	-13%
	100%	\$132,535	100%	0%
Catagories (Elderly)				
Education	5%	\$75,286	57%	-52%
Transportation	30%	\$3,200	2%	28%
Recreation/Culture	30%	\$24,049	18%	12%
Public Safety	10%	\$0	0%	10%
General Administration & Planning	10%	\$0	0%	10%
Debt Service Fire Station and Municipal Building	15%	\$30,000	23%	-8%
	100%	\$132,535	100%	0%

How would collections compare to amount paid to the school for that category?

Debt Service to School District		Collected		Percentage			
Paid	Collected	Total Impact Fees	if using projects	Total Impact Fees	Collected		
Based on Distribution Table							
2009	\$75,286.00	\$47,175.40	-	\$ 202,199.14	30%	\$ 59,994.50	-\$15,291.50
2010	\$75,286.00	\$46,032.38	-\$28,110.60	\$ 153,441.27	33%	\$ 50,781.06	-\$24,504.94
2011	\$75,286.00	\$61,623.85	-\$13,662.15	\$ 160,765.85	42%	\$ 67,743.26	-\$7,542.74
2012	\$75,286.00	\$63,196.37	-\$12,089.63	\$ 161,701.44	42%	\$ 67,901.87	-\$7,384.13
2013	\$75,286.00	\$53,084.74	-\$22,201.26	\$ 135,501.36	65%	\$ 87,444.44	\$12,158.44
2014	\$75,286.00	\$60,348.26	-\$14,937.74	\$ 150,865.76	46%	\$ 68,686.57	-\$6,599.43
2015	\$75,286.00	\$23,169.51	-\$52,116.49	\$ 85,519.22	34%	\$ 28,834.77	-\$46,451.23
2016	\$75,286.00	\$35,832.31	-\$39,453.69	\$ 121,097.69	57%	\$ 68,789.08	-\$6,496.92
			-\$211,825.18				-\$102,112.46



Resolution

TOWN OF MILTON

Amendment to FY 2014 Capital Plan

WHEREAS, the Selectboard of the Town of Milton may approve fund transfers and amend its Capital Plan from time to time; and,

WHEREAS, In Fiscal Year 2009, the Selectboard approved the Capital Plan, which programmed funds to purchase a radar cart for the police department that was originally going to be purchased with general fund contributions and Impact Fees (if available); and,

WHEREAS, the Impact Fees were not needed for the radar cart and can be repurposed toward eligible debt service costs related to the purchase of a Supthen tower truck needed to address future fire fighting needs from new growth; and,

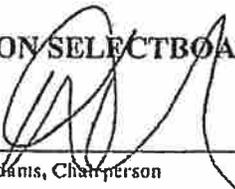
IF
Public Safety
←

WHEREAS, During Fiscal Year 2014, the Town paid \$11,881.78 in interest costs related to the 10-year bond issued to pay for the Supthen tower truck. There are adequate Impact Fees available to reimburse the General Fund for this cost of growth this Fiscal Year; and

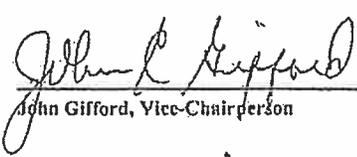
THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes that the Fiscal Year 2014 Capital Plan be amended to repurpose Impact Fees in the amount of \$11,881.78 to reimburse the General Fund for debt service costs related to the purchase of the Supthen tower truck.

Dated at Milton, Vermont this _____ day of _____, 2014

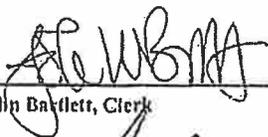
MILTON SELECTBOARD



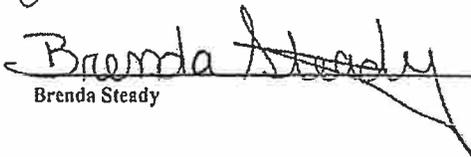
Darren Adams, Chairperson



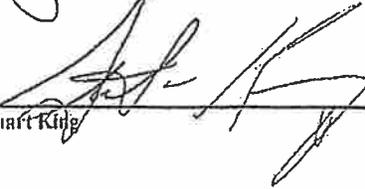
John Gifford, Vice-Chairperson



John Bayliff, Clerk



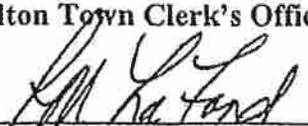
Brenda Steady



Stuart King

Filed with the Milton Town Clerk's Office this 17 day of June, 2014

Attest:



Milton Assistant Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

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

TO: Selectboard

FROM: Donna Barlow Casey & John Gifford

DATE: 05/06/2016

RE: Inter-fund Loan Impact on Capital Reserves

In order to have a productive discussion about the CIP, I believe that it's necessary to engage in one last conversation about the impact the Inter-fund Loan has had on the Capital Reserve Fund. I am including a "recap" about the loan to help everyone recall the situation, and to inform John Palasik of the details as he was not a Selectboard member when the last conversation occurred. I hope that this will provide an understanding of the critical components, and therefore context for the explanation that follows.

Background

In FY 2014, the Town borrowed \$405,000 from itself to purchase three trucks. Monies came from the Re-Appraisal Fund (\$200,000) and the Impact Fee Fund (\$205,000.) An internal promissory note was established indicating interest. Repayment was staggered over a 7-year period, with one half the note beginning in FY 2016 and the other half in FY 2018. This allowed the Town to meet statutory requirements that internal debt not exceed a 5-year window, and also allowed the Town to make reasonable payments out of General Fund monies to repay the debt. The Town previously utilized inter-fund borrowing in other years, so this was not a new concept to be presented to a Selectboard. As an example, \$71,916 was previously borrowed from TIF for the purchase of an ambulance.

GASB Accounting Procedures Effect Perception of Capital Reserve Fund Balance

The above described borrowing resulted in a negative fund balance being recorded in the FY 2015 audit of the Capital Reserve Fund (page 15 of the FY 2015 audit, Exhibit C, Capital Reserve Column, Total Fund Balances/Deficit.) ***This is due to a GASB accounting practice requirement and not to the fact that the Town had overspent the budgeted amount of funding in the Capital Reserve Fund.*** GASB 34 requires that when an Inter-fund Loan is used to fund a purchase, that the total amount of the loan is booked against the fund from which the purchase is made – in this case, the Capital Reserve Fund. This resulted in the entire \$405,000 being "booked" against the Capital Reserves. The Town has since repaid, in full, the Re-Appraisal Fund (\$200,000.)

Typically, when a debt is incurred by a municipality through means other than an Inter-fund loan, the audit indicates the total debt separately and identifies the term of the debt and annual payments. (See pages 36 – 38 of the FY 2015 audit as reference for this practice.) This is very similar to what occurs when an individual purchases a home where a mortgage is created. The homeowner has a separate accounting established for the mortgage, and an annual payment plan for the duration established through the loan process.

In comparison, if a similar requirement were placed on homeowners as is required by GASB for municipal Inter-fund loans, the entire cost of the mortgage would be logged against a savings or checking account of the owner. The result would (for most people) show the new homeowner as having a negative balance in the account in which the loan was booked against, even though the bank had loaned them the funds to pay for the purchase.

GASB 34 requires this because no new funds were brought into the Town's finances, and the result is that this appears as what one might call a "false" view of our Capital Reserve Fund. If this loan was treated like your mortgage the Fund Balance at the end of FY 2015 would have been \$236,481 rather than (\$168,519) as noted on page 15 of the FY 2015 audit, Exhibit C, Capital Reserve Column, Total Fund Balances/Deficit.

Resolving this matter may take any one of several options:

- 1) The Selectboard could ignore the negative balance, due to the understanding that this is a transaction on paper and not in reality, and proceed to allocate up to \$236,481 in expenses within the CIP (FY 2015 balance as noted above) + \$56,536 (currently unexpended balance from amount budgeted in FY 2016) + an additional \$354,231 set aside in the FY 2017 General Fund budget for transfer to Capital Reserves = total maximum of \$647,248.

The Town would need to continue to make payments towards reducing the debt. Until the balance due to the Impact Fee Fund (\$205,000 plus interest) is paid in full, the Town's audit(s) could show a continued negative or diminished balance in the Capital Reserve Fund. (Exact details of this impact are dependent upon the total expenses assigned to the Capital Reserve Fund in the years until the debt is repaid.)

OR

- 2) Prior to the end of FY 2016, the Selectboard could assess what monies might be available in the General fund due to under-spending and ascertain whether there are sufficient funds (\$205,000) to pay off the loan. Action to pay off the loan would not only relieve the debt to the Impact Fee Fund, but the GASB requirement that is impacting the Capital Reserve Fund. Repayment would result in all loans being paid off, a FY 2015 Capital Reserve Fund balance of \$236,481 + \$56,536 (currently unexpended balance from amount budgeted in FY 2016) + \$354,231 (FY 2017 budgeted) = \$647,248.

While the fund balance noted in Option 2. is identical to that of Option 1. the impact is different. In the first option, the balance owed remains unpaid in FY 2017. The strength of Option 2 is that it utilizes monies underspent and/or saved due to a variety of differing circumstances in FY 2016 to resolve the Inter-fund loan's impact on the Capital Reserve Fund. Prospective sources include: (a) savings in General Fund due to a combination of mild winter, understaffing in departments, and economies achieved via as a result of increased scrutiny of expenses by staff, or (b) use the funds in the Capital Improvement Account where the previous Town Manager had budgeted what should have been a tax allocation (\$193,970) with the remaining \$11,000 paid from the Loan Principal budget line item. ***Option 2(b) solves all the issues related to the Inter-fund Loan as well as the tax allocation matter and affords the Town no disruption to planned capital purchasing. We recommend pursuing this option before the end of the current fiscal year. Action within the current year will generate documentation in the FY 2016 audit and allow us to move forward without further confusion.***

OR

- 3) The Selectboard can choose to accept the current circumstances and not pursue any of the above stated options. This decision results in the Selectboard treating the Capital Fund as if it has actually been overspent by \$168,519. This results in the fund balance continuing to appear to be diminished for the next five years. For FY 2017, the situation would be as follows: (\$168,519) + \$200,000 (Impact Fee Fund repayment) = \$31,481 + \$56,536 (currently unexpended balance from amount budgeted in FY 2016) + \$354,231 (FY 2017 budgeted) = \$442,480. In subsequent years, a budgeted payment of \$41,000 would be needed to pay down principal. Each year, the fund balance would improve by that amount until completely resolved in FY 2021.

A Potential Tool for Improving Option 3

An associated action that the Selectboard could take in an effort to mitigate the impact of the above situation would be to direct the Town Manager to make an October application to the Municipal Loan Fund to borrow a portion or all of a Capital Purchase of *tools, equipment or materials necessary for the construction, maintenance or repair of highways*, as allowed under 19 VSA 304(a)(3). This option is limited to \$110,000 per municipality. This funding source does not require voter approval, and could improve the total amount available in the upcoming year. An application, however, does not insure an award of funds. If the application were successful, the Town could pay down the Inter-fund loan by \$110,000 with Capital Fund monies in FY 2017 and use the Municipal Loan fund money to purchase a capital item. The shift in use of funds would allow the Town to treat the loan as a typical debt, and free \$110,000 from the GASB accounting requirements for a portion of the Inter-fund loan. This is not an ideal recommendation, but it begins to offset the 5-year effect of the Inter-fund loan.

Since the amount of staff time necessary to prepare a new version of the CIP that was presented earlier this fiscal year, is dependent upon which of the above available options the Selectboard chooses to pursue, I am asking that the Selectboard make a clear decision about how you wish to proceed prior to our revising the CIP document.

Attachments:

- FY 2015 Audit. Town of Milton, Vermont. NOTES TO THE FINANCIAL STATEMENTS, June 30, 2015. Pages 33. And 34. *Note the section entitled "The advances to/from other funds will be repaid as follows:" at the bottom of p. 33 continuing onto p. 34.*
- FY 2015 Audit. Town of Milton, Vermont. BALANCE SHEET. GOVERNMENTAL FUNDS, June 30, 2015. Page 15. *Note the Capital Reserve Fund Column (4th to right) Total Fund Balances/(deficit)*
- ANALYSIS OF PROPOSED EXPENDITURES, Capital. *Note the budgeted Reserve Funds for the ½, ½ and ¾ cent voter approved tax allocations.*
- Vermont State Statutes Online. Title 19: Highways, Chapter 003: Town Highways, 304 (a) (3)
- Rules Regarding Municipal Equipment Loan Fund and application

TOWN OF MILTON, VERMONT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2015

Depreciation was charged as follows:

Governmental Activities:		Business-type Activities:	
General Government	\$ 65,366	Water	\$ 101,622
Public Safety	163,645	Sewer	<u>248,570</u>
Highways and Streets	1,002,047		
Culture and Recreation	<u>25,103</u>		
Total Depreciation Expense - Governmental Activities		Total Depreciation Expense - Business-type Activities	
	\$ <u>1,256,161</u>		\$ <u>350,192</u>

E. Interfund Balances and Activity

The composition of interfund balances as of June 30, 2015 are as follows:

Fund	Due from Other Funds	Due to Other Funds
General Fund	\$ 0	\$ 1,024,664
Husky/Catamount TIF Fund	69,954	0
Capital Reserve Fund	342,997	0
Non-Major Governmental Funds	668,719	15,134
Water Fund	0	389,069
Sewer Fund	<u>347,197</u>	<u>0</u>
Total	\$ <u>1,428,867</u>	\$ <u>1,428,867</u>

The composition of advances to/from other funds as of June 30, 2015 are as follows:

Fund	Advances to Other Funds	Advances from Other Funds
Husky/Catamount TIF Fund	\$ 71,916	\$ 0
Capital Reserve Fund	0	476,916
Non-Major Governmental Funds	<u>405,000</u>	<u>0</u>
Total	\$ <u>476,916</u>	\$ <u>476,916</u>

*← see
Page (15)*

The advances to/from other funds will be repaid as follows:

Advance to the Capital Reserve Fund from the Husky/Catamount TIF Fund for an Ambulance Purchase, Interest at 1.65%, Annual Principal and Interest Payments of \$36,751, Due 2017	\$ 71,916
Advance to the Capital Reserve Fund from the Impact Fees Fund for a Highway Truck Purchase, Annual Principal and Interest Payments of \$42,067 Beginning October 1, 2015 through October 1, 2019, Interest at 2%, Due October 1, 2019	205,000

TOWN OF MILTON, VERMONT
 NOTES TO THE FINANCIAL STATEMENTS
 JUNE 30, 2015

Advance to the Capital Reserve Fund from the Reappraisal Fund for a Highway Truck Purchase, Interest at 2%, Due and Paid in October, 2015 *Paid Off*

\$200,000

Total Advances to/from Other Funds \$476,916

Interfund transfers during the year ended June 30, 2015 were as follows:

Transfer From	Transfer To	Amount	Purpose
General Fund	Capital Reserve Fund	\$ 35,085	Fund Interfund Loan for Ambulance Purchase
General Fund	Capital Reserve Fund	293,750	Annual Subsidy
Husky/Catamount TIF Fund	General Fund	16,453	Fund Debt Service
Husky/Catamount TIF Fund	Sewer Fund	301,458	Fund Debt Service
Town Core TIF Fund	Water Fund	9,789	Fund Debt Service
Town Core TIF Fund	Sewer Fund	179,159	Fund Debt Service
Capital Reserve Fund	General Fund	30,000	Fund Debt Service from Unspent Proceeds
Capital Reserve Fund	General Fund	30,000	Fund Inventory Purchases
Impact Fees Fund	General Fund	30,000	Fund Debt Service <i>12,000 - 12,000</i>
Restoration of Records Fund	General Fund	17,679	Fund Restoration Expenses
Fire/EMS Capital Reserve Fund	General Fund	59,095	Fund Debt Service
Water Fund	Capital Reserve Fund	4,160	Fund Project Costs
Total		<u>\$ 1,006,628</u>	

Page 20 water

480,617

see Pg 20 Sewer Fund

F. Deferred Outflows of Resources

Deferred outflows of resources in the Governmental Activities consists of \$13,718 resulting from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$166,836 of required employer pension contributions made subsequent to the measurement date for a total of \$180,554, as further described in Note V.A.

Deferred outflows of resources in the Business-type Activities consists of \$864 resulting from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$10,512 of required employer pension contributions made subsequent to the measurement date for a total of \$11,376, as further described in Note V.A.

Deferred outflows of resources in the Water Fund consists of \$383 resulting from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$4,659 of required employer pension contributions made subsequent to the measurement date for a total of \$5,042, as further described in Note V.A.

Deferred outflows of resources in the Sewer Fund consists of \$481 resulting from changes in the Town's proportional share of contributions related to the Town's participation in the Vermont Municipal Employee's Retirement System (VMERS) and \$5,853 of required employer pension contributions made subsequent to the measurement date for a total of \$6,334, as further described in Note V.A.

TOWN OF MILTON, VERMONT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2015

	General Fund	Husky/Catamount TIF Fund	Town Core TIF Fund	Capital Reserve Fund	Non-Major Governmental Funds	Total Governmental Funds
ASSETS						
Cash	\$ 2,572,002	\$ 1,745,664	\$ 669,826	\$ 0	\$ 64,452	\$ 5,051,944
Receivables (Net of Allowance for Uncollectibles)	760,333	0	0	172,329	68,652	1,001,314
Due from Other Funds	0	69,954	0	342,997	668,719	1,081,670
Advances to Other Funds	0	(71,916)	0	0	405,000	476,916
Prepaid Expenses	266	0	0	0	0	266
Inventory	90,304	0	0	0	0	90,304
Total Assets	\$ 3,422,905	\$ 1,887,534	\$ 669,826	\$ 515,326	\$ 1,206,823	\$ 7,702,414
LIABILITIES						
Accounts Payable	\$ 130,912	\$ 0	\$ 0	\$ 0	\$ 0	\$ 130,912
Accrued Payroll and Benefits Payable	179,144	0	0	0	0	179,144
Due to Other Funds	1,024,664	0	0	0	0	1,039,798
Advances from Other Funds	0	0	0	0	0	476,916
Unearned Revenue	14,513	0	0	0	0	49,113
Due to Others	15,315	0	0	0	0	15,315
Total Liabilities	1,364,548	0	0	511,516	15,134	1,891,198
DEFERRED INFLOWS OF RESOURCES						
Prepaid Property Taxes	1,076	0	0	0	0	1,076
Unavailable Property Taxes, Penalties and Interest	495,000	0	0	0	0	495,000
Unavailable Ambulance Fees	44,000	0	0	0	0	44,000
Unavailable Grants	0	0	0	172,329	0	172,329
Total Deferred Inflows of Resources	540,076	0	0	172,329	0	712,405
FUND BALANCES/(DEFICIT)						
Nonspendable	90,570	0	0	0	4,500	95,070
Restricted	8,149	1,887,534	669,826	0	406,534	2,972,043
Committed	0	0	0	0	430,388	430,388
Assigned	667,675	0	0	0	350,267	1,017,942
Unassigned/(Deficit)	751,887	0	0	(168,519)	0	583,368
Total Fund Balances/(Deficit)	1,518,281	1,887,534	669,826	(168,519)	1,191,689	5,098,811
Total Liabilities, Deferred Inflows of Resources and Fund Balances/(Deficit)	\$ 3,422,905	\$ 1,887,534	\$ 669,826	\$ 515,326	\$ 1,206,823	
Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:						
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds.						12,757,191
Other Assets are not Available to Pay for Current-Period Expenditures and, Therefore, are Deferred in the Funds.						711,329
Long-term and Accrued Liabilities, Including Bonds Payable and the Net Pension Liability, are not Due or Payable in the Current Period and, Therefore, are not Reported in the Funds.						(2,634,993)
Deferred Outflows and Inflows of Resources related to the Town's Participation in VMERS are applicable to Future Periods and, Therefore, are not Reported in the Funds.						(147,031)
Net Position of Governmental Activities						\$ 15,785,307

The accompanying notes are an integral part of this financial statement.

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Capital

Account Number	Account Description	FY13 Voted Budget	FY14 Selectboard Approved	FY15 Committee Request	FY15 Town Manager Recommended	FY15 Selectboard Approved	FY16 Committee Request	FY16 Town Manager Recommended	FY16 Selectboard Approved
10-90-491-700.00	700 Series	182,400	347,300	495,550	475,345	475,345	498,470	558,470	553,470
	Capital Improvement Total								
	Two Replacement Police Vehicles: 1 Tahoe and 1 Taurus to replace Ford 500 Detective Vehicle	64,000	68,000	68,000	56,000	56,000	72,000	72,000	72,000
	Replace Two Ford Incerpetors Hobbs Road sidewalk construction								
	Annual stormwater infrastructure replacement	25,000	25,000	25,000	10,000	10,000			
	TC Copier (\$6,000 replacement cost over 2 years)		10,000	20,000	20,000	20,000			
	Material Recycling (New Request FY 14) Will possibly save Town on gravel costs for a period of years, to be funded over two years to provide gravel/plant mix savings for			30,000	33,875	33,875			
	Small Vehicle Replacement Program			7,000	7,000	7,000			
	Partial Funding for New Repeater			170,000	117,500	117,500			
	Partial Funding for Replacing 14 yard Tandem	85,000	85,000						
	Full Funding for Replacing 7 yard dump truck			20,000	20,000	20,000			
	Replace Farm Tractor			10,000	10,000	10,000			
	Replace Walk Behind Mower	5,400							
	Replace Bobcat/Back Up/Sidewalk Plow	3,000							
	Match Toward Route 7 Improvement Committee Recommendations		7,000	7,000	7,000	7,000			
	Replacement Zero Turn Mower (Fund over 2 years)		13,750						
	Cherry St Sidewalk Crossing Project (Other Funds from Impact Fees, Etc)								
	Estimated 1/2 cent Appropriation for Recreation Improvements							55,000	55,000
	Estimated 3/4 cent Appropriation to Fire/Rescue Capital Reserve							5,000	5,000
	Estimated 1/2 cent Appropriation to Rd Restoration/Sidewalk Repairs								
	TOTAL SERIES	182,400	347,300	495,550	475,345	475,345	498,470	558,470	553,470

The Vermont Statutes Online

Title 19 : Highways

Chapter 003 : Town Highways

§ 304. Duties of selectmen

(a) It shall be the duty and responsibility of the selectboard of the town to, or acting as a Board, it shall have the authority to:

(1) see that town highways and bridges are properly laid out, constructed, maintained, altered, widened, vacated, discontinued, and operated, when the safety of the public requires, in accordance with the provisions of this title;

(2) take any action consistent with the provisions of law, including determinations made pursuant to subdivision 302(a)(3)(B) or subsection 310(a) of this title, which are necessary for or incidental to the proper management and administration of town highways;

(3) purchase tools, equipment, and materials necessary for the construction, maintenance, or repair of highways and bridges, and to incur indebtedness from the municipal equipment loan fund as established in 29 V.S.A. § 1601 for these purchases. It may contract with governmental or private agencies for the use of tools, equipment, road building material, and services;

(4) order hills graded, surfaces graveled, or treated with a dust layer, or surface treated with bituminous material, upon any town highway either laid out by them or already existing;

(5) grant permission to enclose pent roads and trails by the owner of the land during any part of the year, by erecting stiles, unlocked gates, and bars in the places designated and to make regulations governing the use of pent roads and trails and to establish penalties not to exceed \$50.00, for noncompliance. Permission shall be in writing and recorded in the town Clerk's office;

(6) make special regulations as to the operation, use, and parking of motor vehicles on highways under their jurisdiction, as provided in Title 23;

(7) make special regulations as to the speed of motor vehicles using the highways under their jurisdiction, as provided in Title 23;

(8) lay out winter roads and lumber roads pursuant to chapter 9 of this title;

(9) change the course of a stream, pursuant to chapter 9 of this title;

RULES REGARDING MUNICIPAL EQUIPMENT LOAN FUND

I. DEFINITIONS

For the purposes of these rules:

A. "Committee" shall mean the State Treasurer and the Traffic Committee as established by 23 V.S.A. §1003;

B. "Heavy Equipment" shall have the same meaning as motorized highway building equipment, road making

appliances and motor trucks as set forth in 23 V.S.A. §4 Fire, Emergency.

II. TERMS

A. No more than \$1,500,000 in new loans shall be made in any fiscal year.

B. The maximum annual amount that shall be loaned to any municipality shall be \$110,000.

C. Any equipment purchased under this program shall:

1. have a useful life of at least five years and may be either new or used;

2. have a purchase price of at least \$20,000.00; and,

3. if applicable, be registered for highway use with the Department of Motor Vehicles with the Treasurer, State of Vermont as at least the second lienholder on the Certificate of Title.

D. The amount loaned shall be no more than 75% of the purchase price of the equipment and shall be repaid in no more than five years.

E. The annual interest rate on loans from the fund shall be:

1. for loans to a single municipality, two percent

2. for loans to two or more municipalities jointly purchasing equipment, there shall be no interest assessed.

F. Application deadlines are April 15 for the spring meeting and October 15 for the fall meeting.

III. APPLICATIONS/AWARDS

A. Preference shall be given to joint applications.

B. Applications shall be held on file for a period of one year. At the end of such period, an application which has not resulted in a loan being made will be deemed to have been denied.

C. Awards shall be made by the Committee twice each fiscal year.

D. Application forms shall be furnished by the Committee on request.

E. The criteria for making loans shall be:

1. equitable geographical distribution

2. financial need

3. ability to repay

F. When a municipality suffers the destruction of more than one piece of equipment at or near the same time or suffers some unanticipated hardship relating to equipment and the Committee finds that replacement of such equipment would place an undue financial hardship on the municipality, the Committee may waive any or all of the following:

1. The \$110,000.00 annual limitation on each municipality established in II. B., above; or

2. The 75% of the purchase price established in II. D., above.

VERMONT MUNICIPAL EQUIPMENT LOAN FUND

Office of the State Treasurer
109 State Street, 4th Floor
MONTPELIER, VERMONT 05609-6200
Telephone: 828-2301
MUNICIPAL LOAN APPLICATION
29 V.S.A. §§1601-1603

PLEASE TYPE OR PRINT

1. Municipality: _____ County: _____

2. Type of Equipment: _____ Price: _____ New or Used: _____

Name from Whom Equipment Purchased: _____

Address of Seller: _____ Purchase Date: _____

3. Amount of Loan Requested: _____ Amount of Loan Approved: _____

(Maximum amount available is the lesser of \$110,000 or 75% of Purchase Price) _____

Financial Statistics -- Long-Term Debt Only:

4. Town or Village Debt: _____ School Debt: _____

(List Details on next page) (List Details on back next page)

5. Share of Union School Debt: _____ Name of Union School District: _____

6. Other Debt (explain): _____

7. Debt for Sewer: _____ Water: _____ Electric: _____

Solid Waste District Debt: _____ Amount of Debt Paid by Fees: _____

Reference may be made to any Municipal Bond Bank Applications presently on file with the Bank.

8. Population: _____

9. Total Taxes Billed for Latest Year: _____

Taxes Delinquent for Latest Year: _____

ANNUAL REPORT **must** be submitted with application. If a separate annual report is prepared for the town or village schools, please provide it also. Additional information may be requested at the committee's discretion.

10. _____

PRINT NAME of APPLICANT SIGNATURE POSITION DATE

11. _____

. Town Clerk/Treasurer Phone Number Hours

*The individual signing this application must have the authority to do so, and will be subject to answer questions relating to information contained in this document.



TOWN OF MILTON, VERMONT 05468-3205

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

MEMORANDUM

TO: Selectboard

CC: Donna Barlow Casey, Town Manager

FROM: John C. Gifford, Interim Finance Director, Town Treasurer

RE: Bombardier Property Bond Anticipation Note

DATE: May 11, 2016

These are the documents that need to be signed by the Selectboard to get the money for the BAN (Bond Anticipation Note) from People's United Bank. These are all "Standard Procedure".

1. The Board Resolution documenting the need for the money and the conditions around borrowing these funds. This resolution is **signed** by the **Selectboard** and the **Town Treasurer**, the **Assistant Treasurer** and the **Town Clerk**
2. The second document is the Note itself. This is **signed** by both the **Selectboard** and the **Town Treasurer**. It is the document that obligates the town to repay the money.
3. Next is the "Tax Certificate" this four page document. By signing it you Certify twenty statements that basically say: we will use the money as intended and will not violate the IRS regulation around using these funds. This gets **signed** by the **Selectboard** and the **Town Treasurer**.
4. Next is the IRS form 8038-G which is **signed** by the **Town Treasurer** only. This is the document that tells the IRS that the bank loaned some money to a tax exempt origination and we intend to use those funds for tax exempt purposes. There is a Schedule C & D attached to IRS form 8038-G. By signing the IRS form, we commit to these stipulations
5. Finally in the packet we will be sending to the bank as soon as all signatures are affixed is a letter from Bond Counsel to the Bank documenting that we've complied with all laws regarding borrowing this money.

Please sign as noted; each Board Member will sign three places.

Thank you.

BOND ANTICIPATION BORROWING
RESOLUTION

WHEREAS, the Selectboard is duly empowered to borrow money on the credit of the Town of Milton (the "Town") in anticipation of the issuance and sale of \$390,000 face amount of bonds duly authorized by vote of the legal voters at a meeting thereof held on March 1, 2016; and

WHEREAS, the Selectboard has found and determined that it is in the best interest of the Town to borrow the sum of \$390,000 in anticipation of the issuance and sale of said bonds in order to have available money with which to temporarily defray the cost of making the improvements authorized at said Town meeting; and

WHEREAS, in order to have funds available to defray the cost of such, the Selectboard has arranged to borrow \$390,000 from People's United Bank, National Association, with such borrowing evidenced by a Bond Anticipation Note (the "Note"), which Note does not refund and replace an obligation previously issued for the same purpose.

THEREFORE, BE IT RESOLVED, that the Selectboard and the Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness to cover the same; and

BE IT FURTHER RESOLVED, that evidence of debt when issued and delivered pursuant to this Resolution shall be the valid and binding general obligation of the Town, payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in the Town, as assessed, apportioned and established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Town and its Selectboard in, about, or concerning the expenditure of proceeds of the Note and the issuance thereof are hereby ratified and confirmed; and

BE IT FURTHER RESOLVED, that the following named person(s) listed below have authority only to request advances under the Note and have no other authority.

Printed Name	Title	Signature

We, the undersigned Selectboard and Treasurer, hereby certify that we as such officers have signed the Note, numbered 1, in the principal amount of \$390,000, dated May 17, 2016 and due May 16, 2017, with an interest rate of 1.35%, payable as therein set forth and further certify that the Note is issued under and pursuant to this Resolution adopted at a duly noticed and warned meeting of the Selectboard of the Town held on May 16, 2016.

We the said Selectboard and Treasurer of the Town, hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the Note or the expenditures being financed by the proceeds of the same.

We also certify that there has been full and timely compliance with all public procurement, solicitation and bidding laws, ordinances and regulations with respect to each of the transactions embodied in this Resolution.

We certify also that no litigation is pending or threatened affecting the validity of the Note or the apportionment and assessment of taxes if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Town, nor the title of any of us to our respective offices is being questioned or contested.

Further, we hereby certify to and covenant with People's United Bank, National Association, its successors and assigns, including specifically the transferees, assigns, holders and owners of the Note, that:

1. During the current calendar year, the Town will not issue debt of any sort aggregating \$10,000,000.00 or more.
2. The Town will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note and all other obligations of the Town.
3. The Town will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificates, execution and delivery of each of which is hereby authorized.

May 16, 2016

TOWN OF MILTON

Treasurer

ATTEST:

Clerk

Selectboard or a Majority Thereof

Note No. 1 of 1

\$390,000

TOWN OF MILTON
BOND ANTICIPATION NOTE
SERIES 2016A

Milton, Vermont

May 17, 2016

On May 16, 2017 for value received, the Town of Milton promises to pay to People's United Bank, National Association, or order, the principal sum of:

THREE HUNDRED NINETY THOUSAND DOLLARS (\$390,000)

or so much thereof as may be advanced hereunder, with interest at the rate of 1.35% per annum, calculated on the basis of a 30-day month and a 360 day year from the date of each advance hereunder, with principal and interest payable in lawful money of the United States at the office of People's United Bank, National Association, in Burlington, Vermont. Principal and interest may be prepaid in whole or in part prior to the above maturity date.

This note is given for money borrowed in anticipation of the issuance and sale of a like amount of bonds of the Town of Milton pursuant to a vote of the Town duly held on March 1, 2016, and by resolution of the Selectboard of the Town duly adopted at a meeting thereof held on May 16, 2016.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened, and have been performed in regular and due form as required by law and that the full faith and credit of said Town of Milton are hereby irrevocably pledged for the payment of this note.

TOWN OF MILTON

Treasurer

Selectboard or a Majority Thereof

TAX CERTIFICATE

(General Obligation)

We, the Treasurer and at least a majority of the Selectboard of the Town of Milton (the "Municipality"), HEREBY CERTIFY and reasonably expect with respect to the issuance and the use of proceeds of the \$390,000 Series 2016A Bond Anticipation Note (the "Note") of the Municipality, dated May 17, 2016 as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Note. The certifications and expectations set forth in this document are being given pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and the Treasury Regulations promulgated thereunder.

2. The dates, maturities and rates of interest of the Note are as shown and more fully described in Schedule A, attached hereto. The issuance of the Note has been reported to the Internal Revenue Service on IRS Form 8038-G, a copy of which is attached as Schedule B.

3. The proceeds of the Note will be used to provide funds for the purpose of funding land acquisition for public improvements in Milton, Vermont (the "Project"), as shown on Schedule C attached. There are no other funds available to the Municipality under the provisions and within the meaning of Regulation Section 1.148-6(d)(3), other than appropriations, grants-in-aid and capital reserve funds of the Municipality dedicated to the Project. The weighted average maturity of the Note is less than 120% of the useful life of the Project.

4. The Municipality will use the proceeds of the Note within thirty (30) days of the date hereof to retire any obligations in the nature of short-term bond anticipation notes (the "Prior Obligations") which originally financed the Project or to reimburse itself for Project costs advanced under a duly adopted notice of official intent. The proceeds of the Note may be invested in the interim at a yield in excess of the yield on the Note. To the extent there remain any unspent proceeds of the Prior Obligations, any and all of such proceeds shall be invested at a yield not in excess of the yield on the Note.

5. The proceeds of the sale of the Note do not exceed the amount necessary to retire the Prior Obligations and to complete the Project. The proceeds of the Note will not be used to effect a tax increment financing loan or a tax assessment loan under Regulation Section 1.141-5(c)(3) and (d).

6. The Municipality has entered into (or will enter into within six months from the date hereof or the issue date of the Prior Obligations, whichever is earlier) a binding commitment for the acquisition or accomplishment of the Project. The amount of such commitment(s) with respect to the Project exceeds an amount equal to five percent (5%) of the greater of the Note, the Prior Obligations, or the aggregate amount of all obligations issued for the Project. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. The Note proceeds will be invested temporarily and expended in compliance with the non-arbitrage and rebate requirements of Section 148 of the Code, so as to maintain the interest on the Note excludable from the gross income of the recipient thereof.

7. The total proceeds (including interest earnings therefrom) received from the sale

of the Note and the Prior Obligations with respect to the Project do not exceed the total cost of the Project. All unexpended proceeds will be deposited in a construction account and will not be commingled with amounts from other sources.

8. It is not expected that the Project will be sold or otherwise disposed of in whole or in part. In the event an unanticipated disposition of the Project occurs, the Municipality will undertake remediation measures under Regulation Section 1.141-12 at the earliest opportunity so as to preserve the tax exempt character of the Note.

9. Principal of and interest on the Note, to the extent not paid with the proceeds of grants-in-aid, will be paid from taxes and other revenues of the Municipality. The funds used to pay principal and interest on the Note, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of deposit in such fund on the payment of debt service on the Note. Any amounts received from the investment of such fund will be used to pay debt service on the Note within one (1) year of the date of receipt.

10. Except for the debt service fund described herein, if any, the Municipality has not created or established, and does not expect to create or establish, any sinking fund or other similar fund which the Municipality reasonably expects to use to pay principal or interest on the Note, or from which there is a reasonable assurance that amounts therein will be available to pay debt service on the Note.

11. No portion of the proceeds of the Note will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Note proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund.

12. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures. The Note is not a "private activity bond" (as defined in Section 141 of the Code). At least 95% of the proceeds of the Note are to be used for local governmental activities of the Municipality. Neither the Municipality nor any agency, instrumentality or political subdivision of the Municipality has issued or expects to issue any tax-exempt bonds or notes during calendar year 2016 other than: (i) the Note; (ii) short-term notes in an aggregate amount not to exceed the Municipality's maximum anticipated cumulative cash flow deficit, to be issued in anticipation of the receipt of taxes and other revenues of the Municipality; (iii) current refunding bonds in an amount not to exceed the amount of bonds to be refunded; and (iv) short-term notes issued in anticipation of receipt of federal or state capital improvement grants-in-aid. In the event the aggregate face amount of all tax-exempt obligations (including the Note) issued or to be issued by the Municipality (and all agencies, instrumentalities and other political subdivisions of the Municipality) during calendar year 2016 exceeds \$5,000,000, except for private activity bonds and additional obligations aggregating no more than \$10,000,000 or such lesser amount attributable to the financing of the construction of public school capital facilities, the proceeds of each issue of such obligations shall be invested temporarily and expended in compliance with the rebate requirements of Section 148(f)(2) and (3) and the Regulations thereunder, as applicable, so as to assure that the interest paid on such obligations remains excludable from the gross income of the recipient thereof. The Municipality will expend at least 85% of the Note proceeds, and all of the net income derived from the temporary investment thereof, within a three-year period calculated from the earlier of the date of issuance of the Note or date of issuance of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bank Bonds.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof.

14. Any reimbursement of an expenditure made prior to the issue date of the Note or earlier short term financing is pursuant to a declaration of intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the issuance of the Note or short term financing, if earlier, was adopted not later than 60 days after the date of such expenditures. The Project has not been in service for more than 18 months after the date of original expenditure, and such expenditures being reimbursed out of Note proceeds are not more than three years old.

15. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Note shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof, or, if applicable, preserve the Note's tax advantages in the form of tax credits or interest payment subsidies.

16. In addition to the record-retention requirements of Section 6001 of the Code, and the Regulations now or hereafter promulgated thereunder, the Municipality hereby adopts and commits to implement the procedures set forth in Schedule D which are intended to provide the following;

(a) Assignment of tax-exempt and tax credit bond, if applicable, compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for each issue of obligations of the Municipality.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for each issue of the Municipality's obligations.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of each issue of the Municipality's obligations.

(e) Periodic monitoring of use of proceeds of each issue of the Municipality's obligations, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

(f) Verification of the foregoing.

17. This certification has been delivered as part of the record of proceedings and accompanying certificates with respect to the issuance of the Note.

18. On the basis of the foregoing, it is not expected that the proceeds of the Note will be used in a manner which would cause the Note to be an "arbitrage bond" or "private activity bond" under Sections 103, 141 and 148 of the Code and the Treasury Regulations promulgated thereunder. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

19. No other obligations of the Municipality are:

- (a) being sold within fifteen (15) days of the date of this Tax Certificate;
- (b) being sold pursuant to a common plan of financing as was employed in the sale of the Note; or
- (c) expected to be paid from substantially the same source of funds.

20. The Municipality designates the Note to be a “bank qualified obligation” under Section 265(b) of the Code.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Municipality this 20th day of June, 2016.

TOWN OF MILTON

By: _____

All or a Majority of Its Selectboard

And By: _____
Its Treasurer

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
 ► See separate instructions.
 Caution: If the issue price is under \$100,000, use Form 8038-GC.

OMB No. 1545-0720

Part I Reporting Authority		If Amended Return, check here <input type="checkbox"/>
1 Issuer's name Town of Milton		2 Issuer's employer identification number (EIN) 03-6000573
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) P.O. Box 18	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Milton, VT 05468-0018		7 Date of issue 05-17-16
8 Name of issue 2016 Series A Bond Anticipation Note		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) John C. Gifford, Town Treasurer		10b Telephone number of officer or other employee shown on 10a 802-578-9058

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.		
11 Education		11
12 Health and hospital		12
13 Transportation		13
14 Public safety		14
15 Environment (including sewage bonds)		15
16 Housing		16
17 Utilities		17
18 Other. Describe ► Land Purchase		18
19 If obligations are TANs or RANs, check only box 19a	<input type="checkbox"/>	
If obligations are BANs, check only box 19b	<input type="checkbox"/>	
20 If obligations are in the form of a lease or installment sale, check box	<input type="checkbox"/>	

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	05-16-17	\$ 290,000	\$ 290,000	0.50 years	1.35 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)					
22	Proceeds used for accrued interest		22		-0-
23	Issue price of entire issue (enter amount from line 21, column (b))		23		390,000
24	Proceeds used for bond issuance costs (including underwriters' discount)	24		-0-	
25	Proceeds used for credit enhancement	25		-0-	
26	Proceeds allocated to reasonably required reserve or replacement fund	26		-0-	
27	Proceeds used to currently refund prior issues	27		-0-	
28	Proceeds used to advance refund prior issues	28		-0-	
29	Total (add lines 24 through 28)		29		
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30		390,000

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.		
31	Enter the remaining weighted average maturity of the bonds to be currently refunded	N/A years
32	Enter the remaining weighted average maturity of the bonds to be advance refunded	N/A years
33	Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	N/A
34	Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)	N/A

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	N/A
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a	-0-
b Enter the final maturity date of the GIC ▶ _____		
c Enter the name of the GIC provider ▶ _____		
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	-0-
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶ <input type="checkbox"/> and enter the following information:		
b Enter the date of the master pool obligation ▶ _____		
c Enter the EIN of the issuer of the master pool obligation ▶ _____		
d Enter the name of the issuer of the master pool obligation ▶ _____		
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box ▶		<input checked="" type="checkbox"/>
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box ▶		<input type="checkbox"/>
41a If the issuer has identified a hedge, check here ▶ <input type="checkbox"/> and enter the following information:		
b Name of hedge provider ▶ _____		
c Type of hedge ▶ _____		
d Term of hedge ▶ _____		
42 If the issuer has superintegrated the hedge, check box ▶		<input type="checkbox"/>
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box ▶		<input checked="" type="checkbox"/>
44 If the issuer has established written procedures to monitor the requirements of section 148, check box ▶		<input checked="" type="checkbox"/>
45a If some portion of the proceeds was used to reimburse expenditures, check here ▶ <input type="checkbox"/> and enter the amount of reimbursement ▶		
b Enter the date the official intent was adopted ▶ _____		

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	▶ _____ Signature of issuer's authorized representative	_____ Date	▶ _____ Town Treasurer Type or print name and title	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed
	J. Paul Giuliani			PTIN
	Firm's name ▶ Primmer Piper Eggleston & Cramer PC	Firm's EIN ▶ 03-0289541		
Firm's address ▶ P. O. Box 1309, Montpelier, VT 05601-1309	Phone no. 802-223-2102			

Schedule C

1. Title of Bonds: \$390,000 Town of Milton Series 2016A Bond
Anticipation Note

Total Principal Amount: \$390,000

Dated: May 17, 2016

<u>Maturity Date(s)</u>	<u>Principal Amount(s)</u>	<u>Interest Rate(s)</u>
-------------------------	----------------------------	-------------------------

As per attached specimen bond.

2. Title of Authorizing Resolution(s) or Ordinance(s)

Resolution and Warning of Selectboard January 25, 2016
Annual Town Meeting March 1, 2016
Resolution and Certificate of Selectboard May 16, 2016

- | 3. <u>Project</u> | <u>Estimated Date
of Completion</u> | <u>Estimated Date
All Proceeds Expended</u> |
|-------------------|---|---|
|-------------------|---|---|

Bombardier Road Land

4. Other Obligations of Issuer Issued This Calendar Year

SCHEDULE D

MUNICIPAL BOND POST-ISSUANCE COMPLIANCE PROCEDURES

The following procedures have been adopted by the Municipality, effective as of the date of issue of the Municipal Bond. These procedures shall be implemented immediately and shall relate to the Municipal Bond and all currently outstanding and future debt obligations and financing leases. These procedures are intended to assist the Municipality in complying with those provisions of the Internal Revenue Code of 1986, as amended (the "Code") relating to (a) the qualified use of proceeds of the Municipality's tax-exempt and other tax advantaged bonds and notes and improvements financed by such proceeds; (b) arbitrage yield restrictions and rebate; (c) remediation of the effects of "deliberate action" of the Municipality which results in the disposition, abandonment or other change in use of property financed by the Municipality's debt obligation; and (d) the resolution of matters raised in connection with an audit or examination of the Municipality's tax-exempt or tax-advantaged obligations. These procedures are intended to furnish guidance in matters of Code compliance, and are subject to revision, modifications and enlargement from time to time.

- (1) The municipal official or employee possessing the statutory or contractual powers, functions and responsibilities of a Chief Financial Officer (to the extent the same are not exercised by the Municipal Treasurer) shall be responsible for monitoring Municipal Bond post-issuance compliance (the "Compliance Official").
- (2) The Compliance Official shall review and implement these procedures in the manner necessary to ensure ongoing compliance with the provisions of the Tax Certificate. In connection therewith such official will become knowledgeable or consult an advisor experienced in post issuance compliance and will review and monitor notices, advice and directives as may be received by the Municipality from its bond counsel, accountants, financial advisors, and governmental sources. At least once annually the Compliance Official will verify and confirm to the Municipality that it is in compliance with the terms of the Tax Certificate, including this Exhibit D.
- (3) On or before the first day of June in each year, the Compliance Official shall confirm that all Municipal property financed by the proceeds of the Municipality's obligations continues to be used in the same manner as existed when such property was first placed into service. Such confirmation shall be based upon a visual inspection and representations of the public officials under whose care, custody and control the property is placed.

- (4) For so long as the proceeds of any debt obligation of the municipality remains unexpended, the Compliance Official shall confirm on the first day of June and the first day of December in each year that such proceeds are deposited or invested for a “temporary period” as established under Section 148 of the Code, and the Regulations thereunder. Following the third anniversary of the issuance of a Municipal obligation, all unexpended proceeds shall be invested so as to generate a yield no greater than the yield on the corresponding obligation.
- (5) The Compliance Official shall confirm, at least annually while there are unexpended proceeds, that the proceeds of each Municipal obligation shall be expended in such amounts, at such frequency, and in such intervals to ensure that the Municipality avails itself of one or more arbitrage rebate exception allowed under Section 148 of the Code, and the Regulations promulgated thereunder. Alternatively, if rebate is due, the Compliance Official will engage a consultant to prepare a report to determine any rebate due. Reports of such confirmation or rebate shall be prepared no less frequently than annually until proceeds are fully expended.
- (6) With respect to the acquisition and construction of capital improvements financed with the proceeds of the Municipality’s debt obligations, the Municipality hereby declares that such proceeds shall be allocated to acquisition and construction expenditures prior to the expenditure and application of funds from any other public or private source. A final expenditure report accounting for the use of all Municipal Bond proceeds and earnings shall be completed no later than 18 months after the Project(s) financed by the Municipal Bond is placed in service.
- (7) In the event there is a change of use, abandonment or disposition of property financed by the proceeds of the Municipal Bond, the Compliance Official shall immediately consult with the Municipality’s bond counsel and accountants regarding remedial action. The Municipality thereafter shall endeavor to call and redeem all or a portion of outstanding debt obligations, the proceeds of which were expended to finance such property. The proceeds derived from the sale or other disposition of the financed property shall not be commingled with other funds of the Municipality, but shall be used to effect the redemption of obligations, if necessary, the proceeds of which financed such property. Pending redemption as called for in this section, such proceeds shall be invested at a yield no greater than the yield on the obligations to be redeemed.

- (8) The Compliance Official shall create and preserve records for the term of the Municipal Bond and any refunding thereof plus three years documenting the procedures incident to the authorization and issuance and identifying the proceeds of each issue of the Municipality's obligations, the deposit and investment thereof, the income derived from such deposit and investment, the expenditure of such proceeds and investment income (containing at a minimum the date, amount and recipient of each expenditure), payment requisitions, and all rate, fee, charge and assessment schedules relating to property financed by the Municipality's obligations. Such records shall include copies of loan agreements, escrow agreements, tax certificates, project bid documents, construction and acquisition contracts, project invoices, project-related bank statements, and documents related to anticipatory bond financing.
- (9) The Compliance Official shall retain all contracts or arrangements with non-governmental persons relating to the use, control and management of the Project(s) finance by the Municipal Bond.
- (10) In the event there remain on hand any excess proceeds from a Municipal obligation, following acquisition or completion of the improvements for which such obligation was issued, the Compliance Official shall consult with the Municipality's bond counsel regarding the use of such proceeds.

PRIMMER

PRIMMER PIPER EGGLESTON & CRAMER PC
100 EAST STATE STREET | P.O. BOX 1309 | MONTPELIER, VT 05601-1309

J. PAUL GIULIANI
ADMITTED IN VT
pgiuliani@primmer.com
TEL: 802-223-2102
FAX: 802-223-2628

May 17, 2016

Lorri L. Terrien, VP
People's United Bank, National Association
P.O. Box 820
Burlington, VT 05402-0820

Re: \$390,000 Town of Milton Bond Anticipation Note No. 1
Dated May 17, 2016 \$390,000 Due May 16, 2017

We have examined the law and the action taken at the meeting of the Selectboard of the Town of Milton on May 16, 2016 resolutions of the Selectboard adopted thereat, the Bond Anticipation Note described above (the "Note") and issued in pursuance of the foregoing actions and proceedings, together with other records, proofs and certificates deemed necessary and sufficient for the purposes hereof, from all of which we are of the opinion that, as of the date hereof, the Note is a lawful general obligation of the Town of Milton, payable according to the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property in the Town of Milton, as established, apportioned and assessed by law, unless paid from other sources, and the rights and remedies of the creditors of the Town of Milton, including holders of its bonds and notes, are subject to bankruptcy, insolvency, reorganization, moratorium, and other laws affecting the rights and remedies of creditors, to the extent constitutionally applicable, and that their enforcement may be subject to the exercise of judicial discretion in appropriate cases. As to matters of fact relevant and material to our opinion, we have relied upon certified proceedings and other certifications and representations of public officials and others furnished to us without undertaking to verify the same by independent investigations.

The Town of Milton is a lawfully constituted corporate instrumentality of the State of Vermont. The officers signing the Note are the duly elected, qualified and acting officers of the Town of Milton as indicated. The Note is in all respects in conformity with the laws and constitution of the State of Vermont, and is not in excess of any debt limit.

Without limiting the generality of the foregoing, we certify that we have made due and diligent inquiry to ascertain if any litigation is pending or threatened in any State or Federal court of competent jurisdiction to restrain or enjoin in any way the issuance and delivery of the Note to People's United Bank, National Association, or the expenditures financed by the proceeds of said Note, and we find none.

We have reviewed the accompanying tax certification of the Town of Milton relating to the reasonable expectation as of the date of issuance of the Note, that the proceeds of the Note will not be used in a manner that would cause the Note to be an "arbitrage bond" or "private activity bond" within the meaning of Sections 103(c), 141 and 148(a) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder.

Based upon our examination of law and review of such certification, it is our opinion that the facts, estimates and circumstances set forth in such certificate are sufficient to satisfy the criteria which are necessary under said Sections 103(c), 141 and 148(a), and the Regulations thereunder, to support the conclusion that the Note will not be an "arbitrage bond" or "private activity bond" within the meaning of said Sections of the Code. No matters have come to our attention which, in our opinion, make unreasonable or incorrect the representations made in such certification.

Assuming compliance by the Town of Milton with its covenants to comply with the Internal Revenue Code of 1986, the interest on the Note is exempt from federal and Vermont income taxes presently in force, to the extent that interest on the Note (a) is excluded from gross income for federal income tax purposes, and (b) is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; however, it should be noted that with respect to corporations (as defined for federal income tax purposes) such interest is taken into account in determining current earnings for the purpose of computing the alternative minimum tax imposed on such corporations. The opinion set forth in clause (a) of this paragraph is subject to the condition that the Town of Milton comply with all requirements of the Internal Revenue Code of 1986 that must be satisfied subsequent to the issuance of the Note in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the Note to be so included in gross income retroactive to the date of

People's United Bank, National Association
May 17, 2016
Page 3

issuance of the note. The Town of Milton has covenanted to comply with all such requirements and to designate the Note as a "qualified obligation" under Section 265(b) of the Code. We express no opinion regarding other federal tax consequences arising with respect to the Note.

PRIMMER PIPER EGGLESTON & CRAMER PC

By: 

J. Paul Giuliani

JPG:sr

cc: Donna Barlow Casey
Town Manager
P.O. Box 18
Milton, VT 05468-0018



TOWN OF MILTON, VERMONT 05468-3205

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

Selectboard Legislative & Fiscal Analysis (Draft, pending final VTrans approval)

Meeting Date: May 16, 2016

Agenda Item: McMullen Road Sidewalk Project

Prepared By: Erik Wells, Director of Administration & Community Affairs

Selectboard Action Required

To award a construction bid to **All Seasons Excavating** and authorize the Town Manager to enter into a contract with **Donald L. Hamlin Consulting Engineers** to serve as the construction inspection firm for the McMullen Road sidewalk project.

Legislative Analysis

In September 2013 the Town received notification it was being awarded a State of Vermont, Agency of Transportation grant from the Municipal Assistance Bureau (MAB) bike & pedestrian program for design and construction of 4,040 linear feet of sidewalk on McMullen Road to connect existing sidewalk on Hobbs Road and Railroad Street. The grant application was approved in July of 2013. The grant award amount is up to \$423,000 including a 10% local match.

The VTrans MAB Bike & Pedestrian Program provides Federal funding for either the scoping or design/construction of bike and pedestrian improvements. The authorized cooperative agreement (CA) was received in December, 2013. Funding expires December 31, 2017.

The Selectboard adopted a resolution that authorized the application and included provisions to allow the Town Manager to apply for, accept the grant, make necessary budget adjustments and to expend funds required to implement the grant. The resolution also stated the Selectboard was committed to provide the required local matching funds for the project.

At its March 17, 2014 meeting the Selectboard authorized a resolution to sole source professional engineering consultant services with Aldrich + Elliot Water Resource Engineers in the amount of \$17,000 for preliminary/ final engineering. These engineering costs are not eligible for reimbursement by the grant, but can be counted toward the local matching funds requirement.

A+E put together the project design from July 2014 to January 2015, expenses paid to date are \$13,600. Outstanding expenses due to A+E are bid document development, analysis and advertising costs (invoices forthcoming). In August 2015 the Town agreed to a permanent easement at 3 McMullen Road with Charles Preska for \$1,800 to relocate a water valve. There were legal fees involved in securing this easement.

In March 2016 Erik Wells, Director of Administration assumed the role of Municipal Project Manager (MPM) for this sidewalk project. In April 2016 trees were removed from the sidewalk ROW by DJ's Tree Service. In early May power poles were relocated and the transfer of wires is pending in the next two weeks.

Required by VTrans for the project are construction inspection services to provide daily work review to specification, material quantity tracking and quality control for the contractor. The following outlines the procurement process for the construction inspection firm, following the guidelines required by VTrans to award this work under the grant. [Follow this link](#) to view the entire VTrans process followed for these types of grant awards, we are currently in Phase C.

Inspection Services Award Process:

A request for proposals (RFP) was advertised on April 11 by VTrans on project posting sites, the Town of Milton website and an announcement regarding the bid appeared in the Milton Independent, the Town's paper of record.

Separately sealed technical proposals and cost estimates were received by the deadline of 5 PM on Tuesday, April 26th from the following firms:

- Sterling Staff Management
- Ruggiano Engineering
- Hamlin Consulting Engineers
- John Turner Consulting

Bid documents were opened by Town Manager Donna Barlow Casey, Public Works Supervisor Dustin Keelty and VTrans Project Manager Nick Meltzer on Thursday, April 28th. Director of Administration Erik Wells, serving as the Municipal Project Manager (MPM) was unable to attend the opening due to an unforeseen personal matter which caused him to be out of state. Wells reviewed the documents upon his return on Friday, April 29th.

The review committee of Barlow Casey, Keelty and Wells met after independent document review on Friday, May 6th to discuss overall objectives in conjunction with the following scoring rubric for technical proposals. The VTrans procurement process stated that cost estimates were to be submitted in separately sealed envelopes by bidders and cost was not to be used as a scoring factor in selecting the inspection firm.

<u>CRITERIA</u>	<u>WEIGHT</u>
1. Understanding the Scope of Work	25%
2. Qualifications/Experience of Assigned Staff	25%
3. Proven record of successful completion of similar projects	25%
4. Reasonableness of Labor Hour Schedule	25%

Following group discussion, each committee member scored the proposals.

Donald J. Hamlin Consulting Engineers emerged as the highest rated firm.

The estimate for inspection services is \$44,814. Once a construction schedule is confirmed with the contractor the estimate will be firmer. The resolution asks that the Selectboard authorizes the Town Manager to enter into a contract with Donald J. Hamlin Consulting Engineers. These services are covered by the grant award.

Construction Contractor Bid Process

A+E assembled the construction bid documents and final site plans for McMullen Sidewalk. A RFP was released on April 19th. A non-mandatory pre-bid conference was held on April 29th which included a walk on the project site.

Bids were opened at 1 PM on Tuesday, May 10th by Josh Elliot of A+E. Staff present were Erik Wells, Dustin Keelty, Bruce Trombly and Amie Paquette. A total of eight (8) contractors submitted bids.

- JP Sicard
- All Seasons Excavating
- GW Tatro
- DCS
- Courtland Construction
- ECI
- SD Ireland
- Munson Earthmoving

All Seasons Excavating was the apparent low bidder at **\$267,544.**

Jason Booth, Project Design Engineer at A + E, is certifying the bid and VTrans will give final approval for award by Monday, May 16th so the Selectboard may authorize the resolution.

A preliminary construction schedule should be available for the May 16th meeting. A preconstruction meeting will be scheduled soon after the contracts are awarded.

Fiscal Analysis

Impact fee funds were identified in the FY '14- '19 Capital Improvement Plan (CIP) and FY '15-'20 (CIP) totaling \$42,300 to be used for the local project match. The impact fee study committee, in its April 2016 report to the Selectboard, verified that these funds are available. The project budget in accordance to the grant award, and the estimate of actual expenses are located at the end of this document.

Note: The \$13,600 for engineering is an ineligible expense for grant reimbursement because it was sole sourced. **The \$13,600 can be counted toward the local match required.** Pending from A + E are invoices for writing the bid, advertising the bid and analyzing the bid.

The Finance Department is setting up a project budget to track expenses for this work and submit monthly requisitions for grant reimbursement for eligible expenses. The greatly lower construction bid than anticipated when the grant was awarded has resulted in a lower estimated local match amount. In the budget, I've added a 10% contingency to the construction cost per the advice of VTrans. Impact fees are able to cover up to the originally estimated local match amount of \$42,300 in accordance with the grant award of up to \$423,000, but the Town match may will be lower. The grant is a reimbursement program, so the Town must pay all expenses first, and then get the funds back from VTrans.

I am proud to report that with Selectboard approval this project can be green lit and construction can start in the coming weeks.

Revenue	Description	Account Code	Budget	Estimate as of 5/12/2016	
	Impact Fee Transfer in	38-00-000-301.25	\$42,300.00	\$37,215.19	Matching Funds
	General Fund Transfer In	38-00-000-301.25	\$0.00		Potential Matching Funds.
	State Grant Award	38-00-000-385.25	\$380,700.00	\$334,936.71	State Grant Award
	Total Revenue		\$423,000.00	\$372,151.90	
Expenses	Description	Account Code	Budget		
	Professional Services				
	Engineering Services		\$17,000.00	\$15,000.00	
	Right of Ways/Easements		\$4,506.50	\$4,506.50	
	Construction Inspection		\$44,814.00	\$44,814.00	
	Local Project Management		\$6,250.00	\$5,000.00	
	Advertising		\$600.00	\$633.00	
	Total Professional Services	38-30-430-330.25	\$73,170.50	\$69,953.50	
	Construction Services				
	Tree Removal		\$7,900.00	\$7,900.00	
	Construction		\$308,089.50	\$267,544.00	
	Construction Contingency		\$33,840.00	\$26,754.40	
	Total Construction Services	38-30-430-450.25	\$349,829.50	\$302,198.40	
	Total Expenses		\$423,000.00	\$372,151.90	

Matching Funds total much equal 10% of the final Grant Award

RESOLUTION

Town of Milton Selectboard



McMullen Road Sidewalk Construction Bid Award

WHEREAS, The Town of Milton has received a Bike and Pedestrian Grant up to \$423,000 with a 10% local match required from the Vermont Agency of Transportation (VTrans) to construct 4,040 feet of sidewalk on McMullen Road; and,

WHEREAS, the Town has followed the bid procurement process required by VTrans for Federal and State grant dollars, and a request for bids was issued in April 2016 to seek qualified firms to provide construction services for the sidewalk project; and,

WHEREAS, the contract shall be awarded to the lowest bidding firm; and,

WHEREAS, eight (8) firms submitted bids in response to the bid invitation ranging in price from \$267,544 to \$377,758; and,

WHEREAS, project design firm Aldrich + Elliot Water Resource Engineers and representatives from VTrans reviewed the responses and determined that All Seasons Excavating submitted the lowest bid at \$267,544; and,

THEREFORE, BE IT RESOLVED, that the McMullen Sidewalk Construction Project is awarded to All Seasons Excavating and the Town Manager is authorized to execute the necessary documents.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Palasik

John Cushing

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____

RESOLUTION

Town of Milton Selectboard



McMullen Road Sidewalk Construction Inspection

WHEREAS, The Town of Milton has received a Bike and Pedestrian Grant up to \$423,000 with a 10% local match required from the Vermont Agency of Transportation (VTrans) to construct 4,040 feet of sidewalk on McMullen Road; and,

WHEREAS, VTrans requires municipal project oversight including inspection and sampling/testing of construction materials; and,

WHEREAS, this oversight may be contracted out to a firm following the required VTrans procurement process if the required expertise is not held by Town staff; and,

WHEREAS, the Town has followed the bid procurement process required by VTrans for Federal and State grant dollars, and a request for proposals was issued in April 2016 to seek qualified firms to provide construction inspection services for the sidewalk project; and,

WHEREAS, the contract shall be awarded based on a review committee's recommendation using the scoring criteria to assess technical responses submitted by firms outlined in the VTrans procurement process; and,

WHEREAS, four (4) firms submitted proposals in response to the bid invitation; and,

WHEREAS, a review committee of staff evaluated and scored the proposals using the required process and criteria; and,

THEREFORE, BE IT RESOLVED, that the Town Manager is authorized to enter into a contract and execute the necessary documents with Donald J. Hamlin Consulting Engineers for Construction Inspection Services on the McMullen Road Sidewalk Project.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Palasik

John Cushing

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____

05/12/16
02:02 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 25

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 05/17/16 thru 05/17/16

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

21526 AMERIGAS - SOUTH BURLINGTON		3051647379	75.8 propane ice house	10-30-432-623.00	PROPANE	0.00	72.33	
11600 ANTHONY, PETER D		00008672 425-502	4/25-5/2 consult	10-10-410-330.00	OTHER PROFESSIONAL SERVIC	1,004.40	1,004.40	
13597 ARROW INTERNATIONAL, INC		00012013 93892896	IO needles	10-20-422-612.00	GENERAL SUPPLIES	150.00	115.00	
17950 BCBSVT		00004574 RMIL04143	CAG Reimburse double pay	10-20-000-343.10	RESCUE FEES	432.43	432.43	
17995 BLOW, LAURENCE		042916	CDL Renewal	10-30-429-810.00	DUES & FEES	0.00	100.00	
19000 BOND AUTO PARTS, INC.		00002989 171IV039466	supplies cruiser	10-20-420-430.10	VEHICLE MAINTENANCE	37.09	37.09	
		00002989 171IV048264	cruiser cleaning supplies	10-20-420-430.10	VEHICLE MAINTENANCE	74.74	74.74	
		00011005 17IV044065	Tools	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	29.80	29.80	
		00001639 17IV046266	repl seal catamnt pmp str	55-20-420-612.00	GENERAL SUPPLIES	11.36	11.36	
		00200124 17IV048260	shop vac clean cruisers	10-20-420-612.00	GENERAL SUPPLIES	119.89	119.89	
		00011005 17IVO39639	Tools	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	21.98	21.98	
						-----	-----	
						294.86	294.86	
19190 BOUND TREE MEDICAL		00012017 82131795	atomizers, collars	10-20-422-612.00	GENERAL SUPPLIES	200.00	157.97	
27806 BUSINESS CREDIT CARD SERVICES		00051767 02382208	smmr reading prgrm brchrs	10-50-451-550.00	PRINTING AND BINDING	374.16	374.16	
		00051764 1609193	3)Admin MS office suite	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	87.00	87.00	
						-----	-----	
						461.16	461.16	
22764 CALKINS NETWORKS LLC		00051739 4291	3 computers public use	10-50-451-613.00	Technology	2,364.00	2,364.00	
		00051768 4371	install 3 new computers	10-50-451-613.00	Technology	625.00	625.00	
						-----	-----	
						2,989.00	2,989.00	
22750 CARGILL, INC		00003634 2902810804	Winter Salt	10-30-430-601.10	WINTER SALT	8,009.71	8,009.71	
23038 CARROT-TOP INDUSTRIES, INC		00012006 30137100	Rescue Flag 50th anniv	10-20-422-540.00	ADVERTISING	300.00	233.15	
54050 CASELLA WASTE SYSTEMS INC		2526122	April rubbish removal	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	
		2526122	April rubbish removal	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	

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02:02 pm

TOWN OF MILTON Accounts Payable
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 05/17/16 thru 05/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		2526122	April rubbish removal	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						0.00	1,035.81	
23262 CERTIFIED AMBULANCE GROUP, INC.		MIL-0516	Apr '16 contract EMS/fire	10-20-422-360.00	CONTRACTED SERVICES	0.00	930.78	
24899 CHAMPLAIN VALLEY EQUIPMENT, INC.		00009263	WS18633 blades kubota mower	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	122.00	122.00	
25190 CHAMPLAIN WATER DISTRICT		043016	Apr use 1,8711,240	50-10-410-411.10	WATER PURCHASE CWD	0.00	37,946.39	
21204 CHAMPLIN ASSOCIATES, INC.		00001762	6 Rt7 pmp stn dialer rprs	55-20-420-340.00	TECHNICAL SERVICES	565.92	565.92	
26250 CHITTENDEN SOLID WASTE DISTRICT		IVC022668	Mar'16 25.73 ton	55-20-420-340.00	TECHNICAL SERVICES	0.00	2,167.93	
26422 CHOICE COBRA, LLC		RC039419	May admin COBRA 45	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
27380 COMCAST		82991-MAY16	4/25-5/24 internet Garage	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	85.56	
40495 COULOMBE, JARECO		050516	Jan-Mar @ \$40 gym mmbrrshp	10-20-420-825.00	Gym Membership	0.00	120.00	
27888 CROSSWINDS TECHNOLOGIES, INC		00200123	161 2016 Valcourt support &mt	10-20-420-340.00	TECHNICAL	412.50	412.50	
28543 CYR LUMBER		00009258	42916 bark mulch	10-30-432-612.10	PLAYING SURFACE SUPPLIES	252.00	252.00	
29210 DEFENDER INDUSTRIES		00011032	5/4/16 inflatable boat w/ motor	40-10-421-450.00	Cap Purchases Fire/Rescue	9,000.00	8,951.99	
31345 ENGINEER CONSTRUCTION, INC.		00001774	25345 rpr waterline Cherry RR	50-10-410-450.00	CONSTRUCTION SERVICES	12,967.51	12,967.51	
28120 EXIT 18 EQUIPMENT		00009256	39881 key	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	5.02	5.02	
34656 FAIL SAFE TESTING, LLC		00011033	INV-003055 annual fire hose testng	10-20-421-740.00	MACHINERY/EQUIPMENT	2,862.60	2,862.60	
32860 FIRE PROTEC		00003642	324010 Fire ext inspction annual	10-30-430-430.00	REPAIRS MAINTENANCE	324.47	324.47	
		00011031	324011 Fire Ext. Inspection	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	4.50	4.00	

05/12/16
02:02 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 25

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 05/17/16 thru 05/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00011031	324012	Fire Ext. Inspections	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	335.50	335.50	
						664.47	663.97	
32843 FIRE SAFETY USA								
	00011021	89008	Fire Boots	10-20-422-740.00	MACHINERY/EQUIPMENT	300.00	295.00	
	00011028	89096	Floating Strainer	10-20-422-740.00	MACHINERY/EQUIPMENT	225.00	217.50	
	00011029	89254	2 pr fire bts	10-20-421-740.00	MACHINERY/EQUIPMENT	300.00	296.00	
						825.00	808.50	
42883 FOOTWORKS STUDIO OF DANCE								
	00005736	04-2016	Shining Starz Camp	10-50-452-831.00	REVENUE PROGRAMS	1,817.00	230.00	
	00005736	04-2016	Shining Starz Camp	10-50-452-831.00	SCHOLARSHIP FR REV.PROG	178.00	90.00	
						1,995.00	320.00	
55941 FRANCIS, DENISE								
	00005740	042816	Zumba Classes	10-50-452-831.00	REVENUE PROGRAMS	370.00	370.00	
34350 GALE/CENGAGE LEARNING								
	00051769	57997959	lg print bks may	10-50-451-640.35	BOOKS-LARGE PRINT	244.30	244.30	
36878 GRAY ROCK QUARRY LLC								
	00003515	5429	Plant Mix	10-30-430-602.20	PLANT MIX / GRAVEL	220.10	220.10	
	00003638	5430	Plant Mix	10-30-430-602.20	PLANT MIX / GRAVEL	5,098.60	5,098.60	
	00003646	5451	slope stone	10-30-430-602.20	PLANT MIX / GRAVEL	223.00	223.00	
	00003646	5481	gravel	10-30-430-602.20	PLANT MIX / GRAVEL	140.38	140.38	
						5,682.08	5,682.08	
36899 GRAYBAR ELECTRIC COMPANY, INC.								
	00009254	984991020	rplmnt bulbs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	217.46	217.46	
37590 GREEN MOUNTAIN MESSENGER INC								
	00051766	51818	April courier deliver 18	33-50-451-330.02	Inter-lib Currier Service	120.00	120.00	
37600 GREEN MOUNTAIN POWER								
		5561630APR16	3/25-4/27 electricity	10-30-432-622.00	ELECTRICITY	0.00	3,946.45	
		5561630APR16	3/25-4/27 electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,787.28	
		5561630APR16	3/25-4/27 electricity	50-10-410-622.00	ELECTRICITY	0.00	1,154.90	
		5561630APR16	3/25-4/27 electricity	55-20-420-622.00	ELECTRICITY	0.00	8,200.51	
						0.00	17,089.14	
37788 HABECKER, PHYLLIS								
		051016	refnd dog lic re'd to H S	10-00-000-252.02	DUE TO STATE/DOG LICENSE	0.00	5.00	
		051016	refnd dog lic re'd to H S	10-10-000-322.60	DOG LICENSES	0.00	4.00	
						0.00	9.00	
60407 HAUN WELDING SUPPLY INC								
	00012021	4117203	oxygen 7 cyl	10-20-422-612.00	GENERAL SUPPLIES	66.85	66.85	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00012021	4152287	5 cyl	10-20-422-612.00	GENERAL SUPPLIES	47.74	47.74	
	00012021	4197845	oxygen 5 cyl	10-20-422-612.00	GENERAL SUPPLIES	49.19	49.19	
	00012021	4216858	oxygen 2 cyl	10-20-422-612.00	GENERAL SUPPLIES	35.79	35.79	
	00012021	4257224	oxygen 4 cyl	10-20-422-612.00	GENERAL SUPPLIES	43.71	43.71	
	00012021	N788592	10 cylder lease sml	10-20-422-612.00	GENERAL SUPPLIES	260.00	260.00	
						503.28	503.28	
40700 INGRAM LIBRARY SERVICES								
	00051758	61012765	Books	10-50-451-640.25	BOOKS-CHILDRENS	10.37	10.37	
	00051758	61014474	Books	10-50-451-640.25	BOOKS-CHILDRENS	8.07	8.07	
	00051741	61017969	Books	10-50-451-640.10	BOOKS-ADULTS	39.56	31.14	
	00051724	61020588	adlt audio March	10-50-451-640.15	AUDIOS	259.83	257.92	
	00051717	61020589	juv/yth bks	10-50-451-640.30	BOOKS-JUVENILE	32.26	32.26	
	00051765	61020590	replc adult bks	10-50-451-640.10	BOOKS-ADULTS	20.11	20.11	
	00051761	61023419	adlt bks May	10-50-451-640.15	AUDIOS	125.67	125.67	
	00051760	61023588	Adult bks May	10-50-451-640.10	BOOKS-ADULTS	600.63	600.63	
	00051765	66703342	adlt bks replacmnt	10-50-451-640.10	BOOKS-ADULTS	16.24	16.24	
	00051724	66703973	Audiobooks	10-50-451-640.15	AUDIOS	26.83	26.83	
	00051765	66705484	adlt bks replc	10-50-451-640.10	BOOKS-ADULTS	68.03	68.03	
	00051760	66706008	adlt bks May	10-50-451-640.10	BOOKS-ADULTS	22.48	22.48	
	00051759	66706742	yth bks	10-50-451-640.30	BOOKS-JUVENILE	7.79	7.79	
	00051761	66706743	adlt bks May	10-50-451-640.15	AUDIOS	40.54	40.54	
						1,278.41	1,268.08	
41074 INTERSTATE AUTO SERVICE, INC								
	74761		tire chg brakes 14 Taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	498.55	
	74923		tire chg '13 taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	48.00	
	74955		tire chg, oil/fltr '11 Ta	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	103.65	
	74969		tire chg oil #706	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	106.15	
	74971		battery '14 Taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	163.95	
	74980		tire chg oil '08 caravan	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	138.20	
						0.00	1,058.50	
49931 JOHNSON HARDWARE & RENTAL								
	00003649	K105655	culvert eagle mtn hbr rd	10-30-430-615.00	CULVERTS	518.00	518.00	
45797 LAMPHERE, ROBERT R JR								
	051116		'15-'16 tax over#209018.0	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	6,231.66	
44592 LARENTE, EDOUARD								
	050616		in lieu of unmarked car	10-20-420-580.00	TRAVEL	0.00	25.92	
46973 LOCKE, PAUL								
	050316		lieu of unmarked car	10-20-420-580.00	TRAVEL	0.00	42.66	
	05032016		Jan-May 5 mo. gym mmbrrshp	10-20-420-825.00	Gym Membership	0.00	200.00	
						0.00	242.66	
47897 MAINE MUNICIPAL ASSOCIATION								
	00008674	1000112724	Fin Director online ad	10-10-416-540.00	ADVERTISING	75.00	75.00	

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49001 MCCULLOUGH CRUSHING, INC							
00003513	79280	plant mix	10-30-430-602.20	PLANT MIX / GRAVEL	166.60	166.60	
49500 MCRAE AUTO SERVICE							
00003525	13346	VT trailer inspection	10-30-430-430.10	VEHICLE MAINTENANCE	25.00	25.00	
00003525	13349	VT trailer inspection	10-30-430-430.10	VEHICLE MAINTENANCE	25.00	25.00	
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					50.00	50.00	
48467 MILTON ACE HARDWARE LLC							
00001735	14748/4	paint sppls clean plnt	55-20-420-612.00	GENERAL SUPPLIES	57.34	57.34	
00009324	14770/4	fieldhouse plumb.supplies	10-30-432-430.00	REPAIR & MAINT-FACILITIES	36.97	36.97	
00009324	14771/4	field house toilet repair	10-30-432-430.00	REPAIR & MAINT-FACILITIES	33.98	33.98	
00009324	14791/4	athleticfieldmarkingpaint	10-30-432-430.00	REPAIR & MAINT-FACILITIES	33.96	33.96	
00009324	14794/4	field house - fix light	10-30-432-430.00	REPAIR & MAINT-FACILITIES	4.99	4.99	
00009324	14813/4	lid opener	10-30-432-430.00	REPAIR & MAINT-FACILITIES	3.49	3.49	
00001735	14823/4	hose nozzle plnt clnup	55-20-420-612.00	GENERAL SUPPLIES	15.99	15.99	
00009324	14835/4	gorilla tape/bit set	10-30-432-430.00	REPAIR & MAINT-FACILITIES	27.98	27.98	
00001735	14836/4	drill bit new dialer Rt7	55-20-420-612.00	GENERAL SUPPLIES	2.99	2.99	
00009324	14839/4	parkbathroom toiletrepair	10-30-432-430.00	REPAIR & MAINT-FACILITIES	33.97	33.97	
	14840/4	return & purch bthrm prk	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-13.98	
	14840/4	return & purch bthrm prk	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	8.99	
00009324	14879/4	field house - fix toilets	10-30-432-430.00	REPAIR & MAINT-FACILITIES	24.96	24.96	
00001735	14886/4	hose/shutoff	55-20-420-612.00	GENERAL SUPPLIES	12.99	12.99	
00001735	14936/4	cleaning supplies	50-10-410-612.00	GENERAL SUPPLIES	72.44	0.00	
00001735	14936/4	cleaning supplies	55-20-420-612.00	GENERAL SUPPLIES	60.03	60.03	
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					422.08	344.65	
65375 MILTON BUSINESS ASSOCIATION							
00006644	050516	Milton Bs Assoc mmbrrshp	10-60-463-810.00	DUES & FEES	50.00	50.00	
53400 MILTON INDEPENDENT INC							
00005759	45123	Flyers	10-50-452-550.00	PRINTING & BINDING	372.00	372.00	
00006633	45533	DRB Warning - 4/28	10-60-461-540.00	ADVERTISING	156.00	156.00	
00008657	45592	ad 4/14 summer laborer	10-10-416-540.00	ADVERTISING	57.38	57.38	
00001759	45593	spring hydrnt flush 4/14/	50-10-410-540.00	ADVERTISING	55.37	44.63	
00001759	45611	spring hydrant flush 4/21	50-10-410-540.00	ADVERTISING	44.63	44.63	
00006636	45612	DRB Warning - 5/12	10-60-461-540.00	ADVERTISING	74.45	74.45	
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					759.83	749.09	
53950 MILTON RENTAL & SALES CENTER INC							
00009251	1-523453	splined bit	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	34.34	34.34	
00009251	1-523829	tiller	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	42.90	42.90	
00009251	1-524302	safetyglasses/shovel/rake	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	69.21	69.21	
00003571	1-524373	hydroseeder ball/receiver	10-30-430-612.00	GENERAL SUPPLIES	29.65	29.65	
00003571	1-524455	flags & msr tap mark rds	10-30-430-612.00	GENERAL SUPPLIES	26.79	26.79	

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00003538	1-524695	asphalt saw cut culvert	10-30-430-442.00	RENTAL OF EQUIPMENT/VEHIC	206.80	206.80	
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					409.69	409.69	
53668 MUNICIPAL EMERGENCY SERV INC							
00011011	IN1024532	equip water rescue	10-20-421-740.00	MACHINERY/EQUIPMENT	106.28	106.28	
00011011	IN1026481	water rescue equip/pulley	10-20-421-740.00	MACHINERY/EQUIPMENT	444.65	444.65	
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					550.93	550.93	
57350 NEW ENGLAND MUNICIPAL RESOURCE							
	36578	apr 4 & 18th Ed	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	925.00	
57413 NEW HORIZON COMMUNICATIONS CORP							
	011393-APR16	4/1-30/16 communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.68	
	011393-APR16	4/1-30/16 communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.96	
	011393-APR16	4/1-30/16 communications	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.68	
	011393-APR16	4/1-30/16 communications	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.57	
	011393-APR16	4/1-30/16 communications	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.57	
	011393-APR16	4/1-30/16 communications	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
	011393-APR16	4/1-30/16 communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	106.96	
	011393-APR16	4/1-30/16 communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	150.97	
	011393-APR16	4/1-30/16 communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.58	
	011393-APR16	4/1-30/16 communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.46	
	011393-APR16	4/1-30/16 communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.76	
	011393-APR16	4/1-30/16 communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	011393-APR16	4/1-30/16 communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.34	
	011393-APR16	4/1-30/16 communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	34.40	
	011393-APR16	4/1-30/16 communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-APR16	4/1-30/16 communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.23	
	011393-APR16	4/1-30/16 communications	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-APR16	4/1-30/16 communications	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-APR16	4/1-30/16 communications	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-APR16	4/1-30/16 communications	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.68	
	011393-APR16	4/1-30/16 communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.06	
	011393-APR16	4/1-30/16 communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.77	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.85	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.74	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	63.56	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.78	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.92	
	011393-APR16	4/1-30/16 communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.07	
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					0.00	1,230.63	
57495 NEW YORK CLEANERS							
	43016	Apr dry cleaning PD unifo	10-20-420-650.00	UNIFORMS	0.00	232.70	
58720 OFFICE FURNITURE EXCHANGE CORP							
00004570	20932C	chair finance analyst	10-10-413-743.00	FURNITURE & FIXTURES	299.50	299.00	

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18790 OFFICEMAX INC.							
00011030	836144301001	Printer Cartridge	10-20-421-611.00	OFFICE SUPPLIES	87.35	44.64	
00011030	836144302001	Binders/Correction Tape	10-20-421-611.00	OFFICE SUPPLIES	62.65	62.65	
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					150.00	107.29	
58743 OLIVER, LD SEED COMPANY INC							
00009327	117543	garden supplies	10-30-432-612.00	GENERAL SUPPLIES	80.15	80.15	
00009327	117543-01	moo doo muni gardin	10-30-432-612.00	GENERAL SUPPLIES	166.60	166.60	
					-----	-----	
					246.75	246.75	
61900 PIKE INDUSTRIES, INC.							
00003540	858782	2.76 tn cold ptch asphalt	10-30-430-450.20	ASPHALT	345.00	345.00	
00003647	861685	2 ton cold patch asphalt	10-30-430-450.20	ASPHALT	258.75	258.75	
					-----	-----	
					603.75	603.75	
61912 PINEBROOK KENNELS, LLC							
00200126	051016	4/29 40# dog food	10-20-420-890.00	Canine Unit	80.00	80.00	
61988 PIONEER TELEPHONE SALES & SERV. IN							
00009322	9781	add 2 telphn & prgrm	10-30-432-430.00	REPAIR & MAINT-FACILITIES	650.00	640.00	
57870 POSITIVE PROMOTIONS INC							
00200113	05487631	promo hats/bracelets	10-20-420-830.00	YOUTH PROGRAM	89.44	89.44	
62520 PREMIER TIRE & AUTOMOTIVE CORP							
00200125	71558	'13 taurus oil /filter	10-20-420-430.10	VEHICLE MAINTENANCE	52.23	52.23	
65805 REYNOLDS & SON, INC							
00011022	3274608	Cadet Helmet Crescents	10-20-421-740.00	MACHINERY/EQUIPMENT	70.00	73.25	
00011016	3275010	10 fire helmet replacmnts	10-20-421-740.00	MACHINERY/EQUIPMENT	2,808.87	2,808.87	
					-----	-----	
					2,878.87	2,882.12	
68550 SANDERSON, WILLIAM							
	050616	brkfst VT Rural Wtr Conf	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	0.00	9.64	
	050616	brkfst VT Rural Wtr Conf	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	9.65	
					-----	-----	
					0.00	19.29	
67005 SECURITY MUTUAL INSURANCE CO OF NY							
	245207	May STD & LTD	10-10-404-520.60	LONG TERM DISABILITY	0.00	758.68	
	245207	May STD & LTD	10-10-404-520.70	SHORT TERM DISABILITY	0.00	545.37	
	245207	May STD & LTD	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	85.50	
	245207	May STD & LTD	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	85.50	
					-----	-----	
					0.00	1,475.05	
60369 SEVEN DAYS NEWSPAPER							
00008678	163165	4/20 smmr lbr Web	10-10-416-540.00	ADVERTISING	72.00	72.00	

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70286 SHEARER CHEVROLET CO. INC							
00003652	433208	'09 Silverado shift rpr	10-30-430-430.10	VEHICLE MAINTENANCE	1,910.81	1,847.35	
72432 SSCI							
00008675	4491	5 applicant profiles Apr	10-10-416-330.00	OTHER PROFESSIONAL	75.00	75.00	
61943 SWISH KENCO LTD							
00009326	W109400/S	janitorial sppls	10-30-432-612.00	GENERAL SUPPLIES	684.40	684.40	
48700 SYMQUEST GROUP INC							
	1024539	Apr use copier	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	22.66	
21288 SYNCB/AMAZON							
00051755	0709035	DVDs	33-50-451-640.01	Resource Sharing Books	24.97	24.97	
00051755	1111413	DVDs	33-50-451-640.01	Resource Sharing Books	513.00	513.00	
00012010	1690662	4) 10 lithium battieries	10-20-422-612.00	GENERAL SUPPLIES	71.64	71.64	
00200118	3047466	lumbar spprt & office spp	10-20-420-611.00	OFFICE SUPPLIES	80.20	80.20	
00200115	3064268	shipping box	10-20-420-611.00	OFFICE SUPPLIES	52.20	52.20	
00012014	4369867	thermometer & filters	10-20-422-612.00	GENERAL SUPPLIES	50.00	39.97	
00200118	5049860	disk	10-20-420-611.00	OFFICE SUPPLIES	7.92	7.92	
00200115	8669826	bubble wrap shipping matl	10-20-420-611.00	OFFICE SUPPLIES	11.95	11.95	
00051755	9473832	DVDs	33-50-451-640.01	Resource Sharing Books	26.39	26.39	
					-----	-----	
					838.27	828.24	
15525 TAYLOR, JUDITH							
00005725	031916	Chain Making Workshop	10-50-452-831.00	REVENUE PROGRAMS	320.00	20.00	
76719 THE TECH GROUP, INC.							
00007198	70525	may bulk hrs	10-10-417-340.00	TECHNICAL	2,250.00	2,250.00	
00007198	70525	may bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	9.00	9.00	
00007198	70525	may bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	9.00	9.00	
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					2,268.00	2,268.00	
76421 TOP GEAR INC. DBA HELMETS R US INC							
00200116	46844	bike helmets at rodeo	10-20-420-830.00	YOUTH PROGRAM	192.30	192.30	
76960 U.S. BANK EQUIPMENT FINANCE							
	302711676B	1/10-4/10 overage copier	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	33.66	
	303886048	coper 5/10-6/10/16	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
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					0.00	178.76	
78210 UNIFIRST CORP							
	036 1740774	uniform rag & mat rental	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1740774	uniform rag & mat rental	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1740774	uniform rag & mat rental	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 05/17/16 thru 05/17/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1740774	uniform rag & mat rental	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1740775	rags/ uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1740775	rags/ uniforms rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1740775	rags/ uniforms rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1742038	rags uniform rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1742038	rags uniform rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1742038	rags uniform rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1742039	rent rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1742039	rent rags & uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1742039	rent rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1742040	rags uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1742040	rags uniforms rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.44	
	036 1742040	rags uniforms rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.43	
	036 1743318	rags uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1743318	rags uniforms rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1743318	rags uniforms rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1743319	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1743319	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1743319	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1743320	rent rags uniforms mats	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1743320	rent rags uniforms mats	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	30.45	
	036 1743320	rent rags uniforms mats	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	30.45	
	036 1744578	rags uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1744578	rags uniforms rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1744578	rags uniforms rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1744580	rags uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1744580	rags uniforms rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1744580	rags uniforms rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
					0.00	435.10	
45990 UNIVERSITY OF VERMONT MEDICAL CENT							
	00012016 19136A	Epinephrine	10-20-422-612.00	GENERAL SUPPLIES	75.00	107.48	
	00012007 19136B	Naloxone	10-20-422-612.00	GENERAL SUPPLIES	225.00	225.00	
					300.00	332.48	
71063 US POSTAL SERVICE (NEOPOST POSTAGE-							
	051116	meter#08016151 replenish	10-00-000-190.00	PREPAID POSTAGE	0.00	1,500.00	
81470 VAUGHN, MEREDITH							
	00004573 CMIL06166	CAG Reimbursement	10-20-000-343.10	RESCUE FEES	650.80	650.80	
82984 VCJTC							
	00002988 160411668	VACOP Meeting	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	10.50	10.50	
49013 VERIZON WIRELESS							
	64820-APR16	4/23-5/22 aircrds/tghpds	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.11	
80186 VERMONT COMMUNITY DEVELOPMENT ASSO							
	00006643 5/17/16	VCDA Spring Meeting	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	35.00	35.00	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
80720 VERMONT GAS SYSTEMS INC								
		14694	3/24-4/22 Nat'l gas	10-30-432-621.00	NATURAL GAS	0.00	1,224.12	
		14694	3/24-4/22 Nat'l gas	55-20-420-621.00	NATURAL GAS	0.00	1,287.26	
		3200-3 APR16 49	Bombardier Apr Rescue	10-30-432-621.00	NATURAL GAS	0.00	168.03	
						-----	-----	
						0.00	2,679.41	
81055 VERMONT LEAGUE OF CITIES & TOWNS								
	00004577	060816	Gov Acct Symposium 6/8	10-10-413-820.00	PROFESSIONAL DEVELOPMENT	60.00	60.00	
81494 VERMONT PLANNERS ASSOCIATION								
	00006639	051316	VPA Spring Workshop - 2	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	90.00	90.00	
81317 VERMONT STATE TREASURER								
		042616	Jan-Mar Qtr Marriage fees	10-00-000-252.01	DUE TO STATE/MARRIAGE LIC	0.00	350.00	
		051016	St animal license Jan-Apr	10-00-000-252.02	DUE TO STATE/DOG LICENSE	0.00	3,395.00	
						-----	-----	
						0.00	3,745.00	
83844 W.B. MASON CO INC								
	00006640	I34120407	Tape/Folders/Paper/Cards	10-60-461-611.00	OFFICE SUPPLIES	95.72	95.72	
	00051762	I34212808	prntr filing supplies	10-50-451-611.00	OFFICE SUPPLIES	260.79	260.79	
						-----	-----	
						356.51	356.51	
59302 WALSH ELECTRIC SUPPLY, INC.								
	00009296	1517055-00	Rec. Park restroom lights	10-30-432-430.00	REPAIR & MAINT-FACILITIES	159.84	159.84	
59301 WALSH, JATME								
	00004572	CMIL06165	CAG Reimbursement	10-20-000-343.10	RESCUE FEES	650.80	650.80	
72132 WESTAFF USA, INC								
	00004557	WC332206	w/e 4/23 Therrien Finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	654.25	654.25	
	00004557	WC333216	w/e 4/30 Therrien Finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	693.51	693.51	
						-----	-----	
						1,347.76	1,347.76	
86543 WEX BANK								
		44951517	March fuel activity	10-20-420-626.00	GASOLINE	0.00	2,316.55	
		44951517	March fuel activity	10-20-422-625.00	DIESEL FUEL	0.00	23.68	
		44951517	March fuel activity	10-30-430-626.00	GASOLINE	0.00	86.36	
		44951517	March fuel activity	10-30-432-626.00	GASOLINE	0.00	123.54	
		44951517	March fuel activity	50-10-410-625.00	DIESEL FUEL	0.00	76.03	
		44951517	March fuel activity	50-10-410-626.00	GASOLINE	0.00	125.53	
		44951517	March fuel activity	55-20-420-625.00	DIESEL FUEL	0.00	76.02	
		44951517	March fuel activity	55-20-420-626.00	GASOLINE	0.00	125.52	
						-----	-----	
						0.00	2,953.23	
35050 WOOD, GEORGE INC								
	00003644	254268	Grader tire repair	10-30-430-430.10	VEHICLE MAINTENANCE	213.90	213.90	

Milton Selectboard Meeting Minutes

May 2, 2016 Immediately Following the Liquor Control Board Meeting
Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; John Gifford, Interim Finance Director; Nathan Lavallee, Water/Wastewater Superintendent; Kym Duchesneau, Recreation Coordinator

Others Present: Peter Anthony

I. **Call to Order** – Adams called the meeting to order at 6:10 PM

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

III. **Agenda Review**- New Business Item B, Bombardier Property Financing & Extension was moved to become item A under discussions

IV. **Public Forum**- None

V. **Declarations**

A. **Kids to Parks Day Saturday, May 21st**

Duchesneau explained this resolution for national kids to parks day, encouraging youth in the community to use park facilities on May 21st. Bartlett moved to approve the resolution as presented, second by Palasik. **Approved unanimously.**

VI. **Discussions**

A. **Bombardier Property Financing**

Gifford provided a summary that financing options had been requested from three financial institutions. His recommendation is a bond anticipation note (BAN) from People's United Bank with a 1.35% interest rate. Cushing moved to finance the bond with Gifford's recommended action, second by Bartlett. **Approved unanimously.**

B. **Water Loss Mitigation Update**

Lavallee updated the Board that 130 of the 160 gallons of water that were being lost per minute have been identified and repaired or have repairs pending. Water loss will be at 9% which is excellent for the system. The SCADA system now has a touch screen which can assist in identifying leaks in the short term by pinpointing anomalies.

C. **Impact Fees- Recommendations Moving Forward**

Financial Consultant Peter Anthony provided the Board with recommendations to consider moving forward as a follow up to the April 25th Impact Fee presentation by the staff review committee. He stated there is a process issue to explore, and to examine the long view and what impact fees are meant to accomplish into the future for the community. Impact fees need to focus on mitigation and not replacement, therefore making sure a connection

48 between growth and the offset of the impact is crucial. He recommended a working group
49 of senior staff convene throughout the year to work through the capital planning process
50 and the revenue sources like impact fees that are tied to projects. The categories could be
51 removed from the impact fee collection methodology- the emphasis must be the projects
52 taking place during a fiscal year and why they are being undertaken. The Planning
53 Department is tasked with predicting growth and impact fee revenue from residential
54 development, and collecting and tracking the impact fees assessed. The pieces will
55 mechanically fall into place for administration, it's up to the Selectboard to set the policy
56 level decisions. Barlow Casey added further focus and clarity for the capital improvement
57 planning process and bigger picture are needed. A move needs to be made away from a
58 wish list concept and the 5 year CIP is hard to follow in its present state. Focus and strategic
59 work is needed.
60

61 **VII. New Business**

62 **A. Irrevocable Offer of Dedication, Pathway Easement**

63 Hemmerick explained this is a twenty-foot wide pathway easement prioritized in the *Town*
64 *Plan* and dedicated as a result of a Development Review Board Planned Unit Development
65 (PUD) Industrial Subdivision, Boundary Line Adjustment & Site Plan approval at 78 Precast
66 Road & 59 Catamount Drive from Camp Holdings, LLC, Owner/Applicant and Bellavance
67 Properties, LLC, Owner. There was discussion regarding who would pay for the fence on the
68 pathway. Bartlett moved to approve the resolution as presented, second by Nolan.

69 **Approved unanimously.**

70
71 **B. Finance Director Position and Wage Scale Classification**

72 Barlow Casey asked the Board to consider adjusting the Finance Director's classification on
73 the non-represented employee wage and salary schedule. She researched similar
74 communities and recommends an adjustment to grade 22 with a salary range of
75 approximately \$72,000 - \$92,000 in order to attract candidates to the position with the
76 level of qualifications and experience the Board has articulated. Discussion took place to
77 discuss a reclassification of the Finance Deputy Director classification, currently a created
78 but unfilled position in the Town. Barlow Casey explained depending on the pool of
79 candidates may want to hire someone at the Deputy level before promoting to Director
80 level. Bartlett moved to accept the resolution after striking clause five and the language to
81 reclassify the deputy finance director position, second by Palasik. **Approved unanimously.**
82 Discussion then took place regarding the Finance Director job description, the Board
83 suggested some minor edits that Barlow Casey will implement.
84

85 **VIII. Manager's Report**

86 Barlow Casey stated that Lindsey Sewasky is the new Administrative Assistant in DPW, the Town
87 is excited to have her on board. She attended the ground breaking for Elm Place, the new senior
88 housing community on Bombardier Road. Discussion took place regarding when to hold a
89 special meeting for the CIP, Monday, May 26th was decided upon. The Board asked for updates
90 regarding the security system in building, Beebe Hill road repair and fee schedule for
91 photocopier costs.
92

93 **IX. Warrant Report #24**

94 Bartlett reviewed warrant report #24 in the amount of \$108,875.81, he mentioned a few items
95 in random order.
96
97

- 98 - Business Credit Card Services
99 - \$53.45 iPhone case - "Emergency Purchase" - sales tax paid
100 - \$74.18 fifty feet Cat5 cable - "Emergency Purchase" - sales tax paid
101
102 - Mark & Jay Curtiss, \$600 - bought back cemetery plot purchased 2001
103 - Lacey's, \$347.60 - carpet needed for newly created Finance Office Space
104 - Landworks, \$11,752.12 - Services 1/8 - 2/18/16 (TIF, paid with BAN)
105 - Office Furniture Exchange, \$1,937 - used office furniture for Town Manager office and new
106 Finance office
107 - Sync/Amazon.com, \$859.90 - MPD purchase of new high res digital camera and 50-300mm
108 zoom lense ("paid for by \$4,000 GHSP grant")
109 - Vermont Trophy & Engraving, \$46.60 - signature stamps for executive staff
110

111 Bartlett moved to approve warrant report #24 in the amount of \$108,875.81, second by
112 Cushing. **Approved unanimously.**
113

114 **X. Supplemental Warrant**

115 Bartlett reviewed the supplemental warrant in the amount of \$16,452.96. Bartlett moved to
116 approve the supplemental warrant, second by Cushing. **Approved unanimously.**
117

118 **XI. Minutes of April 18 and April 25**

119 Bartlett moved to approve the meeting minutes from April 18 and April 25 as presented.
120 Second by Cushing. **Approved unanimously.**
121

122 **XII. Executive Session**

123 Bartlett moved to find premature public knowledge about Contract Negotiations and Real
124 Estate would cause the Town or person to suffer a substantial disadvantage. Second by Nolan.
125 **Approved unanimously.**
126

127 Bartlett moved to enter into Executive Session to discuss Contract Negotiations and Real Estate
128 under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey. Second by Nolan.
129 **Approved unanimously.**
130

131 **Entered executive session at 8:30 PM**
132

133 Cushing moved to close Executive Session at 10:02 PM. Second by Bartlett. **Approved**
134 **unanimously.**
135

136 Bartlett moved to extend the purchase and sales agreement expiration date to June 3, 2016 for
137 the Bombardier Property purchase and authorize the Town Manager to sign the paperwork,
138 second by Cushing. **Approved unanimously.**
139

140 **XIII. Adjournment**

141 Bartlett moved to adjourn the Selectboard Meeting. Second by Cushing. **Approved**
142 **unanimously.**
143

144 Adams adjourned the meeting at 10:05 PM.
145
146

147
148
149
150
151
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154

Respectfully Submitted,

Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT