

Milton Selectboard Meeting
September 21, 2015 at 6 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **New Business and Department Items**
 - A. **Appointment of Anthony Micklus to the Economic Development Commission as Business Representative, 3 year term**
(Consider approval)
Donna Barlow Casey, Town Manager & Anthony Micklus
 - B. **Resolution Honoring Former Cemetery Association Members**
(Consider approval)
Donna Barlow Casey, Town Manager
 - C. **Municipal Planning Grant**
(Consider approval)
Jacob Hemmerick, Planning Director
 - D. **FY '16 Budget Status Report**
(Discussion)
Joanne Davis, Finance Director & Donna Barlow Casey, Town Manager
 - E. **Award contract to Landworks / Dubois & King for Rte. 7 and River St. Sidewalk and Streetscape Improvements Engineering & Conceptual Design**
(Consider approval)
Donna Barlow Casey, Town Manager; Roger Hunt, Public Works Director; Erik Wells, Exe. Asst. to Town Manager; Henry Bonges, Improvements Committee; David Raphael, Landworks

**F. Financing for Rte. 7 and River St. Sidewalk and Streetscape Improvements
Engineering & Conceptual Design**
(Consider approval)
Donna Barlow Casey, Town Manager

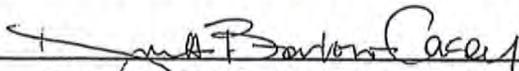
G. FY '17 Budget Timeline and Selectboard Meeting Dates
(Discussion)
Donna Barlow Casey, Town Manager & Erik Wells, Ex. Asst. to Town Manager

H. Revision to Town Cemetery Committee Structure
(Consider approval)
Erik Wells, Exe. Asst. to Town Manager

I. Set Date for Next Selectboard Meeting
(Consider approval)
Donna Barlow Casey, Town Manager

- VI. Old Business
- VII. Reconsideration
- VIII. Manager's Report
- IX. Potential and/or Future Agenda Items
- X. Warrant/Report # 6 & Supplemental Warrant
- XI. Minutes Meeting September 10th (To approve with or without corrections)
- XII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313
- XIII. Adjournment

Posted September 17, 2015 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed: 

Donna Barlow Casey, Town Manager

VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

Pursuant to the Milton Town Charter, applicants' names for board, commission, committee, and officer positions listed in §306 are subject to disclosure in the Selectboard Minutes. The Selectboard retains the option of conducting the interview in Open Meeting or in Executive Session. Disclaimer: the content of this application may be considered public record and may be subject to disclosure under State and Federal law. This application only applies to positions covered by the Town's Vacancy Policy. Submit your complete application to the Town Manager's Office at 43 Bombardier Rd. Milton, VT 05468 (M-F 8 a.m. to 5 p.m.) or by e-mail to ajanda@town.milton.vt.us

Full Legal Name: Anthony Micklus Preferred First Name: Tony

Position Sought: EDC Business Member Term: 3 years

Legal Address: 11 School St. Milton, VT 05468

Mailing Address: Same

Telephone Number(s): 802-310-6429

E-mail: tony@micklus.com

Are you a registered voter in the Town of Milton? * yes
*Applicants for the offices of Zoning Administrator, Health Officer, Town Attorney, Pound Keeper and Planning Director are not required to be legally registered voters in the Town of Milton.

To complete your application, you must submit the Criminal Background Information form attached to this application as well as the Supplemental Information form (or a cover letter) which includes the following:

- Any prior municipal or public service;
- Your motivations; and
- Any beneficial qualifications.

CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT

By initialing here EM you acknowledge that you have read and understood the Town Charter's provisions on conflicts of interests & ethics that are attached to this application.

CONDUCT ACKNOWLEDGEMENT

By initialing here EM you acknowledge that you have read and understood the Town's Guidelines and Ground Rules for Committees, Commissions and Boards attached to this application.

ACCURACY ACKNOWLEDGEMENT

By signing here you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the Selectboard has the authority to remove members appointed by them in accordance with the Milton Town Charter, Administrative Code and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Signature:  Date: 9-10-15

OFFICE USE ONLY

Applicant has been notified by _____ (staff name) via _____ (phone/e-mail) on _____ (date) to attend the Selectboard meeting on _____ (date). Applicant confirmed on _____ (date). The position being sought _____ (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by _____ (staff) on _____ (date). If incumbent, last year's attendance record is _____.

SUPPLEMENTAL INFORMATION

(You may use this page or enclose your own cover letter covering the topics below.)

Prior Municipal or Public Service:

If applicable, please list and prior municipal or public service experience you have had.

Planning Commission
EDC as MBA president

Motivations for Service

Please explain why you would like to serve your community.

Milton is at a critical point in its growth. I have helped shape the community through my prior service and would like to continue despite my resignation from the MBA.

Beneficial Qualifications:

Please list any qualifications you have that would be a benefit to the position sought.

I have served on the EDC for many prior years. My reappointment would allow me to pick up where I left off without the need of a Learning Curve



Resolution

TOWN OF MILTON

Recognition of Years of Service to the Milton (Village) Cemetery Association

WHEREAS, the Milton (Village) Cemetery Association was incorporated in February 1860 and has served generations of Miltonians and their family members; and,

WHEREAS, the graveyard is home to some of the town's oldest graves, dating back to 1796, just 33 years after the town was founded; and,

WHEREAS, the cemetery has historical significance, being the final resting place of the town's most prominent benefactor, Joseph Clark, as well as Noah Smith, the cemetery's forefather, a Revolutionary War soldier and Vermont's first Grand Master of Masons, among other notables; and,

WHEREAS, the Town of Milton has recently been gifted the Village Cemetery Property to own and manage in continued and uninterrupted service consistent with its 155 year history; and,

WHEREAS, Rodney Brigham, Robert Lombard, Carroll Towne, and (the late) George Nelson have, most recently, devoted their time and given careful and honorable service as Trustees of the Cemetery; and,

WHEREAS, these individuals have cared for the land, those interned here and the surroundings in order to preserve a well groomed and peaceful final resting place for many ; and,

WHEREAS, these individuals have faithfully and with consideration tended to family members, individuals seeking genealogical information, artists, authors, historians, and others; and,

WHEREAS, these individuals and those that preceded them managed this Cemetery with integrity and honor;

THEREFORE, BE IT RESOLVED, that the Town of Milton Selectboard members named below, do hereby and on behalf of all current and future residents of Milton, thankfully declare their indebtedness to these men for their careful stewardship of this important community resource and its records.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

Stuart King, Vice-Chairperson

John Bartlett, Clerk

John Cushing

Kenneth Nolan

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

Attest: _____
Milton Town Clerk



PLANNING & ECONOMIC DEVELOPMENT

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

TO: Selectboard/Donna Barlow Casey, Town Manager
FROM: Jacob Hemmerick, Planning Director
DATE: September 17, 2015
SUBJECT: FY2016 MUNICIPAL PLANNING GRANT PROGRAM

ACTION REQUESTED: Approve the FY2016 Municipal Planning Grant as presented and sign Resolution.

SUMMARY:

The total project cost is estimated to be \$14,270.
The grant would fund \$12,180.
The local cash match required is \$2,090.

The application before the Board was introduced on September 10, 2015, and is based on the Interim Zoning History and Bylaw Amendment Work Plan, as presented below. This plan will steer the regulatory writing work that aims to implement goals of the Town Plan and address the purposes of the Interim Zoning Bylaw.

2016 Zoning Bylaw Amendment: Work Plan

Interim Zoning History

- January 9, 2015
 - Planning Commission (PC) discussed issues to include in an Interim Zoning proposal.
- February 4, 2015
 - PC continued discussion of Interim Zoning proposal.
- February 17, 2015
 - PC continued discussion of Interim Zoning proposal.
- March 16, 2015
 - Selectboard held Public Hearing on Interim Zoning
- April 6, 2015
 - Interim Zoning Bylaw Adopted by Selectboard

Interim Zoning Goals:

- Identify areas to locate and promote commercial development.
- Study, assess, and plan for school space and infrastructure needs.
- Plan for a heterogeneous mix of residential development to attract retail businesses that the community has identified it needs.
- Address traffic safety and transportation issues in the Route 7 corridor.
- Evaluate and implement the recommendations of the Route 7 Improvement Committee and the US Route 7 Corridor study.

- Incorporate a study of the adjacent sewer service area to remove restrictions on development in unserved areas.
- Adjust dimensional requirements that are not allowing for the most efficient use of land.
- Evaluate the appropriate location for Public Warehousing/Storage units, which have been identified as occupying valuable land and precluding development.

Phase I: Bylaw Amendment Framing Process

Responsible Parties: Place Sense, Planning Staff, Planning Commission

- April 7, 2015
 - PC discussed bylaw amendment work plan.
- April 21, 2015
 - PC agreed to hold a public forum on the M4 and discussed business outreach.
- May 5, 2015
 - PC discussed forum content.
- May 19, 2015
 - PC further discussed forum content.
- June 2, 2015
 - PC finalized forum content.
- June 15, 2015
 - PC conducted public forum on Interim Zoning gathering initial feedback and discussion themes such as building standards, commercial growth, residential growth, and public warehousing.
- June 19, 2015
 - Town hired PlaceSense to undertake an inventory of goals, assess zoning, make recommendations for alternatives, deliver recommended approach and schedule.
- June 29, 2015
 - PC discussed project strategy with PlaceSense.
- July 21, 2015
 - PC began technical review with PlaceSense.
- August 4, 2015
 - PC continued technical review with PlaceSense.
- August 18, 2015
 - PC conducted geography review.
- September 9, 2015
 - PC reviewed example regulatory language.

Amendment Goals:

- **Town Core Use and Site Development Compatibility**
Evaluate uses, densities and site development within Town Core districts to align outcomes with goals and ensure greater use and building compatibility, reducing investment risk.
- **Job Creating Commercial Development in the Town Core**
Strengthen opportunities for commercial development resulting in high-quality job creation.
- **A Central & Identifiable Downtown**
Strengthen the new downtown -- as Milton's identifiable gathering place and central hub of commerce, culture and civic activity -- by concentrating downtown uses and prioritizing traditional downtown development scaling.
- **Clear Transitional Districts Distinct from the Downtown**
Refine transitional "M" districts:
 - Prioritize lesser, neighborhood village centers that contain pedestrian-oriented and community-serving businesses distanced from downtown;

- Prioritize a transitional corridor/district for better defined auto-dependent, truck-generating, and land-consumptive uses that neither fit in a downtown nor in an industrial park; and
 - Prioritize transitional corridors for infill housing.
- **Consistent Language btw. Zoning and Subdivision Bylaws**
Unify the Zoning and Subdivision Bylaws to ensure consistent language and standards .
- **Clear Site & Access Standards; More Reliable Outcomes**
 Develop site planning and access standards that match the scale of a project (minor/major) and result in more clearly understood standards as well as reasonably reliable, outcomes for the developers, the Town and the Milton public.
- **Higher Long-term Quality & Value for Major Projects**
 Strengthen the overall quality and long-term value of building, site and neighborhood planning by prioritizing:
 - The involvement of trade specialists;
 - Traditional neighborhood development patterns and concepts; and
 - Zoning incentives, linking developer incentives (bonuses) with prioritized site planning and development standards.
- **Flexibility for Multiple Principal Uses/Structures within Town Core**
 Reduce reliance on Planned Unit Developments (PUD) within the Town Core (to allow greater flexibility for multiple principal structures and uses on a lot) by considering multiple uses/structures by right in certain districts and incentives for meeting public/site layout interests, similar to the current PUD language.
- **Streamlined Development Review for Minor Site Plans**
 Re-classify major and minor site plans to streamline the review process, allowing expanded administrative review for straightforward minor proposals that meet clearly defined standards.
- **Housing Density and Amenity Evaluation**
 Evaluate maximum housing densities in the Town Core and promote heterogeneous residential development, emphasizing valued and value-added amenities for major residential projects and multi-family housing.
- **Connected Public Infrastructure and Corridor Improvements**
 Emphasize and support streetscape, infrastructure, transportation connectivity and aesthetic improvements along the US Route 7 Corridor and throughout the Town Core; re-evaluate the role of an Official Map in realizing prioritized transit connections, public infrastructure, and increased property value.
- **Zoning Map that Accurately Communicates Development Potential**
 Evaluate the Zoning Map for opportunities to more accurately communicate and market developable land by taking into account development constraints and site limitations.
- **Better Alignment for Community Revitalization Designation Pursuit**
 Aim, with this amendment, to better align the Town's regulations with growth characteristics in 24 VSA Chapter 76A in order to be better positioned to pursue a State Community Revitalization Designation if the incentives are worthwhile. (New economic development incentives from the State are likely to be tied to the growth designations.)
- **Progress in Lifting Wastewater Restrictions**
 Take steps, with this amendment, to make progress in satisfying the Sewer System's State Land Use Permit's restrictions on Sewer Service Area 6, principally attributed to misalignments between the Zoning and Subdivision Regulations, Wastewater Ordinance, and Town Plan.

PlaceSense Recommended Alternative Approaches/Objectives:

- Modify and expand the dimensional standards in the DB1 district (setbacks, build-to line, building footprint, height, etc.).
- Establish development standards for human-scale building form and facades in the DB1 district (scale, massing, windows, entrances, etc.).

- Revise allowed uses in the DB1 district to encourage more small-scale, pedestrian-oriented shops, services, restaurants and offices and to discourage auto-oriented and other types of development that do not further the purpose of the district.
- Eliminate PUD requirements in the DB1 district and allow mixed-use development by right.
- Establish development standards for pedestrian-oriented lot frontages in the DB1 district (sidewalks, landscaping, signage, lighting, retrofit of previously developed sites, etc.).
- Strengthen and clarify site plan standards for development along Route 7 in the town core (building and parking placement, outdoor storage and display, sidewalks, landscaping, signage, lighting, etc.).
- Strengthen and expand access management standards for development along Route 7 in the town core (shared access, cross access, alignment, separation, width, retrofit of previously developed sites, etc.)
- Revise allowed uses, dimensional standards, and district boundaries in the M districts to establish nodes that are more pedestrian-oriented with community-serving businesses, transitional corridors that will remain more auto-oriented, and sections where infill housing will be encouraged along Route 7 in the town core.
- Establish development standards for multi-family housing in the town core (density, scale, massing, amenities, quality, etc.).
- Streamline permitting process in the town .

Proposed Amendment Work Plan & Schedule

Phase II Pre-Municipal Planning Grant Project Implementation

Responsible Parties: Place Sense, Planning Department, Planning Commission

Cost: \$3,800 (Place Sense)

- September 22, 2015
 - Capital Improvement Planning/Budget Recommendations
 - Review MPG Grant Application, Place Sense Report & Amendment Plan
 - Network Mapping
- October 6, 2015
 - Phase II Launch
- October 20, 2015
 - Continue review of revised DB1 district (Sections 465-469 and map)
- November 3, 2015
 - Continue review of revised DB1 district
- November 17, 2015
 - Final draft of revised DB1 district
 - Begin review of access management, site plan and streetscape criteria for Rt. 7 corridor
- December 1, 2015
 - Continue review of access management, site plan and streetscape criteria for Rt. 7 corridor
- December 15, 2015
 - Continue review of access management, site plan and streetscape criteria for Rt. 7 corridor

Phase III Municipal Planning Grant Implementation

Responsible Parties: Place Sense, Planning Department, Planning Commission, Regional Planning Commission

Estimated Cost and MPG: \$14,500

PlaceSense Role: Regulatory Writing, Mapping, Work Sessions (approx. 126hrs/\$9,500).

Regional Planning Commission Role: Regulatory Review, Meeting/Outreach Facilitation, Policy Resource (approx. 55-60/hrs @ \$4,500).

- January 5, 2016
 - Final draft of access management, site plan and streetscape criteria for Rt. 7 corridor

- Begin review of M districts (Sections 410-463 and map)
- January 19, 2016
 - Continue review of M districts
 - Review public outreach strategy for Community Workshop 1
- February 2, 2016
 - Continue review of M districts
 - Staff and/or consultant begin unifying regulations and making “housekeeping” changes
- February 16, 2016
 - Final draft of revised M districts
- March 1, 2016 (Town Meeting Day)
 - Prepare for Community Workshop 1/Outreach Project 1
- March 15, 2016
 - Hold Community Workshop 1/Selectboard & DRB Update
- April 5, 2016
 - Discussion of public feedback received in March
 - Introduce unified regulations and begin review of all changes to draft.
- April 19, 2016
 - Continue review of unified draft
- May 3, 2016
 - Continue review of unified draft
 - Review public outreach strategy for Community Workshop 2
- May 17, 2016
 - First draft of unified regulations ready for public release
- June 7, 2016
 - Prepare for Community Workshop 2
- June 21, 2016
 - Hold Community Workshop 2/Selectboard & DRB Update
- July 5, 2016
 - Discussion of public feedback received in June
 - Election of Officers
- July 19, 2016
 - Revise unified regulations based on public feedback
- August 2, 2016
 - Revise unified regulations based on public feedback
 - Review public outreach strategy for Community Workshop 2
- August 16, 2016
 - Second draft of unified regulations ready for public release
 - Prepare for Community Workshop 3
- September 6, 2016
 - Hold Community Workshop 3/ Selectboard & DRB Update
- September 20, 2016
 - Final review of draft regulations and report in advance of adoption process
- October/November
 - Possible consideration of official map facilitated by RPC through UPWP.

Phase IV

Responsible Parties: Planning Department Staff, Planning Commission, Town Manager, Selectboard

- Winter 2016
 - Begin legal warning/hearing process for bylaw option.
- 2017
 - Begin Comprehensive Plan Update Process
- April 6, 2017

- Interim Zoning 2-year Expiration

Application or Grant # _____

RESOLUTION FOR MUNICIPAL PLANNING GRANT

WHEREAS, the Municipality of MILTON is applying for funding as provided for in the FY 2016 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds if the request is over \$8,000 (over \$15,000 for consortia);

2. That the Municipal Planning Commission recommends applying for said Grant;

LORI DONNA

(Name of Planning Commission Chair)

(Signature)

3a. That (Name) DONNA BARLOW CASEY Title TOWN MANAGER

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) ERIK WELLS Title EXECUTIVE ASSISTANT

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) JACOB HEMMERICK Title PLANNING DIRECTOR

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, 2015.

LEGISLATIVE BODY*

(name)

(signature)

<u>DONNA BARLOW CASEY</u>	(CEO)
<u>DARRIN ADAMS</u>	_____
<u>JOHN BARTLETT</u>	_____
<u>STUART KING</u>	_____
<u>KENNETH NOLAN</u>	_____
<u>JOHN CUSHING</u>	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:

Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

CONSORTIUM APPLICATIONS:

- E. For consortium applications, each municipality must complete a separate Resolution form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Municipal Planning Grants

FY 2015

Overview

The Municipal Planning Grant Program encourages and supports planning and revitalization for local municipalities in Vermont. Awarded annually and administered by the Department of Housing and Community Development, the Municipal Planning Grant Program works to strengthen Vermont by funding local planning initiatives that support statewide planning goals. Since 1998, the Municipal Planning Grant Program has provided over \$10.6 million to 230 cities and towns across Vermont to help breathe new life into communities, plan for future growth and development and improve quality of life.

Annual Snapshot

This year, grants ranging from \$3,800 to \$35,000 will help towns like Bethel update their zoning regulations, support the creative economy in Middletown Springs, help Wolcott respond to the loss of a prominent business and identify important natural resources in Plainfield. Around the state, grant funding will help many small towns develop strategies to reduce damage from flooding and make the places where people gather – their downtowns and villages – stronger and more resilient.

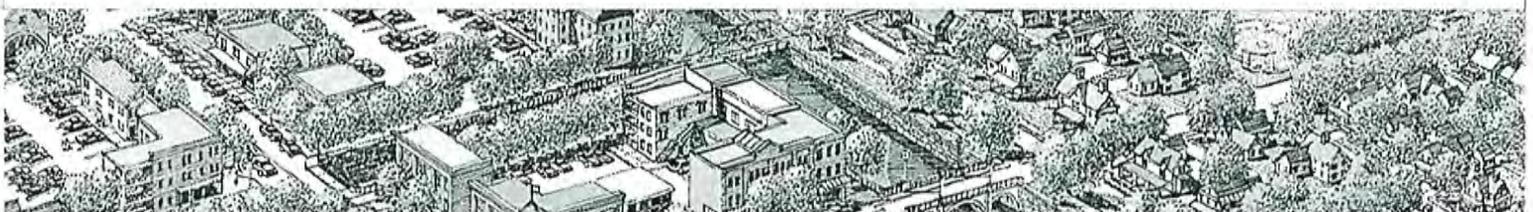
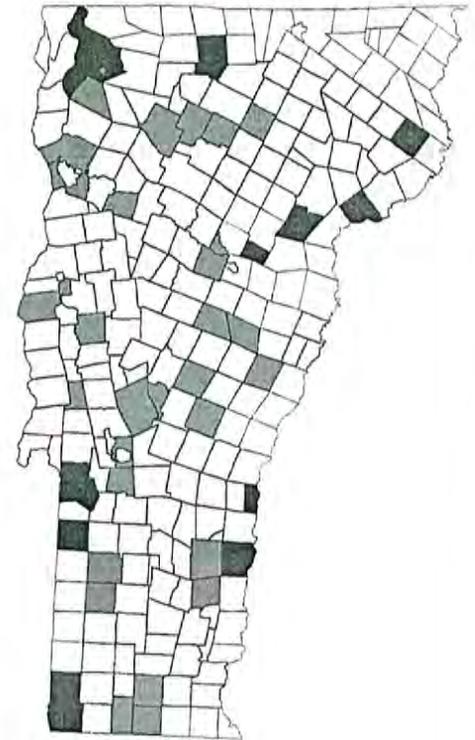
2015 Grant Recipients

Addison, Barnard, Bennington, Berlin, Bethel, Brookfield, Cambridge, Chelsea, Chester, Chittenden, Clarendon, Colchester, Craftsbury, Dorset, Georgia, Grafton, Granby, Hyde Park, Johnson, Manchester, Middlebury, Middletown Springs, Montgomery, Montpelier, Pawlet, Peacham, Pittsfield, Plainfield, Poultney, Pownal, Readsboro, Richmond, Rutland Town, South Burlington, Springfield, St. Albans City, St. Albans Town, Strafford, Sudbury, Swanton, Waltham, Waterford, Whitingham, Wilmington, Windsor, and Wolcott.

Program Description

Competitively awarded by the Department of Housing and Community Development (DHCD), this year's Municipal Planning Grants were selected from 58 communities across the state requesting over \$623,000. The 44 projects slated for funding proposed innovative solutions to address growth and development in their community. Grant details are below.

- Funds Available: approximately \$460,000 annually
- 230 municipalities served and 1,108 grants issued since 1998
- Eligibility: municipalities with a confirmed planning process
- Grants – up to \$20,000 for a single municipality and \$35,000 for a consortium of two or more towns
- Matching Funds - a small cash match is required for grant requests over \$8,000
- Source – Municipal Regional Planning Fund (property transfer tax)
- Vermont State Statute – 24 V.S.A. §4306



For more information, please contact:

Annina Seiler: annina.seiler@state.vt.us or 802.828.1948

or visit: http://accd.vermont.gov/strong_communities/funding/municipal_planning_grants

FY16 Municipal Planning Grant

Sample Application

Use this document to review the application questions and to prepare your responses. The Sample Application forms cannot be used to submit your grant application. Only applications submitted through the online [Grants Management System](#) can be accepted.

Summary and Narrative Form

Section 1: Application Summary

Applicant:

Applicant Municipality:
Town of Milton

What is your most recent town plan adoption date?
February 18, 2013

Please select all state designation which the municipality currently possesses:
None

Confirmation:

Has your municipality been confirmed by your Regional Planning Commission?
Yes

Is this a consortium project?
No

Section 2: Project Description

Project Type:

Municipal Plan
Zoning and Subdivision Bylaw
Planning for Designated Area
Infrastructure and Capital Improvement Planning
Natural Resource Planning
Flood Resilience Planning
Other

1(a). Project Title: Name the project as concisely as possible. (80 character limit)

Zoning and Subdivision Bylaw Unification and Update to Lift Interim Zoning Bylaw

Examples: Unified Bylaw Update, Village Master Plan, Sewer Line Mapping.

1(b). What does the project accomplish? Provide a very brief summary of what the project will accomplish and produce. (250 character limit)

- Clarify site, streetscape & access management standards throughout Town Core
- Refine uses and standards in the DB1 to create an identifiable & pedestrian-scaled downtown
- Refine uses and standards in the M districts
- Unify the Zoning & Subdivision Bylaws
- Update the Zoning Map

Example used in Village Growth Study: Hire consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.

Example used in Form Based Codes Project: Marble City will obtain expert assistance to conduct a public involvement program and developing a draft a form-based code to replace the current zoning and more effectively implement our smart growth goals in the designated downtown.

2. Why is the project important? Describe the context, purpose, and timeliness of the project, providing any relevant background information such as past or present planning activities, current issues within the community and the status of your municipal plan and bylaws. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (4,000 character limit)

Context: *Milton is at a turning point and finds that the current regulations are not resulting in key outcomes prioritized by the Plan.*

Purpose: *This project would revise the regulations to deliver on project goals:*

- *Ensure greater use, density and site development compatibility within the Town Core.*
- *Strengthen the new downtown -- as Milton's identifiable gathering place and central hub of commerce, culture and civic activity -- prioritizing traditional downtown scaling.*
- *Refine transitional "M" districts:*
 - *Prioritize lesser, neighborhood village center(s) for pedestrian-oriented and community-serving businesses distanced from downtown;*
 - *Prioritize a transitional district/corridor for auto-dependent, truck-generating, and land-consumptive uses that do not fit in a downtown or in an industrial park; and*
 - *Prioritize transitional corridors for infill housing.*
- *Unify the Zoning and Subdivision Bylaws to ensure consistent language and standards.*
- *Develop site planning and access standards that match the scale of a project (minor/major) and result in more clearly understood standards as well as more reliable outcomes.*
- *Strengthen the overall quality and long-term value of building, site and neighborhood planning by prioritizing:*
 - *The involvement of trade specialists;*

- *Traditional neighborhood development patterns and concepts; and*
- *Zoning incentives, linking bonuses with prioritized site planning and development standards.*
- *Provide greater flexibility for multiple uses/structures within certain districts and reduce reliance on Planned Unit Developments within the Town Core.*
- *Re-classify major and minor site plans to streamline the review process, allowing expanded administrative review for straightforward minor proposals.*
- *Promote heterogeneous residential development, emphasizing valued amenities for major residential projects and multi-family housing.*
- *Emphasize streetscape, infrastructure, transportation connectivity and aesthetic improvements along the US Route 7 Corridor and throughout the Town Core; time permitting, re-evaluate the role of an Official Map in realizing prioritized transit connections, public infrastructure, and economic development.*
- *Evaluate the Zoning Map for opportunities to more accurately communicate development constraints and market developable land.*
- *Aim to better align the Town's regulations with growth characteristics in 24 VSA Chapter 76A in order to better position the Town to pursue the incentives associated with a State Community Revitalization Designation.*

Timeliness: *The project is timely, because the Town adopted an Interim Zoning bylaw in April 2015 with a two-year validity, (unless otherwise extended by the Selectboard). Since adoption, the Planning Department has undergone major staffing transitions that would benefit from the expertise of a consultant. The project is timely, because the Town must quickly develop solutions. We seek consulting assistance to realize an efficient and expert result that helps Milton act on the Plan's vision.*

Present Planning Activities: *The Town engaged Brandy Saxton of PlaceSense in June of 2015 to frame the Bylaw amendment strategy and aims. Since June, PlaceSense has: 1) conducted an inventory of goals, 2) assessed current zoning, 3) recommended zoning alternatives, and 4) delivered a recommended approach and schedule. PlaceSense will continue to work with the Planning Commission through December to conduct a review of the Downtown Business District uses and dimensional standards as well as evaluate access management, site plan and streetscape standards along US Route 7 and throughout the Town Core. The Town seeks MPG funding to assist with Phase III. If possible, the Town is interested in maintaining continuity with PlaceSense in accordance with MPG procurement procedures IV(2) and Town Policy -- so long as PlaceSense's pricing remains competitive.*

Past Planning Activities: *The Town last adopted its Comprehensive Plan in 2013 and subsequently adopted Zoning amendments in August 2014 and January 2015, primarily focused on housekeeping issues and the regulation of Adult Uses.*

Current Issues:

- *Disjointed development; Incompatibility of Uses and Site Development;*
- *Lack of an Identifiable, pedestrian-scaled Downtown;*

- *Transitional M districts too Similar to the DB1;*
- *Residential Growth outpacing Job Growth;*
- *US Route 7 Functionality & General Access Management Concerns;*
- *Lack of Transportation Connectivity, Over-reliance on US7;*
- *Zoning & Subdivision Bylaw Language Inconsistencies; and*
- *Concerns about the Long-Term Quality & Value of Sites and Buildings.*

3. How does the project meet the competitive criteria?

- a) Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns. If extra space is needed, please upload your response to this question as an attachment, but do not attach the municipal plan itself.)

~~For a municipal plan or update project, describe any pressing community planning concerns that the proposed plan or update will address. Cite specific policies in the current plan that are no longer applicable and explain why a plan update is more important than pursuing implementation of the previously adopted plan. Explain why a minor re-adoption of the Town Plan is not adequate at this time. (4,000 character limit)~~

The proposed bylaw update would advance goals, including but not limited to those, listed below:

Comprehensive Plan Vision Statement (p.5)

New growth must recognize, integrate and enhance traditional settlement patterns.

Economic Development - Infrastructure

Goal 3.2.10 Increase the availability of quality housing that is affordable to the majority of Milton residents and is within close proximity to jobs and essential services. Expand housing choices and opportunities for all income levels and ages, with an emphasis on the goal of home ownership.

3.2.11 Better define the Town Core and create a sense of place unique to this area using methods in the 2007 Town Core Streetscape Accessibility & Design Study.

Economic Development - Planning/Zoning/Permitting

3.5.1 Enhance pedestrian-friendly environments incorporating streetlights, street trees, signage, and public spaces and develop guidelines for these streetscape elements.

3.5.2 Maintain flexibility of uses in the Town Core and simplify the permitting process for new development both within and outside of the Town Core.

Location and Density of Housing

6.2.3 Evaluate historic areas within the Town Core and determine appropriate methods for balancing infill development with historic preservation.

Affordable Housing

6.4.1 Maintain economically mixed neighborhoods in Milton that provide for a variety of housing types that are affordable to a variety of income levels.

6.4.11 Adopt standards for multi-family units.

Transportation

7.1 Work toward increased operational efficiency of Route 7 and continue to incorporate the following items into the strategy: support access management, promote parallel road systems, encourage alternative modes of transportation, provide traffic controls, establish new necessary rights-of-way, and require transportation improvements in the zoning regulations.

7.5 Implement a local policy for how complete street improvements will be applied.

New Downtown (Town Sub Area Map on p.112 of the Plan)

9.1.1 Encourage structures be placed to improve aesthetics and enhance pedestrian connections.

9.1.3 Encourage commercial development including retail, restaurants, professional services, offices, hotels, and incubator spaces in the Downtown Business district. Residential uses should be encouraged in the New Downtown Center and New Downtown West district.

Gimlet Hill Goals

9.2.1 Promote land uses within an appropriate density that will provide for a transition between the Old Towne sub-area and the New Downtown subarea

9.2.2 Maintain the residential areas within this sub-area while allowing for a mix of uses along the Route 7 corridor.

Olde Town Goals

9.3.1.c Encourage new structures to respect the architectural character of existing buildings and to fit into their surroundings.

9.3.2 Encourage commercial and retail on the first floor with residential apartments above on River Street in order to appropriately manage this section as the transition from the New Downtown to historic Main Street.

Checkerberry Goals

9.4.1 Require structures be placed close to the roads with parking areas on the side or rear of lots to improve aesthetics and enhance pedestrian connections. These requirements should be incorporated into the Zoning Regulations.

9.4.4 Promote a positive image and guidelines for enhancing the southern gateway into the Town of Milton.

9.4.6 Evaluate the 2007 Route 7 Land Use Study's recommendation to properly plan land uses around the potential I-89 exit so that this area does not compete with the New Downtown.

Town Core Goals

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

9.6.1.b Develop fully linked systems to include sidewalks, bike paths, and bus and rail service.

General Land Use & Development Pattern Goals

9.14.1.a. Develop transition zones along the Route 7 corridor to encourage development of businesses that are important to the economy but do not fit in downtown or in an industrial park.

9.14.1.c. Discourage a linear development pattern along the Route 7 corridor, and provide a minimum set of standards for road frontage appearance. The current pattern clashes with the need for an appealing gateway to the Town Core.

9.14.1.d. Encourage the relocation of existing businesses into transition areas designed to mitigate the problems caused by the current pattern of automobile oriented sprawl on Route 7.

9.14.3. Continue to refine residential uses along the Route 7 Corridor.

9.14.3.a. Modify zoning surrounding the DB1 zone as necessary to include higher density residential building where appropriate along the rest of the Route 7 corridor, allowing more units to be accessible by walking or biking. The areas around the DB1 zone should be gradually reduced in density as they get further away from the core. The town will continue to enable accessory apartments within owner-occupied single-family dwellings that accommodate home occupations, as these are State requirements.

- b) Describe what kind of citizen participation activities and outreach intended to educate and involve the public in planning will be conducted as part of this project as well as any coordination and cooperation with relevant local and/or regional organizations. (4,000 character limit)

- The project will include three public workshops (March 2015, June 2016, and September 2016) facilitated by the Planning Commission, Town Staff, a Regional Planning Commission Planner and the consultant.
 - The workshops will provide opportunity to provide feedback on the proposed language and be widely publicized by:
 - Newspaper Advertisement,
 - Press Release,
 - Social Media Posts,
 - Website Posting,
 - Traditional Public Postings; and
 - Written invitations to diverse community organizations (identified through a social networking exercise) inviting focus group participation.
 - For any community organization wishing to act as a focus group during the process, Town Staff will attend a scheduled gathering of the organization and facilitate a discussion and record feedback – with the aim to connect with at least five groups, such as the Business Association, Artists Guild, Grange, PTA, etc.
 - At each workshop, draft language will be presented for public feedback.
 - Those unable to attend a workshop will be welcomed to submit written comments.
 - In tandem with each workshop, the draft language will also be presented to the Selectboard, Development Review Board and other interested Town Boards/Commission/Committees for feedback.
 - Additionally, Town Staff will attend at least three community events (such as community dinners at the School or the annual Activities Fair) providing summaries of the proposed language, answering questions, and soliciting feedback.
- c) Discuss whether and how your project furthers any of the following statewide priorities. If none of the priorities apply to your project, please indicate "not applicable." (4,000 character limit)

~~Municipal Plan updates for the purpose of:~~

- ~~• Addressing inconsistencies with statewide planning goals or the Regional Plan that were identified by the regional planning commission review of the municipal plan.~~

Bylaw updates for the purpose of:

- **Correcting clear conflicts with the Municipal Plan**
- ~~• Implementing the flood resilience recommendations of the Municipal Plan. The bylaw project may be combined with a flood resilience update to the Municipal Plan to ensure conformance. (See guidance [Attachment #1.](#))~~

~~Special Projects for Designated Areas—Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers—including the following:~~

- ~~• Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans and form-based regulations. (See guidance [Attachment #2.](#))~~
- ~~• Infrastructure studies and capital improvement planning in support of the designated areas. (See guidance [Attachment #3.](#))~~

Use this document to review the application questions and to prepare your response. These Sample Application forms cannot be used to submit your grant application. Only applications submitted through the online Grants Management System can be accepted.

- ~~• Applications for a new designated Neighborhood Development Area or Growth Center — please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.~~

This proposal would address goals and priorities established by the Municipal Plan and listed above that have not been realized by the Bylaws. For example:

- While many elements of the 2007 Streetscape and Accessibility Design study have been encouraged in the Regulations in certain districts and for certain uses, other site and neighborhood layout elements -- integral to the Town's vision that "New growth must recognize, integrate and enhance traditional settlement patterns" -- have not been consistently realized under the current regulations.*
- The PUD permitting process (to enable multiple principal structures and uses on a single lot): requires lengthy review process, often results in unpredictable outcomes for developers and the Town, and is cumbersome to administer due to inconsistencies and gray areas between dual language in the Subdivision and Zoning Regulations.*
- While gains have been made to manage highway access and promote new roadway/pathway connections, the progress toward realizing a road parallel to US Route 7, to improve traffic circulation and drive economic development, has seen limited success; roadway connections have been a past and continued focus of Official Map discussions and consideration as an available regulatory tool.*

d) How does your project relate to an existing designated Downtown, Village Center, Neighborhood Development Area or Growth Center? If no designated areas exist in the municipality, indicate "not applicable." (2,000 character limit)

No designation exists. Not applicable.

Section 3: Municipal Resolution

Please print and complete the municipal resolution available online [here](#). If this is a consortium application, each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Administrator. See [MPG Roles](#) for more information about the responsibilities and permissions of the grant roles.

Municipal/Authorizing Official: <dropdown menu>

Title: Donna Barlow Casey, Town Manager

Alternate Municipal/Authorizing Official: <dropdown menu>

Title: Erik Wells, Human Resources Coordinator and Executive Assistant

Grant Administrator: <dropdown menu>

Jacob Hemmerick, Planning Director

Upload Completed Municipal Resolution or Mail to DHCD

Work Plan and Budget Form

Be sure to include all tasks and costs that will be paid for by the Municipal Planning Grant and Match Funds, if applicable. The Total Project Cost, Grant Funds, and Match Funds will be automatically calculated. If your application is selected for funding, the following work plan and budget will become Attachment A to the Grant Agreement, and will be the official description of the work you are expected to accomplish with project funding.

Task Name	Description of Task	Responsibility	Paid Personnel (drop down menu)	If other, please specify	Hours	Hourly Rate	Personnel Cost (automatically calculates)	Material Description	Materials Cost	Total Cost (automatically calculates)
Downtown District Revisions	(3) Meeting with PC; drafting of language; language Review/Revisions	Consultant PC Town Staff	PlaceSense Town Staff		22					Pre-Grant
General Standards Revisions	(3) Meetings with PC; drafting language for access management and Town Core/US7 site plan and streetscape standards.	Consultant PC Town Staff	PlaceSense		22					Pre-Grant
M District Revisions	(3-4) Meetings w/PC; Drafting of language; Language Review/Revision	Consultant RPC Staff PC Town Staff	Consultant RPC Staff		22 8	75 85	1650 680			
Unified Bylaws	(4) Meetings w/PC; Drafting of Language; Language Review/Revisions	Consultant RPC Staff PC Town Staff	Consultant RPC Staff		24 8	75 85	1800 680			
Zoning Map Update	Revision to Map resulting from DB1 & M.	Consultant	Consultant		8	75	600			

Budget Documentation

Describe source(s) of match funds: (If match is required)

Contribution of municipal staff or volunteer's time *cannot* be offered as a match.

Other contributions, while not required, may be documented here as well. (500 character limit)

The local match will be funded from the Town's Planning Budget.

Single applications requesting over \$8,000 require a match. Consortia applications requesting over \$15,000 require a match.

Describe how you arrived at realistic budget estimates for the work plan. (500 character limit)

Discussion with Regional Planning Commission Senior Planners Regina Mahony and Lee Krohn about staffing availability and cost per hour (\$85).

E-mail from the RPC.

Quotes from PlaceSense

Work Plan for PlaceSense

Upload or mail supporting documents that show the work plan and budget is based on realistic information. If your project involves hiring a consultant (including regional planning commission staff), provide a letter or other documentation from a consultant with cost estimates for tasks, including hourly rate.

Accounting

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

What type of accounting system does your municipality use?

Automated

Manual

Combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes

No

**Milton Zoning Regulations
Technical Review & Revision Strategy
Final Report**

Prepared by: Brandy Saxton, AICP of PlaceSense
Prepared for: Town of Milton Planning Commission
Date: 15 September 2015

Project Description

The Town of Milton adopted an interim zoning bylaw in April 2015 to temporarily halt residential development in certain areas of the Town Core as residential development had been outpacing commercial development, upsetting the ratio of uses that Milton had planned for and raising concerns about the capacity of community services and facilities to serve additional residential development. Following adoption of the interim zoning, the Planning Commission has initiated an effort to address the identified issues and concerns permanently by revising the town's regulations.

The Town of Milton hired Brandy Saxton, AICP of PlaceSense to prepare a technical review of the adopted zoning in the Town Core area subject to the interim zoning bylaw, analyzing whether the adopted zoning is implementing the land use goals expressed in the adopted Town Plan and recommending a range of alternative approaches to improve the effectiveness of the town's zoning regulations. That review is included in this report as Appendix A.

The consultant met with the Planning Commission to present and discuss the technical review. Through that process, the Planning Commission identified the preferred alternative approaches that they wanted to incorporate into revised regulations (see Preferred Alternative Approaches below).

The consultant also provided the Planning Commission with examples of regulatory provisions from other Vermont municipalities, model ordinances and guidelines, and other planning guidance documents relevant to the issues the town seeks to address through zoning revisions. Those materials are included in this report as Appendix B.

The consultant also recommended a strategy and schedule for undertaking the revisions and seeking public input during the process (see Proposed Schedule below).

Preferred Alternative Approaches

The Milton Planning Commission selected the following alternative approaches and recommendations from the Technical Review as most appropriate for the town to pursue at the present time.

1. Modify and expand the dimensional standards in the DB1 district (setbacks, build-to line, building footprint, height, etc.).
2. Establish development standards for human-scale building form and facades in the DB1 district (scale, massing, windows, entrances, etc.).
3. Revise allowed uses in the DB1 district to encourage more small-scale, pedestrian-oriented shops, services, restaurants and offices and to discourage auto-oriented and other types of development that do not further the purpose of the district.
4. Establish development standards for pedestrian-oriented lot frontages in the DB1 district (sidewalks, landscaping, signage, lighting, retrofit of previously developed sites, etc.).
5. Strengthen and clarify site plan standards for development along Route 7 in the town core (building and parking placement, outdoor storage and display, sidewalks, landscaping, signage, lighting, etc.).
6. Strengthen and expand access management standards for development along Route 7 in the town core (shared access, cross access, alignment, separation, width, retrofit of previously developed sites, etc.)
7. Revise allowed uses, dimensional standards, and district boundaries in the M districts to establish nodes that are more pedestrian-oriented with community-serving businesses, transitional corridors that will remain more auto-oriented, and sections where infill housing will be encouraged along Route 7 in the town core.
8. Eliminate and/or revise PUD requirements in the town core and allow mixed-use development by right in appropriate districts.
9. Establish development standards for multi-family housing in the town core (density, scale, massing, amenities, quality, etc.).
10. Streamline permitting process in the town core (clear and specific standards, administrative site plan review, fewer conditional uses, etc.).

Proposed Schedule

The Milton Planning Commission recognizes the need to complete the revision process in a timely manner and asked the consultant to propose a strategy and schedule for revision process that would result in a vote on adoption of revised regulations by the end of 2016.

- Oct 6 Begin review of revised DB1 district (Sections 465-469 and map)
- Oct 20 Continue review of revised DB1 district
- Nov 3 Continue review of revised DB1 district
- Nov 17 Final draft of revised DB1 district
Begin review of access management, site plan and streetscape criteria for Rt. 7 corridor
- Dec 1 Continue review of access management, site plan and streetscape criteria for Rt. 7 corridor
- Dec 15 Continue review of access management, site plan and streetscape criteria for Rt. 7 corridor
- Jan 5 Final draft of access management, site plan and streetscape criteria for Rt. 7 corridor
Begin review of M districts (Sections 410-463 and map)
- Jan 19 Continue review of M districts
Review public outreach strategy for Community Workshop 1
- Feb 2 Continue review of M districts
Staff and/or consultant begin unifying regulations and making "housekeeping" changes
- Feb 16 Final draft of revised M districts
- Mar 1 *Note this is town meeting day*
Prepare for Community Workshop 1
- Mar 15 Hold Community Workshop 1
- Apr 5 Discussion of public feedback received in March
Introduce unified regulations and begin review of all changes to draft
- Apr 19 Continue review of unified draft
- May 3 Continue review of unified draft
Review public outreach strategy for Community Workshop 2
- May 17 First draft of unified regulations ready for public release
- Jun 7 Prepare for Community Workshop 2
- Jun 21 Hold Community Workshop 2
- Jul 5 Discussion of public feedback received in June
- Jul 19 Revise unified regulations based on public feedback
- Aug 2 Revise unified regulations based on public feedback
Review public outreach strategy for Community Workshop 2
- Aug 16 Second draft of unified regulations ready for public release
Prepare for Community Workshop 3
- Sep 6 Hold Community Workshop 3
- Sep 20 Final review of draft regulations and report in advance of adoption process

Appendices

A. Technical Review

B. Reference and Resource Documents

4283 Main Street
Port Henry, NY 12974

p. 877.750.2823 (toll free)
p. 518.546.7470 (local)

brandy@placesense.com
www.placesense.com

SCOPE OF WORK

PlaceSense will work with the Milton Planning Department and Planning Commission through the end of 2015 to revise the town's land use regulations as recommended in the Technical Review and Revision Strategy Final Report. Specifically, the consultant will:

1. Provide the Planning Commission with a revised draft of the Downtown Business (DB1) district.
2. Meet with the Planning Commission as needed in October and November to review and refine that language.
3. Provide the Planning Commission with specific access management, site plan and streetscape standards for the Route 7 corridor within the town core.
4. Meet with the Planning Commission as needed in November and December to review and refine that language.

Project deliverables will be a draft of the Downtown Business (DB1) district, including any proposed changes to the zoning district boundary, and a proposed set of access management, site plan and streetscape standards for the Route 7 corridor within the town core ready to be released for public review and comment. All work will be completed by December 31, 2015.

BUDGET

	HOURS	FEE
Develop initial drafts	16	\$1,200
Meet with Planning Commission to review drafts	10	\$750
Revise drafts based on Planning Commission feedback	16	\$1,200
Direct expenses (mileage)		\$650
TOTAL	42	\$3,800



Date:	17 Aug 2015
Project name:	Town Core & Route 7 Corridor Zoning Revisions
Prepared for:	Town of Milton Jacob Hemmerick Planning Director 43 Bombardier Road Milton, Vermont 05468

Item & Description	Hours	Rate	Fee
Community Workshop #1. A community workshop will be held to kick-off the project. This will be an opportunity to review town planning goals for the study area, hear resident and business concerns about land use and development in the study area, and discuss alternative approaches based on the previously completed technical review of Milton's zoning regulations and district map for the Town Core area.	16	\$75	\$1,200
Zoning District Map. The adopted zoning map will be reviewed and changes proposed as needed to address land use and development concerns within the study area, including consideration of an overlay district for the Route 7 corridor and reduction in the size of some districts as described in the technical review.	8	\$75	\$600
Zoning District Standards. Standards will be developed for the zoning and/or overlay district(s) within the study area to further town planning goals and address land use and development concerns. This is anticipated to include architectural and/or site design standards for properties in the planned downtown area and those fronting on Route 7, along with a review of the use and dimensional standards in the applicable zoning districts.	48	\$75	\$3,600
Planning Commission Work Sessions. The Planning Commission will hold regular work sessions to review materials and guide development of the revised zoning district map and standards.	56	\$75	\$4,200
Community Workshop #2. Once a first draft of the revised zoning districts and standards is completed, a second community workshop will be held to present the draft and invite public comment. Materials will also be made available online with opportunity for people who cannot attend the workshop to provide feedback as well.	16	\$75	\$1,200
Public Hearing Draft. Based on the comments received on the first draft, the zoning district map and standards will be further refined as necessary in preparation for the adoption process.	24	\$75	\$1,800
		Fee Subtotal:	\$12,600
Mileage			\$1,600
		Direct Expenses:	\$1,600
		Project Total:	\$14,200

4283 Main Street
Port Henry, NY 12974

p. 877.750.2823
p. 518.546.7470

PlaceSense@mac.com
www.PlaceSense.com

CCRPC Land Use Assistance Program

From: Regina Mahony [rmahony@ccrpcvt.org]
Sent: Wednesday, September 16, 2015 3:32 PM
To: Regina Mahony
Cc: Charles Baker
Subject: CCRPC Land Use Assistance Program

Dear Chittenden County Planners,

With every year CCRPC is refining our land use assistance program as part of our continued commitment to providing you with a high level of service. Please refer to the following guidance in developing your MPG applications, and your CCRPC work plan applications (aka UPWP). The UPWP solicitations will be sent out in November, and the applications are due in January. Please remember that we'll need you to request assistance through our UPWP so that we can properly assess needs and equitably distribute our resources.

In developing your budgets, please follow the following guidelines:

1. Minor Technical Assistance - All municipal members of CCRPC receive the benefit of 12 hours of technical assistance, including draft plan and bylaw review.
2. Major Land Use Technical Assistance includes: Data & GIS work, Land use build-outs, Online mapping, Impervious surface analysis, other GIS work, Development Review Board application review, etc. Major Land Use Technical Assistance requiring more than 12 hours will be charged at a rate of \$50/hour.
3. Plan & Bylaw Development Assistance - Please provide us with a detailed description of the deliverables that you are looking for and we will provide you with a budget. This type of task will be charged at a rate of \$85/hour for Senior Planning Staff and \$50/hour for Junior Planning Staff. We encourage municipalities to seek municipal planning grants ([link](#)) for this type of work as we are more likely to be able to fit your project into our workplan if it is fully funded. However, at the very least, municipalities will be required to provide a match of 20% of the cost of these services for CCRPC UPWP applications.

Note: Regarding your MPG Applications - if CCRPC is not listed as the consultant in the initial application, and you go through a RFP process, CCRPC will not submit a proposal because we do not compete with the private sector. We have learned that it is possible to list us for certain tasks within the project, and not the entire thing, if that is what you'd prefer. Also, if your MPG has been approved and it involves consultant services from the CCRPC, please be sure to work with Regina and Bryan to ensure that we allocate the appropriate amount of Staff hours to your project in the UPWP process.

Note: Direct Expenses will inevitably come up so please plan accordingly for these. CCRPC will not cover these expenses, so please include them in your MPG applications and General

CCRPC Land Use Assistance Program

Budgets. These include but are not limited to: publishing fees for legal notices, food for meetings, translation services, child care, printing (large scale printing prices are included in the attached GIS policy), supplies, etc.

Please let me know if you have any questions. We are trying to provide clarity so we can properly manage and deliver these services.

Thank you,
Regina Mahony, AICP
Planning Program Manager
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05408
802.846.4490, ext. 28
rmahony@ccrpcvt.org
www.ccrpcvt.org

REQUEST FOR QUALIFICATIONS
&
REQUEST FOR PROPOSALS

FOR

ENGINEERING SERVICES
US ROUTE 7/RIVER STREET SIDEWALK & STREETScape IMPROVEMENTS TO
INCLUDE PORTIONS OF WEST MILTON, LEGION & RACINE ROADS

Town of Milton, Vermont

June 2015

Addendum #1 – June 26, 2015

Addendum #1 – Added RFQ, Attached US Route 7 Improvements Committee Report, Linked Milton US 7 Corridor Study information, extended response deadline to August 4, 2015. Reduced Scope of Work to conceptual design.

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

The Town of Milton, Vermont is seeking Engineering Services to evaluate, provide preliminary & final design and prepare bid specifications to construct concrete sidewalk, curbing, retaining walls and lighting to improve the streetscape on US Route 7/River Street. The work ~~will~~ may include improvements on West Milton, Legion and Racine Roads.

II. PROJECT DESCRIPTION

The Town through its Capital Improvement Planning process and downtown enhancement efforts has identified the need to fill the sidewalk gaps on the south and west side of US Route 7/River Street, and extend sidewalks to the Birchwood Mobile Home Park on West Milton Road. This project does not include a pedestrian bridge at the I-89 overpass. The Town also wishes to make certain streetscape improvements to include lighting and street trees. The total estimated project amount, including engineering services is \$2.4 million dollars and is funded locally by an approved bond. The project budget estimates total engineering costs for all phases will not exceed 10%, or \$240,000.00 of the project budget.

The source of the Town's funding is through an approved Tax Increment Financing District (TIF). The TIF approval expires in March 2018. This means that the Town must incur debt on the projects funded by the TIF by March 2018.

Several scoping and corridor studies have been performed over the last 20 years which all recognized the need to fill these sidewalk gaps and extend sidewalk to the mobile home park. Most recently a corridor study was conducted by the Chittenden County Regional Planning Commission (CCRPC), Vtrans and the Town of Milton which highlights the gaps in the bike & pedestrian system and makes recommendations for the improvements. The Town of Milton commissioned a US Route 7 Improvements Committee whose final independent report recommends many of the same improvements. ~~The results of both of these efforts will be available to the selected consultant~~ Milton US Route 7 Improvements Committee Report is attached to this request. The most recent Milton US Route 7 Corridor study information can be found online at the CCRPC's website, <http://www.ccrpcvt.org/transportation/corridors/milton-us-7-corridor-study/>. The final study document has not been completed as of this writing.

In addition, as part of the University of Vermont's College of Engineering Senior Capstone Project, designs have been prepared to fill three gaps in the RT 7 sidewalk network as well as the reconstruction of Bartlett and Legion Road. The Town desires that these plan be reviewed by the consultant and used in the design if feasible.

The Consultant will gather field information, design the improvements, and perform all other tasks as outlined in the Scope of Services. Readily identifiable issues that the design will need to address are significant ravines, stormwater management, right of way, overhead and underground utilities and permitting. All designs shall conform to the appropriate State of Vermont Standard Specifications.

III. Qualifications - Based Selection Process (QBS)

Engineering services for this project will be procured through a qualifications-based selection process (QBS). This Request for Qualifications (RFQ) is a solicitation for a Statement of Qualifications (SOQ) from qualified firms.

IV. Submission Requirements

Please furnish six (6) copies of the Statement of Qualifications and Proposals with pages numbered consecutively.

Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform planning, permitting, designing and engineering services for the "US Route 7 Sidewalk & Streetscape Project". SOQ's should include the proposed project team, technical abilities, examples of previous projects, references, a proposed schedule and any other information that you consider important. SOQ's should also include provisions for any potential archeological and historic review components of the project and qualifications of all proposed sub-consultants.

V. Selection

The Selection Committee may include the Town Manager, Public Works Director, Planning & Economic Development Director, Finance Director and Public Works Supervisor. They will review and evaluate each statement of qualifications, based on the criteria below. Firms will then be ranked accordingly. The Selection Committee may interview the top three firms if it is deemed necessary in order to choose the highest qualified firm. Once the top three firms have been identified, the RFP responses for the top three will be reviewed and Total Price shall be factored into the final selection decision.

VI. Criteria for Selection

The following criteria, as a minimum, will be used to evaluate qualifications:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding of the Project & Knowledge of the Project Area	3	5	15
Availability of Technical Disciplines	3	5	15
Qualifications / Experience of Proposed Staff	4	5	20
Ability to Meet Schedules & Budgets	3	5	15
Past Performance on Similar Projects	2	5	10
Knowledge State Standards and Policies	2	5	10
Proposed Price	3	5	15
TOTAL			100

PROPOSAL

I. SCOPE OF WORK

- A. The proposal shall include an explanation of the proposed methodology the consultant will use to arrive at various components of their analysis.
- B. The Consultant will conduct a **topographic survey** with minimum one foot contours of the corridor sufficient for design, permitting, right-of-way and identifying existing or future drainage problems. All natural and man-made features shall be identified and shown on the plan. All boundary markers located in the field shall be shown on the plan and the right of way shown based on field information and record searches of the parcels along the project path necessary. The Consultant is not expected to perform boundary surveys. A base map showing all topographic features, rights-of-way, parcel boundaries and property owners shall be provided to the Town.
- C. **Conceptual Plans** shall be shall be developed in order to present to and discuss with Town Officials and the general public. The Consultant's budget shall account for at least two public information meetings to share the conceptual and final plans and to receive feedback from the public.
- ~~D. **Preliminary Plans** During the development of Preliminary Plans, the Consultant shall evaluate all environmental impacts and permit requirements for the project. Once appropriate elements have been included, the plans, supporting documentation and construction cost estimate shall be submitted to the Town for review and comment.~~
- ~~1. All designs shall be in accordance with the applicable State of Vermont Standard Specifications for design, as well as any other appropriate standards and specifications.~~
 - ~~2. The Consultant shall inform the Town about any additional information or details that may be required in order to develop the plans. The Consultant shall give careful consideration during this design phase to, but not limited to, the following:~~
 - ~~a. Adequate drainage~~
 - ~~b. Typical details and sections~~
 - ~~c. Avoiding and minimizing environmental impact, including but not limited to, wildlife habitat, wetlands and water quality. Mitigation strategies shall be designed to offset impacts as needed.~~
 - ~~d. Erosion control~~
 - ~~e. Ledge/Rock removal~~
 - ~~f. Utility relocations~~

~~g. Required structural work~~

- ~~3. The Preliminary plans will be used for initial discussions with affected landowners, state and federal regulators as necessary. The plans shall clearly show the location and extent of all temporary and permanent easements which may be required to construct the project. Town representatives will take the lead in discussions with the landowners and the Consultant will be responsible for consultation with state and federal regulators regarding any permits necessary for the project.~~
- ~~4. The Consultant shall deliver two full size (24"x36") sets of the preliminary drawings; one electronic (pdf) copy; and reduced size sets for each property from which an easement will be required.~~

~~E. Contract Plans & Specifications~~

- ~~1. The Contract Plans will consist of, at a minimum, the following sheets: title, typical and detail, quantities, layout, profile, detailed temporary and/or permanent erosion and sedimentation control, ledge/rock removal locations, environmental resources management and will incorporate all conditions and requirements stipulated in any required environmental permits or easements.~~
- ~~2. The Consultant shall prepare specifications and front end contract documents to be included with the Contract Plans. The Town will conduct the advertising and bid-phases of this project.~~
- ~~3. The Consultant shall provide an itemized construction cost estimate.~~
- ~~4. The Consultant shall deliver Ten (10) sets of full sized plans and bid specifications to the Town for bidding purposes. The consultant shall provide a price per set for additional sets that may be needed.~~

~~F. Minimum Required Meetings~~

- ~~1. Kick-off meeting with Town Staff.~~
- ~~2. Conceptual design meeting with Town Staff.~~
- ~~3. Conceptual Design public information meeting~~
- ~~4. Topographic and Preliminary Plan Review with Town Staff.~~
- ~~5. Final Plan & Specifications Review with Town Staff.~~
- ~~6. Final Plan presentation public information meeting.~~
- ~~7. Pre-construction Meeting with Staff and selected Contractor(s).~~

~~G. Construction Phase Services~~ – Construction phase services may be subject to a future RFP or may be negotiated with the selected consultant.

H. Project Schedule

RFP Issued	June 8, 2015
<u>Addendum #1 Issued</u>	<u>June 26, 2015</u>
<u>RFQ/RFP Questions Due</u>	June 22 <u>July 20</u> , 2015
<u>RFQ/RFP Proposals Submissions Due</u>	July 6 <u>August 4</u> , 2015
Contract Award	July 20 <u>August 17</u> , 2015
Notice to Proceed	July 21 <u>August 18</u> , 2015
Conceptual Plans	August 31 <u>TBD</u> , 2015
Conceptual Plan Public Information Meeting	September 8 <u>TBD</u> , 2015 (On or about)
Preliminary/Contract Plans	TBD
Final Contract Plans & Specifications	TBD

II. SUBMISSION INSTRUCTIONS

A. General Requirements

1. Work will be conducted by a qualified professional engineer registered in the State of Vermont with design experience in the following areas: sidewalk and multi-purpose path design, highway design, landscape and retaining wall design, stormwater management, and permitting.
2. All questions shall be directed in writing to Roger Hunt at rhunt@town.milton.vt.us. All interested consultants should provide a contact person and email address to be placed on a questions and answer distribution list.
3. The contract shall be based upon on hourly rates with total not to exceed price for the scope of work presented in the RFP Section III, Task A through F. Construction Phase services may be subject to an additional RFP or may be negotiated with the selected design consultant. The total Cost Proposal shall include Tasks A through F and shall be provided at a total not to exceed cost.
4. The work shall not be assigned or sublet without the previous consent of the Town and shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with the consent of the town.
5. Should any discrepancy appear or any misunderstanding arise as to the intent of anything contained herewith, the interpretation and decision of the Town shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town when such correction is necessary for the proper fulfillment of their intention as construed by the Town. Where said correction of errors or omissions adds to the amount of work to be done by the proposer, compensation for said additional work shall be made.

B. Submission Requirements

1. Each response shall include:
 - a. ~~At least three (3) references. (Include in SOQ)~~
 - b. ~~Examples of similar work. (Include in SOQ)~~
 - c. A list of the individuals who will be committed to the project.
 - d. A detailed schedule including milestones and time for completion.
2. Cost Proposals shall consist of the following:
 - a. A summary of estimated labor hours by task.
 - b. A detailed schedule of billable labor hours including rates per individuals committed to the project.
 - c. A list of sub-contractors, if any.
3. **Submissions are due by 2:00 p.m., Monday Tuesday, July 6 August 4, 2015. The SOQ's and Proposals shall be submitted in separate sealed envelopes, clearly marked with the following: Firm Name, Return Address, Contact Email or Phone, Town Address listed below and the project title "ENGINEERING SERVICES – SIDEWALK AND STREET SCAPE IMPROVEMENTS TO US ROUTE 7/RIVER STREET". The Statement of Qualifications shall be marked "SOQ" and the RFP response marked "Proposal".**

**Office of the Town Manager
Town of Milton, Vermont
43 Bombardier Road
Milton, Vermont 05468**

V. ADDITIONAL REQUIREMENTS

A. Insurance

The Consultant shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect the Consultant and any employee for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this design project, whether such operations by the Consultant or by any employee or by anyone directly or indirectly employed by the Consultant. The Consultant shall have a minimum umbrella coverage of \$1,000,000 per occurrence.

B. Indemnification

The consultant shall act in an independent capacity and not as officers or employees of the Town of Milton. The Consultant shall agree, to the fullest extent permitted by law, to indemnify and hold harmless the Town of Milton against damages, liabilities, and cost arising from the negligent acts or omissions of the Consultant in the performance of professional services under the contract agreement.

- C. The Town of Milton reserves the right to reject any and all proposals. Failure to address any component of this RFP constitutes sufficient grounds for rejection.

Questions about this RFP or requests for further information should be directed to the following contact persons:

Roger Hunt, Director of Public Works
43 Bombardier Road
Milton, VT 05468
Phone: (802) 893-6030
Email: rhunt@town.milton.vt.us

Attachments: Town of Milton US Route 7 Improvements Committee Report
Prioritized Town of Milton Sidewalk Network Gap Map
TIF District Boundary Map



LEGEND

- MULTI PURPOSE
- PROPOSED MULTI PURPOSE
- PROPOSED SIDEWALK
- SIDEWALK
- - - - CROSSWALKS
- 🏫 ELEMENTARY SCHOOL
- 🔥 FIRE
- 🎓 HIGH SCHOOL
- 🏥 MEDICAL OFFICES
- 🏛️ MUNICIPAL OFFICES
- 👮 POLICE
- 📖 PUBLIC LIBRARY
- 🏖️ PUBLIC RECREATION FACILITY
- 🚑 RESCUE
- 🏠 SENIOR HOUSING
- 🛍️ SHOPPING CENTER MEDIUM
- 🛍️ SHOPPING CENTER SMALL

NOTE: Not for survey use.



**TOWN OF MILTON
BICYCLE & PEDESTRIAN NETWORK
SIDEWALK GAPS**



TOWN OF MILTON, VERMONT 05468
Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater
43 BOMBARDIER ROAD, MILTON, VERMONT 05468
TELEPHONE: 802-893-6030 • FAX: 888-1005 • www.miltonvt.org

1 inch = 1,000 feet

Drawn By: RFH

Checked by:

Date: 10/6/2014 Revised - 05/04/2015

Sheet No.

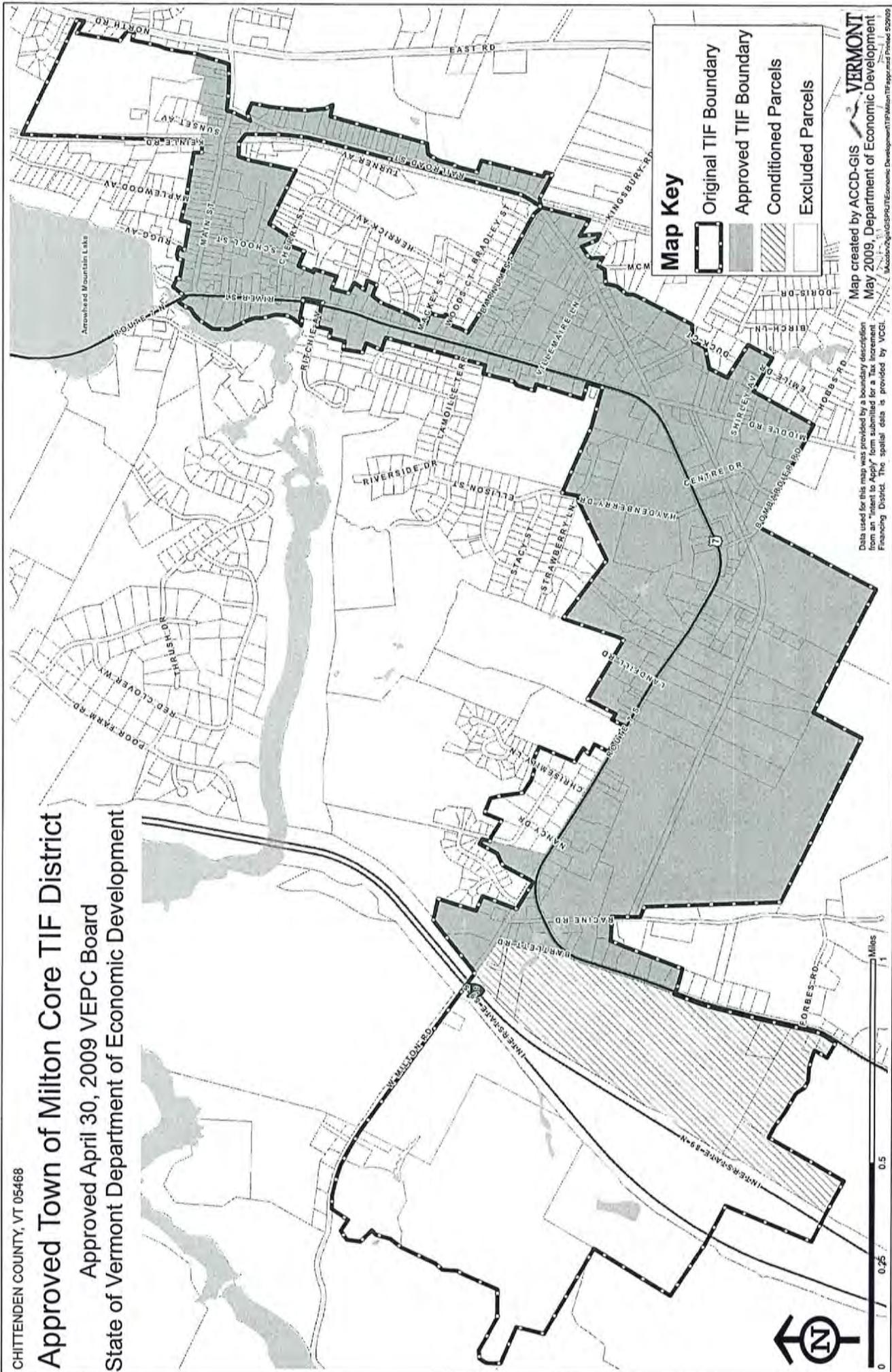
C

BIKE & PED

CHITTENDEN COUNTY, VT 05468

Approved Town of Milton Core TIF District

Approved April 30, 2009 VEPC Board
State of Vermont Department of Economic Development



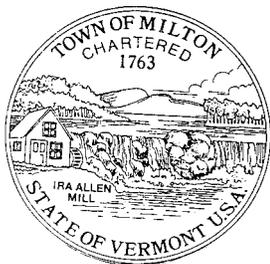
Map Key

- Original TIF Boundary
- Approved TIF Boundary
- Conditioned Parcels
- Excluded Parcels

Map created by ACCD-GIS VERMONT
May 2009, Department of Economic Development

Data used for this map was provided by a boundary description from an "Intent to Apply" form submitted for a Tax Increment Financing District. The spatial data is provided by VCGI.

Map created by ACCD-GIS VERMONT
May 2009, Department of Economic Development



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

US Route 7/River Street Sidewalk & Streetscape Improvements Conceptual Engineering Services Agreement

Date: September 21, 2015

Legislative Analysis: On Tuesday, March 3, 2015 the Voters of the Town of Milton approved a \$2,400,000 bond to make certain sidewalk, lighting and streetscape improvements on US Route 7 and River Street. This work will be financed utilizing revenue generated by the Downtown Core Tax Increment Financing District. In June 2015 a Request for Qualifications and Proposals (RFQ/RFP) was issued to seek engineering firms to provide conceptual design engineering services for this project.

Three firms submitted bids:

- Aldrich & Elliot
- Stantec
- LandWorks / Dubois & King

A review committee comprised of the following Town Staff and Community Members met on Thursday, August 13th to review the proposals:

- Donna Barlow Casey, Town Manager
- Roger Hunt, Public Works Director
- Jacob Hemmerick, Planning Director
- Dustin Keely, Public Works Supervisor
- Erik Wells, Executive Assistant to Town Manager
- Henry Bonges, Planning Commission Member and DRB Alternate, Rte. 7 Improvements Committee

At that time, separate sealed price bids were opened and considered as a component of the review process. After committee discussion it was decided to bring representatives from each firm in for an interview before the committee to enhance the process. This was an optional component of the review process as stated in RFQ/RFP. The interviews took place the week of August 24th.

After concluding the interview process the committee recommends that the Town of Milton contract with **Landworks / Dubois & King** to provide conceptual design engineering services for the project.

It was evident during the interview process that the proposal and vision of the combined bid between Landworks / Dubois & King most clearly aligned with the goals of the project. The Committee strongly agreed working with these firms provided a value added to transform the Rte. 7 Corridor into a defining feature of the community that will help to establish a cohesive identity for the Town Core. In conjunction with the vision set forth in the bid and clearly and dynamically articulated before the group by representatives from Landworks and Dubois & King, the process and community engagement model outlined will create an end product that is reflective of the collective voice of community stakeholders and needs of the Town. The nearly finalized Rte. 7 Corridor Study and the Improvements Committee Report have laid the ground work to take this

vision to the conceptual design stage. The Committee recommends working with Landworks and Dubois & King to maximize the sense of place created in the Milton Downtown Core that will be a critical component of development moving forward. This project is a dichotomy of two distinct components that must be cohesively and creatively aligned in the design process in order for this project to be a success – filling in sidewalk gaps to complete a walkable transportation network and acting to create an identity for the corridor by establishing improved aesthetics and creating a sense of place in the core district. These components will each be handled by a respective firm in this partnership- sidewalk engineering and design by Dubois & King and streetscaping by Landworks. The Committee has a high degree of comfort in this partnership for the project and in the relationship between Dubois & King and Landworks. This was clear during the interview process and collective vision outlined in the accompanying documentation provided to the committee to consider during its process.

Landworks has led projects similar in scope in Danville and Killington. I spoke with Killington Town Manager Seth Webb and he offered a strong recommendation for the firm. The Town has worked with them three times on projects along Rte. 4. In addition I spoke with Michele Bailey, the Executive Director of the Vermont Arts Council who was a part of the design committee for the Rte. 2 improvement project through Danville Village. Michele said Landworks was fabulous to work with and did a great job engaging the community in the process. The value of the process has been reflected in the end product. Both Seth and Michele spoke very highly of David Raphael, Principle of Landworks who would be leading the community engagement piece in Milton.

Overall, the Committee agrees contracting with these firms will result in the best end product for the Town of Milton.

Fiscal Analysis: Of the three firms who bid on this project, Landworks came in at the middle bid of **\$68,812** for Conceptual Design Engineering Services.

The \$2.4 million bonded project will be financed using revenue generated from the Town Core Tax Increment Finance (TIF) District. Going out to bond for this project was approved by the voters on Town Meeting Day 2015.

This is a critical stage in the project as the scope is clearly defined, designed and priced. The Town will look to attain a bond anticipation note (BAN) to cover the cost of this contract. This short-term debt instrument will then be rolled into the full project bond when we submit an application in 2016. Financing using this staged approach will prevent unnecessary interest accrual, as this planning stage must precede construction where the bulk of the bonded funds will be utilized.

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

Requested Action: To enter into a contract with Landworks and Dubois & King for conceptual design engineering services for the Rte. 7 / River Street Sidewalk and Streetscape Project.



Resolution

TOWN OF MILTON

**US Route 7/River Street Sidewalk & Streetscape Improvements
Conceptual Engineering Services Agreement
Landworks and Dubois & King**

WHEREAS, On Tuesday, March 3, 2015 the Voters of the Town of Milton approved a \$2,400,000 bond to make certain sidewalk, lighting and streetscape improvements on US Route 7 and River Street; and,

WHEREAS, adhering to the bidding requirements of the Administrative Code, in June 2015 a Request for Qualifications and Proposals (RFQ/RFP) was issued to seek engineering firms to provide conceptual design engineering services for this project; and,

WHEREAS, three (3) engineering firms submitted responses to the RFQ/RFP; and,

WHEREAS, A selection team comprised of members of the public and staff reviewed the responses, and interviewed each firm, and thus determined that the team of Landworks and Dubois & King submitted the most desirable response to the RFQ/RFP; and,

WHEREAS, the selection team recommends awarding the contract to the team of Landworks and Dubois & King; and,

THEREFORE, BE IT RESOLVED, that the US Route 7/River Street Sidewalk & Streetscape Improvements Conceptual Engineering Services Contract is awarded to Landworks and Dubois & King in an amount not to exceed **\$68,812** and the Town Manager is authorized to execute the necessary documents.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

Stuart King, Vice-Chairperson

John Bartlett, Clerk

John Cushing

Kenneth Nolan

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

Attest: _____
Milton Town Clerk



Resolution

TOWN OF MILTON

US Route 7/River Street Sidewalk & Streetscape Improvements Conceptual Engineering Services Agreement Financing Structure

WHEREAS, On Tuesday, March 3, 2015 the Voters of the Town of Milton approved a \$2,400,000 bond to make certain sidewalk, lighting and streetscape improvements on US Route 7 and River Street; and,

WHEREAS, after a competitive bidding process the contract for this project has been awarded to the team of Landworks and Dubois & King in an amount not to exceed \$68,812; and,

WHEREAS, a bond anticipation note (BAN) will allow for temporary debt financing to pay for this portion of the work being contracted in advance of the larger Bond; and,

WHEREAS, a BAN is a type of financing instrument issued by a governmental unit, usually for capital projects, that is repaid from the proceeds of the issuance of long term bonds; and

WHEREAS, the use of a bond anticipation note is consistent with the type of debt instrument allowed via Tax Increment Financing (TIF); and,

WHEREAS, use of a BAN allows us to delay execution of the larger bond into a timeframe consistent with the onset of construction and delay paying interest on the fully authorized bond note; and

WHEREAS, there is sufficient funding available in the Capital Improvement Plan to pay the anticipated interest on the BAN; and,

WHEREAS, there exist several banking entities within Vermont who offer this type of financial instrument;

THEREFORE, BE IT RESOLVED, that the Milton Board of Selectmen approves a BAN financing structure for this project and authorizes the Town Manager to research and bring forth the necessary documentation to execute the agreement to a future meeting.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

Stuart King, Vice-Chairperson

John Bartlett, Clerk

John Cushing

Kenneth Nolan

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

Attest: _____

Milton Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

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

MEMORANDUM

TO: Milton Selectboard

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

RE: FY '17 Budget Meeting Schedule

DATE: September 21, 2015

The Town Manager's Office is asking the Selectboard to consider a schedule to discuss each Department Budget for FY '17. In previous years these have taken place in January. We would like to set this schedule early so everyone can plan on it ahead of time.

Our objective for the FY '17 budget process is to move up the timeline for deliverables and milestones to 1) Enable a well-thought out and executed process and discussion to take place; and 2) Allow time off at the holidays for everyone involved and enable additional time if needed in January before the Town Meeting warning to finalize any additional details.

We bring the Selectboard a proposed timeline on the next page for meetings heavy in the month of December to accomplish these objectives. The goal is to allow for enough time for these objectives and this process so we can accomplish a transparent and thoughtful budget design process. We ask that the Selectboard work off of this proposed timeline as a basis of discussion and decide on a final timeline and format tonight. Having this set will allow the additional ancillary pieces to be organized for everyone involved at the staff level.

Draft Schedule FY '17 Budget For Discussion

- Monday November 16: Regular Selectboard Meeting
 - First draft of FY '17 budget is presented and provided to the Selectboard in print and electronic formats.
 - Preliminary Capital Improvement Plan Discussion for FY '17
- November 16th – November 29th
 - Time period for Selectboard Members to review the draft budget
- Monday, November 30: Special Selectboard Meeting
 - **Budgets Reviewed:** Police, Fire, Rescue, Assessor, Finance, Animal Control, Property Tax, Selectboard
- Monday, December 7: Regular Selectboard Meeting
 - Group Allocation Requests Considered.
 - **Budgets Reviewed:** Recreation, Library, Insurance/Risk Management, Administrative Services
- SATURDAY, December 12: Special Selectboard Meeting
 - **Budgets Reviewed:** Public Works, Highway, Buildings & Grounds, W/WW
- Monday, December 14: Special Selectboard Meeting
 - **Budgets Reviewed:** Town Clerk/Treasurer, Planning, EDC, Health, Elections, Town Manager, Information Technology, Legal
- Monday, December 21: Regular Selectboard Meeting
 - **Budgets Reviewed:** Capital Budget and Draft Capital Improvement Plan (CIP), Revenue, Debt. Service, Contingency
- Monday, January 4: Additional discussion, follow up as needed. Add additional special meetings if needed this week and/or following week.
- Saturday, January 16: Community Budget Social
- Monday, January 18: Finalize FY '17 Budget and Town Meeting Warning
- Monday, February 29: Pre Town Meeting
- Tuesday, March 1: Town Meeting Day

*Note I've bundled some groups that are tied together

- Town Clerk/Treasurer, Elections, Information Technology
- Planning, EDC, Health



TOWN OF MILTON, VERMONT 05468-3205

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

MEMORANDUM

TO: Milton Selectboard

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

RE: Cemetery Committee Design Change

DATE: September 21, 2015

The following red lined language is proposed to alter the member structure of the Cemetery Committee.

The Town recently acquired the Village Cemetery that was previously managed by an Association. With the addition of this asset the management and administration required for Town Cemeteries has increased. The Committee is tasked to provide governance and policy recommendations to the Selectboard which serves as the Cemetery Commission. This expansion of Committee Members aligns with the addition of the Village Cemetery. Additional assets require a larger administrative and governance structure.

Section 39 Cemetery Commissioners (BY STATUTE)

Section 3901. **Statutory Organization**

Section 3902. **Functions, Duties and Responsibilities**

Section 3901. Statutory Organization

Unless the Town votes to place its public burial grounds under the charge of cemetery commissioners then the Selectboard is charged with the responsibility of Town cemetery matters. The authority to own and operate cemeteries is granted to municipalities in 18 VSA 5361, 5367 and 5373.

Section 3902. Function, Duties and Responsibilities

Generally the cemetery commissioners shall have charge, care and management of such burial grounds and exercises all powers, rights and duties with respect to such care and management. The board of cemetery commissioners:

- A. Has sole control over monies received and expended for Town cemetery purposes (18 VSA 5377).
- B. Have authority to adopt bylaws and regulations for burial grounds (18 VSA 5378).
- C. Assume responsibility for private cemeteries that have been abandoned and become "unsightly" (18 VSA 5321).
- D. Purchase land for burial grounds with public funds voted for that purpose.
- E. Accept or acquire lands through dedication, by gift or eminent domain for creation of burial grounds (18 VSA 5361, 5481-83).
- F. Discontinue burial grounds in accordance with 18 VSA 5369, 5370.

- G. Be familiar with state statutes that regulate the holding and passing of title to cemetery plots so as to advise citizens how to obtain or transfer ownership of a particular plot.
- H. Oversee the sale of burial lots but only if a plot exists for the lots (18 VSA 5312).
- I. Assure that all deeds to lots are recorded by the Town Clerk and that burial records are maintained and open to the public (18 VSA 5311, 5313, 5376).
- J. Proceeds from sales of lots must be used directly for the operation and maintenance of the cemetery or placed in a perpetual care fund and may be invested in accordance with 18 VSA 5309.
- K. Land determined to be unsuitable for burial purposes may be sold and proceeds may be used for the purchase of other land to be used for burial purposes or for the care and maintenance of the existing cemetery (18 VSA 5315).
- L. Submit an annual report to the Town auditors for auditing, file a report with the Town clerk and include the report in the Town's Annual Report (18 VSA 5379-80).
- M. May be called upon to provide a headstone (18 VSA 5371) without charge for a deceased person whose estate does not have the funds to pay for one or whose grave remains unmarked for three (3) years following his/her burial.
- N. May be asked to adjudicate the need for a permit allowing an applicant "to enter a graveyard enclosure".
- O. Perform all other duties and responsibilities as may be required by law, ordinance.
- P. May appoint a Cemetery Advisory Committee to assist in the execution of its duties as outlined in this section. The Committee may make recommendations for cemetery improvements, recommend bylaws, regulations, and fees related to burials and plot costs. The Committee will consist of ~~three~~ five (5) members, ~~two~~ four (4) of which will be appointed by the Cemetery Commission, and one (1) of which will be appointed by the Town Manager or his or her designee.

09/17/15
12:15 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 6

*Reviewed
9/17/15
jo*

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/22/15 thru 09/22/15

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

17536 ADVANCE AUTO PARTS								
	00003535	761952377271	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	48.37	48.37	
	00003535	761952533626	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	89.60	89.60	
						-----	-----	
						137.97	137.97	
84319 ALDRICH & EILLOTT, PC								
	00004542	75733	ST Grant WPL-229	50-10-000-331.00	ST GRANT WPL-229	654.00	654.00	
	00020043	75794	Engineering Services	10-30-429-360.10	ENGINEERING SERVICES	1,356.13	1,356.13	
						-----	-----	
						2,010.13	2,010.13	
28841 BARELLA, NICHOLAS								
	091515		Dues & Fees	50-10-410-810.00	DUES AND FEES	0.00	57.50	
	091515		Dues & Fees	55-20-420-810.00	DUES AND FEES	0.00	57.50	
						-----	-----	
						0.00	115.00	
17950 BCBSVT								
	150005861000		Group Health Insurance	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,463.12	
	150005861000		Group Health Insurance	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	2,615.18	
	150005861000		Group Health Insurance	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	1,152.06	
	150005861000		Group Health Insurance	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	9,281.78	
	150005861000		Group Health Insurance	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	335.72	
	150005861000		Group Health Insurance	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	743.38	
	150005861000		Group Health Insurance	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,536.08	
	150005861000		Group Health Insurance	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	3,978.45	
	150005861000		Group Health Insurance	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	192.01	
	150005861000		Group Health Insurance	10-40-441-210.00	Group Health Ins	0.00	52.80	
	150005861000		Group Health Insurance	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	768.04	
	150005861000		Group Health Insurance	10-50-452-210.10	Group Health Insurance	0.00	1,079.10	
	150005861000		Group Health Insurance	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	715.24	
	150005861000		Group Health Insurance	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
	150005861000		Group Health Insurance	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
						-----	-----	
						0.00	25,065.02	
19000 BOND AUTO PARTS, INC.								
	00003561	17IV022187	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	99.89	99.89	
	00002989	17IV023832	Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	10.98	10.98	
						-----	-----	
						110.87	110.87	
19670 BRODART CO.								
	00051599	409570	Official Administrative	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	242.50	242.50	
19710 BROOK FIELD SERVICE								
	00001666	22476	Technical Service	55-20-420-340.00	TECHNICAL SERVICES	500.00	461.20	
20800 BURLINGTON FREE PRESS CORP								
	00002991	5550485	Advertising	10-20-420-540.00	ADVERTISING	550.00	529.85	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/22/15 thru 09/22/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
27806 BUSINESS CREDIT CARD SERVICES								
	00051630	01925297	Books Marks w Lib. Hours	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	47.53	47.53	
		05122015	Office Supplies	10-60-461-611.00	OFFICE SUPPLIES	0.00	222.44	
	00006587	3737557	Books & Periodicals	10-60-461-640.00	BOOKS & PERIODICALS	16.28	16.28	
	00008557	FEE 08/15	Dues & Fees	10-10-416-810.00	DUES AND FEES	30.63	30.63	
	00006592	GTNKK-H3A36-	Printing & Binding	10-60-461-550.00	PRINTING & BINDING	40.96	40.96	
						-----	-----	
						135.40	357.84	
54050 CASELLA WASTE SYSTEMS INC								
		2449837	Rubbish/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	
		2449837	Rubbish/Recycling	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2449837	Rubbish/Recycling	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						-----	-----	
						0.00	1,035.81	
25190 CHAMPLAIN WATER DISTRICT								
		08312015	Water Purchase	50-10-410-411.10	WATER PURCHASE CWD	0.00	39,191.24	
26422 CHOICE COBRA, LLC								
		RC035583	Health Insurance - Choice	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
26950 CLARK'S TRUCK CENTER								
		00011932	362343 Vehicle/Equip. Maint.	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	23.50	23.50	
27785 CONWAY OFFICE SOLUTIONS								
		00051631	691385 Printing/Binding	10-50-451-550.00	PRINTING AND BINDING	39.03	39.03	
30244 ECONO SIGNS & BARRICADE, LLC								
		00003557	10-923833 Traffic Signs	10-30-430-616.00	TRAFFIC SIGNS	4,954.31	4,954.31	
30760 EMERGENCY MEDICAL PRODUCTS								
		00011927	1765203 General Supplies	10-20-422-612.00	GENERAL SUPPLIES	975.00	960.56	
31009 ENDYNE, INC								
		00001651	182911 Technical Services	55-20-420-340.00	TECHNICAL SERVICES	80.00	80.00	
29144 ESSEX RESCUE INC								
		00011935	306 Technical	10-20-422-340.00	TECHNICAL	225.00	225.00	
40332 FASTENAL COMPANY								
		00003529	VTWIN42186 Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	156.23	156.23	
		00003529	VTWIN42403 Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	14.09	14.09	
						-----	-----	
						170.32	170.32	
64450 FERGUSON WATERWORKS INC #590								
		037127	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	0.00	497.67	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00001669	0387815	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	438.94	438.94	
		CM027168	General Supplies: Return	50-10-410-612.00	GENERAL SUPPLIES	0.00	-497.67	
						-----	-----	
						438.94	438.94	
32958 FISHER SCIENTIFIC								
	00001664	8473291	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	905.17	905.17	
	00001664	8549442	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	477.41	448.68	
						-----	-----	
						1,382.58	1,353.85	
34300 GALL'S INC								
	00200007	003999038	Uniforms	10-20-420-650.00	UNIFORMS	13.86	13.86	
35483 GRANITE STATE POLICE CAREER COUNSE								
	00200016	15-022	Professional Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	289.00	289.00	
37115 GREATER BURLINGTON INDUSTRIAL CORP								
		CAT. LOT 11A Due-To-Developers		10-00-000-256.00	DUE TO DEVELOPERS	0.00	425.00	
37805 HACH COMPANY CORP								
	00001662	9555839	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	457.22	457.22	
	00001662	9559615	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	64.98	64.98	
						-----	-----	
						522.20	522.20	
40100 HUMANE SOCIETY OF CHITTENDEN COUNT								
	00008559	A29488477	Care & Keep-Dogs/Cats	10-20-423-510.00	CARE & KEEP-DOGS & CATS	90.00	90.00	
40700 INGRAM LIBRARY SERVICES								
	00051614	60901632	Books - Childrens	10-50-451-640.25	BOOKS-CHILDRENS	10.37	10.37	
	00051620	60901633	Audios - Adult	10-50-451-640.15	AUDIOS	272.74	272.74	
	00051624	60901634	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	452.08	452.08	
	00051633	60902296	Audios - Adult	10-50-451-640.15	AUDIOS	25.80	25.80	
	00051624	66623086	Books - Adult	10-50-451-640.10	BOOKS-ADULTS	11.04	11.04	
		88457382	Books - Juvenile	10-50-451-640.30	BOOKS-JUVENILE	0.00	-9.00	
						-----	-----	
						772.03	763.03	
49931 JOHNSON HARDWARE & RENTAL								
	00003541	A134815	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	149.25	149.25	
43876 LAW ENFORCEMENT TARGET, INC								
	00200002	0287790-IN	General Supplies	10-20-420-612.00	GENERAL SUPPLIES	150.00	105.00	
47823 MAILFINANCE INC.								
		N5511234	Lease Payment	10-10-416-610.10	POSTAGE MACHINE RENTAL	0.00	422.82	
39685 MARLIN ENVIRONMENTAL INC								
	00005679	95728	Rental of Equipment	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	

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	00005717	96208	Rental of Equipment	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
						400.00	400.00	
32590 MIKE ALBERT LEASING INC								
		INV00609436	Vehicle/Equipment Maint.	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC								
	00009260	12852/4	Repair & Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	1.29	1.29	
	00001638	12874/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	10.98	10.98	
	00003519	12876/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	11.93	11.93	
	00003519	12880/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	9.44	9.44	
	00009260	12883/4	Repair & Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	27.96	27.96	
	00003519	12888/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	4.99	4.99	
	00001638	12915/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	8.58	8.58	
	00003519	12926/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	1.49	1.49	
	00009260	12938/4	Repair & Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	21.99	21.99	
	00003519	12952/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	8.99	8.99	
	00009260	12960/4	Repair & Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	1.99	1.99	
	00001638	12982/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	13.66	13.66	
	00001638	12982/4	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	5.99	5.99	
						129.28	129.28	
53400 MILTON INDEPENDENT INC								
	00006593	137.10	Advertising	10-60-461-540.00	ADVERTISING	137.10	137.10	
	00006579	43304	Advertising	10-60-461-540.00	ADVERTISING	500.00	99.65	
						637.10	236.75	
53950 MILTON RENTAL & SALES CENTER INC								
		1-267	General Supplies (Return)	10-30-430-612.00	GENERAL SUPPLIES	0.00	-109.85	
	00009251	1-513024	Repair & Maintenance	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.77	0.77	
	00003511	1-513082	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	109.85	109.85	
	00003511	1-514135	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	187.50	187.50	
	00009251	1-514675	Repair & Maintenance	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	8.15	8.15	
	00003511	1-514897	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	39.60	39.60	
						345.87	236.02	
54180 MINNESOTA LIFE INSURANCE CO								
	09012015		Group Life Insurance	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	52.88	
	09012015		Group Life Insurance	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	40.38	
	09012015		Group Life Insurance	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	42.13	
	09012015		Group Life Insurance	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	215.40	
	09012015		Group Life Insurance	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	6.09	
	09012015		Group Life Insurance	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	13.54	
	09012015		Group Life Insurance	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	36.01	
	09012015		Group Life Insurance	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	75.61	

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		09012015	Group Life Insurance	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	28.04	
		09012015	Group Life Insurance	10-40-441-210.30	Group Life & AD&D	0.00	1.41	
		09012015	Group Life Insurance	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	28.38	
		09012015	Group Life Insurance	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	45.72	
		09012015	Group Life Insurance	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	35.76	
		09012015	Group Life Insurance	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	35.76	
		09012015	Group Life Insurance	10-50-452-210.30	Group Life & AD&D	0.00	11.50	
						0.00	668.61	
56738 MUNSON EARTH-MOVING CORP	00003565	5627	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	2,275.00	2,275.00	
57350 NEW ENGLAND MUNICIPAL RESOURCE	00007191	35064	Technical	10-10-417-340.00	TECHNICAL	1,291.36	1,291.36	
		35072	Official Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	425.00	
		35132	Official/Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	425.00	
						1,291.36	2,141.36	
57413 NEW HORIZON COMMUNICATIONS CORP		09012015	Phone Communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.44	
		09012015	Phone Communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	26.15	
		09012015	Phone Communications	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	26.15	
		09012015	Phone Communications	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	21.79	
		09012015	Phone Communications	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	21.79	
		09012015	Phone Communications	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
		09012015	Phone Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.33	
		09012015	Phone Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	169.97	
		09012015	Phone Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	113.27	
		09012015	Phone Communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	17.43	
		09012015	Phone Communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.91	
		09012015	Phone Communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	13.07	
		09012015	Phone Communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.64	
		09012015	Phone Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.72	
		09012015	Phone Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.44	
		09012015	Phone Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.36	
		09012015	Phone Communications	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	37.72	
		09012015	Phone Communications	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.36	
		09012015	Phone Communications	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.36	
		09012015	Phone Communications	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.36	
		09012015	Phone Communications	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	26.15	
		09012015	Phone Communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.64	
		09012015	Phone Communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.18	
		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.64	
		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.18	
		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.99	
		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.62	
		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	69.53	

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		09012015	Phone Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.80	
						0.00	1,274.83	
57495 NEW YORK CLEANERS		083115	Dry Cleaning Uniforms	10-20-420-650.00	UNIFORMS	0.00	237.45	
59700 PAQUIN, BURT ENTERPRISES CORP		00200013 6136603	Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	445.91	445.91	
68435 PLACESENSE		00006594 493	Other Professional	10-60-461-330.00	OTHER PROFESSIONAL	967.20	967.20	
62581 PRESKA, CHARLES THOMAS		00004541 STP BP13(3)	McMullen Road Sidewalk	38-30-430-450.25	McMullen Road Sidewalk	1,800.00	1,800.00	
24501 R.R. CHARLEBOIS INC		IC94979	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-56.26	
		00003523 IC97150	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	34.74	34.74	
		00003523 IC97194	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	4.79	4.79	
		00003523 IC97284	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	32.74	32.74	
		00003523 IC97454	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	3.80	3.80	
		00003545 RC54033	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	26.29	24.23	
		00003545 RC54063	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	131.02	131.02	
		00003550 RC55187	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	240.20	240.20	
		00003569 RC55439	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	177.03	177.03	
						650.61	592.29	
65805 REYNOLDS & SON, INC		00010978 3258285	Machinery/Equipment	10-20-421-740.00	MACHINERY/EQUIPMENT	2,808.87	2,808.87	
70857 SHERMAN, BART		091515	Dues & Fees	50-10-410-810.00	DUES AND FEES	0.00	10.00	
		091515	Dues & Fees	55-20-420-810.00	DUES AND FEES	0.00	10.00	
						0.00	20.00	
69610 STOP STICK, LTD		00200005 T006648	Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	67.00	67.00	
61943 SWISH KENCO LTD		00009269 B090631	General Supplies	10-30-432-612.00	GENERAL SUPPLIES	149.88	149.88	
48700 SYMQUEST GROUP INC		951048	Photocopier Maintenance	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	40.42	
		951584	Photocopier Maintenance	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	25.50	
		951585	Photocopier Maintenance	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	2.21	
						0.00	68.13	
21288 SYNCB/AMAZON		00005715 090815	Machinery & Equipment	10-50-452-740.00	MACHINERY AND EQUIPMENT	120.00	118.65	

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76719 THE TECH GROUP, INC.								
	00020042	68086	Technology	10-30-429-613.00	TECHNOLOGY	89.10	89.10	
	00014361	68398	Machinery & Equipment	10-10-414-740.00	MACHINERY & EQUIPMENT	984.00	984.00	
	00001663	68528	Technology	50-10-410-613.00	TECHNOLOGY	917.00	917.00	
	00001663	68528	Technology	55-20-420-613.00	TECHNOLOGY	917.00	917.00	
						-----	-----	
						2,907.10	2,907.10	
52256 TURNER, DONALD								
		09112015	General Supplies	10-20-421-612.00	GENERAL SUPPLIES	0.00	9.46	
76960 U.S. BANK EQUIPMENT FINANCE								
		28636624	Photocopier Maintenance	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP								
		1694851	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1694851	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
		1697325	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1697325	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
		1698549	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1698549	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
		1698550	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		1698550	Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1698550	Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1699787	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		1699787	Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
		1699787	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		1699788	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1699788	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
		1699789	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		1699789	Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
		1699789	Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		1699789	Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
						-----	-----	
						0.00	351.24	
45999 UNIVERSITY OF VERMONT MEDICAL CENT								
		00011928	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	28.80	28.80	
82984 VCJTC								
		00002988	Professional Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	64.50	64.50	
80186 VERMONT COMMUNITY DEVELOPMENT ASSO								
		00006590	Fees & Fees	10-60-461-810.00	DUES & FEES	50.00	50.00	
70301 VERMONT HUMANITIES COUNCIL								
		00051635	622/36632 Professional Program	10-50-451-330.10	PROFESSIONAL PROGRAMS	75.00	75.00	
81494 VERMONT PLANNERS ASSOCIATION								
		00006591	DUES2015 Dues & Fees	10-60-461-810.00	DUES & FEES	80.00	80.00	

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81317 VERMONT STATE TREASURER								
	00004539	090415	Due to State/Dog License	10-00-000-252.02	DUE TO STATE/DOG LICENSE	676.00	676.00	
81900 VERMONT TROPHY & ENGRAVING CORP								
	00011933	66088	Donation Expense	10-20-422-850.00	DONATION EXPENSE	80.00	80.00	
81138 VMCTA								
	00007192	092115	Professional Development	10-10-412-820.00	PROFESSIONAL DEVELOPMENT	130.00	130.00	
	00007193	DUES2015	Dues & Fees	10-10-412-810.00	DUES & FEES	20.00	20.00	
						-----	-----	
						150.00	150.00	
83844 W.B. MASON CO INC								
	00008550	I28091356	Office Supplies	10-10-410-611.00	OFFICE SUPPLIES	161.81	161.81	
	00011929	I28350868	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	125.84	125.84	
	00011929	I28350868	General Supplies	10-20-422-740.00	MACHINERY/EQUIPMENT	135.00	135.00	
	00006589	I28378173	Office Supplies	10-60-461-611.00	OFFICE SUPPLIES	454.37	454.37	
						-----	-----	
						877.02	877.02	
86543 WEX BANK								
	42061292		Fuel Expense	10-10-410-626.00	GASOLINE	0.00	32.00	
	42061292		Fuel Expense	10-20-420-626.00	GASOLINE	0.00	2,412.54	
	42061292		Fuel Expense	10-30-429-626.00	GASOLINE	0.00	154.11	
	42061292		Fuel Expense	10-30-430-626.00	GASOLINE	0.00	119.13	
	42061292		Fuel Expense	10-30-432-626.00	GASOLINE	0.00	138.10	
	42061292		Fuel Expense	50-10-410-625.00	DIESEL FUEL	0.00	53.55	
	42061292		Fuel Expense	50-10-410-626.00	GASOLINE	0.00	132.95	
	42061292		Fuel Expense	55-20-420-625.00	DIESEL FUEL	0.00	53.54	
	42061292		Fuel Expense	55-20-420-626.00	GASOLINE	0.00	132.95	
						-----	-----	
						0.00	3,228.87	
87227 WORKSAFE TRAFFIC CONTROL INDUSTRIE								
	00003567	8162	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	270.00	270.00	

09/17/15
12:15 pm

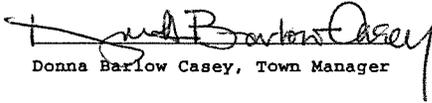
TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 6

Page 9 of 9
mthompson

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/22/15 thru 09/22/15

Vendor						
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount Check
Report Total						104,116.67 *****

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


Donna Barlow Casey, Town Manager

APPROVED ON 9/17/2015

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ ***104,116.67

SELECTBOARD:

Darren Adams, Chair

Stuart King, Vice Chair

John W. Bartlett, Secretary

Ken Nolan

John Cushing

TOWN OF MILTON SUPPLEMENTAL WARRANT

<u>Vendor</u>	<u>Account Number</u>	<u>Amount</u>
People's United Bank		
Principal Payment	55-72-430-910.00	\$ 5,896.52
Admin. Fee Payment	55-72-430-911.00	<u>\$ 2,865.40</u>
	<i>(RF1-160-2)</i>	<u>\$ 8,761.92</u>

To the Treasurer of the Town of Milton:

We hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendor. Let this be your order for the payment of the amount totaling \$8,761.92. Payment for the above will be wired directly.

Dated this 21st day of September, 2015.

Darren Adams, Chair

Stuart King, Vice-Chair

John Bartlett, Clerk

Kenneth Nolan

John Cushing

1 **Milton Selectboard Meeting Minutes**

2 **September 10, 2015 6:00 P.M.**

3 **Municipal Building Community Room**

4
5 **Selectboard Members Present:** Darren Adams, (via phone) Stuart King, Vice Chair/ Acting Chair;
6 John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

7
8 **Selectboard Members Not Present:** None

9
10 **Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, HR Coordinator; Jacob
11 Hemmerick, Planning Director; Dustin Keelty, Public Works Supervisor

12
13 **Others Present:** Courtney Lamdin, Henry Bonges, Jim Ballard, Robert Lombard, Allen Beaupre

14
15 **I. Call to Order** - King called meeting to order at 6:03 PM

16
17 **II. Flag Salute** - King led the attendees in a Salute to the Flag

18
19 **III. Agenda Review** – None

20
21 **IV. Public Forum** – Donna Barlow Casey and Erik Wells presented to the Selectboard a
22 portrait of John Cushing, who formerly served as Town Clerk and Treasurer for 46 years.
23 The portrait was painted by staff member Paulette LaFond. It will be hung in the
24 Community Room to recognize John’s service to the people of Milton.

25
26 **V. New Business and Department Items**

27 **A. Entertainment Permit for “The Monster Mile” Fun Run**

28 Courtney Lamdin of the Milton Independent, event organizer, provided an overview of
29 the 1.1 mile fun run/walk in costumes to take place Saturday, October 24.

30
31 Cushing moved to approve the Entertainment Permit for The Monster Mile event.
32 Second by Adams. **Approved 5-0 Roll Call Vote.**

33
34 **B. Introduction to Municipal Planning Grant Program**

35 Planning Director Jacob Hemmerick provided an overview of the municipal planning
36 grant program. If obtained, the grant would assist in supporting research and
37 development of bylaw adjustment under interim zoning. Hemmerick will bring a grant
38 application to the Selectboard for approval at the September 21 meeting.

39
40 *(Darren Adams left the meeting via phone due to technical difficulties)*

41
42 **C. Acceptance of the Milton Village Cemetery Property & Assets**

43 Wells stated this is the final step in the process initiated over a year ago. The
44 Selectboard moved in June to express intent for the Town to accept the Village
45 Cemetery and its assets, provided the Village Cemetery Association dissolve. This
46 condition is referenced in State Statute for this property acquisition to occur. The Village
47 Cemetery Association dissolved on September 1, 2015. Wells explained all vested
48 parties in Town Administration had recently met and the capacity exists to manage the
49 Village Cemetery now and into the future. The Town is also prepared to construct an

50 access road to the new section on the hill. Public Works Supervisor Dustin Keelty
51 affirmed the management of the cemetery, and stated maintenance work will look to
52 continue to be contracted out, as is current practice. Robert Lombard of the former
53 Village Cemetery Association stated all the outstanding debts will be paid in full before
54 the financial assets are transferred to the Town. There will likely be \$6,000 - \$7,000 of
55 financial assets to turn over to the Town. Lombard added the Association will provide
56 the Town with all the documentation for the cemetery, including the historic book
57 recording burial rights from the 1800s to present. Wells stated the cost to insure the
58 property with VLCT PACIF will likely be \$200 a year. He along with Keelty inspected the
59 vault on the property with the Town's PACIF consultant and the structure is in very good
60 condition. He has set a tentative closing for the property on Tuesday, September 15th
61 pending the Selectboard's approval this evening.

62
63 Cushing moved to accept the Village Cemetery Property and its Assets for the Town of
64 Milton. Second by Bartlett. **Approved Unanimously.**

65
66 **D. Administrative Code Revisions- Relationship with Vendors**

67 Wells explained this is a housekeeping item in accordance to FEMA requirements. The
68 language change is in a redlined document provided to the Selectboard. The Town will
69 be filing an application for FEMA aid from a summer storm, and to do so it must prove
70 that a clause in its purchasing policy that directly states no favoritism with vendors. This
71 adds that clause to the policy directly, and is overall a good item to have in the Town's
72 purchasing policy.

73
74 Bartlett moved to accept the Administrative Code changes to the purchasing policy as
75 presented. Second by Cushing. **Approved Unanimously.**

76
77 **E. Set Date for Next Selectboard Meeting**

78 The next scheduled Selectboard Meeting is September 21. There are no Selectboard
79 member conflicts that day. The meeting will be held as scheduled.

80
81 **VI. Old Business**

82 **A. Finalize Town Manager Search Procedure**

83 Barlow Casey stated the changes suggested in the procedure have been made. The
84 Selectboard stated this will serve as a guidance document in future Town Manager
85 searches and the timeline it provides is helpful.

86
87 Cushing moved to adopt the Town Manager Search Process as presented and make it
88 part of the Administrative Code. Second by Nolan. **Approved Unanimously.**

89
90 **VII. Reconsideration- none**

91
92 **VIII. Manager's Report**

93 Barlow Casey provided the Selectboard with an update on items that had been
94 previously discussed and some of her work the past two weeks. Provided with this
95 week's agenda was also an example agenda which included items in a consent agenda
96 format. She had a very productive and informative meeting and discussion with the
97 Highway Department staff and will continue to meet with them. Water disconnects

98 recently occurred, and she will be looking at strategies and methods to improve
99 customer service during that process.

100
101 **IX. Potential and/or Future Agenda Items**

102 King requested a discussion regarding fees charged by the Town. Cushing asked that
103 during the budget process documentation be provided for each paved Town road
104 relaying its paving history.

105
106 **X. Warrant/Report # 5 & Supplemental Warrant**

107 Bartlett reviewed the FY16 Warrant/Invoice Report #5 for Board orders in the amount of
108 \$564,739.00.

109
110 He mentioned the following items:

- 111
- 112 - CCTA, \$29,784 - annual membership municipality assessment for FY16 (would be nice
113 to get a ridership update month preceding this invoice)
- 114 - Cobble Hill Trailer Sales, \$3,580.83 - emergency repair of equipment trailer
- 115 - GBIC, \$10,000 - FY16 annual municipal contribution
- 116 - NEMRC, \$1,887.50 - Fees for Ed as municipal assessor (\$500 fuel, \$1,387.50 services)
- 117 - Northeast Woodland Training, \$1,046.50 - additional chainsaw training = \$115 x 8 for
118 \$920 & \$126.50 mileage fee for vendor
- 119 - Peter Rysz, \$77,449.42 - 171 Murray Avenue Property Redemption
- 120 - SD Ireland, \$229,232.07 - FY15 paving contract, small amount of additional paving,
121 pavement markings (will hand out invoice for reference)
- 122 - Stizel, Page & Fletcher, \$20,438.41 - legal representation on 9 issues, including \$8,980
123 Brisson Health Order & \$6,029 Solar Review
- 124 - Tech Guy, \$775 - replacement computer for Finance Director
- 125 - Town of Colchester, \$66,747.67 - \$FY16 dispatch services, 1st installment of 3
- 126 - US Bank Equipment Finance, \$1,608.03 lease for 2 photocopiers plus copy count
127 overage fees
- 128 - Ye Olde Sign Shoppe, \$14,438 - new signs for multiple Town building/facility locations
129 per previous approval

130
131 Bartlett recommends approval of these orders at the meeting on September 10, 2015.

132
133 Board members raised for future review dues that Departments pay and their value,
134 having CCTA come to meeting to discuss the Town's ridership, invite GBIC to a meeting
135 as well, and also track utility usage and look for potential savings opportunities. Nolan
136 asked that auto services all be combined into a single RFP next time services are bid out.

137
138 Bartlett moved to approved Warrant #5 in the amount of \$564,739.00. Second by
139 Nolan. **Approved Unanimously.**

140
141 Bartlett moved to approve the Supplemental Warrant in the amount of \$222,408.94.
142 Second by Nolan. **Approved Unanimously.**

143
144 **XI. Minutes from August 17th and August 31st (To approve with or without corrections)**

145 Bartlett moved to approve the minutes of the August 17th Selectboard Meeting as
146 presented. Second by Cushing. **Approved Unanimously.**

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Bartlett moved to approve the minutes of the August 31st Selectboard Meeting as presented. Second by Cushing. **Approved Unanimously.**

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

Barlow Casey was asked to join executive session.

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

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

Entered Executive Session at 7:38 PM. Adams rejoined via phone.

Bartlett motioned to close Executive Session at 9:02 PM. Second by Cushing. **Approved Unanimously.** There was no action as a result of Executive Session. Adams left Executive Session via phone before it was closed.

XIII. Adjournment

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

King adjourned meeting at 9:04 PM

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk