

# Milton Selectboard Meeting

July 11, 2016 at 6 PM

Community Room of the Municipal Complex

43 Bombardier Rd., Milton, VT 05468

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

## AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **Appointments**
  - A. **Henry Bonges to the Planning Commission (3 year term)**  
Consider Approval
  - B. **Henry Bonges as CCRPC Alternate (2 year term)**  
Consider Approval
  - C. **John Lindsey to the Recreation Commission (3 year term)**  
Consider Approval
  - D. **Sharon Radtke to the Recreation Commission (3 year term)**  
Consider Approval
  - E. **Laurie DiCesare to the Conservation Commission (4 year term)**  
Consider Approval
- VI. **Event Permit**
  - A. **Football Jamboree**  
Consider Approval  
**Rodney Tinker, Event Organizer**
- VII. **Discussions**
  - A. **Healthy Community Initiative – MCYC**  
Discussion and Consider Workplace Safety Policy Update  
**Tony Moulton, Executive Director MCYC**  
**Erik Wells, Director of Administration & Community Affairs**

- VIII. New Business**
- A. Community Champion Award Update & Allocation Request**  
Consider Approval  
**Community Champion Awards Committee**
  
  - B. VTrans Bike/Pedestrian Grant Application for Rte. 7 South Sidewalk Gaps**  
Consider Approval  
**Erik Wells, Director of Administration & Community Affairs**  
**Dustin Keelty, Public Works Supervisor**
  
  - C. Authorize Transfer of FY '17 Contingency Funds to Capital Budget**  
Consider Approval  
**Donna Barlow Casey, Town Manager**
  
  - D. Governor's Highway Safety Program Grant Award**  
Consider Acceptance  
**Brett Van Noordt, Chief of Police**
  
  - E. Purchase of Two New Police Cruisers**  
Consider Approval  
**Brett Van Noordt, Chief of Police**
  
  - F. Annual Financial Management Questionnaire**  
Consider Approval  
**Donna Barlow Casey, Town Manager**
- IX. Town Manager Update**
- X. Warrant/Report #1**
- XI. Minutes of June 21 and June 27**
- XII. Executive Session per V.S.A. Title 1 Section 313**
- **Legal**
  - **Personnel**
- XIII. Adjournment**

Posted July 8, 2016 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.



---

**Signed: Erik Wells, Director of Administration**

Completed 7/5

# VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

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

Full Legal Name: Henry R. Bonges III Preferred First Name: Henry

Position Sought: Planning Commission Term: 3-yr

Legal Address: 5 Jackson Ln, Milton VT 05468

Mailing Address: same

Telephone Number(s): 802-578-1682 (cell)

E-mail: henry.bonges@gmail.com

Are you a registered voter in the Town of Milton?\* Yes

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

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

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

RECEIVED

JUN 01 2016

TOWN MANAGER'S OFFICE  
MILTON, VERMONT

### CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT

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

### CONDUCT ACKNOWLEDGEMENT

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

### ACCURACY ACKNOWLEDGEMENT

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

Signature: Henry R. Bonges III Date: 5/30/2016

### OFFICE USE ONLY

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

# VACANCY APPLICATION FORM

## TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

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

Full Legal Name: Henry A. Bonges III Preferred First Name: Henry

Position Sought: CCRAC - alternate Term: 3-yr

Legal Address: 5 Jackson Ln, Milton VT 05468

Mailing Address: same

Telephone Number(s): 802-578-1682 (cell)

E-mail: henry.bonges@gmail.com

Are you a registered voter in the Town of Milton?\* Yes

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

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

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

RECEIVED

JUN 01 2016

TOWN MANAGER'S OFFICE  
MILTON, VERMONT

**CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT**

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

**CONDUCT ACKNOWLEDGEMENT**

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

**ACCURACY ACKNOWLEDGEMENT**

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

Signature: [Signature] Date: 5/30/2016

**OFFICE USE ONLY**

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

# SUPPLEMENTAL INFORMATION

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

## Prior Municipal or Public Service:

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

Milton Planning Commission, DRB, RPC alternate  
Participation in Town Mgt selection, MCD, Milton Solar, Rt 7  
Improvement committee.

## Motivations for Service

Please explain why you would like to serve your community.

Apply my experience & energy to improving the community,  
town, state, country & planet where I live.  
The PC/DRB/CCR/PC gives me a great perspective.

## Beneficial Qualifications:

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

Broad background, experience, ability ability to listen & negotiate  
Degrees in engineering, business, theology & sustainability

RECEIVED

JUN 01 2016

TOWN MANAGER'S OFFICE  
MILTON, VERMONT

Confirmed 7/5

**Erik Wells**

---

**From:** johnlindsaytd@comcast.net  
**Sent:** Thursday, June 02, 2016 9:15 AM  
**To:** Erik Wells  
**Subject:** John Lindsay Request to be placed on the agenda for re-appointment to Recreation Commission

Hello Eric

I would like to be placed on the agenda for RE-appointment to the Recreation Commission. If you can use my previous application (s) that would be Great.

I have been a member of that commission for 20+ years and I am looking forward to continuing My involvement with it.

please concat me for any further information you might need.

Thank you.

John Lindsay  
802-893-4077 H  
802-734-4436 C  
[Johnlindsaytd@comcast.net](mailto:Johnlindsaytd@comcast.net)

Milton Recreation Commission  
Milton Planning Commission

Continued 7/5

# VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS



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

Full Legal Name: SHARON A. RADTKE Preferred First Name: \_\_\_\_\_

Position Sought: Recreation Commission Term: 3 yrs.

Legal Address: 205 EVEREST RD. MILTON, VT 05468

Mailing Address: same as above

Telephone Number(s): 802-893-4082 (Home) 802-238-4923 (Cell)

E-mail: sharon @ sharonreventsllc.com

Are you a registered voter in the Town of Milton?\* Yes

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

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

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

### CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT

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

### CONDUCT ACKNOWLEDGEMENT

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

### ACCURACY ACKNOWLEDGEMENT

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

Signature: Sharon A. Radtke Date: 4-6-16

### OFFICE USE ONLY

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

## SUPPLEMENTAL INFORMATION

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

### Prior Municipal or Public Service:

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

1. Have served on the Milton Recreation Commission for 3 years, as chair this year.
2. Served on the Milton 250 Planning Committee
3. Worked as Event and Marketing Coordinator in EAST LANSING, MI (1994-2005) City Govt 2005-2007

### Motivations for Service

Please explain why you would like to serve your community.

This is a great way to meet more residents in the town of Milton. I enjoy providing an opportunity for residents to enjoy the parks, hiking, trails etc in our community.

### Beneficial Qualifications:

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

1. Event AND Marketing Specialist - own business Sharon Events, LLC.
2. Teach an event management class at Champlain College.
3. Worked for City government in East Lansing, MI for 8 years.

MAY 31 2016

# VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

Planning & Economic Development  
Milton, Vermont

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

Full Legal Name: LAURIE ELLEN ANDERSON DI CESARE Preferred First Name: LAURIE

Position Sought: Milton Conservation Commission Term: 4 yrs

Legal Address: 431 EAST RD., Milton, VT 05468

Mailing Address: (same)

Telephone Number(s): 802.893.1845

E-mail: Nature Haven @ My Fair Point. net

Are you a registered voter in the Town of Milton?\* yes

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

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

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

### CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT

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

### CONDUCT ACKNOWLEDGEMENT

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

### ACCURACY ACKNOWLEDGEMENT

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

Signature: Laurie Di Cesare Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Applicant has been notified by <u>fw</u> (staff name) via _____ (phone/e-mail) on _____ (date) to attend the Selectboard meeting on _____ (date). Applicant confirmed on <u>7/5</u> (date). The position being sought _____ (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by _____ (staff) on _____ (date). If incumbent, last year's attendance record is _____.	

SUPPLEMENTAL INFORMATION

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

RECEIVED

MAY 31 2016

Prior Municipal or Public Service:

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

Planning & Economic Development  
Milton, Vermont

Colchester Conservation Commission (Co. founder; member 1995-2002.)  
Milton Conservation Commission (2005 - present.) (MCC)  
VT Entomological Society (insect club) 1993 - present.

Motivations for Service

Please explain why you would like to serve your community.

I enjoy working with MCC members; producing maps of our town parks; working on trail maintenance & clean up; making lists of plant & animal species in our parks; working on Green-up Day/Arbor Day to educate the public on environmental issues and celebrate those who help keep our town clean. I also enjoy leading walks & kayak trips to show people around our public resources.

Beneficial Qualifications:

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

(Please see attached <sup>Green Events list</sup> resume.) BS Sec. Ed.; Major Biol.; Min. Ferc.

Highlights: Stewardship of the Urban Landscape (2007, 10 wks)  
Professional Botanical Survey (1997, 1 wk)  
Field Ethnobotany (1 wk, 1995 & 2000.)  
Natl. Assn. for Interpretation (6.9-12.2008) Certified Interp. Guide  
Naturalist/Director Nature Haven Day Camp (2009 - present)  
Naturalist/Rec. Dir. Sr of VT Grand Staircase NP & L Carmi (2001-2008.)



**Application for Facility Use**

TOWN OF MILTON

43 Bombardier Rd. Milton, VT 05468-3205 ~ [www.miltonvt.org](http://www.miltonvt.org)

Contact: Milton Recreation Department 893-4922

**RECEIVED**

FEB 23 2016

RECREATION DEPARTMENT  
MILTON, VERMONT

Application must be submitted to the Town of Milton at least 21 days prior to the event with all sections completed.  
(The Town requires 48 hours notice if you cancel an event)

**Applicant and Event Information**

Applicant: Rodney Tinker DBA: MILTON Broncos Youth Football

Address: Po Box 91 Town/City: MILTON

Daytime Contact Numbers: 802-233-8350 Email Address: RJTinker10@AOL.com

Type of Event: Jamboree - Football

Facility/Location Requested: ALL OF Bombardier Park

If a one-time event: Date: 8/20/2016 Hours: from 7:00 AM to 4:00 PM  
(If a re-occurring event, attach a detailed schedule of events)

If a one-time event and you are requesting a rain date (provide date) \_\_\_\_\_

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

Attendance: 5000 +/- Is the event  Public or  Private Will money be received?\* YES  
(Number of persons estimated) (Select One) (From ticket sales, entrance fee, gift/donation/solicitation, etc)

If Entertainment or a Performance will be provided, please describe: Football scrimages

\*If money is being received you may also be required to complete an entertainment license application.

**NOTE: THE PUBLIC IS NOT COVERED UNDER THE TOWN OF MILTON'S INSURANCE POLICY**

If you would like to reserve and/or rent a Municipal Facility, these are your insurance options:

1. You may provide proof of insurance for your event or activity with a Certificate of Insurance Coverage. The Certificate must name the Town of Milton as an additional insured and show coverage in the amount of combined minimum single limit coverage of \$300,000 per occurrence and \$300,000 in the aggregate. This Certificate shall remain in force from the date and time of the beginning of the event until the date and time of the end of the event. Adding the Town of Milton as an additional insured to your homeowners policy may be of no additional cost to you; OR
  2. You may purchase insurance from Entertainment Brokers International offered through Vermont League of Cities and Towns (VLCT PACIF) and is not related to PACIF or the Town of Milton in any way. Information is attached;
- OR
3. The Applicant(s) agrees to indemnify and hold the Town of Milton, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use of the Town's Facility by the Applicant, the Applicant's guests, agents, or employees.

You must select one option: As authorized representative of this application I have chosen option: 1 2 3

If option 1 or 2 is chosen, attach your Certificate of Insurance Coverage with this Application.

Print Name: Rodney Tinker Signature: Rodney Tinker Date: 02-01-2016

- Only the authorized representative may cancel the event (48 hours notice is required) and no refund or any portion thereof will be made.
- Only scheduled league games will be reserved and scheduled games take priority over practices. Fields are reserved on a first come first serve basis.
- It is the responsibility of League officials to inform all teams and coaches of the Town of Milton's Policies.
- Permission to use Town facilities can only be obtained by completing this form. Applications are considered on a first come first served basis.
- Any services and/or requirements of the Town will be at the expense of the applicant. Town staff will provide an estimate of costs to the applicant prior to the event and payment will be expected to in advance of the event.
- The applicant agrees to abide by and conduct its event in accordance with all park rules, laws, regulations and ordinances, including those related to alcohol, smoking and noise. Alcohol is not permitted on Town property. Applicant shall not allow or engage in any illegal activity.
- Any damage to the Town's property will be the sole liability of the responsible person signing this agreement and/or their agent/heirs/executors.
- The Town, its officers, agents and employees shall have the right to enter the event to confirm the applicant's conformance to this application and if a breach is determined, the Town shall have the right to immediately terminate this application and use of the Town facility prior to the conclusion of the event without refund.

**\*\*Please note, if ENTERTAINMENT will be provided at the event and a fee is charged (like ticket sales or cover charge), the applicant must also apply for an Entertainment License. Final approval of an Entertainment License is dependent on Selectboard approval.**

The applicant will be notified as soon as possible of the action taken with regard to approval or rejection of this application.

As the authorized representative of this application, I fully understand the requirements as noted herein and further understand that it is my responsibility to read the documents listed below and be cognizant of their content.

Print Name: Rodney Tinker Signature: Rodney Tinker Date: 6-2-09-2016

**Attachments:**

- Letter from the Town Manager
- Recreation Department Field and Facility Fees & Park Rules
- Town of Milton Liability Hold-Harmless Agreement
- Town of Milton Non-Employee Work Agreement
- Town of Milton Ordinance to License and Regulate Entertainment
- Entertainment Brokers International – TULIP (Tenant User Liability Insurance Policy) Information

## Liability Hold Harmless Agreement

Inconsideration of the agreement of the Town of Milton to engage my company and me to perform certain services for the Municipality, Rodney Tanker (company or individual name) and I agree, and for my heirs, executors and administrators agree to indemnify, defend and hold forever harmless the Town of Milton its officers, agents and employees from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses - including attorneys fees and disbursements - for injury to or death of any person including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants or employees of either, or from any action or failure to act on the part of myself or the company, or the agents, servants or employees of either, while performing services for, at the behest of, under contract with or on the of the Town of Milton.

Rodney Tanker  
Printed Name

Rodney Tanker  
Signature and Date

Ben Nappi  
Printed Name of Witness

Ben Nappi  
Witness Signature and Date



### Application for Entertainment Permit

TOWN OF MILTON

43 Bombardier Road, Milton, Vermont 05468-3205

[www.milton.govoffice2.com](http://www.milton.govoffice2.com)

Contact: Milton Recreation Department 893-4922

Application must be submitted to the Town of Milton at least 21 days prior to the event with all sections completed.  
(The Town requires 48 hours notice if you cancel an event)

#### Applicant and Event Information

Applicant: Rodney Tinker DBA: Milton Braves Youth Football

Address: Po Box 91 Town/City: MILTON

Daytime Contact Numbers: 802-233-8350 Email Address: RJTinker10@aol.com

Type of Event: Football Jamboree

Event Address: Bombardier Park

Property Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If a One Time Event: Date: 08/20/2016 Hours: from 7:00 AM to 4:00 pm

(If a re-occurring event, attach a detailed schedule of events)

If a One Time Event and you are requesting a Rain Date (provide date) NO

Attendance: 5000 - +/- Is the event  Public or  Private Will money be received? Yes  
(Number of persons estimated) (Circle One) (Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: \_\_\_\_\_

Non Profit Youth Football Scrimmages For Kids  
From Northern Vermont, we will have and Food  
tent selling water - hamburgers - Hotdogs - chips - Powerade  
have been held in Milton for 13+ years now,

- Only the Authorized Applicant/Representative may cancel the event (48 hours notice is required) as noted herein and no refund or any portion thereof will be made. Entertainment Permits are determined on a first come, first served basis.
- Any services and/or requirements of the Town will be at the expense of the Applicant; Town Staff will provide an estimate of those costs to the Applicant prior to the event. The Applicant will be expected to provide payment for any such services as required by the Town of Milton in advance of the event.
- Applicant shall not allow or engage in any illegal activity and any damage to private or public property will be the sole liability of the responsible person/agent/heirs/executors signing this Agreement,
- The Town, its officers, agents and employees shall have the right to enter onto the property of the event to confirm the Applicant's conformance to this Application and if a breach is determined, the Town shall have the right to immediately terminate this Application and your permit for entertainment prior to the conclusion of the event without refund.
- Any and all risk management requirements are the sole responsibility of the Applicant and/or Property Owner or Agent. Both the Applicant and the Property Owner/Agent must complete and sign the attached Liability Hold Harmless Agreement.

The Applicant will be notified as soon as possible of the action taken with regard to approval or rejection of this Application.

**As the authorized Applicant/Representative of this Application, I fully understand the requirements as noted herein and further understand that it is my responsibility to read the attached documents listed below and to be cognizant of their content.**

PRINT NAME: Rodney Tinker

SIGNATURE: Rodney Tinker

DATE: 02-01-2016

Liability and Hold-Harmless Agreement

In consideration of the permit from the Town of Milton to engage my company and me to perform certain services \_\_\_\_\_ (Company name) and \_\_\_\_\_ (Property Owner/Agent) and I agree, and for myself/ourselves and my/our heirs, executors and administrators agree to indemnify, defend, and hold forever harmless the Town of Milton and its officers, agents and employees from and against any and all claims, demands, liability, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by the company or by me, or the agents, servants, or employees of either, or from any action or failure to act on the part of myself or the company or the agents, servants of employees of either, while performing services for, at the behest of, under contract with or permit from or on the premises of the Town of Milton.

Property Owner/Agent: \_\_\_\_\_ Print \_\_\_\_\_ Sign \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Print \_\_\_\_\_ Sign \_\_\_\_\_ Date: \_\_\_\_\_

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

**OFFICE USE ONLY**

Recreation: Event request reviewed by: [Signature] Date: 2-24-16 Approved:  Denied:  (see below)

If applicable, the location of the event has been tentatively reserved until this application is approved or denied by the Town Manager.

Comments/Conditions/Fees: This is the same date as the Milton Fair Show. Both organizers are aware of each others event.

Buildings & Grounds: Event request reviewed by: [Signature] Date: 4-9-16 Approved:  Denied:  (see below)

Comments/Conditions: Have NEEDS ITEMS ON SITE BY THURSDAY AFTERNOON.

Risk Management: The necessary documents are on file. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Police Needed: Crowd Control:  Yes  No Traffic Control:  Yes  No

Signed: [Signature] Date: 07-04-16 2 OFFICERS

Comments/Conditions/Fees: \_\_\_\_\_

Fire needed:  Yes  No Signed: [Signature] Date: 4/11/16

Comments/Conditions: No parking in fire lots

Rescue needed:  Yes  No Signed: [Signature] Date: 4/11/16

Comments/Conditions: Same rate and utilization as in past years

Health/Zoning:  Yes  No Signed: [Signature] Date: 4/13/16

Comments/Conditions/Fees: Provide 20 porta lets (3 being ADA compliant) & potable water

Town Manager Approval (if required) - see Attached

Recreational Facility Use Fee \$ \_\_\_\_\_ Other applicable fee(s) \$ \_\_\_\_\_

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

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

Approved by: [Signature] Town Manager Date: 4.13.16

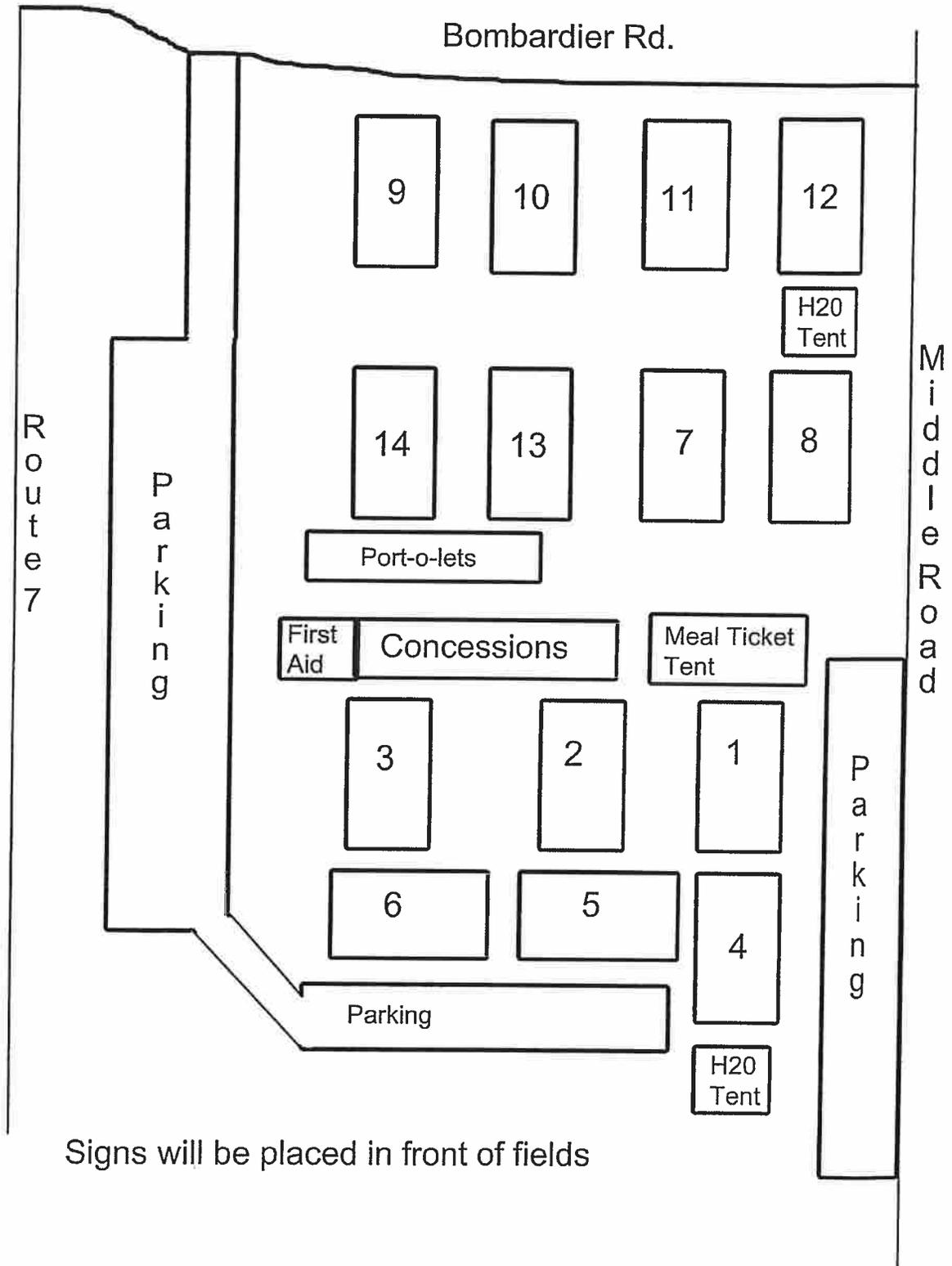
If Selectboard approval sought:

Date Selectboard scheduled to consider: 07/11/16

Date Selectboard took action and action taken: \_\_\_\_\_

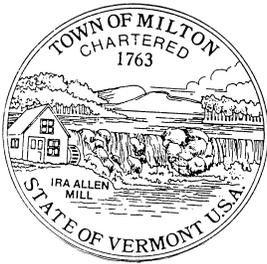
As the authorized representative of this application, I fully understand that the services and/or requirements the Town has indicated will be at my expense. I agree to the estimated amounts indicated and understand that I am expected to provide payment in advance of the event. Failure to pay in advance will result in cancellation of the event. The Town of Milton reserves the right to cancel the event if necessary in the best interest of the Town.

Print Name: Rodney Tinkles Signature: [Signature] Date: 02-01-2016



Milton Broncos Football Jamboree 2016  
Outstanding Facility Use/Entertainment Permit Fees & Requirements

- Field Use Fee (12 fields x \$30, \$100 discount): \$260
- Police Coverage Fee (2 officers): \$770
- Rescue Coverage Fee (5 members): \$450
- Portable Toilets (17 standard, 3 EAU): Must be on-site by August 25
- Roll-Off Trash Container: Must be on-site by August 25
- Clean Area After Use
- Avoid Parking on Grass
- Any other needs from Buildings & Grounds must be made clear by August 25



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Town of Milton Selectboard

FROM: Erik Wells, Director of Administration

RE: MCYC Healthy Communities Grant

DATE: July 11, 2016

The MCYC has received grant funding to work to improve the overall health of the community. Tony Moulton, Executive Director of the MCYC will be at the meeting and share with the Selectboard the overall goals of the grant and how the Town can be a partner in achieving milestones for it. In relation to the project, Tony has met with a staff working group that includes Donna Barlow Casey, Kym Duchesneau, Brett Van Noordt and myself.

An area to begin discussion on tonight is the Town's current workplace safety policy with some housekeeping items since its inception to reflect modernity. What follows is a redlined version with suggested edits to incorporate language regarding the use of combustibles and non-combustibles that is currently lacking in our internal policy. Smoking is addressed, but the language does not include e-cigarettes. In addition other drugs like marijuana are not specifically addressed that would fall under the combustibles category. The terminology casts a wider policy net. Non-combustibles would include synthetic forms of marijuana and other drugs as well. Another edit moves language regarding drug and alcohol use in the workplace to Section 2 instead of Section 3.

## ARTICLE XIV WORK PLACE HEALTH AND SAFETY

### SECTION ANALYSIS

#### Section 1. Vermont Occupational Safety Hazards Act (VOSHA)

#### Section 2. Smoking and Tobacco Policy

#### Section 3. Drug Testing

#### Section 4. Clothing

---

#### Section 1. Vermont Occupational Safety Hazards Act (VOSHA)

In the interest of the safety and well-being of Town workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). All department heads shall be responsible for enforcing safety rules as required by VOSHA and /or adopted by the Town.

All Town employees shall observe safe work practices including but not limited to, the wearing of appropriate work clothing and/or equipment; follow all prescribed work practices as presented in department policies and procedures.

#### Section 2. ~~Smoking and Tobacco Policy~~ Combustible, Non-Combustibles & Alcohol

In order to comply with the provisions of 18 V.S.A. §1421, et.seq., the Town of Milton originally established this Policy to protect workers by prohibiting smoking and use of smokeless tobacco products in the workplace except in designated areas.

The United States Surgeon General, in his 1986 report on Involuntary Smoking, concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

In 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens. Smokeless tobacco is a significant health risk and is not a safe substitute for smoking cigarettes. According to the Centers for Disease Control, smokeless tobacco contains 28 cancer-causing agents (carcinogens). It is a known cause of human cancer, as it increases the risk of developing cancer of the oral cavity, other oral health problems, and can lead to nicotine addiction and dependence.

**In light of these findings, the Town of Milton shall be entirely ~~smoke and tobacco~~ free of all combustible and non-combustible tobacco and illegal drug substances. ~~Smoking and use of smokeless tobacco~~ Use of these products ~~will~~ shall be strictly prohibited within all Town owned vehicles and within all municipal owned buildings and structures. It shall also be prohibited in all entranceways and anywhere an outside air intake is located.**

This Policy applies to all employees, volunteers, clients, contractors, and visitors working within and around all municipal owned buildings, structures and vehicles. Tobacco ~~S~~ smoking may only occur at a reasonable distance (e.g., 30 feet or more) outside any enclosed area where smoking is prohibited to insure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

The consumption of alcohol by a town employee or volunteer while on the job or serving hours is strictly prohibited.

An employee's or volunteer's failure to comply with ~~the smoking~~this policy shall constitute cause for disciplinary action, and the failure of the Town to implement or enforce the policy shall be grounds for a grievance procedure by an aggrieved employee, and any violations shall be promptly rendered.

Employees or volunteers who are found to be using illegal drugs and/or alcohol on the job/during service will be subject to immediate dismissal.

The Health Officer and/or Deputy Health Officer are designated as the person(s) to enforce all rules and regulations in accordance with 18 V.S.A. and this policy.

### Section 3. Drug Testing

In accordance with the Omnibus Transportation Employee Testing Act of 1991, all Town employees who are required to hold a commercial driver's license shall be subject to pre-employment and regular drug and alcohol testing in accordance with the Department of Transportation rules and procedures.

~~Employees who are found to be using illegal drugs and/or alcohol on the job will be subject to immediate dismissal.~~

### Section 4. Clothing

Public Works Supervisors will be provided with clothing comparable to the items outlined in the AFSCME Contract.





# TOWN OF MILTON, VERMONT

## Legislative and Fiscal Analysis of Requested Selectboard Actions

---

### 2016 VTrans Bike/Pedestrian Grant Application

**Date:** July 11, 2016

#### **Legislative Analysis:**

The intent of the VTrans Bicycle and Pedestrian Program is to improve access and safety for bicyclists and/or pedestrians through the planning, design and construction of infrastructure projects. The Town has been successful in attaining these grants in the past, for example the McMullen Road Sidewalk Project.

Grants fall within three categories: Scoping, design/construction and small-scale construction. The cost share is 80/20 with a 20% match required by the municipality. This has changed from a 90/10 split in recent years. VTrans anticipates awarding \$4 million in Federal funds this grant round for scoping and design/construction projects.

The Town of Milton has a number of sidewalk gaps in its infrastructure remaining. I am asking the Selectboard to consider applying for a 2016 Bike/Pedestrian grant to construct 3,830 linear feet of sidewalk adjacent to US. Rte 7 South to fill in the current gaps from Nancy Drive to Haydenberry Drive as a component of the Milton 4D Project. This would be a design/construction project. LandWorks recently completed the final conceptual design report. That report is a strong asset to support a grant application, in conjunction with support from the CCRPC. Filling in these sidewalk gaps would serve the densely populated residential area to improve safety and provide for increased pedestrian mobility on that side of Route 7 creating a connection to the Town Core. The applications are due by July 15<sup>th</sup>. Awards are announced in September. There is a four fiscal year timeline to use the grant funds, requiring the construction to be complete on this project by 2020. VTrans maps out the timeline in this fashion:

- September 2016- Grant Award Announcement
- November 2016- Grant Agreement Between VTrans and Municipality Executed
- January 2017- Procurement Process to secure Local Project Manager and Design Engineer Complete
- July 2017- Conceptual plans developed and environmental document secured
- April 2018- Preliminary plan completed
- October 2019- Right of Way plans and easements approved and ROW cleared
- April 2020- Final plans and bid documents completed
- May 2020- Project goes out to bid for construction

The project falls within the majority of the VTrans Right of Way on Route 7. I connected with VTrans head of ROW and for the Town to use the State ROW for improvements it would file an application with the permitting division. Permitting would review and provide design standards and any other conditions it feels are required to fulfill the project. There is not a cost associated

with this use approval by VTrans. It would take place during the design phase of the project. Easements may be needed according to Dubois & King because the sidewalk may be raised up above the existing ground, and fill slopes may extend outside the VTrans ROW onto private property. There also exists the possibility of existing utility relocations that cannot occur, requiring the sidewalk to deviate out of the VTrans ROW in segments. There are 18 parcels where this potential exists, and that has been included in the administrative portion of the budget. There also exists a high potential for archeological resources. Archeological costs can escalate a project quickly. The CCRPC in the Milton US Rte. 7 Corridor Study identified filling this sidewalk gap as a short term goal for the Town in the next 1-3 years.

According to data from the State of Vermont crash database, there were 55 vehicle accidents on Route 7 between Nancy Drive and Haydenberry Drive from 2011 through 2015. This data demonstrates a high risk for the 0.9 mile stretch of roadway. Through observation, a number of people walk on the side of the road along Route 7 South with the absence of a full sidewalk, putting them at risk in a high crash area.

The conceptual design of the Milton 4D Project still warrants further discussion and Selectboard action on streetscaping elements and implementation using TIF dollars. This sidewalk grant component is a step to augment the revenue streams for the overall Milton 4D project using funding the Town has successfully secured in the past. I included the sidewalk gap map of the area and the construction cost estimates by Dubois & King for reference at the end of this document, along with the grant application budget I have put together. Additional safety and traffic calming measures have been identified in the Route 7 Corridor Study which was used in the LandWorks Conceptual Design. I've focused this project just on a sidewalk segments, curbing and drainage. The M4D Final Conceptual Design Report will be submitted with this grant application to meet the grant requirements of a project scoping study and construction cost estimate. Dubois & King will be providing me with the background information used to derive it's estimate that I will include in the grant application.

### **Fiscal Analysis:**

In the LandWorks conceptual design, a construction estimate of \$530,969 was rendered by Dubois & King for the curbed and uncurbed 3,830 feet of sidewalk gaps from Nancy Drive to Haydenberry Drive with associated drainage. VTrans suggests using a 20% benchmark of construction cost for project design/engineering costs. For construction inspection, VTrans suggests using a 10-20% benchmark to estimate these costs. For example, in the McMullen Road Sidewalk Project our construction inspection contract is for 8.3% of the total project costs. I used the construction estimate to base the engineering and inspection budget amounts on using the methodology listed above.

The following is the project budget estimate for the grant application. I worked with Lucy Gibson at Dubois & King to verify and work through to estimate benchmark amounts for ROW and archeological. Local Project Management is included to re-coup staff time spent managing the project- it also provides the Town with an option to contract it out and use the grant to pay for that person's time.

## Project Budget

### Expenses

Item	Cost	Note
<b>Construction</b>		Dubois & King Estimate
Segment D Sidewalk	\$52,975	
Segment C Sidewalk	\$221,650	
Segment B Sidewalk	\$47,000	Includes ravine crossing
Segment A Sidewalk	\$174,900	Includes ravine crossing
Segment C Curb & Drain	\$22,000	
Segment A/B Curb & Drain	\$12,444	
<b>Construction Contingency</b>	\$53,097	10% of construction estimate
<b>Engineering</b>	\$106,194	20% of construction cost estimate
<b>Construction Inspection</b>	\$79,645	15% of construction cost estimate
<b>ROW Easements / Legal</b>	\$90,000	18 parcels, benchmark of \$5,000 each
<b>Archeological</b>	\$30,000	Desktop review stated high potential
<b>Local Project Management</b>	\$72,716	10% Construction/Engineering/ROW
<b>TOTAL PROJECT COST</b>	<b>\$962,621</b>	<b>Estimated Project Cost</b>
<b>80% Grant Request</b>	<b>\$770,097</b>	
<b>20% Local Match</b>	<b>\$192,524</b>	

### Revenue

Source	Amount	Note
<b>VTrans Bike/Ped Grant*</b>	\$770,097	Grant Project Cost 80%
<b>Local Match</b>		20% Project Cost
<b>Impact Fees Collected FY '17</b>	\$45,000	In approved CIP
<b>Impact Fees Collected FY '18</b>	\$49,175	
<b>Impact Fees Collected FY '19</b>	\$49,175	
<b>Impact Fees Collected FY '20</b>	\$49,174	
<b>TOTAL</b>	<b>\$962,621</b>	

\*VTrans grant is a reimbursement structure; qualified expenses are requisitioned at 80%

The impact fee study group this past spring also identified impact fee funds available in the transportation category to expend. If the Board moves to authorize this grant application, a portion of those funds could be used as well to offset the amounts listed above to collect in outlaying years.

Based on the project schedule provided by VTrans earlier in this L&F, there exists four fiscal years to collect and/or assign matching funds before construction would be slated in Summer 2020 (FY '21). Approximately 68% of the project cost (\$663,711) is estimated for construction and construction inspection, which would occur in FY '21. In the project design and ROW phases leading up to construction, by the project estimate up to \$226,194 would be expended (23% of the total). The Town's obligation would be \$45,239 for its 20% match on this portion of the project, and those funds are being collected in FY '17. The other expense is municipal project management estimated at \$72,716 over the life of the project, the Town's match on

that component would be \$14,543 and spread over multiple years. In summary, through this revenue structure for the Town match, adequate funds will be available during the pre-construction phases to meet the match requirements and requisition from the grant throughout.

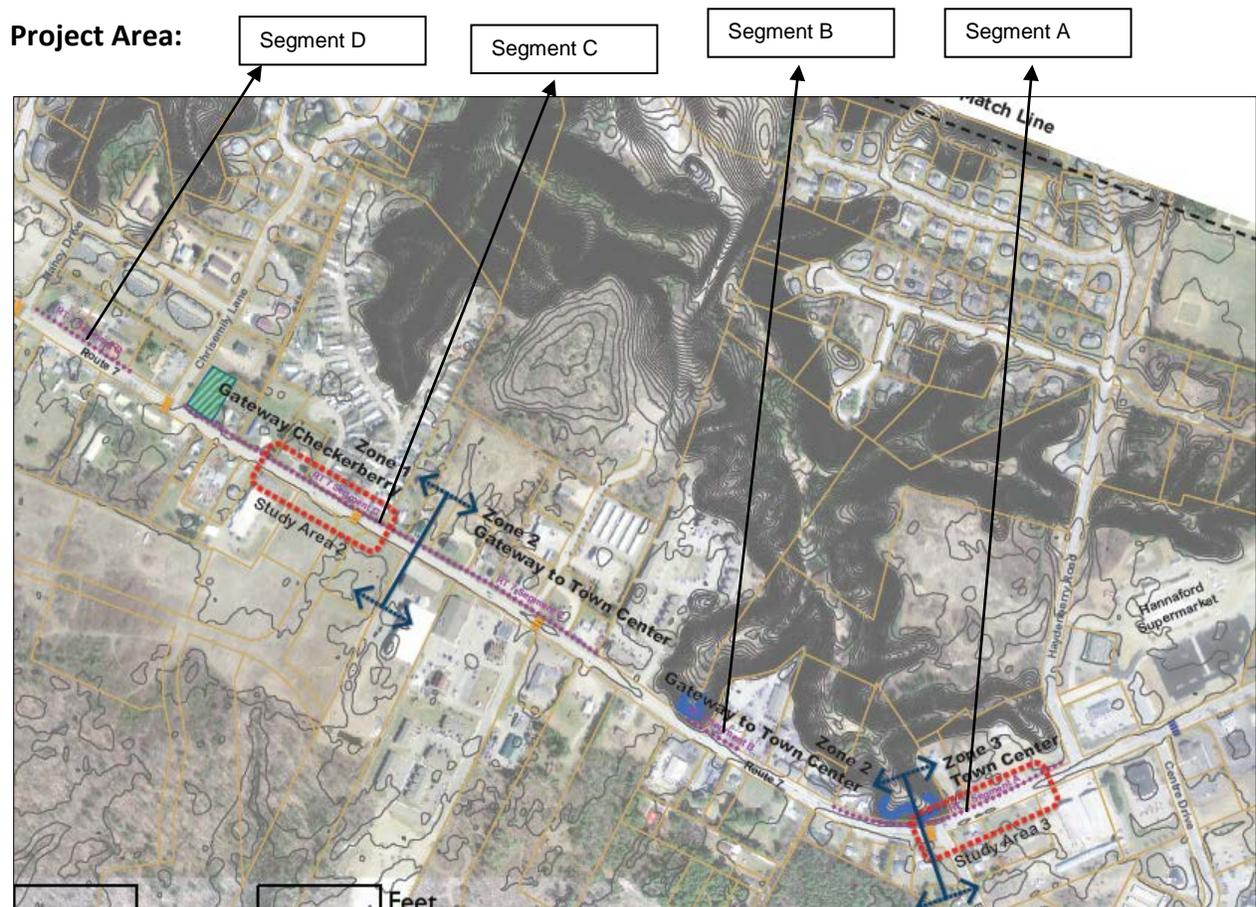
The grant application also allows for identification for partial project funding. I have identified Segments A and B as a partial award project. This would enable the ravine crossings to be built and create the connection to Haydenberry Drive. The cost estimate for that component is as follows:

Total Project Estimate	\$415,420
Grant 80%	\$332,336.06
Local Match 20%	\$83,084

The local match would be collected through impact fees in FY '17 and FY '18.

**Recommended Action:** A motion to approve the Town Manager to submit a 2016 VTrans Bike/Ped Grant Application for this project.

**Prepared By:** Erik Wells, Director of Administration



Sidewalk gaps are identified by the purple dots. This project would fill in all of these gaps.



Google Earth imagery along the proposed project area on the left.

Route 7 Sidewalk Gap Construction Estimates by Segment Prepared by Dubois & King

Segment	Length (ft)	Sidewalk type	Other costs	Basic \$/ft	Sidewalk Co:	Other Cost	Total Cost
West Milton Segment	705	Sidewalk - no curb		\$ 100	\$ 70,500	\$ -	\$ 70,500
Rt 7 Segment E	1140	Sidewalk - curbed & uncurbed; extend pipe		\$ 147	\$ 167,725	\$ 4,840	\$ 172,565
Rt 7 Segment D	520	Sidewalk - no curb		\$ 102	\$ 52,975	\$ -	\$ 52,975
Rt 7 Segment C	2025	Sidewalk - curbed & uncurbed		\$ 109	\$ 221,650	\$ -	\$ 221,650
Rt 7 Segment B	230	Sidewalk - no curb; needs wall		\$ 100	\$ 23,000	\$ 24,000	\$ 47,000
Rt 7 Segment A	1055	Sidewalk - no curb; needs wall, pipe		\$ 100	\$ 105,500	\$ 69,400	\$ 174,900

\*Curb/drainage for segment C is \$22,000 ; for segments A/B is \$12,444

**Segment Areas**

Segment E- Milton Diner to Clifford Drive (not included in this project)

Segment D- Nancy Drive to Milton Vet

Segment C- Chrisemily Lane to Milton Auto

Segment B- Ravine nearby Marty's Auto

Segment A- Just past Merrill Lane to Haydenberry Drive, over large ravine at Bombardier Corner



# Resolution

## TOWN OF MILTON

### 2016 VTrans Bike/Pedestrian Grant Application

**WHEREAS**, The Milton Selectboard accepted Policy 96-01 requiring all grants, grant applications, and offer of grants to be approved by the Selectboard at any regular or special meeting of the Selectboard; and,

**WHEREAS**, Staff requests the Selectboard approve the application, for the design and construction of sidewalk to fill existing gaps on Route 7 South creating a continuous network from Haydenberry Drive to Nancy Drive; and,

**WHEREAS**, the grant program requires a 20% match in funds, matching project funds for the grant would come from the collection of impact fees in FY '17 – FY '20; and,

**WHEREAS**, the total cost of the sidewalk project is currently estimated at \$962,621 with the Town's 20% local match is estimated to be \$192,524 to be funded using the collection of impact fees; and,

**WHEREAS**, the Town agrees to provide ongoing maintenance, including snow removal, on the sidewalk construction as new public infrastructure; and,

**THEREFORE, BE IT RESOLVED**, the Selectboard approves the 2016 VTrans Bike/Pedestrian Grant Application and authorizes the Town Manager to sign the necessary application material.

**Dated at Milton, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 2016**

#### MILTON SELECTBOARD

\_\_\_\_\_  
Darren Adams, Chairperson

\_\_\_\_\_  
Ken Nolan, Vice Chairperson

\_\_\_\_\_  
John Bartlett, Clerk

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

\_\_\_\_\_  
John Palasik

**Filed with the Milton Town Clerk's Office this \_\_\_\_\_ day of \_\_\_\_\_, 2016**

**Attest:** \_\_\_\_\_

Milton Town Clerk



# 2016 VTrans Bicycle and Pedestrian Program Application

---

Design/Construction

Small-scale Construction

10. **Project Location Map:** Applications must include a map(s) of the project area. The map should be clearly annotated to indicate the project being applied for and its relationship to existing bicycle or pedestrian networks. Color photos are useful but not required. If the project is within or adjacent to a designated downtown or village center, clearly indicate the relationship of the proposed project to the boundary of the designated area.

**Map included?**      Yes                      No

11. **Estimated Project Costs:**

Scoping Projects

**Consultant Costs** (to develop scoping report) 

**Administration/Local Project Manager Costs** 

(Costs associated with oversight of the project, estimated at 10% of Scoping report development)

**TOTAL SCOPING AMOUNT APPLIED FOR (including 50% local share)**

Large Design/Construction Projects

**Engineering** 

(Costs associated with survey, plans development, permitting, development of bid documents, bid analysis)

# 2016 VTrans Bicycle and Pedestrian Program Application

---

## **Right of Way**

(Includes cost of appraisals, property owner compensation and associated legal fees)

## **Construction**

(Cost of paying contractors to build projects, including a reasonable contingency. Please provide as much detail/backup information as available to support the construction estimate.)

## **Construction Inspection**

(Cost to provide oversight of contractor during construction.)

## **Administration/Local Project Manager Costs**

(Cost associated with municipal oversight of the project, estimated to be a minimum of be 10% of total PE, ROW and Construction phases.)

### **TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR**

**(including 20% local share)**

### Small-Scale Construction Projects

## **Construction**

(Small-scale projects may be constructed with local forces – provide backup on estimated labor, materials and equipment costs)

### **TOTAL SMALL-SCALE PROJECT AMOUNT APPLIED FOR**

**(including 50% local share)**

12. **Have you received any other grant funding for this project? Please describe and include the source of funding.**

## 2016 VTrans Bicycle and Pedestrian Program Application

---

13. **Will you accept an award less than you applied for?** YES NO

**IF YES**, please indicate whether local funds will be used to make up the shortfall or if the project scope will be reduced.

Keep Scope of project the same and make up shortfall with other funds

Reduce project scope – Describe and provide cost breakdown (attach backup with supporting materials, if necessary)

Note: Partial awards will ONLY be considered for large-scale construction projects.

If the project scope is to be reduced, document what part of the project you would accept partial funding for and break out the costs associated with that part or segment. Attach additional pages if necessary. If adequate information is not provided, partial funding will not be considered.

14. **When did you hold a public meeting about this project within the last year?**(Please enclose documentation of meeting publication and a meeting summary.) PUBLIC MEETING DATE



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: VTrans 2016 Bike/Ped Grant Application Review Committee

FROM: Erik Wells, Director of Administration Town of Milton

RE: 2016 VTrans Bike/Pedestrian Grant Application Evaluative Criteria

DATE: July 15, 2016

Review Committee Members:

Thank you for your consideration of the Town of Milton's request for funding to construct 3,830 linear feet of sidewalk to fill in four gaps existing along US Route 7 South in Town.

This project is identified in the 2013 Town of Milton Comprehensive Plan, Chapter 7, Section 2, which calls out the construction of a complete sidewalk network from "the old Hannaford's Shopping Plaza to Checkerberry Square by 2013." Sections of the sidewalk were built in that time period by developers leaving the gaps this project would look to fill in. Without a complete sidewalk network on both sides of Rte. 7 leading to the central commercial district it presents safety challenges and hinders Milton's growth as a walkable community.

When complete, filling in these 3,830 feet of sidewalk gaps will enable residents to walk from Nancy Drive to Rene's market on Route 7 South completing a 1.8 mile sidewalk network. The section on Route 7 South where the four gaps exist would serve a densely populated residential area, creating a complete sidewalk network to the town core commercial center and Milton High School.

The project budget was developed using construction costs and guidance from Dubois & King Engineering Firm who partnered with LandWorks to produce the overall sidewalk and streetscape conceptual design as part of the larger Milton 4D Project (Defining Downtown from the Diner to the Dam). The backup for the construction costs is provided in this application. Guidance was provided by Dubois & King to use \$5,000 per parcel for right-of-way acquisition in the estimate (18 parcels potentially requiring easements), and \$30,000 for archeological based on the desktop review (excerpt included). The additional budgeting was calculated using the VTrans benchmark percentages for engineering, inspection and local project management. Construction contingency was based on 10% of the total.

This project is not within a designated downtown center. The Town of Milton anticipates applying for that designation in the future.

According to data from the State of Vermont crash database, there were **55 vehicle accidents** on Route 7 between Nancy Drive and Haydenberry Drive where the sidewalk gaps exist from 2011 through 2015. This data demonstrates a high risk for the 0.9 mile stretch of roadway. Through observation, a number of people walk on the side of the road along Route 7 South with the absence of a full sidewalk, putting them at risk in a high crash area.

The M4D conceptual design was completed in July 2016. A component of the design was addressing the sidewalk gaps that exist along the Route 7 Corridor from which this project was created. Included with the design was a constraints memo (excerpts included) produced to address permitting and right of way acquisition. Gap Segments A and B have potential impacts to wetlands (defined as wetland D and wetland E respectively) are likely to be determined as Class II. The report states “Impacts to the wetlands and their buffers will need to be permitted under both the Vermont Wetlands Rules and the Corps of Engineers wetland regulations. Justifications for the location of the sidewalk segments within wetlands will need to be presented during the permitting process (e.g., connection to other existing sidewalk segments, well-beaten footpaths indicating high demand).”

I connected with the right of way and permitting division of VTrans and went over the review required for the State to grant improvements in its ROW. The project falls within the majority of the VTrans Right of Way on Route 7. Easements may be needed according to Dubois & King because the sidewalk may be raised up above the existing ground, and fill slopes may extend outside the VTrans ROW onto private property minimally. There also exists the possibility of existing utility relocations that cannot occur, requiring the sidewalk to deviate out of the VTrans ROW in segments. There are 18 parcels where this potential exists, and that cost factor has been included in the administrative portion of the budget and its methodology addressed earlier in this memo. Until the final design and engineering is complete on this project the exact ROW impacts cannot be determined at this time. With that in mind, it was decided as premature to approach the landowners in the affected parcels.

Segment A and Segment B require the sidewalk segments to cross small ravines. This work has been budgeted in the construction estimate. These are the most challenging gap segments to address, but also the most critical to create the complete sidewalk network.

This funding request is a component of the larger Milton 4D Project (Defining Downtown from the Diner to the Dam) a sidewalk and streetscaping project poised to improve the heart and hub of the community. On Town Meeting Day 2015 the voters of Milton approved a tax increment financing (TIF) bond in the amount of \$2.4 million to support this work. The first step in implementation of the project was a conceptual design. The Town contracted with the team of LandWorks and Dubois & King to complete this task over FY '16. The conceptual design process held three public engagement sessions to gather feedback in design's formation. The overall project was messaged throughout the community at a number of venues and using a wide variety dissemination means. The

community of Milton has provided support for the overall M4D project through the bond vote in 2015 and at the public engagement sessions. Through the conceptual design a cost estimate was arrived at that exceeded the voter approved bonding authority. A major component of this project is filling numerous sidewalk gaps along the corridor, and that is where a substantial amount of investment is required as identified in the conceptual design. I submit this grant application on behalf of the Town of Milton as a means to secure an additional revenue stream for this project. This section of sidewalk gaps presents the most challenging from a public safety and workability network standpoint. I have also included a partial funding alternative for the review committee's consideration if the full award is not possible that would fund sidewalk at Segments A and B.

I have prepared this memo and exhibit listing to ensure all the components of the recommended outline for bike/ped scoping study (attachment A of the guide book) are addressed.

Exhibits included with the grant application are excerpts or the entirety of the following:

- Milton 4D Project Conceptual Design
  - Milton 4D Project Design Constraints Memo
  - Conceptual Design Cost Estimates Entire M4D Project Workbook
    - Specific Costs for this Grant Broken Out onto Spreadsheet
  - Conceptual Design Cost Estimates Backup Documentation
- Route 7 Corridor Study (Draft version, final coming out this month from CCRPC)
- 2013 Milton Comprehensive Plan Chapter 7: Transportation
- Map of the Project area (required)
- Selectboard meeting warning and draft minutes (required)
- Selectboard resolution authorizing application (required)
- Letter of Support from the Selectboard (required)
- Letter of Support from the CCRPC (required)
- Notification of application to the DTA (required)

All exhibits address the sidewalk gap segments along Route 7 requested for construction with this project in the following manner: Segment D, Segment C, Segment B and Segment A.



# TOWN OF MILTON, VERMONT

## Legislative and Fiscal Analysis of Requested Selectboard Actions

---

### **Moving Budget and Funds into Capital Reserve Account**

**Date:** July 7, 2016

#### **Legislative Analysis:**

During the budget building process, the board decided to move the funds (\$354,231.00) originally presented in account 10-90-491-700.00 CAPITAL IMPROVEMENTS to account 10-10-415-700.00 CAP PROJECTS which is in the Contingency area of the budget. That was done before a CIP was in place.

This evening starts the purchasing process which normally comes from the Capital Reserve Account, so it is time to move money from the General Fund into the Capital Reserve Fund. Historically the money planned for Capital Improvements has been transferred into the Reserve Fund in increments of 1/12 per month for each month of the Fiscal Year.

Transfers out of the General Fund into a Reserve Fund are a Board Function rather than an Administrative Function.

There is \$354,231 in the budget for Capital Projects. There is some value for consistency to move that budget amount from the Contingency (415) area of the budget to the Capital Improvements (491) area of the budget.

Budget adjustments from one area to another are also a Board function rather than an administrative one.

Additionally since historically we've moved 1/12 of this amount out as a transfer from the General Fund to the Capital Reserve Fund, it would be best if the Board acknowledge that this is what we are doing. One twelfth of this amount is \$29,519.25, so you would be authorizing the movement of this amount each month for the Fiscal Year.

#### **Fiscal Analysis:**

This action changes nothing fiscally, it simply makes this more consistent with past practice.

#### **Recommended Action:**

A proposed motion would be: **"I move that we adjust the budget by moving the budgeted amount, \$354,231, for Capital Projects currently in the Contingency area of the budget to the Capital Improvements area of the budget and direct that the Town Manager cause 1/12 (\$29,519.25) of this amount to be transferred from the General Fund to the Capital Reserve Fund each month during this Fiscal Year."**

**Prepared By:** John C. Gifford, Interim Finance Director

**Attachments:** Expenditure Report for Contingency and Capital Improvements areas of the budget.

07/07/16  
11:50 am

TOWN OF MILTON General Ledger  
Expenditure Report - GENERAL FUND  
Current Year Period 1 Jul

Page 1 of 1  
jgifford

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-16/17 MTD Pd 1 Jul
10-10-415 CONTINGENCY					
10-10-415-700.00 Capital Projects Trans Ou	354,231.00	0.00	0.00	354,231.00	0.00
10-10-415-850.00 CONTINGENCY	40,000.00	0.00	0.00	40,000.00	0.00
10-10-415-990.00 Transfer Out	0.00	0.00	0.00	0.00	0.00
Total CONTINGENCY	394,231.00	0.00	0.00	394,231.00	0.00
Total GENERAL FUND	394,231.00	0.00	0.00	394,231.00	0.00
Total All FUNDS	394,231.00	0.00	0.00	394,231.00	0.00

*This NUMBER would move from one place to another.*

07/07/16  
11:50 am

TOWN OF MILTON General Ledger  
Expenditure Report - GENERAL FUND  
Current Year Period 1 Jul

Page 1 of 1  
jgifford

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-16/17 MTD Pd 1 Jul
10-90-491 CAPITAL IMPROVEMENTS					
10-90-491-700.00 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
10-90-491-730.00 ACQUISITION OF HIGHWAYS	0.00	0.00	0.00	0.00	0.00
Total CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Total All FUNDS	0.00	0.00	0.00	0.00	0.00



**Milton Police Department**  
**37 Bombardier Road**  
**Milton, VT 05468**  
(802) 893-6171 Voice  
(802) 893-6032 Fax



---

## MEMORANDUM

**TO:** Donna Barlow Casey, Town Manager  
**FROM:** Chief Brett Van Noordt *BVN*  
**DATE:** June 25, 2016  
**SUBJECT:** Governor's Highway Safety 2017 Radar Speed Sign Grant

The Governor's Highway Safety Program has offered the Milton Police a \$10,000 radar speed sign grant. This grant process is a data driven program that will award money to agencies to assist them in the purchase of digital radar speed signs. These agencies must have high incident locations and a commitment to identifying goals and implementing countermeasures to reduce speed on the targeted roadways.

This awarded grant money will be used to purchase new digital radar speed signs. This radar speed detection device will assist with the continued education of the public on the dangers of speeding, and allow us to track high volume speeding locations/times. This device will allow us to be more efficient with speed related enforcement and the ultimate goal of preventing crashes on Milton's roadways.

There is no match for the Town of Milton with this grant. However, the Town of Milton will be responsible for the maintenance and repair of the equipment purchased and must make it available for inspection during GHSP site visits. Awards will be up to a maximum of \$10, 000 per applicant.

We would like permission from the Select Board to accept this funding.



**TOWN OF MILTON, VERMONT**  
Legislative and Fiscal Analysis of Requested Selectboard Actions

---

**DIGITAL RADAR SPEED SIGN GRANT AWARD FROM THE  
GOVERNOR'S HIGHWAY SAFETY COUNCIL**

**Date:** June 25, 2016

**Legislative Analysis:**

The Governor's Highway Safety Council has offered the Milton Police a \$10,000 radar speed sign grant. This grant process is a data driven program that will award money to agencies to assist them in the purchase of digital radar speed signs. These agencies must have high incident locations and a commitment to identifying goals and implementing countermeasures to reduce speed on the targeted roadways.

This awarded grant money will be used to purchase new digital radar speed signs. This radar speed detection device will assist with the continued education of the public on the dangers of speeding, and allow us to track high volume speeding locations/times. This device will allow us to be more efficient with speed related enforcement and the ultimate goal of preventing crashes on Milton's roadways.

With the combined effort of traffic enforcement and education, we can continue to save lives on Milton's roadways.

As you know, Enforcement and Educational programs save lives. However, every year thousands of people die on highways nationwide due to a lack of basic knowledge, and attitudes toward Highway Safety. In the spirit of working towards "Zero Deaths" and raising our State's awareness of Highway Safe, this grant will help us educate the public in the dangers of speeding.

**Fiscal Analysis:**

This grant will allow the Milton Police Department to continue an aggressive proactive approach to traffic safety enforcement and education. There is no match for the Town of Milton with this grant. However, the Town of Milton will be responsible for the maintenance and repair of the equipment purchased and must make it available for inspection during GHSP site visits. Awards will be up to a maximum of \$10,000 per applicant.

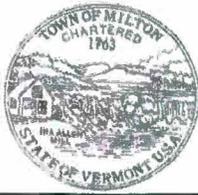
**Recommended Action:**

Approve the resolution authorizing the Town Manager or his designee to sign the necessary documents to accept and expend the award.

*Brett Van Noordt*

---

Brett Van Noordt      June 25, 2016



# Resolution

TOWN OF MILTON

**VT Governors Highway Safety Council- Digital Speed Sign Grant  
Authorization to accept and expend the funds awarded,  
and make the necessary budget amendments**

**WHEREAS**, the Milton Selectboard accepted Policy 96-01 which requires a resolution be adopted by them at a duly scheduled Selectboard meeting for acceptance and expenditure of state/federal funds; and,

**WHEREAS**, the Staff requests the Milton Selectboard to approve the acceptance of the VT Governor’s Highway Safety Council – Digital Radar Speed Sign grant, and to secure the awarded approximate \$10,000 in grant funding. This grant funding will then be used for the purchase of new digital radar speed signs.

**WHEREAS**, there is no matching funds required by the Town of Milton. However, the Town of Milton will be responsible for the maintenance and repair of the equipment purchased and must make it available for inspection during GHSP site visits. Awards will be up to a maximum of \$10, 000 per applicant.

**WHEREAS**, Staff requests the Selectboard to authorize the Town Manager to execute the necessary documents to accept and expend the grant funds awarded, and make the necessary budget amendments.

**NOW THEREFORE BE IT RESOLVED**, the Milton Selectboard authorizes the Town Manager to execute the necessary documents to accept the VT Governors Highway Safety Council- Digital radar speed sign funds through the VT Governors Highway Safety Council, upon receipt accept said funds, approve the expenditure of said funds for the Educational Grant and make the necessary budget amendment(s).

Dated at Milton, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 2016

**MILTON SELECTBOARD**

\_\_\_\_\_  
Darren Adams, Chairperson

\_\_\_\_\_  
Ken Nolan, Vice-Chairperson

\_\_\_\_\_  
John Bartlett, Clerk

\_\_\_\_\_  
John Palasik

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

Filed with the Milton Town Clerk’s Office this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Attest: \_\_\_\_\_  
Milton Assistant Town Clerk



Governor's Highway Safety Program  
Agency of Transportation  
One National Life Drive  
Montpelier, VT 05633

Applicant Agency:	<u>Milton Police Department</u>		
Address:	<u>37 Bombardier Road,</u>		
	<u>Milton VT 05468</u>	County:	<u>Chittenden</u>
Authorizing Official:	<u>Brett Van Noordt</u>	Title:	<u>Chief of Police</u>
Signature:		Date:	<u>April 12, 2016</u>
Project Director:	<u>Paul Locke</u>	Title:	<u>Sergeant</u>
Telephone:	<u>(802) 893-6171</u>	Fax:	<u>(802) 893-6032</u>
E-Mail:	<u>Paul.Locke@vermont.gov</u>		
Federal Tax Id #:	<u>03-6000573</u>	Expires:	<u>09-15-16</u> Duns #: <u>006615041</u>
Vermont Business Account Number	<u>042101</u>		
Fiscal Entity:	<u>Town of Milton</u>		
Address:	<u>43 Bombardier Road, Milton VT 05468</u>		
Fiscal Year:	Start: <u>07/01</u>	End:	<u>06/30</u>
Fiscal Agent:	<u>John Gifford</u>	Title:	<u>Finance Director</u>
Signature:		Email:	<u>Jgifford@town.milton.vt.us</u>

**Problem Statement:**

One of the main causes of crashes is excessive speed. Reducing crashes that are a result of speed is a priority for the Vermont Governor's Highway Safety Program. The five-year average in 2014 was 22.2 fatalities per year. The projected goal is to decrease speed-related fatalities 5.51 percent from the five-year average of 22.2 in 2010 - 2014 to a five-year average of 21.0 by December 31, 2016.

The speed enforcement program will be a data driven mission that will award speed signs to LEA's who have high incident locations and a commitment to identifying goals and implementing countermeasures to reduce speed on the targeted roadways.

## Application for 2016 Radar Speed Trailer/Sign Funding

### 2. Project Title:

#### Speed/Aggressive Driving Enforcement - Radar Speed Trailer/Sign Equipment Funding

### 3. Using crash and citation data identify and list up to three (3) problem locations in your area that have excessive speed incidents:

Over the course of the last few years the Milton Police Department has seen a severe increase in multiple different major motor vehicle infractions occurring on Milton roadways. Some of these major infractions include the following between 2013 and present day. DUI arrests have increased by 140%, and excessive speed charges have increased by 150%. We continue to see a steady increase of speeding, distracted driving, as well as other aggressive driving infractions such as following too closely and limitations on passing. According to our statistics from 2014 to present date the following increase trends are what we are seeing: local road speeding are on an increase by 11%, state highway speeding (Route 7 and Route 2) are on an increase of 46%, vehicles following too closely to other vehicles are on an increase by 29%, vehicle passing unsafely (limitations on passing) are on an increase of 129% as well as distracted driving where operators are using cell phones are increasing by 300%. As well as we see that US Route 7 and East Road in our town seems to be the highest volume of traffic violations. All these violations untimely related to the main cause of vehicle crashes.

We also see over these same years our crash statistics show US Route 7, East Road and Middle Road as high crash locations. These are some of the same roads we see a majority of aggressive driving on with ticket statistics. Very noticeably crashes on US Route 7 have increase 68% just from last year alone.

### 4. List contributing factors to your speeding/aggressive driving in your problem locations such as demographics, proximity to schools, work zones etc:

Part of our contributing factors to our speeding problem is the area on US Route 7 between Lamoille Terrace and Villemaire Lane is a school zone. This area is not marked by any type of school zone signage, but is at the entrance of the Milton High School. This area is posted at 25 MPH, but is surrounded on both ends by 35 MPH speed zones. It is the goal of this grant and the town to make this section of US Route 7 near the Milton High school more visible and official School Zone. This will slow traffic down and avoid accidents.

### 5. How will you measure your progress using speed sign data before and after to evaluate that your speed sign is effective? For example: *"Our agency will measure the number of speeders per day to identify the days of the week with the most problems and compare these numbers monthly."*

Our agency will use speed detection signs to monitor and track vehicle speeds during time of day, day of the week compared to non-school days IE: Weekends, holidays, etc. We will also measure our progress through ticket statistics in this location comparing to years prior.

## Application for 2016 Radar Speed Trailer/Sign Funding

6. What countermeasures/strategies will you employ to address the problems of speed in your identified locations in addition to the use of the speed sign?

As stated in #5 our agency will use speed detection signs to monitor and track vehicle speeds during time of day, day of the week compared to non-school days IE: Weekends, holidays, etc. We will then take this data and adjust patrol and enforcement techniques around these high violation times. As well as hopefully the radar speed signs will also deter and remind drivers of their speed.

Governor's Highway Safety will review the application in conjunction with VTrans generated data to identify the targeted high risk areas and confirm the evidence based need. Consideration will also be given to LEA's who have a commitment to the project goals and implementing countermeasures to reduce speed on the targeted roadways. Applications will be reviewed by Law Enforcement Officers, Law Enforcement Liaisons, and the Governor's Highway Safety program coordinator.

GHSP requests that prior to the application the LE Agency review the specifications for the proposed type of speed trailer/sign eligible for purchase with awarded grant funds and confirm that it can be deployed effectively and maintained adequately, including collecting, storing and reporting data that is generated during use. The sub-recipient of the award will be responsible for the maintenance and repair of the equipment purchased and must make it available for inspection during GHSP site visits. Awards will be up to a maximum of \$10,000 per applicant.

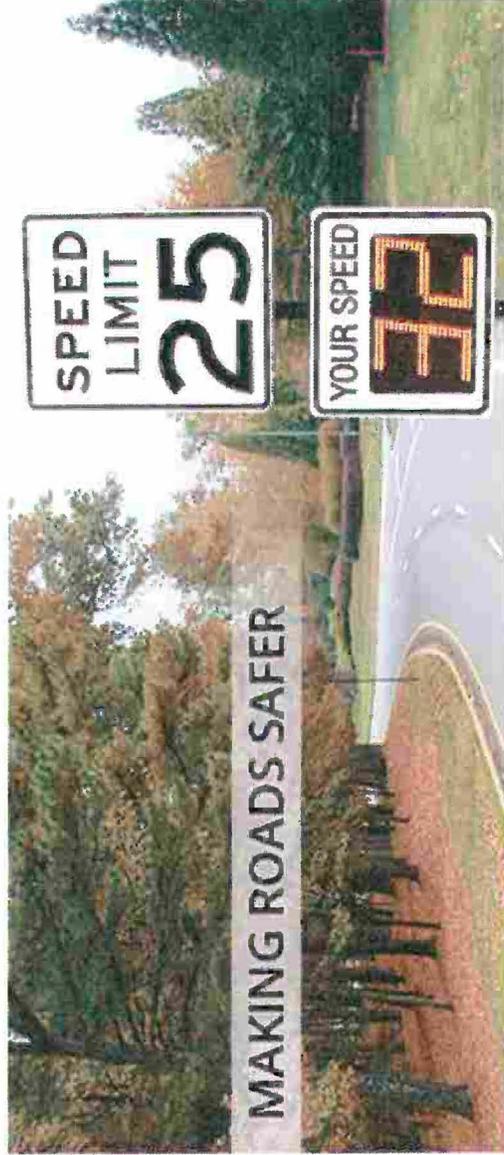
### Instructions:

**Please complete the application form, sign and submit to:**

**[evelyn.mcfarlane@vermont.gov](mailto:evelyn.mcfarlane@vermont.gov)**

**Applications are due May 15<sup>th</sup>**

**Applicants will be notified on or before May 31<sup>st</sup>**





Advanced Emergency Products 151 Mill Rock Rd. East, Old Saybrook CT 06475

**OnSite 75 Radar Pole Mount Sign  
QUOTATION**

**Customer Info:** Milton Police Dept

**Phone:**

**Fax:**

**Email:** [vermont.gov](mailto:vermont.gov)

**Quotation To:** Sgt Paul Locke

Thank you for your interest in Decatur Electronics, Inc. and our OnSite 75 pole mount sign. The On Site75 is constructed of hand worked, U.S. crafted heavy duty ultra light aluminum frame and features oven baked white powder coat paint and weighs less than 50 pounds. The On Site 75 has 18" digits visible from 1,000 ft and has a flashing adjustable violation alert. The On site 75 is powered by a 55 watt solar panel and 12 volt rechargeable battery with an on/off switch located inside the dust and waterproof control box. The EZ Stat statistics package is compatible with the On Site 75 pole sign. The unit comes with adjustable bands which will fit from a 2" pole to a 10" pole and includes a vinyl coated 48" locking cable for added security.

	Quantity	Unit Price	Subtotals
<b>On Site 75 Pole Mount</b>	1	\$ 2,895.00	\$ 2,895.00
<b>Options</b>			
Blue Tooth for EZ Stat		\$250.00	
EZ Stat Traffic Counter		\$ 795.00	\$ -
Solar		\$900.00	\$ -
<b>Sub-Total</b>			\$ 2,895.00
<b>Tax (if Applicable)</b>		0.00%	\$ -
Shipping FOB Phoenix AZ	1	TBD \$ 175.00	\$ 175.00
<b>Total: (equal to all selections)</b>			<b>\$ 3,070.00</b>

Terms are Net 30 days.

<b>Contract type:</b>	<b>Contract #:</b>
<b>Comments:</b>	

**Quote Prepared by:** Bill Merritt 802-734-1661 **Date Prepared** 7/5/2016 **Date Expires:** 10/5/2016

<b>Purchase Order #</b>	<b>Date</b>	<b>Printed Name</b>	<b>Signature</b>
-------------------------	-------------	---------------------	------------------

Visit our website at: [www.decaturradar.com](http://www.decaturradar.com)



Advanced Emergency Products 151 Mill Rock Rd. East, Old Saybrook CT 06475

**OnSite 75 Radar Pole Mount Sign  
QUOTATION**

**Customer Info:** Milton Police Dept

**Phone:**

**Fax:**

**Email:** [vermont.gov](mailto:vermont.gov)

**Quotation To:** Sgt Paul Locke

Thank you for your interest in Decatur Electronics, Inc. and our OnSite 75 pole mount sign. The On Site75 is constructed of hand worked, U.S. crafted heavy duty ultra light aluminum frame and features oven baked white powder coat paint and weighs less than 50 pounds. The On Site 75 has 18" digits visible from 1,000 ft and has a flashing adjustable violation alert. The On site 75 is powered by a 55 watt solar panel and 12 volt rechargeable battery with an on/off switch located inside the dust and waterproof control box. The EZ Stat statistics package is compatible with the On Site 75 pole sign. The unit comes with adjustable bands which will fit from a 2" pole to a 10" pole and includes a vinyl coated 48" locking

	Quantity	Unit Price	Subtotals
<b>On Site 75 Pole Mount</b>	1	\$ 2,895.00	\$ 2,895.00
<b>Options</b>			
Blue Tooth for EZ Stat		\$250.00	
EZ Stat Traffic Counter		\$ 795.00	\$ -
Solar		\$900.00	\$ -
<b>Sub-Total</b>			\$ 2,895.00
<b>Tax (If Applicable)</b>		0.00%	\$ -
Shipping FOB Phoenix AZ	1	TBD \$ 175.00	\$ 175.00
<b>Total: (equal to all selections)</b>			<b>\$ 3,070.00</b>

Terms are Net 30 days.

<b>Contract type:</b>	<b>Contract #:</b>
<b>Comments:</b>	

**Quote Prepared by:** Bill Merritt 802-734-1661 **Date Prepared:** 7/5/2016 **Date Expires:** 10/5/2016

<b>Purchase Order #</b>	<b>Date</b>	<b>Printed Name</b>	<b>Signature</b>
-------------------------	-------------	---------------------	------------------

Visit our website at: [www.decaturradar.com](http://www.decaturradar.com)



Milton Police Department  
37 Bombardier Road  
Milton, VT 05468  
(802) 893-6171 Voice  
(802) 893-6032 Fax



---

## MEMORANDUM

**TO:** Milton Selectboard  
**THROUGH:** Donna Barlow Casey, Town Manager  
**FROM:** Chief Brett Van Noordt *BVN*  
**DATE:** July 6, 2016  
**SUBJECT:** Permission to Order Two (2) Police Cruisers

The Police Department is requesting permission to order and purchase two (2) police cruisers with funds from the FY: 17 Capital Budget. There are adequate funds available for this purchase. The cruisers will be 2017 Ford Utility vehicles.

We currently have one cruiser, a 2013 Ford Taurus (AAE958), with 112,708 miles on it now and a 2014 Ford Taurus (AAE957) with 84,562 miles on it. The one with 81,000 miles on it will have well over 100,000 miles when it comes time to replace it.

The cruiser with 84,562 miles on it recently had to go to the dealer to replace the water pump, fix a solenoid and possibly an issue with a catalytic converter. The cost of that repair was \$1,700. Another cruiser we have since got rid of had the brakes blow out when an officer was driving it.

The impact of postponing the purchase of two cruisers in FY17 will be very high cruiser repair bills and possibly having to ground a cruiser for safety reasons or because it is too expensive to repair.

We believe both vehicles will have very high mileage by the time the two cruisers are ordered, assembled, transported to Vermont and delivered to us. Therefore, there will be another delayed timeframe due to us ordering the cruisers this late in the year.

<b><i>Equipment</i></b>	<b><i>Code</i></b>	<b><i>Price</i></b>
2017 Utility Interceptor in all Black shipped to dealer		\$25,547.00
Standard wheels		STD
3.7 V6	99R/44C	STD
Front License Plate Bracket	Front 153	STD
Dark car feature-Lamp disabled when door opens	43D	\$17.00
Dome Light-Red/White	17T	\$45.00
Spot Light Driver only LED	51R	\$345.00
Rear View Camera (rearview mirror location)	21B	STD
Reverse Sensing	76R	\$240.00
Sync Blue Tooth	53M	\$258.00
Rear Door Handles/Locks Inoperable	68G	\$30.00
Rear Windows Power Delete	18W	\$30.00
Keyed Alike (1284x)	59B	\$45.00
Heated External Mirrors	549	\$53.00
Noise Suppression Bonds	60R	\$87.00
Title/Transfer of Registration		\$58.00
<b>Total</b>		<b>\$26,755.00</b>

# Capital Budget for Two 2017 Police Interceptor Utility Vehicles

Vendor	Vendor #	Item	PO #	Item Number	Item Price	Quantity	Total Amount	Actual
Formula Ford (Chuck Williams)	33410	2017 Police Interceptor Utility (AAE957)		CAR	\$26,755.00	1	\$26,755.00	
Yipes	87365	Decals for New Cruiser		N/A	\$1,845.27	1	\$1,845.27	
Yipes	87365	Removal of old Decals			\$468.00	1	\$468.00	
Yipes	87365	Installation of Equipment/Rhino Push Bumper Spray		N/A	\$4,354.00	1	\$4,354.00	
Yipes	87365	Removal of old Equipment/radios/LPR			\$390.00	1	\$390.00	
Yipes	87365	Installation of Radios			\$562.00	1	\$562.00	
Adamson Ind	17024	Whelen Light Bar bracket Kit			\$57.00	1	\$57.00	
Adamson Ind	17024	Dynamax 100W Speaker W/Universal Bracket		SK179	\$222.90	1	\$222.90	
Adamson Ind	17024	Push Bumper for 2017 Interceptor		SS120	\$279.95	1	\$279.95	
Adamson Ind	17024	Weather Tech Floor Mat		AC W167	\$89.95	1	\$89.95	
Adamson Ind	17024	Cargo Barrier		SS0043	\$349.95	1	\$349.95	
Adamson Ind	17024	Barrier Transfer Kit			\$194.95	1	\$194.95	
Adamson Ind	17024	Recessed Lower Extension Panels for Barrier		SS005	\$154.90	1	\$154.90	
Adamson Ind	17024	Passenger/Driver side window barrier		PTSLWBFIU	\$199.95	1	\$199.95	
Adamson Ind	17024	Center Console 14" Low Profile		MTCVS1400INSE	\$249.95	1	\$249.95	
Adamson Ind	17024	Whelen Ion LED (pushbar lights)		GR329	\$105.60	2	\$211.20	
Adamson Ind	17024	Whelen Ion LED (surface mount lights)		GR373	\$105.60	2	\$211.20	
Adamson Ind	17024	Wig wag system		GR282	\$54.95	1	\$54.95	
Adamson Ind	17024	Mud Flaps		AC6418	\$34.95	2	\$69.90	
Adamson Ind	17024	Window shades		AC 94293	\$79.95	1	\$79.95	
Adamson Ind	17024	Shipping for equipment AAE957			\$150.00	1	\$150.00	
Galls	34300	Flashlight			\$115.00	1	\$115.00	
Galls	34300	Water Rescue Kit			\$128.70	1	\$128.70	
Galls	34300	Tactical First Aid Kit			\$48.16	1	\$48.16	
Galls	34300	Active Shooter Bag			\$16.73	1	\$16.73	
Galls	34300	18" Folding Traffic Cones			\$17.00	7	\$119.00	
Galls	34300	Rescue Spot Light/Rechargeable			\$138.00	1	\$138.00	
Galls	34300	Measuring wheel			\$40.91	1	\$40.91	
							<b>\$37,557.47</b>	
Formula Ford (Chuck Williams)	33410	2017 Police Interceptor Utility (AAE958)		CAR	\$26,755.00	1	\$26,755.00	
Yipes	87365	Decals for New Cruiser		N/A	\$1,845.27	1	\$1,845.27	
Yipes	87365	Installation of Equipment/Rhino Push Bumper Spray		N/A	\$4,354.00	1	\$4,354.00	
Yipes	87365	Removal of old Decals			\$468.00	1	\$468.00	
Yipes	87365	Removal of old Equipment/radios			\$390.00	1	\$390.00	
Yipes	87365	Installation of Radios			\$562.00	1	\$562.00	
WatchGuard Video	74649	New WatchGuard system			\$4,820.00	1	\$4,820.00	
Adamson Ind	17024	Whelen Light Bar bracket Kit			\$57.00	1	\$57.00	
Adamson Ind	17024	Dynamax 100W Speaker W/Universal Bracket		SK179	\$222.90	1	\$222.90	
Adamson Ind	17024	Push Bumper for 2017 Interceptor		SS120	\$279.95	1	\$279.95	
Adamson Ind	17024	Weather Tech Floor Mat		AC W167	\$89.95	1	\$89.95	
Adamson Ind	17024	Cargo Barrier		SS0043	\$349.95	1	\$349.95	

# Capital Budget for Two 2017 Police Interceptor Utility Vehicles

Adamson Ind	17024	Barrier transfer kit			\$194.95	1	\$194.95
Adamson Ind	17024	Recessed Lower Extension Panels for Barrier		SS005	\$154.90	1	\$154.90
Adamson Ind	17024	Passenger/Driver side window barrier		PTSLWBFIU	\$199.95	1	\$199.95
Adamson Ind	17024	Center Console 14" Low Profile		MTCVS1400INSE	\$249.95	1	\$249.95
Adamson Ind	17024	Whelen Ion LED (pushbar lights)		GR329	\$105.60	2	\$211.20
Adamson Ind	17024	Whelen Ion LED (surface mount lights)		GR373	\$105.60	2	\$211.20
Adamson Ind	17024	Wig wag system		GR282	\$54.95	1	\$54.95
Adamson Ind	17024	Mud Flaps		AC6418	\$34.95	2	\$69.90
Adamson Ind	17024	Window shades		AC 94293	\$79.95	1	\$79.95
Adamson Ind		Take down/Alley light Upgrade kit			\$78.00	1	\$78.00
Adamson Ind	17024	Shipping for Equipment AAE958			\$150.00	1	\$150.00
Galls	34300	Flashlight			\$115.00	1	\$115.00
Galls	34300	Water Rescue Kit			\$128.70	1	\$128.70
Galls	34300	Tactical First Aid Kit			\$48.16	1	\$48.16
Galls	34300	Active Shooter Bag			\$16.73	1	\$16.73
Galls	34300	18" Folding Traffic Cones			\$17.00	7	\$119.00
Galls	34300	Rescue Spot Light/Rechargeable			\$138.00	1	\$138.00
Galls	34300	Measuring wheel			\$40.91	1	\$40.91
						TOTAL=	\$42,455.47

Total from Capital Budget	\$74,000.00
Trade in 957	\$3,500.00
Trade in 958	\$3,500.00
Total Cost of 957 and 958	\$80,012.94
Amount Left Over	<b><u>\$987.06</u></b>

PLATE NUMBER	VIN	YEAR/MAKE/MODEL	Date of Proposed Trade-In	Useful Life from date of Purchase	Mileage on 05-18-16	Acquired
DTR706	1FAHP2MK2FG112598	2015 Ford Taurus Interceptor	September 1, 2019	3-4 years	21,867	
AAN385	1GNSK3EC3FR306404	2015 Chevrolet Tahoe	September 1, 2019	3-4 years	11,785	
AAK121	IFM5K8AR6GGB54668	2016 Ford Taurus Utility	September 1, 2019	3-4 years	7,082	1/15/2016
AAH529	IFM5K8AR6GGC67409	2016 Ford Taurus Utility	September 1, 2019	3-4 years	1,636	4/30/2016
AAN722	1GNSK2E07BR337746	2011 Chevrolet Tahoe	September 1, 2017	3-4 years	60,620	
AAE958	1FAHP2M84DG143238	2013 Ford Taurus Interceptor	September 1, 2016	3-4 years	112,708	
ESA354	1D8HN54P38B135760	2008 Dodge Grand Caravan	September 1, 2018	3-4 Years	67,713	
AAH528	1FM5K8AR0EGA28936	2014 Ford Taurus Utility (K-9)	September 1, 2017	3-4 years	50,530	
AAE957	1FAHP2MK5EG101111	2014 Ford Taurus Interceptor	September 1, 2016	3-4 years	84,562	
AAP260	1A9S30ES5C1872090	2012 Decatur Speed Cart	September 1, 2023	10 Years	0	

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		
Do you reconcile bank and ledger balances monthly?		X		Bank statements, yes Ledger No
Are checks always written to specified payees and not to cash?	X			
Does the same individual open the mail and deposit checks?	X			
Are pre-numbered checks used for all bank accounts?	X			Treasurer views on line before mail
Are unopened bank statements delivered directly to the treasurer as received?	X			
Do you always provide a numbered receipt for any cash payment made to the town?	X			
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			Finance Director
Does someone other than the treasurer review bank reconciliations?	X			Finance Director
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			Finance Director
Have there been any changes in authorized signatures during the fiscal year?				
Has a signature stamp ever been used for any town account	X			Treasurer and Assistant Treasurer
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			
Have you attended trainings on recordkeeping?		X		
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?				
Are bank accounts and fund balances reconciled on a monthly basis?	X			N/A No elected auditors
Does the town loan money to town employees?		X		

**As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Milton, Vermont.**

Preparer: (signature) John C. Gifford (printed name) John C. Gifford : Title: Town Treasurer

Received by Select Board (signature): \_\_\_\_\_ on (date): \_\_\_\_\_

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

Page 1 of 13  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
18295 AGAN, JESSE								
	00005781	0001	freedom fest band	10-50-452-830.10	MUSIC IN PARK	0.00	500.00	
13597 ARROW INTERNATIONAL, INC								
	00012041	94010312	needles	10-20-422-612.00	GENERAL SUPPLIES	0.00	115.00	
	00012041	94013278	needles	10-20-422-612.00	GENERAL SUPPLIES	0.00	125.60	
						-----	-----	
						0.00	240.60	
28653 BARLOW-CASEY, DONNA								
		062916	mi TM mtg & Vtrans	10-10-410-580.00	TRAVEL	0.00	33.53	
16749 BEAUREGARD EQUIPMENT INC								
	00009343	WV31970	rpr rdsd mower boom	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	2,345.30	
	00003660	WV31995	Rbld excavator bckt	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	1,881.00	
						-----	-----	
						0.00	4,226.30	
18350 BO'S SEWER & DRAIN SERVICE								
	00009340	062016	fld hs bathrm rpr	10-30-432-411.00	WATER/SEWER	0.00	245.00	
19000 BOND AUTO PARTS, INC.								
	00011005	171IV048103	gal 10 w/w	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	16.26	
	00011005	171IV051153	adhesive, mirror	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	27.91	
	00011005	171IV051917	thick, diesel exh	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	27.55	
	00002989	171IV054197	crusier cleaning supplies	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	65.47	
	00009259	171IV054465	paint truck touchups	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	15.98	
	00003645	17IV054388	spiff d/t for parade	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	26.97	
	00003645	17IV054389	grnding wheel sharpn blds	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	8.89	
	00009259	17IV054401	oil fltr 44" wlkbnd	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	10.24	
						-----	-----	
						0.00	199.27	
19190 BOUND TREE MEDICAL								
	00012040	82175914	o2 equip	10-20-422-612.00	GENERAL SUPPLIES	0.00	14.12	
31761 BURNHAM MEMORIAL LIBRARY								
		062816	Patron late fee	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	0.00	19.90	
27806 BUSINESS CREDIT CARD SERVICES								
	00014370	060716	postage grievance	10-10-414-610.00	POSTAGE	0.00	104.04	
	00008701	062016	lunch Gifford/Macy	10-10-416-820.00	PROFESSIONAL DEV.	0.00	35.02	
	00008703	062316	refrshmnts union negotns	10-10-416-611.00	OFFICE SUPPLIES	0.00	14.95	
	00014371	062816	cert mail grievance rsalts	10-10-414-610.00	POSTAGE	0.00	9.72	
		28777	cert mail dog	10-10-401-612.00	OTHER SUPPLIES	0.00	7.99	
						-----	-----	
						0.00	171.72	
22150 CAMP PRECAST CONCRETE PRODUCTS INC								
	00009342	33685	inspct floats pmp stn	10-30-432-360.00	CONTRACTED SERVICES	0.00	110.00	

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
23038 CARROT-TOP INDUSTRIES, INC								
	00008698	31047300	table flags brkfst	10-10-401-611.00	OFFICE SUPPLIES	0.00	59.00	
28191 CATHEDRAL SQUARE CORPORATION								
		1ELM	VCDP Elm Plc ps thru grnt	30-10-401-340.10	VCDP-Elm Place Expense	0.00	140,000.00	
24571 CHAMPLAIN MEDICAL ASSOC, PLLC								
	00012043	12935-00	Mitchell physical post	10-20-422-330.00	OTHER PROFESSIONAL	0.00	335.00	
25200 CHITTENDEN COUNTY CLERK								
		070116	annual cnty tx FY'17	10-10-406-810.10	COUNTY TAXES	0.00	51,126.49	
26250 CHITTENDEN SOLID WASTE DISTRICT								
		IVC022873	biosolids may 46.35 tn	55-20-420-340.00	TECHNICAL SERVICES	0.00	3,992.62	
26450 CHUCK'S HEATING & A/C INC								
		W20002	a/c fire dpt	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	817.10	
		W20003	a/c TM office	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	135.00	
						0.00	952.10	
26950 CLARK'S TRUCK CENTER								
	00003657	375494	'08 fuel tank -strap	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	335.26	
27216 CLEGG'S MEMORIALS								
	00009334	2320	corner markers Eaton plot	60-30-432-612.20	Supplies Miltonboro Ceme	0.00	85.00	
27380 COMCAST								
		0043126-JUL	12th mo.	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
		82991	6/26-7/24 (12th)	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	95.56	
						0.00	115.56	
27785 CONWAY OFFICE SOLUTIONS								
	00051780	IN353296	6/15-7/14/16	10-50-451-550.00	PRINTING AND BINDING	0.00	130.51	
29418 DESORCIE EMERGENCY PRODUCTS LLC								
	00011034	12932	eng 1 LED's red & green	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	58.34	
	00011046	12990	rpr eng 6 pump leaking	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	969.00	
	00011034	13007	eng 6 rpl dump valve	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	515.00	
						0.00	1,542.34	
29831 DOANE, LINDA J.								
		062316	refund golf -can't atnd	10-50-000-347.00	RECREATION FEES	0.00	78.00	
29900 DULAC, KATHLEEN								
		062716	library smr prgrm misc	10-50-451-612.00	GENERAL SUPPLIES	0.00	188.63	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
30229 EAGLE POINT GUN								
	00200121	105599	ammo rplc mndtry qlfctns	10-20-420-612.00	GENERAL SUPPLIES	0.00	419.40	
31009 ENDYNE, INC								
	00001695	203946	wkly permit req'd tst 6/1	55-20-420-340.00	TECHNICAL SERVICES	0.00	25.00	
31460 ESSEX CINEMAS								
	00005783	062216	21 tickets liew hike/rain	10-50-452-831.00	REVENUE PROGRAMS	0.00	133.35	
29144 ESSEX RESCUE INC								
	00012039	332	intercept	10-20-422-612.00	GENERAL SUPPLIES	0.00	225.00	
28120 EXIT 18 EQUIPMENT								
	00009256	41236	prts toro mower- blades,	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	309.15	
	00009256	41436	stud whl zero turn mower	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	2.55	
	00009341	41444	prts rpr 0 turn mwr-pully	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	0.00	26.13	
						0.00	337.83	
40332 FASTENAL COMPANY								
	00003608	VTWIN46864	air chucks for tools	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	1.55	
32860 FIRE PROTEC								
	00011026	326783	hydro test 9ea air packs	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	123.00	
	00011026	327258	hydro test 9 ea air packs	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	123.00	
	00011042	327259	refill 2 co2 extinguisher	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	54.00	
	00011026	327360	hydro test 9 air packs	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	123.00	
						0.00	423.00	
32843 FIRE SAFETY USA								
	00011037	90305	2 boots	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	290.00	
34350 GALE/CENGAGE LEARNING								
	00051784	58229042	lrg prnt adlt bks	10-50-451-640.35	BOOKS-LARGE PRINT	0.00	24.00	
		58278988	lg print bks	10-50-451-640.35	BOOKS-LARGE PRINT	0.00	70.40	
						0.00	94.40	
34300 GALL'S INC								
	00011045	005357608	buggle pins	10-20-421-650.00	UNIFORMS	0.00	68.59	
		005600381	equip new cruiser	38-20-420-742.00	VEHICLES - POLICE	0.00	40.91	
		005606161	new cruiser equipment	38-20-420-742.00	VEHICLES - POLICE	0.00	379.08	
		005608136	new cruiser equipment	38-20-420-742.00	VEHICLES - POLICE	0.00	40.91	
						0.00	529.49	
36878 GRAY ROCK QUARRY LLC								
	00003646	5638	gravel plant mix	10-30-430-602.20	PLANT MIX / GRAVEL	0.00	164.90	

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

Page 4 of 13  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
37590 GREEN MOUNTAIN MESSENGER INC								
		52707	June courier 9 @ \$15	10-50-451-610.00	POSTAGE	0.00	135.00	
37600 GREEN MOUNTAIN POWER								
		5561630JUN16	5/25-6/24/16 electricity	10-30-432-622.00	ELECTRICITY	0.00	4,079.10	
		5561630JUN16	5/25-6/24/16 electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,429.17	
		5561630JUN16	5/25-6/24/16 electricity	50-10-410-622.00	ELECTRICITY	0.00	1,004.45	
		5561630JUN16	5/25-6/24/16 electricity	55-20-420-622.00	ELECTRICITY	0.00	7,000.08	
						0.00	15,512.80	
37660 GRENIER, CHRISTOPHER								
		062016	Jan-June gym mbrshp	10-20-420-825.00	Gym Membership	0.00	60.00	
37805 HACH COMPANY CORP								
		00001782 9943630	lab sppls permit tst	55-20-420-612.00	GENERAL SUPPLIES	0.00	389.25	
38800 HASTINGS, BRENT AND MOLLY								
		062716	rfnd due to developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	404.00	
36691 HD SUPPLY WATERWORKS, LTD								
		00001765 F491638	50 chk valves wtr mtrs	50-10-410-612.10	WATER METERS	0.00	193.50	
		00001765 F491638	50 chk valves wtr mtrs	55-20-420-612.10	WATER METER PURCHASES	0.00	193.50	
						0.00	387.00	
47506 HENDRY, NICHOLAS								
		062416	mi active under cover	10-20-420-580.00	TRAVEL	0.00	48.58	
		062416B	6/20-22 training meals	10-20-420-580.00	TRAVEL	0.00	64.59	
						0.00	113.17	
40100 HUMANE SOCIETY OF CHITTENDEN COUNT								
		00008705 A31248329	intake 1 dog	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	90.00	
		00008704 A31706833	intake 5/25 1 dog	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	90.00	
						0.00	180.00	
40700 INGRAM LIBRARY SERVICES								
		00051783 61042111	AUDIO CD ADLT	10-50-451-640.15	AUDIOS	0.00	48.83	
		00051771 61042411	adlt audiobks	10-50-451-640.15	AUDIOS	0.00	65.80	
		00051777 61043071	adlt bks	10-50-451-640.10	BOOKS-ADULTS	0.00	46.12	
		00051770 61043448	yth audio june	10-50-451-640.15	AUDIOS	0.00	228.68	
		00051759 61043449	juv books	10-50-451-640.30	BOOKS-JUVENILE	0.00	8.94	
		00051759 61043450	juv bks	10-50-451-640.30	BOOKS-JUVENILE	0.00	29.00	
		00051771 66720623	adlt audio bks	10-50-451-640.15	AUDIOS	0.00	51.58	
		00051777 66721514	adlt bks patron requests	10-50-451-640.10	BOOKS-ADULTS	0.00	29.23	
		00051770 66721815	yth audio june	10-50-451-640.15	AUDIOS	0.00	43.98	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		66724805	yth audio	10-50-451-640.15	AUDIOS	0.00	14.77	
						0.00	566.93	
40726 INNOVATIVE SURFACE SOLUTIONS								
	00003653	INV33682	cntrl chloride	10-30-430-602.10	CHLORIDE	0.00	3,685.90	
41074 INTERSTATE AUTO SERVICE, INC								
		75418	'14 taurus brake pads/rtr	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	389.85	
		75422	oil fluids '16 taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	37.03	
		75479	'15 tahoe tire chg	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
						0.00	490.88	
40966 INTERSTATE ARMS CORPORATION								
		305997-99	trade-in shotguns	10-20-420-612.00	GENERAL SUPPLIES	0.00	-1,225.00	
	00200129	564442-ADJ	exchg shtgns -shrtr barre	10-20-420-612.00	GENERAL SUPPLIES	0.00	964.40	
	00200129	564446-00	7 led lts new shtgns shrt	10-20-420-612.00	GENERAL SUPPLIES	0.00	1,907.52	
						0.00	1,646.92	
49931 JOHNSON HARDWARE & RENTAL								
	00003654	A148779	culvert	10-30-430-615.00	CULVERTS	0.00	1,120.80	
	00003654	TR3371	culverts	10-30-430-615.00	CULVERTS	0.00	2,714.58	
	00003658	TR3377	vlvs chlroide tnk trlr	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	459.91	
						0.00	4,295.29	
51362 JONES, CAROL ANN								
	00005780	062516	singer Freedom Fest	10-50-452-830.10	MUSIC IN PARK	0.00	25.00	
42397 KABUSK, SYLVIA								
		070116	GIRL SPIRIT CAMP 11 YOGA	10-50-452-831.00	REVENUE PROGRAMS	0.00	930.00	
		070116	GIRL SPIRIT CAMP 11 YOGA	10-50-452-831.00	SCHOLARSHIP FR REV.PROG	0.00	170.00	
						0.00	1,100.00	
41016 LAKE CHAMPLAIN ACCESS TV								
	00005769	062016	9 summer film camp	10-50-452-831.00	REVENUE PROGRAMS	0.00	360.00	
45862 LANDWORKS								
	00020076	102283	2/19-4/14 Mltn 4D D&King	25-00-000-330.00	OTHER PROFESSIONAL SERVIC	0.00	1,977.16	
44592 LARENTE, EDOUARD								
		062316	hotel drug infrcmnt trng	10-20-420-580.00	TRAVEL	0.00	358.56	
		062716	6/20-22 training meals	10-20-420-580.00	TRAVEL	0.00	39.85	
		062716B	jan - march gym member	10-20-420-825.00	Gym Membership	0.00	119.85	
						0.00	518.26	
43876 LAW ENFORCEMENT TARGET, INC								
	00200120	0314999-IN	targets firearms qulifctn	10-20-420-612.00	GENERAL SUPPLIES	0.00	218.62	

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

Page 6 of 13  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00200120	0315107-IN	targets firearm qualifctns	10-20-420-612.00	GENERAL SUPPLIES	0.00	329.00	
						0.00	547.62	
44115 LCS CONTROLS INC.	00001750	13113	instl rplcmnt flow meter	55-20-420-430.15	EQUIPMENT REPAIR & MAINT.	0.00	3,794.40	
46680 LHS ASSOCIATES INC	00007223	51497	batteries & markers vote	10-10-402-611.00	OFFICE SUPPLIES	0.00	188.40	
46973 LOCKE, PAUL	063016		Jun gym mbrsp	10-20-420-825.00	Gym Membership	0.00	40.00	
47216 LUCKY TRAILER SALES, INC	00003655	PC8134	lts equip trlr	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	4.86	
39685 MARLIN ENVIRONMENTAL INC	00005764	106049	portable rental bombardier	10-50-452-442.00	RENTAL OF EQUIPMENT	0.00	200.00	
	00005775	106204	june port-o-let soccer	10-50-452-442.00	RENTAL OF EQUIPMENT	0.00	80.00	
						0.00	280.00	
47390 MASSACHUSETTS MUNICIPAL ASSOCIATIO	00008700	MMA25073	fin dir listing online	10-10-416-540.00	ADVERTISING	0.00	215.00	
49001 MCCULLOUGH CRUSHING, INC	00003513	76813	N Rd culvrts plant mx	10-30-430-602.20	PLANT MIX / GRAVEL	0.00	812.00	
	00003513	80161	plant mix 154	10-30-430-602.20	PLANT MIX / GRAVEL	0.00	1,848.00	
	00003513	80275	plant mix 6/15&6/16	10-30-430-602.20	PLANT MIX / GRAVEL	0.00	336.00	
						0.00	2,996.00	
49500 MCRAE AUTO SERVICE	00011043	13427	lube oil filter '05 int'	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	419.52	
	00011043	13428	'95 E one inspctn, svcs	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	1,177.74	
	00011043	137429	96 GMC lube oil	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	137.25	
						0.00	1,734.51	
44940 MICHIGAN STATE UNIVERSITY	00020072	2016-365	recycling conf 6/14-16 Klt	10-10-401-820.00	PROFESSIONAL DEVELOPMENT	0.00	200.00	
32590 MIKE ALBERT LEASING INC	INV00656712		July lease electric car	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC	00003619	15334/4	weed killer	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	14.99	
	00003619	15343/4	adptherhs, plug	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	12.48	
	00003619	15346/4	ant traps fire stn	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	7.49	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00003619	15350/4	keys, sheet rock splys	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	19.41	
	00003619	15378/4	bit set fix equipmnt	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	13.99	
	00003619	15403/4	supplies prep trlrs parde	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	30.96	
	00003619	15424/4	rollers, paint tray	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	11.56	
	00003619	15425/4	fasteners tank straps	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	2.20	
						-----	-----	
						0.00	113.08	
53400 MILTON INDEPENDENT INC								
	00006657	46151	DRB 6/23	10-60-461-540.00	ADVERTISING	0.00	73.05	
	00008695	46224	CIP legal ad-wk 6/16	10-10-416-540.00	ADVERTISING	0.00	16.70	
	00008696	46238	6/23 vacancy notice	10-10-416-540.00	ADVERTISING	0.00	114.75	
	00008696	46297	var. board vacancy notice	10-10-416-540.00	ADVERTISING	0.00	114.75	
	00020078	46303	street closing notice	10-30-429-540.00	ADVERTISING	0.00	31.88	
						-----	-----	
						0.00	351.13	
53950 MILTON RENTAL & SALES CENTER INC								
	00009339	1-528455	weed trimmer	10-30-432-740.00	MACHINERY & EQUIPMENT	0.00	355.46	
	00003538	1-528553	rpr cutoff saw arm	10-30-430-442.00	RENTAL OF EQUIPMENT/VEHIC	0.00	32.99	
	00009330	1-528739	fix flat zero mower	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	0.00	25.69	
	00003538	1-529004	brush cutter rpr	10-30-430-442.00	RENTAL OF EQUIPMENT/VEHIC	0.00	32.49	
	00009330	1-529005	pins, air fltr stdn mower	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	0.00	16.33	
	00003538	1-529053	sprk plg cut off chainsaw	10-30-430-442.00	RENTAL OF EQUIPMENT/VEHIC	0.00	18.03	
	00009330	1-529069	safety glasses/vests	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	0.00	259.06	
						-----	-----	
						0.00	740.05	
53200 MILTON TOWN SCHOOL DISTRICT								
	00008702	062016	10 cases paper	10-10-416-611.00	OFFICE SUPPLIES	0.00	242.60	
56251 MOTION PICTURE LICENSING CORPORATI								
		504028224	6/15/16-6/14/17 movie lic	10-50-451-330.10	PROFESSIONAL PROGRAMS	0.00	190.00	
55630 MUELLER, TINA								
		061716	golf reimburse overqlfd	10-50-000-347.00	RECREATION FEES	0.00	158.50	
57350 NEW ENGLAND MUNICIPAL RESOURCE								
		36845	2 tax maps	10-10-414-340.00	TECHNICAL	0.00	3,030.00	
57495 NEW YORK CLEANERS								
		063016	june PD dry clean uniform	10-20-420-650.00	UNIFORMS	0.00	343.15	
49865 NOEL, HANNAH								
	00051781	4	6.25 veg fermtn wrkshp	10-50-451-330.10	PROFESSIONAL PROGRAMS	0.00	150.00	
58200 NORTHEAST DELTA DENTAL								
		925-JUL16	July dental premium	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56	
		925-JUL16	July dental premium	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	925-JUL16	July dental premium	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	230.14	
	925-JUL16	July dental premium	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	959.94	
	925-JUL16	July dental premium	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
	925-JUL16	July dental premium	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
	925-JUL16	July dental premium	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	34.27	
	925-JUL16	July dental premium	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	649.99	
	925-JUL16	July dental premium	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	145.89	
	925-JUL16	July dental premium	10-40-441-210.15	Group Dental Ins	0.00	8.98	
	925-JUL16	July dental premium	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
	925-JUL16	July dental premium	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
	925-JUL16	July dental premium	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-JUL16	July dental premium	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
					0.00	3,076.48	
26475	PAQUETTE, AMIE						
	062416	mi. 2 conf 6/8, 6/23	10-10-413-580.00	TRAVEL	0.00	154.12	
60675	PARRO'S GUN SHOP & POLICE SUPPLIES						
00200138	48504 0011	ballistic vests grant	10-20-420-870.00	BALLISTIC VESTS GRANT	0.00	939.00	
61736	PHILBROOK, SCOTT						
	063016	May & June gym mbrshp	10-20-420-825.00	Gym Membership	0.00	80.00	
68435	PLACESENSE						
	539	June consultant	10-60-461-330.00	OTHER PROFESSIONAL	0.00	2,123.40	
66434	RODEM INC.						
00001781	73573	camera locate blk Strwbr	55-20-420-340.00	TECHNICAL SERVICES	0.00	262.50	
67325	ROUND HILL FENCE INC						
00001780	10308	ww gate rprs	55-20-420-430.00	REPAIR & MAINT.-FACILITY	0.00	254.06	
67300	ROWLEY FUELS INC						
	2482-JUN16	fuel muni june	10-30-430-625.00	DIESEL FUEL	0.00	1,498.69	
	596/9807-JUN	jun diesel & unl	10-20-421-625.00	DIESEL FUEL	0.00	133.40	
	596/9807-JUN	jun diesel & unl	10-20-422-625.00	DIESEL FUEL	0.00	398.09	
					0.00	2,030.18	
68251	SAWYER, WILLIAM						
	062816	reimburse zoning permit	10-60-000-341.00	ZONING PERMIT FEES	0.00	51.00	
71797	SCALISE, FRANK						
	062316	phone min. card	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	45.00	
67005	SECURITY MUTUAL INSURANCE CO OF NY						
	247011	july ltd std premium	10-10-404-520.60	LONG TERM DISABILITY	0.00	697.18	
	247011	july ltd std premium	10-10-404-520.70	SHORT TERM DISABILITY	0.00	516.44	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		247011	july ltd std premium	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	75.49	
		247011	july ltd std premium	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	75.49	
						0.00	1,364.60	
70286 SHEARER CHEVROLET CO. INC								
	00003659	472561P	mirror, tl1t 15-1, cablt	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	531.66	
70746 SHI INTERNATIONAL CORP								
	00007222	B05084012	50 microsft select	10-10-417-613.00	TECHNOLOGY	0.00	2,200.00	
	00007222	B05084012	50 microsft select	10-20-420-613.00	TECHNOLOGY	0.00	330.00	
	00007222	B05084012	50 microsft select	50-10-410-613.00	TECHNOLOGY	0.00	110.00	
	00007222	B05084012	50 microsft select	55-20-420-613.00	TECHNOLOGY	0.00	110.00	
						0.00	2,750.00	
72565 STITZEL, PAGE & FLETCHER, P.C.								
		053116	April legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	332.50	
		053116	April legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,064.00	
		053116	April legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	32.00	
		053116	April legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	228.00	
		053116	April legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	38.70	
		053116	April legal	10-10-405-330.70	APPEALS	0.00	114.00	
		053116	April legal	30-10-401-340.10	VCDP-Elm Place Expense	0.00	1,748.00	
		053116	April legal	22-10-410-710.00	Land Purchase Bombardier	0.00	844.00	
						0.00	4,401.20	
61943 SWISH KENCO LTD								
		9028592/S	ret wrong prod PO 9337	10-30-432-612.00	GENERAL SUPPLIES	0.00	-24.10	
		W115999	PO 9337 ret/repl prod	10-30-432-612.00	GENERAL SUPPLIES	0.00	66.60	
						0.00	42.50	
48700 SYMQUEST GROUP INC								
		1043696	6/1-30 copier	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	19.10	
21288 SYNCE/AMAZON								
		00051747	2709839	yth dvd's	10-50-451-640.50	VIDEOS	100.08	
		00051747	2709839B	yth dvds	10-50-451-640.50	VIDEOS	17.50	
		00007224	2873864A	high speed cable	10-10-412-740.00	MACHINERY & EQUIPMENT	10.98	
		00007224	2873864B	2 HD monitors - counter	10-10-412-740.00	MACHINERY & EQUIPMENT	419.98	
		00051755	5475434	supplementing A/V collectn	10-50-451-640.50	VIDEOS	4.83	
		00051755	5475434	supplementing A/V collectn	33-50-451-640.01	Resource Sharing Books	12.16	
		00200144	9077834A	extnsn cord, surge protct	10-20-420-611.00	OFFICE SUPPLIES	146.80	
		00200144	9077834B	binder clips	10-20-420-611.00	OFFICE SUPPLIES	8.39	
		00200144	9077834C	dsk mat, pens	10-20-420-611.00	OFFICE SUPPLIES	39.38	
		00200144	9077834D	lgl pads, pens	10-20-420-611.00	OFFICE SUPPLIES	44.37	
		00200144	9077834E	flsh drive, highlighters	10-20-420-611.00	OFFICE SUPPLIES	57.94	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	CM5475434	price protect DVD	10-50-451-640.50	VIDEOS	0.00	-2.00	
					0.00	860.41	
72962 THE EDGE							
00005767	616M	12 -tennis camp june	10-50-452-831.00	REVENUE PROGRAMS	0.00	990.00	
32628 THIRD SECTOR ASSOCIATES							
00006656	TOM#1	RETREAT	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	0.00	1,500.00	
76960 U.S. BANK EQUIPMENT FINANCE							
	306906843	6/10-7/10 copier muni	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	479.43	
	308101336	copier 7/0-8/10/16	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
					0.00	624.53	
78210 UNIFIRST CORP							
	036 1749695	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1749695	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1749695	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1749696	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1749696	rent uniforms rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1749696	rent uniforms rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1750952	rent mats rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1750952	rent mats rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1750952	rent mats rags uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036 1750952	rent mats rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1750953	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1750953	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1750953	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1750954	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1750954	rent rags uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1750954	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1750954	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1752206	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1752206	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1752206	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1752207	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1752207	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1752207	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1752208	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1752208	rent uniforms rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1752208	rent uniforms rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1753454	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1753454	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1753454	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1753455	uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1753455	uniforms rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1753455	uniforms rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1753456	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1753456	rent uniforms rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1753456	rent uniforms rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
					0.00	494.32	
71063 US POSTAL SERVICE (NEOPOST POSTAGE-							
	070116	mtr 0816151 replenish pst	10-00-000-190.00	PREPAID POSTAGE	0.00	3,000.00	
82984 VCJTC							
	00200147	160611799 6 High in plain sight	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	222.00	
	00002988	160611831 Chief's mtg luncheon	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	10.50	
					0.00	232.50	
49013 VERIZON WIRELESS							
	9765848025	5/23-6/22 aircards	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.07	
	9767225150	6/19-7/18 + phone Keelty	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.05	
	9767225150	6/19-7/18 + phone Keelty	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.85	
	9767225150	6/19-7/18 + phone Keelty	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.76	
	9767225150	6/19-7/18 + phone Keelty	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	101.09	
	9767225150	6/19-7/18 + phone Keelty	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.88	
	9767225150	6/19-7/18 + phone Keelty	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	111.04	
	9767225150	6/19-7/18 + phone Keelty	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9767225150	6/19-7/18 + phone Keelty	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.02	
	9767487090	6/23-7/17 aircards	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.07	
	CM281410576	'10-'12 negotiatn stlmnt	10-10-410-530.20	COMMUNICATION-OTHER	0.00	-30.44	
	CM281410576	'10-'12 negotiatn stlmnt	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	-97.67	
	CM281410576	'10-'12 negotiatn stlmnt	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	-16.84	
	CM281410576	'10-'12 negotiatn stlmnt	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	-50.42	
	CM281410576	'10-'12 negotiatn stlmnt	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	-8.42	
	CM281410576	'10-'12 negotiatn stlmnt	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	-30.44	
	CM281410576	'10-'12 negotiatn stlmnt	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	-19.95	
	CM281410576	'10-'12 negotiatn stlmnt	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	-70.82	
	CM9765848025	'10-'12 sttlmnt negotiatn	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	-318.27	
	CM9767487090	'10-'12 settlemnt negotn	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	-38.20	
					0.00	580.37	
80720 VERMONT GAS SYSTEMS INC							
	14898	5/24-6/23 nat'l gas	10-30-432-621.00	NATURAL GAS	0.00	209.17	
	14898	5/24-6/23 nat'l gas	55-20-420-621.00	NATURAL GAS	0.00	233.04	
	3200-3 JUN16	5/24-6/23 Rescue nat'l ga	10-30-432-621.00	NATURAL GAS	0.00	37.61	
					0.00	479.82	
81021 VERMONT IRRIGATION INC							
	00009346	20076 sprnkrlr systm rpr	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	300.00	
35888 VERMONT LAKE MONSTERS							
	8256	Milton Night 6/29 BBQ	10-50-452-831.00	REVENUE PROGRAMS	0.00	190.43	

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

Page 12 of 13  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
46537 VERMONT LIFE SAFETY LLC							
00009345	28133	gnd fault fire alrm panel	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	125.00	
00009344	28199	rpr fire alrm cntrl panel	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	1,567.00	
					0.00	1,692.00	
81900 VERMONT TROPHY & ENGRAVING CORP							
	69019	Chief's Plaque-Awrds Bnqt	10-20-420-330.00	OTHER PROFESSIONAL	0.00	125.05	
82994 VISION SERVICE PLAN-CONNECTICUT							
	0011797JUL16	July vision premium	10-10-404-520.80	VISION SERVICE PLAN	0.00	628.57	
	0011797JUL16	July vision premium	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
	0011797JUL16	July vision premium	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
					0.00	694.83	
72132 WESTAFF USA, INC							
00004557	WC341249	w/e 6/11 Therrien temp	10-10-413-330.00	OTHER PROFESSIONAL SER.	0.00	647.71	
00004557	WC342014	w/e 6/18 Therrien	10-10-413-330.00	OTHER PROFESSIONAL SER.	0.00	575.74	
	WC343882	w/e 6/25 Therrien Fin tem	10-10-413-330.00	OTHER PROFESSIONAL SER.	0.00	719.68	
					0.00	1,943.13	
86543 WEX BANK							
	46002470	June activity gas slips	10-10-410-626.00	GASOLINE	0.00	43.51	
	46002470	June activity gas slips	10-20-420-626.00	GASOLINE	0.00	2,451.51	
	46002470	June activity gas slips	10-30-429-626.00	GASOLINE	0.00	94.12	
	46002470	June activity gas slips	10-30-430-626.00	GASOLINE	0.00	10.82	
	46002470	June activity gas slips	10-30-432-626.00	GASOLINE	0.00	163.03	
	46002470	June activity gas slips	50-10-410-625.00	DIESEL FUEL	0.00	50.74	
	46002470	June activity gas slips	50-10-410-626.00	GASOLINE	0.00	118.35	
	46002470	June activity gas slips	55-20-420-625.00	DIESEL FUEL	0.00	50.74	
	46002470	June activity gas slips	55-20-420-626.00	GASOLINE	0.00	118.35	
					0.00	3,101.17	
87159 XEROX BUSINESS SERVICE LLC							
	1279125	may land recordings	10-10-405-330.10	GENERAL GOVERNMENT	0.00	30.00	
	1279125	may land recordings	10-10-412-340.10	TECHNICAL/ACS	0.00	1,767.73	
					0.00	1,797.73	
87182 YE OLDE SIGN SHOPPE							
00006653	1648	tw n frst brochures lgl sz	10-60-461-805.00	CONSERVATION COMMISSION	0.00	345.00	
87450 ZANG, DENISE M							
	070516	jr golf camp II rfnd	10-50-000-347.00	RECREATION FEES	0.00	154.00	

07/07/16  
03:43 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 1

Page 13 of 13  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 07/12/16 thru 07/12/16

Vendor	PO	Invoice	Invoice	Account	Account	PO	Invoice	
	Number	Number	Description	Number	Description	Amount	Amount	Check
							-----	
Report Total							291,906.82	=====

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

\_\_\_\_\_  
Donna Barlow Casey, Town Manager

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

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ \*\*\*291,906.82

SELECTBOARD:

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

\_\_\_\_\_  
Ken Nolan, Vice Chair

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

\_\_\_\_\_  
John Palasik

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

# Milton Selectboard Meeting Minutes

June 21, 2016 at 6PM

Municipal Building Community Room

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

**Selectboard Members Not Present:** None

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Kym Duchesneau, Nathan Lavallee, WWW Superintendent; Dustin Keelty, DPW Operations Supervisor; John Gifford, Town Treasurer/ Interim Finance Director

**Others Present:** None

I. **Call to Order** – Adams called the meeting to order at 6:01 PM

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

III. **Agenda Review**- MCYC Discussion to be rescheduled, Manager's Update added

IV. **Public Forum**- None

V. **Public Hearing**

**A. FY '17 – FY '22 Capital Improvement Plan**

Adams opened the public hearing at 6:03 PM. Barlow Casey shared the final version of the CIP document. She noted that the \$25,000 for rescue breathing apparatus should be removed from FY '19, the project total is \$25,000. The projects to be funded through the collection of impact fees in FY '17 is based on the historical impact fees rates from FY '09- FY '15, producing a levy of \$241,551. This final version of the CIP contained some funding shifting to attain that dollar amount. She noted \$45,000 in impact fees collected toward a potential match for a grant application to fill in sidewalk gaps. The Board asked that the hot box and bobcat be eliminated from the plan altogether, they are not programmed for funding. Possible future discussion items. Also the Haydenberry multi-use path was eliminated as that project is not scheduled for FY '17. The Board asked for a vehicle inventory this fall with mileage for the fleet. Adams closed the public hearing at 6:35. Cushing moved to adopt the FY '17 – FY '22 CIP with the minor changes mentioned. Second by Bartlett. **Approved Unanimously.**

VI. **Discussions**

**A. Impact Fee Rates for FY '17**

Barlow Casey stated the impact fees for FY '17 are proposed at \$4,392 for a full fee and \$3,294 for a reduced fee. Cushing moved to adopt the impact fees for FY '17. Second by Bartlett. **Approved Unanimously.**

**B. Recreation Facilities Grant for Basketball Court Project**

Duchesneau explained this is a grant the Town has received in the past from the State of Vermont. The project is in the adopted CIP for FY '17 from the earlier in the meeting to resurface and improve the basketball court area in Bombardier Park. The grant requires no matching funds from the Town and could provide up to \$11,000 for the project. Cushing

48 moved to approve the Recreation Facilities Grant Application. Second by Bartlett. **Approved**  
49 **Unanimously.**

50  
51 **C. Water/Wastewater FY '17 Budget & Rates**

52 Superintendent Lavallee explained The FY17 Water Fund Budget is proposed at \$900,113.  
53 The conclusions and recommendations from the rate study conducted by Aldrich + Elliot in  
54 2015 were applied to fund the budget. The result was a 3.0% increase to the base rate and  
55 a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$36.95/unit/quarter  
56 + \$3.65/1000 gallons and \$95.26/unit/quarter unmetered rate. The increase for a typical  
57 household is \$11.36/year.

58  
59 The FY17 Wastewater Fund Budget is proposed at \$1,254,954. While a rate study was not  
60 performed for the Wastewater Fund, the conclusions and recommendations from the  
61 Water Rate Study were applied to fund the budget. The result was a 3.0% increase to the  
62 base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are  
63 \$44.37/unit/quarter + \$4.35/1000 gallons and \$113.92/unit/quarter unmetered rate. The  
64 increase for a typical household is \$13.54/year.

65  
66 Lavallee explained the rate increase in the water budget would help build the reserve and  
67 fund deferred capital items and repairs. The Board discussed the proposed rate increase  
68 and the fund balance it would create. The projected use for water has decreased due to the  
69 recent repairs in the system leaks, Lavallee stated. Nolan stated fund balance increase  
70 could also be achieved by the projected decrease in use, and can't see raising the rates  
71 when the projected use is slated to decrease. It's something that could be revisited in 6  
72 months. Discussion was held to put items into the capital budget, like a 35 year old  
73 generator, so the Board can make funding decisions moving forward regarding what is  
74 needed and raise the funds necessary. Bartlett moved to approve the Town of Milton FY  
75 '17 Water Fund Budget as presented. Nolan second. **Approved Unanimously.** Bartlett  
76 moved to approve the Town of Milton FY '17 Wastewater Fund Budget as presented. Nolan  
77 second. **Approved Unanimously.** *There was no Board action to change the rates for FY '17,*  
78 *they remain at the FY '16 rates.*

79  
80 **D. Assign Portion of FY '16 Fund Balance to Paving**

81 Gifford explained this Board action would assign a portion of the FY '16 unspent funds, the  
82 fund balance, as assigned to be used for paving in FY '17. \$393,188.69 remains in unspent  
83 paving funds from FY '16. Assigning that portion of the fund balance for FY '17 would  
84 create a \$790,688.69 paving line item for the fiscal year. Cushing moved to assign a portion  
85 of the general fund, fund balance from the end of FY '16 for paving in the amount of  
86 \$393,188.69, second by Bartlett. **Approved Unanimously**

87  
88 **E. One Year Extension of Chittenden County Stream Team MOU**

89 Barlow Casey stated this is a procedural item for the CCRPC as it changes its bylaws. Nolan  
90 moved to approve the Stream Team MOU extension. Second by Bartlett. **Approved**  
91 **Unanimously**

97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145

**Old Business**

**A. Bid Award, Care and Upkeep of Municipal Cemetery Grounds**

Keelty went over a comprehensive cost/benefit analysis he performed to ascertain the cost of cemetery ground maintenance by Town staff, full time and seasonal, versus the bids received for the work. He arrived at a Town cost of \$33,946.26 annually and bids received ranged from approximately \$26,000 to \$40,000. He recommends the Selectboard approve the Town Manager to negotiate a contract with the successful low bidder, Collin's Landscaping, Plowing and Mowing for the rest of calendar year 2016 with an option to extend the contract through 2018. The amount the bid was based on would be prorated for the remaining maintenance weeks in the year. Discussion followed regarding the cost benefit analysis and the data points Keelty incorporated into his work. Nolan moved to approve the Town Manager to negotiate a contract with Collin's Landscaping, Plowing and Mowing for the Care and Upkeep of Municipal Cemetery Grounds, second by Cushing.

**Approved Unanimously**

**VII. Manager's Report**

Barlow Casey explained there was dog incident over the weekend and a vicious dog hearing will likely need to be held by the Selectboard. Wells stated a complaint had been received and under state statute the Selectboard shall hold a hearing within 7 days. It's also advantageous to hold the hearing before the dog is released from a mandated 10 day quarantine. The Board tentatively planned to hold the hearing Friday. More information regarding procedure will come this week. Wells updated the Board that the McMullen Road sidewalk project is underway and going well.

**VIII. Warrant Report #29**

Cushing reviewed the warrant report and he noted pay items included water to Champlain Water District, Salt, Landfill post closure and polo shirts for rescue.

Cushing moved to approve warrant report #29 in the amount of \$177,899.77 for FY '16 expenses and \$30,535.03 for July's health insurance bill to be paid from FY '16 as that payment was included in the budget, second by Palasik. **Approved Unanimously.**

**IX. Minutes of June 6**

Bartlett moved to approve the Selectboard Meeting Minutes from June 6 as presented. Second by Palasik. **Approved Unanimously.**

**X. Executive Session**

Bartlett moved to find premature public knowledge about Human Resources would cause the Town or person to suffer a substantial disadvantage. Second by Cushing. **Approved unanimously.**

Bartlett moved to enter into Executive Session to discuss Human Resources under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey. Second by Nolan. **Approved unanimously.**

**Entered Executive Session at 9:00 PM.**

146 Bartlett moved to close at 9:45 PM Executive Session, second by Palasik. **Approved**  
147 **unanimously.**

148  
149 **There was no action as a result of Executive Session**

150  
151 **XI. Adjournment**

152 Palasik moved to adjourn the Selectboard Meeting. Second by Bartlett. **Approved unanimously.**

153  
154 Adams adjourned the meeting at 9:46 PM.

155 **Respectfully Submitted,**

156  
157 \_\_\_\_\_ **Date:** \_\_\_\_\_

158 **John Bartlett, Selectboard Clerk**

159  
160 **Filed with Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

161  
162 **ATTEST: \_\_\_\_\_ Milton Town Clerk**

DRAFT

# Milton Selectboard Vicious Dog Hearing Minutes

June 27, 2016 at 6:30 PM

Municipal Building Community Room

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

**Selectboard Members Not Present:** None

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director of Administration & Community Affairs; Paul Locke, Police Sergeant; Matthew McQueen, Police Officer; Police Chief; Don Turner, Fire/Rescue Chief; Victoria LaFountain, Rescue Member;

**Others Present:** Bob Fletcher, Courtney Lamdin, Lynn Delaney, Sally Nolan, Robert Devino, Matthew Stern, David Von Holden, Allison Belizle, Tom Nichols, Joan White, Denis White, Duane Merrill, Carol Merrill, Carol Ann Ostrander, Lynne Fletcher, Alan Fletcher, Dave Muller, Tracey Tobin, Chris Mitiguy

**Adams called the hearing to order at 6:30 PM.**

**Adams read the hearing notice:** "The Selectboard of the Town of Milton, Vermont, will hold a Public Hearing pursuant to 20 V.S.A. § 3546 on Monday, June 27<sup>th</sup> at 6:30 PM in the Community Room of the Municipal Building at 43 Bombardier Road to hear evidence and receive testimony on a complaint of "vicious dogs" concerning dogs named Scooter and Clearance owned by John Bowes and Gretchen Kunze presently residing at 250 Eagle Mountain Harbor Road in Milton, VT."

**Adams read the written complaint:** "The written complaint filed by Robert Devino of behalf of his injured wife Pauline Kehoe states:

- Robert Devino reported the attack on behalf of his injured wife. They live at 239 Eagle Mountain Harbor Road.
- The facts of the attack are as follows:
  - Occurred on 6/18/16 at 5:03 PM along Eagle Mountain Harbor Road
  - The victim was Pauline Kehoe of 239 Eagle Mountain Harbor Road
  - Other Facts stated:
    - Gretchen Kunze and John Bowes are the owners of the two rottweilers involved in the incident. Detailed information was provided to the police by the individuals involved in the situation and subsequent resulting actions. The incident occurred when John Bowes was walking his dogs (both reportedly on leash). Pauline Kehoe was also walking with Carolann Olander to her car when she (Pauline) was attacked by the two rottweilers. Pauline sustained bites to her neck, her right hip and head. Also on her back (top of spine). The wounds were deep. Robert Devino was in his residence and awakened to the sound of screams, as well as dog barks. Milton Rescue responded to the incident and took Pauline to the hospital. The wounds were stitched up and treated, but Pauline sustains a loss of movement capability in her right arm and neck. She remained in the hospital until June 22, and will require physical therapy and the service of a visiting nurse until further notice. – Signed Robert S. Devino, 6/23/16"

- 48 • **Adams stated:** “State Law 20 VSA 3546 requires the selectboard to hold a vicious dog hearing  
49 when a domestic pet or wolf-hybrid has bitten a person while the animal is off the premises of  
50 its owner or keeper, the person bitten requires medical attention for the attack, and such  
51 person files a written complaint with the selectboard. All attendees here tonight, this is a  
52 hearing in the public but not of the public. It will be conducted in an orderly manner according  
53 to the selectboard’s rules of procedure, and no public comment will be taken unless it is  
54 relevant to the complaint made and the dogs subject to this hearing. Selectboard members  
55 should disclose any conflicts of interest of ex parte communications with the participants and  
56 recluse themselves from the hearing when a conflict or the appearance of a conflict is present.  
57

58 Adams turned the hearing over to Town Attorney Bob Fletcher to call witnesses and submit  
59 testimony on the Town’s behalf.  
60

61 Fletcher called Milton Police Officer Matthew McQueen. After being sworn in McQueen stated  
62 he was on duty Saturday the 18<sup>th</sup> of June at approximately 5 PM and was dispatched to 239  
63 Eagle Mountain Harbor Road. The nature of the call was for a female bitten by a dog on her neck  
64 and side and McQueen was told there was bleeding by dispatch. He arrived on scene about 20  
65 minutes after the call. Upon arrival he saw Ms. Kehoe’s cousin on the road telling him Ms. Kehoe  
66 was on the lawn in front of her house, was bitten by dogs and needed oxygen. He got the first  
67 aid kit, saw Ms. Kehoe laying on the ground with her husband attending to her with what looked  
68 like a torn shirt placed against the side of her neck where her dog bite was. McQueen looked  
69 and asked if there were more wounds and was told there were on her hip and her back. He did  
70 not roll her over. Her right hip had dog puncture marks, not much bleeding but the puncture  
71 marks were significant. He took a bandage and covered it and waited for Milton rescue to arrive.  
72 McQueen spoke with Ms. Kehoe’s cousin Ms. Ostrander, and spoke with Ms. Kehoe while he  
73 was doing follow up while she was in the hospital. He spoke with Mr. Devino at the scene to get  
74 contact information as Rescue arrived quickly for transport. McQueen did not observe the  
75 wounds on the neck, he did not want to remove the shirt covering them. He did not see the  
76 dogs, they were inside when he arrived. He confirmed the dogs belonged to a Mr. Bowe and Ms.  
77 Kunze. He spoke with the victim Ms. Kehoe while she was in the hospital, she told him that she  
78 was walking her friend to the car when Mr. Bowes walked down his driveway walking his two  
79 dogs. She and Mr. Bowes had a conversation and then the dogs suddenly attacked her.  
80 McQueen asked if there had been a provocation to the dogs to Ms. Kehoe and Mr. Devino, and  
81 both replied the incident had happened very quickly and didn’t know. Mr. Devino did not claim  
82 that the dogs had been antagonized in any way or provoked. McQueen spoke with Ms.  
83 Ostrander at the scene and she relayed the same information- he didn’t question her as much  
84 because she wanted to go to the hospital. McQueen gathered that the dogs were both on  
85 leashes. Mr. Bowes told him that there was one previous case when the dogs attacked a  
86 neighbor’s dog and another case when the dog came at him but he didn’t report it. McQueen  
87 stated the attack took place on the road and then she was dragged back to the grass in front of  
88 her property, the attacked occurred on Eagle Mountain Harbor Road. McQueen stated he  
89 prepared a written report of the incident, Fletcher produced a copy and McQueen affirmed it  
90 was an accurate copy to the best of his knowledge and belief. Fletcher moved introduction of  
91 the Town’s exhibit #1, the police report.  
92

93 Adams asked if the defendants were present or if they had an attorney present. Fletcher said  
94 no, and for the edification of the Board it understood the named defendants are both out of  
95 the country at the time. Both have submitted via email written statements to the Board that will  
96 be presented. Ms. Kehoe is not present but Mr. Devino is.

97 The Town called Victoria LaFountain. After being sworn in, LaFountain stated she has been an  
98 EMT with Milton Rescue 6 years and with the Department 7 years. She stated she was on duty  
99 the afternoon of June 18<sup>th</sup> at approximately 5 PM and was dispatched to 239 Eagle Mountain  
100 Harbor Road. She was dispatched because of a dog attack, she arrived 20-25 minutes later.  
101 Upon arrival she observed the patient, husband and friend on the grassy part of the lawn. They  
102 had taken clothes and wet them down and were applying pressure to stop bleeding. She was  
103 able to talk briefly with the patient and assessed she was in pain. She was bleeding on the neck,  
104 back of the head, neck and right hip area. These were not simple puncture wounds LaFountain  
105 stated, they were a bite and drag that were torn and quite deep. Tissue on her neck was torn.  
106 She was having difficulty breathing and oxygen was applied. Hip injuries included scratches,  
107 abrasions and bites, LaFountain sated. Most concerning injury was to the neck close to artery  
108 and windpipe. She was injured from dog bites, looked like animal bites and consistent with a dog  
109 bite, LaFountain said. Time on scene was 10-15 minutes. She did not see the animals. Ms. Kehoe  
110 told her that she was walking her friend across the street to her car and Mr. Bowes was walking  
111 his dogs and stopped to have a conversation. From accounts it was an unprovoked attack and  
112 Ms. Kehoe described the attack as being thrown around like a rag doll according to LaFountain.  
113 LaFountain spoke with Ms. Ostrander and she relayed the same information – the attack  
114 happened quickly and she was thrown around like a rag doll. She did not speak with the dog  
115 owners. Bartlett asked if based on the location of the wounds and conversation if could tell that  
116 two dogs caused the injuries. LaFountain stated that yes, they were able to surmise the due to  
117 the nature of the bites and in her opinion that one dog could not have gone that quickly from  
118 both ends of her body. She stated there were abrasions, could have been from being on the  
119 ground or claws. Ms. Kehoe had injuries at her head, neck and top of spine on back. Palasik  
120 asked for clarification regarding one or two dogs, the victim kept saying dogs LaFountain said.  
121

122 The Town called Carol Ann Ostrander. After swearing in, she stated she is Ms. Kehoe’s cousin.  
123 She was at Ms. Kehoe’s home on Saturday, June 18<sup>th</sup> at approximately 5 PM. The purpose of the  
124 visit was social. She was getting ready to go home and Ms. Kehoe was showing her new  
125 plantings up on the road. Her car was across the road and Ms. Kehoe walked across the road  
126 with her. Ms. Ostrander stated that next she saw a man with two dogs come down off the hill  
127 perpendicular to the road right across from Ms. Kehoe’s house. The owner and two dogs took a  
128 left and walked past Ms. Ostrander and Ms. Kehoe and starting speaking with Ms. Kehoe. She  
129 overhead him say that they would not be neighbors much longer and that his wife was in  
130 Myanmar. While he was speaking with Ms. Kehoe with dogs were pretty far across the road  
131 peeing and stomping through her new plantings. Ms. Ostrander said she then threw her purse in  
132 her car and started to walk toward Ms. Kehoe. One dog knocked Ms. Kehoe down stated Ms.  
133 Ostrander, it did not look like it was on a leash anymore. Ms. Ostrander said she then recognized  
134 what was happening than because she was attacked by a dog at a softball game last year. Ms.  
135 Kehoe than hit her tailbone and her head hit the ground. Ms. Ostrander stated both dogs then  
136 were ripping Ms. Kehoe apart. She said what she was watching was her Pauline who she loves  
137 being murdered. One dog was ripping her throat and her head and the other dog was down by  
138 her hip Ms. Ostrander said. She was being mauled according to Ms. Ostrander. The dogs were  
139 both on a lease when she first saw them Ms. Ostrander said. At the time they came onto the  
140 road they were on a leash but on the road. Ms. Ostrander stated that she believes one dog was  
141 off the leash, it seemed like he wasn’t on a leash to her. The other dog she didn’t know. Ms.  
142 Ostrander called 911. The operator sent out police and rescue. Ms. Ostrander said at the time of  
143 the attack she did not do anything to provoke the dogs, and Ms. Kehoe did not do anything to  
144 provoke the dogs. She added she tried to kick one dog off her but it was like a brick wall. The  
145 dogs appeared to be really big, large, heavy dogs. She estimates they weighed over 100 lbs. Ms.

146 Ostrander stated that she didn't know Mr. Bowes' reaction, all she remembered was Ms. Kehoe  
147 screaming for her life. She didn't have any interaction with Mr. Bowes after. She doesn't  
148 remember how she got Ms. Kehoe from the road to her house. She remembers screaming and  
149 then Bob hearing and coming out to help and he took over. Cushing asked about the leash and  
150 how much area the dogs could cover. Ms. Ostrander replied it could have been one of the  
151 extension leashes. She was so covered in blood after that rescue thought something had  
152 happened to her. After the incident Ms. Kehoe's shoes and glasses where in the road with a  
153 broken collar and the police said not to touch anything and that they needed to take pictures,  
154 Ms. Ostrander said. She thinks maybe the first dog broke its collar. She said Mr. Bowes didn't  
155 appear to have a lot of control over the dogs. Bartlett asked how she would describe the  
156 duration of the attack but Ms. Ostrander could not recall and how the dogs disengaged from the  
157 attack. Nolan asked if she had any recollection of the owner being involved in the altercation at  
158 all and Ms. Ostrander replied no only what the dogs were doing to Ms. Kehoe. Palasik asked to  
159 clarify if the owner Mr. Bowes gave any verbal commands to the dogs to stop – Ms. Ostrander  
160 replied that she didn't know and may have been screaming so did not hear. She could not recall  
161 whether Mr. Bowes was holding any leashes in his hands. Adams asked what happened prior to  
162 the incident, Ms. Ostrander said Mr. Bowes in conversation with Ms. Kehoe stated that his  
163 girlfriend not wife was in Myanmar and they were going to be breaking up and he would be  
164 moving back to Great Britain soon.

165  
166 Fletcher stated at this point the Town has provided information under VSA 3546 to establish  
167 what had occurred and believe has proven the elements necessary for the Board to make a  
168 determination whether the dogs are to be disposed of, muzzled, chained, confined or otherwise  
169 dealt with. As indicated earlier the dog owners, neither of who could be there tonight have each  
170 submitted email statements. The Town does not have an objection if the Selectboard wants to  
171 receive that information. Town Manager Donna Barlow Casey passed out a copy of the email  
172 communication to the Board. She shared that she told Gretchen (Ms. Kunze) that she would  
173 provide it to the Selectboard and she asked that she and John (Mr. Bowes) have an opportunity  
174 to speak with the Board and would be available to speak within the next two weeks as both are  
175 currently abroad.

176  
177 Cushing asked about dog registration. Fletcher stated they were registered after the event to his  
178 knowledge. Cushing asked that those registration documents are made available for the hearing.  
179 Fletcher stated that with the defendants not here tonight and their request to address the  
180 Board that could lead to an adjourned hearing and an opportunity to speak with the Board at a  
181 future date. Fletcher stated he doesn't think the Board is obligated to do that, but may be  
182 something it would want to do. If that was the case the registration materials could be supplied,  
183 but the police report states the registration took place after the incident occurred. Cushing  
184 asked for a copy of the documents to indicate the registration was after the fact.

185  
186 Adams asked about the 2015 incident mentioned by McQueen. Fletcher said he thinks it was an  
187 unreported incident. He does have information that would rebut some of the claims made by  
188 the dependents made about the dangerous propensities of their dogs. Adams asked him to  
189 proceed.

190  
191 Fletcher handed to Adams as evidence a settlement agreement as Town's #2. It refers to a  
192 settlement reached between the defendants dogs and the persons named in the settlement. To  
193 rebut the statements made by the defendants in their email, paragraph #2 in the settlement  
194 that references the injuries suffered by the female in that incident. Bartlett read from paragraph

195 #3 of the settlement that stated Clarence and Scooter shall always be on a leash when outdoors  
196 and under the control of a single person, one person not holding leashes for both dogs. Fletcher  
197 said this was a contract agreement between the parties that signed it. Bartlett said this is an  
198 example of an agreement to do something with the dogs and that was not the case regarding  
199 the separate matter at hand. Fletcher didn't disagree, but the more relevant piece is paragraph  
200 #2 of the settlement referring to injuries by the woman being paid for which rebuts the emails  
201 that state the dogs have never caused injury to a human before. Nolan asked Fletcher to speak  
202 to paragraph #4 of the settlement, which refers to the agreement being enforced by an  
203 appropriate court order, and how it applies to the hearing this evening. Fletcher said it doesn't  
204 apply directly, if the folks in the settlement chose to enforce it they could use the information  
205 shared this evening to do so and doesn't bear on the decision to be made by this Board.

206  
207 Bartlett asked about the two owners moving and breaking up and if that had bearing on the  
208 ownership of the dogs. Fletcher said the dogs were under the custody and control of the two  
209 individuals, the relevant point is they are here in Milton and the folks who have them ought to  
210 be responsible for their behavior. The expiration of the 10 day quarantine period is Tuesday,  
211 June 28<sup>th</sup>. Fletcher said the Administration's position is the Town is able to extend that period  
212 and advisable to do so. If the Board was in a position to proceed and make a decision this  
213 evening it could do that. If afforded the defendants to come and have their say, believe statute  
214 broad enough that under the circumstances that suggest the Town order temporarily that the  
215 dogs continue to be kenneled where they are. The Town would have an argument to make that  
216 the cost of the kenneling be made by the defendants. Nolan asked if Ms. Kunze was present  
217 during the attack, Fletcher stated through testimony and conversation with the Town Manager  
218 it is consistent that she was aboard during the time of the attack.

219  
220 Adams asked about the size, age type of dogs. 5 years, 7 months large male rottweilers  
221 Fletcher stated. Bartlett asked for an update on the dog's behavior. Fletcher said the  
222 information provided to him stated that each are doing well, eating and drinking normally and  
223 have no signs of rabies according to Pinebrook Kennel.

224  
225 Adams stated just received copies of the licenses from Milton PD number 838 and 839 dated  
226 June 22<sup>nd</sup> for Scooter and Clarence with online payment received. Both have proper vaccinations  
227 with dates of May 19<sup>th</sup>, 2015 and due for next vaccination on 5/19/18 from Petty Brook Vet  
228 Clinic.

229  
230 Fletcher stated no intent to call other witnesses this evening.

231  
232 Adams asked if anyone else present to share relevant information.

233  
234 Joan White stated after being sworn in that lived on Eagle Mountain Harbor Road for 26 years  
235 and walks the road regularly. Experienced walking on the road when Mr. Bowes had both dogs  
236 on leashes and had hard time holding them back. She called Milton PD to have it documented in  
237 case something happened that these dogs, as far as she knows, that these dogs were trained  
238 attack dogs for the couple in Laos and definitely not normal pets. Was afraid that something like  
239 this would happen. Palasik asked Sgt. Locke to search for the police reports of these calls.

240  
241 Tracey Tobin stated after being sworn in that on Labor Day 2013 she was on a neighbors  
242 property at the beach with other neighbors including Mr. Bowes. Her dog was off leash. Mr.  
243 Bowes went to feed his dogs and then came back with them on leash. Mr. Bowes' dogs Scooter

244 and Clearance attacked her 45 lb dog and the attack resulting in multiple stitches and the dog's  
245 ear being reattached. She didn't report the incident at the time because her dog was off leash  
246 and didn't know Mr. Bowes was coming back with his dogs to the beach. Her dog ran up to the  
247 road and the incident happened there.

248  
249 David Van Holden after being sworn in stated he lives in Eagle Mountain Harbor Road and walks  
250 the road each day. He witnessed Ms. Tobin's dog being attacked and it was horrible. He also  
251 referenced the incident referred to earlier in the settlement. He had to adapt his life to not walk  
252 by Mr. Bowes house.

253  
254 Adams asked if the Board would like to hear from Mr. Devino. Palasik said updated medical  
255 condition if wanted to share.

256  
257 Robert S. Devino stated after being sworn in that Ms. Kehoe spent 4 days in the hospital. He  
258 stated she is lucky to be alive, had the two incision been an inch or two to one side or another  
259 could hit the jugular vein in neck. Could have lost an ear. Bleeding extensively from neck and he  
260 was able to get that to stop, he stated. Used his knee to get the hip bleeding to stop. Everything  
261 could have been a lot worse, Devino said. Ms. Kehoe had 12-15 stitches to her neck, and has  
262 about 40 stitches in various parts of her body and fortunately it is healing well, he added. She  
263 still can't walk very well, the surgeon was able to stick his hand in the laceration in her hip,  
264 Devino said. Concern is her arm, can't touch her nose, he added. As the nerves come back into  
265 feeling have combo of pain and swelling. Ms. Kehoe is undergoing occupational and physical  
266 therapy currently, Mr. Devino said and she looks like she was beaten badly by several men. Paw  
267 print size on hand between shoulder blades. Very strong women and it's a good thing, many 70  
268 year old ladies would have died during that attack, he added. She's going to be alright, but does  
269 not know how long it will be until she gets feeling back in arm, he said. Devino stated main  
270 concern now is nerve damage in upper shoulder and neck. She went through 2 hours of surgery  
271 the night of the attack due to the variety of cuts and lacerations. Skin grafts may be required  
272 for hip, but unsure if will come to that. Devino said has seen serious injuries but never his own  
273 wife. Adams asked where the dogs and Mr. Bowes were when he came out of the house during  
274 the attack. Devino said he saw Mr. Bowes pull up in his vehicle and asked him to leave. Bartlett  
275 asked if having the dogs removed from Town and never seen again would be acceptable. Devino  
276 stated torn, loves dogs and has 4 rescue dogs. But these are not normal dogs, they are trained  
277 to attack. Does not know if passing the buck and sending to Myanmar would be best, he said.

278  
279 Palasik asked to recall McQueen. Sgt. Locke reported he was unable to find any police reports  
280 with Ms. White's name after a cursory search but could continue to search in the future. Palasik  
281 asked McQueen if the injuries described by Devino were consistent with what he saw. McQueen  
282 said yes, he briefly saw the neck injury and indicated on his own neck. Her hip he didn't see  
283 much blood but a significant amount of puncture marks. Palasik asked about a choke collar –  
284 McQueen said it was a rubber flea and tick collar. McQueen did not see any other collars. Nolan  
285 asked to clarify pictures being taken and it as a crime scene. McQueen did take pictures but did  
286 not recall referring to it as a crime scene. He can upload photos for viewing.

287  
288 Cushing asked about police reports where other dogs were bitten. Fletcher said the continuation  
289 of the hearing would afford the opportunity to have the police reports if they exist. The  
290 challenge the Board has is the incident currently being heard is under a statute that pertains to  
291 attacks by a dog of wolf hybrid against a human which requires the attack taking place off  
292 owners property without provocation and requires medical attention with a complaint filed. All

293 those elements exist. The information pertaining to the dogs interactions with other dogs does  
294 not pertain to the June 18<sup>th</sup> incident.

295  
296 Adams asked if the owners are residents of Milton or if this is a second home. Staff could not  
297 officially report. Adams asked about statute of when a dog must be licensed. Fletcher stated  
298 according to the Town of Milton Ordinance Section 11 that all dogs owned or harbored older  
299 than 6 months in Town must be licensed.

300  
301 Sgt. Locke after being sworn in stated the other incidents he searched for that evening after  
302 hearing the testimony did not result in any matches with a cursory search. Without going  
303 through each case individually cannot know for sure – case may have been coded differently. It  
304 happens on occasion. Nolan asked about the 2015 attack. Locke printed off the case and read  
305 briefly. He explained the defendants dogs got loose one day, got to neighbors yard where they  
306 dogs attacked each other and the neighbor’s dog owner got bitten during the incident. Locke  
307 submitted the police report for review. He confirmed it’s in connection to the settlement  
308 introduced previously. The 2015 police report is Town’s #3.

309  
310 Cushing asked Fletcher about case law from 1983 referenced by the defendants in the emails  
311 submitted. The case is a civil case Fletcher said, it’s a negligent standard not statutory.

312  
313 Discussion regarding process commenced.

314  
315 Bartlett asked Fletcher about due process in the proceedings. It’s not the responsibility of the  
316 Milton PD to advise the defendants of the proceedings and did not have the information that  
317 Mr. Bowes and Ms. Kunze were not at the property of Eagle Mountain Harbor Road, Fletcher  
318 said. The Milton PD stopped by multiple times between June 24<sup>th</sup> and June 27<sup>th</sup> at varying times  
319 throughout the day in an attempt to serve the notice of the hearing to the defendants. Ms.  
320 Kunze had actual notice of these hearings because someone in Town who knows her mother  
321 called her mother who then informed Ms. Kunze who then called and spoke with Barlow Casey  
322 in the morning.

323  
324 Barlow Casey after being sworn in stated the after she spoke with Ms. Kunze that morning she  
325 offered her the opportunity to speak via phone or Skype three times during the conversation.  
326 She is in Asia and would have been a different time. She did not take the Town up on that  
327 matter and said did not have enough time to contact legal counsel of their own.

328  
329 Nolan asked Sgt. Locke for the information on Milton PD’s outreach. Locke said the notice was  
330 provided to him to serve on Friday the 24<sup>th</sup> by the Town Manager’s Office. He and three other  
331 officers attempted to serve notice at 5:59 PM on 6/24, then 6 PM on 6/25 then 3:30 PM on 6/26  
332 and then 8:45 AM on 6/27. He just became aware of an email address today. Locke said a  
333 tracking sheet was used each time the officers went.

334  
335 Nolan moved to adjourn and close the hearing and move into a private deliberative session.  
336 Second by Palasik. **Approved unanimously.**

337  
338 Adams closed the hearing and entered deliberative at session at 8:17 PM.

339  
340  
341

342  
343  
344  
345  
346  
347  
348  
349  
350  
351

**Respectfully Submitted,**

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

**John Bartlett, Selectboard Clerk**

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

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

DRAFT