

Milton Selectboard Meeting

August 15, 2016 Immediately Following the Liquor Board at 6 PM
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **New Business and Department Items**
 - A. **Event Permit – Highland Avenue Community Block Party**
Consider Approval
Jessica Groeling, Applicant
 - B. **Assessor’s Office Staffing**
Discussion
Ed Clodfelter, Town Assessor
 - C. **Retirement excess deduction reimbursement for VMERS C Enrollees**
Discussion and consider approval
Donna Barlow Casey, Town Manager
Sarah Macy, Finance Director
 - D. **Employee Recruitment & Retention Task Force Stakeholder Design**
Discussion and consider approval
Donna Barlow Casey, Town Manager
- VI. **Potential and/or Future Agenda Items**
- VII. **Manager’s Report**
- VIII. **Warrant/Report # 4**
- IX. **Minutes Meeting of August 1st (To approve with or without corrections)**

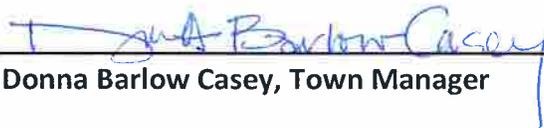
X. Executive Session Per V.S.A. Title 1 Section 313

- Real Estate
- Human Resources

XI. Adjournment

Posted August 12, 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



Application for Entertainment Permit
TOWN OF MILTON
 43 Bombardier Road, Milton, Vermont 05468-3205
www.milton.govoffice2.com
 Contact: Milton Recreation Department 893-4922

RECEIVED
AUG 11 2016
 RECREATION DEPARTMENT
 MILTON, VERMONT

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

Applicant and Event Information

Applicant: Jessica Groeling DBA: _____
 Address: 13 Highland Avenue Town/City: Milton, VT
 Daytime Contact Numbers: 802-578-5171 Email Address: jdeforge@comcast.net
 Type of Event: Block Party
 Event Address: Overlake Drive to Shannon Way
 Property Owner/Agent Signature: _____ Date: _____
 If a One Time Event: Date: August 27th, 2016 Hours: from 4:00 pm to 7:00 pm
(If a re-occurring event, attach a detailed schedule of events)
 If a One Time Event and you are requesting a Rain Date (provide date) _____
 Attendance: 30 Is the event Public or Private Will money be received? NO
(Number of persons estimated) (Circle One) (Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: Annual Block Party for the residents of Highland Ave, Overlake Drive, Shannon Way, and Pinnacle Drive.

We are requesting that part of Overlake Drive to Shannon Way (see map) be closed to thru traffic on Saturday, August 27th, 2016 from 4:00pm to 7:00 pm. Alternate routes are available to access the neighborhood. The closure would impact 3 driveways but we have the consent of the property owners.

Thank you, Jessica Groeling

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

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

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

PRINT NAME Jessica Groeling

SIGNATURE: Jessica Groeling

DATE: 8/10/2016

Liability and Hold-Harmless Agreement

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

On behalf of neighbors taking part in block party

Property Owner/Agent: _____ Date: _____
Print Sign

Applicant: _____ Date: _____
Print Sign

*will sign before meeting

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

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 8/11/16 Approved: Denied: (see below)

Describe: _____

Police Needed: yes, no Signed: [Signature] Date: 08-11-16

Describe: _____

Highway Needed: yes, no Signed: [Signature] Date: 8/12/16

Describe: _____

Fire Needed: yes, no Signed: [Signature] Date: 8/12/16

Describe: _____

Rescue Needed: yes, no Signed: BN for DT Date: 08/12/16

Describe: _____

Health/Zoning: yes, no Signed: BN for AP Date: 08/12/16

Describe: _____

Any Comments/Conditions: _____

Town Manager Approval

Entertainment Permit Fee \$ _____ Other applicable fee(s) \$ _____

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

Approved by: _____ Town Manager Date: _____

Date Selectboard scheduled to consider: 08/15/16

Date Selectboard took action and action taken: _____

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

PRINT NAME: Jessica Graveling

SIGNATURE: [Signature] DATE: 08/10/2016

Google Maps



Imagery ©2016 DigitalGlobe, USDA Farm Service Agency, Map data ©2016 Google 100 ft



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Filling Assessor's Office Staffing Need and Providing Training Through Reappraisal Process

Date: 8/12/2016

Legislative Analysis: The Town has not filled the staff position vacated by Bob Ware earlier this year. It is extremely hard to find qualified individuals for positions in Assessor's offices. Contributing to this situation is the fact that Milton's pay scale for this position is significantly lower than surrounding communities. In discussions concerning options for restructuring the Department and improving its functionality, Assistant to the Assessor, Amy Couture has indicated an interest in becoming trained to undertake inspections.

In addition, and as noted in material previously handed out to the Selectboard, it's Ed Clodfelter's belief that there are some serious inconsistencies in our current appraisal information. Ed's identified Milton's mobile homes as being often over-valued and overdue on an updated appraisal. Residents living in these buildings are often among the least likely to be able to incorporate continual tax increases into their lives while also maintaining a reasonable quality of life.

Ed's proposed hiring a NEMRC employee on a contract basis to undertake the re-appraisal of mobile homes, update our files, and provide in-the-field training to Amy as well as in-office oversight on learning aspects of the software that the department is transitioning to that intersects with NEMRC. This is a plan that not only addresses the mobile home issues, but also begins to provide us with the opportunity to rebuild and establish the groundwork for overlapping competencies within the department.

What the aforementioned plan does not consider is replacing the part-time Assistant Assessor position on an ongoing basis. It would be in our best interest to plan on hiring for this position in the January-February 2017 timeframe. This would provide an opportunity for overlap with the NEMRC employee and allow an orientation to the mobile home reappraisal process. The Assistant to the Assessor would have achieved some skill development sufficient to manage some additional tasks on a regular basis. The integration of a new, regular employee would allow for restructuring and round out the work plan for the remainder of FY 2017.

During this same time, Ed is also committed to transitioning from the ProVal system to NEMRC's CAMA system in order to increase functionality and integration with other Town systems.

Fiscal Analysis:

- Conversion from ProVal to CAMA – will cost \$28,000 and can be paid completely by Reappraisal Fund monies.
- The cost of hiring a skilled NEMRC employee is anticipated to be \$38,000 or approximately \$3,200 per month for a year. With a start date anticipated for October, the cost would be \$28,800, to be paid entirely through the Reappraisal Fund.
- There is \$20,124 budgeted for the Assistant Assessor's part time wages for a full year. The hourly rate of pay will need to be increased in order to attract a viable candidate. These monies should set aside until the results of the Employee Recruitment & Retention Task Force's work is concluded. This will allow the Town to restructure a position for the latter portion of FY 2017 without adverse financial impacts to the current year's budget.

Suggested Action:

- ***Staff asks that the Selectboard authorize the use of \$56,800 from the Reappraisal Fund* to hire a NEMRC consultant for the remainder of FY 2017 in order to undertake a re-appraisal of mobile homes in Milton, and provide hands-on training through this process to the Town's current Assistant to the Assessor.***
- Regular Training Reports written by the Assistant to the Assessor, and which are currently required of all staff who participate in training programs, will be provided to the Selectboard, through the Town Manager's practice of weekly Updates with the first update of each month.
- Monthly, written, progress reports will be provided to the Selectboard by Ed Clodfelter, with in person presentations scheduled (at least) for one of the regular meetings in January and March on the progress of the re-appraisal.
- A final analysis of the reappraisal's impacts to residents and on the Grand List will be presented to the Selectboard by the Assessor, in consultation with the Finance Director.

The Reappraisal Fund balance will be provided to the Selectboard on Monday evening. The new Finance Director was out of the office Wednesday through Friday and unavailable to verify the current status for the preparation of this document. The FY 2015 audit identifies \$350,267 assigned for Reappraisal Expenses.

Prepared By: Donna Barlow Casey, Town Manager.



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Additional Fees Charged Employees Participating in VMERS C Retirement Plan

Date: 8/12/2016

Legislative Analysis: The Town of Milton has always and continues to require that employees participating in the VMERS C retirement plan contribute an extra 1.5% of their gross salary for the first three years they participate. The State Treasurer's Office disallows this type of practice, and has recently stated that "*under no circumstances may an employer require an employee to contribute more than the amount specified by VMERS.*"

Having looked at the record of how this practice developed, I have informed the new Finance Director, Sarah Macy, that we need to eliminate the deduction of 1.5% from VMERS C Plan participants' paychecks and come into complete compliance with this condition of participation in the VMERS retirement system. ***I am asking the Selectboard to authorize the reimbursement of monies withheld from employee paychecks, plus reasonable interest, for all who are currently participants and those who have been participants, even if they are no longer employed by the Town.***

Information that follows in this Legislative Analysis identifies: the circumstances of how the VMERS C Plan was initiated, inclusive of the origins of the 1.5% deduction; evidence that VMERS informed the Town that additional employee contributions were not allowed; documents and videotaped discussion demonstrating that the former Town Manager asked the Selectboard to change its formation resolution in a manner that would allow the adoption of VMERS C; and, proof that employees admitted to the VMERS C Plan have been required to contribute 1.5% of the cost in order to participate. (See referenced copies of historical documents - attached - which attest to the actions that have led to these "unauthorized" employee deductions.)

In the Fiscal Analysis section of this document, Sarah Macy identifies: the historical participants; total dollar amounts withheld per person; and, offer a recommendation on the rate of interest to be applied.

A. Sept. 4, 2012 - Selectboard Meeting Minutes, Item VIII. (3.) – VMERS C Plan for Non-represented Employees

Town Manager, Brian Palaia, briefs the Board on a proposal to allow non-represented employees to participate in the VMERS C retirement plan. This is to be an option to the VMERS Plan B that non-represented employees were all enrolled in. Details of the additional 1.5% contribution are memorialized in the minutes of this meeting.

Attachment supporting the above: Minutes of the Sept. 4, 2012 Selectboard Meeting

B. Resolution dated 9.4.2012 – Non-represented Employees offered VMERS C

This signed document clearly contains a paragraph identifying that employees will "make up any difference between the VMERS B employer contribution rate and VMERS C employer contribution rate for the first three years of enrollment."

Attachment supporting the above: Signed Resolution from 9.4.2012

C. Memorandum dated September 14, 2012 – Sent to Tina Kawecki, Secretary to the VMERS Board

This communication, signed by Town Manager Brian Palaia acknowledges understanding that no amount of the employer's contribution to the VMERS C retirement plan may be deducted from the employee's paycheck.

Attachment supporting the above: Signed copy of the above noted Memorandum

D. Sept. 15, 2012 - Selectboard Meeting Minutes, Item VIII. (F.) – VMERS C Plan for Non-represented Employees

The minutes of the meeting reflect that the resolution was re-submitted with minor changes in language to conform to specifications requested by VMERS. There is no detailed verbal explanation provided to Selectboard members of why the change is being made.

Attachment supporting the above: Minutes of the Sept. 15, 2012 Selectboard Meeting

E. Videotape record of the above agenda item discussion.

<http://lcatv.org/node/107904>

On the tape you will see/hear the entire conversation about this agenda item. What seems important is that a Selectboard member asks if this will cost the Town additional money; Brian responds by answering "No." The motion of the Selectboard at the previous meeting on September 4th had committed that staff would pay a portion of the employer cost for the first three years of participation. This has changed, by removal of the language requiring a staff contribution of 1.5% over the first three years of participation, in the September 15th meeting. There should either have been an explanation of where those monies would come from or an affirmative answer to the question, as the Town, per VMERS condition should be paying the full cost of the employer contribution.

F. Resolution dated 9.15.2012 – Non-represented Employees offered VMERS C

The Resolution omits any mention of additional employee payments.

Attachment supporting the above: Signed Resolution from 9.15.2012

G. Copy of D. Barlow Casey Payroll Deduction Screenshot

This screenshot shows the setup of the additional 1.5% deduction in the Payroll module. The description of this deduction is "ins/vmers cplan" and the calculation is 1.5% of the employee's gross wages. These amounts were credited to the Group Health Insurance expense account in each employee's department, reducing the total health insurance expense.

Brian messaged this contribution to participants as going toward their health insurance plans, which is likely why the description includes the letters "ins" and the miscellaneous information field states "contribution toward healthcare." However, the dollar amount of the contribution is unrelated to health insurance expenses and directly related to the difference between the employer contribution to VMERS B and VMERS C at the time of the switch. Non-Represented staff members who initially chose to switch to the VMERS C plan or who were hired after the switch have been required to pay this additional amount. Since the initial switch all Non-Represented staff are required to participate in VMERS C or may opt to participate in the VMERS Defined Contribution plan within 60 days of their hire date. The possibility exists that Non-Represented staff hired after the switch may have opted out of the VMERS C plan as a result of this increased contribution, foregoing a benefit that they would have otherwise accepted.

Fiscal Analysis:

The total amount of contributions withheld in excess of the amount required by VMERS is \$9,886.97 impacting six employees, both current and former. Excess contributions began July 2013 and have continued through the date of this memo. Using the interest rate the Town earns on its checking account (0.20% per year) and the number of days between each excess contribution and the date of this memo, total interest due on the funds is \$27.91.

Total General Fund Impact: \$9,914.88

NAME	EXCESS CONTRIBUTION	INTEREST	TOTAL
EMPLOYEE 1	\$1,308.39	\$1.27	\$1,309.66
EMPLOYEE 2	\$2,155.11	\$8.26	\$2,163.37
EMPLOYEE 3	\$1,356.74	\$4.11	\$1,360.85
EMPLOYEE 4	\$1,931.42	\$4.40	\$1,935.82
EMPLOYEE 5	\$783.48	\$2.43	\$785.91
EMPLOYEE 6	\$2,351.83	\$7.44	\$2,359.27
TOTAL	\$9,886.97	\$27.91	\$9,914.88

Prepared By: Donna Barlow Casey, Town Manager and Sarah Macy, Finance Director.

Milton Selectboard Meeting Minutes

September 4, 2012 7:00 p.m.

Community Room

Selectboard Members Present: Chair Lou Mossey, Vice-Chair Darren Adams, Clerk John Gifford, Todd Shepard, John Bartlett

Selectboard Members Absent: None

Staff Members Present: Brian Palaia, Town Manager; Tony Mazzucco, Management Intern; Megan Grant, Department of Planning and Economic Development; Others: see attached sheet.

- I. **Call to Order-** Chair Mossey called the meeting to order at 6:00 p.m. at the Block House. The meeting was recessed at 6:30 p.m. to relocate to the Community Room at the Town Offices. Chair Mossey called the meeting back to order at 6:35pm in the Community Room.
- II. **Flag Salute-** Chair Mossey led attendees in a Salute to the Flag
- III. **Agenda Review-** Mr. Gifford requested that a discussion be added to the agenda on street lights and in particular efforts at obtaining or converting to LED street lights in an effort to secure grant funds.
- IV. **Public Forum-** No one came forward for public forum.
- V. **Interview(s) and possible appointment(s)**
 - A) The Board was slated to interview Ron Harding for appointment to the Development Review Board; however the candidate was not present at the time. The Chair moved the appointment to the end of the agenda to give the applicant time to arrive. The applicant had not arrived at the close of the meeting and the appointment was tabled until the next meeting.
- VI. **Presentations/Public Hearings-** None.
- VII. **New Business**
 - B) **Dangerous Building Ordinance-** The Board discussed changes to a proposed dangerous building ordinance. Mr. Shepard moved, second by vice-Chair Adams to pursue this ordinance and the Board voted 0-5 and the motion FAILED.
 - B1) **Street Lights Discussion-** Mr. Gifford would like more information on street lights in Town and how certain subdivisions came to have street lights and others did not and why the Town pays for some street lights and not others and the possibility for the Town to seek grant funds for LED street lights from the CCRPC to reduce costs. Mr. Gifford is interested in discussing the possibility that the Town pay for the electrical bill in circumstances where the Town required the street lights to be put in to support a development, when that light is located in a public right of way, but not that the Town would take ownership of

the street light. The Board discussed the prospect and asked Mr. Palaia to look into it.

VIII. Department Items

- C) Approval to End Warranty period and release Surety for Red Clover Estates and Hillary Lane-** Meghan Grant, Department of Planning and Economic Development briefed the Board on releasing the surety for two developments in Town. The surety was for landscaping work on the two developments which if still in good condition after a three year period would be released to the developer. The landscaping was in good order and Meghan recommended the Board approve. Mr. Shepard moved, second by Mr. Bartlett to approve the end to the warranty period and the Board voted 5-0 to approve.
- D) Outside Agency Funding Policy-** The Board discussed a policy for funding of outside agencies. Mr. Shepard moved to approve the proposed policy as accepted, seconded Mr. Bartlett. Mr. Gifford offered a friendly amendment to the motion to delete line #5 of the priorities from the proposal, this was accepted and seconded by Mr. Shepard, and the Board voted 2-3 and the motion FAILED with Mr. Mossey, Shepard, and Bartlett in voting against, The Board then took up the original policy as presented and Mr. Shepard made a motion to approve, seconded by Mr. Bartlett and the Board voted 3-2 to approve the policy with Vice-Chair Adams and Mr. Gifford voting in the negative and the motion passed 3-2.
- E) VMERS C Plan for Non-represented Employees-** Mr. Palaia briefed the Board on a proposal to allow non-represented employees to participate in the VMERS C retirement plan, as an option to the current VMERS B plan that non-represented staff are enrolled in. Mr. Palaia suggested that approximately half of the current non-represented employees have indicated they would be interested in switching plans. The employees would pay more for the retirement plan but be able to retire earlier and receive a more favorable determination of final benefits formula on their creditable service. New employees in this category would be required to participate by VMERS. **There is an additional contribution that the employer would have to make of 1.5%. The resolution would require that employees opting in would have to make up the difference in employer contribution from the existing VMERS B plan to the VMERS C plan for the first three years of enrollment. The amounts that the employees would have to make up for the VMERS B plan to the VMERS C plan is comparable to the amount of wage freeze the police union agreed to when the Town gave them the benefit of going from VMERS C to VMERS D in a prior police contract negotiation.** Mr. Gifford moved, second by Mr. Shepard to approve the plan as presented and the Board voted 5-0 to approve.

Clear
statement
of intent. →

IX. Old Business-None

X. Goals and Objectives- No discussion.

XI. Reconsideration- No discussion.

XII. Minutes of August 20, 2012 Selectboard Meeting -Mr. Bartlett moved, second by Mr. Gifford to approve the minutes of August 6th 2012 as is, the Board voted to approve and the motion passed 5-0.

XIII. Warrant/Report #4, Including Supplemental Warrant-

Mr. Gifford reviewed the Board Orders Number 4 for Fiscal Year 2013

The amount is \$111,426.54.

Several very large purchases are the reason for these orders being such a large amount.

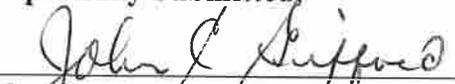
1. The largest payment is \$46,584.82 is the final payment for the Water Line Project. This is 41.81% of the whole warrant.
2. These orders include the normal monthly premiums for employee insurances, these total \$31,719.63 about 28.47% of the warrant. These two expenses make up over 70% of the total.
3. There is an invoice to the State of Vermont for marriage licenses in the amount of \$735.00.
4. During the winter we purchase a lot of salt, in the summer the road department buys a lot of chloride \$2,596.95, gravel \$4,449.55 and culverts \$2,037.00. These are "Normal" expenses.
5. We don't usually think of the cost for an election, in these orders there is a payment to LHS Associates in the amount of \$1,502.00 for technical support of the voting machines and process.
6. The payment to Marshall Tire Group in the amount of \$4,439.30 is for a new set of tires (10 tires) for the Tower Truck. This was planned.

Mr. Gifford recommended approval of Warrant report #4 in the amount of \$111,426.54. Mr. Gifford moved, second by Mr. Shepard to approve the warrant in the amount of \$111,426.54 including the supplemental warrant of \$43,250 and the Board voted 5-0 to approve the warrant.

XIV. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313- Chair Mossey moved, second by Vice-Chair Adams to move into executive session for the purpose of discussing the police contract and the Board voted 4-0 to enter into executive session, with Mr. Shepard abstaining from the vote and not participating in the executive session. The Board entered into executive session to discuss the police labor agreement. Mr. Shepard recused himself from executive session. Chair Mossey moved, second by Vice-Chair Adams to approve the contract as presented and the Board voted 4-0 to approve the contract.

XV. Adjournment- Chair Mossey moved to adjourn, second by Vice-Chair Adams and the Board voted 4-0 to adjourn at 8:32 pm.

Respectfully Submitted,



John Gifford-Selectboard Clerk

Date: 9-17-12

File with Milton Town Clerk's Office on this 18 day of Sept - 2012

Resolution

B.

Town of Milton, Vermont

Non-represented Employees offered VMERS C

WHEREAS, the Town of Milton employees are required to participate in the Vermont Municipal Retirement System (VMERS); and

WHEREAS, the non-represented employees are currently participating in the VMERS B Plan, which has a 4.5 % employee contribution and a 5% employer contribution; and

WHEREAS, the Town Manager proposes providing non-represented employees the VMERS C Plan which has a 9.25% employee contribution and a 6.5% employer contribution; and

WHEREAS, the Town Manager proposes that employees opting to go to VMERS C Plan shall make up any difference between VMERS B employer contribution rate and VMERS C employer contribution rate for the first three years of enrollment; and

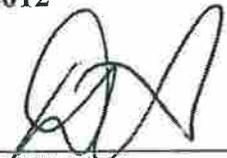
WHEREAS, the Town Manager acknowledges that all new employees hired as eligible non-represented employees will be placed in the VMERS C Plan, and shall make up any difference between VMERS B employer contribution rate and VMERS C employer contribution rate for the first three years of enrollment;

NOW, THEREFORE BE IT RESOLVED, that the Selectboard of the Town of Milton hereby approve changing the non-represented employees VMERS Plan from Plan B to Plan C and allow the difference in employer contribution to be made up by forfeiture of merit increases for up to three years.

Dated at Milton, Vermont this 4th day of September, 2012

MILTON SELECTBOARD


Louis H. Mossey III, Chairperson

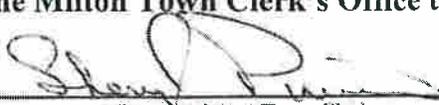

Darrin Adams, Vice-Chairperson


John Gifford, Clerk


Todd Shepard


John Bartlett

Filed with the Milton Town Clerk's Office this 5 day of Sept., 2012

Attest: 
Milton Assistant Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005
www.milton.govoffice2.com

MEMORANDUM

September 14, 2012

TO: Tina Kawecki
FROM: Brian Palaia
RE: Transition from VMERS B to VMERS C

Sent Via Email to: Tina.Kawecki@state.vt.us

Ms. Kawecki;

We have received and reviewed your concerns concerning our move of non-represented employees from VMERS B to VMERS C. We understand that the employer contribution (6.5%) must come from the employer and shall not be a deduction from the employee's paycheck. We agree to administer this program according to your rules.

Thank you for your attention to this matter.

Sincerely,

Brian M. Palaia
Town Manager

Milton Selectboard Meeting Minutes

October 15, 2012 6:00 p.m.

Community Room

Selectboard Members Present: Chair Lou Mossey, Vice-Chair Darren Adams, Clerk John Gifford, John Bartlett.

Selectboard Members Absent: Todd Shepard.

Staff Members Present: Brian Palaia, Town Manager; Tony Mazzucco, Management Intern; Craig Plumb, Public Works Director; Taylor Newton, Zoning Administrator
Others: see attached sheet.

- I. **Call to Order-** Chair Mossey called the meeting to order at 6:35 p.m.
- II. **Flag Salute-** Chair Mossey led attendees in a Salute to the Flag.
- III. **Agenda Review-** Mr. Palaia requested that a discussion on the upcoming candidate forum be placed on the agenda. Chair Mossey agreed to add it to the agenda following Item G. Mr. Palaia also stated that the November 5th Selectboard meeting would be held at the Milton High School Library due to preparations for the 2012 Presidential Election taking place in the Community Room.
- IV. **Public Forum-** Cindy Lefebvre, a Milton resident came forward to express her concerns about a dog bite her son had suffered. Ms. Lefebvre explained that her son had been at a neighbor's cookout and was attacked by the neighbor's dog. She explained that while she understood the current law prevents the Board from taking action as a result of the dog being on its owner's property; she still wanted the Board to know about the incident and to look into changing regulations. The Board thanked her for coming to the meeting and for expressing her concerns. State law limits local ordinances to taking action when a dog is off its premises and the attacked victim requires medical attention.
- V. **Interview(s) and possible appointment(s)-**None.
- VI. **Presentations/Public Hearings-**
 - A) **Devino Farm Project-** Allen Karnatz, from the Vermont Land Trust, briefed the Board on a project they are working on to conserve several hundred acres of land at the Devino farm property in Milton. Mr. Karnatz stated that no land was being taken off the tax rolls. He requested the Board send a letter of support for the proposal. The Selectboard had no adverse concerns about the project. Chair Mossey asked the Town Manager to do so.
 - B) **Milton 250th celebration-** John Lindsay, Milton 250th Committee Chair, Kym Duchesneau, Recreation Coordinator, and Michael Lane, Boy Scouts, briefed the Board on preparations for the 250th celebration. The Board asked if allocating money up front to the 250th Committee would help seed fundraising and allocating less for fireworks later in the year to be made up from donations to the 250th celebration. Mr. Bartlett moved, second by Mr. Adams to reclassify \$1200 from the

fireworks allocation to the cookbook fundraising allocation for the Milton 250th committee, and the Board voted 4-0 to move the funds.

VII. New Business

C) Endorsement of Milton Community Youth Coalition ECOS Grant

Application- Kim Dellinger, Director of the Milton Community Youth Coalition briefed the Board on a proposal for the MCYC to apply for a grant from the ECOS program offered by the Chittenden County Regional Planning Commission. The grant would not require any Town funding or contribution and the Board is only being asked to submit a letter of support for the grant application. Mr. Gifford moved, second by Vice-Chair Adams to support the grant application, and the Board moved 4-0 to support the grant application with a letter.

VIII. Department Items-None.

D) VTRANS Structures Grant Application for East Road Bridge- Craig Plumb, Public Works Director briefed the Board on a grant application to VTRANS that would allow the town to secure funds for repairs to Bridge #6 as identified in the Capital Improvement Plan. The Town match would be \$2,500 or 10% and if the Town receives this grant it would lower the amount that this particular project could receive in the future however it would not impact the overall all amount that could be secured for this project. Mr. Gifford moved, second by Vice-Chair Adams to approve the grant application and the Board voted 4-0 to approve.

E) Zoning Enforcement Policy Amendments- Taylor Newton, Zoning Administrator briefed the Board on amendments to the Zoning Enforcement Policy. Mr. Newton explained that the most significant of these changes include a voluntary compliance option for zoning violations as well as utilizing a database to track zoning complaints and a complaint form. Mr. Gifford questioned whether this policy needed to go to a public hearing or not, to which Mr. Palaia explained that it is just a Town Policy and not an ordinance and thus the Board can change the policy by a vote. Mr. Gifford moved, second by Vice-Chair Adams to approve the policy, and the Board voted 4-0 to approve.

F) VMERS C Plan for Non-represented Employees- Mr. Palaia explained to the Board that this resolution was being re-submitted with minor changes in language in the resolution to conform to language specifications requested by VMERS. Mr. Gifford moved, second by Mr. Bartlett to approve the resolution and the Board voted 4-0 to approve.

IX. Old Business-

G) Impact Fee Assessment- The Board discussed whether or not to send proposed changes to the Impact fee Ordinance to a public hearing. Milton resident David Arey spoke and expressed his concern over the ordinance as is and impact fees he had to pay. The Board discussed options for Mr. Arey and Mr. Palaia stated that he would have the Planning Department contact Mr. Arey. Vice-Chair Adams moved, second by Mr. Bartlett to send the proposed changes in the second progress draft to a public hearing on November 19th and the Board voted 3-1 to and the motion was

approved with Chair Mossey voting in the negative and Vice-Chair Adams, John Gifford, and John Bartlett voting in the affirmative.

Candidate Forum Discussion: Mr. Palaia informed the Board that the Candidate Forum would be held on Monday, October 22nd at the Milton Town Offices in the Community Room. The Board discussed the event set up and moderator and efforts to have various stakeholders attend the forum.

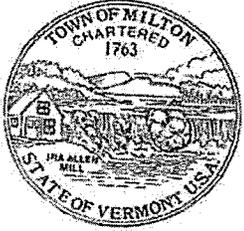
- X. **Goals and Objectives-** No discussion.
- XI. **Reconsideration-** No discussion.
- XII. **Minutes of October 1, 2012 Selectboard Meeting -**Mr. Gifford moved, second by Vice-Chair Adams to approve the minutes of October 1st 2012 as presented, and the Board voted 4-0 to approve the minutes.
- XIII. **Warrant/Report #7-** Mr. Gifford reviewed the Board Orders Number 7 for Fiscal Year 2013. The amount is \$137,601.34. In addition, there is a supplemental warrant in the amount of \$47,625.16 for the interest on outstanding bonds. The largest payment is \$60,784.62 is the progress payment for the Hobbs Road Sidewalk Project. This is 44.17% of the whole warrant. There are several invoices that support the construction of the parking lot at the Bove Property. Mr. Gifford did not add them separately but did look for some construction company payment, there was none. He confirmed with the Town Manager that the labor was completed in-house which saved the town about \$10,000 compared to estimates for this work. Finally there is the annual allocation to the Milton Artist Guild in the amount of \$500.00. Other than these and the monthly utilities invoices, these orders are for normal monthly expenses. Mr. Gifford recommended approval of Warrant report #7 in the amount of \$137,601.34 and Mr. Gifford moved, second by Vice-Chair Adams to approve Warrant #7 and the Board voted 4-0 to approve. Mr. Gifford moved, second by Vice-Chair Adams to approve the supplemental warrant in the amount of \$47,625.16 and the Board voted 4-0 to approve the supplemental warrant.
- XIV. **Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313-** The Board did not enter executive session.
- XV. **Adjournment-** Mr. Gifford moved, second by Mr. Bartlett to adjourn and the Board voted 4-0 to Adjourn.

Respectfully Submitted,

John L. Gifford Date: 11-5-12
John Gifford-Selectboard Clerk

File with Milton Town Clerk's Office on this 5th day of Nov 2012

ATTEST: [Signature]
Milton Assistant Town Clerk



Resolution

TOWN OF MILTON

Non-represented Employees offered VMERS C

WHEREAS, the Town of Milton employees are required to participate in the Vermont Municipal Retirement System (VMERS); and

WHEREAS, the non-represented employees are currently participating in the VMERS B Plan, which has a 4.5 % employee contribution and a 5% employer contribution; and

WHEREAS, the Town Manager proposes providing non-represented employees the VMERS C Plan which has a 9.25% employee contribution and a 6.5% employer contribution; and

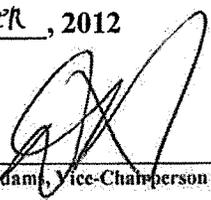
WHEREAS, the Town Manager acknowledges that all new employees hired as eligible non-represented employees will be placed in the VMERS C Plan;

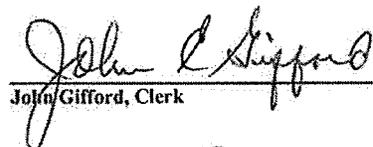
NOW, THEREFORE BE IT RESOLVED, that the Selectboard of the Town of Milton hereby approve changing the non-represented employees VMERS Plan from Plan B to Plan C.

Dated at Milton, Vermont this 15 day of October, 2012

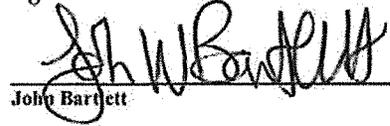
MILTON SELECTBOARD


Louis H. Mossey III, Chairperson

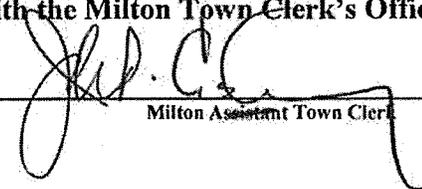

Darren Adams, Vice-Chairperson


John Gifford, Clerk

Todd Shepard


John W. Bartlett

Filed with the Milton Town Clerk's Office this 16th day of October, 2012

Attest: 
Milton Assistant Town Clerk



Attachment G: Screenshot of Deduction Setup – D. Barlow Casey

Employee Maintenance

Employee # BARLDO Find Add Last Name BARLOW CASEY First Name DONNA MI Ext M

Active Inactive Terminated

Personal W4 W2 Taxes Paytypes Deductions Accounts History Leave Notes & Misc TimeCard ACA

Deduction Code Standard Deduction Code Desc: Ins/ymers cplan Plan

Subject to what Withholding? Federal State FICA MEDI
Accumulate for what Wages? Federal State FICA MEDI W-2 Box 12 code

Deduction Status Active Inactive W-2 Box 10 - Dependent Care

Deduction Type G,N,W,D or T G G=Gross, N=Gross minus Taxes, W=Gross minus Fed and State, D=Net, T=Gross minus Plans

Frequency (One time, Pay period or (ever) P Deduction Periods 123#5

Method (Rate or Flat) R Base (Pay period or Hourly) P

Amount (for Rate:20=20%) 1.5000 Maximum 0.00 Ytd/Ftd/Pay Keep in net after net levy

Direct Deposit? N Employee's Bank Account #? Employee's Bank (ABA) #?

Miscellaneous Information? contribution toward healthcare

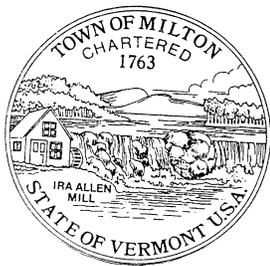
Transfer to AP? Vendor 2058 Find

Account to Credit x 10-10-413-210,10 Find GROUP HEALTH INSURANCE

	MTD	QTD	YTD	FTD	LTD
	0.00	168.15	759.19	168.15	519.20

Back to List of Deductions Print Screen

Save and Close Employee Cancel Delete Change EE Number



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Employee Recruitment and Retention Task Force

Date: 8/12/2016

Legislative Analysis: Three recommendations for creating Task Forces were made by the Town Manager as part of the FY 2017 Budget process. One of these was to create an Employee Recruitment and Retention Task Force. I am asking the Selectboard to take action on this recommendation now, for all of the reasons below.

- The Town of Milton experiences turnover at a rate greater than surrounding communities and also communities in Vermont of a similar size.
- Repeatedly, departing employees cite increased wages and “better offers” as the reason for leaving. The conversation around departure often includes a statement about compensation, but also about more responsibility, increased opportunity for advancement, return to a former employer who values their work.
- Recent comparisons to positions advertised in other Towns in Chittenden County have demonstrated distinct, substantive differences in rates of pay for similar jobs. The Town has adjusted its pay range in several recent hiring processes in order to attract the level of experience and expertise it has sought.
- Although Milton has historically had a generous benefits package, it is unclear how the current offerings compare with other communities with whom we compete for employees. It is also unclear whether changing demographics and associated values of different age groups have rendered once valued benefits less desirable.
- Milton’s employee benefits mirror traditional municipal offerings with strict use requirements that are no longer reflected in many private sector or progressive organizations.
- Employee satisfaction wavers by department, by project, and throughout the year.
- There is little inter-departmental collaboration that occurs within the Town’s structure. And few projects that are shared between departments.
- Complaints from citizens include concerns about productivity, level of service, and quality.

Employee satisfaction is an often studied topic. I looked at several recent results and found similarities throughout – most pointing to compensation as the #1 motivator. However, other studies have begun to look at what employees value, which speaks to a climate of satisfaction. I believe this broader look at employee satisfaction fits well with the culture here in Milton - the small town values that people seek.

The following results were reported in FORBES magazine from December 2014. Results are from a Boston Consulting Group Study that interviewed over 200,000 people from around the world, and represents one of the most comprehensive studies of its type, which looks at job happiness as the primary motivator in longevity. While pay is among the top 10 factors, it is surrounded by other value based qualities that contribute to retention. The author states, “This reaffirms what I consistently see in organizations that I speak with. You can’t pay someone a lot of money, treat them poorly, and expect them to do their jobs well just because they get a nice paycheck.”

The top 10 factors:

1. Appreciation for your work
2. Good relationships with colleagues
3. Good work-life balance
4. Good relationships with superiors
5. Company's financial stability
6. Learning and career development
7. Job security
8. **Attractive fixed salary**
9. Interesting job content
10. Company values

BCG grouped their 26 factors (in their full report) in several categories and the top ones were "work environment" or "job content and opportunities." Perhaps what is more interesting is that contrary to some of the other studies which show compensation as the #1 factor for happiness, this report puts salary at #8.

WORK TO BE UNDERTAKEN:

In addition to gathering data on wages and benefits by position, the staff team will be charged with undertaking interviews and gathering information through a variety of direct and indirect means on work environment, policies, practices and benefits.

Bi-monthly updates will be provided to the Selectboard by members of the Task Force. This will present an opportunity for the Task Force to hear thoughts and ideas and incorporate them into the work being undertaken.

A final, written document will be prepared, and a Powerpoint presented explaining findings and recommendations.

Suggested Action:

- ***Staff asks that the Selectboard authorize the establishment of an Employee Recruitment and Retention Task Force consisting of one member of each department, two (2) chosen by each of the Unions, to be chaired by the Town Manager and supported by Director of Administration.***

It is desirable that a Selectboard member be designated to attend meetings on an ad hoc basis.

An invitation will also be extended to the Library to participate in work sessions in order that that the Library be knowledgeable about the Town's process, and be able to generate their own assessment, comparison and recommendations of wages/compensation for their staff to present to the Library Trustees, if so desired.

Fiscal Analysis: I expected that the report to be produced by this Task Force will not directly impact the FY 2018 budget. Past experience suggests to me that it takes a full year to digest the results and to generate a plan to restructure not only some individual's compensation but to consider work environments, revise benefit programs, occasionally restructure positions or departments, and perhaps reinvent positions, responsibilities, operational practices and policies.

Prepared By: Donna Barlow Casey, Town Manager.

08/12/16
11:43 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 4

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 08/16/16 thru 08/16/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
84319 ALDRICH & ELLIOTT, PC		76377	june mcmullen rd sidewlk	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	665.02	
26234 BERGERON PROTECTIVE CLOTHING LLC		00011056 202799	5 sets protective gear	10-20-421-740.00	MACHINERY/EQUIPMENT	7,595.05	7,595.05	
19000 BOND AUTO PARTS, INC.		00012044 17IV055191	bm tire wet	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	17.98	17.98	
		00012044 17IV056892	misc hardware	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	18.26	18.26	
		00012044 17IV057584	diesel fluid, funnel	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	16.61	16.61	
						52.85	52.85	
77187 BOSWORTH, WILLIAM		080816	2015 HRA reimbursmnt	10-10-416-210.10	HRA CONTRIBUTION	0.00	1,345.27	
27806 BUSINESS CREDIT CARD SERVICES		00008709 071516	8 bckgrnd chks	10-10-416-330.00	OTHER PROFESSIONAL	240.00	240.00	
		00008711 073016	Michael's frame cmmnty aw	10-10-401-610.25	CITIZEN RECOGNITION	9.43	9.43	
		00012057 073116	rescue 50th anniv sppls	10-20-422-850.00	DONATION EXPENSE	28.44	28.44	
						277.87	277.87	
23038 CARROT-TOP INDUSTRIES, INC		00011049 31327500	lg Am Flag	10-20-421-832.00	Street Flags	700.00	543.95	
51005 CCTA		2017-0021	Mmbr Muni Assessmnt '17	10-10-406-811.00	CCTA ASSESSMENT	0.00	30,653.00	
23262 CERTIFIED AMBULANCE GROUP, INC.		MIL-0816	July EMS/Fire rev recovry	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,251.00	
24531 CHAMPLAIN HOUSING TRUST		REQ #4	pass-thru grnt SS-13-M-6	30-10-401-340.00	VCDP-CHT Expense	0.00	86,871.00	
25190 CHAMPLAIN WATER DISTRICT		073116	July 21,394,360 gal	50-10-410-411.10	WATER PURCHASE CWD	0.00	44,671.43	
25930 CHITTENDEN COUNTY REGIONAL		7	RR st scoping Feb-jun16	38-30-430-330.29	RR St Xing SW Prof Ser	0.00	3,045.73	
26422 CHOICE COBRA, LLC		RC040754	admin fee	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
26928 CIVES CORPORATION, DBA		4469011	sander auger motor	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	345.37	
26950 CLARK'S TRUCK CENTER		00012056 58398	'12 int'l terra svcs lube	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	529.79	529.79	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
29418 DESORCIE EMERGENCY PRODUCTS LLC								
	00011057	13071	rpr pmp cntrls & v Eng 6	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,993.37	1,993.37	
	00011057	13084	gate handle	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	52.93	52.93	
						-----	-----	
						2,046.30	2,046.30	
43491 DUCHESNEAU, KIMBERLY								
		072916	camp sppls	10-50-452-612.00	GENERAL SUPPLIES	0.00	13.21	
31009 ENDYNE, INC								
	00001798	207730	TKN analysis-test & prmt	55-20-420-340.00	TECHNICAL SERVICES	50.00	50.00	
28120 EXIT 18 EQUIPMENT								
	00009352	41753	grnd stnd mwr exhst rpl	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	209.76	209.76	
64450 FERGUSON WATERWORKS INC #590								
	00003664	0408243	Pinewd storm drain rpr	10-30-430-612.00	GENERAL SUPPLIES	179.63	179.63	
	00003664	0408541	Pinewd drainage rprs	10-30-430-612.00	GENERAL SUPPLIES	139.63	139.63	
						-----	-----	
						319.26	319.26	
34350 GALE/CENGAGE LEARNING								
	00051806	58387915	lg prnt bk Aug	10-50-451-640.35	BOOKS-LARGE PRINT	26.99	26.99	
34300 GALL'S INC								
		005702104	traffic cones new cruiser	38-20-420-742.00	VEHICLES - POLICE	0.00	104.22	
		005708460	traffic cone new cruiser	38-20-420-742.00	VEHICLES - POLICE	0.00	69.48	
	00200149	005756797	Corbin sppls academy	10-20-420-650.00	UNIFORMS	95.96	95.96	
	00200164	005801927	2 polo & pants w/ name	10-20-420-650.00	UNIFORMS	123.59	123.59	
						-----	-----	
						219.55	393.25	
36878 GRAY ROCK QUARRY LLC								
	00003674	5793	20.6 gravel plant mx	10-30-430-602.20	PLANT MIX / GRAVEL	206.00	206.00	
37590 GREEN MOUNTAIN MESSENGER INC								
	00051803	53130	july deliveries 8	10-50-451-610.00	POSTAGE	120.00	120.00	
37600 GREEN MOUNTAIN POWER								
		5561630JUL16	6/22-7/22/16	10-30-432-622.00	ELECTRICITY	0.00	4,611.05	
		5561630JUL16	6/22-7/22/16	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,658.44	
		5561630JUL16	6/22-7/22/16	50-10-410-622.00	ELECTRICITY	0.00	979.81	
		5561630JUL16	6/22-7/22/16	55-20-420-622.00	ELECTRICITY	0.00	7,246.87	
						-----	-----	
						0.00	16,496.17	
60407 HAUN WELDING SUPPLY INC								
	00012055	4365488	oxygen size D	10-20-422-612.00	GENERAL SUPPLIES	40.67	40.67	

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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 08/16/16 thru 08/16/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00012055	4386852	oxygn 4 mix	10-20-422-612.00	GENERAL SUPPLIES	43.71	43.71	
	00012055	N931932	oxygn med cyl 6	10-20-422-612.00	GENERAL SUPPLIES	156.00	156.00	
						240.38	240.38	
40700 INGRAM LIBRARY SERVICES								
	00051789	61063474	juv bks	10-50-451-640.30	BOOKS-JUVENILE	34.18	34.18	
	00051789	61063786	children's bk	10-50-451-640.25	BOOKS-CHILDRENS	82.90	82.90	
						117.08	117.08	
40726 INNOVATIVE SURFACE SOLUTIONS								
	00003675	INV340009	4,502 mag chloride	10-30-430-602.10	CHLORIDE	3,691.64	3,691.64	
41074 INTERSTATE AUTO SERVICE, INC								
		75554	oil fluids '13 Tuarus #52	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	39.00	
		75634	bulb '13 taurus #958	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	2.59	
		75656	tire chg	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	60.00	
		75673	oil fluids unmrkd #DTR706	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	54.15	
						0.00	155.74	
36960 KAMCO SUPPLY CORP OF BOSTON								
	00009354	3063170	PD garage dr rpr	10-30-432-430.00	REPAIR & MAINT-FACILITIES	42.37	42.37	
	00009354	SI022127	hinges - PD & Fire doors	10-30-432-430.00	REPAIR & MAINT-FACILITIES	52.58	52.58	
	00009354	SI021850	FS dr - crash chain, hnngs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	508.80	508.80	
	00009354	SI022474	FS dr rpr lockset	10-30-432-430.00	REPAIR & MAINT-FACILITIES	425.00	425.00	
						1,028.75	1,028.75	
46870 LIMOGES & SONS GARAGE DOORS INC								
	00009361	53012TE	FS track, bolts, clip	10-30-432-430.00	REPAIR & MAINT-FACILITIES	308.70	308.70	
47812 MAHER CORPORATION								
	00001786	23931	spare hose & lbe sptg pmp	55-20-420-430.15	EQUIPMENT REPAIR & MAINT.	1,529.00	1,609.27	
39685 MARLIN ENVIRONMENTAL INC								
	00008713	106991	20 port-o-lets July 4th	10-10-415-850.00	CONTINGENCY	1,720.00	1,720.00	
48058 MAYVILLE, PHYLLIS MARY								
	00200156	080116	3 stripes stitched	10-20-420-650.00	UNIFORMS	15.00	15.00	
32590 MIKE ALBERT LEASING INC								
		INV00660874	aug lease electric car	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC								
	00011047	15529/4	fstners, hold dwn strap,	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	22.67	22.67	
	00003669	15554/4	potting soil/ scdrvr	10-30-430-612.00	GENERAL SUPPLIES	14.98	14.98	
	00011047	15564/4	fastners & ht shrk	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	4.09	4.09	

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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 08/16/16 thru 08/16/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00009357	15569/4	paint sppls rstrm rpr Twn	10-30-432-430.00	REPAIR & MAINT-FACILITIES	175.32	175.32	
	00009357	15630/4	FS dr paint, scrws, wshrs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	30.66	30.66	
	00009357	15637/4	PD dr sweep	10-30-432-430.00	REPAIR & MAINT-FACILITIES	15.78	15.78	
	00001789	15638/4	key copies/ spare & Ian	50-10-410-612.00	GENERAL SUPPLIES	7.96	7.96	
	00001789	15638/4	key copies/ spare & Ian	55-20-420-612.00	GENERAL SUPPLIES	7.96	7.96	
	00011047	15655/4	mlbx, paint, tape, brsh	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	70.21	70.21	
	00009357	15665/4	co2/fr ext Bombardier prp	10-30-432-430.00	REPAIR & MAINT-FACILITIES	82.96	82.96	
	00009357	15666/4	FS dr rpr sponge, brush	10-30-432-430.00	REPAIR & MAINT-FACILITIES	5.79	5.79	
	00009357	15672/4	screws FS dr rpr	10-30-432-430.00	REPAIR & MAINT-FACILITIES	8.98	8.98	
	00011047	4139895/4	soap	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	45.98	45.98	
						-----	-----	
						493.34	493.34	
53400 MILTON INDEPENDENT INC								
	00006658	46450	DRB 7/7	10-60-461-540.00	ADVERTISING	79.35	79.35	
	00008706	46451	Rescue empl crew chief	10-10-416-540.00	ADVERTISING	102.00	102.00	
	00020081	46503	Req Qualification Ad	10-30-429-540.00	ADVERTISING	51.00	51.00	
	00008706	46514	Rescue empl Crew Chief	10-10-416-540.00	ADVERTISING	102.00	102.00	
						-----	-----	
						334.35	334.35	
53950 MILTON RENTAL & SALES CENTER INC								
	00003666	1-531275	lime sanderson rd pv prep	10-30-430-612.00	GENERAL SUPPLIES	3.52	3.52	
54100 MILTON YOUTH SOCCER CLUB, INC.								
	00005786	070116	'17 schlrshp prgrm	10-50-452-830.05	YOUTH SOCCER	500.00	500.00	
54180 MINNESOTA LIFE INSURANCE CO								
	87301470-00	July life ins prem	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.76		
	87301470-00	July life ins prem	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	44.63		
	87301470-00	July life ins prem	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	19.38		
	87301470-00	July life ins prem	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	220.06		
	87301470-00	July life ins prem	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.94		
	87301470-00	July life ins prem	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.94		
	87301470-00	July life ins prem	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	9.25		
	87301470-00	July life ins prem	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	78.86		
	87301470-00	July life ins prem	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	29.03		
	87301470-00	July life ins prem	10-40-441-210.30	Group Life & AD&D	0.00	1.65		
	87301470-00	July life ins prem	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	31.00		
	87301470-00	July life ins prem	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	70.85		
	87301470-00	July life ins prem	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	38.14		
	87301470-00	July life ins prem	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	38.14		
	87301470-00	July life ins prem	10-50-452-210.30	Group Life & AD&D	0.00	14.00		
						-----	-----	
						0.00	670.63	
57413 NEW HORIZON COMMUNICATIONS CORP								
	011393-JUL16	7/1-30/16 service	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.86		
	011393-JUL16	7/1-30/16 service	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.63		

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	011393-JUL16	7/1-30/16 service	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.63	
	011393-JUL16	7/1-30/16 service	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.52	
	011393-JUL16	7/1-30/16 service	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.52	
	011393-JUL16	7/1-30/16 service	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
	011393-JUL16	7/1-30/16 service	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	106.73	
	011393-JUL16	7/1-30/16 service	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.58	
	011393-JUL16	7/1-30/16 service	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	181.03	
	011393-JUL16	7/1-30/16 service	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.76	
	011393-JUL16	7/1-30/16 service	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.42	
	011393-JUL16	7/1-30/16 service	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.31	
	011393-JUL16	7/1-30/16 service	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	011393-JUL16	7/1-30/16 service	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	35.90	
	011393-JUL16	7/1-30/16 service	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.21	
	011393-JUL16	7/1-30/16 service	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-JUL16	7/1-30/16 service	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-JUL16	7/1-30/16 service	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.09	
	011393-JUL16	7/1-30/16 service	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	011393-JUL16	7/1-30/16 service	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.63	
	011393-JUL16	7/1-30/16 service	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.05	
	011393-JUL16	7/1-30/16 service	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.06	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.00	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.94	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.12	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.74	
	011393-JUL16	7/1-30/16 service	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	66.03	
					0.00	1,264.45	
57495	NEW YORK CLEANERS						
	63016	July dry cleaning PD	10-20-420-650.00	UNIFORMS	0.00	254.05	
55207	NOCO DISTRIBUTION LLC						
00001805	PSI1280271	oil for plant maint	55-20-420-612.00	GENERAL SUPPLIES	440.35	440.35	
25202	PEOPLE'S UNITED BANK						
	RF1160FY17	Annual bond pymnt RF1-160	55-70-420-910.25	2013-1 SEWER Principal	0.00	6,014.45	
	RF1160FY17	Annual bond pymnt RF1-160	55-70-420-911.12	RF1-147 Sewer Admin Fee	0.00	2,747.47	
					0.00	8,761.92	
61900	PIKE INDUSTRIES, INC.						
00003676	879411	cold patch 3.67 tn	10-30-430-450.20	ASPHALT	458.75	458.75	
57870	POSITIVE PROMOTIONS INC						
00200153	05547626	educ items 4 Nt'l nt out	10-20-420-830.00	YOUTH PROGRAM	500.00	504.12	
70846	PRINCE, SHERYL						
	080316	mi. conf NE Clerk 7/9	10-10-412-580.00	TRAVEL	0.00	129.60	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
62725 PRUSHKO, CHRISTOPHER		5136	April '15 wtr freeze	50-10-410-450.00	CONSTRUCTION SERVICES	0.00	245.00	
64715 REMMEY, JESSICA L		00008720 393158	cards staff recogntn	10-10-410-610.25	EMPLOYEE RECOGNITION	100.00	100.00	
67300 ROWLEY FUELS INC		596/9807JL16	july gas	10-20-421-625.00	DIESEL FUEL	0.00	253.47	
		596/9807JL16	july gas	10-20-422-625.00	DIESEL FUEL	0.00	403.48	
						0.00	656.95	
67005 SECURITY MUTUAL INSURANCE CO OF NY		247938	aug std/ltd prem	10-10-404-520.60	LONG TERM DISABILITY	0.00	515.88	
		247938	aug std/ltd prem	10-10-404-520.70	SHORT TERM DISABILITY	0.00	420.68	
		247938	aug std/ltd prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	75.49	
		247938	aug std/ltd prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	75.49	
						0.00	1,087.54	
72658 SPECIALTY VEHICLES, INC		00012059 3964	star of life decals	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	62.23	62.23	
73450 STATE OF VERMONT		128.04'16	Annual dam permit May	10-30-429-810.00	DUES & FEES	0.00	200.00	
72565 STITZEL, PAGE & FLETCHER, P.C.		25878	legal May	10-10-405-330.10	GENERAL GOVERNMENT	0.00	22.31	
		25878	legal May	10-10-405-330.10	GENERAL GOVERNMENT	0.00	618.00	
		25878	legal May	10-10-405-330.10	GENERAL GOVERNMENT	0.00	19.00	
		25878	legal May	10-10-405-330.10	GENERAL GOVERNMENT	0.00	70.00	
		25878	legal May	10-10-405-330.30	PLANNING	0.00	627.00	
		25878	legal May	10-10-405-330.70	APPEALS	0.00	285.00	
		25878	legal May	30-10-401-340.10	VCDP-Elm Place Expense	0.00	95.00	
		25878	legal May	22-10-410-710.00	Land Purchase Bombardier	0.00	614.50	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	179.53	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	2,993.50	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	31.00	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	513.00	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	171.00	
		25949	june legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	377.00	
		25949	june legal	10-10-405-330.30	PLANNING	0.00	2,745.50	
		25949	june legal	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	38.00	
						0.00	9,399.34	
61943 SWISH KENCO LTD		00009360 W127718	jntrl sppls Twn & blk hs	10-30-432-612.00	GENERAL SUPPLIES	533.25	533.25	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00001806	W128588/S	clean sppl towls, flr cln	55-20-420-612.00	GENERAL SUPPLIES	641.20	641.20	
	00001806	W129230/S	clng sppls wndx, soap,	55-20-420-612.00	GENERAL SUPPLIES	45.60	45.60	
						-----	-----	
						1,220.05	1,220.05	
48700 SYMQUEST GROUP INC								
		1051524	7/1-31 meter use	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	28.27	
21288 SYNCB/AMAZON								
	00200160	2103428	pens	10-20-420-611.00	OFFICE SUPPLIES	23.44	23.44	
	00200160	2103428B	grn wrks clnr	10-20-420-611.00	OFFICE SUPPLIES	8.97	8.97	
	00200160	2103428C	6 rewrite DVD	10-20-420-611.00	OFFICE SUPPLIES	137.65	137.65	
	00200160	4675464	ribbon rplcmnt	10-20-420-611.00	OFFICE SUPPLIES	69.08	45.00	
	00200160	4737855	clng sppls duster	10-20-420-611.00	OFFICE SUPPLIES	17.85	17.85	
	00051802	8801036	dvd Aug	10-50-451-640.50	VIDEOS	14.95	14.95	
	00200165	9618660	gloves harmful chems	10-20-420-612.00	GENERAL SUPPLIES	61.00	60.84	
	00051802	9793848	dvd's aug	10-50-451-640.50	VIDEOS	17.65	17.65	
	00051802	9793848B	dvd's Aug	10-50-451-640.50	VIDEOS	45.74	45.74	
		CM9793848	videos	10-50-451-640.50	VIDEOS	0.00	-5.00	
						-----	-----	
						396.33	367.09	
76719 THE TECH GROUP, INC.								
		71419	8/1-31/16 bulk hrs	10-10-417-340.00	TECHNICAL	0.00	2,250.00	
		71419	8/1-31/16 bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	0.00	9.00	
		71419	8/1-31/16 bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	0.00	9.00	
						-----	-----	
						0.00	2,268.00	
76514 TOWN OF WESTFORD								
	00008719	01FM001.XZ16	'16 tx 83.1 acres Westfrd	10-10-406-810.20	TOWN OF WESTFORD	2,570.92	2,570.92	
76960 U.S. BANK EQUIPMENT FINANCE								
		310221320	photo copier 8/10-9/10	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
		310221320B	7/15-6/16 overage for yr	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	371.81	
						-----	-----	
						0.00	516.91	
78210 UNIFIRST CORP								
		036 1757126	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1757126	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
		036 1757126	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
		036 1758381	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1758381	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
		036 1758381	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
		036 1759569	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1759569	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
		036 1759569	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
		036 1759570	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	

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Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1759570	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1759570	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1759571	rent rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1759571	rent rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1759571	rent rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
					0.00	214.91	
49013 VERIZON WIRELESS							
	9769131846	7/23-8/22/16 aircards	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.07	
80720 VERMONT GAS SYSTEMS INC							
	14983	6/23-7/25/16 nat'l gas	10-30-432-621.00	NATURAL GAS	0.00	183.63	
	14983	6/23-7/25/16 nat'l gas	55-20-420-621.00	NATURAL GAS	0.00	248.09	
	3200-3 JUL16	6/23-7/25 Rescue	10-30-432-621.00	NATURAL GAS	0.00	38.95	
					0.00	470.67	
35888 VERMONT LAKE MONSTERS							
	00005805 8391	lake monsters 8/2 for 26	10-50-452-831.00	REVENUE PROGRAMS	138.00	110.00	
81055 VERMONT LEAGUE OF CITIES & TOWNS							
	17-RD123	annual VLCT dues	10-10-401-810.00	DUES AND FEES	0.00	12,337.00	
	00008715 2016-17795	comp reprt	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	50.00	50.00	
					50.00	12,387.00	
81900 VERMONT TROPHY & ENGRAVING CORP							
	00012052 69189	resc plaq 50 yr svcs name	10-20-422-850.00	DONATION EXPENSE	690.00	690.00	
84400 VLCT PACIF, INC.							
	07012016	2016 contribution 2nd	10-10-404-260.00	WORKERS COMPENSATION	0.00	50,975.25	
	07012016	2016 contribution 2nd	10-10-404-260.00	WORKERS COMPENSATION	0.00	10,055.50	
	07012016	2016 contribution 2nd	10-10-404-520.10	GENERAL LIABILITY INS.	0.00	32,222.50	
	07012016	2016 contribution 2nd	10-10-404-520.20	VEHICLE INSURANCE	0.00	10,655.50	
	07012016	2016 contribution 2nd	10-10-404-520.30	PROPERTY INSURANCE	0.00	12,925.50	
	07012016	2016 contribution 2nd	10-10-404-520.40	EMPLOYMENT PRACTICES	0.00	7,394.00	
	07012016	2016 contribution 2nd	10-10-404-520.50	PUBLIC OFFICIALS LIABILIT	0.00	5,901.01	
	07012016	2016 contribution 2nd	50-10-410-260.00	WORKERS COMPENSATION	0.00	3,033.62	
	07012016	2016 contribution 2nd	50-10-410-520.10	GENERAL LIABILITY INURANC	0.00	1,003.50	
	07012016	2016 contribution 2nd	50-10-410-520.20	VEHICLE INSURANCE	0.00	783.50	
	07012016	2016 contribution 2nd	50-10-410-520.30	PROPERTY INSURANCE	0.00	697.00	
	07012016	2016 contribution 2nd	55-20-420-260.00	WORKER'S COMPENSATION	0.00	3,033.62	
	07012016	2016 contribution 2nd	55-20-420-520.10	GENERAL LIABILITY INSURAN	0.00	1,551.50	
	07012016	2016 contribution 2nd	55-20-420-520.20	VEHICLE INSURANCE	0.00	249.00	
	07012016	2016 contribution 2nd	55-20-420-520.30	PROPERTY INSURANCE	0.00	5,418.50	
	00008718 21815	ins chg '96 GMC hs trk	10-10-404-520.20	VEHICLE INSURANCE	242.00	242.00	
					242.00	146,141.50	
83844 W.B. MASON CO INC							
	00008712 I36237535	12 1" binders	10-10-410-611.00	OFFICE SUPPLIES	59.88	59.88	

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Vendor							
PO	Invoice	Invoice	Account	Account	PO	Invoice	
Number	Number	Description	Number	Description	Amount	Amount	Check
00004597	I36301593	manila folders, pens	10-10-413-611.00	OFFICE SUPPLIES	67.96	67.96	
00020083	I36487567	label marker tape	10-30-429-611.00	OFFICE SUPPLIES	59.56	59.56	
00001808	I36488032	batteries, labels,	50-10-410-612.00	GENERAL SUPPLIES	89.68	84.71	
00001808	I36488032	batteries, labels,	55-20-420-612.00	GENERAL SUPPLIES	89.69	84.71	

					366.77	356.82	
72132 WESTAFF USA, INC							
00004598	FV 01930633	w/e 7/24 Therrien Fin tmp	10-10-413-330.00	OTHER PROFESSIONAL SER.	720.38	720.38	
86543 WEX BANK							
	46342220	July activity	10-10-410-626.00	GASOLINE	0.00	29.46	
	46342220	July activity	10-20-420-626.00	GASOLINE	0.00	2,365.65	
	46342220	July activity	10-30-429-626.00	GASOLINE	0.00	90.96	
	46342220	July activity	10-30-430-626.00	GASOLINE	0.00	20.92	
	46342220	July activity	10-30-432-626.00	GASOLINE	0.00	123.03	
	46342220	July activity	50-10-410-625.00	DIESEL FUEL	0.00	197.87	
	46342220	July activity	50-10-410-626.00	GASOLINE	0.00	126.65	
	46342220	July activity	55-20-420-625.00	DIESEL FUEL	0.00	197.87	
	46342220	July activity	55-20-420-626.00	GASOLINE	0.00	126.64	

					0.00	3,279.05	
87182 YE OLDE SIGN SHOPPE							
00008714	1658	'16 Svcs awrd plaque	10-10-401-610.25	CITIZEN RECOGNITION	42.00	42.00	

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

Report Total								404,047.86	
							=====		

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

Donna Barlow Casey, Town Manager

APPROVED ON ___/___/___

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ ***404,047.86

SELECTBOARD:

Darren Adams, Chair

Ken Nolan, Vice Chair

John W. Bartlett, Clerk

John Palasik

John Cushing

Milton Selectboard Meeting Minutes

August 01, 2016 at 6PM

Municipal Building Community Room

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

Selectboard Members Not Present: Darren Adams, Chair

Staff Members Present: Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; John Gifford, Town Treasurer; Donald Turner Jr., Fire Chief; Erik Wells, Director of Administration

Others Present: Courtney Lamdin; Donald Turner Jr; Val Sicard; Anni Paul; Isaac Wagner; Karen White; Sarah Martin; Michael Boisjoli; Michael Howard

I. **Call to Order** – Ken Nolan called the meeting to order at 6:00pm

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

III. **Agenda Review- none**

IV. **Public Forum-** No one

V. **New Business and Department Items**

A. Recognition of Milton Rescue's 50 Year Anniversary

The Board recognized Rescue for its great service over its 50 years to the community. John Bartlett read the resolution into the record. Bartlett moved to adopt the resolution as presented, second by Cushing. **Approved Unanimously.**

John Cushing mentioned the National Night Out event the following night where a ceremony honoring rescue would be held.

B. Recognition of Michael Boisjoli for July 4th Fireworks Display

Michael thanked the community for being the best in VT. Donald Turner Jr. thanked Michael for his service. John Bartlett read the resolution and moved to adopt as written. John Cushing second; **Approved Unanimously.**

C. Milton Mobile Home Co-op

Residents expressed their concerns about the co-op. They are looking to have sewer connected and fix failing systems and old water pipes. In addition there is a ravine on the property that requires further attention. They are looking for advice from the town and ways to partner into the future to reach these goals. Low interest loan and/or grant are being looked into.

D. FY'17 Tax Rate

Town Treasurer John Gifford recommended that the tax rate be set at .5188 which is the same as FY'16. There was a discussion about the TIF transfer and process that was used to arrive at the final calculation. Gifford suggested amending the budget by \$47,000 to make everything even out for revenue to be raised by taxes. After discussion, the budget was

48 kept the same and will be revisited mid-year. Cushing moved to set the FY '17 tax rate at
49 .5188, and if there was a shortfall to amend the budget and not use fund balance, second
50 by Palasik. **Approved Unanimously.**
51

52 **E. Award 2017 Engineering and Paving Services Contract**

53 Barlow Casey stated that a request for qualification (RFQ) was sought for engineering firms
54 to provide the Town with services, with 2016 paving the top priority. A number of firms
55 inquired regarding the RFQ, but in part due to the short turn around the sole proposal
56 received was from Donald L. Hamlin Consulting Engineers. A review committee that
57 included Erik Wells, Dustin Keelty and herself reviewed the proposal and recommend that a
58 contract be awarded to Hamlin. The firm has provided construction inspection services for
59 the McMullen Road Sidewalk Project and Wells and Keelty have been pleased with their
60 work. Discussion was held that the Board was concerned in locking into a long term with a
61 firm and not being able to change because of a term contract. Agreed this would be a one
62 year arrangement and this would not be the sole engineering firm the Town could choose
63 to contract with. Bartlett moved to authorize the Town Manager to negotiate the terms and
64 scope of a contract with Donald L. Hamlin Consulting Engineers for FY '17 at a cost not to
65 exceed \$50,000. Second by Cushing. **Approved Unanimously.**
66

67 **F. Purchase exceeding \$10,000: Patch paving, salt and salt**

68 Keelty addressed the Board regarding these three purchases that exceeded \$10,000. He
69 requested waiving the formal bid for paving because contractors had already looked at the
70 different areas in need and given their quotes to him. He recommends using Over the Top
71 which had the lowest tonnage rate. This would be spot paving for culvert replacements and
72 other excavation work. Discussion was brought up about how a better tracking system
73 could be developed on how much we budgeted for and how much we spent at the end of
74 the year. Sand was addressed to continue to use Nadeau out of Johnson, and salt using the
75 State bid with Cargill. Cushing moved to approve the spending requests, second by Bartlett.
76 **Approved Unanimously.**
77

78 **G. Merger or Consolidation of Emergency Services Dispatch**

79 Barlow Casey discussed the RPC is doing a study and looking into consolidating the
80 emergency dispatch services for certain towns. The study costs a total of 45K and they are
81 looking for each town to contribute 5K. The Board voiced concern of what the 5K would
82 give the Town in return and if that would give the Town a voice and/or vote in the
83 discussion later on. Barlow Casey is going to obtain more information about this and put it
84 on the agenda at future meeting.
85

86 **V. Manager's Report**

87 Barlow Casey stated Josh Bergeron has left the town for a new job opportunity and now the
88 department will be short handed a person. The Recreation department found out that CSWD is
89 granting them the full amount as discussed in the last meeting for recycling containers. Barlow
90 Casey asked to move the first meeting in September to September 7th because of Labor Day and
91 conflicting meetings and events in town, the board had no problem. The board brought up the
92 lease on the town electric vehicle and what we will do once the lease has ended.
93

94 **VI. Potential and/or Future Agenda Items**

95 Sarah Macey the finance director will be joining in the next meeting to discuss past issues and
96 projects for the future.

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VII. Warrant/Report #3

Bartlett reviewed warrant report #3, he listed a few items in random order:

- McCrae Auto Service \$2,638.43 - repairs to MFD 1996 GMC3500 and 2009 Chevy 2500HD to pass inspection (brakes, axle U-bolts, ball joints, etc.)
- NEMRC, \$6,600
GREATER THAN \$10,000
- Chittenden Unit for Special Investigation (CUSI), \$15,987 - Milton share of annual fee for sex crimes unit based on percentage of population - recurring annual fee, not from CIP
- Round Hill Fence, \$29,945 - new security system for municipal building, MFD, MRD doors, etc. - approved @ 5/18/16 SLB meeting)

Bartlett recommended approval of these orders in the amount of \$150,317.81, second by Cushing. **Approved Unanimously.**

VIII. Supplemental Warrant

Bartlett moved to approve the Supplemental Warrant, in the amount of \$70,588.10 - for principal and interest payment to People's United Bank to payoff TIF Bond Anticipation Note that expires 8/15/16. Second by Cushing. **Approved Unanimously.**

IX. Meeting Minutes of July 11 and 18

John Cushing moved to approve the minutes, Bartlett second. **Approved Unanimously.**

X. Executive Session per V.S.A. Title 1 Section 313

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

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

Entered Executive Session at 8:17 PM

There was no action as a result of executive session

XI. Adjournment

Bartlett moved to adjourn, second by Cushing. **Approved unanimously.**

Respectfully Submitted,

Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk