

**Milton Selectboard Meeting**  
October 17, 2016; 6:00 p.m.  
Community Room of the Municipal Complex  
43 Bombardier Rd., Milton, VT 05468

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

**AGENDA**

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **New Business and Department Items**
  - A. **Finance Update**  
Discussion  
Sarah Macy, Finance Director
  - B. **Interim Zoning Bylaw Amendment Extension**  
Consider Approval  
Planning Commission
  - C. **Camp Precast Road FY '17 Paving Plan Addition Option**  
Discussion and Possible Action  
Donna Barlow Casey, Town Manager  
Dustin Keelty, DPW Operations Supervisor
  - D. **Sanderson Road Project Update**  
Discussion  
Dustin Keelty, DPW Operations Supervisor
  - E. **Westford Development Proposal Adjacent to Devino Road**  
Discussion and Possible Action  
Jacob Hemmerick, Planning Director
  - F. **Potential Development Incentive Options**  
Discussion and Possible Action  
Donna Barlow Casey, Town Manager

**G. Route 7 Sidewalk Project Approval for VTrans Grant**

Consider Approval

**Erik Wells, Director of Administration**

**H. Appointment of New Selectboard Clerk**

Discussion and Possible Action

**I. Set Date for Impact Fee Ordinance Change Public Hearing**

Consider Approval

**Donna Barlow Casey, Town Manager**

**VI. Manager's Report**

**VII. Potential and/or Future Agenda Items**

**VIII. Warrant/Report # 9**

**IX. Meeting Minutes from September 26 and October 3**

(To approve with or without corrections)

**X. Executive Session Per V.S.A. Title 1 Section 313**

- **Contract Negotiations**
- **Personnel**

**XI. Adjournment**

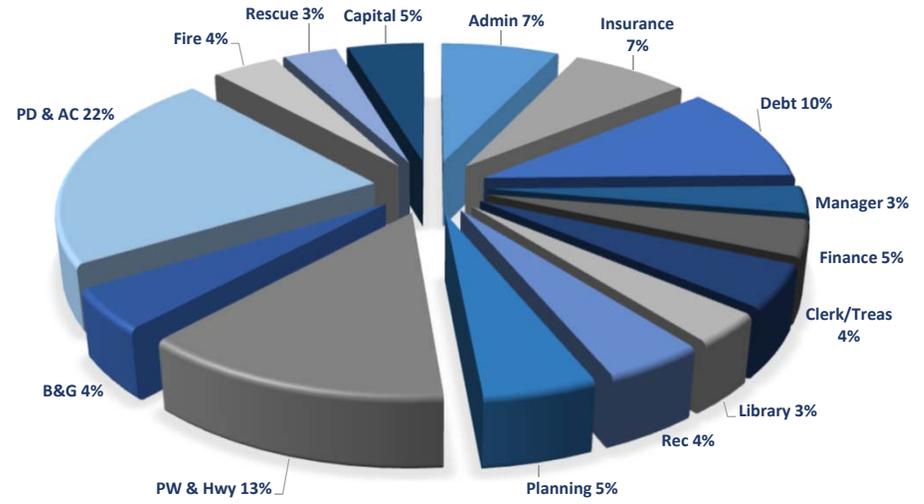
Posted October 14, 2016 on the official bulletin board in the lobby of the Municipal Building; to the Town website; emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, and WCAX; and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed:   
\_\_\_\_\_  
**Donna Barlow Casey, Town Manager**

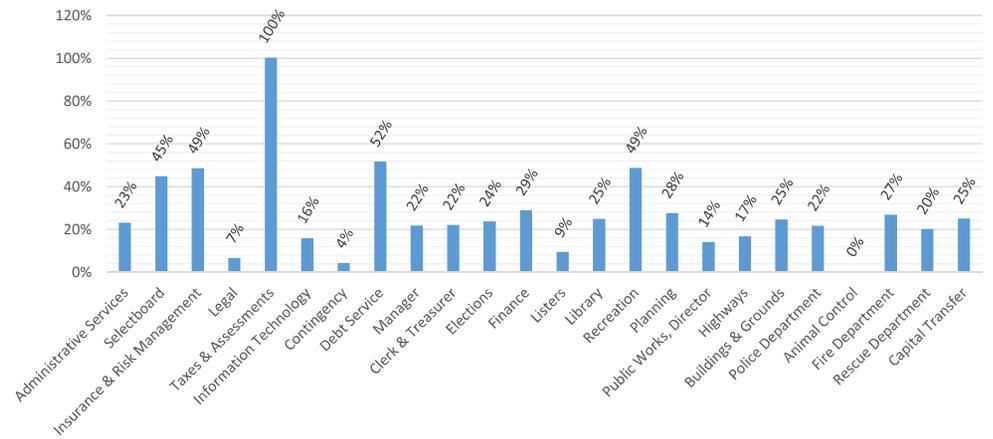
Town of Milton  
General Fund  
Current Fiscal Year Budget:Actual  
September FY2017 (25%)

	A	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																					
2																					
3	<b>General Fund Revenue</b>		<b>FY17 Budget</b>		<b>YTD Sept FY17</b>		<b>% Bgt. YTD</b>		<b>PYTD Sept FY16</b>												
4	Taxes - CASH BASIS		\$ 5,446,251		\$ 1,912,110		35.1%		\$ 1,433,488												
5	Interest on Delinquent Taxes		35,000		16,169		46.2%		14,162												
6	Penalty on Delinquent Taxes		57,000		-		0.0%		-												
7	Other Taxes		103,239		-		0.0%		20,612												
8	Interest on Investments		3,000		500		16.7%		1,279												
9	Miscellaneous		5,100		640		12.5%		6,811												
10	Reduction in Fund Balance		300,000		-		0.0%		-												
11	Water/Sewer Admin		315,000		-		0.0%		-												
12	Clerk & Treasurer		117,500		30,338		25.8%		27,892												
13	Finance - School		179,260		-		0.0%		-												
14	Listers		480		-		0.0%		-												
15	Library		1,000		1,000		100.0%		555												
16	Recreation		74,000		35,441		47.9%		35,167												
17	Planning & Zoning		42,000		9,770		23.3%		12,024												
18	Public Works		242,500		60,465		24.9%		60,360												
19	Police		150,600		13,529		9.0%		49,603												
20	Animal Control		6,000		633		10.5%		994												
21	Fire & Rescue		287,395		67,702		23.6%		68,138												
22	Transfers		78,453		-		0.0%		-												
23	<b>TOTAL REVENUES (Non-GAAP)</b>		<b>\$ 7,443,778</b>		<b>\$ 2,148,296</b>		<b>28.9%</b>		<b>\$ 1,731,085</b>												
24																					
25	<b>General Fund Expenditures</b>		<b>FY17 Budget</b>		<b>YTD Sept FY17</b>		<b>% Bgt. YTD</b>		<b>PYTD Sept FY16</b>												
26	Administrative Services		\$ 19,060		\$ 4,404		23.1%		\$ 18,893												
27	Selectboard		59,785		26,833		44.9%		36,694												
28	Insurance & Risk Management		277,461		134,624		48.5%		124,957												
29	Legal		58,100		3,832		6.6%		18,003												
30	Taxes & Assessments		84,153		84,350		100.2%		79,777												
31	Information Technology		50,085		7,961		15.9%		2,392												
32	Contingency		40,000		1,720		4.3%		10,770												
33	Debt Service		385,195		199,281		51.7%		-												
34	Manager		259,728		56,591		21.8%		46,188												
35	Clerk & Treasurer		313,971		69,510		22.1%		64,034												
36	Elections		19,403		4,616		23.8%		866												
37	Finance		299,891		86,844		29.0%		53,481												
38	Listers		68,384		6,419		9.4%		13,837												
39	Library		248,544		61,912		24.9%		55,195												
40	Recreation		169,454		82,485		48.7%		59,334												
41	Planning		334,729		92,556		27.7%		73,034												
42	Public Works, Director		185,037		26,138		14.1%		52,090												
43	Highways		1,366,187		228,733		16.7%		551,800												
44	Buildings & Grounds		340,907		83,842		24.6%		54,056												
45	Police Department		1,918,117		416,512		21.7%		396,164												
46	Animal Control		10,220		35		0.3%		1,557												
47	Fire Department		276,038		74,128		26.9%		37,086												
48	Rescue Department		305,098		61,668		20.2%		59,878												
49	Capital Transfer		354,231		88,558		25.0%		138,368												
50	<b>TOTAL EXPENDITURES</b>		<b>\$ 7,443,778</b>		<b>\$ 1,903,551</b>		<b>25.6%</b>		<b>\$ 1,948,452</b>												
51	<b>NET OPERATING SURPLUS/(DEFICIT)</b>		<b>\$ -</b>		<b>\$ 244,744</b>		<b>3.3%</b>		<b>\$ (217,368)</b>												

**Q1 FY17 GENERAL FUND EXPENDITURES AS % OF TOTAL**



**Q1 FY17 GENERAL FUND EXPENDITURES AS % OF BUDGET**





## PLANNING DIVISION

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

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### Selectboard Legislative & Fiscal Analysis

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**MEETING DATE:** October 17, 2016  
**AGENDA ITEM:** Interim Zoning Extension  
**PREPARED BY:** Jacob Hemmerick, Planning Director

#### REQUESTED MOTION

- 1) Authorize Staff to follow the legal process outlined in the Planning Act and prepare all documents necessary in order for the Selectboard to consider warning a hearing to extend the Interim Zoning Bylaws by an additional six months from the date of expiration.

#### LEGISLATIVE ANALYSIS

On April 6, 2015, the Interim Zoning Bylaws were adopted by the Selectboard.

On April 6, 2017, the Interim Zoning Bylaws will expire.

Staff prepared the **ATTACHED** bylaw amendment work plan/schedule, building the timeline back from the Interim expiration date. Upon reviewing the schedule, the Planning Commission took several topics that they had hoped to address off work plan, but still found that the timeline has the following drawbacks:

- There is limited time to be able to conduct a thorough review of the complete unified draft prior to the formal hearing process.
- The final outreach events would have to occur during the holiday season, which could be perceived as a manipulative move to limit public involvement.
- The schedule does not allow time for the Planning Commission to hold multiple hearings without cutting into the Selectboard's limited, 2-month time-frame to review and hold hearings on the document.
- The Selectboard would have (at most) two months to act on the bylaw prior to Interim's expiration.
- The Board's consideration of this item would land the hearings very close to Town Meeting.
- A rushed solution could result in unanticipated results and defects.

For the reasons above, the Planning Commission requests that the bylaw be extended for **at least six months** from the date of expiration, which would allow a three-month extension to the Planning Commission's work plan. Staff prepared the **ATTACHED** bylaw amendment work plan/schedule showing this extended timeline. This schedule has the following benefits:

- The Commission and Staff would have time to thoroughly review a complete version of the unified document, re-reviewing the sections drafted with a complete view of the document.
- Outreach would occur in March and April, when stakeholders are more likely to be engaged in municipal affairs and attend meetings.

- There would be more time for the Commission to make revisions based on the feedback received at that outreach.
- The Board would have three months, once forwarded by the Planning Commission, to consider and act on the document prior to Interim Zoning's expiration.

Procedurally, 24VSA4415(f) grants the Selectboard the authority to extend the bylaws for a one-year period. It states:

The legislative body of the municipality may extend or reenact interim bylaws for a one-year period beyond the initial two-year period authorized by subsection (a) of this section in accordance with the procedures for adoption in that subsection.

Subsection "a" states:

If a municipality is conducting or has taken action to conduct studies, or has held or is holding a hearing for the purpose of considering a bylaw, a comprehensive plan, or an amendment, extension, or addition to a bylaw or plan, the legislative body may adopt interim bylaws regulating land development in all or a part of the municipality in order to protect the public health, safety, and general welfare and provide for orderly physical and economic growth. These interim bylaws shall be adopted, reenacted, extended, or amended by the legislative body of the municipality after public hearing upon public notice as an emergency measure. They shall be limited in duration to two years from the date they become effective and may be extended or reenacted only in accordance with subsections (f) and (g) of this section. An interim bylaw adopted under this section may be repealed after public hearing, upon public notice by the legislative body. The legislative body, upon petition of five percent of the legal voters filed with the clerk of the municipality, shall hold a public hearing for consideration of amendment or repeal of the interim bylaws.

Subsection "g" states:

A copy of the adopted, amended, reenacted, or extended interim bylaw shall be sent to adjoining towns, to the regional planning commission of the region in which the municipality is located, and to the agency of commerce and community development. (Added 2003, No. 115 (Adj. Sess.), § 95.)

## FISCAL ANALYSIS

An extension to Interim will prolong the current state of regulatory uncertainty. Uncertainty generally discourages investment, and investment drives Grand List growth. Nevertheless, it is important to note that Interim has minimal effect on the commercial development prioritized by the Town. Interim does slow housing growth in certain zoning districts and therefore affects Impact Fee revenue.

The Town's Planning consultant's contract is currently at 96% of the not-to-exceed amount. Additional requests by the Town that were not included in the original scope of services have pushed the budget out of scope. Recent staffing shortages and economic development prerogatives have also limited the my availability to dedicate concentrated time to this project. Given upcoming fiscal year obligations in the Planning Department's Budget, staff estimates that there is \$4,000 buffer that could be used to

extend PlaceSense's contract to deliver a complete and final draft. The Department has the following available in the FY17 budget to buffer this expense:

- Unpaid leave savings
- Part-time Salaries, 10-60-461-115
- Other Professional, 10-60-461-330

**ATTACHMENT(S)**

- 1) Planning Commission Bylaw Work Plan (without extension)
- 2) Planning Commission Bylaw Work Plan (with 6 month extension)



## TOWN OF MILTON, VERMONT 05468-3205

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

### **Selectboard Legislative & Fiscal Analysis**

Meeting Date: October 17, 2016

Agenda Item: FY '17 Paving Camp Precast Road Added Option

Prepared By: Donna Barlow Casey, Town Manager

### **Requested Motions:**

1. Authorize the Town to proceed with engineering services for Camp Precast Road Paving.
2. Authorize the Town Manager to enter into a contract option with Pike Industries to perform paving on Camp Precast Road; and, exercise the option if excess funds remain once the paving of North, Middle and Sanderson Roads are complete.
3. Increase the contract threshold with Donald L. Hamlin Consulting Engineers for FY '17 projects from the current \$ to \$ (a change of \$ .)
4. Clarify for staff the source of funds for engineering of paving projects and other engineering services.

### **Legislative Analysis**

The Town will be implementing its 2016 paving in November, which currently presents an opportunity for completion of North, Middle and Sanderson Road with time remaining to add Camp Precast Road. If we immediately begin engineering for this additional road, and the Selectboard authorizes additional monies for paving and engineering. In a preliminary inquiry, Pike Industries has indicated they would take on additional work at its cost per ton rate of \$53.90 as awarded for the North, Middle and Sanderson Road jobs.

Staff has identified Camp Precast Road as a location in need of paving and asked Donald Hamlin Consulting Engineers to prepare a cost estimate to manage that component of the project in the design, bid, and construction phases. If Pike Industries were to be used to take on this additional work in November a contract option would be necessary and a new bid phase would not be necessary.

Staff requests that the Board authorize the design phase and construction phase work for Camp Precast Road now, recognizing that a turn in weather could prevent the paving phase of work this Fall. However, whether the paving is done this November or not, a ready to go design will be on the shelf for this project in a future paving plan. We will keep the Board updated on whether adding this paving job in November is viable. A critical motivation in proposing this additional plan is the opportunity to use a very low paving bid price for asphalt to maximize the return for the Town, and an ability to "get

ahead” in the backlogged list of paving projects. The critical issue at present is authorizing the Town to proceed with engineering services so that the plans are ready should weather cooperate. The paving construction cost estimate can be provided at the 10/24 Selectboard Meeting for further discussion, if the Selectboard wishes to have greater certainty on paving funds.

### **Fiscal Analysis**

The estimate for the engineering work for paving specifications on Camp Precast Road provided is \$5,067.80. A bid phase (if this work is not added to Pike’s current contract) would add \$2,591.60, and the construction phase supervision would be \$3,236.40 - \$10,823.80 in total.

In the Town’s process of choosing a consulting engineering firm, the Selectboard agreed to make available up to \$50,000 from the DPW Director Salary expense line in the FY ’17 budget for engineering services. Each project Hamlin takes on uses an engagement letter from the Town Manager to proceed and the engagement letter for Sanderson, Middle and North Road paving management has been put in place for \$43,206.68. Adding the above noted estimate for work on Camp Precast Road, brings the total engineering costs for projects assigned to Hamlin Engineering in excess of the \$50,000 identified above. This raises a question that requires clarification by the Selectboard:

Was the \$50,000 to be allocated to non-paving engineering work, or inclusive of all engineering work assigned to Hamlin?

The practice of assigning engineering costs related to paving in the Town’s annual paving budget vs. a consulting services or engineering services budget line item occurs in many communities, and is also consistent with past practices in Milton. Conversation preceding the “switch” from a Clerk of the Works position to the engineering contract would have assigned the cost of the COW contract to paving. However, this was not discussed with the Board.

Between the paving budget, and the DPW Director’s salary in the Departmental budget, there are sufficient funds to move forward immediately with Camp Precast Road plans.

We are asking that in addition to determining whether to proceed with Camp Precast work, the Board clarify: 1) the source(s) of funding and amount(s), and 2) amend the budget to move any monies presently in the salary line item to consultant services that comprise an amount eligible to be applied to engineering projects. In preparing this document, Sarah Macy was consulted and agrees that amending the budget to reflect the decision concerning engineering services is appropriate and desirable.

**Town of Milton**

**FY '17 Paving Projects**

Description	Budget
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**Revenue**

FY '16 Assigned Fund Balance	\$393,188.69
FY '17 General Fund	\$397,500.00
<b>TOTAL</b>	<b>\$790,688.69</b>

**Expenses**

***Professional Services***

Engineering Design & Bid	\$18,571
Engineering Site Supervision	\$24,636
<b>SUBTOTAL</b>	<b>\$43,207</b>

***Construction Services***

Spot Paving - Over the Top	\$50,000
<b>SUBTOTAL</b>	<b>\$50,000</b>

**Sanderson Road**

Overlay Paving	\$67,388
Saw Cut Existing	In house
Excavation of Pavement	In house
Excavation of New Subbase	In house
Excavation for Ditch	In house
Sand Borrow	\$2,500
Dense Graded Crushed Stone	\$11,500
Plant Mixed Gravel	\$4,500
Geotextile Fabric	\$300
2" Insulation Foam	\$21,000
Sur-Pak	\$245
Remove Existing Pipe	In house
Catch Basin	\$1,600
18" HDPE Drainage Pipe	\$3,000
Type I Rip-Rap	\$5,000
Seed, Fertilize, Lime and Mulch	\$2,000
Test Excavation for Ledge	In house
3 Changeable Message Boards	\$1,800
Traffic Control Signage	In house
Mobilization	In house
Bulldozer	\$4,000

Roller	\$4,000
Tree Removal	\$5,000
Temporary Staffing	\$14,400
<b>SUBTOTAL</b>	<b>\$148,233</b>

**North Road**

Overlay Paving	\$171,804
<b>SUBTOTAL</b>	<b>\$171,804</b>

**Middle Road**

Overlay Paving	\$310,687.50
<b>SUBTOTAL</b>	<b>\$310,687.50</b>

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<b>TOTAL EXPENSES</b>	<b>\$723,931.50</b>
TOTAL REVENUE	\$790,688.69
OVER/UNDER BUDGET	\$66,757.19

DONALD L. HAMLIN  
CONSULTING ENGINEERS, INC.  
ENGINEERS AND LAND SURVEYORS

Please reply to:

P.O. Box 9  
Essex Junction  
Vermont 05453

136 Pearl Street  
Essex Junction, Vermont

Tel. (802) 878-3956  
Fax (802) 878-2679  
www.dlhce.com

October 11, 2016

Ms. Donna Barlow Casey  
Town Manager  
Town of Milton  
43 Bombardier Road  
Milton, VT 05468

Re: Precast Road Improvements  
Scope of Work and Fee Estimate

Dear Ms. Barlow Casey:

Please accept this letter as confirmation that we will provide field investigation, engineering design plans, details, contract documents, bidding services, and resident engineering services for roadway improvements on Precast Road. The roadway improvements may include removing portions of the existing roadway shoulder and replacing the base course pavement, shim, and bituminous concrete pavement overlay. It is our understanding that the limits of the projects will be as described below:

1. Precast Road from VT Rte 7 to the end of Precast Road (0.38 Miles)

Attached you will find our fee matrix which describes each work task and an estimate of the labor hours associated with each task. All of the fees presented in the fee matrix represent estimated fees based on our standard billable rates. We propose to perform the work on an hourly basis up to these amounts. You will only be billed for the actual time expended up to these amounts. We will not exceed these amounts without your authorization.

The estimated fee for each phase of work is provided in the fee matrix. If this is acceptable, please sign in the space provided below. We are prepared to start work on these projects as soon as possible.

Respectfully,



Benjamin D. Heath, P.E.  
Project Engineer

enc.

Accepted and Approved: \_\_\_\_\_  
Donna Barlow Casey, Town Manager      Date

WATER SUPPLY AND DISTRIBUTION  
WASTEWATER COLLECTION AND TREATMENT  
STREETS AND HIGHWAYS  
AIRPORTS

SUBDIVISIONS  
SKI LIFTS  
RECREATION AND INDUSTRIAL PLANNING  
SOIL BORINGS

LABORATORY ANALYSIS  
(WATER AND WASTE WATER)  
LAND SURVEYING  
SOLID WASTE MANAGEMENT

**Town of Milton  
Precast Road Improvements**

10/10/2016

Richard F. Hamlin, PE Jeffrey P. Kershner, PE Michael Magoon, LS Steven Lizewski Benjamin D. Heath, PE Barry Driscoll Mark Downing

Work Task	Principal	Project Manager	Chief of Surveys	Chief of Field Operations	Project Engineer	Surveyor / Tech. #1	Engineering Tech. #2	Expenses	Mileage	Cost Per Task
<b>A. Design Phase</b>										
Input tax map information, label abutters					2					\$ -
Field Investigation/measurement of roadways					6		4		30	\$ 200.00
Create Base plans from Ortho photo and GIS					4					\$ 944.80
Cover Sheet					1					\$ 400.00
Site Plan	0.5				16					\$ 100.00
Roadway cross section details	0.5				4					\$ 1,679.00
Traffic Control Plan	0.5				1					\$ 479.00
Specifications	0.5				1					\$ 179.00
Pavement Tonnage Estimate				0.5	4					\$ 453.50
Construction Estimate				0.5	4					\$ 453.50
<b>Design Phase Total:</b>										<b>\$ 5,067.80</b>
<b>B. Bid Phase</b>										
Contract Documents	1				8					\$ -
Contact paving contractors					1					\$ 958.00
Answer contractor questions					2					\$ 100.00
Pre-Bid Meeting Agenda					2					\$ 200.00
Pre-Bid Meeting (at Milton Town Office)					2				30	\$ 200.00
Bid Opening					2				30	\$ 216.80
Review Bids					3					\$ 216.80
Bid Tabulation					3					\$ 300.00
Recommendation of Award Letter					1					\$ 300.00
<b>Bid Phase Total:</b>										<b>\$ 2,591.60</b>
<b>B. Construction Phase</b>										
Preconstruction Meeting Agenda				1	2					\$ -
Preconstruction Meeting Attendance				3	3				30	\$ 307.00
Letter to Abutting land owners (Town Distributes)					1					\$ 637.80
Full Time Construction Inspection (Paving Only)										\$ 100.00
*Assume Construction Duration = 2 Days	1				20				60	\$ -
Payment Request Review-Coordinate w/ Town										\$ 2,191.60
										\$ -
										\$ -
										\$ -
										\$ -
<b>Construction Phase Total:</b>										<b>\$ 3,236.40</b>

Total Hours	4	0	0	5	93	0	4	0	180
Billing Rate	\$ 158.00	\$ 138.00	\$ 117.00	\$ 107.00	\$ 100.00	\$ 95.00	\$ 82.00	\$ 1.00	\$ 0.560
									\$ 100.80
Total Cost By Personnel	\$ 632.00	\$ -	\$ -	\$ 535.00	\$ 9,300.00	\$ -	\$ 328.00	\$ -	

Total Estimated Cost	\$ 10,895.80
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Contract Amount => \$ 10,895.80



## PLANNING DIVISION

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

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### Selectboard Legislative & Fiscal Analysis

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**MEETING DATE:** October 17, 2016  
**AGENDA ITEM:** Municipal Impact of Sketch Plan for a 2-Lot Subdivision in Westford  
**PREPARED BY:** Jacob Hemmerick, Planning Director

#### REQUESTED MOTION(S)

- 1) Authorize the Town Manager to appoint a designee to represent the Town of Milton before the Town of Westford Development Review Board and to testify in opposition to the Desjardins/Rutherford subdivision if the subdivision would result in a new, developable lot accessed via a Milton Class 4 Road.
- 2) If the Sketch Plan proposal is approved by the Westford Development Review Board without condition(s) that would prevent the outcome of a new, developable lot accessed via a Milton Class 4 Road, authorize the use of legal resources to determine if Milton has a legal basis to attach Milton Zoning & Subdivision jurisdiction to the proposal.

#### LEGISLATIVE ANALYSIS

On October 6, 2016 the Town Clerk received the **ATTACHED** notice pursuant to 17VSA4463, which requires that neighboring towns be notified prior to the hearing of a subdivision application located within five hundred feet of a municipal boundary. This application is the first of a two-application and hearing review process. The first hearing will be held on **Monday, October 24, 2016 at 7:15 p.m.** in the Town Office. Participation at the local proceeding is prerequisite to the right to take any subsequent appeal per 24VSA4464.

Upon receiving the notice on October 11, 2016, I called the Westford Town Planning Coordinator, Melissa Manka, to ask if the subdivision would result in a new, developable lot accessed from Milton's Class IV, Devino Road. She confirmed this to be true.

If the subject property were located within the Town of Milton, then Zoning Regulations Section 531 would govern review of this proposal. Paragraph 2 of that section states:

For the purpose of site plan development or subdivision of new lots or for creating frontage or access for buildable lots, a petition to upgrade a Class 4 road to a Class 3 road shall be submitted to the Select Board in accordance with the provisions of 19 V.S.A. § 708 through § 717. In considering whether to reclassify a Class 4 road as a Class 3 road, the Select Board may request an advisory opinion from the Planning Commission as to whether the increased traffic and development potential likely to result from the reclassification is desirable or in accordance with the Comprehensive Plan.

The legislative intent of this section is understood by Staff to limit development along Class IV roads and only allow development along roads that meet the minimum standards. Roads that do not meet minimum standards put: those in need of emergency services, emergency responders, and municipal equipment at risk. This section minimizes the risk and associated impact by structuring limitations on development.

Upon reviewing [Westford's Regulations](#), I found that they have similar language in Chapter 320, Section 321.C.2, which states:

Applicants proposing to access development from or to create a lot with frontage on a Class 4 town road or trail must first obtain approval from the Selectboard. The Selectboard may require the applicant to upgrade the road in accordance with the Town's adopted road policies, standards, and/or specifications (see Subsection 321.D - Roads Serving New Development).

It would be surprising to me if the courts haven't faced similar cases where the interests of one municipality fall within the jurisdiction of another. Legal counsel may find that the Town of Milton has a legal basis to attach jurisdiction to this proposal. But -- at this point in the process -- it may be more cost-effective to first testify, and then wait and see what the Westford Sketch Plan Decision ends up saying, prior to obligating funds to this project. It may be the Westford DRB will be responsive to Milton's testimony without obligating a survey of statute and case law.

#### **FISCAL ANALYSIS**

If legal counsel is designated to represent the Board's motion, the Town would be billed at cost from the Administrative Services, Legal budget.

If legal counsel is engaged to answer the question of jurisdiction, the Town would be billed at cost from the Administrative Services, Legal budget.

#### **ATTACHMENT(S)**

- 1) Notice from the Town of Westford Planning Coordinator Dated October 4, 2016

## TOWN OF WESTFORD

1713 Vermont Route 128 • Westford, Vermont 05494  
Town Office (802)878-4587 • Fax (802)879-6503

October 4, 2016

Adjoining Property Owner:

The Westford Development Review Board will hold a public meeting on **Monday, October 24, 2016 at 7:15 PM at the Town Office** to review the following application:

**Sketch Plan for a 2-Lot Subdivision– Paula desJardins, Joe Rutherford & Jenn Rutherford Property (59 acres)** on Devino Road in the Rural 10 (R10) and Water Resources Overlay (WRO) Zoning Districts.

Documents associated with this project are a matter of public record and are available for review at the Town Office, Monday-Friday from 8:30am-4:30pm. If you have any questions regarding this application, please call the Town Office at 878-4587 or come to the meeting.

Sincerely,

Melissa Manka  
Westford Planning Coordinator

Cc: Applicant

RECEIVED  
OCT 11 2016  
Planning & Economic Development  
Milton, Vermont

RECEIVED  
OCT 06 2016  
TOWN CLERK'S OFFICE  
MILTON, VERMONT

**Appeal Information:**

Only parties qualified as an “interested person”, who have participated in a proceeding, may appeal a decision made by the Development Review Board. Participation shall consist of offering, through oral or written testimony, evidence or a statement of concern related to the subject of the proceeding. See V.S.A. Title 24, Chapter 117, Section 4465b for clarification on who qualifies as an “interested person”.



# TOWN OF MILTON, VERMONT 05468-3205

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

## Selectboard Legislative & Fiscal Analysis

Meeting Date: October 17, 2016

Agenda Item: Route 7 Sidewalk Gap Project Grant Acceptance

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

## **Requested Motions:**

- 1) To authorize the Town Manager to sign and submit the Project Commitments Form to VTrans for Rte. 7 South Sidewalk Gap Project

## Legislative Analysis

The Town's application to the VTrans Bike and Pedestrian Program was accepted for funding and the Town can receive up to \$850,000 in Federal funds to design and construct sidewalk to fill current network gaps from Nancy Dr. to Haydenberry Dr.

This form commits the Town to doing this project. It is required for VTrans to put together the grant agreement that will be then sent to the Town for signature.

## Fiscal Analysis

The estimate prepared and provided on the grant application is as follows:

<u>Expenses</u>		
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	
Construction Contingency	\$53,097	10% of construction estimate
Engineering	\$106,194	20% of construction cost estimate
Construction Inspection	\$79,645	15% of construction cost estimate
ROW Easements / Legal	\$90,000	18 parcels, benchmark of \$5,000 each
Archeological	\$30,000	Desktop review stated high potential
Local Project Management	\$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>	

The estimate was prepared using preliminary engineering done for the M4D project, and benchmark percentages provided in the grant application guidance. The grant award exceeded what the project request was. The Town can receive up to \$850,000 from the grant. The Town is responsible for 20% of the total project costs under the grant agreement.

If the Town uses the full \$850,000 in Federal award money the total project cost would need to reach at least \$1,062,500, and the Town would be required to contribute \$212,500 for the 20% local match.

The final project costs will be determined through this process. Design and final engineering is the first step.

The Town can use impact fees for its local match requirement as were outlined in the grant application below:

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

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

The Town can also look to use impact fees available in the impact fee fund balance to implement project construction on an earlier timeline. RFP for design work will begin after the grant award agreement is finalized.



**Jon Kaplan, P.E.**  
**Bicycle and Pedestrian Program Manager**  
**State of Vermont**  
**Highway Division**  
1 National Life Drive  
Montpelier, VT 05633-5001

[jon.kaplan@vermont.gov](mailto:jon.kaplan@vermont.gov)

[phone] 802-828-0059  
[fax] 802-828-5712

Agency of Transportation  
<http://vtrans.vermont.gov/>

September 22, 2016

Ms. Donna Barlow Casey  
Town of Milton  
43 Bombardier Road  
Milton, VT 05468

**RE: Sidewalk on US7 from Nancy Dr. to Haydenberry Dr.**

Dear Ms. Barlow Casey:

Congratulations on your project's successful application for funding from the 2016 VTrans Bicycle & Pedestrian Program. Your project was approved for \$850,000 in Federal funds to design and construct a sidewalk on US7 from Nancy Dr. to Haydenberry Dr. Your project was selected from among nineteen applications statewide with funding requests totaling \$7.5 million in federal funds.

In accordance with the requirements of the program your award is capped at the amount of the award, so it will be important for the Town to monitor the project budget closely. Funding will be available once a grant agreement with the Agency of Transportation (VTrans) is executed. Therefore, reimbursable work cannot begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the enclosed Project Commitment Form. Please review the form, sign it and return it to me as soon as possible. Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursement program and not a direct grant. The Town will be responsible for 20% of the total project costs. If there will be any donated or in-kind services or materials proposed as part of the local match, a proposal must be presented to the VTrans Project Manager for approval in advance. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager and project supervisor will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you should have any questions do not hesitate to contact me at 828-0059. We look forward to working with you and your community towards successful implementation of your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan".

Jon Kaplan, P.E.  
Bicycle and Pedestrian Program Manager  
Local Projects Section, Municipal Assistance Bureau

cc: Peter Keating, Chittenden Co. RPC  
Amy Bell, VTrans Planning Coordinator  
Project File

**Vermont Agency of Transportation  
Municipal Assistance Bureau  
Grant Recipient  
Project Commitments Form (PCF)**

Grant Recipient (*Grantee*): \_\_\_\_\_

Project Name \_\_\_\_\_

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: \_\_\_\_\_

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for design services must be advertised within one month of the selection of the Municipal Project Manager (MPM).
4. The *Grantee* shall obtain a detailed proposed schedule from the design consultant, which indicates the time duration for key steps which advance the project to contract plans and bid documents within 1 month of the design contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

\_\_\_\_\_  
Authorized municipal official (Name and Signature)

\_\_\_\_\_  
Date



10/14/16  
11:45 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
33153 A.H. HARRIS & SONS, INC								
	00003708	3536276-00	576 Foamular Sanderson	10-30-430-450.11	Paving - Sanderson Rd	15,857.28	15,857.28	
	00003708	3536286-00	600 yd winfab	10-30-430-450.11	Paving - Sanderson Rd	262.50	262.50	
	00003708	3536290-00	168 foamular Sanderson	10-30-430-450.11	Paving - Sanderson Rd	4,625.04	4,625.04	
						-----	-----	
						20,744.82	20,744.82	
17540 ADVANCED EMERGENCY PRODUCTS								
	00200181	43401	2 Rdr Spd signs-grant	30-20-420-740.15	2016 Speed Monitor GR0998	9,530.00	9,530.00	
13666 AIR CLEANING SYSTEMS INC								
	00012062	14711	exhaust system Rescue	38-20-422-742.01	Rescue Ventilation	23,499.00	23,499.00	
84319 ALDRICH & ELLIOTT, PC								
		76495	8/28-9/24 McMullen sdwlc	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	128.45	
14099 ALERT-ALL CORP								
	00011066	216090791	fire prevntn mat'1	10-20-421-831.00	FIRE PREVENTION	3,965.50	3,965.50	
13597 ARROW INTERNATIONAL, INC								
	00012076	94263737	io needle	10-20-422-612.00	GENERAL SUPPLIES	150.00	125.14	
28653 BARLOW-CASEY, DONNA								
		ICMA'17	ICMA '17 conf hotel, meal	10-10-410-580.00	TRAVEL	0.00	678.26	
16749 BEAUREGARD EQUIPMENT INC								
		CV22780	core exchg p.o.3712	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-22.50	
	00003712	IV29241	Case loader Battery replc	10-30-430-430.10	VEHICLE MAINTENANCE	156.81	179.31	
						-----	-----	
						156.81	156.81	
19000 BOND AUTO PARTS, INC.								
	00003671	17IV063243	tail lt hydrosd trailr	10-30-430-430.10	VEHICLE MAINTENANCE	10.26	10.26	
19710 BROOK FIELD SERVICE								
	00001832	25102	rpr throttle generator Md	55-20-420-340.00	TECHNICAL SERVICES	139.00	139.00	
27806 BUSINESS CREDIT CARD SERVICES								
	00008743	100516	retrn posters declined	10-10-416-611.00	OFFICE SUPPLIES	16.65	16.65	
	00014373	100616	Cert mail Chamberlin	10-10-414-610.00	POSTAGE	1.30	1.30	
	00008741	313366038	'17 planner binder	10-10-410-611.00	OFFICE SUPPLIES	54.53	54.53	
	00005837	K2GFD-14A92	vistaprint banners	10-50-452-830.16	TOWN EVENTS	140.00	111.08	
						-----	-----	
						212.48	183.56	
23262 CERTIFIED AMBULANCE GROUP, INC.								
		MIL-1016	Sept Rev Recovery EMS	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,237.11	
25930 CHITTENDEN COUNTY REGIONAL								
	00020087	95	fy'17 dues Strm&strmwtr	10-30-429-810.00	DUES & FEES	1,800.00	1,800.00	

10/14/16  
11:45 am

TOWN OF MILTON Accounts Payable  
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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00020087	95	fy'17 dues Strm&strmwtr	10-30-429-820.00	PROFESSIONAL DEVELOPMENT	3,700.00	3,700.00	
	00004608	STPBP14(18)	stdy grant Toole#8	38-30-430-330.29	RR St Xing SW Prof Ser	1,270.61	1,270.61	
						6,770.61	6,770.61	
26450 CHUCK'S HEATING & A/C INC	00009381	W21212	rpr Library htg cooling	10-30-432-430.00	REPAIR & MAINT-FACILITIES	1,679.44	1,679.44	
27380 COMCAST	82991-SEP16	9/25-10/24	Garage Internt	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	95.56	
29886 DONALD L HAMLIN CONSULTING ENGINEER	16-260 JUL16	July	McMullen Rd Sdwlk	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	17,538.94	
	16-260 JUN16	Jun'16	McMullen Rd sdwlk	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	11,531.23	
						0.00	29,070.17	
31345 ENGINEER CONSTRUCTION, INC.	00001828	25785	patch RR Xng wtr lk	50-10-410-450.00	CONSTRUCTION SERVICES	5,000.00	5,000.00	
40332 FASTENAL COMPANY	00003700	VTWIN48237	rplc cordls drills & bttr	10-30-430-740.00	MACHINERY AND EQUIPMENT	457.99	457.99	
	00003700	VTWIN48237	rplc cordls drills & bttr	10-30-432-740.00	MACHINERY & EQUIPMENT	457.99	457.99	
						915.98	915.98	
32860 FIRE PROTEC	00011070	222600	refill co extinguisher	10-20-421-740.00	MACHINERY/EQUIPMENT	28.80	28.80	
32843 FIRE SAFETY USA	00011064	93009	10 LED hand lts	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,600.00	1,550.00	
	00012079	93137	CO DETECTORS EMS	10-20-422-740.00	MACHINERY/EQUIPMENT	350.00	300.00	
	00011052	93657	POK sticks	10-20-421-740.00	MACHINERY/EQUIPMENT	850.00	825.00	
						2,800.00	2,675.00	
55941 FRANCIS, DENISE	00005818	5	zumba Wed 13@30	10-50-452-831.00	REVENUE PROGRAMS	395.00	395.00	
34350 GALE/CENGAGE LEARNING	00051849	59171822	lg print bks adlt Oct	10-50-451-640.35	BOOKS-LARGE PRINT	302.30	302.30	
34300 GALL'S INC	00200174	006119979	200 uniform shldr patches	10-20-420-650.00	UNIFORMS	425.00	418.00	
37377 GOODWIN SUBDIVISION HOME OWNER'S A	13505.5		sh joint renwl permit HOA	10-30-429-360.10	ENGINEERING SERVICES	0.00	510.63	
35890 GOT THAT RENTAL & SALES INC	00003695	29682	tank wtr asphalt roller	10-30-430-430.10	VEHICLE MAINTENANCE	556.00	651.86	

10/14/16  
11:45 am

TOWN OF MILTON Accounts Payable  
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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
36878 GRAY ROCK QUARRY LLC							
00003679	5941	gravel 8/25 89.89	10-30-430-602.20	PLANT MIX / GRAVEL	1,123.64	1,123.64	
00003679	5983	67.44 9/1/16 gravel	10-30-430-602.20	PLANT MIX / GRAVEL	843.01	843.01	
00003710	6041	600.88 9/19-22/16 gravel	10-30-430-450.11	Paving - Sanderson Rd	6,106.94	6,106.94	
					-----	-----	
					8,073.59	8,073.59	
37590 GREEN MOUNTAIN MESSENGER INC							
00051839	54116	9@\$15 Sep deliveries	33-50-451-330.02	Interlibrary Courier Serv	135.00	135.00	
37600 GREEN MOUNTAIN POWER							
	5561630SEP16	8/26-9/27 electricity	10-30-432-622.00	ELECTRICITY	0.00	4,391.73	
	5561630SEP16	8/26-9/27 electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,672.27	
	5561630SEP16	8/26-9/27 electricity	50-10-410-622.00	ELECTRICITY	0.00	894.99	
	5561630SEP16	8/26-9/27 electricity	55-20-420-622.00	ELECTRICITY	0.00	7,248.76	
					-----	-----	
					0.00	16,207.75	
33510 GRIFFIS, JULIE							
00005830	96	aftr school paint class 5	10-50-452-831.00	REVENUE PROGRAMS	450.00	450.00	
40480 ILLINGWORTH POLYGRAPH SERVICES LLC							
00200183	105	poligraph Jones	10-20-420-330.00	OTHER PROFESSIONAL	350.00	350.00	
40700 INGRAM LIBRARY SERVICES							
00051816	61095086	Sept Adlt bks	10-50-451-640.10	BOOKS-ADULTS	30.31	9.74	
00051820	61095087	adlt bks Oct	10-50-451-640.10	BOOKS-ADULTS	360.09	360.09	
00051824	61095088	Oct Audiobks Adult	10-50-451-640.15	AUDIOS	199.25	199.25	
00051820	61095544	Oct Adlt bks	10-50-451-640.10	BOOKS-ADULTS	15.52	15.52	
00051820	61095878	Oct Adlt bks	10-50-451-640.10	BOOKS-ADULTS	17.27	17.27	
00051820	61096753	Oct Adlt bks	10-50-451-640.10	BOOKS-ADULTS	15.55	15.55	
00051815	61098208	Sept bks yth	10-50-451-640.30	BOOKS-JUVENILE	10.94	10.94	
00051820	61098209	adlt bks Oct	10-50-451-640.10	BOOKS-ADULTS	59.26	59.26	
00051824	61098210	Oct Audiobks Adlt	10-50-451-640.15	AUDIOS	25.80	25.80	
00051786	61098216	Children's audio bks	10-50-451-640.15	AUDIOS	145.47	145.47	
00051815	61098217	yth bks Sept	10-50-451-640.30	BOOKS-JUVENILE	477.36	477.36	
00051815	61099960	Sept bks	10-50-451-640.25	BOOKS-CHILDRENS	119.45	119.45	
00051815	61099961	Sept yth bks	10-50-451-640.30	BOOKS-JUVENILE	11.49	11.49	
00051820	61099962	oct adult bks	10-50-451-640.10	BOOKS-ADULTS	15.53	15.53	
00051824	61099963	Adlt Audiobks Oct	10-50-451-640.15	AUDIOS	25.79	25.79	
00051786	61100110	Aug Audio bks children	10-50-451-640.15	AUDIOS	20.29	20.29	
00051820	61100111	Oct Adlt bks	10-50-451-640.10	BOOKS-ADULTS	9.75	9.75	
00051815	61101008	chlrn's bk Sept	10-50-451-640.25	BOOKS-CHILDRENS	8.07	8.07	
00051820	61101009	Oct adlt bks	10-50-451-640.10	BOOKS-ADULTS	16.09	16.09	
00051815	66754427	yth Sept bks	10-50-451-640.30	BOOKS-JUVENILE	6.50	6.50	
00051824	66756716	Adlt Oct audio bks	10-50-451-640.15	AUDIOS	20.30	20.30	
00051786	66759331	aug Audiobks children	10-50-451-640.15	AUDIOS	44.99	44.99	
00051815	66759332	Sept yth bks	10-50-451-640.30	BOOKS-JUVENILE	41.28	41.28	

10/14/16  
11:45 am

TOWN OF MILTON Accounts Payable  
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					1,696.35	1,675.78	
41074		INTERSTATE AUTO SERVICE, INC					
	76017	filter fluids '11 Tahoe	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	102.15	
	76145	'16 utility fluids/tire	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	51.00	
					0.00	153.15	
41016		LAKE CHAMPLAIN ACCESS TV					
00005817	093016	video class -2	10-50-452-831.00	REVENUE PROGRAMS	352.00	88.00	
00005817	093016	video class -2	10-50-452-831.00	SCHOLARSHIP FR REV.PROG	88.00	0.00	
					440.00	88.00	
46300		LAROCHE, STEVE					
	100316	coffee/wtr host training	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	40.06	
39685		MARLIN ENVIRONMENTAL INC					
00005793	111259	Oct portolet Bmbrdr Prk	10-50-452-442.00	RENTAL OF EQUIPMENT	160.00	200.00	
49500		MCRAE AUTO SERVICE					
00003692	13590	2 frtliner trk inspectns	10-30-430-430.10	VEHICLE MAINTENANCE	170.00	170.00	
48467		MILTON ACE HARDWARE LLC					
00001833	16101/4	vlv, nipple rpr process s	55-20-420-612.00	GENERAL SUPPLIES	23.97	23.97	
53950		MILTON RENTAL & SALES CENTER INC					
00003666	1-533701	chain - cutting Sanderson	10-30-430-612.00	GENERAL SUPPLIES	19.80	19.80	
00003707	1-533869	rent 3 msg brd rd	10-30-430-450.11	Paving - Sanderson Rd	1,744.08	1,752.30	
00003666	1-533895	safety glasses, wedge tre	10-30-430-612.00	GENERAL SUPPLIES	24.47	24.47	
00003707	1-534290	flags & stakes	10-30-430-450.11	Paving - Sanderson Rd	55.92	55.92	
00003666	1-534488	orange pnt, site level, tp	10-30-430-612.00	GENERAL SUPPLIES	118.08	118.08	
00001788	1-534647	hydrant pump parts	50-10-410-612.00	GENERAL SUPPLIES	11.25	11.25	
					1,973.60	1,981.82	
53200		MILTON TOWN SCHOOL DISTRICT					
00003739	091916	10 cases paper	10-10-416-611.00	OFFICE SUPPLIES	242.60	242.60	
57435		NEW ENGLAND MUNICIPAL EQUIP.CO.INC					
00003711	92001	'06 Vaccom tee blk hd adp	10-30-430-430.10	VEHICLE MAINTENANCE	70.81	70.81	
57413		NEW HORIZON COMMUNICATIONS CORP					
	011393-SEP16	10/1-31 Sept calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.28	
	011393-SEP16	10/1-31 Sept calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	63.88	
	011393-SEP16	10/1-31 Sept calls	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.28	
	011393-SEP16	10/1-31 Sept calls	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.23	
	011393-SEP16	10/1-31 Sept calls	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.23	

10/14/16  
11:45 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

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clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	011393-SEP16	10/1-31 Sept calls	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
	011393-SEP16	10/1-31 Sept calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.43	
	011393-SEP16	10/1-31 Sept calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	181.89	
	011393-SEP16	10/1-31 Sept calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	105.20	
	011393-SEP16	10/1-31 Sept calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.68	
	011393-SEP16	10/1-31 Sept calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.18	
	011393-SEP16	10/1-31 Sept calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.14	
	011393-SEP16	10/1-31 Sept calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-SEP16	10/1-31 Sept calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.09	
	011393-SEP16	10/1-31 Sept calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	36.44	
	011393-SEP16	10/1-31 Sept calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.05	
	011393-SEP16	10/1-31 Sept calls	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.05	
	011393-SEP16	10/1-31 Sept calls	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.05	
	011393-SEP16	10/1-31 Sept calls	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.05	
	011393-SEP16	10/1-31 Sept calls	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.28	
	011393-SEP16	10/1-31 Sept calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.02	
	011393-SEP16	10/1-31 Sept calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.87	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.90	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.01	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.87	
	011393-SEP16	10/1-31 Sept calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.67	
					0.00	1,258.65	
57495	NEW YORK CLEANERS						
	093016	Sept dryclean uniforms	10-20-420-650.00	UNIFORMS	0.00	243.10	
60294	NORTHEAST EMERGENCY TRAINING						
	00012075	193 instrctn cardiac emergy	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	200.00	125.00	
62520	PREMIER TIRE & AUTOMOTIVE CORP						
	00200193	72948 '13 intercptr tire AAE958	10-20-420-430.10	VEHICLE MAINTENANCE	401.38	401.38	
63713	RADIO NORTH GROUP INC						
	00011067	24137306 10 pagers and 2 gps	10-20-421-740.00	MACHINERY/EQUIPMENT	6,168.00	6,200.00	
64125	RAYMOND, KENDRA						
	100516	July-Oct gym mmbrshp	10-20-420-825.00	Gym Membership	0.00	160.00	
67300	ROWLEY FUELS INC						
	596/9807SP16	Sept Diesel & unld	10-20-421-625.00	DIESEL FUEL	0.00	337.53	
	596/9807SP16	Sept Diesel & unld	10-20-422-625.00	DIESEL FUEL	0.00	469.18	
					0.00	806.71	
48700	SYMQUEST GROUP INC						
	1070613	9/1-30/16	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	29.26	

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TOWN OF MILTON Accounts Payable  
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
21288 SYNCB/AMAZON								
	00051835	0132257	Oct DVDs	10-50-451-640.50	VIDEOS	49.87	49.87	
	00051835	0132257B	Oct DVD's	10-50-451-640.50	VIDEOS	65.07	65.07	
	00051832	0549011	yth oct videos	10-50-451-640.50	VIDEOS	22.23	22.23	
	00012082	1446630	glucose one touch	10-20-422-612.00	GENERAL SUPPLIES	12.17	12.17	
	00004609	1995428	dual monitor adptr	10-10-413-612.00	GENERAL SUPPLIES	15.11	23.13	
	00012082	2075440	4 EMT books	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	494.07	494.07	
	00051832	3471457	yth Oct videos	10-50-451-640.50	VIDEOS	39.94	39.94	
	00051832	3471457B	yth videos Oct	10-50-451-640.50	VIDEOS	11.95	11.95	
	00051790	5352220	yth dvds Aug	10-50-451-640.50	VIDEOS	14.96	47.94	
	00051790	5352220B	yth dvds Aug	10-50-451-640.50	VIDEOS	55.31	14.96	
	00012082	5365055	60 cnt bic pen	10-20-422-612.00	GENERAL SUPPLIES	13.05	13.05	
	00051847	5687427	bkmbll laptop charger	10-50-451-740.00	MACHINERY & EQUIPMENT	37.06	37.06	
	00012082	7292267	64 pack tissue	10-20-422-612.00	GENERAL SUPPLIES	67.70	67.70	
						898.49	899.14	
15525 TAYLOR, JUDITH								
	00051848	100816	10/8 wirework class	10-50-451-330.10	PROFESSIONAL PROGRAMS	98.00	98.00	
76450 TOWN OF MILTON								
	049043-1Q117	july-sep W block hs	10-30-432-411.00	WATER/SEWER	0.00	124.37		
	049043-Q117	jul-Sep W/S muni bldg	10-30-432-411.00	WATER/SEWER	0.00	94.47		
	049047-1Q117	jul-Sep W 47 Bmbrdr 2" Ln	10-30-432-411.00	WATER/SEWER	0.00	42.95		
	049047-2Q117	jul-sep W 47 Bombardr 3/4	10-30-432-411.00	WATER/SEWER	0.00	53.57		
	049047-Q117	July-Sep W/S 49 Bmbrdr rd	10-30-432-411.00	WATER/SEWER	0.00	125.51		
	049143-Q117	Jul-Sep W Rec Prk mtr	10-30-432-411.00	WATER/SEWER	0.00	556.25		
	067013-Q117	Jul-Sep W/S 13 school st	10-30-432-411.00	WATER/SEWER	0.00	109.99		
	069015-Q117	Jul-Sep W 20 Kienle rd	10-30-432-411.00	WATER/SEWER	0.00	35.87		
	081015-Q117	jul-sep W/S 15 Ice Hs Rd	10-30-432-411.00	WATER/SEWER	0.00	133.27		
	118998-Q117	Q1'17 W 3/4" Sewer Plant	55-20-420-411.00	WATER/SEWER	0.00	1,512.05		
	118999-Q117	Jul-Sep W -Sewer Plant	55-20-420-411.00	WATER/SEWER	0.00	2,159.87		
	122159-Q117	Jul-Sep W -Catamnt dr pmp	55-20-420-411.00	WATER/SEWER	0.00	35.87		
	202999-Q117	Q117 S Wstrd rd plnt	50-10-410-411.00	WATER/SEWER	0.00	43.08		
					0.00	5,027.12		
76960 U.S. BANK EQUIPMENT FINANCE								
	314989005	10/10-11/10 copier rent	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10		
78210 UNIFIRST CORP								
	036 1762026	lost inv rent uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00		
	036 1762026	lost inv rent uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58		
	036 1762026	lost inv rent uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05		
	036 1768189	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00		
	036 1768189	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58		
	036 1768189	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05		
	036 1770720	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26		

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TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1770720	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1770720	rent uniforms rags	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036 1770720	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
					-----	-----	
					0.00	150.70	
45990	UNIVERSITY OF VERMONT MEDICAL CENT						
00012068	205032	albuterol 30	10-20-422-612.00	GENERAL SUPPLIES	75.00	52.64	
49013	VERIZON WIRELESS						
	9772440394	8/23-9/22 airtime cards	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.11	
80720	VERMONT GAS SYSTEMS INC						
	15170	8/23-9/26 34 days	10-30-432-621.00	NATURAL GAS	0.00	252.24	
	15170	8/23-9/26 34 days	55-20-420-621.00	NATURAL GAS	0.00	257.69	
	3200-3 SEP16	8/25-9/26 34 days	10-30-432-621.00	NATURAL GAS	0.00	42.01	
					-----	-----	
					0.00	551.94	
75667	VERMONT HOOKED RUGS/CAROLYN BUTTOL						
00005836	100116	3 rughooking class	10-50-452-831.00	REVENUE PROGRAMS	780.00	195.00	
81123	VERMONT RECREATION PARK						
00005809	092116B	Duchesneau & Nappi Registr	10-50-451-820.00	PROFESSIONAL DEVELOPMENT	255.00	255.00	
81317	VERMONT STATE TREASURER						
	Q117MARR	Jul-Sept FY17 marr lic	10-00-000-252.01	DUE TO STATE/MARRIAGE LIC	0.00	1,300.00	
81055	VLCT / VERMONT LEAGUE OF CITIES &						
00008742	2016-17869	10/6 regstrn Wells, Casey	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	120.00	120.00	
00200191	2016-17869B	10/6 regstrn VanNoordt	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	60.00	60.00	
					-----	-----	
					180.00	180.00	
83844	W.B. MASON CO INC						
	CR3480755	p.o.8737 ret'd	10-10-410-611.00	OFFICE SUPPLIES	0.00	-101.98	
00008737	I37096299	pens, (ink & prtr ret'd)	10-10-410-611.00	OFFICE SUPPLIES	39.90	141.88	
00003738	I37692960	file folders personnel	10-10-416-611.00	OFFICE SUPPLIES	82.90	82.90	
00007241	I38019998	toner acs printer	10-10-412-611.00	OFFICE SUPPLIES	160.00	158.99	
					-----	-----	
					282.80	281.79	
59302	WALSH ELECTRIC SUPPLY, INC.						
00009374	1513096-01	lt replc Rescue 7 8' LED	10-30-432-430.00	REPAIR & MAINT-FACILITIES	931.00	1,400.00	
00009374	1513096-02	replc lts Rescue	10-30-432-430.00	REPAIR & MAINT-FACILITIES	223.54	223.54	
	1521368-00	p.o.9374 incor part	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-469.00	
00009374	1521368-01	lts (ret'd)	10-30-432-430.00	REPAIR & MAINT-FACILITIES	469.00	469.00	
					-----	-----	
					1,623.54	1,623.54	
86543	WEX BANK						
	093016	Sept gas cards used	10-10-410-626.00	GASOLINE	0.00	15.77	

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TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/18/16 thru 10/18/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check	
		093016	Sept gas cards used	10-20-420-626.00	GASOLINE	0.00	2,261.96		
		093016	Sept gas cards used	10-30-429-626.00	GASOLINE	0.00	80.84		
		093016	Sept gas cards used	10-30-432-626.00	GASOLINE	0.00	48.32		
		093016	Sept gas cards used	50-10-410-626.00	GASOLINE	0.00	197.54		
		093016	Sept gas cards used	55-20-420-626.00	GASOLINE	0.00	197.54		
						-----			
						0.00	2,801.97		
86245 WJOY-WOKO-WKOL-WIZN-WBTZ									
	00200194	IN-116097424	9/1 recruitment ad	10-20-420-540.00	ADVERTISING	235.00	235.00		
87159 XEROX BUSINESS SERVICE LLC									
	00012081	1305203	Lic & support contrct	rnw 10-20-421-810.00	DUES AND FEES	397.50	397.50		
	00012081	1305203	Lic & support contrct	rnw 10-20-422-810.00	DUES AND FEES	397.50	397.50		
		1305775	aug service indx	land rec 10-10-412-340.10	TECHNICAL/ACS	0.00	2,296.93		
		1305775	aug service indx	land rec 10-60-461-341.00	RECORDING FEES	0.00	20.00		
						-----			
						795.00	3,111.93		
Report Total							-----	165,186.87	=====

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

APPROVED ON \_\_\_\_/\_\_\_\_/\_\_\_\_  
Donna Barlow Casey, Town Manager

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 \$ \*\*\*165,186.87

SELECTBOARD:

\_\_\_\_\_  
Darren Adams, Chair      Ken Nolan, Vice Chair      John W. Bartlett, Clerk      John Palasik      John Cushing

# Milton Selectboard Meeting Minutes

September 26, 2016 at 6PM

Municipal Building Community Room

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

**Selectboard Members Not Present:** None

**Staff Members Present:** Erik Wells, Director of Administration; Dustin Keelty, DPW Supervisor; Jacob Hemmerick, Planning Director

**Others Present:** Courtney Lamdin, Tana Randall-Wolfe, Tiana Randall, Paula desJardins, Ami Randall, Curt Randall, Cindy Reid

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

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

III. **Agenda Review**- Town Manager's Contract moved to 10/3/16 meeting

IV. **Public Forum**- None

V. **Permits and Appointments**

**A. Monster Mile Entertainment Permit and Facility Use**

Country Lamdin of the Milton Independent stated the event is scheduled to be held October 29<sup>th</sup>. Looking for the entertainment and facility use permit for use of the Town's sidewalk for a segment of the run/walk. Encouraged people to sign up early, and bring a canned good to donate to MFCC. Bartlett moved to approved the entertainment permit for the 2016 Monster Mile, second by Cushing. **Approved unanimously.** Palasik moved to approve the facility use application for the 2016 Monster Mile, second by Cushing. **Approved unanimously.**

**B. Appointment to the CCRPC Transportation Advisory Committee (TAC)**

Director of Administration Erik Wells requested the board appoint him to represent the Town of this committee for an unexpired 2-year term. Palasik moved to appoint Wells to the CCRPC for an unexpired two-year term ending in FY '18, second by Cushing. **Approved Unanimously.**

VI. **New Business**

**A. Devino Road Maintenance Request**

Wells explained a number of residents on Devino Road, a Class 4 Town Highway, had recently met with Town Manager Donna Barlow Casey and DPW Operations Supervisor Dustin Keelty to request the Town replace culverts as a means of the public good. A letter was submitted for the Selectboard to consider this request. Residents shared concerns regarding winter maintenance for their contractor, who stated would not perform it without road improved, and public safety for emergency vehicles to get up the road. Discussion took place regarding the Town Class 4 Road Policy 97-02 and the Town's Public Works Specifications. The Public Works Specifications, adopted in October 1997 after the Class 4 Road Policy, states the Town is to maintain Class 4 Roads as dictated in State Statute. The Town is not obligated to provide maintenance on a Class 4 Road. After

48 discussion, the Board asked that staff worked with Hamlin Engineers, the preferred  
49 contractor for the road and the residents  
50 Nolan moved to authorize staff to work with Hamlin Consulting Engineers to look at the  
51 need for culverts, come up with a design and a cost estimate; (staff) to consult with the  
52 contractor the residents of Devino Road are using now to see what the cost would be, and  
53 bring that back to the Selectboard at the next meeting. Bartlett added if a solution is  
54 discovered that is less cost-prohibited that is shared. Bartlett seconded. Adams added the  
55 driveway culverts are also assessed and their impact on the drainage to the road culverts.  
56 Nolan and Bartlett approved the amendment to the motion. **Approved Unanimously.**

57  
58 **B. Award Paving Bids for North Road, Middle Road and Sanderson Roads**

59 Ben Heath and Rick Hamlin of Hamlin Consulting Engineers discussed the process  
60 undertaking for bidding on each project. Pike Industries, Inc. was the low bidder for each  
61 project and the recommendation is to award all three contracts to Pike. Cushing moved to  
62 approve the three paving award resolutions as presented, second by Palasik. **Approved**  
63 **Unanimously.**

64  
65 **C. Sanderson Road Project Update**

66 Keely updated the Board that the project is off to a good start. The Highway Department  
67 team is picking things up quickly and the detour and project outreach are working well.  
68

69 **VII. Old Business**

70  
71 **A. Impact Fee Payment Reconsideration**

72 Wells explained the information the Board has requested after last meeting on this item is in  
73 the meeting packet. Language to consider on a possible impact fee ordinance change was also  
74 provided. Hemmerick went through how impact fees collected in FY '17 for projected revenue  
75 would be effected if the FY '16 rates were applied – estimated at \$96,000. Discussion on the  
76 Capital Improvement Plan followed, and fairness since not all builders effected by impact fees  
77 were aware of the FY '17 rate change beforehand, when FY '16 rates could have been paid.  
78 Question raised whether retroactive fees can be applied without adjusting the ordinance.  
79

80 Nolan moved that the Selectboard amend the impact fee ordinance. Adopt the language  
81 contained in paragraph 2 of the memo received from Donna Barlow Casey on September 23<sup>rd</sup>  
82 changing section 101 impact fee imposed not to include any retroactive assessment, second by  
83 Palasik. Nolan stated the only thing trying to document pertains to paragraph 2 of the memo.  
84 This would make the fee in place when someone pulls a permit what is due. **Approved**  
85 **Unanimously.**

86  
87 Cindy Reid of Cathedral squared discussion their process and impact fees in other communities.  
88

89 Adams moved that any FY '16 permitted project that has not already paid the FY '16 impact fee  
90 rate be allowed to do so, Cushing second. Discussion followed regarding Cathedral Square not  
91 knowing the rate was going to increase in FY '17. Question whether retroactive language needs  
92 to be included in ordinance for this motion or not. Adams rescinded his motion pending further  
93 clarification from the Town Attorney whether the retroactive language was required in the  
94 ordinance or not. Understanding from the first motion was changes would take effect when a  
95 amended ordinance was in effect, and not retroactive. Possible reconsideration at next meeting

96 pending the clarification from Town Attorney. Adams withdrew his motion and Cushing  
97 withdrew his second.

98

99 **VIII. Manager's Report**

100 Wells sitting in for Barlow Casey stated Town has received full grant funding for the Route 7  
101 Sidewalk Project application submitted in July, up to \$850,000 in Federal Funds to fill in sidewalk  
102 gaps from Haydenberry Drive to Nancy Drive on Route 7 South. The Touch a Truck Event held  
103 last Saturday was a great success.

104

105 **IX. Town Warrant/Report #7**

106 Bartlett reviewed the FY17 Warrant/Invoice Report #7. The total was amount was \$152,072.92.

107

108 He mentioned a few items in random order:

109

110 - - BCBS VT, \$35,447-48 - Blue Cross Blue Shield VT premiums

111 - ELSAG North America, \$588.38 - repair of LPR (license plate reader) on 2016 Ford utility for  
112 MPD

113 - Milton Historical Society, \$500 - FY17 annual allotment

114 - Milton Little League Baseball, \$500 - FY17 annual allotment

115 - Tech Group, \$3,045 - 3 replacement PCs and 3 27" monitors for MPD

116 - Town of Colchester, \$77,586.44 - FY17 installment one of three for MPD, MFD, MRD dispatch  
117 services

118

119 Bartlett moved to approve Warrant #7 in the amount of \$152,072.92, second by Cushing.

120 **Approved Unanimously.**

121

122 **X. Adjournment**

123 Bartlett moved to adjourn, second by Nolan. **Approved unanimously.**

124

125 Adams adjourned the Selectboard meeting at 8:38 PM.

126

127 **Respectfully Submitted,**

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

129 **John Bartlett, Selectboard Clerk**

130

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

132

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

# Milton Selectboard Meeting

October 3, 2016; 6:00 p.m.  
Community Room of the Municipal Complex

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

**Selectboard Members Not Present:** John Cushing, Member

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director of Administration; Dustin Keelty, Public Works Supervisor; Jacob Hemmerick, Planning Director; Lindsey Sewasky, Public Works Admin. Assistant

**Others Present:** Tana Randall-Wolfe, John Messier, Henry Schek, Thomas Sanchez, Tiana Randall, Ami Randall, Karen White, Annik Paul, Cindy Reid, Paula desJardins, Samir Pasic, Mirela Pasic, Amelia Claimont

**I. Call to Order-** Adams called the meeting to order at 6:00 PM

**II. Flag Salute –** Adams led attendees in the flag salute

**III. Agenda Review-** During the meeting VCDP grant moved up to item A of new business and Town Manager contract moved from Old Business to the last item of New Business.

**IV. Public Forum-** none

**V. Old Business**

**A. Devino Road Maintenance Request**

Many residents attended the meeting to discuss their concerns with the condition of the road. After reading the engineers' assessment and seeing pictures of the road Palasik made a motion to not exceed \$9,000.00 to John Hayes to replace and fix three culverts on the road, Bartlett second the motion.

**Approved Unanimously**

The money is to be taken out the Public Works budget from contracted services. Nolan did make a statement saying that this was not the town's responsibility to fix the road, to make the residents aware.

**B. Impact Fee Payment Reconsideration**

Barlow Casey passed out language from the Town Attorney that included retroactive impact fee payment for a possible ordinance change. The two versions to consider allow the FY '16 rates to apply retroactively or not.

41 Barlow Casey said the Town Attorney stated that the language presented and  
42 discussed at the September 26 meeting was meant to imply retroactive  
43 payments.  
44

45 Nolan moved to reconsider his motion from the September 26 meeting (adopted  
46 motion in italics): *“Nolan moved that the Selectboard amend the impact fee  
47 ordinance. Adopt the language contained in paragraph 2 of the memo received  
48 from Donna Barlow Casey on September 23<sup>rd</sup> changing section 101 impact fee  
49 imposed not to include any retroactive assessment, second by Palasik.”* Palasik  
50 second to reconsider the September 26<sup>th</sup> motion. **Approved 3-1 (Adams  
51 against).**  
52

53 Nolan moved to replace the language approved at the September 26<sup>th</sup> meeting  
54 to language that does not make the impact fee change retroactive. Palasik  
55 second. Nolan stated a yes vote for this motion would take retroactive off the  
56 table, a no vote would require a new motion. **Motion Fails 1-3. Nolan yes,  
57 Adams/Bartlett/Palasik no.**  
58

59 Bartlett moved to approve section 101 impact imposed as the redlined version  
60 the Board received with the addition at the end of projects for which impact fees  
61 have been assessed but have not been paid as an effective date of the ordinance  
62 as amended shall be obligated to pay impact fees computed in accordance to  
63 this section. Second by Palasik. Palasik asked if the additional sentence was  
64 necessary, Barlow Casey said it was provided for clarity. **Approved 3-1, Nolan  
65 against.**  
66

67 **C. Town Manager’s Contract**

68 The Board was fine with the final edits. Bartlett moved to approve the Town  
69 Manager’s Contract between the Town of Milton and Donna Barlow Casey with  
70 the edit of removing the term on the header, second by Nolan. **Approved  
71 Unanimously**  
72

73 **VI. New Business and Department Items**

74 **A. Update on Sanderson Road Project**

75 Dustin Keelty updated the board that the project is moving along very well and  
76 that Erik Wells has been taking photos and sending out daily emails updating the  
77 residents in the area. Adams mentioned the Public Works Department was going  
78 a good job.  
79

80 **B. Incentives for Development**

81 Jacob Hemmerick provided the Board with an overview of possible financial  
82 incentives for development and under which authority they can be granted in  
83 Town. Discussion followed regarding development. Will be continued at later  
84 date.  
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**C. Municipal Planning Grant**

Jacob Hemmerick was looking for feedback from the Board on a municipal planning grant in the amount of \$20,000 with a \$6,000 local match (\$26,000 total). Grant would fund a consultant to update the DPW Specifications and make the language consistent with zoning regulations. The application is due October 31<sup>st</sup> and the board would like more information before making a decision. Hemmerick to draft the application and return next meeting.

**D. VCDP Grant for Milton Mobile Home Co-op**

Donna Barlow Casey discussed that the mobile home co-op was looking to have a planning grant application approved for \$40,000.00 to help with the issues they have been dealing with. There are around 100 units and some have failing septic's, would like to change over from oil to natural gas and hopeful to connect to the town's water and waste water system. The next step in this application process is a public hearing. Palasik made a motion to set a date for the public hearing on November 7<sup>th</sup>. Bartlett second the motion, **Approved Unanimously.**

**E. Authorize Representative for VLCT Annual Meeting**

Donna Barlow Casey asked the board to be appointed to represent Milton at the VLCT annual business meeting to vote on the Legislative platform. Nolan made a motion to appoint Barlow Casey, Palasik second. **Approved Unanimously**

**VII. Manager's Report**

Before Bartlett stated he will need to step down from this role as Clerk, this will be discussed at a future meeting.

Bartlett also requested CCTA ridership numbers to future meeting and presentation on this information.

Wells said the bus stop being moved will be on a future agenda.

Keelty said the new FOB system is going to be fully operational soon. Barlow Casey updated the Board on improvements to the Police Department, and progress made.

Barlow Casey stated additional meetings will need to be scheduled for outstanding items. October 24<sup>th</sup> was looked at as a possible date.

**VIII. Warrant/Report #8**

- He mentioned some items in random order:
  - Tech Group, \$4,020 - 4 new computer workstations (Lister, Finance, Clerk, MFD) and two new monitors (Rec)
  - US Bank, \$291,939.09 - Semi-annual principal and interest payment for bonds (library expansion, fire station, water line extension, village water line, fire truck)
  - Westaff, \$1,611.95 - temp in Finance

131 Bartlett approved the town warrant #8 for \$311,134.93, second Nolan. **Approved**  
132 **Unanimously**

133  
134 **IX. Adjournment**

135 Bartlett moved to adjourn, Palasik second. **Approved Unanimously**

136  
137 Adams adjourned the meeting at 8:40 PM.

138  
139 **Respectfully Submitted,**

140  
141 \_\_\_\_\_ Date: \_\_\_\_\_  
142 John Bartlett, Selectboard Clerk

143  
144 Filed with Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

145  
146 **ATTEST:** \_\_\_\_\_ **Milton Town Clerk**

DRAFT