

**Milton Selectboard Meeting**  
November 2, 2015 at 6:00 p.m.  
Community Room of the Municipal Complex  
43 Bombardier Rd., Milton, VT 05468

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

**AGENDA**

- I. Call to Order**
  - II. Flag Salute**
  - III. Agenda Review**
  - IV. Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
  - V. New Business and Department Items**
    - A. Cemetery Advisory Committee Structure**  
(Consider approval)  
Erik Wells, Director- Administration & Community Services
    - B. Appointments to Cemetery Advisory Committee**  
Robert Lombard and John Mayville  
(Consider approval)  
Erik Wells, Director- Administration & Community Services, Applicants
    - C. Appointment of Clean Water Advisory Committee Representative and Alternate to CCRPC ad Hoc Committee**  
(Consider approval)  
Donna Barlow Casey, Town Manager; Roger Hunt; DPW Director; Jeff Castle, Town Planner
    - D. Changes to Town's Procurement Policy in Administrative Code**  
(Consider approval)  
Donna Barlow Casey, Town Manager
    - F. Set Date for 2015 Legislative Breakfast**  
(Consider approval)  
Erik Wells, Director- Administration & Community Services
    - G. Set Date for Next Selectboard Meeting**  
(Consider approval)  
Donna Barlow Casey, Town Manager
-

**VI. Old Business**

**A. Update on Milton 4D Project and Timeline; Consider Appointing Selectboard Member to Attend Staff Project Meeting with Consultants in December**

(Informational & Consider approval)

**Erik Wells, Director- Administration & Community Services**

**B. Authorize Town Manager to Sign Agreement with State of VT to Develop Rte. 7 Intersection Improvement Project Conceptual Construction Cost Estimate**

(Consider approval)

**Donna Barlow Casey, Town Manager, Roger Hunt, DPW Director**

**C. Purchase of Pickup Trucks for Public Works**

(Consider approval)

**Donna Barlow Casey, Town Manager; Roger Hunt DPW Director**

**VII. Reconsideration**

**VIII. Manager's Report**

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

**X. Warrant/Report #9**

**XI. Minutes Meeting October 19 (To approve with or without corrections)**

**XII. Deliberative Session**

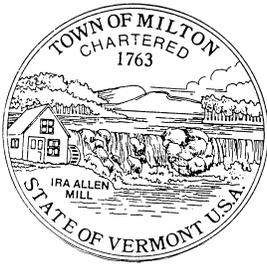
**XIII. Possible/ Anticipated Executive Session per V.S.A. Title 1 Section 313**

**XIV. Adjournment**

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Posted October 30, 2015 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.

  
Signed: Donna Barlow Casey, Town Manager



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Milton Selectboard

FROM: Erik Wells, Director- Administration and Community Services

RE: Cemetery Advisory Committee Structure

DATE: November 2, 2015

This evening the Selectboard will consider the appointment of two community members to expand the Cemetery Advisory Committee from three to five members.

In September, the Administrative Code was revised by the Selectboard to read:  
Under duties of the Cemetery Commission (Selectboard)

- A. May appoint a Cemetery Advisory Committee to assist in the execution of its duties as outlined in this section. The Committee may make recommendations for cemetery improvements, recommend bylaws, regulations, and fees related to burials and plot costs. The Committee will consist of five (5) members, all of which will be appointed by the Cemetery Commission with rolling three year terms.

I have researched this Committee further with the Town Clerk and found that in January and February 2014 James Ballard and Alan Beaupre were appointed to serve, but a term length was never defined. Dustin Keelty has served as the Town Manager's designee to the Committee to date. When the Cemetery Advisory Committee was established in December 2013 a seat was reserved for the employee serving as Cemetery Superintendent (the Town Manager's Designee). Dustin Keelty serves in that role and this established him as a member of the Committee. A term was not defined, just the personnel role that would occupy a seat on the Committee as stated in the minutes of December 16, 2013.

I ask that the Selectboard consider further clarification of terms for this Committee tonight before considering adding new members.

A possible approach is as follows:

- The three current members were appointed in FY 2014.
- The staff member serving becomes an annual appointment beginning in FY 2017.
- James Ballard and Alan Beaupre serve terms through FY 2016 (cover 3 FYs). Their two seats are up for reappointment in FY 2017.
- The two new members are appointed to three years terms, through FY 2018. There are two seats up for reappointment in 2019.
- Moving forward, the staff position is appointed annually. Two of the remaining four seats are then up for reappointment every two years.

RECEIVED

OCT 27 2015

# VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

TOWN MANAGER'S OFFICE  
MILTON, VT 05468

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: John Allen Mayville Preferred First Name: John

Position Sought: Milton ~~Stage~~ Cemetery Commission

Legal Address: 24 Kienle Road, Milton, VT

Mailing Address: 24 Kienle Road, Milton, VT 05468

Telephone Number(s): 802-893-7084

E-mail: jpmayville@aol.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 JA 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 JA you acknowledge that you have read and understood the Town's *Guidelines and Ground Rules for Committees, Commissions and Boards* attached to this application.

### ACCURACY ACKNOWLEDGEMENT

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

Signature:  Date: 10-23-15

### OFFICE USE ONLY

Applicant has been notified by BW (staff name) via \_\_\_\_\_ (phone/e-mail) on 10/24 (date) to attend the Selectboard meeting on 11/2 (date). Applicant confirmed on 10/24 (date). The position being sought \_\_\_\_\_ (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by BW (staff) on 10/30 (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.)

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### Prior Municipal or Public Service:

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

Board of Trustees at Milton United Church (1986-1989)  
Milton Ambulance Squad (1975-1979)  
Board Member of Milton Historical Society (presently)

### Motivations for Service

Please explain why you would like to serve your community.

My father (F. Arthur Mayville) was Superintendent of the Milton Village Cemetery (1954-1985), serving in all capacities: genealogies, meticulous record-keeping, all facets of maintenance and grave-digging. As a youngster, I often worked with him. I would be interested in seeing a positive future for the Village Cemetery now that the Town of Milton has taken it over.

### Beneficial Qualifications:

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

I am a life-long resident of Milton.

---

RECEIVED

OCT 27 2015

TOWN MANAGER'S OFFICE  
MILTON, VERMONT

OCT 2 2015

Town Manager's Office  
Milton, VT

# VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

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Full Legal Name: ROBERT EDUARDO LOMBARDO Preferred First Name: BOB

Position Sought: CEMETERY COMMISSION Term: 3 YEARS

Legal Address: 65 MISTY BAY ROAD

Mailing Address: MILTON VERMONT 05468

Telephone Number(s): 802-893-3897

E-mail: RLombardo65@comcast.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

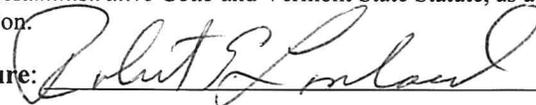
By initialing here RL you acknowledge that you have read and understood the *Town Charter's* provisions on conflicts of interests & ethics that are attached to this application.

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### ACCURACY ACKNOWLEDGEMENT

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

Signature:  Date: 10-26-15

### OFFICE USE ONLY

Applicant has been notified by EW (staff name) via phone/e-mail on 10/26/15 (date) to attend the Selectboard meeting on 11/2 (date). Applicant confirmed on 10/26 (date). The position being sought requires (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by EW (staff) on 10/30 (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 FIRE DEPARTMENT FOR 52 YRS  
MILTON VILLAGE TRUST FUND (CHAIRMAN)  
MILTON ECONOMIC DEVELOPMENT (CHAIRMAN)

### **Motivations for Service**

*Please explain why you would like to serve your community.*

I WAS A TRUSTEE OF THE MILTON VILLAGE COMETRY

### **Beneficial Qualifications:**

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

## Charge to the ad hoc Clean Water Advisory Committee

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.

The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County's 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources
- Vermont Agency of Transportation
- Burlington International Airport

The terms of CWAC municipal members will be for two years beginning July 1<sup>st</sup>, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Organizational members shall appoint a member for a 2 year term with an alternate if desired. Appointments to fill a vacancy shall be for the unexpired term.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC's efforts in assisting the Vermont Agency of Natural Resources with basin planning and surface water management including but not limited to:
  - a. CCRPC's assistance to Vermont ANR in the development of tactical basin plans;
  - b. technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions;
  - c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
  - d. assistance to Vermont ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;
3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the CWAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:
  - a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but

not limited, to Minimum Control Measures #1 and #2 or as may be amended or consolidated.

- b. This subcommittee has sole authority issues regarding implementation of the Memorandum noted above.
4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:
  - a. review and recommend to the Board water quality program recommendations and priorities;
  - b. review and recommend water quality studies for inclusion in the UPWP;
  - c. review completed CCRPC studies regarding water quality issues;
  - d. oversee the selection of consultants to be retained for water quality related projects and programs;
  - e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
  - f. establish sub-committees on an as-needed basis.
5. By the end of 2016, the Committee shall report back to the Commission with recommendations for formal incorporation, or not, into the CCRPC by-laws including membership composition and duties.

# Lake Champlain Phosphorus TMDL

(TOTAL MAXIMUM DAILY LOAD)

## Requirements for Municipalities

### WASTEWATER

#### Wastewater Treatment Facilities

Of the 59 Vermont wastewater treatment facilities in the Lake Champlain Basin, 25 will receive new reduced phosphorus limits according to a permit reissuance schedule that is based on DEC's five-year tactical basin planning schedule. Flexible options to meet the TMDL include:

- Require new or upgrade treatment facilities only when the current phosphorus discharge exceeds 80% of the facility's annual phosphorus allocation.
- Employ annual average phosphorus loading rates (rather than concentration limits) to set TMDL-based discharge permit limits in order to allow operational flexibility in attaining the limits.

- Establish compliance schedules that couple phosphorus upgrades with other planned facility construction projects to enhance cost-effectiveness.
- Support opportunities to reallocate (i.e., trading) phosphorus limits for facilities within the same lake segment watershed as long as total permitted phosphorus discharge remains the same. Discharges in the Main Lake, Burlington Bay, and Shelburne Bay watersheds will be considered to be discharges to the same lake segment for reallocation purposes.

Administrative processing fee: \$240; application review fee: varies; annual operating fee: \$0.003/gallon of permitted flow (\$200 minimum; \$12,500 maximum). See website for details: <http://www.watershedmanagement.vt.gov/wastewater.htm>

### STORMWATER

#### Municipal Roads General Permit

The new general permit for all municipal roads will go into effect before January 2018, with all municipalities signed up no later than 2021. Municipalities will be "credited" for projects implemented before the permit goes into effect. The general permit will require:

- Practices to reduce erosion and stormwater discharges being generated from roads and drainage systems. New roads will likely continue to be permitted as they are now. All practices will be consistent with the VTrans Road and Bridge standards.

- A management plan to oversee implementation and bring roads up to standards over several years. The general permit will not require separate approval for every maintenance activity or upgrade.
- Application fee: \$400; annual operating fee: \$2,000.

#### Municipal Separate Storm Sewer System (MS4) General Permit

Municipalities that have municipal separate storm sewer system (MS4) permits will require a new MS4 general permit. New components to the permit include:

- Long-range phosphorus control plans similar to the "flow restoration plan" requirements for municipalities with stormwater-impaired waters. Municipal road management requirements will be incorporated into the MS4 permit; separate permit coverage will not be required.

- Implementation plans for stormwater best management practices (BMPs) to reduce phosphorus in conformance with the Champlain TMDL.
- Application fee: \$2,400; annual operating fee: \$10 per acre of impervious surface.

The reissuance process for the MS4 permit will start within 3 months of the issuance of the TMDL. Regulated MS4s will be notified and included in the stakeholder process.

#### Municipally Owned Developed Land Permit

What's required?

- All municipal sites with 3 or more acres of impervious surface, including municipal properties, will require a new developed land permit.
- If a site does not have a stormwater system designed to 2002 or more current standards, it will need to implement stormwater management practices.

- Smaller sites may be subject to the same requirement if necessary to implement the Lake Champlain TMDL, or stormwater TMDLs.
- Application fee: \$860 per acre of impervious surface; annual operating fee: \$160 per acre impervious surface.

The developed land general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.

# NEW PROJECTS

## New Municipal Projects Construction Standards

The permitting standards for new projects have not yet changed. However, by January 2016 DEC will report to legislature on the prospect of lowering the threshold for requiring a post-construction stormwater permit for new projects to ½-acre of impervious surface (it is currently 1 acre). **The Department will also be revising its**

**Stormwater Manual and Stormwater Rules over the coming year.** The Manual and Stormwater Rules revisions will both go through the formal APA rulemaking process and municipalities will be invited to participate in rulemaking meetings and public comment processes.

## Timeline for Municipalities

	ACTIVITY	MUNICIPAL OBLIGATIONS	TIMELINE
WASTEWATER	Wastewater Treatment Facilities (WWTFs)	Reductions from currently permitted phosphorus loads at 25 of 59 facilities in the Lake Champlain Basin.	Vermont DEC will issue wastewater discharge permits incorporating the new phosphorus allocations according to the five-year tactical river basin planning schedule (2016-2020).
STORMWATER	Municipal Roads General Permit <a href="http://www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm">www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm</a>	Implementation of practices to reduce erosion and stormwater discharged generated from roads and drainage systems.	The general permit must go into effect before January 2018, with all municipalities signed up no later than 2021.
	Municipal Separate Storm Sewer System (MS4) Permit	MS4 municipalities will develop long-range phosphorus control plans following the reissuance of this permit.	The reissuance process for the MS4 permit will commence within 3 months of the issuance of the TMDL.
	Stormwater Permits for Municipally Owned Developed Land	VT DEC's Stormwater Program will develop a general permit applicable to all sites with 3 or more acres of impervious surface, including municipal properties.	The general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.
NEW PROJECTS	Stormwater Permits for New Municipal Projects	No change. Report to Legislature by January 15, 2016 on whether to lower the threshold for new projects from 1 acre to ½-acre of impervious surface.	
	Stormwater Planning <a href="http://www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf">www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf</a>	No change. Towns are encouraged to seek funding for stormwater planning, which can be used in tactical basin plans.	

Providing Time, Flexibility and Support to Meet Requirements of the TMDL



For more information, contact:

Kari Dolan, Watershed Management Division  
One National Life Drive, Davis Bldg, 2nd floor,  
Montpelier, VT 05620-3522  
(802) 490-6113

## **Clean Water Advisory Committee**

**Tuesday, November 3, 2015**

**11:00 a.m. to Noon**

**CCRPC Main Conference Room, 110 West Canal Street, Winooski**

### **Agenda**

**11:00 Welcome, introductions and Role of Committee** *Charlie Baker and Dan Albrecht, CCRPC*

**11:05 – 11:40 Lake Champlain TMDL & Vermont Clean Water Act (VCWA), Municipal Requirements\***

*Kari Dolan and Christy Witters, ANR*

*ANR staff will summarize the requirements followed by a Q & A session*

**11:40 - Noon CCRPC Contract with ANR for VCWA outreach and basin planning\***

*Dan Albrecht, CCRPC*

**Noon Adjourn**

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext 21 or [elong@ccrpcvt.org](mailto:elong@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.

Chittenden County Regional Planning Commission  
110 West Canal Street, Suite 202  
Winooski, VT 05404-2109

Ladies & Gentlemen:

This will inform you that at our meeting of \_\_\_\_\_ we voted to appoint the following as our representative and alternate to the Chittenden County Regional Planning Commission's Clean Water Advisory Committee (CWAC) for a term beginning now and ending June 30, 2016:

CWAC Representative: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax number: \_\_\_\_\_

Alternate Representative: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

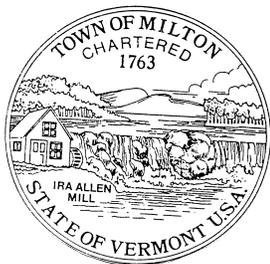
Email: \_\_\_\_\_ Fax number: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Municipality



# TOWN OF MILTON, VERMONT

## Legislative and Fiscal Analysis of Requested Selectboard Actions

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### Changes to Town's Procurement Policy in Administrative Code

**Date:** November 2, 2015

#### **Legislative Analysis:**

Section 43 of the Town of Milton Administrative Code articulates the processes to be used for making Town purchases. *The proposed changes to Section 4306 of the Administrative Code will institute the requirement that all purchases of \$10,001.00 or more be approved by the Selectboard, thereby introducing a new, financial safeguard into the procurement process for large purchases.*

This supports an open and competitive environment, affords opportunity for public discussion that demonstrates prices paid are fair and reasonable, and offers a check-and-balance opportunity to ensure that purchases are made in accordance with applicable regulations, ordinances and codes.

Adding this required review and consideration by the Selectboard also provides for a level of scrutiny consistent with its authority under state statute, since a Selectboard carries out its responsibility to manage the town budget through its authority to approve orders for payment of town funds.

#### **Fiscal Analysis:**

Transactions of \$10,001 and above are already required to be competitively bid, except as noted in Section 4307 of the Procurement Policy. This allows the Town to secure goods and services at fair and reasonable prices, and also helps ensure that the goods and services received are of high value while also satisfying federal and state requirements.

According to 19 V.S.A. §§ 303, 304; 24 V.S.A. § 872, the Selectboard is responsible for the general supervision over town affairs, making sure that the town buildings, property and equipment are in good working order and are properly maintained; and, it is also responsible for contracting with providers of goods and services to the town. *Imposing the requirement that the Selectboard review purchases of high-priced goods and services ensures that the Selectboard has the opportunity to dispense their obligation under the law; provides residents with an assurance that their elected officials know and understand the operational needs of managing the community; and, gives assurances to Town employees that expenditures are necessary, appropriate and in keeping with the fiscal health of the municipality.*

#### **Recommended Action:**

Approve the Motion as Presented.

**Prepared By:** Donna Barlow Casey, Town Manager



# TOWN OF MILTON, VERMONT 05468-3205

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

## MEMORANDUM

TO: Town of Milton Selectboard

FROM: Donna Barlow Casey, Town Manager

RE: FY 2016 Purchases Over \$10,000

DATE: October 29, 2015

The following listing identifies orders placed and purchases already made or in process by various departments for goods and services that exceed \$10,000.

Department	Item(s)	Pricing/Details
Police	two (2) cruisers on order	Project #420-001-E in Capital Plan Budgeted at \$72,000 for FY 2016 Source: GF
	License plate reader	Project #420-002-E in Capital Plan Budgeted at \$23,725 Source: Grant (Resolution attached)
Treasurer's Office	IT Contract Change	\$30,900 – in process Budgeted at \$32,000 for Bulk IT hours. This purchase represents a change in the contracted services that will result in an overall cost savings for the year and provide services (such as a new firewall) that would not have otherwise been available to us. Source: FY 2016 IT budget
DPW	500 tons Road Salt	Acquired via State Bid Budgeted at \$35,000 Source: FY 2016 Highway budget
Fire/Rescue	Boat Replacement	Project #421-019-E in Capital Plan Budgeted at \$10,000 Source: F/R Reserve Fund

### Exceptions:

- Sand is not purchased through a bid process. Each vendor sets their own municipal price and this remains firm for the season.
- We also are a member of a regional chemical purchasing group that annually bids out wastewater treatment chemicals. Typically, we take delivery of 4,000 gallons of aluminum sulfate in late December or early January, and again in June/July.
- Polymer for biosolids dewatering is not purchased through a bid process. Once a year we test several polymers from different vendors to see which works the best with our biosolids. Once we select the best polymer for the job we will sole source with that vendor.

The above Exceptions are all General Fund expenses.



# Resolution

TOWN OF MILTON

Law Enforcement Terrorism Prevention Program (LETPP) Grant  
Authorization to submit application, 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 federal funds; and,

**WHEREAS**, the Staff requests the Milton Selectboard approve the submission of an application to the Vermont Homeland Security Unit (HSU) to secure approximately \$25,450 for a License Plate Reader (LPR). Applications will be reviewed for geographical location and crime and traffic statistics. A three year maintenance contract will be included. Maintenance will be the responsibility of the Recipient after the initial three year contract expires; and,

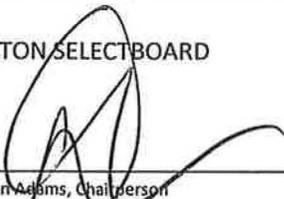
**WHEREAS**, there are no matching funds required by the Town of Milton, the vendor, ELSAG North America Law Enforcement Systems, LLC, is a sole source vendor and is the state bid price. The grants will be awarded on a state-wide competitive basis and all applications are due on February 27, 2015; and,

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

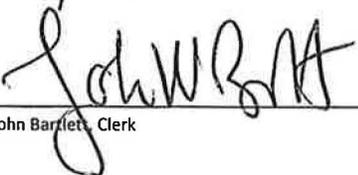
**NOW THEREFORE BE IT RESOLVED**, the Milton Selectboard authorizes the Town Manager to execute the necessary documents to apply for the LETPP Grant funds through the VT Homeland Security Unit, upon receipt accept said funds, approve the expenditure of said funds for License Plate Reader and make the necessary budget amendment(s).

Dated at Milton, Vermont this 2<sup>nd</sup> day of February, 2015

MILTON SELECTBOARD

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

  
\_\_\_\_\_  
John Gifford, Vice-Chairperson

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

\_\_\_\_\_  
Brenda Steady

\_\_\_\_\_  
Stuart King

Filed with the Milton Town Clerk's Office this 2<sup>nd</sup> day of Feb, 2015

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



# Resolution

## TOWN OF MILTON

### Administrative Code Amendments – Purchasing Policy

**WHEREAS**, the Town Charter and the Administrative Code, which has been duly adopted by the Selectboard of the Town of Milton, authorizes the Town Manager to recommend amendments from time to time, to the Administrative Code; and,

**WHEREAS**, the Town Manager requests the Selectboard review and approve the attached proposed amendments to the Administrative Code – Purchasing Policy to become effective immediately;

**NOW, THEREFORE, BE IT RESOLVED**, the Selectboard accepts the proposed amendments presented by the Town Manager, as noted in the document attached hereto, to become effective immediately.

**Dated at Milton, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 2015**

### MILTON SELECTBOARD

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

\_\_\_\_\_  
Stuart King, Vice-Chairperson

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

\_\_\_\_\_  
Kenneth Nolan

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

**Filed with the Milton Town Clerk's Office this \_\_\_\_\_ day of \_\_\_\_\_, 2015**

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

**SECTION 43 PURCHASING POLICY**  
**ARTICLE 1 AIMS AND OBJECTIVES****SECTION ANALYSIS****Section 4301. Objectives**

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Section 4301. Objectives

This Purchasing Manual is developed in conjunction with the Manager's Office pursuant to the requirements of the Administrative Code. The Purchasing Agent is the Town Manager (Manager) per Section 503 (B-8) of the Town Charter and makes all purchases for every department using the Purchasing Policy approved by the Selectboard.

**ARTICLE 2 DUTIES AND FUNCTIONS****SECTION ANALYSIS****Section 4302. General Functions and Duties of Departments**

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Section 4302. General Functions and Duties of Department

In order to implement the purchasing policies of the Town, the duties and functions of the departments are as follows:

- A. The department head shall provide budgetary control for his/her department, ensuring that adequate funds are appropriated for all purchases
- B. The department head shall prepare, or aid in the preparation of purchase orders ("P.O.") (see Purchase Order Procedures article 4), bid specifications (see Bidding Procedures article 9) and Selection of bidder (see Selection of Bidder/contract Award, article 10).
- C. Cooperate in consolidating the purchases of similar supplies and services used by various departments within the Town so as to ensure that maximum value will be obtained.
- D. To anticipate requirements in advance.
- E. To inspect all deliveries to ensure that orders were properly filled and that materials have been delivered in good condition.
- F. Advise the Manager to arrange for the disposal of surplus equipment, supplies or materials.
- G. To refrain from fragmenting large orders into multiple small orders as a means of avoiding the financial parameters established by this manual.
- H. Department heads assume full responsibility for ensuring that all employees involved in the procurement process familiarize themselves with the policies and procedures outlined in this manual.

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**ARTICLE 3 AUTHORIZATION LEVELS AND PROCEDURES****SECTION ANALYSIS****Section 4303. Authorization****Section 4304. Purchases under \$1,000.00****Section 4305. Purchases in the amounts between \$1,000.00- \$10,000.00****Section 4306. Purchases over \$10,000.00****Section 4307. Miscellaneous**

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Section 4303. Authorization

In order to fully implement a Town purchasing policy that will provide sufficient standardization and accountability as well as ensure a degree of operational flexibility to Town departments, the following levels of authorization are hereby established and are outlined by Section 4403-4407. Note all attachments referred to in this section of the Administrative Code are contained in Appendix II.

Section 4304. Purchases under \$1,000.00

Purchases of goods or services valued up to \$1,000.00 may be processed by the using department under authorization of the Manager. The department head has the sole responsibility to ensure that adequate funds exist in the department budget for the purchase.

- A. Although obtaining at least three quotes is not required, it is expected that department heads will exercise care and judgment in making such purchase in order that the best prices are obtained. Department heads are strongly urged to obtain quotes for items that are known to vary in price from vendor to vendor.
- B. Departments are encouraged to contact the Finance Department if in doubt as to where to purchase goods or services, especially in the case of office equipment, furniture, paper, printing services, etc.
- C. When any item is less than \$1,000.00, and is purchased on a regular basis, it is necessary to go out to bid to establish one vendor with contracted prices for at least a one-year period. If a number of like items are purchased frequently, as is the case with Road Materials, they can be included in the same bid.

Section 4305. Purchases between \$1,000.00 - 10,000.00

Purchases of \$1,000.00 and over but less than \$10,000.00 requires at least three price quotes (exceptions are notes under Section 4407). P.O.'s are issued by the using department. Any P.O. that does not have three quotes will not be approved by the Manager without an accompanying memo of explanation.

- A. An order can only be placed after the using department receives back their signed copy of the P.O. The vendor can then be notified by being given the P.O. number for invoicing purchases.
- B. A written request for quotation shall be used when obtaining quotes either by telephone or in writing. (Attached)
- C. P.O.'s will be approved and returned within three (3) business days, unless there is a problem with the execution of the purchase order. The Manager will advise the using department of the problem as soon as practicable.
- D. Purchases that are made from one vendor at one time should follow the above process even if no one item being purchased is valued at over \$1,000.00

- E. The Finance Department will advise the department head and/or the Manager if budget funds are inadequate to make the purchase.

Section 4306. Purchases over \$10,000.00

Purchases of \$10,000.00 and over require Selectboard approval. Purchases of \$10,001.00 and over must also go through the formal bid process except as noted in Section 4307. Procedures are outlined in Article 9 sections 4416-4419-Bidding Procedures.

- A. Within one year after a bid opening date, the same equipment may be purchased from the bidder who was awarded the contract without re-bidding, provided that prices, terms and conditions remain the same as was originally quoted.
- B. Departments may make purchases that are over \$5,000.00 without going to bid if the department participates in a local buying group that has gone out to bid. P.O.'s with accompanying explanation must still be submitted prior to purchase being made.

Section 4307. Miscellaneous

- A. Emergency purchases may be authorized by the department head. These purchases should be made directly from the vendors generally providing these services to the Town. Emergency purchases are usually costly. Every effort should be made to keep purchases of this type at a minimum.
1. Emergency situations shall be defined as a situation in which the operation of the department would be **seriously** hampered, or when the health, welfare and/or safety of employees or the public are endangered. This includes those instances when immediate repair to Town property, equipment or vehicles is necessary, but should not be due to negligent planning by the department.
  2. A P.O. shall be issued no later than one (1) business day after the purchase is made. A formal written explanation must accompany the purchase order. If the exact price is not known an estimate or not to exceed figure shall be listed on the P.O.
- B. The Town also reserves the right to purchase items without obtaining quotes or using the bid process from vendors that have contracted with the State of Vermont. The Finance Department has a list of these vendors. This method should be used only if the prices obtained through the State vendors are the lowest available.
- C. Sole source purchases may be made when it has been demonstrated that the goods or services to be procured are only available from a single vendor, eliminating the opportunity to seek competitive prices. A written justification must be submitted with the P.O.
- D. Bulk purchase – the Finance Department and Manager's Office will, with the cooperation of the using departments, consolidate requests for materials, supplies or services which are needed by various departments within the Town and School.
1. This may involve items that are purchased on a daily basis, as is the case with office supplies or items that are purchased once or twice a year, example, computer paper.
  2. All departments will be made aware of all contractual agreements and shall order materials or services from these contracted vendors.

- E. Items or services, after approval by the Manager, which have already had prices established through the Town's bid process may be purchased directly by the using departments, even if the value is greater than \$1,000.00.
- F. DEPARTMENTS THAT DO NOT FOLLOW THESE PROCEDURES MAY HAVE INVOICES SUBMITTED FOR PAYMENT REJECTED BY THE MANAGER AND MAY HAVE TO RETURN THE ITEM (S) WHICH WERE PURCHASED.



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Milton Selectboard

FROM: Erik Wells, Director- Administration and Community Services

RE: Update on Milton 4D Project

DATE: November 2, 2015

Please let the following memo serve as an update to the Selectboard on the Milton 4D Project to cover the time period since my last update on October 5.

We are well into the public engagement component of this project and had very successful events on October 14 and October 24<sup>th</sup>.

On October 14<sup>th</sup> about 20 community stakeholders attended our general information meeting. We provided an overview of the project, a preliminary timeline and members who served on the Improvements Committee each spoke to components of their final report. There was a lively group discussion and a lot of positive energy in the room.

The October 24<sup>th</sup> Community Engagement meeting also had about 20 stakeholders attend, many who did not attend the first event. Feedback I've heard from staff is there have been a number of community members involved who have not participated previously in Town volunteer efforts, which was great to see. After a brief introduction, two groups left the Municipal Building- one went North on Route 7 and the other South. Each spent about an hour walking their assigned section of the corridor and considering the focus questions provided (attached as addendum to this memo). We then reconvened and each small group debriefed. Finally each small group reported out to the large group. Our consultants were very impressed with the level of participation, thoughtfulness and collective voice of the group. They left with helpful guidance information to shape the conceptual design.

Prior to the events I worked to provide outreach to the community. I spoke with businesses in the core and hung up posters relaying information about the events. I started a page devoted to the project on the Town webpage accessible through the homepage, and have been using the hashtag [#Milton4D](#) on the Town's social media sites. I've received feedback from attendees that they learned about the events via social media. I facilitated the information on the pop up kiosks (one is located at River St. Park and the other is now at the Municipal Building after it was knocked over via wind and possibly vandals near Hannaford). There is a trifold display with the guiding questions from the walk located in the Library so community members who were not able to attend on 10/24 may still have

the opportunity to participate. For each event I had a sign in sheet and asked attendees to list their email addresses so I can keep them updated and engaged.

I had a table at the Fire Department Open House and spoke at the PTA Meeting regarding the project. I also networked at the PATCH group that meets monthly with community groups who share what is going on. Donna and I taped a PSA at LACTV that was aired before the 10/24 event that provided an overview of the project (I shared the PSA on our Facebook Page). Donna and I are being featured on the "Milton Matters" Program hosted by Amy Cook that airs on LACTV. We are taping the episode Monday. I am planning to attend the Community Dinner on 11/17 and have a table out in the lobby to speak to it.

I have reached out to VTrans District 5 regarding this project and will be working to meet with officials to discuss the vision and identify any possible issues AOT may foresee before we get too far down the design components piece.

Over the next two weeks I will be continuing to promote the event in the Community. I will be working to meet with students and explain the project and ask for their involvement. Additionally I will work to meet with the Arrowhead Seniors Group and the new group of residents at the Senior Housing on Haydenberry Drive (there is a resident there who is actively engaging residents and sharing information regarding this project). I will be working with staff and our consulting team to finalize the details of the 11/18 final community engagement event.

**The following is our current tentative timeline for Milton 4D (subject to change):**

October 14- Community Information Session

October 24- Community Engagement Session

November 10- Staff conference call with consultants to finalize 11/18 event

November 18- Second Community Engagement Session, 6-8 PM, Community Room

Early December- Staff meeting with consultants where engagement information and preliminary conceptual design elements based on work to date are discussed.

January 4, 2016- Cost estimate due from consultants

March/April 2016- Final conceptual design presentation to the community

Spring 2016 - Determine next steps to utilize conceptual design, determine process and steps for implementation phase

**For the Selectboard to Consider-**

Would it like to appoint a member to attend our staff meeting in early December where the conceptual design elements will be discussed following the community engagement?

I've included as addendums the community feedback gathered by the consultants at the October 24<sup>th</sup> event.

I welcome any additional questions you may have on this project.

## **Milton Streetscape Public Workshop - Key Themes**

Approximately 20 community members gathered in the Community Room of the Milton Town Office Building on Saturday, October 24, 2015 at 9AM to take part in the Milton Streetscape Project Walk & Talk workshop. Eric Wells, Director of Administration & Community Services for the Town of Milton, introduced the project, and the workshop was led by David Raphael of LandWorks, in Middlebury, VT, the consulting firm hired to assist the Town with the project (with engineering support from Dubois & King).

The Workshop consisted of an overview and introduction to the project, separate site walks of the northern and southern areas of the study area, and a virtual site walk on Google Earth for participants who preferred to stay indoors at the workshop location.

Following the site walk participants were broken out into 3 groups for the workshop and were asked to discuss the following questions:

- 1) When you think about this corridor, what is the first word or phrase that comes to mind?
- 2) How do you use or experience the Route 7/River Street roadscape/streetscape?
- 3) Identify places that you like and think work, places you don't like and don't think work.
- 4) What changes would make the biggest improvement?
- 5) What is needed most along this street to make it more attractive and engaging for local people, visitors and future businesses?
- 6) What would be most important in helping to make this corridor reflect, create or enhance Milton's community identity?
- 7) How do you find walking along this corridor? What can be done to improve that experience and overall "walkability"? Are there key connections that are missing within the corridor or connections to areas outside it?
- 8) How do you find biking along this corridor? What can be done to improve that experience and overall "bike-ability"?
- 9) Do you use public transit? What can be done to improve your experience using public transit?
- 10) Where do you see opportunities for nodes of activity such as park spaces, mixed-use developments, or other amenities?

There were four key themes that emerged from the workshop discussions. The most talked about topics include the **Setting** of the area, **Safety**, incorporating other

modes of **Transportation**, and promoting a **Healthy Lifestyle** in the environment. These key themes are discussed in further detail below:

**Setting:** Participants mentioned a wide range of issues and/or opportunities that would impact the project area's setting including trees, public art, lighting, on-street parking, and a desire to see a wider shoulder or a path that is setback off of the roadway. The groups listed street trees and street lighting as the highest priorities. One group suggested that the Village area should be used as a precedent for the project while another identified the traditional look and feel of the area. The concept of relocating the historical society to a more visible location in the "downtown" zone was mentioned as a way to increase social/human activity along the corridor. There is an interest in "marrying the old and new" and enhancing the setting of surrounding hills and landscape. The corridor can be thought of as a journey from the past (Old Town), through the present (Hannafords/Downtown) to the future (vacant/underutilized space between Bombardier and the Diner)/ There could be a change in theme with these transitions, but common design elements.

**Safety:** Ideas related to safety include the need to slow vehicles traveling through the area and to potentially introduce traffic calming measures. Existing crosswalks need signals at some locations, primarily schools, and some have missing stripes. There is a need for more crosswalks and some participants would like to see sidewalks extended to make the area more pedestrian friendly. One group suggested that a wider shoulder would be a welcome improvement.

**Other modes of Transportation:** The topic of incorporating other modes of transportation was very popular at the workshop. Participants are interested in a train stop in Milton and would like to see enhanced bus routes and increased bus stops in Milton. Participants were interested in buses to Montreal, improved pricing models for local short-term ridership and more bus stops in Milton, with the possibility of a bus shelter at the diner end of the route. Additionally, each of the groups mentioned ideas that would increase walking and/or bicycling in the study area, providing ideas such as a multi-use path along the corridor and off the street, improved connections to recreational or scenic areas, extending sidewalks, and including a bike lane. The Town allows bicycle riding on the sidewalks, so this is an option for riders who don't feel confident or comfortable riding on the shoulder of US 7.

**Promote Healthy Lifestyle:** Finally, a broader theme that developed from the workshop is the opportunity to promote healthy lifestyles and a healthy environment. One group considered the ways this project might promote wellness and provide an area for recreation and renewal. Many participants run or walk in the area regularly, but avoid US 7 with its sidewalk gaps and high speeds. The Hannaford project and sidewalk extensions have increased the numbers of people walking in the area.

Quotes

“Consider Art along Corridor”

“Marry Old and New”

“Celebrate Uniqueness”

“We need to Stand Apart from other Towns”

“Develop a Multi-Use Path on 1 side of Corridor”

“Zendustrial” is one of our themes”

“We need to move away from mediocre”

“This process should focus on making the corridor a more beautiful experience”

“barren vs. tree-lined”

“There is an opportunity here for refreshed architecture”

“we should consider “interventions” throughout corridor”

“the corridor is...”bereft of architectural interest”

“need to have businesses/property owners take ownership”

“the corridor is not set up for interaction/community use”

“some dealerships are more appealing than others”

“some setbacks are to close, some are too far”

“should acknowledge car dealerships and repair shops”

“transportation theme...in balance with the new Milton”

“the sidewalk the businesses front door: what do we call it?”

“have to get away from “deficit thinking” improvement”

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

*Reviewed  
10/29/15*

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
17536 ADVANCE AUTO PARTS								
	00003535	761952717435	supplies	10-30-430-430.10	VEHICLE MAINTENANCE	59.99	59.99	
28841 BARELLA, NICHOLAS								
		CDL	CDL License	50-10-410-810.00	DUES AND FEES	0.00	27.50	
		CDL	CDL License	55-20-420-810.00	DUES AND FEES	0.00	27.50	
						-----	-----	
						0.00	55.00	
28653 BARLOW-CASEY, DONNA								
		10/26/15	Reimb	10-10-410-170.00	TRAVEL ALLOWANCE	0.00	16.62	
		10/26/15	Reimb	10-10-410-611.00	OFFICE SUPPLIES	0.00	22.49	
		10/26/15	Reimb	10-10-410-611.00	OFFICE SUPPLIES	0.00	29.99	
						-----	-----	
						0.00	69.10	
17950 BCBSVT								
		66590001632	Health Ins	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,463.12	
		66590001632	Health Ins	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	2,615.18	
		66590001632	Health Ins	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	1,152.06	
		66590001632	Health Ins	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	9,558.03	
		66590001632	Health Ins	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	539.55	
		66590001632	Health Ins	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	539.55	
		66590001632	Health Ins	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,536.08	
		66590001632	Health Ins	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	3,978.45	
		66590001632	Health Ins	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	192.01	
		66590001632	Health Ins	10-40-441-210.00	Group Health Ins	0.00	52.80	
		66590001632	Health Ins	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	768.04	
		66590001632	Health Ins	10-50-452-210.10	Group Health Insurance	0.00	1,079.10	
		66590001632	Health Ins	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	715.24	
		66590001632	Health Ins	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	198.21	
		66590001632	Health Ins	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	198.20	
						-----	-----	
						0.00	24,585.62	
-----								
19000 BOND AUTO PARTS, INC.								
	00003577	17IV026315	supplies	10-30-430-430.10	VEHICLE MAINTENANCE	18.45	18.45	
	00003577	17IV027345	supplies	10-30-430-430.10	VEHICLE MAINTENANCE	3.81	3.81	
	00003561	17IV027346	filters	10-30-430-430.10	VEHICLE MAINTENANCE	49.88	49.88	
	00001639	17IV028671	supplies	55-20-420-612.00	GENERAL SUPPLIES	13.39	13.39	
						-----	-----	
						85.53	85.53	
19670 BRODART CO.								
	00051637	414528	supplies	10-50-451-611.00	OFFICE SUPPLIES	24.63	24.65	
	00051649	415271	supplies	10-50-451-611.00	OFFICE SUPPLIES	231.21	231.21	
						-----	-----	
						255.84	255.86	
19710 BROOK FIELD SERVICE								
	00001690	22670	Generator Repair	55-20-420-340.00	TECHNICAL SERVICES	668.64	668.64	

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

Page 2 of 10  
jackie

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
20500 BUILDING HOME CENTER INC								
	00001681	448842	materials	50-10-410-612.00	GENERAL SUPPLIES	28.53	28.53	
	00001681	448842	materials	55-20-420-612.00	GENERAL SUPPLIES	9.56	9.56	
	00001681	448868	materials	55-20-420-612.00	GENERAL SUPPLIES	18.98	18.98	
	00003518	449706	supplies	10-30-430-612.00	GENERAL SUPPLIES	126.14	126.14	
						-----	-----	
						183.21	183.21	
27806 BUSINESS CREDIT CARD SERVICES								
	00008571	102115	laminating large maps	10-10-410-611.00	OFFICE SUPPLIES	77.04	77.04	
	00008574	44293910	website hosting	10-10-417-613.00	TECHNOLOGY	143.40	143.40	
	00008574	45143142	security feature	10-10-417-613.00	TECHNOLOGY	14.99	14.99	
	00007194	888660330	SSLlicense renewal-server	10-10-417-340.00	TECHNICAL	149.99	149.99	
	00008575	ICMA CONF	ICMA Conf Online	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	199.00	199.00	
	00006597	JACOB HEMMER	Jake to Vt Dev Conf	10-60-463-820.00	PROFESSIONAL DEVELOPMENT	155.00	155.00	
						-----	-----	
						739.42	739.42	
54050 CASELLA WASTE SYSTEMS INC								
	2460102		Sept Rubbish/Recycle	10-30-432-421.00	DISPOSAL & REFUSE	0.00	468.98	
	2460102		Sept Rubbish/Recycle	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
	2460102		Sept Rubbish/Recycle	55-20-420-421.00	DISPOSAL & REFUSE	0.00	534.83	
						-----	-----	
						0.00	1,035.81	
28610 CASEY, DIANE								
	101915		Tax Refund	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	33.27	
25190 CHAMPLAIN WATER DISTRICT								
	SEPT 2015		Sept water purchase	50-10-410-411.10	WATER PURCHASE CWD	0.00	38,058.63	
25194 CHARLEBOIS TRUCK PARTS, INC								
	00003593	I252990050	repairs	10-30-430-430.10	VEHICLE MAINTENANCE	45.62	45.62	
26450 CHUCK'S HEATING & A/C INC								
	00009284	W17468	winter maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	225.00	225.00	
26950 CLARK'S TRUCK CENTER								
	00003583	364223	Oils for shop	10-30-430-430.10	VEHICLE MAINTENANCE	787.86	787.86	
27380 COMCAST								
	LIB OCT 15	8773 50 003 0043126		10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
	OCT 0082389	8773500030082389		10-20-420-340.00	TECHNICAL	0.00	143.63	
	OCT 2015		Internet for Highway Gara	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	80.35	
						-----	-----	
						0.00	243.98	
54494 CONSTANT CONTACT INC								
	00005716	YLQ8DAB29515	membership	10-50-452-540.00	ADVERTISING	295.00	294.00	

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

Page 3 of 10  
jackie

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
27785 CONWAY OFFICE SOLUTIONS								
	00051643	708006	printer contract	10-50-451-550.00	PRINTING AND BINDING	39.03	39.03	
31257 ENGINEER SUPPLY								
	00020051	2192386	Carrier strips	10-30-429-611.00	OFFICE SUPPLIES	99.99	99.99	
31450 ESSEX RENTAL & SALES CENTER INC								
	00009267	10586751-000	Mower baffle	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	345.00	345.00	
40332 FASTENAL COMPANY								
	00001675	VTWIN42697	bolts for hydrants	50-10-410-612.00	GENERAL SUPPLIES	11.69	11.69	
	00003529	VTWIN42974	Supplies	10-30-430-430.10	VEHICLE MAINTENANCE	173.35	173.35	
						-----	-----	
						185.04	185.04	
32860 FIRE PROTEC								
	00010987	320598	Fire Extinguishers-VOSHA	10-20-421-743.00	FURNITURE & FIXTURES	1,200.00	1,109.80	
32923 FISHER AUTO PARTS, INC								
	00003530	293-134849	oil/air filters	10-30-430-430.10	VEHICLE MAINTENANCE	167.51	167.51	
34350 GALE/CENGAGE LEARNING								
	00051644	56447305	Adult books lg print	10-50-451-640.35	BOOKS-LARGE PRINT	266.39	266.39	
34913 GEORGIA AUTO PARTS								
	00003528	459672	plow repair	10-30-430-430.10	VEHICLE MAINTENANCE	65.98	65.98	
36691 HD SUPPLY WATERWORKS, LTD								
	00001686	E661867	Supplies	50-10-410-612.00	GENERAL SUPPLIES	2,226.28	2,226.28	
	00001686	E661874	Supplies	50-10-410-612.00	GENERAL SUPPLIES	561.19	561.19	
						-----	-----	
						2,787.47	2,787.47	
-----								
39160 HEMMERICK, JACOB								
		101415	Tape Measure	10-60-461-740.00	MACHINERY/EQUIPMENT	0.00	15.99	
40100 HUMANE SOCIETY OF CHITTENDEN COUNT								
	00008572	100915	intake fee	10-20-423-510.00	CARE & KEEP-DOGS & CATS	90.00	90.00	
40700 INGRAM LIBRARY SERVICES								
	00051623	60920055	Books	10-50-451-640.30	BOOKS-JUVENILE	494.87	494.87	
	00051614	60920833	Books	10-50-451-640.25	BOOKS-CHILDRENS	87.30	85.77	
	00051647	60920834	Childrens books	10-50-451-640.30	BOOKS-JUVENILE	105.43	105.43	
	00051642	60920835	adult books	10-50-451-640.10	BOOKS-ADULTS	559.90	530.33	
	00051642	60921941	Adult books	10-50-451-640.10	BOOKS-ADULTS	29.57	29.57	
	00051623	60922744	Books	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
	00051623	60923178	Books	10-50-451-640.25	BOOKS-CHILDRENS	512.29	512.29	
	00051642	60923179	Books	10-50-451-640.10	BOOKS-ADULTS	16.07	16.07	

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00051623	60924313	Books	10-50-451-640.25	BOOKS-CHILDRENS	9.22	9.22	
	00051623	60924314	Books	10-50-451-640.25	BOOKS-CHILDRENS	38.59	38.59	
	00051642	60924315	Books	10-50-451-640.10	BOOKS-ADULTS	50.63	50.63	
	00051623	60925689	Books	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
	00051650	60925690	Books	10-50-451-640.10	BOOKS-ADULTS	49.53	49.53	
	00051651	60927160	Books	10-50-451-640.30	BOOKS-JUVENILE	8.42	8.42	
	00051623	60927161	Books	10-50-451-640.25	BOOKS-CHILDRENS	39.47	10.94	
	00051640	60927162	Audiobooks	10-50-451-640.15	AUDIOS	192.11	192.11	
	00051650	60927163	Books	10-50-451-640.10	BOOKS-ADULTS	14.95	14.95	
	00051647	66634722	Childrens Books	10-50-451-640.30	BOOKS-JUVENILE	8.45	8.45	
	00051623	66635444	Books	10-50-451-640.25	BOOKS-CHILDRENS	7.72	0.00	
	00051623	66635444	Books	10-50-451-640.30	BOOKS-JUVENILE	30.56	38.28	
	00051651	66637966	Books	10-50-451-640.30	BOOKS-JUVENILE	24.83	24.83	
	00051623	66637967	Books	10-50-451-640.25	BOOKS-CHILDRENS	37.35	37.35	
	00051651	66640283	Books	10-50-451-640.25	BOOKS-CHILDRENS	11.04	11.04	
	00051640	66640284	Audiobooks	10-50-451-640.15	AUDIOS	48.24	48.24	
						2,398.42	2,338.79	
42550 J & B INTERNATIONAL TRUCKS INC								
	00003532	T348726	Oil	10-30-430-430.10	VEHICLE MAINTENANCE	187.95	187.95	
	00003532	T348790	Battery	10-30-430-430.10	VEHICLE MAINTENANCE	221.12	221.12	
		T349123	core credit	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-45.00	
	00003532	T349124	Oil & Filter	10-30-430-430.10	VEHICLE MAINTENANCE	136.81	136.81	
						545.88	500.88	
49931 JOHNSON HARDWARE & RENTAL								
	00003541	C134676	boots	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	102.00	102.00	
39559 LAFOUNTAIN, GORDON								
		INV45633136	3 month gym membership	10-20-420-825.00	Gym Membership	0.00	81.70	
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42747 LAVALLE, NATHAN								
		FIELD RIDGE	mulch & topsoil	50-10-410-612.00	GENERAL SUPPLIES	0.00	12.22	
41451 LINCOLN NATIONAL LIFE INS CO								
		NOV 2015	LTD/STD	10-10-404-520.60	LONG TERM DISABILITY	0.00	520.59	
		NOV 2015	LTD/STD	10-10-404-520.70	SHORT TERM DISABILITY	0.00	434.83	
		NOV 2015	LTD/STD	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	45.90	
		NOV 2015	LTD/STD	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	45.90	
						0.00	1,047.22	
46973 LOCKE, PAUL								
		102015	Gym Membership Reimb.	10-20-420-825.00	Gym Membership	0.00	160.00	
39685 MARLIN ENVIRONMENTAL INC								
	00005717	97489	Port-o-let rental	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

Page 5 of 10  
jackie

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
43130 MASON, J YVETTE								
	00005708	101715	Workshop - 10/17/15	10-50-452-831.00	REVENUE PROGRAMS	120.00	120.00	
48467 MILTON ACE HARDWARE LLC								
	00003519	13236/4	supplies	10-30-430-612.00	GENERAL SUPPLIES	8.98	8.98	
	00001638	13285/4	pump repairs	55-20-420-612.00	GENERAL SUPPLIES	2.95	2.95	
						-----		
						11.93	11.93	
52802 MILTON FIREFIGHTERS ASSOCIATION IN								
		071715	Hose Adapter	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	127.90	
53400 MILTON INDEPENDENT INC								
	00004549	41717	DRB Line Ad	10-10-415-850.00	CONTINGENCY	77.00	77.00	
	00004549	41758	Interim Zoning Bylaws	10-10-415-850.00	CONTINGENCY	98.95	98.95	
	00004549	41759	Street Name Change	10-10-415-850.00	CONTINGENCY	33.50	33.50	
	00004549	41760	DRB	10-10-415-850.00	CONTINGENCY	79.70	79.70	
	00004549	42143	DRB Legal Notice	10-10-415-850.00	CONTINGENCY	152.00	152.00	
	00004549	42182	DRB Line Ad	10-10-415-850.00	CONTINGENCY	139.55	139.55	
	00004551	42396	Taxes Due Ad	10-10-415-850.00	CONTINGENCY	51.00	51.00	
	00005693	43123	Inserts	10-50-452-550.00	PRINTING & BINDING	372.00	372.00	
	00051646	43456	ad for library aide	10-50-451-540.00	ADVERTISING	55.25	55.25	
						-----		
						1,058.95	1,058.95	
53950 MILTON RENTAL & SALES CENTER INC								
	00010981	1-2226	roof saw repair	10-20-421-740.00	MACHINERY/EQUIPMENT	63.35	63.35	
	00003511	1-516666	supplies	10-30-430-612.00	GENERAL SUPPLIES	20.90	20.90	
	00009251	1-516997	repairs	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	10.46	10.46	
	00003582	1-517004	New Chainsaw	10-30-430-740.00	MACHINERY AND EQUIPMENT	479.96	479.96	
	00003511	1-517134	supplies	10-30-430-612.00	GENERAL SUPPLIES	10.99	10.99	
	00010990	1-517363	Husqvarna repair	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	155.90	155.90	
	00003511	1-517386	supplies	10-30-430-612.00	GENERAL SUPPLIES	11.59	11.59	
	00003511	1-517622	supplies	10-30-430-612.00	GENERAL SUPPLIES	15.98	15.98	
						-----		
						769.13	769.13	
54180 MINNESOTA LIFE INSURANCE CO								
	NOV 2015		November Life	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	52.88	
	NOV 2015		November Life	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	40.38	
	NOV 2015		November Life	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	42.13	
	NOV 2015		November Life	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	225.65	
	NOV 2015		November Life	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.82	
	NOV 2015		November Life	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.81	
	NOV 2015		November Life	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	36.01	
	NOV 2015		November Life	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	75.61	
	NOV 2015		November Life	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	28.04	
	NOV 2015		November Life	10-40-441-210.30	Group Life & AD&D	0.00	1.41	

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		NOV 2015	November Life	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	28.38	
		NOV 2015	November Life	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	62.85	
		NOV 2015	November Life	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	35.76	
		NOV 2015	November Life	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	35.76	
		NOV 2015	November Life	10-50-452-210.30	Group Life & AD&D	0.00	11.50	
						-----	-----	
						0.00	695.99	
54765 MISTRAS GROUP INC								
	00010989	CD10637010	Ladder Inspection	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,431.40	1,431.40	
58200 NORTHEAST DELTA DENTAL								
		NOV 2015	November Dental	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56	
		NOV 2015	November Dental	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	
		NOV 2015	November Dental	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	222.85	
		NOV 2015	November Dental	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	959.94	
		NOV 2015	November Dental	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
		NOV 2015	November Dental	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
		NOV 2015	November Dental	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	99.56	
		NOV 2015	November Dental	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	649.99	
		NOV 2015	November Dental	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	145.89	
		NOV 2015	November Dental	10-40-441-210.15	Group Dental Ins	0.00	8.98	
		NOV 2015	November Dental	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
		NOV 2015	November Dental	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
		NOV 2015	November Dental	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	128.56	
		NOV 2015	November Dental	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	128.56	
						-----	-----	
						0.00	3,165.50	
58600 NORTHEAST MAILING SYSTEMS LLC								
	00007195	345214	Neopost annual mainten.	10-10-417-340.00	TECHNICAL	1,230.00	1,230.00	
58272 NSI SOLUTIONS INC								
	00001688	325336	Testing Snips	55-20-420-612.00	GENERAL SUPPLIES	188.30	188.30	
61912 PINEBROOK KENNELS, LLC								
	00002987	101515	Canine food	10-20-420-890.00	Canine Unit	80.00	80.00	
42080 PORTER, KIMBERLY								
		092915	Class Refund	10-50-000-347.00	RECREATION FEES	0.00	60.00	
63300 QUEEN CITY STEEL COMPANY CORP								
	00003520	218515	mower repair	10-30-430-430.10	VEHICLE MAINTENANCE	15.00	15.00	
24501 R.R. CHARLEBOIS INC								
	00003592	IC98866	Filters	10-30-430-430.10	VEHICLE MAINTENANCE	368.24	368.24	
	00003550	IC98966	Oil/Air Filters	10-30-430-430.10	VEHICLE MAINTENANCE	239.24	239.24	
	00003592	IC99144	Repair Parts	10-30-430-430.10	VEHICLE MAINTENANCE	607.09	607.09	
						-----	-----	
						1,214.57	1,214.57	
34858 ROGER WILLIAMS UNIVERSITY								
	00002995	5665	Professional development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	540.00	540.00	

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

Page 7 of 10  
jackie

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
67300 ROWLEY FUELS INC								
		OCT 15	Oct Diesel	10-20-421-625.00	DIESEL FUEL	0.00	2,313.37	
		OCT 15	Oct Diesel	10-20-422-625.00	DIESEL FUEL	0.00	325.95	
		OCT 15	Oct Diesel	10-30-430-625.00	DIESEL FUEL	0.00	1,943.13	
						-----	-----	
						0.00	4,582.45	
70286 SHEARER CHEVROLET CO. INC								
	00001649	90119	Vehicles	55-20-420-742.00	VEHICLES	28,468.00	28,468.00	
	00004520	90120	Truck Purchase (B&G)	38-30-432-740.00	TRUCK (B&G)	39,172.00	39,172.00	
						-----	-----	
						67,640.00	67,640.00	
70857 SHERMAN, BART								
		CDL	CDL Renewal	50-10-410-810.00	DUES AND FEES	0.00	6.00	
		CDL	CDL Renewal	55-20-420-810.00	DUES AND FEES	0.00	6.00	
						-----	-----	
						0.00	12.00	
70769 SHERWIN WILLIAMS CO								
	00001676	4391-8	paint	55-20-420-612.00	GENERAL SUPPLIES	56.82	56.82	
72565 STITZEL, PAGE & FLETCHER, P.C.								
		25212	Legal Fees	10-00-000-256.00	DUE TO DEVELOPERS	0.00	320.00	
		25212	Legal Fees	10-10-405-330.10	GENERAL GOVERNMENT	0.00	32.02	
		25212	Legal Fees	10-10-405-330.10	GENERAL GOVERNMENT	0.00	95.00	
		25212	Legal Fees	10-10-405-330.10	GENERAL GOVERNMENT	0.00	57.00	
		25212	Legal Fees	10-10-405-330.30	PLANNING	0.00	570.00	
		25212	Legal Fees	10-10-405-330.70	APPEALS	0.00	2,945.00	
		25212	Legal Fees	10-10-405-330.70	APPEALS	0.00	190.00	
		25212	Legal Fees	38-40-441-330.10	BRISSON PROPERTY	0.00	85.50	
		25212	Legal Fees	38-30-430-450.25	McMullen Road Sidewalk	0.00	208.00	
						-----	-----	
						0.00	4,502.52	
61943 SWISH KENCO LTD								
	00009285	W073501/S	Janitorial Supplies	10-30-432-612.00	GENERAL SUPPLIES	153.18	153.18	
21288 SYNCB/AMAZON								
	00051613	002376721467	J/YA DVDs	10-50-451-640.50	VIDEOS	7.09	8.98	
	00051613	002893269910	J/YA DVDs	10-50-451-640.50	VIDEOS	82.70	82.70	
	00051641	101615	DVDs	10-50-451-640.50	VIDEOS	11.96	11.96	
	00051641	101815	DVDs	10-50-451-640.50	VIDEOS	61.73	61.73	
	00051641	101915	DVDs	10-50-451-640.50	VIDEOS	12.88	12.88	
	00051641	102015	DVDs	10-50-451-640.50	VIDEOS	133.43	136.64	
	00004548	2641066	replacement calculator	10-10-413-611.00	OFFICE SUPPLIES	96.43	96.43	
						-----	-----	
						406.22	411.32	
77140 TREANOR, KRISTEN								
		100815	Mileage Reimbursement	10-60-461-580.00	TRAVEL	0.00	123.62	

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
76960 U.S. BANK EQUIPMENT FINANCE		28974291	Copier Maint	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	515.55	
78210 UNIFIRST CORP		036 1704750	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1704750	rags & uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.55	
		036 1704750	rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	9.08	
		036 1705986	uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		036 1705986	uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		036 1705986	uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.15	
		036 1707251	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1707251	rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		036 1707252	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1707252	rags & uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.55	
		036 1707252	rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	9.08	
		036 1708499	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1708499	rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		036 1708500	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1708500	rags & uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.55	
		036 1708500	rags & uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	9.08	
		036 1708501	rags & uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		036 1708501	rags & uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
		036 1708501	rags & uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
		036 1708501	rags & uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
		036-1705985	uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036-1705985	uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.55	
		036-1705985	uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	9.08	
		0361705984	cloths/uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		0361705984	cloths/uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
						-----		
						0.00	356.55	
-----								
49013 VERIZON WIRELESS		9752461449	wireless	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	-604.23	
		9752461449	wireless	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.68	
		9752461449	wireless	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	101.24	
		9752461449	wireless	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	138.78	
		9752461449	wireless	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	231.97	
		9754108495	Oct phone	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.73	
		9754108495	Oct phone	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.66	
		9754108495	Oct phone	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	100.46	
		9754108495	Oct phone	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	138.69	
		9754108495	Oct phone	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
		9754108495	Oct phone	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	141.71	
						-----		
						0.00	551.70	
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75655 VERMONT HOMEBREW SUPPLY		00051645 00001-2015	homebrew presentation	10-50-451-330.10	PROFESSIONAL PROGRAMS	50.00	50.00	

10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

Page 9 of 10  
jackie

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
81900 VERMONT TROPHY & ENGRAVING CORP								
	00200028	66612	Centabar retirement	10-20-420-330.00	OTHER PROFESSIONAL	144.40	144.40	
82994 VISION SERVICE PLAN-CONNECTICUT								
		NOV 2015	Vision Benefit	10-10-404-520.80	VISION SERVICE PLAN	0.00	628.57	
		NOV 2015	Vision Benefit	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
		NOV 2015	Vision Benefit	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
						-----	-----	
						0.00	694.83	
84400 VLCT PACIF, INC.								
	00006601	2015-16865	Jeff to P&Z Forum	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	60.00	60.00	
81205 VTCMA								
	00008576	10-2015	Fall 2015 conference	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	10.00	10.00	
83844 W.B. MASON CO INC								
	00020052	I29087244	office supplies	10-30-429-611.00	OFFICE SUPPLIES	56.42	56.42	
	00020052	I29247436	binders	10-30-429-611.00	OFFICE SUPPLIES	21.63	21.63	
	00051648	I29313810	Supplies	10-50-451-611.00	OFFICE SUPPLIES	171.65	171.65	
	00004547	I29393525	supplies	10-10-413-611.00	OFFICE SUPPLIES	153.47	153.47	
						-----	-----	
						403.17	403.17	
86840 WINOOSKI PRESS								
	00200029	12979	Warning Tickets	10-20-420-550.00	PRINTING AND BINDING	298.00	298.00	
87365 YIPES AUTO ACCESSORIES								
	00003579	721678-01	Truck Assessories	10-30-430-430.10	VEHICLE MAINTENANCE	1,599.77	1,599.77	

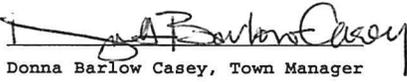
10/29/15  
04:06 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 9

By due date and vendor name for check acct (GENERAL FUND) and due dates 11/03/15 thru 11/03/15

Vendor							
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
Report Total						169,916.10	

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

 APPROVED ON 10/30/2015  
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 \$ \*\*\*169,916.10

SELECTBOARD:

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

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

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

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

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

# Milton Selectboard Meeting Minutes

October 19, 2015 6:00 P.M.

Municipal Building Community Room

**Selectboard Members Present:** Stuart King, Vice Chair (via phone); John Bartlett, Clerk (Presiding Chair); Kenneth Nolan, Member (late arrival – after public forum); John Cushing, Member

**Selectboard Members Not Present:** Darren Adams, Chair

**Staff Members Present:** Donna Barlow Casey, Town Manager; Celeste Lang, Selectboard Assistant; Joanne Davis, Finance Director; Erik Wells, Director Administration & Community Services; Mary Thompson, Administrative Assistant Town Manager's Office; Jacob Hemmerick, Planning Director

**Others Present:** Henry Bonges, Mark Bove

**I. Call to Order** – Bartlett called to order at 6:02 PM

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

**III. Agenda Review**- none

**IV. Public Forum** –

Henry Bonges, Milton citizen, proposed suggested update to town seal to include a Sun for “Solar” as another of the Renewable Energy symbols currently indicated by Wind & Hydro power. Gave examples of others that have successfully updated logos/seals. Felt now with the M4D project would be an appropriate time to consider recommendation.

**V. New Business and Department Items**

**A. Declare November 1, 2015, Extra Mile Day**

Donna Barlow Casey, Town Manager proposed to accept Nov. 1<sup>st</sup> as Extra Mile Day which brings awareness of those that go the extra mile benefiting communities. Mission to create 550 Extra Mile cities/towns in America who encourage citizens and celebrate individuals and organizations within its community who “go the extra mile”– currently four towns in VT listed on website.

Being such a short time frame suggest broadcast to populace via newspaper. Incorporate with Sat. M4D project walk along Rte 7. Limited timeline for this year, however, request board adopt resolution.

John Cushing made motion to approve acceptance of proposed resolution. King Seconded.

No further discussion. Independent Roll: King Yes, Nolan Yes, Cushing Yes, Bartlett Yes

**Motion passes.**

**B. Monthly Update – Town Finances**

Joanne Davis, Finance Director presented monthly finance report. Measure of town taxes end of Sept. cash collected – on target. Focus working on budget with all Department heads.

45 Discussion on why auditors overriding having funds moved back to reserve after a very  
46 specific Selectboard vote to do so – discuss later with auditors.

47

48 **C. Authorize Town Manager to Sign Agreement with State of VT to Develop Rte. 7**  
49 **Intersection Improvement Project Conceptual Construction Cost Estimate**

50 Donna Barlow Casey, Town Manager, (Roger Hunt DPW Director out ill).

51 Barlow Casey presented agreement with State of VT Agency of Transportation, which  
52 approved proposals late today. Minor revision. No substantive change which both lawyers  
53 looked over. Federal funds 100%. State proceeding with Northern hourglass portion.  
54 However, State only willing to manage Southern section -ballpark cost preliminary hold until  
55 April.

56

57 Resolve between Nov & April. Agreement states Milton agreeing to timeline. Conceptual  
58 cost. Voters approved \$800K at Town Meeting in March for Milton portion – need to know  
59 whether to ask for more money before agreeing. Timeline March vote and April deadline.  
60 What do we need to do to get to there by April?

61

62 More conversation needed with previous Town Manager, Palaia for background. No action  
63 taken tonight.

64

65 **D. Authorize Town Manager to Make Loan Payment on Truck Purchase**

66 Donna Barlow Casey, Town Manger request authorization to make Truck Purchase loan  
67 payment. Take money out of debt service and debt service interest and capital  
68 improvements.

69

70 Nolan made motion to approve loan payment on truck purchase. Cushing Seconded.

71 Independent Roll: King Yes, Cushing Yes, Nolan Yes, Bartlett Yes,

72 **All approved. Motion passes.**

73

74 **E. Set Date for Next Selectboard Meeting**

75 Donna Barlow Casey, Town Manager

76 Next scheduled Selectboard meeting Nov. 2<sup>nd</sup> at 6 PM. Four present members are available.

77

78 **VI. 7:00pm – Public Hearing**

79 **Boves of Vermont, Applicant, has applied for Public Monument and Statue Application**

80 **Approval.** The parcel is owned by GBIC and has a Site Plan & Zoning Permit approval for a  
81 20,000 square foot manufacturing use and building. The proposal requests the addition of an  
82 illuminated (4) four-foot wide, (11) eleven-foot long, and (15) fifteen-foot high statue (mounted  
83 on a concrete base with an interpretive plaque) along the sites' US Rte. 7 frontage.

84 Recess Selectboard meeting at 7:08PM and open Public Hearing.

85

86 Jacob Hemmerick, Planning Director presented staff findings of request of a Public  
87 Monument/Statue by Boves Factory. Hemmerick defined the difference between a sign,  
88 monument, and statue; and why it is being presented to the board having varied restrictions.  
89 Three concerns from staff:

- 90 • Impact to character & harmony of area- not compatible with scaling & massing
- 91 • Transportation impact, safety and neighborhood welfare – distracted driving.
- 92 • Future plan multi-use path – may require future easement

93 Staff recommends relocating statue within the flat open area adjacent to the building and  
94 parking lot.

95  
96 Mark Bove summarized proposal and history of statue rather than an “obnoxious sign” paying  
97 homage to uncle whose family 75 years ago started Boves Restaurant business. Proposed  
98 sculpture is of a monkey and will incorporate pots, pans, ladles & kettles from restaurant and  
99 will be piece of art designed by artist on Pine St. in Burlington. Small sign telling story of uncle  
100 hanging monkey from children’s drink glasses to be read by anticipated multi-use path users  
101 illuminated by non nuisance low level lights on actual sculpture. Compare to Whale Tails on I-89  
102 as “art piece” and landmark. Anticipate tours of building with history of restaurant inside, café’.  
103 Only anticipated “sign” directing traffic to offices or deliveries. Don’t want a “billboard” but to  
104 be discreet with simplicity of sculpture.

105  
106 Board questioned if to be used in marketing – no.

107 Board stated understood emotional remembrance of family history. Concern is for Milton and  
108 future objectives and implications.

109  
110 Bonges stated support of Art piece fitting into new design concept that Milton is trying to  
111 achieve.

112  
113 Close public hearing 7:44PM and restart Selectboard meeting.

114  
115 Board concluded to discuss in Executive Session on Nov. 2 after giving people opportunity to  
116 comment and getting guidance before making a decision. Selectboard has 45 days to make  
117 decision.

## 118 VII. Old Business

### 119 A. Authorization Bond Anticipation Note –

120  
121 Barlow Casey presented Bond Anticipation Note for Route 7 conceptual design project  
122 (Milton 4D) supported by the bond vote approved on Town Meeting March 3, 2015.

123  
124  
125 Cushing moved to approve authorization of Bond Anticipation Note for \$70,000 with  
126 People’s United Bank as presented. Nolan seconded. No further discussion.  
127 Independent Roll. **Unanimously approved. Motion passes.**

### 128 B. H.249 Regional Council of Governments

129  
130 Barlow Casey requested feedback, questions, thoughts from board on legislation  
131 introduced enabling Regional Planning Commissions to convert to a Council of Government  
132 and be able to offer municipal government services to municipalities on a regional basis.  
133

134 Board supports concept of collaboration between towns, however, not government  
135 interference grabbing power from local towns and telling them what to do. Mistake to  
136 support as only have one representative within group, which would ultimately decide and  
137 tell town what to do.  
138

139 Rather Representatives of town need to inform Selectboard to what's going on at State  
140 level to anticipate effects things will have on town. Possible VT League of Cities and Towns  
141 can be more helpful as well to upcoming effects at State level.  
142

143 **VIII. Reconsideration - none**

144  
145 **IX. Manager's Report**

146 Barlow Casey mention M4D walk about in town 9AM-12PM this coming Sat. the 24th. Had a  
147 great orientation of project on 14<sup>th</sup>. See results of first draft in Nov.  
148

149 **X. Potential and/or Future Agenda Items - none**

150  
151 **XI. Warrant/Report #8 & Supplemental Warrant**

152 Bartlett presented Warrant/Report #8 in the amount of \$147,168.63

153 Line items mentioned in random order no specific reason.

154 Vt Labor \$3000 VOSHA penalties –reduced after mediation

155 Walsh Electric \$4,221 – 9 new LED exterior light poles @\$469/ea (8 MFD, 1 @ commuter lot).-  
156 all faulty, less expensive than purchase of new bulbs for old fixtures.

157 \$700K Boots for ten employees – rubber/steel toe – Names to be listed in future for contractual  
158 tracking.  
159

160 Purchase of two Shearer Chevrolet trucks for Public Works dated Sept. 18<sup>th</sup>.

161 2015 Chevy 2500 \$28,468 and 2015 Chevy Silverado 2500 Crew Cab – diesel \$34,076.95

162 Currently three trucks with 4-sale signs presumed not trade-in.

163 Discussion if in budget and process of purchase over \$10,000 being signed off by select board.

164 Requisition July two days after new Town Manager started. 7/9 quotes coded to CIP account.

165 Selectboard recommends to pull those two truck invoices for \$67,640 for further approval  
166 review.  
167

168 Bartlett recommends approval of adjusted orders in the amount \$79,528.63  
169

170 Cushing made motion to approve orders as presented on Warrant Report #8, less the truck  
171 invoices, for a revised total of \$79,528.63. Nolan seconded. No further discussion.

172 Independent roll. **Unanimously approved. Motion Passes.**  
173  
174

175 **XII. Minutes of the Selectboard Meeting of September 21th, 2015.**

176 Cushing made motion to approve the minutes of the selectboard meeting of September 21<sup>st</sup> as  
177 presented. King seconded. Independent Roll. **Unanimously Approved**  
178

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

180 Move to Nov. 2<sup>nd</sup> when Adams is present.  
181

182 **XIV. Adjournment**

183  
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200

Cushing made motion to adjourn Selectboard meeting. Nolan seconded.  
**Unanimously approved.**

Bartlett adjourned meeting at 8:14 PM

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

**Respectfully Submitted,**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**John Bartlett, Selectboard Clerk**

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

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

DRAFT