

Milton Selectboard Meeting
December 7, 2015 at 6:00 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. **Honor Chris Fanning for Saving Marie O'Connor**
Selectboard Presentation
 - B. **Appointments to Economic Development Commission**
Robert Lombard
(Consider approval)
Jacob Hemmerick, Planning Director, Applicant
 - C. **Continued Interim Zoning Conditional Use Application Hearing**
444-452 Rte. 7 South
 - D. **Milton 4D Project Update**
(Informational)
Donna Barlow Casey, Town Manager
Erik Wells, Director-Administration & Community Services
 - E. **Solar Project Update**
(Consider authorizing town manager to sign post closure recertification form to submit to ANR)
Donna Barlow Casey, Town Manager
Erik Wells, Director-Administration & Community Service
 - F. **Update on Security System and Review of Options**
(Consider approval)
Dustin Keelty, Public Works Supervisor

G. Winter Operations Plan
(Informational)
Dustin Keelty, Public Works Supervisor

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

H. Set Dates for Additional Budget Meetings Week of December 14th
(Consider approval)
Donna Barlow Casey, Town Manager

- VI. Reconsideration**
- VII. Manager's Report**
- VIII. Potential and/or Future Agenda Items**
- IX. Warrant/Report #11**
- X. Minutes Meeting November 16, November 23 and December 3**
(To approve with or without corrections)
- XI. Anticipated Executive Session per V.S.A. Title 1 Section 313**
 - **For the Record**
- XII. Adjournment**

Posted December 4, 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



Resolution

TOWN OF MILTON

Recognizing Chris Fanning's Bravery

WHEREAS, on November 4, 2015 a grease fire set the residence at 591 Everest Road in Milton, VT ablaze; and,

WHEREAS, Marie O'Connor's wheelchair became stuck approximately 5 feet from the front doorway, preventing her from exiting the home; and,

WHEREAS, Chris Fanning was passing by the house and heard Marie's cries for help; and,

WHEREAS, Mr. Fanning set aside concern for his own safety, stopped his vehicle, and rushed into the house pulling its occupant to safety and narrowly escaping an explosion resulting from an engulfed propane tank; and,

WHEREAS, the quick thinking and selfless actions of Chris Fanning undoubtedly saved Ms. O'Connor's life;

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, honor Chris Fanning and thankfully declare their indebtedness to him for his brave and timely action in rescuing Marie O'Connor.

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
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Selectboard
FROM: Jeffrey Castle, Town Planner
DATE: December 2, 2015
RE: 444-452 Route 7 South - Planned Unit Development-Mixed Use - 444-452 Route 7 South LLC
SUBJECT: APPROVED AND UNBUILT DWELLING UNITS

At the November 16, 2015 meeting, the Selectboard request a calculation of the total number of residential dwelling units that have received approval from the Development Review Board, but have yet to be constructed.

This value includes all residential units that require site plan approval, including Multifamily Dwellings, Planned Unit Developments – Residential, and Planned Unit Developments – Mixed Use and Elderly Housing Complexes. Lots that have been created by conventional subdivision, but remain vacant, have not been included. The total number of bedrooms is not included because the true number is unknown until a zoning permit has been applied for prior to construction. This number may not be inclusive of all approved residential units.

- At least 457 unbuilt dwelling units have received approval from the Development Review Board.
- Of these, 60 units are Elderly Housing units.
- All 457 unbuilt dwelling units are located in the Town Core TIF District.
- These unbuilt units are equal to approximately 10% of the current housing stock in Milton.

While when/if these projects will be realized is unknown, this large quantity of approved residential units is not hypothetical, and represents a real potential impact on the Town's services.



**Town of Milton
PLANNING COMMISSION**

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

MEMO

TO: Selectboard
FROM: Planning Commission
DATE: December 1, 2015
RE: 444-452 Route 7 South - Planned Unit Development-Mixed Use - 444-452 Route 7 South LLC
SUBJECT: INTERIM ZONING CONDITIONAL USE APPLICATION COMMENT

In response to the Selectboard's request to review the content of the conditional use application for the use restricted by Milton's Interim Zoning Bylaw, the Planning Commission considered the application at their regular meetings of November 17, 2015 and December 1, 2015 and approved by motion the following comments pursuant to Interim Bylaws Section IV, B.

- 1. Interim Zoning is consistent with the Selectboard's 2014 priorities.**
- 2. Interim Zoning is consistent with our work to achieve the top four *Town Plan* priorities.**
- 3. Interim Zoning is the right policy to address threats to Milton's long-term prosperity.**
- 4. Interim Zoning gives the Town mission-critical time to deliver solutions.**
- 5. Interim Zoning also allows us time to identify land-use policies that complement TIF investments and strengthen Milton's economic development.**
- 6. The right residential/commercial composition is critical to our community's capacity to provide services and fiscal sustainability.**
- 7. The Mixed-Use Planned Unit Development use is not working.**
- 8. The current M4 District zoning is resulting in disjointed, conflictual and incompatible development, undermining Town goals.**
- 9. The Mixed-Use Planned Unit Development located in the M4 Zoning District proposed by 444-452 Route 7 South LLC is not in the best interest of the Town.**

1. **Interim Zoning is consistent with the Selectboard's 2014 priorities.**

The Selectboard's adopted 2014 goals include:

- Meet with the Planning Commission to discuss zoning concepts and priorities such as restricting uses, design review, aesthetics and revising zoning changes along a portion of US Route 7 [. . .]
- Work with other commission and Boards to develop a program to improve the Route 7 Corridor.
- Create the US Route 7/Middle Road/Railroad Street intersection as a focal point for redevelopment.

2. **Interim Zoning is consistent with our work to achieve the top four *Town Plan* priorities.**

The Plan was adopted by the Selectboard in 2013 and identifies the Town's four top priorities. These include:

- Develop the Town's economic development program to help develop the New Downtown, increase employment opportunities in Milton and help ease the tax burden on residents.
- Continue to support and encourage the Town's historical, agricultural, scenic, and recreational resources and opportunities.
- Enhance a pedestrian friendly environment, particularly in the downtown area.
- Encourage the continued development of the Town's sense of place, quality of life, and livability, with the collaboration of community members and organizations.

The Planning Commission is acutely focused on these goals. Retooling the regulations for these outcomes are key considerations as Milton moves forward.

3. **Interim Zoning is the right policy to address threats to Milton's long-term prosperity.**

The PC and SLB met with the community at a public hearing and unanimously determined that it was in the long-term best interest of the Town to adopt the Interim Zoning Bylaws to temporarily halt residential development within some districts (including districts comprising the Town Core TIF District) to address ongoing concerns over the capacity of community facilities to support the Town's growing population and to create economic opportunities in Milton.

Milton is at a turning point and the current regulations are not resulting in key outcomes prioritized by our Plan. We are concerned about the following trends:

- **Neighborhood Character and Use Conflicts**
 - Disjointed development; incompatibility of uses and site development within Town Core districts
- **The Lack of an Identifiable Downtown**
 - Lack of an identifiable, pedestrian-scaled downtown business district (DB1)
 - Transitional M districts too similar to the adjacent DB1
- **Fiscally Unsustainable Residential Growth**
 - Residential growth outpacing job/commercial growth
- **Roadway Traffic, Congestion and Safety**
 - US Route 7 functionality & general access management concerns
 - Lack of transportation connectivity/over-reliance on US Route

Planning Commission Memo to the Selectboard
December 1, 2015

- **Consistent and Clear Regulations**
 - Zoning & Subdivision Bylaw language inconsistency
- **Quality and Long-Term Value of Development**
 - The quality and long-term value of sites and buildings

The applicant directly called into question the wisdom of the Town's policy. The Planning Commission stands by our policy to temporarily halt new residential development for the reasons stated above.

4. Interim Zoning gives the Town mission-critical time to deliver solutions.

After considering: Interim Zoning goals/purposes, Comprehensive Plan goals, professional advice, and community feedback, the Planning Commission identified project goals and developed the Amendment Strategy below to develop regulatory language that will support:

- A Central, Identifiable, Pedestrian-Friendly Downtown ;
- Transitional M Districts Distinct from the Downtown ;
- Stronger Town Core Use, Density & Site Development Compatibility;
- High-Quality, Job-Creating Commercial Development in the Town Core;
- Building, Site, and Neighborhood Amenities Built to Last;
- Reliably Applied Site, Access Management, and Streetscape Standards ;
- Consistent Language between the Zoning & Subdivision Bylaws;
- Streamlined Development Review for Minor Site Plans; and
- Public Infrastructure Connectivity.

While the applicant is fully within its right to submit the application under consideration, Interim Zoning applications prolong the development restriction by diverting resources and attention away from the work to efficiently prepare Zoning Amendments, as well as many other important issues facing the Town. Approval of this application would undermine a year of the Planning Commission's work , and the work ahead.

Our work plan (below) to prepare the amendments that will lift Interim is steadily moving forward, but we have not yet been able to undertake M District review. We look forward to engaging the community at upcoming workshops, and we are hopeful that our Municipal Planning Grant (approved by the Board with the purposes above) will be funded by the Vermont Agency of Commerce and Community Development for continued consultative assistance to maintain our steady progress toward an efficient result.

09/22/2015	Bylaw Strategy Completed
10/06/2015	DB1 Introduction
10/20/2015	DB1
11/17/2015	DB1/ Access, Site Plan, Streetscape Standards Introduction
12/01/2015	DB1 / Access, Site Plan, Streetscape Standards
12/17/2015	Final DB1 / Access, Site Plan, Streetscape Standards
December	Municipal Planning Grant Awards Announced
01/05/2016	Final Access, Site Plan, Streetscape Standards / M Districts & Warehousing Introduction
01/19/2016	M Districts & Warehousing
02/02/2016	M Districts & Warehousing
02/16/2016	Final M Districts & Warehousing

Planning Commission Memo to the Selectboard
December 1, 2015

03/01/2016	Finalize First Draft / Workshop Preparation / Outreach Strategy
03/15/2016	Community Workshop 1
04/05/2016	Workshop Debrief & Revisions / Unified Bylaw & General Housekeeping Introduction
04/19/2016	Unified Bylaw & General Housekeeping
05/03/2016	Unified Bylaw & General Housekeeping
05/17/2016	Final Unified Bylaw & General Housekeeping
06/07/2016	Workshop 2 Preparation
06/21/2016	Community Workshop 2
07/05/2016	Workshop 2 Debrief & Revisions / Animals & Urban Agriculture Introduction
07/19/2016	Animals and Urban Agriculture
08/02/2016	Animals and Urban Agriculture
08/16/2016	Finalize Second Draft / Workshop Preparation
09/06/2016	Community Workshop 3
09/20/2016	Workshop 3 Debrief and Revisions
10/04/2016	Begin Formal Adoption Process

*In 2017, the Planning Commission will be obligated to prepare updates to the Town's Comprehensive Plan.

5. Interim Zoning also allows us time to identify land-use policies that complement TIF investments and strengthen Milton's economic development.

The Planning Commission shares the Selectboard's caution about the long-term viability of the Town Core TIF District as it considers, with the voters, the sustainability of bonding for our community's growth.

The Town Core TIF will retain increment through 2031. Of the 32 projected real estate development projects in our TIF plan, 10 have been realized in full or part, and 2 large housing projects identified are currently in progress. We are steadily adding increment. And, despite the fact that we have invested 71% less than what we had planned to spend through 2014 for water, sewer, and transportation (and just 10.5% of the total infrastructure costs included in the plan), the actual, total, incremental revenue generated is only 54% less than what was projected through 2014 (2015 TIF District Annual Report). In this respect, the TIF increment appears to be in good standing.

The proposal before the Board will not make or break our TIF. We believe that approving development outcomes contrary to our the Interim Bylaws and potentially contrary to the community's long-term well-being could inadvertently undermine the leveraging capacity that of our TIF District offers over the next eighteen years.

The real success of our Town Core TIF does not depend on this project. **Our TIF depends on the investments we make, and our resolve, as a community, to synchronize our land-use and economic development programs to make investments in infrastructure --without which development/increment would not otherwise be realized.**

6. The right residential/commercial composition is critical to our community's capacity to provide services and fiscal sustainability.

We are at an important crossroad. **Uncoordinated development is a threat to our community.** Milton is experiencing change that could be a signal for what's ahead. Like us, growing shares of Vermont communities are struggling with the challenge of delivering needed public services: roads, parks, equipment, and facilities.

The health of a municipality depends on its ability to raise revenues from its tax base to meet the costs associated with its physical and social needs. Urbanist Myron Orfield, in his *American Metropattern* studies of regions throughout this country, has consistently found that the communities that attract lucrative developments can provide high-quality services at reasonable tax rates, while many newly developing and bedroom communities often end up with moderately priced single-family homes that generate more costs -- for schools, roads, sewers, etc. -- than they produce in revenues.

This finding is echoed by the Vermont League of Cities and Town in their report on The Land Use - Property Tax Connection of 2002, which said that **while development does not lead to lower tax bills in Vermont, the towns that lost commercial property value -- or gained a below average amount of commercial property value per new resident -- were more likely to see LARGE INCREASES IN THEIR TAX BILLS than the towns that saw higher-than-average commercial growth.** This is why balanced growth is so important.

The Planning Staff has found that **there are at least 457 unbuilt dwelling units in the Town Core TIF** approved by the Development Review Board, equaling approximately 10% of our existing housing stock. If built, these could have a substantial impact on our schools, roadways, and municipal services. We are wise to pay attention to the aggregate effect development will have on our checkbooks, and we were wise to put residential growth temporarily on hold to consider the extent to which we can continue to sustain the current rate of residential growth, speculative or real.

While we primarily aim to address the fiscal considerations here, there are also social concerns. It is critically important that Milton have affordable housing in socio-economically mixed neighborhoods. American sociologists have consistently found that concentrated poverty has been found to increase the likelihood of outcomes like: school district flight, teenager pregnancy, high school drop outs, social isolation, crime, and joblessness. Density without clear standards for quality design, form and mix can become very costly.

For these reasons, we must remain focused on Milton's long-term social, environmental and financial well-being -- particularly our ability to meet the public service demands ahead.

7. **The Mixed-Use Planned Unit Development use is not working.**

The Planning Commission has found that the proposed Planned Unit Development Use (PUD-M) is the most problematic of uses restricted by the Interim Bylaws. We believe that the PUD-M is simply not working for the following reasons:

- The PUD-M has not been consistently understood or applied by developers as a singular, master-planned unit.
- These misunderstandings have resulted in disjointed development in the absence of more assertive (and clearly understood and applied) dimensional, site, and access standards.

- The flexibility and waivers afforded by the PUD language -- and differences over interpretation -- have become expensive for the Town to defend, resulting in increased legal costs for this community to enforce and uphold its bylaw and Development Review Board's decisions.
- Further, the PUD phasing language has proven to be inadequate, leaving loose ends and unclear obligations in non-sequential phase implementation.
- Finally, we have found that purchasers and tenants within PUDs generally do not understand the non-conventional land restrictions they are purchasing/leasing.

While the Planning Commission has not yet taken up work on the M Districts , we are considering language that eliminates the PUD-M use from Milton's Zoning Regulations in the DB1, and possibly elsewhere. We are finding that alternative language could result in more predicable outcomes for mixed use properties (where appropriate) around which there is common understanding over clear standards and broad public support. We welcome feedback in this matter.

Approval of a PUD-M today, is approving a problem for tomorrow.

8. The current M4 District zoning is resulting in disjointed, conflictual and incompatible development, undermining Town goals.

The Planning Commission believes that there is an opportunity to re-think the fast-changing M4 District -- a district with an expansive area equivalent to 50% of the City of St. Albans and almost 75% of the City of Winooski.

We aim to evaluate the extent to which the M4 Zoning could be undermining Milton's effort to achieve our downtown goals. In this matter, it is important to think realistically about downtown geography and distinguish between the diversity of commercial uses. We strengthen our downtown by concentrating traditional downtown uses in our designated "new downtown" (restaurants, retail, office), and we undermine the "new downtown" when we dilute this geography. M4 is not part of the designated New Downtown.

Further, the Planning Commission finds that the interposition of so many diverse uses within the M4 has led to compatibility conflicts between neighbors in this district, particularly between residential and commercial uses. Mixed use coupled with density requires clear standards to ensure compatible integration.

Finally, there are many commercial uses that are important to Milton's economy but not compatible with the downtown that we've envisioned. A key goal with this amendment (in addition to building our downtown) is to better define these uses and prioritize space for transitional commercial uses and gaps in our economy. A portion of Checkerberry could serve well as a transitional zone for commercial uses like: auto-dependent, auto-based, skilled trades, small-scale industrial, or construction-based commerce that can conflict with the Town's downtown goal. The Commission is considering this question and invites feedback.

9. The Mixed-Use Planned Unit Development located in the M4 Zoning District proposed by 444-452 Route 7 South LLC is not in the best interest of the Town.

Planning Commission Memo to the Selectboard
December 1, 2015

For the reasons stated above, we conclude that the proposal is not consistent with the health, safety and welfare of the Town of Milton, because it is fully contrary to the contemplated amendments in progress.

The Planning Commission has invested a year's worth of work and we aim to work with the Selectboard to get this right .

Our future is bright. Milton is well-positioned for development and growth. It's Milton's time to move forward.



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, Director- Administration & Community Services

RE: Update on Milton Solar Array Projects

DATE: December 4, 2015

Our contractor, Sun Edison, has been working this fall to prepare its public service board (PSB) application for the proposed solar arrays in Town at the former landfill and wastewater plant sites. In preparing its application Sun Edison has been performing its due diligence using its local council, Dunkiel Saunders.

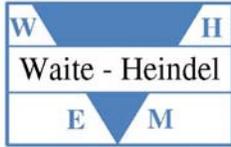
Since the last update to the Board in July I have checked in on the work via phone or email monthly, and discussed a couple minor issues and questions as they arose. There was some concern about the location of the array at the wastewater plant due to wetland delineation, and we mitigated the issue by slightly modifying its orientation. Until last month the bulk of the work was being performed by Sun Edison in a research and preparation phase in developing its application for the PSB.

For the PSB application, the Town needs to take the step of obtaining a post closure certification for the landfill and move away from its current closure extension order. This is required for the solar array to move forward at the landfill site. DPW Director Roger Hunt and I have been in discussion with Sun Edison and representatives from ANR regarding the process for this. We have engaged our consulting firm Waite-Heindel Environmental Management to aid in the application preparation. Sun Edison has agreed to split the cost 50/50 for this work by Waite-Heindel (quoted at \$3,690).

We will have the application ready for submission by the first week in January. This works for Sun Edison's schedule and timeline. I expect to have further clarity from Sun Edison regarding the submittal and hearing of the PSB application. I plan to update the Board with more frequency on this project now that the permitting phase gaining traction.

The Board is asked tonight to take action as the facility owner and authorize the Town Manager to sign the post closure certification on its behalf. The application is included in the letter from Waite-Heindel following this memo.

Construction for both solar arrays is tentatively slated for Summer 2016 pending the permitting process. All systems must be online by December 31, 2016.



Waite - Heindel
Environmental Management

November 30, 2015

Mr. Roger Hunt
Town of Milton
Director, Public Works Department
43 Bombardier Road
Milton, VT 05468
Sent via email: rhunt@town.milton.vt.us

RE: Cost Estimate for Post-Closure Certification Application, Closed Landfill

Dear Roger:

Waite-Heindel Environmental Management, LLC (WHEM) has prepared the attached Cost Estimate to assist the Town of Milton in preparing an Application for Post-Closure Certification (PCC) for the closed Milton Landfill, located on Landfill Lane in Milton, VT. The Solid Waste Management Program (SWMP) has indicated that, in order for the Town to move forward with the solar array under consideration, it must obtain Post Closure Certification, in replacement of the current Closure Extension Order.

WHEM will to coordinate with the Town of Milton and SWMP as necessary, compose the Application narrative and prepare the Application form, a drafted site plan, and prepare several of the Required Supporting Documents. A checklist of Required Supporting Documents is located on page 4 of the Post-Closure Application, included in the Attachment; the "Item numbers" included in the following two paragraphs below are references to that checklist.

Supporting documents that WHEM will generate or acquire to supplement the Application include: Item 2, all of the elements of the Post-Closure Plan (except the last bullet, "Description of any potential planned uses of the property," which will be provided by the Town), and Item 5, a cost estimate for 20 years of Post-Closure Care.

The Town of Milton will provide the following supporting documentation: Item 1, evidence of landownership; Item 3, a letter from the appropriate solid waste planning entity as evidence that the facility is included in an adopted solid waste implementation plan; Item 4, a letter from the Town reporting that the facility is in conformance with any adopted municipal or regional plan; Item 6, evidence of the Town's annual appropriation funds to prove financial capability for post-closure care; and Item 7, a plan for public notice of recertification application (two newspaper listings, abutters notifications, and posting at the Milton town offices).

November 30, 2015



WHEM will assemble the documents provided by the Town of Milton with our documents to complete the Application for PCC. WHEM will also provide assistance as needed to the Town of Milton in acquiring any of the other supporting documents. We do not include Certification by a Professional Engineer (P.E.), since we have not found that to be necessary in other PCC's for closed municipal landfills. Craig Heindel is a Certified Professional Geologist, and will sign the application.

Work on the application and supporting documents will be completed primarily by Staff Scientist Christopher Page, with oversight and review performed by Senior Hydrogeologist Craig Heindel. Mr. Heindel has provided oversight in the Post-Closure Certification of several landfills across the state, and Mr. Page has completed the majority of the groundwater and surface water quality sampling and reporting at Milton Landfill over the last four years.

WHEM proposes to complete the work described above for a cost of approximately \$3,690. A Cost Estimate is attached, which breaks down the application into four main tasks: Coordination, Application Text, Supporting Documents, and Mapping. The Cost Estimate assumes that there will be no site visit, no meetings with the client or the SWMP, and that the town is able to provide the documentation listed above. If any of these tasks are needed, they would be provided at rates shown on the attached WHEM Rate Sheet.

Do not hesitate to contact me if you have questions or concerns.

Sincerely,

Christopher Page
Staff Scientist

Attachments

- WHEM Cost Estimate
- WHEM Rate Sheet
- WHEM Brochure
- Post-Closure Recertification Application Form

Cc: Erik Wells, Town of Milton



ATTACHMENTS

WHEM Cost Estimate

WHEM Rate Sheet

WHEM Brochure

Post-Closure Recertification Application Form



Waite - Heindel
Environmental Management

RATE SHEET 2015

DESCRIPTION	UNITS	RATE
LABOR		
Expert Hydrogeologist	Depositions, Testimony	hr \$150.00
Senior Hydrogeologist	Project oversight, technical analyses, report preparation and review	hr \$120.00
Project Hydrogeologist	Project management, data review, technical reporting	hr \$100.00
Licensed Designer	Test pits, perc tests, surveying, water & wastewater design, permitting	hr \$100.00
Engineering Technician	Surveying, stormwater & wastewater analysis. construction inspection, permitting	hr \$90.00
Senior Field Technician	Field Sampling, drilling oversight, geological mapping	hr \$80.00
Project Scientist	Project management, data management, technical reporting, field sampling	hr \$75.00
Staff Scientist	Field sampling, data management	hr \$70.00
Draftsman/Surveyor	Drafting, surveying, mapping	hr \$70.00
Administrator	Data entry, copying, report production	hr \$55.00
EQUIPMENT		
Photo-ionization Detector (PID)	day	\$90.00
Interface Probe	day	\$40.00
Water Level Probe	day	\$40.00
Water Quality Meter (pH/Conductivity/Temp/DO/Turbidity/ORP)	day	\$100.00
Peristaltic Pump	day	\$50.00
Submersible Pump (2")	day	\$150.00
Low Flow Sampling Package (meters, peristaltic pump, tubing)	day	\$150.00
	week	\$500.00
Survey Equipment -Autolevel & Transit	day	\$40.00
Survey Equipment -Total Station	day	\$100.00
Hand Auger - Stainless Steel	day	\$35.00
Combustible Gas Meter	day	\$50.00
SVE Monitoring Equipment (anemometer, magnehelic gauges)	day	\$40.00
Metal Detector	day	\$35.00
Pressure Transducer (remote water level monitoring)	week	\$225.00
Lap Top Computer (field use)	day	\$50.00
Geographic Positioning System (GPS) Unit - Trimble sub-meter	day	\$170.00
Generator (2,000 Kw)	day	\$50.00
Concrete Coring Drill	day	\$250.00
OTHER		
Other Services (excavation, waste disposal, geophysical, etc.)	Cost + 10% Markup	
Materials	Cost + 10% Markup	
Mileage	mile	\$0.50
Overnight * (per diem)	day	\$165.00



Waite-Heindel Environmental Management

7 KILBURN STREET
SUITE 301
BURLINGTON, VT 05401

TEL: (802) 860-9400
FAX: (802) 860-9440
info@waiteenv.com
www.waiteenv.com

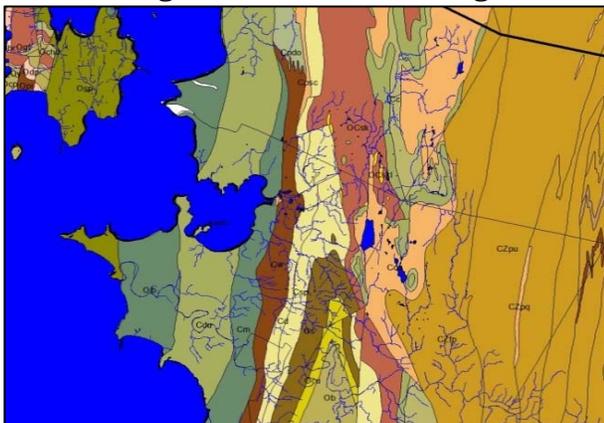
Waite-Heindel Environmental Management (WHEM) provides hydrogeological consulting and environmental services to engineers, municipalities, lending institutions, law firms, realty agencies, residential and commercial property owners, and general industry. WHEM takes pride in having the ability to address a wide range of environmental needs, from permitting a subdivision for a residential property owner, to conducting a Brownfield site assessment for a municipality. The company is comprised of Professional Geologists, Vermont Licensed Designers, and staff scientists with more than sixty years of combined experience in hydrogeology and environmental services. The Principals of the company are:

- Miles E. Waite, PhD, Professional Geologist & Licensed Designer
- Craig D. Heindel, Certified Professional Geologist

SERVICES PROVIDED



Water Source Permitting and Design
Well Pump Testing & Aquifer Analysis
Large Water Withdrawal Permits
Site Wastewater Capacity Analysis
Test Pits / Soil Evaluations
Wastewater System Design
Conventional, Mound, Advanced Treatment,
Community, Commercial, Residential
Indirect Discharge Permits
Dewatering & Basement Flooding Issues



Phase I Environmental Site Assessments
Phase II Environmental Site Assessments
Brownfield Redevelopment Planning
Corrective Action Planning
Underground Storage Tank Closures
Hazardous Material Management
Groundwater and Soil Remediation
Groundwater & Surface Water Testing
Soil & Sediment Testing
Air Quality Testing



GIS Mapping
Site Plan Surveying
Geological Mapping
Groundwater Modeling
Expert Testimony
Gravel Pit & Landfill Permitting
Stormwater Permit Assistance
Geothermal Planning & Design
Land Development Permitting (Act 250)

Agency of Natural Resources
 Department of Environmental Conservation
 Solid Waste Management Program
 1 National Life Drive – Davis 1
 Montpelier, VT 05620-3704
 Telephone: (802) 828-1138 FAX: (802) 828-1011

SOLID WASTE LANDFILL *POST-CLOSURE RECERTIFICATION*: APPLICATION FORM
 October 2013

1. Facility: Owner, Operator and Contact information

A.	Facility Name:	
	Facility 911 Address:	
	Telephone:	

B.	Facility Owner:	
	SIGNATURE:	
	Mailing Address:	
	Email:	
	Telephone:	

C.	Facility Operator:	
	SIGNATURE:	
	Mailing Address:	
	Email:	
	Telephone:	

D	Primary Contact:	
	Mailing Address:	
	Email:	
	Telephone:	

E.	Secondary Contact:	
	Mailing Address:	
	Email:	
	Telephone:	

2. Preparation of Application

I, a professional engineer licensed to practice in the State of Vermont (25 V.S.A. Chapter 20), certify to the best of my information, knowledge and belief that the attached application and associated support documents are in compliance with the applicable standards contained in the Rules.	<input type="checkbox"/>
A waiver of the requirement for an engineer to prepare this report has previously been requested on the following date:	<input type="checkbox"/>
I am currently requesting a waiver of the requirement for an engineer to prepare the report	<input type="checkbox"/>

Name:	
Signature:	
Mailing Address:	
Email:	
Engineer: License Number	
Expiration Date	

3. Landownership

- a. If you own the property:
 - i. Indicate the book and page where the deed is recorded and;
 - ii. attached a copy of the deed to this application

Book:		Page:		Deed Attached:	<input type="checkbox"/>
-------	--	-------	--	----------------	--------------------------

- b. If the landowner has granted you an unencumbered right to possession of the property to be used for the facility:
 - i. Attach a statement or copy of a statement from the landowner

- c. If you lease the property to be used for the facility, the landowner must complete the information below:

Landowner:	
SIGNATURE:	
Mailing Address:	
Telephone:	
Term of Lease:	

4. Facility Location

- a. Specify the latitude and longitude for the facility using a Global Positioning System (GPS) receiver. Alternatively, you may attach a copy of the appropriate Vermont orthophoto tax map with the location of the facility clearly and accurately marked.

Latitude:		Longitude:	
-----------	--	------------	--

- b. The groundwater beneath the facility is currently classified as:

Class III:	<input type="checkbox"/>
Class IV:	<input type="checkbox"/>
Reclassification occurred in:	

5. Required Supporting Documents: The following documents and information must be submitted with this form as a part of the application. Most of these documents will require at least minimal revision from one certification period to the next; however, if you choose to use a document from a previous application, you must include a copy of it with this application.

<input type="checkbox"/>	1. Evidence of landownership: See #3 above
<input type="checkbox"/>	<p>2. A Post-Closure Plan: The plan should include provisions for each of the following (as applicable):</p> <ul style="list-style-type: none"> • Groundwater Monitoring • Surface Water Monitoring • Air Monitoring • Leachate Monitoring • Erosion and Drainage Control • Inspections and Reporting • Maintenance of leachate and gas systems • Description of any potential planned uses of the property
<input type="checkbox"/>	3. Evidence that the facility is included in an adopted solid waste implementation plan: a letter from the planning entity or a copy of the appropriate documentation within the plan is sufficient
<input type="checkbox"/>	4. Evidence that the facility is in conformance with any adopted municipal or regional plan: a letter from the municipality or a copy of the appropriate documentation is sufficient
<input type="checkbox"/>	5. A cost estimate for the remaining period of post-closure care: This cost estimate must be based on the current status of the facility and should be updated as modifications to monitoring, inspection and reporting procedures are made over the life-time of the facility
<input type="checkbox"/>	6. Evidence of sufficient financial responsibility or capability for post-closure care. For municipal applicants, evidence of annual appropriation of funds is acceptable
<input type="checkbox"/>	7. A plan for public notice of recertification application at the point of draft certification issuance: requires notice in two newspapers (list the newspapers), to adjoining landowners (update abutters list), and at the town offices of the relevant municipality



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Security System Repairs and Upgrades

Date: December 7, 2015

Legislative Analysis:

The purpose of this project is to perform necessary repairs to the Keyscan door lock system currently in place at the Municipal Complex. The Current system consists of two modules, the first consisting of four doors, and the later eight doors. The control board on the eight channel board is non-functioning, which results in the doors not unlocking as they should.

Our vendor who is familiar with and has serviced our system since 2005 was contacted to trouble shoot and determine if a quick fix could be instituted that would allow us to plan a replacement project that would fit into our budget timeline

The following options were discussed during the two site visits to develop a plan.

Option (1): is to replace the defective door controller, and upgrade the current software to work with the new controller, reusing current locks, wires, and power supplies. This leaves us with the first door controller which is a year older than the non-functioning system, and older style power supplies, or;

Option (2): Replace both door controller modules into one cabinet, power supplies (120v and 12v), software, request to exit devices, essentially starting with a new system reusing the existing locks and wiring. This could allow us room for expansion of more door controllers in the future. New software would also allow for remote facility door controls to add other buildings as needed (fire & rescue).

Fiscal Analysis:

This project is a not a budgeted expense and funds would need to be identified to complete either of the two options. Option one has an estimated cost of \$5,200.00, and option two has an estimated cost of \$15,300.00.

Recommended Action:

Determine how to proceed, and if current vendor qualifies as Sole Source Vendor under our current purchasing policy.

Prepared By: Dustin L. Keelty, Public Works Supervisor

TOWN OF MILTON

PUBLIC WORKS

WINTER OPERATIONS PLAN

This plan addresses the wintertime Public Works operations for ice and snow control on Town roads and streets. It also identifies essential community services provided by the Public Works Department for winter water and sewer emergencies and discusses wintertime coordination between Town Departments.

Approved by the Selectboard on **December 4, 2015**.

Darren Adams, Chair

Stuart King, Vice Chairperson

John Bartlett, Clerk

John Cushing

Kenneth Nolan

INDEX

I.	General	Page 3
II.	Resources Available to the Public Works Department to Assist in the Planning and Execution of Winter Operations	Page 3
III.	Operations on Town Highways	Page 5
	A. General	
	B. Pre-Winter Preparation, Training and Orientation	
	C. Winter Storm Operations	
	D. Continuing Operations during Non-Storm Periods	
	E. Post Winter Follow Up	
IV.	Winter Sewer and Water Operations	Page 16
V.	Coordination/Communication/Public Information	Page 17
VI.	Plowing non-accepted Public Highways	Page 20
VII.	Sidewalk Winter Maintenance Plan	Page 21
VIII.	Appendices	Page 22
	Appendix A Available Personnel and Equipment	
	Appendix B List of Cul-de-sacs, Bus Turnarounds, Dead End Roads, Hot Spots	
	Appendix C Town of Milton Radio Call Numbers	
	Appendix D List of Contractors for Assistance with Snow Clearing Operations	
	Appendix E Map of Sidewalk & Plow Routes	
	Appendix F Guidelines for Ice and Snow Clearing Techniques	
	Appendix G Winter Safety Guidelines	
	Appendix H Adjacent Towns' Call Lists	
	Appendix I Instructions for Placement of Mailbox/Post	
	Appendix J Letters to Residents	
	Appendix K On Call Staff Contact Information	

Formatted: Normal

I. General

The Town of Milton Public Works Department hereinafter referred to as Public Works has the responsibility of maintaining essential services on approximately ~~99~~101 miles of accepted Town roadways, ~~9088~~ miles of paved, 11 miles of gravel, as well as over 40 miles of water line, over 15 miles of sewer line, and maintenance of public buildings, cemeteries, forests and parks. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the extended period of high precipitation, low temperatures and heavy winds, which together characterize the Vermont Winter.

The Public Works Director has direct responsibility for the management of the Department, acting under the general policy direction of the Town Manager and authority of the Selectboard. The Public Works Director oversees ~~two~~three (23) divisions within Public Works: Public Works Administration, Operations and Water/Wastewater. The day-to-day operations of the Operations and Water/Wastewater ~~two~~ divisions are supervised and coordinated by the ~~working supervisors~~Public Works Supervisor and Water/Wastewater Superintendent.

II. Resources Available to the Public Works Department to Assist in the Planning and Execution of Winter Operations

In order to provide timely winter street clearing services and to gauge the level of activity required prior to, during and following winter storms, the Town utilizes the following:

- A. Weather forecasts are provided by the National Weather Service located at the Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually. Receivers monitor this forecast at the Town Garage and the Police Department.
- B. Local radio, websites and television stations provide weather forecasts, including the dedicated Weather Channel on cable television.
- C. National Weather Service forecasts and current conditions for Burlington International Airport are available via Internet at ~~http://www.wunderground.com~~
http://www.weather.gov/btv/
- D. Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier. This information can be obtained by calling 828-2648. Two State Highway radio frequencies, 159.180 and 159.195, also can be monitored on the scanner for current information.
- E. Assistance is available on local road conditions from the Milton Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Department utilizes information provided by police officers on duty/patrol. To provide the best possible response in the shortest time, it is

important that the following information be provided by the Police Department and conveyed to Public Works at the time contact is made:

1. Is the problem Town-wide, restricted to one area of Town or at a specific location? The problem location needs to be defined as accurately as possible.
2. What is the specific nature of the problem?
Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe are the conditions and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or has it subsided?

Emergency Access – Can Police, Fire or Rescue get to any location (because of specific road conditions or problems)?
3. What is being done by the Police Department pending arrival of Public Works employees?
 - a. Will the Officer remain on site?
 - b. Will barricades be put up?
 - c. Will road(s) be closed?
 - d. Will Fire/Rescue be contacted?
 - e. Will the media be contacted?
4. A decision on what effort is needed to correct the problem will be made by the Public Works Supervisor and/or Public Works Director. However, any input from the police officer on site may assist Public Works in the timely arrival of help.
5. Once contact is made via telephone or alert notification list, communication will be maintained until Public Works has corrected the problem. Public Works will notify the Police Department when all work is completed.

III. Operations on Town Highways

- A. General – During the winter period extending generally from the 15th of November through the 15th of April, the principal efforts of the Public Works Operations division are is directed towards control of snow and ice on Town highways. To accomplish the objectives and policies of the Town of Milton, operating procedures have been implemented. The operating procedures take place over four distinct time periods, including (1) Pre-Winter Preparation, Training and Orientation, (2) Winter Storm Operations, (3) Continuing Winter Operations During Non-Storm Periods and (4) Post-Winter Follow-up.
- B. Pre-Winter Preparation, Training and Orientation
1. Update the operation plan as necessary to keep the plan current. Let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings with all stakeholders.
 2. Know the plowing and spreading routes, the employees of the Public Works Department will complete the following:
 - a. Make trial runs before winter to familiarize themselves with the routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there before. Plan fall meetings to familiarize the road crew with their winter duties and review with all drivers, all routes in case another crew member must take over the route.
 - b. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures, including fire hydrants, guide rails, drop inlets, catch basins and curbing ends that may be hidden from the driver(s). Mark areas that have been consistent sources of complaints in the past.
 - c. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
 - d. Review the-new developments plowing plan with the full crew in late fall. Identify which new road(s) will be accepted during the winter and plowed by the Town.

3. Effective Radio~~4V~~ Communication
 - a. Review the alert notification roster and radio calls with all employees.
 - b. Check all radio equipment and ensure that working spares are stockpiled at the garage.
 - c. Review the storm warning system with all affected employees.
4. Equipment - Operation and Maintenance
 - a. The Public Works Supervisor is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.
 - b. Prior to the onset of winter, the mechanic, Public Works Supervisor and all operators will perform a complete inspection of all winter equipment to include at a minimum, the following:
 - Vermont State Inspection
 - A check of all wing and plow hydraulic systems to ensure they are operating properly.
 - A check on the condition of moldboards, cutting edges.
 - Operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand and/or salt spreading and operational checks of the computer-controlled material feed systems.
 - Brake checks, air and hydraulic hose checks.
 - All vehicle lighting, including wiring and sockets on headlights, tail lights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered.)
 - Replacement of side or end-body reflective tape as necessary.
5. The mechanic will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

6. The Public Works Supervisor and mechanic will insure that operators perform preventive maintenance on a daily basis to include:
 - a. Inspection of tires for wear
 - b. Checks on brakes and air systems
 - c. Checks of hydraulic hoses for leaks
 - d. Visible structural checks of frames and the pins holding the bed to the frame
 - e. All electrical equipment, especially lights, wiring and sockets
 - f. Wipers
 - g. Plow blade wear
 - h. Safety equipment checks
7. Materials
 - a. The Public Works Supervisor is responsible for ensuring an adequate supply of sand is stockpiled or available prior to the start of winter.
 - b. The Public Works Supervisor is responsible for maintaining an adequate supply of gravel, [peastonesand](#), salt, magnesium and calcium chloride throughout the winter.
8. Training will be conducted annually on the following subjects in support of winter operations:
 - a. The winter snow plan
 - b. How salt works
 - c. How magnesium chloride works
 - d. How and when to use salt, sand, and chemical de-icers
 - e. Application rates/salt reduction
 - f. Special storm situations
 - g. Special deicing problems
 - h. Winter safety considerations
 - i. Police/Public Works communications
 - j. Parking/towing ordinance
 - k. Public relations/complaint procedure
9. Other subjects as appropriate

Formatted

C. Winter Storm Operations

1. General Philosophy
The Town of Milton does not have a bare roads policy. The Town follows a Safe Roads at Safe Speeds policy. This means that during a storm, roads

are plowed, sanded and salted to keep them open for travel, though road surfaces may be snow covered at times during the storm. Roads will be returned to bare pavement only when the storm is over. Depending on the severity of the storm, this may take several days, especially on low volume roads and in developments.

Like towns all over Vermont, Milton has traditionally used a deicing approach to winter road maintenance removing or melting snow and ice as they accumulate or shortly thereafter. Bare roads can be achieved when salt is used at its optimum deicing temperature of 18° Fahrenheit and above. Below 18° a mixture of sand and salt ~~is may be used~~ in limited circumstances and however the roads will not be bare. Starting the winter of 2015-16, on most routes magnesium chloride will be mixed with the road salt to improve the salts effectiveness in marginal temperatures. The use of magnesium chloride may also help stretch our salt supply which has been increasingly more expensive to purchase and difficult to maintain on hand. The Town's snow and ice control operations are limited by the resources (budget, personnel, equipment and materials) available for winter maintenance operations. Limited resources do impact the level of service and ability to provide bare roads.

2. Determination of Operations

Using the resources identified under Section II, professional experience and judgment, the Public Works Supervisor or his/her designee will determine the appropriate level and timing of snow and ice control to be performed by the Public Works Department. The Public Works Supervisor may consult with the Public Works Director. The Public Works Supervisor or his designee will contact employees in the Public Works Department using the alert notification list.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads in the Town of Milton are not possible. An overall plan has been developed to provide for clearing of the roads. This plan is generally followed, however, each storm event is unique and deviations from the plan occur. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, review of the methods, materials, the equipment used, and the manpower effect, as well as complaints received will be done by the Public Works Supervisor. These reviews will provide the basis for adjustments in managing future winter storm operations.

3. Control Center

Upon notification, employees at the Highway Garage on Ice House Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is the

Highway Garage at 893-1851, (primary) or the Public Works Office at 893-6030 or other designated location. Although the Public Works Supervisor or his/her designee may frequently leave the Control Center to evaluate conditions and assist in the operations, he/she ~~can may~~ be reached via cell phone or radio, at 578-1530.

4. Equipment

To support the operation, the Public Works Department has equipment available as noted in Appendix A.

Supplemental Equipment

In an emergency situation where Town equipment is out of service for repair or the situation is beyond the ability of the Town to handle in house, supplemental equipment and operators may be rented/hired from area contractors. A list of potential contractors is indicated in Appendix D. Also, assistance may be secured from neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities as well as Milton. Major winter disasters may require the assistance of the Vermont National Guard, if an emergency declaration is issued by the Governor.

5. Materials

Ice and snow clearing materials are stockpiled near the Highway Garage yard located on Ice House Road for use during the winter season.

a. The Town procures sand during the fall of each year by getting quotes from suppliers with acceptable sand.

~~b. A minimum amount of salt is added to prevent the sand from freezing.~~

~~eb.~~ Approximately 400 tons of salt is maintained on-site in the end bay of the Town Garage. The salt bay is fully stocked prior to winter. The Town generally procures road salt from the following company at the Vermont Agency of Transportation bulk-rate pricing:

1. Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401
863-13111311 or 1-800-243-7258

An alternative supply of minimal tonnage may be purchased in case the primary company cannot deliver salt in a timely manner during regional shortages. Alternative suppliers:

Comment [RH1]: VERMONT MULTI-SECTOR GENERAL PERMITS FOR STORMWATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY MSGP 3-9003 – Pg 252.1.2.7 Salt Storage Piles or Piles Containing Salt. You must enclose or cover storage piles of salt, or piles containing salt, used for deicing or other commercial or industrial purposes, including maintenance of paved surfaces. You must implement appropriate measures (e.g., good housekeeping, diversions, containment) to minimize exposure resulting from adding to or removing materials from the pile. Piles do not need to be enclosed or covered if stormwater runoff from the piles is not discharged or if discharges from the piles are authorized under another NPDES permit.

Comment [RH2]: We haven't done this for at least 8 years do to MSGP, MS4 & The Towns SWMP

Comment [RH3]: From Town of Milton Stormwater Management Plan - Winter Highway Maintenance- The Town's snow removal procedures are designed to minimize the sand and salt that may ultimately enter receiving waters. Milton does not have a "bare roads" policy. The application of salt is adjusted for specific weather conditions and specific locations in Town. Salt is typically only applied to the town core area and major intersections. The amount of salt used during a storm is adjusted based on weather conditions that are suitable for naturally melting snow and ice. The use of sand is limited to rural roads in the community. The application is typically limited to critical areas such as steep grades, sharp corners, and roadway intersections. The Town does not operate snow storage areas. Salt is stored in an enclosed facility and sand is stored in an open pile behind the highway maintenance facility. In the interim period prior to the construction of the new highway facility the yard catch basin will be appropriately protected from winter sand.

2. American Rock Salt Company, Inc.
Dubois Middlesex Building
Mark Assini
585-243-9510 ext. 1404
3. Morton Salt (Montreal, Canada)
1-800-361-4767

etc. There is a trend in the northeast to rely more on salt and less on sand for a number of environmental and budgetary reasons. Additional salt will work well on paved roads although some storms require a considerable application of sand on all roads (i.e. sleet and/or freezing rain).

6. Snow Plowing and Sanding/Salting Operations

- a. Public Works has organized the snow clearing equipment into (88) major routes for routine operations. ~~Magnesium Chloride additives are being tested this winter and will be further defined in a future update to the Winter Operations Plan~~. The plow routes are depicted on a map located in the Control Center [and Public Works Administrative Office](#). Each complete route for a single truck is approximately forty (40) lane miles in length and takes six to seven hours to complete, once a major snow event is over. Dirt roads have been assigned their own routes as they require different ice and snow removal treatments. The routes have been established to meet the following criteria:

Provide the highest priority coverage to the roads with the heaviest usage (the major arterial) and a history of the severest conditions and/or accidents. The highest priority roads for each designated route are the following arterial roads:

Route #1 – Tandem Axle Dump Truck

Westford Rd., North Rd., East Rd., Hardscrabble Rd., McMullen Rd., Duffy Rd., Rollin Irish Rd., Marr’s Hollow Rd.

Route # 2 – Single Axle Dump Truck

Main St., Railroad St., Mackey St., Hobbs Rd., Middle Rd., Bombardier Rd., Centre Drive.

Route # 3 – Tandem Axle Dump Truck

Lake Rd., Everest Rd, Bebee Hill Rd., Cadreact Rd.

Route # 4 – Single Axle Dump Truck

Manley Rd., Murray Ave., Sanderson Rd., Poor Farm Rd.,
Milton Falls, Overlake [Development](#)

Route # 5 – Tandem Axle Dump Truck

West Milton Road, Bear Trap Road, Industrial Park

Route #6 (See Appendix B) – Medium Duty & 1-Ton Dump Truck

Lamoille Terrace, Haydenberry, Ellison, Upper Cherry Street;
~~One-ton truck~~, side streets and hot spots (hills and high hazard
intersections)

Route #7

Pick-up trucks, cul-de-sacs, narrow dead end roads

Route #8 – Single and/or Tandem Axle Dump Truck

Dirt Roads (See Appendix B)

In the event of an extreme storm event, equipment failure or operator absence, the Town Highway major arterial routes will be cleared first with the remaining usable equipment and available operators.

- b. Maximize the cycle capability of each vehicle to prohibit unnecessary reload trips for materials at the Highway garage.
- c. Plow routes are designed for mostly right-hand turns to [increase efficiency and](#) avoid leaving windrows in intersections.
- d. Assign an intermediate priority to collector streets with lesser traffic loads and reduced history of accidents. A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street(s) or community facility. This normally includes the principle entrance street to a large subdivision or group of subdivisions, and the principle circulation street(s) within such subdivisions. Examples are Cherry Street, School Street, Herrick Avenue, Haydenberry Drive, Woodcrest Circle, Barnum Street, and Red Clover Way.
- e. Because of their location, adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrently with collector streets or immediately

following the collector streets. Examples are Stewart Lane, Hemlock Road, and Quail Hollow.

- f. Dead-end streets follow in priority, although many may be cleared earlier in the process to meet the objectives of efficient cycling. Examples are the cul-de-sacs in the Milton Falls Court subdivision.
- g. Cleaning cul-de-sacs is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing operations are complete, after the storm event or the next day. Manpower ~~is may not be~~ available to clean cul-de-sacs during the storm event. Depending on the size of the cul-de-sac one lane of travel may only be open at any given time.
- h. The Town will take over the maintenance of roads when they are accepted as Town highways after the warranty period. The Town reserves the right to plow short segments of development highways prior to the acceptance of that segment by the Town, when that segment is in the warranty period, and if this action produces an overall improvement in time management or efficiency of the plow route. (see Section VI for more details)
- i. **During the evening hours of a storm event between 9 p.m. and 1:00 a.m. typically no manpower, or a modified to reduced manpower schedule will be used, unless there is a continuous heavy snowfall or continuous icing.**

Formatted: Font: Bold

Comment [RH4]: Would like to change to 9:00 PM – 3:00 AM to properly rest crew. We do not work in shifts.

Formatted: Font: Bold

7. Operating Flexibility

It is important to note that the approved plan, and the map located in the Control Center, are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- time of plowing
 - school bus routes
 - commuter traffic
 - parked cars
 - equipment breakdown
 - assisting Fire, Rescue or Police Departments
 - type, intensity and duration of the storm
- a. In order to guide the Public Works Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is

provided in Appendix F. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations. Each operator is responsible to make decisions regarding the blend of materials and application rates to keep the roads as safe and passable as possible while concurrently minimizing costs. In order to maximize efficiency each operator shall maintain an application chart in trucks where material management devices are installed.

- b. Operator and citizen safety is an important consideration during all snow/ice clearing operations and suggested safety practices are provided in Appendix G.
- c. Police Department staff and the General Public are reminded that Town snow removal operations generally will not start until one (1) hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. **Also, with routes requiring 6 ½ to 7 hours to plow completely, notification has to occur before 2:00 a.m. or it is likely that the major roads will not be open by 7:00 am.**

Formatted: Font: Bold

Formatted: Font: Bold

8. Applicable Ordinance/Laws

During snow clearing operations, it is important that motor vehicles are not parked in "...such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, or the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance constitute a hazard contrary to the public health, safety and welfare...". Because of this, the Board of Selectmen adopted a Motor Vehicle and Traffic Regulation Ordinance last updated in February, 2011~~1984~~ (see Section 6, f-k.)

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be".

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or

impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates a dangerous obstruction. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Department will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Playing and building snow castles along the road edge in snow banks is extremely dangerous during snow removal operations. Public Works will destroy the castles and provide the resident with a notice concerning the action taken, why it was necessary and a warning against future.

9. Snow Removal on State Highways in the Town of Milton

Within the Town of Milton, the State maintained Highways are U.S. Route 2, U.S. Route 7, and Interstate 89.

Snow removal on these roads is the responsibility of the State of Vermont administered by the 5 Highway Garage located in Colchester. Questions or comments on these highways can be directed to the District Transportation Administrator, David Blackmore, at 655-1580 or email to David.Blackmore@state.vt.us .

D. Continuing Operations during Non-Storm Periods

After a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

1. Equipment needs to be inspected, using preventative maintenance techniques, and repaired if necessary. Special attention must be given to tires, brakes, and snow plows - including wings, shoes, bearings, augers and spinners.
2. Materials, especially salt, must be reordered to ensure an adequate stockpile on-site.
3. Plow routes must be driven to identify problems, especially illegal plowing by driveway contractors, problem mailboxes, and snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the Public Works Supervisor so that letters can be sent to correct the problem.
4. It is important to wing-back snow on road shoulders following each major snow storm and to clear critical areas to make room for future snow storage, especially at intersections. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass, which cannot be moved without considerable effort by snowplows. Therefore, winging-back is an on-going function that needs to be addressed as soon as storm subsides. The amount of stockpiled snow dictates that winging-back is needed.
5. The Town does not haul snow (in general). However, at specific locations, i.e. intersections, cul-de-sacs without storage space, school bus route, problem areas or sites of repeated accidents, the Town may selectively utilize the loader and dump trucks to haul snow from the site. The principle purpose of hauling is safety. The hauled snow shall be dumped at the old landfill site or at some other suitable and acceptable place as determined by the Public Works Supervisor.
6. It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.
7. Following a storm, generally within 5 business days, an investigation will be made of all storm related complaints received. The Public Works Supervisor or their designated representatives, Will complete the investigation. Their findings shall be made known to the complainant as soon as practicable. All such complaints will be handled through the Public Works service request tracking system.

E. Post Winter Follow Up

1. Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside groups involved, including but not limited to fire, rescue, police, schools, industry, the public and elected officials, to obtain input for improvement in the coming season.
2. Give all equipment a thorough maintenance check after the last snowstorm of the winter.
 - a. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
 - b. Order new plow blades and other equipment as necessary.
 - c. Oil and grease all moving parts before storing equipment.
3. Schedule summer construction for areas where road defects have resulted in problems during the winter, such as ice patches.
4. Identify new equipment needs for improving operations.
5. Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changes in equipment and technology.

IV. Winter Wastewater and Water Operations

A. Prior to the onset of winter, the Water/Wastewater Division will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

B. Winter Operations

1. Following storms, the principal responsibility of the Water/Wastewater Division shall be to clear snow and ice from around essential (Schools, Public Buildings, Emergency Services) hydrants and to clear pedestrian access lanes to Water/Wastewater Buildings and pump stations, with help from the [Public Works Department Operations Division](#).
2. The Water/Wastewater Division provides primary backup to the [Highway Operations](#) Division in the event of a prolonged winter storm event or lack of personnel due to illness, etc.
3. The Water/Wastewater Division has responsibility for the repair of broken and frozen water mains, within the overall limit of Town responsibility up

to and including the service curb stop. The Town will assist in the thawing of frozen **private service lines** to the extent possible. However, assistance will be **rendered only during normal working hours**. Water & Wastewater Rate Schedule A outlines the process, rates and statement of services.

Formatted: Font: Bold

Formatted: Font: Bold

4. In the event of a power failure at the Wastewater Treatment Plant, River Street Pump Station, US7 Pump Station, Middle Road and Catamount Pump Stations the auxiliary generator will start automatically. Fuel tank levels will be maintained above half full.
5. In the event of a power failure at the Water Plant (McGrath Reservoir) the auxiliary generator will automatically start, supplying power to the Hydroneumatic system, and the Town base radio. The Telemetry Control System will require manual resetting upon restoration of power. When full, the twin water tanks contain approximately three (3) days' worth of storage. The Maplewood Avenue Booster Pump Station has emergency power. In rare cases water conservation measures may be requested of all users per the Milton Water Ordinance, Section 3-B, 5-2.
6. When fire hydrants are used by the Fire Department during the winter, the Fire Department will notify the Police Department immediately following the fire and identify the used hydrants by number. The Police Department will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

V. Coordination/Communication/Public Information

- A. All communication from the public concerning conditions and problems should be directed during normal working hours (8:00 a.m. to 5:00 p.m.) to the Public Works Administration Office (893-6030) or Public Works Directors Office (893-6030). Emergency requests during non-working hours should be directed to the Police Department (893-2424) for relay to the Public Works Supervisor, Public Works Director, or staff at the Town Garage. The Town Garage phone system (893-1851) is intended for internal use only and not for direct communication between the public and the Division.
- B. During winter storm events, the Town Garage maybe unmanned when the Highway Division personnel are out on the roads, or when the personnel rest requirements dictate that plow drivers go home to sleep and/or eat. During these low/no manning periods, there may be no one available at the Town Garage to answer the telephone. However, Town officials may still have the need to communicate with the Public Works Department regarding road conditions, snow clearing progress or other issues.

Town officials must use the existing Town staff chain of command in the event they need to communicate with the Public Works staff during a storm. This means contacting the Public Works Director [via phone, radio or cell phone](#). -If the Public Works Director is not available by telephone or radio, the Public Works Supervisor should be contacted directly, ~~at (578-1530)~~. [Their contact information can be found in Appendix K.](#)

- C. Complaints or requests for service, when received, must be input into the service request database with the required information noted.

The complaints will be reviewed and investigated by the Public Works Department with corrective action taken as deemed appropriate.

- D. Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:

1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way (ROW) without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are, but not limited to fences placed within the Town ROW, flower pots/beds, [recycling & refuse containers](#), landscaping, trees, lawns, basketball hoops, etc.
2. To ensure mail delivery to all rural residents, the Town has provided a blanket authorization for mailboxes/posts to be located in the Towns ROW. The Town has information available to the public, upon request, with regard to Federal guidelines that control the specific location of the mailboxes/posts and may require the homeowner to move the box/post to a more suitable location. (See Appendix J)
3. Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snow bank or the weight/volume of the snow being plowed. The damage is not deliberate and in most cases unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. The Town will not repair or replace mailboxes/posts damaged by private contractors and homeowners during driveway clearing operations. [If a mailbox that is properly installed and is in good repair is physically struck by the Town's plow truck, the Town will provide a generic USPS Post Office approved box at no cost to the property owner.](#)

Comment [RH5]: Highway Staff would like to eliminate. Sovereign Immunity?

4. The Town will restore or replace objects located on private property outside the ROW that have been damaged other than as a result of its snow or ice clearing operations.
5. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.

Comment [RH6]: It's impossible to know what is buried under a snow bank or what might fly off from the road surface. We should be covered by sovereign immunity.

- E. When conditions are especially severe, the Public Works Supervisor, working in concert with the Public Works Director, may issue a special snow emergency statement advising the local media, radio station, industries and schools that conditions may adversely affect their operations. One or all of the following parties will be notified when this occurs:

<u>Contact</u>		<u>Phone #</u>
Milton Fire Department	Police Dispatcher	264-5555
Milton Rescue	Police Dispatcher	264-5555
Milton Town School System		893-5400
Milton School Bus Garage		893-1334
Newspapers: Milton Independent		893-2028
Burlington Free Press		863-3441
St. Albans Messenger		524-9771
Radio Stations: WJOY/WOKO (fax #862-0786)		658-1230
WEZF (fax #655-0478)		655-0093
WVMT/WXXX (fax #655-1329)		655-1620
WIZN (fax #860-1818)		860-2440
Television Stations: WCAX		652-6300
WPTZ		655-5588
<u>WFFF (Fax #660-8673)</u>		<u>660-9333</u>
<u>WVNY</u>		<u>660-9333</u>

F. Public Access Sand Pile

The Town will make available a small quantity of winter sand, in a location accessible to Milton property owners/residents. This will normally be placed near the south boundary of the Town Garage property, on the right of Ice House Road. The location may change to meet operational needs, but will remain in a location accessible to the property owners/residents of Milton. In the event that the overall sand supply runs low, the Town may stop providing this material at the Public Works Director's discretion.

This sand is intended exclusively for individual use by private property owners/residents. Private property owners/residents are allowed to take sand from the pile, however they shall limit the amount they take up to one (1) five gallon bucket per storm event. Use by and/or for commercial properties, snow plowing

businesses, or property managers is forbidden. These use restrictions will ensure availability to the most residents' possible.

Property owners/residents shall not be allowed direct access to the winter sand storage area behind the Town Garage at any time.

G. It is important that, as part of the communication/public information program, the following issues be communicated each year to the residents, prior to December 1st or at or near the beginning of the winter storm season:

Formatted: Superscript

1. Snow should not be blown/plowed or shoveled into the Town highways.
2. The nightly parking ban needs to be respected and cooperation is needed during other times of the day when storms are occurring and parked cars need to be moved.
3. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snow banks. Refuse & recycling containers should be left in driveway aprons or a space cleared for them out of harm's way. Appendix J is sample letters to residents regarding objects in the Town's ROW.
4. Mailboxes/posts need to be properly installed and lids closed when not in use. Appendix J contains instructions for placement of mailboxes.
5. Snowplows must be respected, given their width, weight and speed. Drivers often will attempt to crowd snowplows or homeowners will attempt to protect their shoveled drive by placing objects and/or standing at the entrance. Both practices invite disaster because of the lack of maneuverability of these vehicles, the generally icy conditions and often the inability to see under blowing snow conditions.
6. Only items authorized by a Highway Access Permit or easement are authorized to remain in the Town ROW. Unauthorized ~~Objects in the Town ROW need to be moved or relocated during the winter. Town Staff may relocate or dispose of these items at the owners expense Basketball backboards can be turned away from the street. This will prevent the hoops from damaging plow trucks or causing accidents.~~

Formatted: Indent: Left: 1.5"

VI. Plowing Non-accepted Public Highways

The Town of Milton Publics Works Department, Highway Division will consider the winter maintenance of a Developer's non-accepted public infrastructure during the warranty period under the following conditions:

A. The Town has the manpower, equipment, and material resources available to

complete the work.

- B. The proposed segment(s) to be plowed shall have either a completed loop or a temporary or permanent hammerhead located at the end of the segment(s) to be maintained.
- C. The segment(s) shall be paved and any storm water and sewer structure set so that it will not damage plowing equipment. The Developer may pave the surface course of pavement to facilitate winter maintenance with the understanding that at final inspection any pavement defects will have to be fixed to meet the Town Public Works Specifications.
- D. Segment(s) to be maintained must be a minimum of one thousand (1000) feet long or a completed highway segment is a loop. The development shall have two separate accesses onto a current public highway where designed.
- E. The Developer understands and agrees to the condition that the Town of Milton is not liable for any damage caused to said infrastructure caused by Winter maintenance and the Developer will have to correct any damage at his/her expense prior to acceptance of the infrastructure by the Town of Milton. The Developer shall maintain liability insurance to protect the Town during the period of the warranty.
- E. The Developer shall contract for the plowing service by the Town of Milton. The fee will be paid in advance of the winter plowing season based on an estimate of labor and materials used. Cost to include rate of vehicle plus operator from cost developed by the Town. The Developer shall pay the Town for all estimated material used to maintain highway or highway segment(s). Sand shall be charged at the Town Winter Sand bid price and the application rate shall be three hundred (300) lbs. per lane mile. Salt shall be charged at the Town Winter Salt bid price and the application rate shall be one hundred (100) lbs. per lane mile.
- F. The Town of Milton Public Works Department shall not maintain any development highway segment that has not been paved, is under construction, or deemed not plowable by the Public Works Supervisor.
- G. The Town may determine to plow a segment of warranted but not accepted highway if the segment to be plowed improves the time management or efficiency of the plow route. The Developer shall be required to pay the Town for this plow service.

VII. Sidewalk Winter Maintenance Program

The Town of Milton maintains access to sidewalks contiguous to the Town Core that meet design requirements as established in the Public Works Specifications, adopted October 6, 1997 and as amended. The following are general guidelines for the program.

- A. The sidewalk plow route is attached as Appendix E. Sidewalks contiguous to the Town Core sidewalks shall be plowed (subject to the following paragraphs). Sidewalks in the public ROW constructed as part of a new subdivision may be plowed when the Town has accepted a warranty deed for the ROW [and if the new sidewalk is contiguous to the Town Core Sidewalk Plow Route](#).
- B. Sidewalks added to the plow route shall be contiguous with the Town Core and a majority of the lot owners or association members in the subdivision shall provide a written petition to the Public Works Director for inclusion in the sidewalk plow route. Extensions of the sidewalk plow route for new or existing sidewalks will be considered provided that sufficient manpower, equipment, and material resources are available to complete the work.
- C. The Town of Milton is not responsible for winter maintenance of sidewalks that are not contiguous with the Town Core sidewalks.
- D. The Town may decide to assist a subdivision in clearing a school bus stop within the public ROW based on a written petition to the Public Works Director requesting the service.
- E. Shared use paths that meet the design requirements as established in the Public Works Specifications, adopted October 6, 1997 as amended shall be plowed if contiguous with the Town Core sidewalks and appropriately petitioned for inclusion in the sidewalk plow route. Shared use paths shall be plowed at least to the same width and standard of a sidewalk.

The winter maintenance of sidewalks is a secondary priority to maintaining safe and passable roads. The call out time for winter sidewalk maintenance shall be as deemed appropriate by the Public Works Supervisor. Sidewalks shall be plowed in a timely manner as determined by severity of the storm. Sidewalk maintenance may be temporarily deferred to concentrate on making roads passable based on the discretion of the Public Works Supervisor. As a general rule sidewalk plowing will begin after route plowing has concluded to avoid the practice of repeat plowing of the sidewalks. [Unless in a highly unusual event, salt and sand are not used on sidewalks due to the damage they cause to concrete and the spring cleanup efforts required to protect the environment. As with plow routes, residents are urged not to place their refuse and recycling containers, or any other objects in the sidewalk path.](#)

APPENDIX A

AVAILABLE PERSONNEL AND EQUIPMENT

VEHICLE AND ROUTE ASSIGNMENTS
(DT= dump truck with plow, wing, and spreader)

<u>Route</u>	<u>Vehicle</u>	<u>Completion Time</u> (6 to 8 inch storm)
# 1	Tandem Axle DT	6.5 hrs.
# 2	Single Axle DT	6 to 7 hrs.
# 3	Tandem Axle DT	6.5 hrs.
# 4	Single Axle DT	6.5 hrs.
# 5	Tandem Axle DT	6 to 7 hrs.
#6	2012 Low Pro	
#7	¾ & 1 Ton Pick Up Trucks	
#8	Tandem & Single Axle DT	

OTHER STORM ASSIGNMENTS

<u>Route</u>	<u>Vehicle/</u>	<u>Completion Time</u>
Cul-de-sacs	¾ & 1 ton P-Up	8 hrs.
Hills, curves, dead-end Roads, and assist with Cul-de-sac route.	one-ton dump trk-	7 hrs.
Sidewalks		8 hrs.
Equipment Maintenance		3 hrs per storm
Yard Maintenance (plow yard, mix and screen sand)		3 hrs per storm

STORM SUPERVISION AND FOLLOW-UP (Public Works Supervisor)

Monitor weather, call in crew and report to duty in time provide advice to buses and school on road conditions. Handle all incoming calls, radio dispatches, and continue to monitor weather conditions. Resolve issues related to plowing as they are reported to Public Works. Advise crew as to when to do final scraping and salting. Assist with cul-de-sacs as able and do final check of road conditions before sending crew home. Apply salt to hot spots when doing final check of road conditions. Assure that all storm data has been properly recorded. Provide final update to the Milton Police Department.

APPENDIX B

CUL-DE-SACS, BUS TURNAROUNDS, DEAD END ROADS, HOT SPOTS

CUL-DE-SACS

Hidden Meadows
Adams Park
Quarry Lane
Hunting Ridge
Winter Lane
Kingsbury Road
Moss End
Emile Drive
Beaver Brook Road
Maplewood Avenue
Riverside Drive
Rebecca Lander Drive
Village Meadow
Timothy Court
Lamoille Terrace
Kim Lane
Lena Court
Edgewater Terrace
Long Pond Drive
Jonzetta Court
Howard Drive
Smith Road
Sawyer Avenue
Streeter Brook
Delma Drive
Sonya Road
Quail Hollow
Thrush Drive
Milton Falls Court
Waterwheel Way
Sheldon Road
Poor Farm Road, (end)
Jackson Lane
Valley View Drive
Raspberry Court
Lacasse Drive
Pine Harbor Road
Country Lane
Chrisemily Lane

Kendra Drive

BUS TURNAROUNDS

Everest Road
Kim Lane
Allen Brook Drive
Racine Road
Rowley Road
Hibbard Road
Manley Road
Ritchie Avenue
Cobble Hill Road
Cooper Road
Bus Turn Around
Westford Road
Irish Road
East Road
Hardscrabble Road
Reynolds Road
Hunting Ridge

DEAD END ROADS

Turner Ave
Woods Court
Moss End
Erling Drive
Sawmill Road
Marque Road
Dixon Road
Bezio Road
Henry Road
End of Everest Road
Costello Road
Howard Street
Kilburn Rd
Clapper Road
Morgan Road

HILLS

Westford Road

Hardscrabble Road
East Road Trestle
Cooper Road
Hunting Ridge
Milton Falls
West Milton Road
Bear Trap Road
Lamoille Terrace
Ellison Street
Edwards Street
Allen Drive

INTERSECTIONS

Main Street & US7
Main St & Railroad
Duffy Hill & Mars Hollow
Poor Farm & Lake
Lake Rd & US7
Main & North Road
Railroad & Middle
Bombardier & Hobbs

DIRT ROADS

Hibbard Road
Dixon Road
Beebe Hill Road
Henry Road
Cadreact Road
Bezio Road
John Rowley Road
Bullock Road
Kingsbury Crossing (end)
Reynolds Road
Hardscrabble Road (end)
Kienle Road (end)
Marcoux Road
Eagle Mountain Harbor Rd
I-89 Emergency Gate Access

APPENDIX C

TOWN OF MILTON RADIO CALL LIST

<u>Radio Number</u>	<u>Staff Member</u>
54	Dustin Keelty
55	Will Sanderson
57	Jamie Cameron
58	John Devlin
59	Chris Lamphere
60	
61	
62	Josh Bergeron
63	
64	
65	
66	
67	Keith Spaulding
68	Bruce Trombly
69	
70	Larry Blow
71	
72	Mark Bissonnette
73	Danny Sweeney
74	Howard Beaupre
75	Nick Barella
76	Donna Barlow Casey
77	Roger Hunt
78	Nate Lavallee
79	Ian Sasso
80	Jim Bushey
81	Bart Sherman

Formatted Table

APPENDIX D
 CONTRACTORS WHO MAY ASSIST THE TOWN IN
 SNOW CLEARING OPERATIONS

UNDER SUBCONTRACTED SERVICES

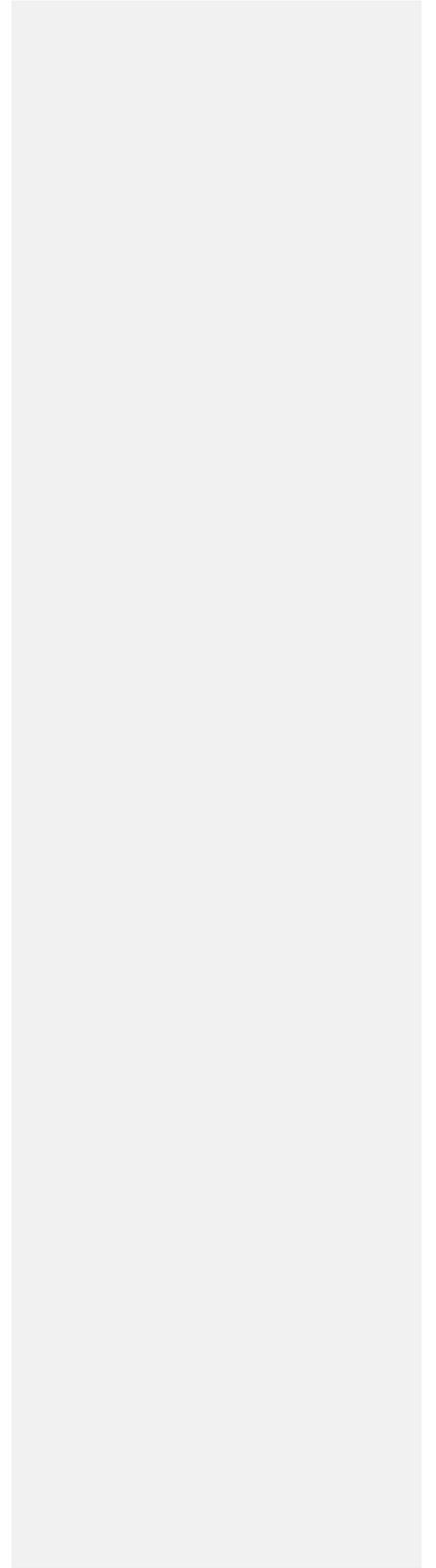
Comment [RFH7]: Update List

<u>NAME</u>	<u>TYPE OF SERVICE</u>	<u>TELEPHONE #</u>
Karl Mossey Fairfax, VT	Light Plowing	893-1801
Ron Bevins Excavating Brian Bevins (Contact) 141 River St.	Light Plowing & Snow Hauling Milton, VT 05468	Brian Bevins 802/355-4953
Reggie Smith Mark Curtis Hartwood Landscaping 118 Marrs Hollow Road Milton, VT 05468	Hauling Light Plowing	893-2388 879-4425
Hayes Excavation & Landscaping (John) 288 Hardscrabble Road Milton, VT 05468	Light Plowing	893-1867

DRAFT

APPENDIX E
MAP OF SIDEWALK PLOW ROUTE

DRAFT



APPENDIX F
GUIDELINES AND OPERATING INSTRUCTION
FOR ICE AND SNOW CLEARING TECHNIQUES

A. Techniques

1. Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.
2. When a significant amount of snow begins to accumulate, generally plow, and stop the application of deicer. As a rule apply salt before significant accumulation and wait until the last plow cycle to reapply and the wait to scrape.
3. Once the snow has stopped and plowing is finished, return to areas where drifting has occurred. Clear out the excess snow before it has time to harden. It is easier to push the drifts away from the road or cut down drifts when the snow is still fresh.
4. Remove snow (if necessary) from intersections, sharp corners and bends to improve visibility.
5. Remove the windrows on the sides of bridges to prevent drifting. If windrows are allowed to remain, available roadway will be reduced and snow will later melt and form ice.
6. Give salt time to work. Generally salt early to create brine at the snow/road interface and salt late for extended clearing.
7. Increase salt application during the night and on sunless days and when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.
8. Wing-back snow banks at the first available opportunity following a storm.

APPENDIX G

WINTER SAFETY GUIDELINES

I. Personal Safety

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

A. Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, no insulated boot will keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

B. Prevent Dehydration

1. The first evidence of dehydration is signaled by a dark yellow colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.

Carry fluids in the vehicle -- water, tea, coffee, soup. **Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.**

C. Recognize Symptoms of Common Injuries/Life Threatening Conditions

1. Exposure to cold and wind chill factors

- a. Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15-mph wind is equivalent to a -24°F temperature.
- b. Initial symptoms of exposure to cold include shivering, numbness, low body temperature, drowsiness and marked muscular weakness.
- c. Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

2. Frostbite

- a. Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.
- b. Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, becomes numb; pain may occur, let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.
- c. Treatment includes:
 - Protect the frozen area from further injury.
 - Gradually warm the frostbitten area as soon as possible.
 - Seek medical assistance immediately in the case of severe frostbite.

3. Snow blindness

- a. Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow covered surface.
- b. Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.
- c. Prevention: use sunglasses on bright sunny days.
- d. Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

- a. Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.
- b. Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.
- c. Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth to mouth resuscitation and medical assistance obtained immediately.

II. Equipment Safety

- A. Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.
- B. Check each vehicle for working safety/emergency equipment onboard to include:
 - flashlight
 - fire extinguisher
 - first aid kit
 - safety flares
 - warning signs with reflectors
 - operational communications equipment
 - shovel, hammer, pliers, screwdrivers
 - safety vests
- C. Do not exceed appropriate speeds for the equipment or operation.

III. Operational Safety

- A. The Public Works Supervisor is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of sixteen (16) hours, except in extreme emergencies. The Public Works Supervisor also needs to pre-qualify drivers to ensure they have the capability and skill to operate assigned equipment.
- B. The mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment.
- C. Operators need to be especially cognizant of the following situations:
 1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
 2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.

3. Children playing in snow banks; snow forts.
 4. Inability to see immediately behind vehicles, especially when backing up.
 5. Crowding the centerline.
 6. Excessive speed.
- D. Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

DRAFT

APPENDIX H

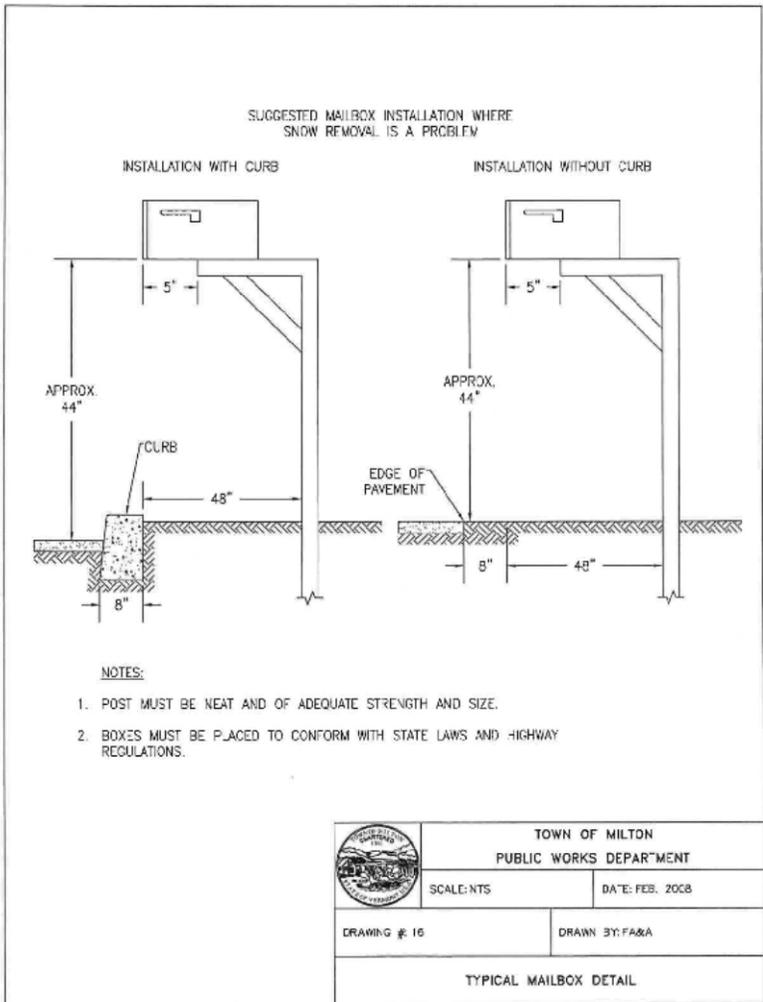
ADJACENT TOWNS
CALL LIST

Comment [RFH8]: Update

<u>TOWN</u>	<u>CONTACT PERSON</u>	<u>WORK TEL #</u>
Colchester	Bryan Osborn	264-5625
Essex Town	Dennis Lutz	878-1344
Essex Junction	Rick Jones	878-6944 (Office) 878-6942 (Garage)
Jericho	Doug Siple	899-4936 (Office) 899-3180 (Garage)
South Burlington	Justin Rabidoux	658-7961
Underhill	Rodney Fuller Nate Sullivan	899-9959
Westford	Brent Meacham	318-2794 879-4306 (Garage)
Winooski	Steve Woodworth	655-1957
VTrans District 5	David Blackmore	655-1580
Georgia	Wesley Combs	881-1384

APPENDIX I
INSTRUCTIONS FOR INSTALLATION OF MAILBOX & POST

<https://www.usps.com/manage/know-mailbox-guidelines.htm>





TOWN OF MILTON, VERMONT 05468

Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater

Date

Address

Subject: PLOWING INTO A ROADWAY

As a matter of Public Safety, plowing snow into and across Town highways is prohibited by state law (Title 19, Section 1105).

The plowing of snow across any public roadway can create unsafe travel conditions which may result in an accident or damage to a motor vehicle. Shoveling snow or blowing snow into the road is also capable of creating an unsafe condition. Even small amounts of snow, freezing in the roadway, can cause loss of control or damage to a vehicle.

The Public Works Department asks all Milton residents to please refrain from putting snow into the roadway or piling snow on the edge of the road which may protrude into the road.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

Thank you, in advance, for your cooperation. If you have questions or feel that your situation may warrant pushing snow across a town road, please contact us at the Public Works Office by calling 893-6030.



TOWN OF MILTON, VERMONT 05468

Department of Public Works:

Admin, Buildings and Grounds, Highway Operations, Water and Wastewater

Date

Address

Subject: PARKING NOTICE

Please be advised that during "Winter Plowing Season" which extends from December 1st to April 1st each year, there is a parking ban in effect from midnight to 8 A.M. each day.

All roadways, including cul-de-sacs and other turn-around areas, must be clear of vehicles during the dates and hours referenced above.

All Town roads will be free of parked vehicles during the posted time or they may be towed at the owner's expense.

Please be aware that the Town of Milton has no desire to tow your or any other vehicle. The large trucks used to plow roadways cannot safely maneuver with vehicles parked on roadsides and in turn-arounds.

This notice is being sent as a courtesy as we have noticed your vehicle parked on Town roadways or we have noticed vehicles in front of your property. We hope to avoid towing any and all vehicles.

We thank you in advance for your cooperation. If you have any questions regarding this notice please call the Public Works Office at 893-6030.



TOWN OF MILTON, VERMONT 05468

Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater

Date

Address

Subject: OBSTRUCTION/OBJECT IN THE RIGHT-OF-WAY

This letter is being written to advise you of certain policies and laws with regard to objects being placed into the Town's the right of way and/or roadway.

Title 19, Section 1105 and 1111 of the Vermont State Statutes allows cities and towns to protect the public using right-of-ways and/or roadways. The Town of Milton adopted a Motor Vehicle and Traffic Regulation Ordinance. This Ordinance and the Winter Operations Plan provides another tool by which the Town is able to protect those who use public highways and can efficiently perform their work in a safe manner to the public as well as themselves.

The placement of an object(s) within the right of way prohibits the orderly and effective removal of snow on roadways. The act of placing an object such as, but not limited to, a vehicle(s), landscaping, basketball hoop(s) or playing and/or building of snow castles along the edge of the road is also extremely dangerous to people and the Town plow equipment.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

We thank you in advance for your cooperation. If you have any questions regarding this notice please call the Public Works Office at 893-6030.



TOWN OF MILTON, VERMONT 05468

Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater

Winter Operations General Information & FAQ's

Reporting Hazardous Road Conditions – Outside of normal working hours please call Police Dispatch at 893-2424. During normal business hours hazardous road conditions can be reported to the Public Works Office by calling 893-6030, or the Town Managers Office at 893-6655.

Winter Parking Ban - Starting December 1st the overnight winter parking ban will be in effect for all Town streets between the hours of 12:00-8:00 am. This ban is strictly enforced. Vehicles violating the ban may be ticketed or towed if interfering with snow removal operations.

Safe Roads at Safe Speeds - It is important to note that the Town does not have a bare roads policy, much like the rest of the State. We follow the practice of “Safe Roads at Safe Speeds”. Salt used for road de-icing is less effective at temperatures below 18°F and when it’s dark out. We may add magnesium chloride or other deicing agents to our salt to increase its effectiveness in colder temperatures. During extended cold snaps, it is not uncommon to see snow packed roads for several days.

What can be in the Town Right of Way? – The only items that should be in the Right of Way are driveways and mailboxes. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snow banks. Basketball hoops, landscape fencing and features, and other obstructions need to be moved out of the right of way. Rubbish & Recycling containers should be left in driveway aprons or a space shoveled out for them. These items pose a significant hazard to the safety of our residents as well as our Plow Drivers.

When will my street get plowed? The first priority is our arterial roads such as Westford Road, East Road, Main Street and Lake Road. Second in priority are collector streets such as Barnum Street, Herrick Avenue and Hobbs Road. Following the priorities are developments, dead end and dirt roads and finally cul-de-sacs. Our plow routes are set up for the greatest efficiency and usually take 6 to 7 hours to complete depending on the severity of the storm.

When will the sidewalks be cleared? They are usually cleared after the street has been plowed to avoid repeat trips. The Town does not plow all sidewalks, only those that are contiguous to the town core will be plowed. Depending on the severity of a storm, it usually takes about 8 hours to plow the sidewalk route.

Our mailbox was damaged by a snowplow; will the Town repair or replace it? Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snow bank or the weight/volume of the snow being plowed. The damage is not deliberate and in most cases unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. If a mailbox that is properly installed and is in good repair is **physically struck** by the Town’s plow truck, we will provide a generic USPS Post Office approved box at no cost to the property owner.

Does the Town add Salt to the Winter Sand Pile? This practice was eliminated several years ago in compliance with clean water rules and regulations. These regulations require sand piles that are mixed with salt be covered. Since Milton’s sand pile is not covered, it is not mixed with salt.

Can I get sand from the Town for my driveway? A small pile is maintained at the Highway Garage at 15 Ice House Road (next to the dam) for residential use. Residents are limited to one 5-gallon pail per storm event. Use by and/or for commercial properties, snow plowing businesses, or property managers is forbidden.

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

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

14243 ACTION FLAG CO								
	00000241	25186	5x8 rpl Flag Town/Fire	10-10-401-612.00	OTHER SUPPLIES	64.80	64.80	
17536 ADVANCE AUTO PARTS								
	00003535	619530939325	Allen wrench/water plgs	10-30-430-430.10	VEHICLE MAINTENANCE	34.99	34.99	
	00003600	761953177638	barrel 15W-40 shop use	10-30-430-430.10	VEHICLE MAINTENANCE	500.00	500.00	
						-----	-----	
						534.99	534.99	
84319 ALDRICH & ELLIOTT, PC								
	00004556	75718	cherry st sdewlk not grnt	38-30-430-450.24	Cherry Street Sidewalk	742.00	742.00	
	00004555	75865	water facilities pln updt	50-10-410-900.00	Facility Plan Update	436.00	436.00	
						-----	-----	
						1,178.00	1,178.00	
21526 AMERIGAS - SOUTH BURLINGTON								
		3045809981	mcgrath/maplewood NG	50-10-410-621.00	NATURAL GAS	0.00	37.73	
		3045809986	propane ice house	10-30-432-623.00	PROPANE	0.00	67.74	
						-----	-----	
						0.00	105.47	
13563 AQUAPLATES INC								
	00001653	I8297	wkly testing/ecoli plates	55-20-420-612.00	GENERAL SUPPLIES	105.40	105.40	
12877 ASSOCIATION OF VERMONT CONSERVATIO								
	00006604	11072015	conservation summit 11/07	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	12.00	12.00	
17950 BCBSVT								
		73620001636	dec health ins	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,463.12	
		73620001636	dec health ins	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	2,615.18	
		73620001636	dec health ins	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	1,152.06	
		73620001636	dec health ins	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	8,824.80	
		73620001636	dec health ins	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	539.55	
		73620001636	dec health ins	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	539.55	
		73620001636	dec health ins	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,536.05	
		73620001636	dec health ins	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	3,978.45	
		73620001636	dec health ins	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	192.01	
		73620001636	dec health ins	10-40-441-210.00	Group Health Ins	0.00	52.80	
		73620001636	dec health ins	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	768.04	
		73620001636	dec health ins	10-50-452-210.10	Group Health Insurance	0.00	1,079.10	
		73620001636	dec health ins	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	715.24	
		73620001636	dec health ins	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	384.02	
		73620001636	dec health ins	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	384.05	
						-----	-----	
						0.00	24,224.02	
16749 BEAUREGARD EQUIPMENT INC								
	00003606	WV31647	rpl bkt adptr loader	10-30-430-430.10	VEHICLE MAINTENANCE	1,656.12	1,656.12	
	00003601	WV31678	rpr cage loader	10-30-430-430.10	VEHICLE MAINTENANCE	1,863.49	1,863.49	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
						3,519.61	3,519.61	
17846 BLAISELL, MELISSA		112315	Wdwrking Class cancelled	10-50-000-347.00	RECREATION FEES	0.00	13.00	
19000 BOND AUTO PARTS, INC.		00001639	171IV031627 rpr generator wtr plnt	50-10-410-612.00	GENERAL SUPPLIES	2.22	2.22	
		00003561	17IV030121 OIL &, WIRE BKUP LTS 15-1	10-30-430-430.10	VEHICLE MAINTENANCE	43.53	43.53	
						45.75	45.75	
19190 BOUND TREE MEDICAL		00011942	81957091 gloves, razors, dextrose,	10-20-422-612.00	GENERAL SUPPLIES	290.02	261.40	
		00011942	81962597 dissolve tabs	10-20-422-612.00	GENERAL SUPPLIES	59.98	59.98	
		00011951	81970382 Emergency order CPAP valv	10-20-422-612.00	GENERAL SUPPLIES	470.00	460.67	
						820.00	782.05	
19001 BOWL NEW ENGLAND, INC		00005712	110215 bowling < kids	10-50-452-831.00	REVENUE PROGRAMS	4,125.00	3,755.00	
		00005712	110215 bowling < kids	10-50-452-831.10	SCHOLARSHIP FR REV.PROG	345.00	345.00	
		00005712	110215 bowling < kids	10-50-452-833.00	After School Bowling	800.00	800.00	
						5,270.00	4,900.00	
19670 BRODART CO.		00051662	418613 single dvd cases	10-50-451-611.00	OFFICE SUPPLIES	191.25	191.25	
			CY67237 cr frt p.o. 51649 library	10-50-451-611.00	OFFICE SUPPLIES	0.00	-28.05	
						191.25	163.20	
27806 BUSINESS CREDIT CARD SERVICES		00002996	10/20/15 5 iPad Chief, 2 sarg,2cor	26-00-000-740.00	MACHINERY & EQUIPMENT	2,500.00	2,445.00	
		00020054	100915 annual subscrp engr news	10-30-429-640.00	BOOKS AND PERIODICALS	49.95	49.95	
		00008583	31315182022- EE check	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
		00008584	3131518542W EE chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
		00020053	8751 2 bks- PW specs & cost es	10-30-429-640.00	BOOKS AND PERIODICALS	219.95	219.95	
						2,829.90	2,774.90	
54050 CASELLA WASTE SYSTEMS INC		2469923	oct. rubbish/recycle	10-30-432-421.00	DISPOSAL & REFUSE	0.00	501.04	
		2469923	oct. rubbish/recycle	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2469923	oct. rubbish/recycle	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.77	
						0.00	1,035.81	
28610 CASEY, DIANE		112015	ST refund 417 Taylor St	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	243.00	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
44085 CCP INDUSTRIES INC								
	00001678	IN01554521	disposable gloves	55-20-420-612.00	GENERAL SUPPLIES	482.62	482.62	
37165 CCR RENTAL & SERVICE								
	00003584	19525	plow	55-20-420-742.00	VEHICLES	5,500.00	5,500.00	
	00003584	19526	plow	38-30-432-740.00	TRUCK (B&G)	5,500.00	5,500.00	
						-----	-----	
						11,000.00	11,000.00	
23262 CERTIFIED AMBULANCE GROUP, INC.								
		MIL-1115	contract rev recovery EMS	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,315.82	
		MIL-1215	contract rev recov EMS/Fi	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,218.56	
						-----	-----	
						0.00	2,534.38	
24357 CHAMPLAIN DOOR, INC.								
	00009290	63906	8) three-way dr openers	10-30-430-612.00	GENERAL SUPPLIES	272.00	278.00	
24571 CHAMPLAIN MEDICAL ASSOC, PLLC								
	00011949	2558	leblanc	10-20-422-330.00	OTHER PROFESSIONAL	281.00	281.00	
	00011949	3702	gidney	10-20-422-330.00	OTHER PROFESSIONAL	340.00	340.00	
	00011949	3747	abell	10-20-422-330.00	OTHER PROFESSIONAL	190.00	190.00	
	00011949	3872	kollmorgen	10-20-422-330.00	OTHER PROFESSIONAL	340.00	340.00	
	00011949	3944	hardy	10-20-422-330.00	OTHER PROFESSIONAL	349.00	298.00	
						-----	-----	
						1,500.00	1,449.00	
25190 CHAMPLAIN WATER DISTRICT								
		103115	water purch Oct.	50-10-410-411.10	WATER PURCHASE CWD	0.00	44,326.75	
26450 CHUCK'S HEATING & A/C INC								
	00009284	W17600	FALL HVAC winter maint	10-30-432-430.00	REPAIR & MAINT-FACILITIES	810.00	810.00	
26928 CIVES CORPORATION, DBA								
	00003521	4464856	fx wing trips dump trk	10-30-430-430.10	VEHICLE MAINTENANCE	115.50	115.50	
26950 CLARK'S TRUCK CENTER								
	00003531	364239	pm '06 d/t	10-30-430-430.10	VEHICLE MAINTENANCE	653.74	477.48	
	00003594	365454	PM '08 dump trk	10-30-430-430.10	VEHICLE MAINTENANCE	249.46	249.46	
		CM364239	ret'd parts p.o. 3531	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-249.46	
						-----	-----	
						903.20	477.48	
27380 COMCAST								
		110915	police internet 11/9	10-20-420-340.00	TECHNICAL	0.00	142.85	
		111815	ice house internet	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	80.35	
		112015	internet nov. library	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
						-----	-----	
						0.00	243.20	
28150 CROSS, WALTER JR								
		Q1FY16	Q1 FYE '16 pound	10-20-423-320.00	PROFESSIONAL SERVICES	0.00	80.00	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 4 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		Q1FY16	Q1 FYE '16 pound	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	684.00	
		Q1FY16	Q1 FYE '16 pound	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	450.00	
		Q1FY16	Q1 FYE '16 pound	10-20-423-580.00	TRAVEL	0.00	98.33	
						-----	-----	
						0.00	1,312.33	
27864 CRW CORP	00003604	S68926	excavator strobe lt	10-30-430-430.10	VEHICLE MAINTENANCE	263.15	263.15	
31934 DEPARTMENT OF PUBLIC SAFETY	00200049	68709	annual VIBRS VT Law trmnl	10-20-420-340.00	TECHNICAL	5,198.00	5,198.00	
	00200049	68813	VT Law Terminal annual FY	10-20-420-340.00	TECHNICAL	1,504.00	1,504.00	
						-----	-----	
						6,702.00	6,702.00	
29418 DESORCIE EMERGENCY PRODUCTS LLC	00010996	12592	ball valve/pump eng 1	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	452.95	452.95	
	00010996	12593	broken htr Engine 6	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	552.99	552.99	
						-----	-----	
						1,005.94	1,005.94	
30237 EASTERN SYSTEMS INC	00004550	00155197	laser checks	10-10-413-550.00	PRINTING & BINDING	322.61	322.61	
30244 ECONO SIGNS & BARRICADE, LLC	00003599	10-925791	hdwr rpl strt signs	10-30-430-616.00	TRAFFIC SIGNS	717.16	717.16	
31009 ENDYNE, INC	00001695	187540	permit req'd testing	55-20-420-340.00	TECHNICAL SERVICES	50.00	50.00	
40332 FASTENAL COMPANY	00009298	VTWIN43486	ss bolts washers twn sgn	10-10-415-850.00	CONTINGENCY	34.58	34.58	
	00009298	VTWIN43530	ss rods, wshrs, bolts sgn	10-10-415-850.00	CONTINGENCY	15.53	15.53	
	00009298	VTWIN43532	ss rod anchor bolts sgn	10-10-415-850.00	CONTINGENCY	121.21	121.21	
		VTWIN43542	ret prts po 9298 twn sgn	10-10-415-850.00	CONTINGENCY	0.00	-27.58	
	00009298	VTWIN43543	ss ancrs twn sgn	10-10-415-850.00	CONTINGENCY	20.03	20.03	
						-----	-----	
						191.35	163.77	
55941 FRANCIS, DENISE	00005705	112315	23) Zumba II Wed.	10-50-452-831.00	REVENUE PROGRAMS	690.00	690.00	
34350 GALE/CENGAGE LEARNING	00051660	56646708	Bst slr lg print bks Nov.	10-50-451-640.35	BOOKS-LARGE PRINT	321.62	321.62	
	00051664	56726469	adult lg print	10-50-451-640.35	BOOKS-LARGE PRINT	51.73	51.73	
						-----	-----	
						373.35	373.35	
34300 GALL'S INC	00200040	004372740	bates 8 boot	10-20-420-650.00	UNIFORMS	114.09	114.09	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 5 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00200040	004378724	uniform gortex insulated	10-20-420-650.00	UNIFORMS	130.55	130.55	
	00200045	004411525	repl Brown boots damaged	10-20-420-650.00	UNIFORMS	136.00	136.00	
	00010994	004416423	new membr uniforms	10-20-421-650.00	UNIFORMS	383.85	383.85	
	00200047	004445612	leg irons, hoods	10-20-420-612.00	GENERAL SUPPLIES	256.28	256.28	
	00200040	4348505	boots	10-20-420-650.00	UNIFORMS	124.36	124.36	
						-----	-----	
						1,145.13	1,145.13	
34913 GEORGIA AUTO PARTS								
	00003528	461328	frnt shocks '09 chev	10-30-430-430.10	VEHICLE MAINTENANCE	84.00	84.00	
36878 GRAY ROCK QUARRY LLC								
	00003515	5132	stone N Rd ditchline rpr	10-30-430-602.20	PLANT MIX / GRAVEL	133.24	133.24	
47573 GREEN MOUNTAIN HABITAT FOR HUMANIT								
		111715	St overpymnt 129 Middle R	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	1,046.60	
37600 GREEN MOUNTAIN POWER								
		102615	lts w/ eng asst cr	10-30-432-622.00	ELECTRICITY	0.00	2,679.19	
		102615	lts w/ eng asst cr	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,442.32	
		102615	lts w/ eng asst cr	50-10-410-622.00	ELECTRICITY	0.00	841.11	
		102615	lts w/ eng asst cr	55-20-420-622.00	ELECTRICITY	0.00	6,480.91	
		NOV '15	nov bill	10-30-432-622.00	ELECTRICITY	0.00	3,700.35	
		NOV '15	nov bill	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,345.09	
		NOV '15	nov bill	50-10-410-622.00	ELECTRICITY	0.00	1,163.80	
		NOV '15	nov bill	55-20-420-622.00	ELECTRICITY	0.00	7,152.98	
						-----	-----	
						0.00	28,805.75	
31791 HANSEN, ANNETTE								
	00005706	155	etsy class 4 students	10-50-452-831.00	REVENUE PROGRAMS	80.00	80.00	
38599 HARRISON REDI-MIX CORP								
	00003598	33481	concrete blk retain wall	10-30-430-615.00	CULVERTS	720.00	720.00	
		33535	cr po 3598 ret 5 blocks	10-30-430-615.00	CULVERTS	0.00	-70.00	
						-----	-----	
						720.00	650.00	
36691 HD SUPPLY WATERWORKS, LTD								
	00001691	E744089	mueller hydrant rpr "bid"	50-10-410-612.00	GENERAL SUPPLIES	376.90	388.90	
40700 INGRAM LIBRARY SERVICES								
	00051655	60936515	Nov Adult bks	10-50-451-640.10	BOOKS-ADULTS	585.98	585.98	
	00051640	60937710	J/YA audiobk	10-50-451-640.15	AUDIOS	8.24	8.24	
	00051651	60937711	J/YA bks	10-50-451-640.30	BOOKS-JUVENILE	288.87	288.87	
	00051655	60938354	Adult bks	10-50-451-640.10	BOOKS-ADULTS	43.22	43.22	
	00051651	60938513	J/YA bks	10-50-451-640.30	BOOKS-JUVENILE	3.24	3.24	
	00051655	60938514	adult bks	10-50-451-640.10	BOOKS-ADULTS	16.67	16.67	
	00051651	60940492	j/ya bks	10-50-451-640.30	BOOKS-JUVENILE	29.55	29.55	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 6 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00051651	60940493	children's bks	10-50-451-640.25	BOOKS-CHILDRENS	537.43	534.00	
	00051651	60940493	children's bks	10-50-451-640.30	BOOKS-JUVENILE	113.88	0.00	
	00051655	66646543	adlt bks nov.	10-50-451-640.10	BOOKS-ADULTS	59.75	59.75	
	00051651	66647473	J/YA bks	10-50-451-640.30	BOOKS-JUVENILE	92.53	92.53	
	00051651	66649476	J/YA bks	10-50-451-640.25	BOOKS-CHILDRENS	91.47	91.47	
						-----	-----	
						1,870.83	1,753.52	
42550 J & B INTERNATIONAL TRUCKS INC								
	00003596	T349962	volt reg '06 dump trk	10-30-430-430.10	VEHICLE MAINTENANCE	30.50	30.50	
43405 JP COOKE CO.								
	00008573	8368357	'16 dog tags	10-20-423-612.00	GENERAL SUPPLIES	273.75	292.67	
76524 KEMIRA WATER SOLUTION INC								
	00001696	9017479152	6 mo. alum sulp removal	55-20-420-612.00	GENERAL SUPPLIES	2,611.35	2,611.35	
44115 LCS CONTROLS INC.								
	00001697	13006	reblid effluent flow staff	55-20-420-430.00	REPAIR & MAINT.-FACILITY	370.16	370.16	
41451 LINCOLN NATIONAL LIFE INS CO								
		1483304	DEC STD & LTD ins	10-10-404-520.60	LONG TERM DISABILITY	0.00	520.59	
		1483304	DEC STD & LTD ins	10-10-404-520.70	SHORT TERM DISABILITY	0.00	434.83	
		1483304	DEC STD & LTD ins	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	45.90	
		1483304	DEC STD & LTD ins	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	45.90	
						-----	-----	
						0.00	1,047.22	
47216 LUCKY TRAILER SALES, INC								
	00003526	PC5916	shackles red equip trailr	10-30-430-430.10	VEHICLE MAINTENANCE	6.50	6.50	
48058 MAYVILLE, PHYLLIS MARY								
	00002990	111215	seamstress 6 insignia, et	10-20-420-650.00	UNIFORMS	55.00	55.00	
49500 MCRAE AUTO SERVICE								
	00010988	3216	'99 e-one St, brake, main	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	445.27	445.27	
	00010988	3237	'09 Intrntl, VT, maint.	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	455.03	455.03	
	00003591	3239	REPAIR '07 CHEV P/U	10-30-430-430.10	VEHICLE MAINTENANCE	1,615.54	1,615.54	
	00010988	3240	'01 VT ST	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	45.00	45.00	
	00010988	3255	111015 '05 Intrntl 7400 plug tir	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	54.70	42.50	
	00010998	3256	'15 '96 gmc won't start	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	193.45	193.45	
						-----	-----	
						2,808.99	2,796.79	
48467 MILTON ACE HARDWARE LLC								
	00010977	13208/4	duct tape ylw 20 yrd	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	5.99	5.99	
	00009279	13385/4	antifrz winterize fieldhs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	35.88	35.88	
	00001638	13392/4	lab dishwshr/glasswr ww	55-20-420-612.00	GENERAL SUPPLIES	11.98	11.98	
	00003519	13398/4	plugs rpl on rlr drum	10-30-430-612.00	GENERAL SUPPLIES	4.58	4.58	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 7 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00009279	13408/4	bgr drl bit town signs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	25.99	25.99	
	00003519	13439/4	tape to corr spell st sn	10-30-430-612.00	GENERAL SUPPLIES	4.49	4.49	
	00009279	13450/4	fx flr firestation	10-30-432-430.00	REPAIR & MAINT-FACILITIES	19.47	19.47	
	00009279	13453/4	fx tile firestn wmn's bath	10-30-432-430.00	REPAIR & MAINT-FACILITIES	17.48	17.48	
	00009279	13457/4	frnt flr firestation	10-30-432-430.00	REPAIR & MAINT-FACILITIES	24.97	24.97	
	00003519	13458/4	bolts '06 alternator	10-30-430-612.00	GENERAL SUPPLIES	0.86	0.86	
	00009279	13466/4	4 scrws dr firestation	10-30-432-430.00	REPAIR & MAINT-FACILITIES	2.20	2.20	
	00001638	13469/4	bulb ww entryway	55-20-420-612.00	GENERAL SUPPLIES	7.99	7.99	
	00010977	13505/4	misc parts	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	34.45	34.45	
						196.33	196.33	
69870 MILTON BUILDING SUPPLY								
	00009292	89851	plywd mopc flr rpr	10-30-432-430.00	REPAIR & MAINT-FACILITIES	120.68	120.68	
	00009292	89896	3 SNOW PUSH SHOVELS	10-30-432-430.00	REPAIR & MAINT-FACILITIES	64.75	64.75	
						185.43	185.43	
52802 MILTON FIREFIGHTERS ASSOCIATION IN								
		111615	postage CAG paperwork	10-20-421-610.00	POSTAGE	0.00	19.99	
		112415	sheathing-dpt train fire	10-20-421-820.00	PROFESSIONAL DEVELOPMENT	0.00	460.00	
						0.00	479.99	
53400 MILTON INDEPENDENT INC								
	00008587	43622	4 d proj ad	10-10-410-540.00	ADVERTISING	400.00	400.00	
	00001685	43684	notice hydrant flushing a	50-10-410-540.00	ADVERTISING	38.25	38.25	
	00020040	43764	PW auction notice	10-30-429-540.00	ADVERTISING	51.00	51.00	
	00001685	43765	hydrant flushing ad	50-10-410-540.00	ADVERTISING	38.25	38.25	
	00008588	43776	cemetery committee 10/22	10-10-401-540.00	ADVERTISING	31.88	31.88	
	00008589	43777	emt post 10/22	10-10-416-540.00	ADVERTISING	146.63	146.63	
	00001685	43778	hydrant flushing ad	50-10-410-540.00	ADVERTISING	38.25	38.25	
						744.26	744.26	
53950 MILTON RENTAL & SALES CENTER INC								
	00003511	1-518093	SLEDGE HAMMER HANDLE	10-30-430-612.00	GENERAL SUPPLIES	33.26	33.26	
	00003511	1-518244	rpl rake ht mx rd rpr	10-30-430-612.00	GENERAL SUPPLIES	31.46	31.46	
	00003511	1-518453	drl bit granit tw'n signs	10-30-430-612.00	GENERAL SUPPLIES	44.03	44.03	
	00003571	1-518654	paint & grade stakes plow	10-30-430-612.00	GENERAL SUPPLIES	32.84	32.84	
						141.59	141.59	
54524 MSI-AGGREGATES								
	00003547	123074	winter sand 1,740	10-30-430-601.20	WINTER SAND	11,310.00	11,310.00	
58200 NORTHEAST DELTA DENTAL								
		120115	dec dental ins	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56	
		120115	dec dental ins	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 8 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		120115	dec dental ins	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	222.85	
		120115	dec dental ins	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	891.40	
		120115	dec dental ins	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
		120115	dec dental ins	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
		120115	dec dental ins	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	99.56	
		120115	dec dental ins	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	649.99	
		120115	dec dental ins	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	145.89	
		120115	dec dental ins	10-40-441-210.15	Group Dental Ins	0.00	8.98	
		120115	dec dental ins	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
		120115	dec dental ins	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
		120115	dec dental ins	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	145.70	
		120115	dec dental ins	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	145.69	
						0.00	3,131.23	
58632 OCCUPATIONAL HEALTH CENTERS	00200048	1204155545	nevard physical	10-20-420-330.00	OTHER PROFESSIONAL	175.50	175.50	
58743 OLIVER, LD SEED COMPANY INC	00009291	116075	45 bags de-icing sidewlks	10-30-432-430.00	REPAIR & MAINT-FACILITIES	650.00	639.45	
61736 PHILBROOK, SCOTT		111615	jul-nov gym 5 mo@\$40	10-20-420-825.00	Gym Membership	0.00	200.00	
61912 PINEBROOK KENNELS, LLC	00200046	111715	dog food k-9	10-20-420-890.00	Canine Unit	141.00	141.00	
68435 PLACESENSE	00006606	506	planning consultant svc	10-60-461-330.00	OTHER PROFESSIONAL	878.80	878.80	
62670 PRIMMER PIPER EGGLESTON & CRAMER P		4-134396	JPG tif anticipn note 4D Bnd	25-00-000-330.00	OTHER PROFESSIONAL SERVIC	0.00	250.00	
24501 R.R. CHARLEBOIS INC	00003592	IC99703	misc truck repair supply	10-30-430-430.10	VEHICLE MAINTENANCE	24.67	88.99	
63713 RADIO NORTH GROUP INC	00003589	24135694	2 radios two Silverado's	38-30-432-740.00	TRUCK (B&G)	314.50	314.50	
	00003589	24135694	2 radios two Silverado's	55-20-420-742.00	VEHICLES	314.50	314.50	
						629.00	629.00	
64125 RAYMOND, KENDRA		103015	July-Oct Raymond 4 mo. gy	10-20-420-825.00	Gym Membership	0.00	160.00	
67325 ROUND HILL FENCE INC	00009301	9548	equip failure TM office	10-30-432-430.00	REPAIR & MAINT-FACILITIES	150.00	150.00	
67300 ROWLEY FUELS INC		NOV '15	fuel 10/26-11/23	10-20-421-625.00	DIESEL FUEL	0.00	195.56	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		NOV '15	fuel 10/26-11/23	10-20-422-625.00	DIESEL FUEL	0.00	387.12	
		NOV '15	fuel 10/26-11/23	10-30-430-625.00	DIESEL FUEL	0.00	1,613.04	
		NOV '15	fuel 10/26-11/23	10-30-432-625.00	HEATING OIL	0.00	241.64	
						-----	-----	
						0.00	2,437.36	
41182 S.D. IRELAND BROTHERS CORPORATION								
00009289 52742			foundation new town sign	10-10-415-850.00	CONTINGENCY	428.75	428.75	
68281 SAWMILL STUDIO L3C								
00005702 112415			10 children wdwrkg instr	10-50-452-831.00	REVENUE PROGRAMS	672.00	480.00	
70857 SHERMAN, BART								
	113015		cdl exam/license Sherman	50-10-410-810.00	DUES AND FEES	0.00	59.00	
	113015		cdl exam/license Sherman	55-20-420-810.00	DUES AND FEES	0.00	59.00	
						-----	-----	
						0.00	118.00	
72658 SPECIALTY VEHICLES, INC								
00011952 3429			shipping not cvr warranty	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	72.42	72.42	
73244 STARCAP MARKETING LLC								
00014364 290703			apex sketching sftwr	10-10-414-340.00	TECHNICAL	395.00	395.00	
73450 STATE OF VERMONT								
00001698 WW15188			annual ww oper fee req	55-20-420-810.00	DUES AND FEES	3,000.00	3,000.00	
72565 STITZEL, PAGE & FLETCHER, P.C.								
	25305		Oct. legal misc	10-00-000-256.00	DUE TO DEVELOPERS	0.00	760.00	
	25305		Oct. legal misc	10-10-405-330.10	GENERAL GOVERNMENT	0.00	277.11	
	25305		Oct. legal misc	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,054.50	
	25305		Oct. legal misc	10-10-405-330.30	PLANNING	0.00	292.00	
	25305		Oct. legal misc	10-10-405-330.70	APPEALS	0.00	209.00	
	25305		Oct. legal misc	10-10-405-330.70	APPEALS	0.00	3,705.00	
	25305		Oct. legal misc	38-40-441-330.10	BRISSON PROPERTY	0.00	256.50	
	25305		Oct. legal misc	38-30-430-450.25	McMullen Road Sidewalk	0.00	976.00	
						-----	-----	
						0.00	7,530.11	
74488 SULLIVAN, POWERS & COMPANY								
	117852		FYE audit & loan pybk ent	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	0.00	1,058.00	
	117852		FYE audit & loan pybk ent	10-10-413-330.00	OTHER PROFESSIONAL SER.	0.00	135.00	
						-----	-----	
						0.00	1,193.00	
48700 SYMQUEST GROUP INC								
	971625		copier Clerk office Oct	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	40.42	
21288 SYNCB/AMAZON								
00051639 5104261B			dvd oct/nov	10-50-451-640.50	VIDEOS	96.35	96.35	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00051639	5140261A	dvd	10-50-451-640.50	VIDEOS	60.16	60.16	
	00051657	9362665	dvd's	10-50-451-640.50	VIDEOS	144.89	144.89	
	00051657	9362665B	four titles	10-50-451-640.50	VIDEOS	75.11	72.98	
						-----	-----	
						376.51	374.38	
76355 THOMPSON, MARY								
	111915		donation basket library	10-20-422-612.00	GENERAL SUPPLIES	0.00	22.97	
76428 TOWN OF COLCHESTER								
	00200033	113015	Colchester disptch cmpter	10-20-420-340.00	TECHNICAL	1,159.20	1,159.20	
	00200033	113015	Colchester disptch cmpter	10-20-421-340.00	TECHNICAL	579.60	579.60	
	00200033	113015	Colchester disptch cmpter	10-20-422-340.00	TECHNICAL	579.59	579.59	
						-----	-----	
						2,318.39	2,318.39	
76960 U.S. BANK EQUIPMENT FINANCE								
	291824480		copier main	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	498.93	
78210 UNIFIRST CORP								
	036	1711083	rental rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036	1711083	rental rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	036	1711084	rent rags/mats uniform	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1711084	rent rags/mats uniform	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	29.53	
	036	1711084	rent rags/mats uniform	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.10	
	036	1711085	rent rags/mats uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036	1711085	rent rags/mats uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036	1711085	rent rags/mats uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036	1712413	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036	1712413	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	036	1712414	rent rags/ uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1712414	rent rags/ uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036	1712414	rent rags/ uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036	1712415	rent rags/mats uniform	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036	1712415	rent rags/mats uniform	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036	1712415	rent rags/mats uniform	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
	036	1713701	RENT RAGS/UNIFORM	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1713701	RENT RAGS/UNIFORM	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036	1713701	RENT RAGS/UNIFORM	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036	1714979	rags/uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	38.39	
	036	1714979	rags/uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036	1714979	rags/uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036	1714980	rent rag uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1714980	rent rag uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036	1714980	rent rag uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
						-----	-----	
						0.00	388.68	
49013 VERIZON WIRELESS								
	9755748993		oct 19-11/18 phone	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.73	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 11 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		9755748993	oct 19-11/18 phone	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.66	
		9755748993	oct 19-11/18 phone	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	100.80	
		9755748993	oct 19-11/18 phone	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	77.76	
		9755748993	oct 19-11/18 phone	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	60.93	
		9755748993	oct 19-11/18 phone	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
		9755748993	oct 19-11/18 phone	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	141.71	
						-----	-----	
						0.00	650.60	
80074 VERMONT BLACKTOP CORP								
	00003539	00614823	ashpalt rpr W Milton rd	10-30-430-450.20	ASPHALT	669.60	669.60	
80186 VERMONT COMMUNITY DEVELOPMENT ASSO								
	00006609	112415	Workforce Housing Conf JH	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	35.00	35.00	
81021 VERMONT IRRIGATION INC								
	00009286	19427	winterize sprinkler systm	10-30-432-430.00	REPAIR & MAINT-FACILITIES	95.00	95.00	
81494 VERMONT PLANNERS ASSOCIATION								
	00006610	112415	2 reg Waterworks conf	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	90.00	90.00	
82994 VISION SERVICE PLAN-CONNECTICUT								
		117970001DEC	vision ins dec	10-10-404-520.80	VISION SERVICE PLAN	0.00	628.57	
		117970001DEC	vision ins dec	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
		117970001DEC	vision ins dec	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
						-----	-----	
						0.00	694.83	
71315 VT DEPT OF LIBRARIES								
	00051661	30003078	vt online database fee Li	10-50-451-640.55	Electronic Resources	740.00	740.00	
83844 W.B. MASON CO INC								
		CR2626218	return label maker	10-60-461-611.00	OFFICE SUPPLIES	0.00	-52.49	
	00014363	I30021209	OFFICE SUPPLIES ACCESSORS	10-10-414-611.00	OFFICE SUPPLIES	361.67	361.18	
	00008585	I30265711	TM office supplies	10-10-401-611.00	OFFICE SUPPLIES	64.98	64.98	
	00008585	I30265711	TM office supplies	10-10-410-611.00	OFFICE SUPPLIES	108.45	108.45	
	00020050	I30305533	pw stamp repl	10-30-429-611.00	OFFICE SUPPLIES	48.50	48.50	
						-----	-----	
						583.60	530.62	
82432 WAITE-HEINDEL ENVIRONMENTAL MANAGE								
	00020057	1766	landfill monitoring	10-30-429-331.00	LAND FILL CLOSURE	545.50	545.50	
59302 WALSH ELECTRIC SUPPLY, INC.								
	00009296	1512467-00	prkg lot lt & gen'l maint	10-30-432-430.00	REPAIR & MAINT-FACILITIES	58.78	58.78	
72132 WESTAFF USA, INC								
	00004557	WC299672	w/e 11/7 Therrien schl AP	10-10-413-330.00	OTHER PROFESSIONAL SER.	91.60	91.60	
	00004557	WC301713	w/e 11/14Therrien schl AP	10-10-413-330.00	OTHER PROFESSIONAL SER.	785.10	785.10	

12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

Page 12 of 13
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
						876.70	876.70	
86543 WEX BANK								
		42761347	prt lmo. oct 10/1-10/23	10-10-410-626.00	GASOLINE	0.00	24.13	
		42761347	prt lmo. oct 10/1-10/23	10-20-420-626.00	GASOLINE	0.00	1,393.65	
		42761347	prt lmo. oct 10/1-10/23	10-30-429-626.00	GASOLINE	0.00	236.66	
		42761347	prt lmo. oct 10/1-10/23	10-30-430-626.00	GASOLINE	0.00	142.39	
		42761347	prt lmo. oct 10/1-10/23	50-10-410-625.00	DIESEL FUEL	0.00	39.13	
		42761347	prt lmo. oct 10/1-10/23	50-10-410-626.00	GASOLINE	0.00	125.18	
		42761347	prt lmo. oct 10/1-10/23	55-20-420-625.00	DIESEL FUEL	0.00	39.13	
		42761347	prt lmo. oct 10/1-10/23	55-20-420-626.00	GASOLINE	0.00	125.17	
		42813981	new acct prt1 10/23-31	10-10-410-626.00	GASOLINE	0.00	14.58	
		42813981	new acct prt1 10/23-31	10-20-420-626.00	GASOLINE	0.00	634.59	
		42813981	new acct prt1 10/23-31	10-30-430-626.00	GASOLINE	0.00	8.61	
		42813981	new acct prt1 10/23-31	10-30-432-626.00	GASOLINE	0.00	8.40	
		42813981	new acct prt1 10/23-31	50-10-410-625.00	DIESEL FUEL	0.00	34.79	
		42813981	new acct prt1 10/23-31	50-10-410-626.00	GASOLINE	0.00	28.29	
		42813981	new acct prt1 10/23-31	55-20-420-625.00	DIESEL FUEL	0.00	34.79	
		42813981	new acct prt1 10/23-31	55-20-420-626.00	GASOLINE	0.00	28.28	
						0.00	2,917.77	
87159 XEROX BUSINESS SERVICE LLC								
		1186151	recording systm computer	10-00-000-143.00	DEL TAX PROPERTY SALES	0.00	90.00	
		1186151	recording systm computer	10-10-412-340.10	TECHNICAL/ACS	0.00	1,694.75	
00007200	1212772		ribbons stamp machine	10-10-412-611.00	OFFICE SUPPLIES	20.00	13.79	
		1213612	computer recording	10-10-412-340.10	TECHNICAL/ACS	0.00	1,495.68	
		1213612	computer recording	10-60-461-341.00	RECORDING FEES	0.00	10.00	
						20.00	3,304.22	

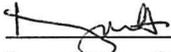
12/02/15
11:57 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 11

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 12/08/15 thru 12/08/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
Report Total							204,325.17	

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



Donna Barlow Casey, Town Manager

APPROVED ON 12/3/15

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 \$ ***204,325.17

SELECTBOARD:

_____ Darren Adams, Chair	_____ Stuart King, Vice Chair	_____ John W. Bartlett, Secretary	_____ Ken Nolan	_____ John Cushing
------------------------------	----------------------------------	--------------------------------------	--------------------	-----------------------

Milton Selectboard Meeting Minutes

November 16, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Stuart King, Vice Chair (via speaker phone); John Bartlett, Clerk; John Cushing, Member

Selectboard Members Not Present: Kenneth Nolan, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Celeste Lang, Selectboard Assistant; Jeffrey Castle, Town Planner; Jacob Hemmerick, Planning Director; Mary Thompson, Town Manager Assistant

Others Present: Courtney Lamdin, Milton Independent; Lori Donna, Planning Commission; David G White, White & Burke; William (Billy) Sawyer; Kurt Marchessault, O'Leary Burke

I. Call to Order – Adams called to order at 6:06 PM

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

III. Agenda Review-

Bartlett request add discussion on town's electric car.

Barlow Casey request postpone budget timeline to future meeting.

Bartlett noted to have separate motions on XII Minute approval for each of two meetings.

IV. Public Forum – none

V. Interim Zoning Public Hearing - 444 Rte 7 S. Interim Zoning Conditional Use Application 444-452 Rt & So. LLC located within the "Checkerberry" M4 Zoning District.

Public hearing open at 6:08 public hearing.

Adams read procedures. Swore in those testifying.

Jeff Castle, Town Planner reviewed summary & staff report. Stated staffing finding of the Interim Bylaw purposes relevant to the proposal.

Applicant represented by David White of White & Burke NW Investor described summary of intent of project verses current Auto Repair & dwellings some in non conformity on current site. Proposal meets criteria of interim zoning.

Key points showing proposal meets criteria

- * Mix use consistent.

- * Pedestrian friendly, reduce curb cuts, add sidewalks. More attractive with building front, parking behind. Meet objectives.

- * Create jobs – mix use, commercial use, new business into Milton, increase Grand list tax base.

- * Address head on Milton residential is not out passing commercial. Maximize development and viable businesses. More demand commercial will come, not vice versa.

- Development town core TIF district. Company set up four in VT. Limited amount of time for TIF to borrow funds. Hinder development counterintuitive, rather foster development.

- 47
- 48
- 49
- 50
- 51
- 52
- Growing opportunities. Past schools report card enrollment '01-'14 down. Absorb more students. Two bedroom units not large families. Aprox.1.6 per unit approximate 4 students estimate.
 - Ready to go forward, concerned with other options & time limitations to take advantage of TIF.

53

54

55

56

57

58

59

Lori Donna read letter from Henry Bonges member of Planning Commission –stating concern, referencing previous studies, consideration of M4D Project and current zoning. Donna added comments related goals referred to – consider commercial only zone, can't force but can encourage. Plan to build residential first with no guarantee on commercial. Contradictions of school enrollment already overburdened. If residential was not a part of proposal would not be an issue. Recommend refer it to Planning Commission.

60

61

62

Cushing brought up TIF being serious issue to address. Interim superintendent reach out to Town Manager to evaluate upcoming needs.

63

64

Castle stated a series of residential properties have been approved permitted in excess of 100 units approved in process. Unknown if within TIF district.

- 65
- 66
- 67
- Safety wellbeing – agree proposal vision, however, interim may not be consistent.
 - Water table high ,adverse for other development
 - Adverse traffic

68

69

Recommendation Selectboard look over with physical site visit for further review.

70

71

72

73

Cushing made motion to recess public hearing until Dec. 7th to hear further testimony with a site visit on Dec. 5th for involved parties. Bartlett Seconded. No further discussion. Independent Roll. Unanimous Approval. **Motion passes.**

74

75

76

VI. New Business and Department Items

77

78

A. Set Date for Next Selectboard Meeting

79

80

Donna Barlow Casey, Town Manager

81

82

Next scheduled meeting 1st Monday Dec. 7th at 6PM .

83

84

85

Additional meeting Nov. 23 PM in Managers office Executive Session. Possible conflict for Bartlett & Cushing.

86

87

Budget meeting at planned on Dec. 5th Adams may have conflict.

88

89

Warn above meetings as necessary.

90

91

VII. Old Business -

92

93

A. FY17 Budget Timeline – request to postpone to later meeting.

94

95

Donna Barlow Casey, Town Manager

96

97

VIII. Reconsideration –

98

99

A. Electric Car Discussion-

100

101

102

Bartlett reviewed history on Electric Car as cost effective lease: 2 years, currently 1800 mi. cost .22/mi.

103

Lease is up within 48 months return at no value? Option to buy back couldn't sell payback

94 difference?

95 **IX. Manager's Report**

96 Barlow Casey stated 4D project final event Nov. 18 gathering comments from community.
97 Understand 'near final' sketches not 'absolute', resulting from comments obtained from
98 previous engagements, facebook, and other media. Afterwards will then redo preliminary
99 including feedback.

100 Installed new signage at gateway of community on town campus. Dedication to be held on Fri.,
101 Nov. 20th from 1-2PM. Artist Guild and individuals who were primary in donating funding for
102 project will attend. Public invited.

103 Request to add such upcoming events to outlook calendar.

104 **X. Potential and/or Future Agenda Items – none.**

105 **XI. Warrant/Report #10**

106 After review Bartlett presented Warrant/Report #10 for Board orders in the amount of
107 \$58,719.07.

108 Line items mentioned for heightened review or surpass \$10,000 threshold in random order:

109 Essex Rental & Sales \$1,016.61 Replace window & door handle on Kubota tractor – damaged
110 during Fire Dept. Open House.

111 Milton Community Youth Coalition (MCYC) \$1,000 – FY'16 allocation (support two mentoring
112 programs)

113 Munson Earth Moving \$1,250 – Repair on rear drum asphalt roller \$900 one hr labor

114 Sullivan & Powers \$2,680 - \$1,960 progress billing audit services, \$720 accounting assistance

115 Finance Director. A) no itemization or qty of hours noted – exist? B) "period ending 6/20/15"
116 should be paid from FYE '15 funds and why are we just receiving?

117 Weststaff \$710.87 – 33.5 hrs for tem Tracy Raftery – anyone tracking overall temp costs across
118 departments?

119
120 Two Items in excess of \$10,000:

121 CCR Rental & Service \$11,000 (2x \$5,500) two Boss plows on two new '15 Chevy Silverados

122 Tech Group \$10,000 partial pay spread across multiple fiscal years for \$30,900 – cost savings,
123 improved services.

124

125 Discussion on process of invoices/projects exceeding \$10,000.

126

127 Cushing made motion to remove CCR totaling \$11,000 for two plows and have detail on how
128 process is to how work. Bartlett Seconded.

129 Independent Roll. Unanimously Approved. **Motion Passes.**

130

131 Bartlett made motion to approve amended remaining orders now totally \$47,719.07 as
132 presented. Seconded by King. No further discussion.

133 Independent Roll. All approved. **Motion Passes**

134

135 **XII. Minutes of previous regular and special Selectboard Meetings.**

136 **A. Minutes of Selectboard meeting held November 2 2015.**
137 Bartlett moved to accept Minutes of Selectboard Meeting of November 2, 2015 as
138 presented. Cushing Seconded. No further discussion. Independent Roll. All Approved.
139 **Motion Passes.**
140

141 **B. Minutes of special Selectboard meeting held November 9, 2015.**
142 Bartlett moved to accept Minutes of Special Selectboard Meeting of November 9, 2015 as
143 submitted. Second by Cushing. No further discussion. Independent Roll. All Approved.
144 **Motion Passes.**
145

146 **XIII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**
147

148 Bartlett moved to find premature public knowledge about Human Resources would cause the
149 Town or person to suffer a substantial disadvantage. Seconded by Cushing. Independent Roll.
150 Unanimously Approved. **Motion passes.**
151

152 Bartlett moved to enter into Executive Session to discuss Human Resources under the
153 provisions of V.S.A. Title 1 Section 313 1A4. Seconded by Cushing. Independent Roll.
154 Unanimously Approved. **Motion passes.**
155

156 Entered Executive Session at 7:58PM
157

158 Bartlett moved to close Executive Session at 9:08 PM. Seconded by Cushing. Independent
159 Roll. Approved Unanimously. **Motion passes.**
160

161 **XIV. Adjournment**
162

163 Bartlett moved to adjourn Selectboard meeting. Seconded by Cushing. Independent Roll.
164 Unanimously approved. **Motion passes.**
165

166 Adams adjourned Selectboard meeting at 9:10 PM
167

168 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*
169

170 **Respectfully Submitted,**
171

172 _____ **Date:** _____
173

174 **John Bartlett, Selectboard Clerk**
175

176 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**
177

178 **ATTEST: _____ Milton Town Clerk**

Milton Selectboard Meeting Minutes

November 23, 2015 6:00 P.M.

Town Manager's Conference Room of the Municipal Building

Selectboard Members Present: Darren Adams, Chair; Stuart King, Vice Chair (via phone); John Bartlett, Clerk;

Selectboard Members Not Present: Kenneth Nolan, Member; John Cushing, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director Administration & Community Services

Others Present: None

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

II. **Anticipated Executive Session per V.S.A. Title 1 Section 313**

Bartlett moved to find premature public knowledge about Human Resources and Legal, would cause the Town or person to suffer a substantial disadvantage. Second by King. Independent Roll. Unanimously Approved. **Motion passes.**

Bartlett moved to enter into executive session to discuss Human Resources and Legal under the provisions of V.S.A. Title 1 Section 313. Second by King. Independent Roll. Unanimously Approved. **Motion passes.**

Entered Executive Session at 6:01 PM.

Bartlett moved to close Executive Session at 6:55 PM. Second by King. Independent Roll. Approved Unanimously. **Motion passes.**

Bartlett moved to accept the resignation of Joanne Davis as Finance Director. Second by King. Independent Roll. Unanimously Approved. **Motion passes.**

Bartlett moved to appoint Town Treasurer John Gifford as part-time Interim Finance Director for a term not to exceed June 30, 2016. Second by King. Independent Roll. Unanimously Approved. **Motion passes.**

III. **Future Agenda Items**

Wells briefed the Board that preparations have been made to honor Chris Fanning, who saved Marie O'Connor from a house fire on November 4. The plan is to honor Fanning at the December 7 Selectboard meeting.

Wells updated the Board that information will be shared regarding upgrades to the building security systems at the municipal campus at its December 7 meeting.

Barlow Casey reviewed the upcoming budget hearing schedule with the Board.

47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62

IV. Adjournment

Bartlett moved to adjourn. Second by King.
Independent Roll. Unanimously Approved. **Motion passes.**

Adams adjourned meeting at 8:15 PM

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ **Milton Town Clerk**

DRAFT

Milton Selectboard Meeting Minutes

December 3, 2015 6:00 P.M.

Community Room of the Municipal Complex

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

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director Administration & Community Services; John Gifford, Finance Director & Town Treasurer; Dustin Keelty, Public Works Supervisor; Nate Lavallee, WWW Superintendent

Others Present: None

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

II. **Overview of FY '17 Budget**

Barlow Casey, Wells and Gifford provided the Selectboard with an overview of the FY '17 budget for its consideration over the next month. Trends, challenges and factors for the Board to consider in its decision making process were shared.

III. **Anticipated Executive Session per V.S.A. Title 1 Section 313**

Bartlett moved to find premature public knowledge about Real Estate, would cause the Town or person to suffer a substantial disadvantage. Second by Nolan. Independent Roll. Unanimously Approved. **Motion passes.**

Bartlett moved to enter into executive session to discuss Real Estate under the provisions of V.S.A. Title 1 Section 313. Second by Nolan. Independent Roll. Unanimously Approved.

Motion passes.

Entered Executive Session at 7:30 PM.

Bartlett moved to close Executive Session at 8:20 PM. Second by Cushing. Independent Roll. Approved Unanimously. **Motion passes.**

No action was taken as a result of executive session.

IV. **Adjournment**

Bartlett moved to adjourn. Second by Nolan. Independent Roll. Unanimously Approved. **Motion passes.**

Adams adjourned meeting at 8:23 PM

46
47
48
49
50
51
52
53
54

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT