

**Milton Selectboard Meeting**  
August 17, 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.

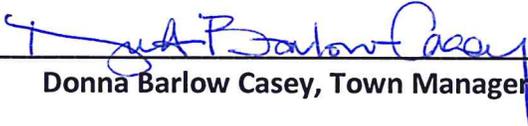
**AGENDA**

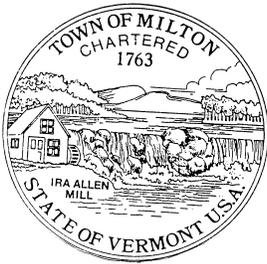
- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **New Business and Department Items**
  - A. **Discussion about Covenant Housing Impact to Grand List**  
**Bob Ware, Assistant Assessor**
  
  - B. **Consent Agenda for Selectboard Meetings**  
(Consider approval)  
**Donna Barlow Casey, Town Manager**
  
  - C. **DPW Paving Change Order**  
(Consider approval)  
**Roger Hunt, Public Works Director**
  
  - D. **DPW Update**  
(Consider approval)  
**Roger Hunt, Public Works Director**
  
  - E. **Adopt Amendments to Town Leave Policy**  
(Consider approval)  
**Donna Barlow Casey, Town Manager**
  
  - F. **Adopt Limited Dept. Head Sign-off on Purchases**  
(Consider approval)  
**Donna Barlow Casey, Town Manager**
  
  - G. **Adopt Town Manager Search Policy**  
(Consider approval)  
**Donna Barlow Casey, Town Manager**

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

- I. Old Business**
- II. Reconsideration**
- III. Manager's Report**
- IV. Potential and/or Future Agenda Items**
  - A. Identify Topics of Interest for Fees Discussion**  
(Advisory)  
**Donna Barlow Casey, Town Manager**
- V. Warrant/Report # 4**
- VI. Minutes from July 27<sup>th</sup> and August 3<sup>rd</sup> (To approve with or without corrections)**
- VII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**
- VIII. Adjournment**

Posted August 13, 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**



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Milton Selectboard

FROM: Donna Barlow Casey

RE: Consideration of Use of Consent Agenda at Selectboard meetings

DATE: August 13, 2015

The use of a Consent Agenda can make meetings more efficient, and allow both focus and time to be put towards items that require greater deliberation and consideration.

The following is taken from the Vermont League of Cities and Towns archives, VLCT Newsletter, November 2010 issue and provides an overview of Consent Agenda use.

#### ***Can we use a consent agenda to manage our time at selectboard meetings?***

Yes. A consent agenda is a tool public bodies can use to manage time at their "regular meetings." 1 V.S.A. § 312 (c) (1). It allows a body to dispatch with non-controversial and routine items that require action. Typical items on a consent agenda include minutes, accepting reports from public officials and communications from the public. For example, the board will review materials associated with a routine matter in advance of the meeting, allowing (if there are no questions) for acceptance of the matter as presented. The consent agenda enables a public body to move and approve all the items at once, and without discussion. Be advised, though, that using a consent agenda does not mean the items listed are automatically approved. Only after a thorough review by the individual members of accompanying information should the public body move the consent agenda forward without discussion.

If there are questions about an item listed on the consent agenda, a single board member may request that the item be removed. [The request to remove an item is inarguable, and therefore does not require a second nor does it require a vote by Selectboard members.] The item is then placed on the regular meeting agenda and considered at the appropriate time, allowing for discussion and clarifying questions. In order for the consent agenda to be successful, we recommend preparation and procedures for approval at the meeting, including:

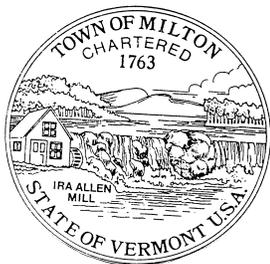
- Distribution in advance of the consent agenda and accompanying materials, such as draft minutes and copies of reports and communications.
- Members of the public body should come prepared to the meeting, having reviewed all materials relative to the consent agenda.
- The chair should introduce the consent agenda at the meeting.
- It takes a motion and a second to accept the consent agenda, generally. The chair can entertain a request from a member to remove an item, which is then placed on the regular agenda.
- Finally, approval of the consent agenda.

To remove items from the consent agenda and place it on the regular agenda, include the following language at the end of the consent agenda. This provides an indication to the public of the procedure.

*“The [public body] deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the [public body] wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.” A consent agenda does not eliminate the provision of Vermont’s open meeting law that the “public shall be given reasonable opportunity to express its opinion on matters considered by the public body during the meeting [...]” 1 V.S.A. § 312 (h).*

For this reason, we recommend setting a public comment period before the consideration of the consent agenda. This will give the public the opportunity to comment on the consent agenda. If the items are appropriate for inclusion on a consent agenda, this should be a rare occurrence. The benefit of using a consent agenda is that there is more time to engage in discussion, by the public and board members, of topics of community importance.

***Suggested motion: Authorize the use of a Consent Agenda item for Selectboard meetings beginning with the first meeting of the Selectboard in September 2015.***



# TOWN OF MILTON, VERMONT

## Legislative and Fiscal Analysis of Requested Selectboard Actions

### Spring/Summer 2015 Paving Balancing Change Order & Pay Request

**Date:** August 17, 2015

**Legislative Analysis:** On May 19, 2015 the Selectboard awarded by resolution a contract in the not to exceed amount of \$195,778.70 to S.D. Ireland for paving the Spring/Summer 2015 paving cycle. The paving included new stop bars where new asphalt was applied.

Due to several factors beyond S.D. Ireland's control, the total amount of the project has been invoiced at \$229,232.07. These factors include, under-calculated pavement width, adequate drainage and extra asphalt required to reestablish a road crown to provide a smooth traveling surface and to provide an overall high quality product.

Staff prepared the estimates last fall based on field measurements, historical data, double checking distance using Google Earth, and other traditional methods. Each rut or depression was not measured for depth. A factor of 12% was added to the estimated quantities to account for ruts and driveway aprons. The measurements were not double checked via physical measurement this spring because the bid specifications were prepared in March while frost was still in the ground, making any estimate unreliable. Part of the overrun includes 30.08 tons were applied to (\$1,886.02) pavement patches in three locations where winter and spring damage occurred. Please see the table below.

Street	Bid Quantity - Tons	Bid Price @ \$62.70/Ton	Actual Quantity - Tons	Actual Price (Paving)	Difference
Slim Brown Road	166	\$ 10,408.20	233.65	\$ 14,649.86	\$ 4,241.66
Kim Lane	152	\$ 9,530.40	152.58	\$ 9,566.77	\$ 36.37
Cary Drive	522	\$ 32,729.40	555.26	\$ 34,814.81	\$ 2,085.41
Long Pond Drive	638	\$ 40,002.60	761.2	\$ 47,727.24	\$ 7,724.64
Gonyeau Road	566	\$ 35,488.20	607.12	\$ 38,066.43	\$ 2,578.23
Catamount Drive	863	\$ 54,110.10	1292.20	\$ 81,020.94	\$ 26,910.84
Railroad Street Patch	0	\$ -	19	\$ 1,191.30	\$ 1,191.30
Main Street Rail Crossing Shim	0	\$ -	1	\$ 62.70	\$ 62.70
Sidesaddle Road Patch	0	\$ -	10.08	\$ 632.02	\$ 632.02
Pavement Markings (\$25/ft)	104	\$ 2,600.00	60	\$ 1,500.00	\$ (1,100.00)
Contingency	174	\$ 10,909.80	0	\$ -	\$ (10,909.80)
<b>Total</b>	<b>3185</b>	<b>\$195,778.70</b>	<b>3692.09</b>	<b>\$229,232.07</b>	<b>\$ 33,453.37</b>

As shown on the above table, the most obvious error occurred on Catamount Drive. Pre-bid estimates used 24' as the width of the road. A typographical error occurred when the bid documents were prepared in March, a width of 22' was used to calculate estimated tonnage. In some spots on Catamount Drive, the width is actually 28' which was not evident to Staff until paving actual began.

As a side note, the current FY 16 budget includes software and equipment to assist staff with assessing pavement conditions and prepare more accurate estimates. The software and equipment will be procured within the next month.

**Fiscal Analysis:** The project as proposed was funded through the FY15 & 16 Highway Operating Budget paving line item, and the Roadway & Sidewalk Restoration Reserve Fund. See the table below.

Fund Source	Current/Approved Funding Amount	Current Fund/Line Item Balance	Balancing Change Order Amount	Fund Balances After Expenditure
FY 15 Highway General Fund Paving Line Item (As of June 30)	Included in Fund 27	0	0	0
FY 16 Highway General Fund Paving Line Item (As of July 1)	\$ 97,275.37	\$ 397,500.00	\$ 33,453.37	\$ 266,771.26
Fund 27 - Roadway & Sidewalk Reserve Fund (As of June 30)	\$ 98,503.33	\$ 115,886.26		\$ 17,382.93
Total	\$ 195,778.70	\$ 513,386.26	\$ 33,453.37	\$ 284,154.19
<b>\$266,771.26 Available for FY 16 Paving</b>				
<b>\$17,382.93 Reserved for Sidewalk Repair &amp; Replacement</b>				

\$266,771.26 remains available for paving projects planned for May & June of 2016. Staff is currently evaluating the paving plan to see which streets will be postponed until FY 17. This will be further discussed during the FY 17 budget preparations.

**Recommended Action:**

Approve the Spring/Summer 2015 Paving Balancing Change Order and authorize Staff to issue final payments to SD Ireland.

**Prepared By:** Roger F. Hunt, Public Works Director

Attachments: Photos

























12 MPH 379 FT LAT: 44.855 N LONG: 73.126 N 2015-07-28 11:40:13 VIDOMETER



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KIM LN PAVING 2015-07-28 08:23:00-04:00



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KIM LN PAVING 2015-07-28 08:32:07-04:00



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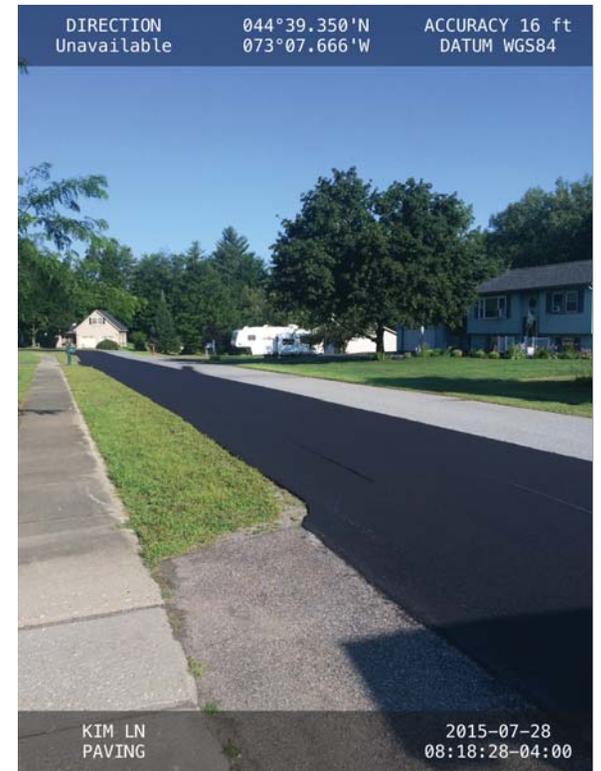
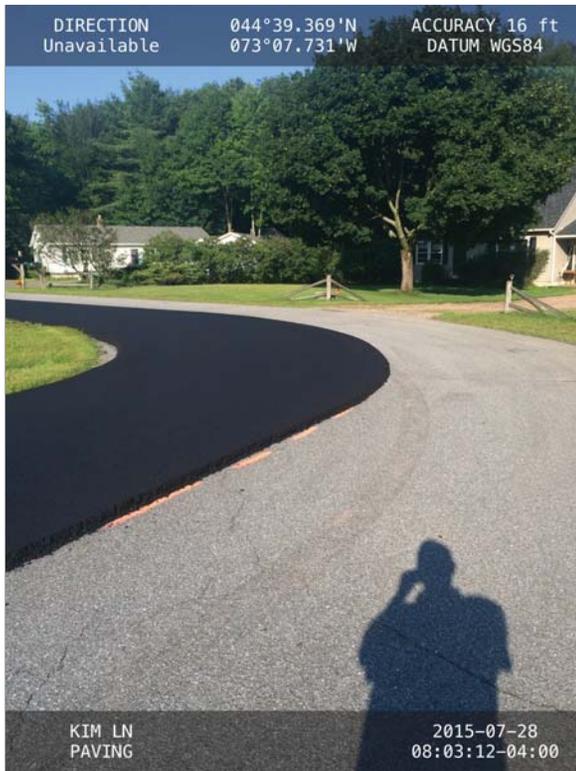
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25MPH

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N

2015-07-26 13:50:58  
VIDOMETER



12MPH

330FT

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LONG: -73.184

N

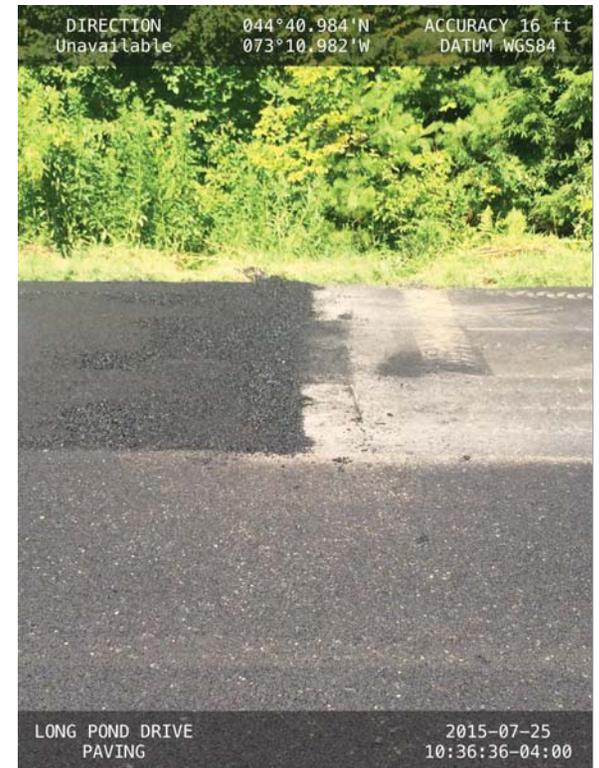
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2015-07-20 13:51:28  
VIDOMETER









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ACCURACY 33 ft  
DATUM WGS84

2015-07-24  
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LONG POND DRIVE  
PAVING



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DIRECTION  
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ACCURACY 16 ft  
DATUM WGS84

2015-07-25  
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PAVING

SECTION B.5

CHANGE ORDER # 1

Project No. \_\_\_\_\_ Date: 08/17/15  
 Contract No. \_\_\_\_\_ Agreement Date: 05/19/2015  
 CONTRACT TITLE: Spring-Summer 2015 Paving Original Price: \$ 195778.70  
 OWNER: Town of Milton  
 CONTRACTOR: SD Ireland Brothers Corporation

The following changes are hereby made to the CONTRACT DOCUMENTS:

DESCRIPTION:

Balancing change order to finalize the contract. Will increase project price from \$195,778.70 to \$229,232.07.

JUSTIFICATION:

#1 - There was a typographical error on the bid documents that underestimated the quantities required to pave Catamount Drive. Specifically the pavement width was entered as twenty-two feet wide vs. the actual twenty-eight foot average width. #2 - All streets took significantly more asphalt than expected to fill ruts, cracks and potholes. Staffs judgement was the increased quantities justified road overlays that will last greater than ten years.

PRICE: This C.O.<sup>(1)</sup> will (not change/increase/decrease) the Contract Price By: \$ 33,453.37  
 Current Contract Price per most recent C.O.: \$ 195,778.70  
 The new Contract Price including this C.O. is: \$ 229,232.07

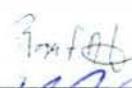
TIME: Current Contract Days \_\_\_\_\_  
 Calendar Days as per most recent C.O.: Days \_\_\_\_\_  
 This C.O. will (not change/increase/decrease) the Contract Calendar Days by: Days \_\_\_\_\_  
 The new Contract Calendar Days including this C.O. is: Days \_\_\_\_\_  
 The new Contract Completion Date is, therefore: July 31, 2015

The attached Contractor's Revised Project Schedule reflects increases or decreases in Contract Time as authorized by this C.O. Stipulated price and time adjustment includes all costs and time associated with the above described change. Contractor waives all rights for additional compensation or time extension for said change. Contractor and Owner agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

REQUESTED BY: Staff

SIGNATURES/APPROVALS:

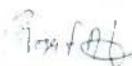
Recommended By:  
(Engineer)

  
 \_\_\_\_\_  
 Digitally signed by Roger Hunt  
 DN: cn=Roger Hunt, o=Town of Milton, Vermont, ou=Water and Wastewater, email=rhunt@town.milton.vt.us, c=US  
 Date: 2015.08.10 11:31:06 -04'00'

Accepted By:  
(Contractor)

  
 \_\_\_\_\_  
 Andrew Marsh CFO

Ordered By:  
(Owner)

  
 \_\_\_\_\_  
 Digitally signed by Roger Hunt  
 DN: cn=Roger Hunt, o=Town of Milton, Vermont, ou=Water and Wastewater, email=rhunt@town.milton.vt.us, c=US  
 Date: 2015.08.10 11:31:19 -04'00'

**FINAL ACCEPTANCE OF WORK**

Agreement Date: 05/19/2015

Project Name: Town of Spring/Summer Paving FY2015

Completion Date per Agreement and Change Orders: 07/31/2015

**FINAL CERTIFICATION OF CONTRACTOR**

I hereby certify that the Work as identified in the Final Payment for the Construction Contract dated 5/19, 2015 represents full compensation for the actual value of Work completed. All Work completed conforms to the terms of the Contract and authorized changes. All subcontractors and suppliers have been paid in full.

Contractor S.O. Iceland Bros Corp

Date: 8-10-15

Signature: 

Title: CFO

**FINAL ACCEPTANCE OF OWNER**

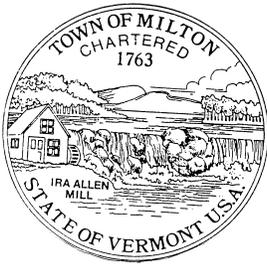
I, as representative of the Owner, accept the above Final Certifications and authorize Final Payment in the amount of \$229,232.07 and direct the Contractor's attention to Terms and Conditions #6. The guaranty for all Work expires one (1) year from the date of this Final Acceptance (unless there are extended warranties as required elsewhere in the contract provisions).

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



## 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

RE: Administrative Code Change- Leave Request Procedure

DATE: August 17, 2015

Article XI Section 11 of the Administrative Code currently states each employee requesting leave must submit a written request to their immediate supervisor for approval. Approved leave requests are then attached to payroll and stored in the Manager's Office.

Attached to this memo is a redlined edit to that section (which has been correctly renumbered as Section 10).

The clause as presently structured requires signed Town Manager approval for any Department Head leave request. As Senior Staff members, the expectation is that Department Heads will use discretion in taking leave and ensure that their Departments maintain the necessary level of service and all time-sensitive deadlines are met. It is expected that Department Heads manage their time and schedules accordingly.

This proposal asks the Board to allow Department Heads to take leave without prior approval of the Town Manager for any time amount that is less than three (3) consecutive working days while following a required communication protocol. This procedural change will act to alleviate the administrative task of approving Department Head leave requests that are relatively short in time duration by the Town Manager.

## Section 101. Procedures in Requesting Leave

### Definitions

Anticipated Leave- covers planned time off. This could be for vacation, personal time, family or parental, military or a medical appointment.

Unanticipated Leave- is leave that is unplanned. This could be for an illness/injury of the employee or family member, bereavement or a circumstance not otherwise addressed in this section.

### Staff Members

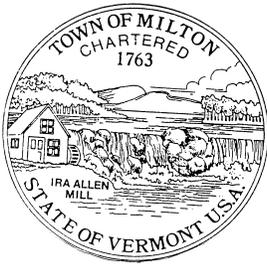
- A. An employee requesting anticipated leave for any reason must fill out a request form. The employee must submit the completed form to his/her immediate supervisor for approval. A copy of the leave forms are given to the employee. In circumstances of unanticipated leave, the employee must notify their immediate supervisor in a timely fashion informing them that leave will be taken. The form will then be filled out as a paper record for payroll.
- B. The original approved leave form is attached to the department's payroll and submitted to the Manager's Office.
- C. When possible, requests for annual leave should be made far enough in advance to allow time to carry out this procedure.

### Department Heads

A. Department Heads, as senior level staff, are expected to exercise discretion in scheduling anticipated leave.

B. A Department Head taking leave must exercise this discretion and may take leave without prior approval of the Town Manager for time periods up to three (3) consecutive regularly scheduled working days. Requests that exceed three (3) consecutive working days must receive prior approval of the Town Manager following the process outlined in the staff member section above.

C. When any leave is to be taken by a Department Head, whether it was anticipated or unanticipated, the Department Head must inform the Town Manager they are taking leave and address Department coverage and a contact method for an emergency situation. This can be done via an email communication.



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Town of Milton Selectboard

FROM: Donna Barlow Casey, Town Manager

RE: Purchasing Policy Change

DATE: August 17, 2015

Attached is a redlined change to the Town's Purchasing Policy.

Current practice requires the Town Manager to approve purchases up to \$10,000. I propose authorizing Department Heads to approve the encumbrance of up to \$500 in funds on a purchase order. This change would remove the Town Manager approval layer. The purchase order would follow the standard financial controls process up to that point—ensuring a vendor is established and multiple parties review the purchase before it is made (as outlined in the policy).

This change will alleviate the volume of this administrative task the Town Manager faces. Department Heads are accountable for managing their budgets and making sound fiscal decisions and I expect they will continue to act accordingly with this change in place. This policy change will improve our process.

## Article 4 Purchase Order Procedures

### SECTION ANALYSIS

#### Section 4408. Definitions

#### Section 4409. Procedure

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##### Section 4408. Definitions

The P.O. authorizes a vendor to release goods or services to the Town and informs him/her that funds are available to pay for the goods or services. A P.O. becomes a binding contract when the vendor demonstrates his/her acceptance through initiation of some action to fill the order.

The following outline assumes that all procedures under Article 3 "Authorization Levels and Procedures" of this manual have been adhered to.

##### Section 4409. Procedure

The using department issues the P.O. and forwards it to the Finance Office.

- A. It is the responsibility of the requesting department to make sure that the P.O. is filled out entirely:

1. Vendor Name

\*If this is a new vendor being used a W-9 Form must accompany the P.O. (Note: The IRS must be notified with a 1099 Form annually of all payments made to an individual/sole proprietor or a partnership that receives \$600 or more

The W-9 Form gives the Finance Department the information needed to comply with these regulations.

2. Vendor Number
3. Account number to be charged and the amount per account number.
4. Quantity of items to be purchased
5. Description of items to be purchased
6. Estimate Cost
7. Department head or designee signature

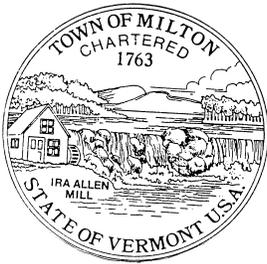
- A. If a department head has authorized another employee within his/her department to sign P.O., the department head still remains solely responsible for all terms, conditions and information contained within the P.O., including assurance that the expenditure is within the purpose of the appropriation, to which it is charged, and that there is a sufficient amount of funds available.

- B. The P.O. is then sent to the Finance Department for processing:

1. P.O. will be verified for completed information
2. Account number charged will be verified for available funds
3. P.O. will be given to the Town Manager for approval if the encumbered funds are to exceed \$500. If the funds are under \$500, the P.O will then be returned to the initiating Department.

- A. After any P.O. over \$500 ~~the P.O. has has~~ been approved by the Town Manager, it will be distributed ~~by the Finance Office as follows:~~ to the Finance Department to then be passed onto the initiating Department.

- ~~1. White, yellow — Returned to using department~~
- ~~2. Pink — Remains in Finance for encumbrance~~



## 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, HR Coordinator

RE: Town Manager Search Process

DATE: August 17, 2015

At the request of the Board, Interim Paul Bohne drafted the following search procedure for the Town to follow in hiring a Manager. I circulated the draft process to the search committee who served in the process of hiring Donna Barlow Casey. I did not receive any additional feedback or comments from the search committee regarding this document.

The requested action before the Board tonight is to consider this process document and approve as it presently stands or with edits. Planning documents utilized in the process just completed, including schedules for the final candidates visits and written scenario to consider will be saved along with this process document in the Town Manager's Office.

## TOWN MANAGER SEARCH PROCESS

### **Initiation of the Search**

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

### **Week One (1<sup>st</sup> Selectboard meeting)**

The Selectboard should consider authorizing the following:

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

- a. Place advertising in agreed to publications, newsletters, on line etc
- b. Collect responses from applicants
- c. Review of all applications to determine their qualifications as measured against those required by the Town.
- d. Provide the Town some ranking of the applicants based on their qualifications.

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

### **Week Three (Second Selectboard meeting)**

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

### **Week Five (3<sup>rd</sup> Selectboard meeting)**

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

### **Week Six (Receipt of Packets)**

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

### **Week Eight (Candidate Interviews)**

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

### **Week Ten (Special Selectboard Meeting)**

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

At that meeting the Board should review and agree on a draft Town Manager contract.

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

### **Week Twelve (Special Selectboard Meeting and Final Interviews)**

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

### **Week Fourteen (Regular Selectboard Meeting)**

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

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

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 08/18/15 thru 08/18/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
21526 AMERIGAS - SOUTH BURLINGTON		3042712515	Natural Gas	50-10-410-621.00	NATURAL GAS	0.00	75.62	
13563 AQUAPLATES INC		00001653 I8235	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	105.49	105.49	
12877 ASSOCIATION OF VERMONT CONSERVATIO		00006581 FY16	Conservation Commission	10-60-461-805.00	CONSERVATION COMMISSION	50.00	50.00	
16749 BEAUREGARD EQUIPMENT INC		00003551 IV27202	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	321.12	321.12	
19000 BOND AUTO PARTS, INC.		00011905 17IV015453	Vehicle/Equip. Maint.	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	29.54	29.54	
		00009259 17IV016924	Repair & Maint-Facilities	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	35.98	35.98	
		00003534 17IV016973	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	122.36	122.36	
		00011905 17IV017092	Vehicle/Equip. Maint.	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	37.16	37.16	
		00003534 17IV017972	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	19.38	19.38	
		00011905 17IV018001	Vehicle/Equip. Maint.	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	5.89	5.89	
		00001639 17IV018281	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	12.61	12.61	
		00001639 17IV018281	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	12.60	12.60	
		00003534 17IV018789	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	144.89	144.89	
		00003534 17IV018929	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	1.47	1.47	
		00002989 17IV019180	Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	27.31	27.31	
						449.19	449.19	
19190 BOUND TREE MEDICAL		00011913 81855040	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	325.00	257.81	
		00011915 81866676	Machinery / Equipment	10-00-199-000.20	RESERVED RESCUE	1,234.29	1,234.29	
		00011915 81866676	Machinery / Equipment	10-20-422-740.00	MACHINERY/EQUIPMENT	1,365.75	1,365.75	
						2,925.04	2,857.85	
19675 BRISTOL, JAMIE		00005691 073015	General Supplies	10-50-452-612.00	GENERAL SUPPLIES	30.00	17.00	
19670 BRODART CO.		00051604 404799	Office Supplies	10-50-451-611.00	OFFICE SUPPLIES	163.99	163.99	
		00051611 406915	Office Supplies	10-50-451-611.00	OFFICE SUPPLIES	116.56	116.56	
						280.55	280.55	
20500 BUILDING HOME CENTER INC		00003518 446798	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	137.94	137.94	
22687 CANNEY, JOSEPH		080415	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	27.00	
23262 CERTIFIED AMBULANCE GROUP, INC.		MIL-0815	Rescue Contract Services	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,283.37	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
24531 CHAMPLAIN HOUSING TRUST								
	00004524	PAY REG. # 2	Champlain Housing Grant	30-10-401-340.00	Champlain Housing Trust	109,505.00	109,505.00	
24899 CHAMPLAIN VALLEY EQUIPMENT, INC.								
	00009263	CS51470	Repair & Maintenance	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	365.02	365.02	
25190 CHAMPLAIN WATER DISTRICT								
		5312015	Water Purchase CWD	50-10-410-411.10	WATER PURCHASE CWD	0.00	48,443.94	
		7312015	Water Purchase CWD	50-10-410-411.10	WATER PURCHASE CWD	0.00	47,938.66	
						-----	-----	
						0.00	96,382.60	
25152 CHASTENAY, ERIC								
		073015	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	40.50	
25930 CHITTENDEN COUNTY REGIONAL								
	00006580	16-07-111	Dues & Fees	10-30-429-810.00	DUES & FEES	6,560.00	6,560.00	
	00006580	16-07-111	Dues & Fees	10-60-461-810.00	DUES & FEES	6,560.00	6,560.00	
	00020047	51	Contracted Services	10-30-429-360.00	CONTRACTED SERVICES	1,800.00	1,800.00	
	00020048	83	Contracted Services	10-30-429-360.00	CONTRACTED SERVICES	5,000.00	5,000.00	
						-----	-----	
						19,920.00	19,920.00	
26250 CHITTENDEN SOLID WASTE DISTRICT								
		IVC021899	Technical Service	55-20-420-340.00	TECHNICAL SERVICES	0.00	4,220.11	
26422 CHOICE COBRA, LLC								
		RC035074	Health Insurance-Choice	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
26433 CHRISTENSON, ERIC & APRIL								
		080215	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	85.00	
26950 CLARK'S TRUCK CENTER								
	00003531	360276	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	65.92	65.92	
	00003552	360611	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	313.73	313.73	
						-----	-----	
						379.65	379.65	
27380 COMCAST								
		081715	Communication-Other	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	60.37	
		72815	Internet Provider	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
						-----	-----	
						0.00	80.37	
27785 CONWAY OFFICE SOLUTIONS								
	00051616	674201	Printing and Binding	10-50-451-550.00	PRINTING AND BINDING	47.36	47.36	
28150 CROSS, WALTER JR								
		456/2015		10-20-423-320.00	PROFESSIONAL SERVICES	0.00	230.00	

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		456/2015		10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	450.00	
		456/2015		10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	699.00	
		456/2015		10-20-423-580.00	TRAVEL	0.00	87.80	
						-----	-----	
						0.00	1,466.80	
29330 DEMERS, MORGAN & ERIN		073015	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	125.00	
30760 EMERGENCY MEDICAL PRODUCTS		00011909 1753868	Machinery/Equipment	10-20-422-740.00	MACHINERY/EQUIPMENT	181.00	181.00	
31009 ENDYNE, INC		00001651 178091	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	50.00	50.00	
		00001651 179049	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	50.00	50.00	
						-----	-----	
						100.00	100.00	
31450 ESSEX RENTAL & SALES CENTER INC		00009257 10579355/CRE Repair & Maint./Equipment		10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	143.28	143.28	
32843 FIRE SAFETY USA		81136	Machinery/Equipment	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	260.00	
		00010982 81296	Machinery/Equipment	10-20-421-740.00	MACHINERY/EQUIPMENT	725.00	725.00	
						-----	-----	
						725.00	985.00	
33210 FLEET BUSINESS PRODUCTS OF VT INC		00007183 E51236	Printing & Binding	10-10-413-550.00	PRINTING & BINDING	223.76	223.76	
		00007183 EG9005	Printing & Binding	10-10-413-550.00	PRINTING & BINDING	574.99	574.99	
		00007183 EG9006	Printing & Binding	10-10-413-550.00	PRINTING & BINDING	735.50	735.50	
						-----	-----	
						1,534.25	1,534.25	
34350 GALE/CENGAGE LEARNING		00051609 55531821	Large Print Adult Books	10-50-451-640.35	BOOKS-LARGE PRINT	52.48	52.48	
37600 GREEN MOUNTAIN POWER		08232015	Electricity	10-30-432-622.00	ELECTRICITY	0.00	4,414.33	
		08232015	Electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,633.59	
		08232015	Electricity	50-10-410-622.00	ELECTRICITY	0.00	778.58	
		08232015	Electricity	55-20-420-622.00	ELECTRICITY	0.00	7,550.36	
						-----	-----	
						0.00	16,376.86	
60407 HAUN WELDING SUPPLY INC		00003558 3901703	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	11.91	11.91	
31736 HP FAIRFIELD		00009265 230631	Repair & Main-Equip.	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	268.32	268.32	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
40700 INGRAM LIBRARY SERVICES								
	00051591	60876089	Juvenile Books	10-50-451-640.30	BOOKS-JUVENILE	6.48	6.48	
	00051607	60877519	Adult Books	10-50-451-640.10	BOOKS-ADULTS	55.75	55.75	
	00051591	60878230	Children's Books	10-50-451-640.25	BOOKS-CHILDRENS	8.84	8.84	
	00051607	60878231	Adult Books	10-50-451-640.10	BOOKS-ADULTS	29.79	29.79	
	00051595	60880571	Adult Audio Books	10-50-451-640.15	AUDIOS	239.18	239.18	
	00051615	60882136	Books-Adult	10-50-451-640.10	BOOKS-ADULTS	15.39	15.39	
	00051591	60882782	Juvenile - Books	10-50-451-640.30	BOOKS-JUVENILE	418.32	418.32	
	00051591	60883196	Childrens books	10-50-451-640.25	BOOKS-CHILDRENS	10.37	10.37	
	00051591	60883499	Childrens Books	10-50-451-640.25	BOOKS-CHILDRENS	557.11	557.11	
	00051615	66605853	Adult Books	10-50-451-640.10	BOOKS-ADULTS	31.45	31.45	
	00051595	66610246	Adult Audio Books	10-50-451-640.15	AUDIOS	122.59	122.59	
	00051607	66610247	Adult Books	10-50-451-640.10	BOOKS-ADULTS	61.36	9.43	
	00051591	66610972	Juvenile Books	10-50-451-640.30	BOOKS-JUVENILE	127.65	127.65	
	00051591	66611765	Childrens Books	10-50-451-640.25	BOOKS-CHILDRENS	71.37	71.37	
						-----	-----	
						1,755.65	1,703.72	
41074 INTERSTATE AUTO SERVICE, INC								
	72577		Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	42.15	
	72681		Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	42.15	
	72693		Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	12.00	
	72758		Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	394.85	
	00003527	72794	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	65.00	65.00	
						-----	-----	
						65.00	556.15	
49931 JOHNSON HARDWARE & RENTAL								
	00003541	A132048	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	153.00	153.00	
		K98567	Other Employee Benefits	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	0.00	-18.00	
	00003555	K98568	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	12.13	12.13	
						-----	-----	
						165.13	147.13	
36960 KAMCO SUPPLY CORP OF BOSTON								
	00009253	297707	Repair & Maint-Facilities	10-30-432-430.00	REPAIR & MAINT-FACILITIES	42.00	42.00	
46532 LEHNEMAN, JACK								
	080315		Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	85.00	
39685 MARLIN ENVIRONMENTAL INC								
	00005679	94263	Rental of Equipment	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
	00005679	94454	Rental of Equipment	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
						-----	-----	
						400.00	400.00	
48467 MILTON ACE HARDWARE LLC								
	00009260	12609/4	Repair & Maint-Facilities	10-30-432-430.00	REPAIR & MAINT-FACILITIES	6.58	6.58	

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	00009260	12618/4	Repair & Maint-Facilities	10-30-432-430.00	REPAIR & MAINT-FACILITIES	9.99	9.99	
	00001638	12645/4	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	31.03	30.48	
	00009260	12657/4	Repair & Maint-Facilities	10-30-432-430.00	REPAIR & MAINT-FACILITIES	5.37	5.37	
	00009260	12697/4	Repair & Maint.-Facilite	10-30-432-430.00	REPAIR & MAINT-FACILITIES	41.23	41.23	
	00003519	12723/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	32.45	32.45	
	00003519	12734/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	2.29	2.29	
	00001638	12751/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	5.58	6.13	
						-----	-----	
						134.52	134.52	
36056 MILTON ARTISTS GUILD								
	00008546	080415	Milto Artist Guild	10-60-463-830.32	MILTON ARTISTS GUILD	750.00	750.00	
69870 MILTON BUILDING SUPPLY								
	00009252	86555	Building/Structure/Fence	10-30-432-612.30	BUILDING, STRUCTURES, FENCE	161.56	161.56	
52802 MILTON FIREFIGHTERS ASSOCIATION IN								
		2844	Vehicle/Equipment	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	0.00	450.00	
		80315	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	0.00	134.19	
						-----	-----	
						0.00	584.19	
53950 MILTON RENTAL & SALES CENTER INC								
	00003511	1-511367	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	2.10	2.10	
	00009251	1-511593	Repair & Maint-Facilities	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	5.85	5.85	
	00009251	1-511594	Repair & Maint-Facilities	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	78.09	78.09	
	00009251	1-511790	Repair & Maint-Facilities	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	138.26	138.26	
	00003511	1-511820	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	51.23	51.23	
	00009250	1-512080	Rental/ Equip & Vehicle	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	15.40	15.40	
	00003511	1-512159	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	5.22	5.22	
	00003511	1-512179	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	6.11	6.11	
						-----	-----	
						302.26	302.26	
53200 MILTON TOWN SCHOOL DISTRICT								
	00005689	15/206	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	840.00	840.00	
54100 MILTON YOUTH SOCCER CLUB, INC.								
	00005673	08/1115	Youth Soccer	10-50-452-830.05	YOUTH SOCCER	500.00	500.00	
54948 MITCHELL'S T-SHIRT & SIGN SHOP								
	00002999	49223	Uniforms	10-20-420-650.00	UNIFORMS	137.00	137.00	
57350 NEW ENGLAND MUNICIPAL RESOURCE								
		34931	Official Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	425.00	
		34932	Official Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	850.00	
						-----	-----	
						0.00	1,275.00	
57495 NEW YORK CLEANERS								
		08012015	Uniforms	10-20-420-650.00	UNIFORMS	0.00	212.50	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
61900 PIKE INDUSTRIES, INC.								
	00003540	814845	Asphalt	10-30-430-450.20	ASPHALT	1,748.75	1,748.75	
54352 PLOUFFE, ANDRE								
		073115	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	85.00	
50651 REAK, D. BRIAN								
		081015	Rec Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	130.00	
40461 ROBIE, KELLEY								
	00051618	080415/1	Adult Programming	10-50-451-330.10	PROFESSIONAL PROGRAMS	50.00	50.00	
	00051618	080415/2	Adult Programming	10-50-451-330.10	PROFESSIONAL PROGRAMS	78.17	78.17	
						-----	-----	
						128.17	128.17	
67300 ROWLEY FUELS INC								
		103043062500	Diesel Fuel	10-20-421-625.00	DIESEL FUEL	0.00	242.78	
		103043062500	Diesel Fuel	10-20-422-625.00	DIESEL FUEL	0.00	540.50	
		103043062500	Diesel Fuel	10-30-430-625.00	DIESEL FUEL	0.00	2,061.24	
		103043062500	Diesel Fuel	10-30-432-626.00	GASOLINE	0.00	542.58	
						-----	-----	
						0.00	3,387.10	
69691 SKATELAND VERMONT								
	00005692	224	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	220.00	190.00	
56300 STA OF VERMONT INC								
	00005687	ACY100B00271	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	210.00	210.00	
	00005687	ACY100B00275	Revenue Programs	10-50-452-831.00	REVENUE PROGRAMS	212.00	210.00	
						-----	-----	
						422.00	420.00	
74488 SULLIVAN, POWERS & COMPANY								
	00008544	117415	Other Professional Ser.	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	5,927.00	5,927.00	
48700 SYMQUEST GROUP INC								
		941341	Photo Copier Maintenance	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	58.50	
21288 SYNCB/AMAZON								
	00051598	072415	General Supplies	10-50-451-612.00	GENERAL SUPPLIES	44.16	44.16	
	00051612	080615	General Supplies	10-50-451-612.00	GENERAL SUPPLIES	6.24	6.24	
	00051612	080615/2	General Supplies	10-50-451-612.00	GENERAL SUPPLIES	49.73	49.73	
						-----	-----	
						100.13	100.13	
76400 TI-SALES INC								
	00001636	0053436	Water Meters	50-10-410-612.10	WATER METERS	7,930.90	7,805.90	
	00001636	0053436	Water Meters	55-20-420-612.10	WATER METER PURCHASES	7,930.90	7,805.90	

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						15,861.80	15,611.80	
2376 TOWN OF MILTON	00002998	#26010	Technical	10-20-420-340.00	TECHNICAL	25.00	25.00	
78210 UNIFIRST CORP								
	1689909		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	1689909		Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
	1692367		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.16	
	1692367		Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	17.05	
	1692368		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	1692368		Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
	1692369		Rags,Mats,Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.50	
	1692369		Rags,Mats,Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	1692369		Rags,Mats,Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	1693602		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.16	
	1693602		Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	1693603		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	1693603		Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	41.63	
	1693604		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.50	
	1693604		Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	1693604		Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	1694852		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.50	
	1694852		Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	1694852		Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	1694852		Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
						0.00	341.89	
45999 UNIVERSITY OF VERMONT MEDICAL CENT	00011911	17088	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	110.00	104.30	
71063 US POSTAL SERVICE (NEOPOST POSTAGE-	08182015		Prepaid Postage	10-00-000-190.00	PREPAID POSTAGE	0.00	3,000.00	
49013 VERIZON WIRELESS	9749431593		Communications-Other	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	240.08	
80720 VERMONT GAS SYSTEMS INC	082115		Natural Gas	10-30-432-621.00	NATURAL GAS	0.00	31.20	
	13790		Natural Gas	10-30-432-621.00	NATURAL GAS	0.00	187.75	
	13790		Natural Gas	55-20-420-621.00	NATURAL GAS	0.00	237.31	
						0.00	456.26	
81055 VERMONT LEAGUE OF CITIES & TOWNS	07012015		VLCT Insurance	10-10-404-260.00	WORKERS COMPENSATION	0.00	43,642.62	
	07012015		VLCT Insurance	10-10-404-260.00	WORKERS COMPENSATION	0.00	8,293.50	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 08/18/15 thru 08/18/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		07012015	VLCT Insurance	10-10-404-520.10	GENERAL LIABILITY INS.	0.00	29,053.00	
		07012015	VLCT Insurance	10-10-404-520.20	VEHICLE INSURANCE	0.00	11,977.50	
		07012015	VLCT Insurance	10-10-404-520.30	PROPERTY INSURANCE	0.00	13,711.50	
		07012015	VLCT Insurance	10-10-404-520.40	EMPLOYMENT PRACTICES	0.00	4,887.00	
		07012015	VLCT Insurance	10-10-404-520.50	PUBLIC OFFICIALS LIABILIT	0.00	6,482.00	
		07012015	VLCT Insurance	50-10-410-260.00	WORKERS COMPENSATION	0.00	2,621.44	
		07012015	VLCT Insurance	50-10-410-520.10	GENERAL LIABILITY INURANC	0.00	636.50	
		07012015	VLCT Insurance	50-10-410-520.20	VEHICLE INSURANCE	0.00	1,134.50	
		07012015	VLCT Insurance	50-10-410-520.30	PROPERTY INSURANCE	0.00	748.50	
		07012015	VLCT Insurance	55-20-420-260.00	WORKER'S COMPENSATION	0.00	2,621.44	
		07012015	VLCT Insurance	55-20-420-520.10	GENERAL LIABILITY INSURAN	0.00	1,187.50	
		07012015	VLCT Insurance	55-20-420-520.30	PROPERTY INSURANCE	0.00	5,586.00	
00008545	2015-16576		Other Professional Servic	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	765.50	765.50	
						-----		
						765.50	133,348.50	
81123 VERMONT RECREATION PARK								
00005695	08115		Professional Development	10-50-452-820.00	PROFESSIONAL DEVELOPMENT	185.00	185.00	
81553 VERMONT TONER RECHARGE, INC.								
00051610	73150		Office Supplies	10-50-451-611.00	OFFICE SUPPLIES	225.00	225.00	
83200 VISITING NURSE ASSOCIATION INC								
00008547	070115		Visiting Nurse Approp.	10-40-441-830.07	VISITING NURSE APPROP.	2,000.00	2,000.00	
83844 W.B. MASON CO INC								
	CR2352821		General Supplies	10-30-430-612.00	GENERAL SUPPLIES	0.00	-43.58	
	I26955486		General Supplies	10-30-430-612.00	GENERAL SUPPLIES	0.00	43.58	
00003543	I27026730		General Supplies	10-30-430-612.00	GENERAL SUPPLIES	87.16	65.90	
00002994	I27059119		Office Supplies	10-20-420-611.00	OFFICE SUPPLIES	53.92	53.92	
00004522	I27324572		Office Supplies	10-10-413-611.00	OFFICE SUPPLIES	320.31	320.31	
00020044	I27380457		Office Supplies	10-30-429-611.00	OFFICE SUPPLIES	81.94	81.94	
00020044	I27380457		Office Supplies	50-10-410-611.00	OFFICE SUPPLIES	15.69	15.69	
00020044	I27380457		Office Supplies	55-20-420-611.00	OFFICE SUPPLIES	15.69	15.69	
						-----		
						574.71	553.45	
72132 WESTAFF USA, INC								
00008543	WC277097		Other Professional Serv.	10-10-410-330.00	OTHER PROFESSIONAL SERVIC	827.58	827.58	
86543 WEX BANK								
	41795513		Gasoline/Diesel	10-20-420-626.00	GASOLINE	0.00	3,128.75	
	41795513		Gasoline/Diesel	10-30-429-626.00	GASOLINE	0.00	166.47	
	41795513		Gasoline/Diesel	10-30-430-626.00	GASOLINE	0.00	231.85	
	41795513		Gasoline/Diesel	10-30-432-626.00	GASOLINE	0.00	258.61	
	41795513		Gasoline/Diesel	50-10-410-625.00	DIESEL FUEL	0.00	64.35	
	41795513		Gasoline/Diesel	50-10-410-626.00	GASOLINE	0.00	186.23	
	41795513		Gasoline/Diesel	55-20-420-625.00	DIESEL FUEL	0.00	64.34	
	41795513		Gasoline/Diesel	55-20-420-626.00	GASOLINE	0.00	186.24	

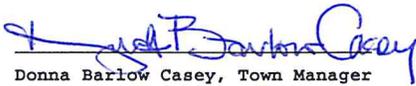
08/13/15  
12:07 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 4

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 08/18/15 thru 08/18/15

Vendor						
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount Check
					0.00	4,286.84
-----						
35050 WOOD, GEORGE INC						
00009272	248047	Repair & Maintenance	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	19.08	19.08
Report Total						439,144.35
						=====

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

  
Donna Barlow Casey, Town Manager

APPROVED ON \_\_\_/\_\_\_/\_\_\_

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 \$ \*\*\*439,144.35

SELECTBOARD:

\_\_\_\_\_  
Darren Adams, Chair

\_\_\_\_\_  
Stuart King, Vice Chair

\_\_\_\_\_  
John W. Bartlett, Secretary

\_\_\_\_\_  
Ken Nolan

\_\_\_\_\_  
John Cushing

1 **Milton Selectboard Meeting Minutes**

2 July 27, 2015 6:00 P.M.

3 Municipal Building Community Room

4  
5 **Selectboard Members Present:** Darren Adams, Chair ( via phone); Stuart King, Vice  
6 Chair (conduct); 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; Celeste Lang, Selectboard  
11 Assistant; Roger Hunt, Public Works Director; Dustin Keely, Public Works Supervisor; Kym  
12 Duchesneau, Recreation Director;

13  
14 **Others Present:** Tyler LaFountain, Scouts; Tony Moulton, Exec. Dir. Milton Community  
15 Youth Coalition (MCYC); Rodney & Crystal Tinker, Milton Broncos

16  
17 **I. Call to Order** - King called meeting to order at 6:00 PM

18  
19 **II. Flag Salute** - King led the attendees in a Salute to the Flag

20  
21 **III. Agenda Review** - None

22  
23 **IV. Public Forum** - None

24  
25 **V. Appointments**

26  
27 **A. Roger Hunt as representative to the Chittenden Solid Waste District (CSWD)**  
28 **for an unexpired term ending on May 30, 2017.**

29 Donna Barlow Casey, Town Manager

30  
31 Hunt said current term he held expired and hoped someone would express  
32 interest in the advertised position but no candidate came forward. Feels need  
33 for Milton to be represented.

34  
35 Motion made by Bartlett to appoint Roger Hunt as representative to the  
36 Chittenden Solid Waste District (CSWD) for an unexpired term ending May 30,  
37 2017. Seconded by Nolan. No further discussion.

38 **Roll Call Vote – All Approved.**

39  
40 **VI. New Business and Department Items**

41 **A. Entertainment permit for National Night Out, August 4<sup>th</sup>**

42 Donna Barlow Casey, Town Manager and Don Turner, Fire/Rescue Chief

43  
44 Duchesneau & Moulton of MCYC asked for approval. Nationwide annual event  
45 participated 6 yrs. Purpose is to foster sense of community connection for all ages,

46 families, seniors, school activities. 300-500 people attend. Fire & Police support and  
47 demonstrate interactions with community.

48  
49 Motion made by Cushing to approve entertainment permit for National Night Out to  
50 be held August 4<sup>th</sup>, 2015. Seconded Bartlett. Discussion - none

51 **Roll Call Vote- All approved**

52

53 **B. Entertainment permit for Football Jamboree**

54 Donna Barlow Casey, Town Manager

55

56 Duchesneau & Rodney Tinker, of Milton Broncos, request approval.  
57 Tinker said event has been held for 10 years. Milton Broncos host Northern VT  
58 football league. Have three games that run 45 min. each. Approximately 4000  
59 people throughout day attend. Prepare for year structure with rec department to  
60 make things smoother each year.

61 Bartlett commends for organization of jamboree.

62 Tinker confirmed port-a-lets and onsite dumpster in compliance. Everything set up  
63 ready to go and that day and removed that night.

64 King confirmed bathrooms and facilities secure to ward off damage with high  
65 volume. Suggest direct traffic to Centre Dr. not Bombardier to Rt 7.

66 Police & Rescue designated at event and possible help facilitate traffic as well.

67 Nolan questioned town issue applications – no reference to conditions, no link  
68 between two applications presented.

69 Library closes due to parking. Restaurants informed of influx and happy for it.

70

71 Motion made by Cushing to approve joint Entertainment permit for Football  
72 Jamboree to be held Saturday August 22nd, 2015. Seconded by Bartlett. Discussion-  
73 none

74 **Roll Call Vote - All Approved**

75

76 **C. Consideration of a donation of planning, labor and materials for park  
77 picnic tables**

78 Dustin Keelty, Public Works Supervisor Tyler LaFountain Eagle Scout,

79

80 Keelty stated correction of submission from 8 to 6 tables. LaFountain an Eagle Scout  
81 informed it was for a scout project. 1-2 tables will be handicap accessible. Plastic top  
82 pressure treated bottom. Anticipate complete by mid August.

83

84 Motion by Bartlett to approve the donation of planning, labor and materials from Eagle  
85 Scout Tyler LaFountain to build six picnic tables for Recreation Park, located off  
86 Bombardier Rd. est. \$2620 value. Nolan Seconded.

87 **Roll Call Vote - All Approved**

88

89 **D. Approval of Interim Zoning Application Written Decision for 37 Centre Dr.**

90 Donna Barlow Casey, Town Manager presented Resolution.

91 Nolan noted Vice Chair vs. board authorization to signoff. Prior decision of board  
92 approved King as acting chair 5 yes on 7/6/2015

93  
94 Motion made by Bartlett to approve written decision for Interim Zoning Conditional  
95 Use Application at 37 Centre Drive. Second Nolan. Discussion- none

96 **Roll Call Vote - All Approved**

97  
98 Nolan noted previous discussion held.

99 King later stated to Correct Resolution for Gifford to King as vice-chair.

100  
101 **E. Authorize Line of Credit / Credit Card in New Town Manager's Name**

102 Donna Barlow Casey, Town Manager

103  
104 Cushing questioned status of previous card and limit? Casey believes it has been  
105 returned and limit would be \$7500.

106 Cushing request detail of when card is used for what similar to warrant activity for  
107 accountability to protect both sides. Bartlett stated Warrant states lump sum business  
108 credit card with independent line activity. Nolan stated \$10K or more expenditure  
109 needs preapproval per policy so cannot be abused given structure.

110  
111 Motion made by Bartlett to authorize that a line of credit and Town of Milton business  
112 credit card be established in the name of Donna Barlow Casey, Town Manager.

113 Nolan second. Discussion – none

114 **Roll Call Vote - All approved.**

115  
116  
117 **F. Discussion regarding new office furniture for the Town Manager's Office, request  
118 for Board support.**

119 Donna Barlow Casey, Town Manager – following up on Bohne Interim Mgr debriefed  
120 observing lack of functional office equipment in Town Manager Office Area. Current  
121 houses non-functioning product to facilitate productive work environment. Storage  
122 doesn't have sufficient equipment and suggest purchasing equipment not to exceed \$3K  
123 for all 3 locations including delivery and assembly.

124 Need to be effective for new vision of professional manager's office. Cushing surplus  
125 property may or may not have reasonable.

126  
127 Board agreed now is the time to present professional and functional manager's office  
128 and consensus was for Casey to come back with plans including covering funds to  
129 procure.

130  
131  
132 **VII. Old Business -**

133 Bartlett brought up Rt 7 guardrail maintenance along Lake Arrowhead as being  
134 unmanageable limits scenic view. Should town road crew step in? Cushing

135 stated road crew doing more maintenance along Route 7 than should and not  
136 getting anything for service.  
137 Board task Casey or staff to get in touch with V-trans and care of Route 7.  
138

139 **VIII. Reconsideration - none**

140  
141 **IX. Manager's Report**

142 Barlow presented Manager's Report  
143 Day 6, focus on meeting department heads, brainstorm news and issues.  
144 Address issues Interim Town Manager Bohne suggested. Previous Town  
145 manager Palaia offered to have conversation to fill in holes in varying  
146 conversations.  
147 Visited Pomerleau to discuss TIF and put pieces together.  
148

149 **X. Potential and/or Future Agenda Items**

150  
151 King addressed construction for '16 start or miss window of opportunity.  
152 Timeline, critical path together next two weeks would like a list for a clearer  
153 picture. Lake, East Rd studied and money spent on. Public works should  
154 demand sidewalk replacement, excavation fees. Contractors rip up streets and  
155 then taxpayers pay to repair. Review other options to cover costs.  
156 Need to look at budget. Suggest Public Works be present every meeting to  
157 discuss issues.

158  
159 Suggest Recreation address fees to events - study other resources other than  
160 taxes from people.  
161

162 Review how to get mindset of staff to realize perception of projects to public.  
163 Residents best interest vs. ability to spend money. Running sprinklers every  
164 morning during wettest summer is just an example.  
165

166 **XI. Warrant/Report # 2 & Supplemental Warrant -To approve with or without**  
167 **corrections**

168  
169 Bartlett reviewed Warrant/Invoice Report #3 which is significant and considered  
170 fairly large.

171 Note larger amounts include Chittenden County taxes. Fire & Rescue replace 10  
172 yr old camera.  
173

174 Cushing questioned NE training for chainsaw certification and when need to hire  
175 outside help vs. doing internal. Nolan questioned if there is a plan for tree  
176 cutting. King suggested going out for bid on vehicle maintenance to see if could  
177 bring service in town. Westaff – temp agency service for absent positions.  
178  
179

180 Motion made by Bartlett to approve Warrant #2 in the amount of \$238,101.50  
181 Second Nolan. Discussion -none  
182 **All approved.**

183  
184 Supplemental warrant People’s United Bank \$8161.92 service. Principle paid  
185 once a yr, interest multiple times a year.  
186 Asked for clarity of what this covers.

187  
188 Motion made by Bartlett to approve supplemental warrant of People’s United  
189 Bank for \$8761.92. Second Nolan. Discussion - none  
190 **Roll Call Vote. All approved**

191  
192 **XII. Minutes - To approve with or without corrections**

193  
194 Motion made by Cushing to approve Special Selectboard Meeting of June 11, 2015;  
195 Selectboard Meeting of July 6, 2015; and Special Selectboard Meeting of July 16,  
196 2015 without corrections so listed as printed. Seconded by Bartlett. Discussion-none.  
197 **Roll Call Vote. All Approved**

198  
199 **XIII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**

200  
201 None

202  
203 **XIV. Adjournment**

204  
205 Motion made by Bartlett to adjourn. Second by Nolan. **Roll Call Vote. All**  
206 **approved.**

207  
208 King adjourned meeting at 7:10PM

209  
210 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

211  
212 **Respectfully Submitted,**

213  
214 \_\_\_\_\_ **Date:** \_\_\_\_\_

215 **John Bartlett, Selectboard Clerk**

216  
217 **Filed with Milton Town Clerk’s Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

218  
219 **ATTEST: \_\_\_\_\_ Milton Town Clerk**

# Milton Selectboard Meeting Minutes

Aug 3, 2015 6:00 P.M.

Municipal Building Community Room

**Selectboard Members Present:** Stuart King, Vice Chair/Acting Chair; John Bartlett, Clerk; John Cushing, Member

**Selectboard Members Not Present:** Darren Adams, Chair; Kenneth Nolan, Member

**Staff Members Present:** Donna Barlow Casey, Town Manager; Joanne Davis, Financial; John Gifford, Treasurer, Roger Hunt, Public Works Director

**Others Present:** Courtney Lamdin, Milton Independent; Bryan Davis, CCRPC; Jenn Taylor, Sharon Radtke, Nicole Bushey, Jessica Groeling

I. **Call to Order** – King called to order at 6:00

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

III. **Agenda Review**- none

IV. **Public Forum**

**Railroad Street Rail Crossing Sidewalk – public information meeting.**

Toole Design Group Scoping Study - Patrick Baxter, Senior Engineer presented alternative options for providing pedestrian and bicycle accommodations at the gap in the sidewalk on Railroad Street at the railroad crossing.

Open to address public concerns or other considerations.

King questioned proposed cost of project – Baxter stated currently developing 2-3 alternatives and then present costs on those options to SB within 4-6 weeks and then review process.

Confirmed railroad involved in process.

Baxter confirmed within \$22,000 estimate and 3-4 months to complete within construction season.

Cushing questioned money to carryout and that many project/studies on books unknown to when/how get done. Hunt stated study is being done to know for capital improvement plan and to apply grants next year, 3-4 opportunities. King indicated first designs seen by board although project listed on \$65,000 listed on Capital improvement FY '15 YE already behind. Hunt realistically want scoping study done to identify all hidden costs before apply for grant with good numbers. Concern doing studies but not carrying out.

King inquired to easement waterline crossing railroad. Hunt stated Cherry St paid over 10 years. Another easement in '99 for sewer over Railroad St pay \$100/yr

Baxter & Hunt offered contact for questions e-mail or call. Be back in 4-6 weeks.

V. **New Business and Department Items**

A) **Milton Community Champion Awards Update**

47 Jenn Taylor and Sharon Radtke request not disclose names before tomorrow the actual  
48 presentation of Awards. Have eight very good candidates great for first year. Difficult  
49 to decide but ended with two that really stuck out.  
50

51 Bartlett to give informational speech on committee & Barlow Casey to present actual  
52 awards between 6:15-6:30 tomorrow night. Awards designed by Bill unique to Milton  
53 all candidates will receive a certificate of appreciation signed by board.  
54

55 **B) Entertainment permit for Highland Ave. Block Party**

56 Donna Barlow Casey, Town Manager briefed – Wells handled. Reason before selectboard is  
57 actual portion of road blocked off. Fire, Rescue, Police have been contacted and no  
58 concerns. Adams agreed to waive fee. If any emergency, blocks (assistance by public  
59 works, maybe travel cones) need to be moved quickly.

60 Nicole Bushey, Jessica Groeling present to make request and answer questions.  
61

62 King typical? Road blocked & liquor being served.

63 Barlow Casey feels will be presenting more & more with some modification to policy that  
64 Wells has encountered that need some adaptation.  
65

66 Cushing made motion to approve request for entertainment permit of Highland Ave. Block  
67 Party. Second Bartlett

68 Discussion – advertised as block party coming and going of people that don't live there.

69 Very restricted area between stop sign and Shannon Way still allow access middle. Talked  
70 to four driveway homeowners and approved.

71 **All Approved.**  
72

73 **C) Setting the tax rate for fiscal year 2016**

74 **John Gifford, Treasurer and Joanne Davis Finance Manager**  
75

76 Gifford explained two taxes: municipal & education tax and board is determining municipal.  
77 Recommend rate of .5188, which was also reviewed by state auditor coming up with nearly  
78 same rate using a different method recommend go with treasurer calculation.

79 Factors effecting slightly higher March estimated rate or .50 up from .48:

- 80 • Disabled Veterans exemption
- 81 • Fifty one muni exempt properties, several town owned – educational still due
- 82 • TIF district readjusted municipality payment separate from general fund
- 83 • Three historical Articles reserved .0075: Fire Rescue, Roads & Sidewalk, Recreation  
84

85 The estimated proposed tax rate increase of .50, told to voters in March, is estimated too  
86 low in same manner .48 from previous year was too low. Town Manager used same  
87 methodology for .50 estimate proposed too low a rate not allowing for historical Articles.  
88

89 King clarified established estimated proposed rate of .4926 in Jan. however, 'true rate' can't  
90 be determined until after Grand List established. Recommends support of treasurer  
91 recommendation of .5188. Rate required to achieve amount voter approved.  
92

93 Bartlett suggested present primer on how calculated on tax bill for taxpayer education.

94 Calculate property value (Assessed Value/100)

95 x \$1.4013 total for homestead education rate +

96 x .5188 for municipal. Add for Gross Tax (pre any state rebate).  
97 or Property Value (assessed value/100) x combined muni & educ. Rate of 1.9201  
98 (Non-residential higher Educational Rate 1.4575. **Note: Only 2 acres is used for homestead**  
99 **rate.)**

100  
101 Cushing questioned Grand List only increase by \$100K if one particular building on last year  
102 recognized – maybe in prior year. Gifford verified he spoke with Assessor who confirmed  
103 correct as of 4/1. Should not be losing in Grand List. Auditor on TIF .75% not fully funded  
104 Assessor hasn't changed mind on how to handle. Two years rate under what should've  
105 been and should be considered during budget.

106  
107 King recalled recommended by Assessor to board to remove or adjust valuation during year  
108 Tasked Barlow Casey to follow-up report on additions & deletions of Grand List Values.

109  
110 Bartlett moved Municipal tax rate for FY '16 at .5188. Seconded by Cushing.  
111 Discussion – Cushing because of situation ask Barlow Casey to review existing budget and  
112 see if cut up to \$100K if can reduce. Highest increase on muni side in some time, almost .03,  
113 review would go into fund balance to level off next time. King SB mission is to spend less  
114 than proposed through effective management to hold spending. Opportunity to review  
115 start next years budget and look for options as Manager and department heads.

116  
117 **Roll Call vote. All approved.**

118  
119 Appreciate willingness to incorporate Town Manager in process. Teamwork special thanks.

120  
121 **D) Public Works Update on Summer Projects**

122 **Roger Hunt, Public Works Director**

123 Being first PW update Hunt request from SB what they want to see.

124  
125 Bartlett multiple projects, a visual representation that lines up projects and quantifies  
126 where each project is at. Visual, updated timeline – projects, grant funding -moved or why  
127 it hasn't.

128  
129 King –recommend meeting attendance to answer unknown status, complaints because you  
130 deal directly. Meeting every two weeks can't wait for answer on what comes up during  
131 meeting.

132  
133 Cushing desire is to now how many projects studied, including public works garage. How  
134 much for each study, when anticipate completion or if it's going to done. Capital plan staff  
135 puts together and board approves then no updates to answer to people. Board, manager,  
136 people need to know. Report on when last time blacktop laid on state aid highway how  
137 much, when, and where.

138  
139 Ex. Duffy culvert East Rd bridge #6 3 yrs. Hunt stated study complete determined unable to  
140 complete project – grant was for study not work. Study on Lake rd culvert grant for State  
141 help right size of culvert when? Next summer.

142 Ditching? Last fall last summer and this fall. Hunt started program last year before pave  
143 going out to cut shoulders – dirt roads wash out if 3" of rain.

144

145 Hunt established own spreadsheet.  
146  
147 Bartlett request that arm mower be discontinued for trimming tree lines. Benefit does not  
148 outweigh method. Mowing maintain site of safety visibility by certain distance.  
149  
150 Establishing sign policy on task list. In budget to update Route 7 signage.  
151  
152 Suggest staff responsibility of plowing “route” take ownership of upkeep. Believe want to  
153 do right thing. Hunt does take input – did in 2013 carryover to pavement plan which need  
154 reconstruction due to funding. King do now vs. spring. Hunt need to properly prep,  
155 ditching. Barlow Casey work with Hunt going through fall more real time reporting focus on  
156 items and efficiencies.  
157  
158 Bartlett posed question if plowing season comp time effects productivity during summer.  
159 Comp time in lieu of OT for exempt employees.  
160  
161 Hunt wanted to follow-up on McMullen road – still in right of way. Three temporary  
162 easements all signed submitted to state, 1 permanent easement – compensation request –  
163 federal rules require property values under \$10K waiver by Assessors, reviewed by state 3  
164 weeks just for that one property. Then goes back to state for review before go ahead.  
165 Plan at 90% before property acquisition to get done. Going on two years for simple, not  
166 done before '16. May or May not get done before Oct., if not be mess all winter long.  
167 North Rd is going to cost around \$330K have now spent part.  
168  
169 A lot of information but need to speak with every meeting.  
170

171 **VI. Old Business**

172  
173 **A) Authorize Purchase of New furnishings of Town Manager’s Office**

174 **Donna Barlow Barlow Casey, Town Manager**

175  
176 Cushing moved to approve authorization of presented proposal to replace furnishings in  
177 Town Manager’s Office. Bartlett Seconded. Discussion –none. **All Approved.**

178  
179 King mentioned only \$375 in budget find somewhere –Barlow Casey & Cushing said it’s in  
180 proposal.

181  
182 **VII. Reconsideration**

183  
184 **VIII. Manager’s Report**

185 **Donna Barlow Barlow Casey, Town Manager**

- 186
- 187 • Planning now 100% staffed – New Planner position to start next couple weeks.
  - 188 • Wed. night ‘Meet Manager’ offers excellent opportunity to stop by every Wednesday  
189 through Sept. 9<sup>th</sup>. Committed to open door policy and others stopping by office.
  - 190 • Meeting with dept. heads follow-up talk with Bohne – Interim Manager.
  - 191 • Bohne’s recommend formulating Town Manager search policy moving forward.

192 Barlow Casey to put “goal setting session” with selectboard on calander sooner the better,  
review availability with Adams. Bartlett suggested utilizing ‘5<sup>th</sup> Monday’ as regular slot for

193 review.

194

195 King inquired to replacing staff opening in town office and Barlow Casey has discussed having  
196 former fellow in office with Herrick – in process.

197

198 Note Resolution still have John Gifford as vice chair in template – need to correct.

199 **IX. Potential and/or Future Agenda Items**

200

201 **X. Warrant/Report # 3 (To approve with or without corrections)**

202

203 Bartlett said he reviewed the Warrant #'s and the Special Warrant did not need # so this is truly  
204 Warrant #3

205 The amount of these orders is \$59,991.50

206 A few items of mention, in random order:

- 207 • Place Sense, \$2,017.20 – consulting services, tech review of Milton’s adopted zoning
- 208 focusing on area subject to interim zoning bylaws, contract term 6/19-10/31/15, NTE
- 209 \$3,140.
- 210 • Stitzel, Page, Fletcher, \$43,349.22 (April/May \$31,898.99, June \$11,450.23). Bartlett to
- 211 photocopy these invoices and provide to Selectboard members for discussion.
- 212 • US Bank Leasing, \$711.48 – new shared Kyrocera copier/printer for Town office includes
- 213 some transitional fees and an origination fee. Future monthly rental \$498.93. Lease to
- 214 purchase? Heavy duty hopefully providing efficiencies. It’s cost of Capital Budget Item.

215

216 Cushing questioned legal fees over 3-4 yrs. King spend time on couple of cases. Bartlett asking  
217 for synopsis, 15 min add up quickly. Barlow Casey to meet with Fletcher attorney to get handle  
218 for next meeting.

219

220 Bartlett Move to recommend approval of warrant # 3 in the amount of \$59,991.50. Seconded  
221 by Cushing. No discussion. **All approved.**

222

223 Bartlett stated no supplemental warrants.

224

225 **XI. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313 - none**

226

227 **XII. Adjournment**

228

229 Motion made by Cushing to adjourn. Second by Bartlett. All Approved.

230 King adjourned meeting at 7:10PM

231

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

233

234 **Respectfully Submitted,**

235

236 \_\_\_\_\_ **Date:** \_\_\_\_\_

237 **John Bartlett, Selectboard Clerk**

238

239 **Filed with Milton Town Clerk’s Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

240

241 **ATTEST:** \_\_\_\_\_ **Milton Town Clerk**

242

DRAFT