

**Milton Selectboard Meeting**  
February 16, 2016 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. **Legal Invoice Exceeding \$10,000 on Warrant**  
Discussion  
**Donna Barlow Casey, Town Manager**
  - B. **Planning & Zoning Permit Fee Schedule Amendment**  
Introductory Discussion  
**Jacob Hemmerick, Planning Director**
  - C. **Waiver of Site Plan Amendment Permit Fee Request**  
Discussion and Possible Action  
**Kristen Chalmers, Resident**
  - D. **State of Vermont 457 Retirement Plan (Employee Optional)**  
Consider Approval to make available to staff  
**Erik Wells, Director- Administration & Community Services**
  - E. **Strategy to Address Financial Questions Raised**  
Discussion  
**Donna Barlow Casey, Town Manager**
- VI. **Manager's Report**
- VII. **Warrant/Report #18**
- VIII. **Minutes of February 1, 2016 Meeting**

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

**X. Adjournment**

Posted February 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, 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**  
**Planning & Economic Development Department**  
43 Bombardier Road  
Milton, Vermont 05468-3205  
(802) 893-1186  
miltonvt.org

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## MEMO

**TO: Selectboard & Town Manager**  
**CC: Treasurer**  
**FROM: Planning Director**  
**DATE: January 9, 2016**  
**SUBJECT: PLANNING & ZONING PERMIT FEE SCHEDULE AMENDMENT**

**RECOMMENDED MOTION:** That the Selectboard adopt the Resolution amending the Planning & Zoning Permit Fee Schedule as presented.

### LEGISLATIVE AUTHORITY:

The Planning Act grants the Selectboard authority to establish fees according to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, which states:

(b) The legislative body may prescribe reasonable fees to be charged with respect to the administration of bylaws and for the administration of development review. These fees may include the cost of posting and publishing notices and holding public hearings and the cost of conducting periodic inspections during the installation of public improvements. These fees may be required to be payable by the applicant upon submission of the application or prior to issuance of permits or certificates of occupancy.

(c) The legislative body may set reasonable fees for filing of notices of appeal and for other acts as it deems proper, the payment of which shall be a condition to the validity of the filing or act under this chapter.

(d) The legislative body may establish procedures and standards for requiring an applicant to pay for reasonable costs of an independent technical review of the application. (Added 2003, No. 115 (Adj. Sess.), § 99.)

### BACKGROUND INFORMATION

- Fees are collected by the Department for zoning permits, development review applications, compliance certificates, recording documents, and impact fees and placed in the General Fund.
  - Impact and recording fees are established and accounted for separately (*though listed on the fee schedule for convenience*).
- The fee schedule was last amended April 4, 2015 by Resolution of the Board.
- There are three active exemptions to the fee schedule:
  - The Town does not pay fees to itself.
  - The School District does not pay fees per a 2013 Memorandum of Understanding.
  - The Selectboard has also waived all fees associated with the General Stannard House project.
- The Zoning Permit revenue and Planning Fee revenue (for development review) has been relatively stable and generally met the established budget (see below).

	Zoning Permit Fees	Planning Fees	Total	Budgeted Revenue
Fiscal Year 2010	\$20,343.30	\$12,313	\$32,656.30	\$34,000

Town of Milton Planning Department  
Memo on Planning & Zoning Fee Schedule

Fiscal Year 2011	\$18,278.27	\$11,111.66	\$29,389.93	\$34,000
Fiscal Year 2012	\$40,089.30	\$13,321.50	\$53,410.80	\$34,000
Fiscal Year 2013	\$35,761.78	\$10,151.46	\$45,913.24	\$38,890
Fiscal Year 2014	\$26,581.66	\$10,879.84	\$37,461.50	\$39,890
Fiscal year 2015	\$33,059.06	\$13,783.86	\$46,842.92	\$42,000

In FY15, the Planning and Economic Development Department operated on a budget of \$274,849, which supports a staff of four FTE employees, functionally divided into

- 1) administrative support functions (Planning Assistant);
- 2) administrative officer functions (Zoning Administrator);
- 3) development review and conservation commission support (Town Planner); and
- 4) planning, economic development, and department administration (Planning Director).

Based on FY15 revenues, planning/permitting fees covered 17% of the Department's operation. For comparison, Colchester's Planning Department has a staff of six, operates on a budget of \$583,380, and recovers 48% of their operation through fees (See [link](#): Colchester Planning & Zoning Fee Proposal Presentation. December 8, 2015).

**POLICY QUESTION**

- Fees are assessed by municipalities to offset the cost of delivering a service to a specific beneficiary.
- A key policy question for the Board is this: to what extent should the program be subsidized by the taxpayers as a whole through General Fund revenue versus being funded by the users and direct beneficiaries of the program (through fee collection)?
- On one side, there are the public interests, such as:
  - All property owners and residents benefit from a functional, proactive planning program;
  - Program affordability generally increases overall compliance and grand list accuracy; and
  - Affordability may (for some builders) influence economic development and grand list growth.
- On the other side, the services rendered are for specific properties and property owners undertaking development.

**PREPARATION PROCESS**

- In November of 2015, the Town Manager requested that Department Heads evaluate their respective fee schedules for opportunities to recapture costs (for services rendered) that are aligned with other municipalities and the market. The Planning Department had already prioritized this project for 2016, and offered to be the first Department to prepare fee amendments.
- At the Planning Department's FY17 Budget presentation to the Selectboard, the Board (informally) expressed support for a review of the Department's fee schedule.
- In November, Staff discussed amendments goals (shown below).
- In December, Staff conducted a survey of the 15 most populous communities in Vermont, as well as the adjoining Towns of Westford and Georgia to assess what peer communities charge to support their planning and zoning programs. You can view these fee schedules [here](#).
- Based on the survey, the Department analyzed comparable projects, evaluated Milton's fee schedule, and prepared amendments throughout January.
- At their second January meetings, the Planning Commission and Development Review Boards were presented with draft versions for advisory review and comment by February 8th.

Town of Milton Planning Department  
Memo on Planning & Zoning Fee Schedule

- The Department finalized the proposal for Selectboard consideration on February 9, 2016.

### AMENDMENT GOALS

Staff prioritized the following goals:

- RECOVERING COSTS: Better link permitting fees with the cost of providing review services by lowering some fees, increasing others, and establishing new fees for services provided.
- MARKET ALIGNMENT: Revise fee structure and rates to remain competitive within, and comparable to, local market and peer communities.
- INCENTIVIZE COMPLIANCE: Create incentives for compliance and penalties for non-compliance; eliminate loopholes for gamesmanship that work against fairness.
- COMMUNICATE REGULATIONS: Use fee schedule as a primary communication tool to help residents/businesses better understand regulatory requirements.

### AMENDMENT SUMMARY:

An overview of the proposed amendments will show that approximately:

- A quarter are decreases from the current fees paid (targeted to the average residential user to increase program participation and customer satisfaction);
- A quarter of the fees have not changed or changed marginally;
- A quarter are increases (aimed at closing loopholes, structuring incentives, and covering the costs of review); and
- A quarter are new fees that other communities are charging (aimed at containing costs).

Despite the fee decreases and fee maintenance, we estimate an overall increase in revenues.

### ANALYSIS:

- RECOVERING COSTS: Each community develops a unique regulatory and fee program, which can be seen in the diversity of each community's fee schedule. No two communities are the same.

One trend among Vermont's most populous communities' is that they are assessing fees that Milton is not, such:

- Costs associated with public information requests;
- After-the-fact review fees;
- Written opinions and file research fees;
- Expedited review fees;
- Pre-application consultation fees; and
- Failed inspection fees.

This amendment recovers costs by adding missing fees to our schedule. To understand current and proposed fees, see the **ATTACHED Fee Analysis Spreadsheet**.

- MARKET ALIGNMENT: Our review shows that Milton's planning & zoning services are competitively priced. In the **ATTACHED Community Analysis Spreadsheet**, you will see figures that compare like projects among Vermont 18 most populated communities. In this analysis, Milton's permitting fees are below average -- and at times -- show wide gaps from Chittenden County neighbors, including Westford.

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Memo on Planning & Zoning Fee Schedule

Of the communities analyzed , Milton permits a:

1. 2,000 SF single family home at \$380; the average is \$562.
2. 3,000 SF duplex at \$420; the average \$822.
3. 10,000 SF industrial space at \$1,500; the average is \$2,404.
4. 2,000 SF retail space at \$700, the average is \$614; and
5. 400 SF residential deck at \$40; the average is \$75.

Adoption of this amendment would maintain our below average pricing in all categories except the a retail scenario, where the current fee would decrease by \$50, bringing it closer to the average.

- **INCENTIVIZE COMPLIANCE:** This schedule aims to improve the operational efficiency and overall compliance with the regulations by establishing financial incentives to follow the law. These include:
  - New fees for after-the-fact use/construction/occupation application review;
  - New fees for properties with formal violations;
  - Lower fees for applicants who submit their CO/CC application prior to permit expiration;
  - New fees for failed inspections and failed plan review;
  - Closing loopholes;
  - Lower fees for development review applications that undergo a staff consultation prior to submission.

These incentives are explained in more detail on the **ATTACHED Proposed Fee Schedule.**

- **COMMUNICATION:** Many users of the planning and zoning program never look at the regulations, but almost universally look at the Fee Schedule. While many fee schedule don't do this, we have added more information to the fee schedule to help communicate the regulatory program, as well as reduce conflicts over interpretation by including more footnotes.

**CONCLUSION:**

Staff finds that this amendment would accomplish the amendment goals with a balanced approach. Staff estimates that the Fee Schedule may need to be revisited to address Zoning Amendments being contemplated for fall adoption. If there are lines that are not working, they can be addressed after a short trial period. Also, to provide more information about the DRB processing timeline, the procedure is linked below. Thank you for your consideration of this item.

**ATTACHMENTS:**

1. Current Fee Schedule
2. Proposed Fee Schedule with Explanation
3. Proposed Fee Schedule without Explanations
4. Fee Analysis Spreadsheet
5. Community Analysis Spreadsheet
6. *Link to Colchester Planning & Zoning Fee Proposal Presentation. December 8, 2015*  
[http://miltonvt.org/images/pdf/files/department/planning/Colchester\\_PPT.pdf](http://miltonvt.org/images/pdf/files/department/planning/Colchester_PPT.pdf)
7. *Link to: DRB Processing Procedure/Timeline*  
[http://miltonvt.org/images/pdf/files/department/planning/DRB\\_Processing\\_Timeline\\_2015.11.18.pdf](http://miltonvt.org/images/pdf/files/department/planning/DRB_Processing_Timeline_2015.11.18.pdf)

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8. Link to Fee Schedules Surveyed:

[http://miltonvt.org/images/pdf/files/department/planning/Compiled\\_Fee\\_Schedules.pdf](http://miltonvt.org/images/pdf/files/department/planning/Compiled_Fee_Schedules.pdf)

**TOWN OF MILTON PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**FEE SCHEDULE, LAST AMENDED June 15, 2015**

**STEPS TO A SUCCESSFULLY OPEN AND CLOSE A ZONING PERMIT**

1. Submit Permit Application	4. Post "P" Sign for Public Notice	7. Town Inspects Construction
2. Permit Approved	5. Construct	8. CO/CC Approved
3. Pick up, Pay & Record Permit	6. Submit Compliance App. (CO/CC)	9. Pick up, Pay and Record CO/CC

**ZONING PERMIT FEES**

APPLICATION	FEE	RECORDING FEE	WHEN IS FEE DUE
New Residential Building	\$300 + \$0.04 per square foot	\$10	Upon Permit Approval
One Time Residential Renewal	\$40	\$10	Upon Permit Approval
Residential Alteration/Amendment	\$40	\$10	Upon Permit Approval
Residential Accessory Structures	\$40	\$10	Upon Permit Approval
New Elderly Housing Complex	\$150 per Dwelling Unit + \$0.04 per square foot	\$10	Upon Permit Approval
New Multi-family structure	\$200 per Dwelling Unit + \$0.04 per square foot	\$10	Upon Permit Approval
New Commercial/Industrial Structure	\$500 per Unit + \$0.10 per square foot	\$10	Upon Permit Approval
One Time Commercial/Industrial Renewal	\$50	\$10	Upon Permit Approval
Commercial/Industrial Alterations/Amendments	\$50	\$10	Upon Permit Approval
Commercial/Industrial Accessory Structures	\$50	\$10	Upon Permit Approval
Zoning Permit: Sign Permit	\$5	\$10	Upon Permit Approval

**CERTIFICATE OF OCCUPANCY/COMPLIANCE FEE**

APPLICATION	FEE	RECORDING FEE	WHEN IS FEE DUE
Certificate of Occupancy/Compliance	\$25	\$10	Upon Certificate of Occupancy/Compliance Approval
Impact Fee for new Residential Building	\$2651 per dwelling unit	N/A	Upon Certificate of Occupancy/Compliance Approval
Impact Fee for new Residential Elderly Housing Units and 1-bedroom Units	\$1988 per dwelling unit	N/A	Upon Certificate of Occupancy/Compliance Approval

**OTHER PERMITS**

Highway Access, Municipal Water Permit and Hookup, Municipal Sewer Permit and Hookup	Contact the Department of Public Works at 802-893-6030
State Water/Wastewater	Contact the State at 802-879-5656

**PENALTIES:** IF A FORMAL ZONING VIOLATION NOTICE HAS BEEN ISSUED, A VIOLATION PENALTY FEE OF 2 TIMES THE NORMAL FEE WILL BE CHARGED (THIS INCLUDES ZONING, CERTIFICATE OF COMPLIANCE AND DRB APPLICATION FEES)

**TOWN OF MILTON PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**FEE SCHEDULE, LAST AMENDED June 15, 2015**

**DEVELOPMENT REVIEW FEES**

The Development Review Board, or Selectboard (where applicable), conducts hearings on the applications listed below. Development applications require approval before a zoning permit can be issued or plat recorded. Contact the Planning and Economic Development Office to determine if your project must undergo development review. Applicants that request concurrent review of two applications will only be charged for the more expensive application fee if both reviews can be done within the same hearing. Please contact the Planning and Economic Development Staff for the number of adjoining property owners applicable to an application.

APPLICATION	FEE	ABUTTERS	WARNING	RECORDING FEE	WHEN IS FEE DUE
Sketch Plan for Subdivisions and Planned Unit Developments (PUD)	\$100 (can be credited toward next phase)	\$2 per abutter	N/A	N/A	Upon Application
Minor Subdivision/ PUD-Residential (6- units)	\$500 + \$50/unit or lot	\$2 per abutter	\$75	\$10	Upon Application
Major Subdivision/ PUD-Residential (7+ units)	\$1000 + \$50 per unit or lot	\$2 per abutter	\$75	\$10	Upon Application
Planned Unit Developments (PUD)	\$1000 + \$50 per unit or lot	\$2 per abutter	\$75	\$10	Upon Application
Subdivision/PUD Amendments	\$100	\$2 per abutter	\$75	\$10	Upon Application
Administrative PUD Amendments	\$50	\$2 per abutter	N/A	\$10	Upon Application
Site Plan	\$300	\$2 per abutter	N/A	\$10	Upon Application
Administrative Site Plan Amendment	\$50	\$2 per abutter	N/A	\$10	Upon Application
Site Plan Amendment	\$100	\$2 per abutter	N/A	\$10	Upon Application
Boundary Line Adjustment	\$75 per lot involved	\$2 per abutter	\$75	\$10	Upon Application
Conditional Use	\$150	\$2 per abutter	\$75	\$10	Upon Application
Interim Zoning Conditional Use	\$150	\$2 per abutter	\$75	\$10	Upon Application
Variance	\$150	\$2 per abutter	\$75	\$10	Upon Application
Appeal of Zoning Administrator's Decision	\$150	\$2 per abutter	\$75	\$10	Upon Application
Expiration of a Subdivision Approval	\$150	\$2 per abutter	\$75	\$10	Upon Application

**MISCELLANEOUS FEES:**

Copies of Official Documents	\$0.05 per page or \$0.09 per double-sided page.
Recording Fee for Official Documents/Approvals	\$10 per page
Subdivision Plat/Survey	\$15 per page
Escrow Account: Legal Review Fees	\$500

**PENALTIES:** IF A FORMAL ZONING VIOLATION NOTICE HAS BEEN ISSUED, A VIOLATION PENALTY FEE OF 2 TIMES THE NORMAL FEE WILL BE CHARGED (THIS INCLUDES ZONING, CERTIFICATE OF COMPLIANCE AND DRB APPLICATION FEES).



# TOWN OF MILTON

## Planning & Economic Development Department

Visit: 43 Bombardier Road ♦ Milton, Vermont 05468-3205  
Call: (802) 893-1186  
E-mail: ktreanor@town.milton.vt.us  
Surf: miltonvt.org/planning  
Hours: Monday - Friday 8 AM to 5 PM, Tuesday 9 AM to 5 PM (except holidays)  
Payment: cash, check, credit/debit card (3% surcharge), e-check (\$1.50 surcharge)

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## FEE SCHEDULE

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*We're here to help you develop your property according to Milton's Town Plan and regulations.  
If you have questions, or need help completing any form, please contact us!*

[Anything within brackets and blue explains the amendment.]

### HOW DO I OPEN AND CLOSE A ZONING PERMIT?

1. Submit a complete application and pay fee.
2. Compliant permits are approved; non-compliant permits must be denied with an explanation.
3. The Town mails you the permit and records a notice in the Land Records.

[Currently, we do not mail permits. This is a service that has been requested by applicants to avoid a second trip to the office. It will increase compliance with applicants' legal obligation to notice the permit for 15 days (many permits sit in the office during this period), reduce office traffic and increase productivity; however, it will increase postage and office supply costs -- something we will have to consider in future budgets since all fees go to the General Fund, but postage is billed from the Planning Budget.]

4. Notify your neighbors by posting the red "P" poster where it will be visible from the nearest public right-of-way. The permit takes effect after the 15-day appeal period has expired; permit decisions can be appealed.
5. You can now begin your project!
6. If you change your project plans, you must amend the permit to update the plans.
7. If you need more than one year to complete the project, you must renew the permit to keep it valid.
8. When the project is finished, you must submit a Certificate of Compliance/Occupancy application to close your permit; applications submitted prior to the expiration of the Zoning Permit have a reduced fee.
9. Compliant projects are inspected and approved; non-compliant projects must be denied with an explanation.
10. The Town mails you the Certificate and records a notice in the Town's Land Records.

### EXPEDITED SERVICES

[This is a service offered by other Vermont Communities and is a customer service tool that helps avoid daily inquiries that are disruptive to productivity. Permits are normally processed in the order they are received within 5-7 business days, unless additional follow-up is needed to complete the review.]

- Expedited review is available upon request and when possible.
  - Please indicate on the application form that you are requesting this service.
  - The surcharge payment is due at the time of filing and will be refunded if the deadline is not met.
- |   |                                |
|---|--------------------------------|
| Expedited Zoning Permit Service (5-Business Days <sup>1</sup> ).....      | \$75 surcharge added to total  |
| Expedited Certificate of Compliance (3- Business Days <sup>1</sup> )..... | \$200 surcharge added to total |
| Expedited Certificate of Compliance (5- Business Days <sup>1</sup> )..... | \$75 surcharge added to total  |

1. Business days are the days the Town is open for business and will be calculated on a 24-hour basis. Example: If the application is filed and paid on Friday at 3:00 p.m., a 3-day expedited permit will be issued by Wednesday at 3:00 p.m.

## ZONING PERMITS

- *Payment is due at the time of filing.*
- *Where multiple permit types apply to a single application, the higher fee shall apply.*
- *Applications will not be considered complete or filed without payment of required fees.*

[Payment is currently collected upon pick-up. In our survey of fee schedules, Milton is the only community doing post-issuance fee collection. Collection at filing will address a loss of recording revenue for the permits that are not picked up and paid within 30 days (required by 24VSA4449) and denials, for which we currently charge nothing. Payment at filing will also increase notification compliance].

- *All Zoning Permits are subject to a \$10 recording fee.*

[This pays to record the Memorandum of Municipal Action (called a "notice of issuance" in statute) in the Land Records. This revenue is not assigned to Planning/Zoning fees.]

- *Applications withdrawn prior to issuance of the permit and applications deemed not to require a permit will receive a full refund.*
- *The Zoning Administrator must act on the application within 30 days of your permit application filing.*

[This is the statutory time frame. Most permits are turned around within 5-7 business days, unless additional follow-up is needed to process the application.]

- *Applicants will be mailed a copy of the permit/decision.*

[We currently ask the applicant to return to the office to pick up and pay issued permits. Mailing permits will save the applicants a second trip to the Municipal Building, reduce office traffic -- freeing up more uninterrupted time -- and get permits to applicants faster. As noted above, it will also increase compliance w/applicants' statutory noticing requirements.]

- *Denied applications are eligible for credit for a corrective permit if submitted within 30 days of the denial; the credit does not apply to the \$10 recording fee.*

[Currently we do not charge any fee for denied applications, but we are required by law to pay the \$10 recording fee 24VSA4449. We want to capture that fee by collecting it up front.]

- *Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).*

[This is another fee commonly assessed by other communities to offset enforcement costs. See Penalty section.]

- *All Zoning Permits require a Certificate of Occupancy/Compliance prior to use or occupancy.*

## ZONING PERMIT FEE CALCULATOR

Zoning Permit Application Fee	see schedule below	
Zoning Permit Square Footage Fee <sup>1</sup> (if applicable)	# _____ sq. ft. x \$ _____ =	+
Zoning Permit Unit Fee (if applicable)	# _____ units x \$ _____ =	+
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Zoning Permit Recording Fee		+ \$10
<b>TOTAL DUE</b>		<b>=</b>

**Permit Type**

**Permit Fee**

New Residential Dwelling Unit .....\$250 per unit +0.10 per sq. ft. <sup>1</sup>  
(i.e. Single Family Dwellings, Duplex, Owner-Occupied Triplex, Multi-family Dwellings)

[Currently new residential (single family/accessory apt) \$300+0.04sq.ft.; multi-family \$200 per dwelling unit +0.04sq.ft.; and elderly housing \$150 per dwelling unit+0.04sq.ft. Duplex and triplex are not listed, but treated as multi-family. These fees have been combined into one category, reducing the cost for a single family dwelling, and increasing the cost for multi-family and elderly housing. In FY2015 Milton issued 12SF, 10Duplex, 3Triplex, 72MF&elderly.]

Residential Alteration/ Accessory Structure <sup>2&6</sup> .....\$41

(i.e. Detached: Shed, Gazebo, Pool, Deck, Play Set, Fabric Tent/Shelter, Utility Building, Garage, Chicken Coops, Addition, Porch, Deck, Lean-to, Breezeway)

[Accessory structure is currently "residential accessory structure, and alteration is currently "residential alteration/amendment" (\$40). Proposal divides the alterations and amendments and combines alterations and accessory structures. The proposal maintains the existing alteration fee (40), but adds a new fee for new square footage to the principal structure to close an infrequent loophole. We have also created new categories below for "alteration: demolition only" and "alteration: change of use only" to reduce fees for these types of straightforward alterations. For amendment, see below. ]

Residential Permit Amendment <sup>2, 4 & 6</sup> .....\$16

(Any change to the permit.)

[Currently "residential alteration/amendment" (\$40). Proposal divides alterations and amendments, reduces fee, but adds a new fee for new square footage to a principal structure to close loophole (see footnote 6). Applicants typically seek to amend their permits to make a minor change along the way, which is a normally an easy review -- though at times there can be major changes. More often, amendments are used to correct a material change discovered at an inspection (and prior to the permit expiration); in which case the applicants would pay for the after-the-fact penalty (double) for not amending the permit. Even with the new penalty charge, the proposal lowers the cost to \$32, below what it is currently without a penalty (\$40). This creates the right incentive, but has a lesser impact than the current fee schedule. ]

New Non-Residential .....\$250 per unit <sup>7</sup> +0.20 per sq. ft. <sup>1</sup>

(i.e. Commercial, Industrial, Institutional, Public)

[Currently "new commercial/industrial structure" 500+.10/sf. Combined Commercial/Industrial to include non-residential uses that are not defined as commercial or industrial by Milton's regulations (such as institutional uses).]

Non-Residential Alteration/ Accessory Structure <sup>2 & 6</sup> .....\$51

(i.e. Shed/Storage Building, Pavilion, Mechanical Structure/Building, Carport)

[Accessory structure is currently "commercial/industrial accessory structure" (\$50) and alteration is currently Commercial/Industrial Alterations/Amendments (\$50). Proposal divides alterations and amendments and combines alterations and accessory structures. Maintains cost for alterations, but adds new fee for new square footage to principal structure to close loophole. For amendment, see below. We have also created new categories below for "alteration: demolition only" and "alteration: change of use only" to reduce fees for these types of straightforward permits. For amendment, see below.]

Non-Residential Permit Amendment <sup>2 & 4</sup> .....\$21 <sup>6</sup>

(Any change to the permit.)

[Currently "commercial/industrial alteration/amendment" (\$50). Proposal divides alterations and amendments, reduces fee for amendment, but adds a new fee for new square footage to a principal structure close loophole (see footnote 6). Applicants typically seek to amend their permits to make a minor change along the way, which is normally an easy review following a Site Plan amendment. Less often, these non-residential amendments are used to correct a material change discovered at inspection and prior to the permit expiration; in which case the applicants would also pay the after-the-fact penalty (double). Even with the new penalty charge, the proposal lowers the cost to \$41, below what it is now without a penalty (\$50).]

Mixed-Use Development <sup>3</sup> .....hybrid fee, see note #3

[Fee schedule does not currently address building having commercial and residential units. This addition will make clear which fees apply.]

One-Time, One-Year Permit Renewal<sup>4</sup>.....\$11

[Existing classification. Currently \$40 for Residential and \$50 for Commercial. This type of permit requires very little processing time.]

Alteration: Change of Use Only<sup>5</sup>.....\$21

[New classification. Fee reduction. Currently "residential alteration/amendment" (\$40) and commercial alteration/amendment (\$50). A change of use with no improvements is a straightforward review.]

Alteration: Demolition/Removal Only.....\$16

[New classification. Fee reduction. Currently "residential alteration/amendment" (\$40) and "commercial alteration/amendment" (\$50). Demolition without replacement constitutes a change of use/alteration, but it is listed separately here to communicate that a permit is required. Demolition can involve municipal utility shut offs and a change of address (elimination). A permit also notifies the Assessor of a possible change in assessment.]

Sign: Business/Subdivision/Directory.....\$5

[Nearly all VT communities we studied have higher sign fees than Milton. The time required to review a sign is similar to an accessory structure. The sign permit fee is the only fee established by the Zoning Regulations and therefore cannot be changed through this proposal. We could, however, capture additional costs through the Sign Certificate of Compliance fees, but we have opted not to do that below. We break down the sign categories, here, in an effort to communicate the kinds of signs that require a permit. Staff is recommending, in the next amendment, that the permit fee be removed from the Bylaws so it can be amended to respond to changing circumstances like all the other fees; we would also like to evaluate alternatives to temporary signage permitting.]

Sign: Advertising.....\$5

Sign: Home Occupation.....\$5

Sign: Special Business Event.....\$5

Sign: Civic Event.....\$5

1. Square footage refers to the gross floor area defined here as the sum, in square feet, of the total horizontal areas of all floors of a principal structure or building and shall include all storage and utility areas, basements, attics, and mezzanines (finished & unfinished). It shall not include square footage for decks, sheds, garages, accessory structures, or unenclosed and unroofed porches.
2. Does not apply to any application proposing additional units. New residential/non-residential fee applies.
3. Within a mixed-use building or site, applicable residential fees apply to units and gross floor area dedicated to residential use and applicable non-residential fees apply to units and gross floor area dedicated to non-residential use.
4. Amendments and renewals must be submitted PRIOR to the expiration of the permit. Renewals are valid for one-year from date of approval for identical project. Amendments expire with the date of the original permit, but can be renewed. If the Zoning Administrator determines that the scope of a residential amendment is a major, substantive change to the original proposal, s/he may require a new permit.
5. Applies to changes of use when no site or structural changes subject to permitting are proposed on the site.
6. Alterations and amendments that add new square footage to the existing or proposed principal building or structure shall be charged \$0.10 per new square foot for residential permits, and \$0.20 for non-residential permits.
7. Applies to all owned or leased units, including public warehousing units.

## IMPACT FEES

- *Impact fees are assessed for new dwelling units according to the Impact Fee Ordinance to fund capital improvements identified in and established by the Town's Capital Improvement Plan.*
- *Impact fees are non-refundable.*

- Applicants may choose to pay the impact fee at the time the Zoning Permit is issued or at the time the Certificate of Compliance/Occupancy application is filed (Section 101), but no Certificate of Compliance/Occupancy shall be issued until full payment of the Impact Fee is paid (Section 107).
- Accessory apartments are exempt from Impact Fees.

<b>Fee Type</b>	<b>Fee Amount</b>
Impact Fee.....	\$2,651 per dwelling unit
Reduced Impact Fee (elderly housing units & one-bedroom units).....	\$1,988 per dwelling unit

## CERTIFICATE OF COMPLIANCE/OCCUPANCY & INSPECTIONS

- Payment is due at the time of filing.
- Where multiple permit types apply to a single application, the higher fee shall apply.
- Payment is non-refundable.
- Applications will not be considered complete or filed without payment of required fees.

[Payment is currently collected upon issuance/pick-up, leaving many unpaid unfiled certificates in the office for which memo's must be recorded and paid for. In our survey of fee schedules, we were the only community doing post-approval fee collection. Collection at filing will address a loss of recording revenue for certificates that are not picked up and paid within 30 days (required by 24VSA4449) and denials, for which we currently charge nothing to cover the cost associated with a site inspection by the Zoning Administrator.]

- When Impact Fees apply, no Certificate may be issued until a the full impact fee is paid.

[Currently the ordinance requests that the applicant pay for the impact fee with the certificate of compliance application and then pay the certificate of compliance fee upon issuance/pick-up, this proposal integrates the two payments into one payment, which means one less trip and transaction for both parties to process.]

- Applications submitted BEFORE the expiration of the associated Zoning Permit have a REDUCED FEE!

[The reduced price creates an incentive to lower the number of certificates that are discovered prior to hurried real estate closings, and it enables us to better track which permits have resulted in actual construction. It should also improve overall zoning compliance, since timely inspections certify compliance with the permit and means that we have to do less on the enforcement side to have applicants meet their legal obligations. The full fee is approx. 60% more than the reduced fee.]

- The Administrator must inspect and issue a statement of condition within 14 days of the compliance application filing. Your signature grants the Administrator permission to enter your property to inspect the work.
- Inspection of new residential & new non-residential will be done by appointment.
- Applicants will be mailed a copy of their Certificate/decision.

[Currently ask the applicant to return to the office to pick up and pay for issued certificates. Mailing the certificates will save the applicants a second trip to the Municipal Building, reduce office traffic -- freeing up more uninterrupted time -- and get certificates to applicants faster.]

- All Certificates are subject to a \$10 recording fee.
- Applications for after-the-fact use or occupancy (without a Certificate) or applications to correct a formal violation are subject to a surcharge penalty <sup>4</sup>. (See Penalties section below).

[This is another fee commonly assessed by other communities to offset enforcement costs. See Penalty section.]

## CERTIFICATE OF COMPLIANCE/OCCUPANCY FEE CALCULATOR

Certificate of Compliance Fee	see schedule below	+
Certificate of Compliance Unit Fee (if applicable)	# _____ units x \$ _____ =	
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+

SUBTOTAL		=
Expedited Review Surcharge(s) <i>(if requested)</i>	see schedule above	+
Impact Fee <i>(if applicable)</i>	\$2,651 (full)/\$1,988 (reduced)	+
Certificate of Compliance Recording Fee		+ \$10
Landscape Surety Inspection Fee <i>(if applicable)</i>	see schedule below	+
<b>TOTAL DUE</b>		=

### Inspection/Certificate Type

### Reduced Fee

### Full Fee

[Currently, Certificates of Compliance are the same no matter the type of application (\$25). This schedule aims to recoup costs for the baseline transportation/labor cost as well as the amount of time the inspection will take by type, with some reductions for signs.]

Uses Subject to Development Review.....\$36+2.50 per unit.....\$58+2.50 per unit

[This is a new, increased fee that accounts for the fact that uses subject to development review take longer to review the written Decision, plans and inspect. The per unit fee helps link the time cost of inspection for bigger multi-unit projects.]

New Residential <sup>1</sup>.....\$31.....\$50

[Increased from \$25.]

Other Residential <sup>1 & 2</sup>.....\$26.....\$42

[Increased from \$25.]

Business Identification /Subdivision/Directory Signs.....\$26.....\$42

[Increased from \$25.]

Advertising Sign.....\$16.....\$26

[Reduced from \$25.]

Home Occupation Signs.....\$11.....\$18

[Reduced from \$25.]

Special Event Business Signs.....\$5.....\$8

[Reduced from \$25.]

Civic Event Signs.....\$5.....\$8

[Reduced from \$25.]

Landscaping Surety Inspection <sup>3</sup>.....\$25

*Due upon request for inspection to enter or exit warrantee period.*

[We are not currently charging for this service.]

### Failed Inspections

*Remember to check your permit to verify that you have completed the work as approved prior to submitting your Certificate application. If the work doesn't match the permit, you must amend your permit; otherwise, the Certificate must be denied, and it shall be considered Notice of Voluntary Compliance. A new Certificate application must be submitted to request a second inspection since uncertified development is a violation of the Zoning Permit and the regulations, subject to enforcement if not cured.*

Failed CO/CC/Landscape Inspection.....applicable fee per inspection, no refund

[This fee is common to VT communities to cover the cost of ZA time and transportation. Creates incentive against applying for premature inspection by the Zoning Administrator, which happens more often than it should.]

**1.** Does not apply to residential uses subject to Development Review.

**2.** Applies to Accessory Structures, Alterations, and Amendments.

**3.** Landscape inspections can only be done May 15 through October 15, when foliage is clearly visible.

4. After-the-fact penalties shall not apply to corrective Certificates of Compliance/Occupancy applications for which an after-the-fact penalty has already been assessed for the associated Zoning Permit, unless the use or occupancy is in violation of the corrective permit.

## DEVELOPMENT REVIEW

- To learn about the what, when, why how of development review, please visit <http://miltonvt.org/government/boards/drb.html>.

## DEVELOPMENT REVIEW FEES

- Payment is due at the time of filing.
- Applications will not be considered complete or filed without payment of required fees.
- All fees are non-refundable.
- Multiple applications that can be heard at the same hearing shall receive 50% off the less expensive application(s); this discount shall not apply to variances or appeals.

[We currently don't charge anything.]

- All development review applications are subject to a \$10 recording fee and a \$2 notice fee <sup>1</sup> per adjoining property owner and application party.
- Certain applications require publication of a public warning in the newspaper (listed below).

[Proposed warnings up \$10 (currently \$75) to account for increased advertising bills from the Milton Independent.]

- Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

## DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR

Base Application Fee	see schedule below	
Variable Fee Application (if applicable)	total units & lots ___ x fee ___ =	+
Multiple Application Discount (If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.)		
Extra Application 1	total fee ___ x0.50 =	+
Extra Application 2	total fee ___ x0.50=	+
Extra Application 3	total fee ___ x0.50=	+
Pre-Application Credit (if applicable)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (if applicable)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+ \$10
Warning Fee (if applicable, see below)	add \$85	+
Adjoiners Notice <sup>1</sup>	total no. ___ multiplied by 2 =	+
Application Party Notice (Include all persons you wish to receive notice: Owners, Applicants, Engineers, Surveyors, Architects, Attorneys)	total no. ___ multiplied by 2 =	+
Legal Review Escrow (if applicable)	\$500	+

TOTAL		=
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[Development review fees are currently far more affordable (per hour of review) than Zoning Permits or Certificates. This schedule aims to recapture revenues for hours spent reviewing applications while also providing discount incentives to developers that work with staff to address non-discretionary issues early in the process.]

Application	Application Fee	Warning
Pre-Application Staff Evaluation and Consultation <sup>2</sup>	\$100 (credited to next app. & discount eligibility)	
[We see this as an opportunity to provide feedback and work out issues earlier in the process. Many applications are submitted with no consultation with staff; this leads to long, labor-intense staff reports and conflict-prone hearings. The prices below have been increased to offset this incentive, as well as offset the labor involved in processing applications that have been submitted without any feedback from staff.]		
Site Plan	\$500	n/a
[Same price as today (\$300) with pre-application incentive. New price accounts for 100 credit and 25% discount. Site plans can be as complex as a subdivision.]		
Site Plan Amendment	\$235	n/a
[Almost same price as today (\$100) with pre-application incentive.]		
Administrative Site Plan Amendment <sup>3</sup>	\$75	n/a
[Up from \$50 due to staff time involved in writing and issuing a written decision.]		
Conditional Use	\$150	85
[No change.]		
Interim Zoning Conditional Use <sup>5</sup>	\$200	85
[up from \$150 due to review time.]		
Subdivision/PUD Sketch Plan	\$235	n/a
[Nearly same as today (\$100) with pre-application incentive.]		
Minor (6 or fewer) Subdivision/Minor PUD Final <sup>3</sup>	\$500+50 per lot & unit	85
[No change, not eligible for pre-application.]		
Major (7 or more) Subdivision/Major PUD Preliminary <sup>3+4</sup>	\$500	85
[Listed preliminary and final separately and divided fee equally. No change to total fee.]		
Major (7 or more) Subdivision /PUD Final <sup>3</sup>	\$500+50 per lot	85
[Listed preliminary and final separately and divided fee equally. No change to total fee.]		
Boundary Line Adjustment	\$100+75 per lot involved	85
[Increased from \$75 per lot involved, but eligible for pre-app discount.]		
Minor Subdivision/PUD Amendments	\$100+75 per lot, unit & phase amended	85
[Changed from flat fee of 100 to match BLA, which is essentially what a BLA is. Revenue gain without incentive.]		
Major Subdivision/ PUD Amendments	\$175+75 per lot, unit & phase amended	85
[Increased from 100 (to account for pre-application credit and discount) but added a new lot fee to address major (complex) amendments to many lots.]		
Administrative PUD Amendments <sup>3</sup>	\$100	85
[Currently 50.]		
Variance <sup>3</sup>	\$150	85
[No change.]		
Appeal to DRB <sup>3</sup>	\$150	85
[No change.]		
Monument/Statue Approval <sup>3</sup>	\$100	n/a
[Application defined in Regulations but never included in fee schedule.]		
Certificate of Approved Location <sup>3</sup>	\$100	85

[Application defined in regulations but never included in free schedule.]

Subdivision Survey Plat Recording Fee.....\$15  
*Due at the time of final plat submission for DRB signature. Fee established by Clerk.*

[No change.]

Plat Recording 90-Day Deadline Extension.....\$25  
*Due upon written request.*

[New fee, requires that we draft a Memo and update the file.]

Independent Technical Review Escrow.....cost per hour billed from \$500 escrow  
*Due upon request by the Appropriate Municipal Panel; unused balance reimbursed.*

[New fee, just in case the DRB ever wants to have an independent third opinion i.e. traffic study.]

Legal Review Escrow.....cost per hour billed from \$500 escrow  
*Due at the time of final review application filing with draft legal instruments; unused balance reimbursed.*

[Change to request this with the application (instead of post-decision) to identify legal issues earlier and protect the town and applicant from legal risk.]

Revised Final Plan/Plat Staff Review.....first review free, each additional review \$50  
base fee + \$30 per hour for ea. additional hour  
over 1.

*Base fee due upon revised plan submission, applicant will be billed for hourly rate, due with Plat submission or Zoning Permit application.*

[New fee to encourage attentive revisions responsive to the DRB Decision upon first submission. We spend more time than we should at this stage because Decision closeout becomes a game to see what the Planner's will let get through, or if they'll catch it. This will reduce time-consuming back and forth post-decision.]

1. Adjoiners are defined by the Planning Act as owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way.
2. Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues. The cost of review will be credited to the next application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table above if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.
3. Not eligible for pre-application evaluation or discount.
4. If the DRB determines at sketch that preliminary and final review can be reviewed concurrently at sketch, both fees shall be assessed, with a single warning.
5. Interim Zoning applications must be submitted with all associated development review applications to which the use is subject.

## **FEE PENALTIES FOR AFTER-THE-FACT APPLICATIONS/VIOLATIONS**

*After-the-fact means the submission of any application required in this schedule after construction, demolition, subdivision, occupation or commencement of use prior to Town approval.*

[These fees offset the costs of our labor/time-intense enforcement process. This is a common charge by Vermont communities to recoup enforcement costs involved in correcting a violation without involving the courts. It also creates a clear incentive to develop with a permit. The reason for the high violation fee is because if we've gone so far as to record a violation in the Land Records according to the Board's enforcement policy, then the applicant has generally not been cooperative and a lot of staff time has been spent working with the applicant. We can use this as a communication tool to encourage voluntary compliance.]

- After-the-Fact Applications are subject to **TWO** (2) times the normal fee for each subsequent development review, zoning permit, and certificates of compliance/occupancy application needed to correct the non-compliance.
- After-the-fact applications for properties for which a formal Zoning Violation has been recorded in the land records are subject to **FOUR** (4) times the normal fee for each and every subsequent development review, zoning permit, and certificate of compliance/occupancy application to correct the violation.

## ZONING/SUBDIVISION VIOLATIONS

[Listed here as communication tool only.]

Enforcement is conducted according to the Town's Zoning Enforcement Policy and applicable ordinances. Penalty fee established by the Ordinance.

Zoning.....	\$200 per offense, per day
Subdivision.....	\$40 per offense, per day

## LITTER VIOLATIONS

[Listed here as communication tool only.]

Litter Enforcement is conducted according to the Town's Litter Ordinance through a civil ticketing process. Penalty fee established by the Ordinance.

Litter.....	\$500 per day, or waiver fee
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## RESEARCH & WRITTEN JURISDICTIONAL OPINIONS

[New fees to capture revenue for services provided. Other communities offer this service.]

- File research and jurisdictional opinions are provided at staff's discretion.
- Payment for one hour is due in advance of services rendered. Payment for hours over one shall be paid prior to issuance of the report.
- **DISCLAIMER:** The Town's staff does not provide legal advice, conduct title searches, survey land, or resolve boundary disputes.

File Research and/or Written Staff Opinion.....	\$50 base fee +30 for ea. additional hour over 1
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## PUBLIC RECORDS

[Currently charging 0.05 for one-sided 8.5x11 and 0.09 for two-sided. Clerk charges \$1 per page. Copying involves labor time. This identifies & helps offset costs associated with public record requests.]

Photocopies of Records ( <i>black &amp; white</i> ).....	one courtesy copy, then \$1 per 8.5x11" of area
Photocopies of Records ( <i>color</i> ).....	\$2.50 per 8.5x11" of area
Digital PDF Scans of Records.....	\$1 per 8.5x11" of area
Plotter Maps.....	\$15 per 3' x 4' map
Regulations/Ordinances (under 15 pages) .....	\$5 (free online)
Regulations/Ordinance (over 15 pages).....	\$10 (free online)
Comprehensive Plan ( <i>black &amp; white</i> ).....	\$15 (free online)
Comprehensive Plan ( <i>color</i> ).....	\$30 (free online)
Postage/Shipping.....	at cost (must be paid in advance; contact us for fee)

## MILTON HIGHWAY ACCESS, WATER & WASTEWATER PERMITS

Highway access (new driveways/curb cuts), water and sewer connections/change of use require permits from the Town's Department of Public Works. Please call the Department at (802)893-6030 for assistance.

## **STATE PERMITS**

*State law requires that you contact the necessary State agencies and obtain any required State permits before construction may commence. Contact the local Permit Specialist at (802)879-5676 for assistance.*

## **FEE REDUCTION OR WAIVER:**

Fees established by this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such a reduction or waiver shall provide the request in writing to the Director of Planning and Economic Development. The Director shall review such requests and provide a written recommendation for consideration and final determination by the Selectboard at the next available meeting, as determined by the Town Manager. The Director may also initiate such a request.

## **ADOPTION/AMENDMENT:**

Pursuant to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, this schedule is established by Resolution of the Selectboard, effective [\[insert date of adoption\]](#). Non-substantive revisions that do not impact a Planning & Zoning fee classification or amount may be made to this schedule administratively without Selectboard approval.



# TOWN OF MILTON

## Planning & Economic Development Department

Visit: 43 Bombardier Road ♦ Milton, Vermont 05468-3205  
Call: (802) 893-1186  
E-mail: ktreanor@town.milton.vt.us  
Surf: miltonvt.org/planning  
Hours: Monday - Friday 8 AM to 5 PM, Tuesday 9 AM to 5 PM (except holidays)  
Payment: cash, check, credit/debit card (3% surcharge), e-check (\$1.50 surcharge)

## FEE SCHEDULE

*We're here to help you develop your property according to Milton's Town Plan and regulations.  
If you have questions, or need help completing any form, please contact us!*

### HOW DO I OPEN AND CLOSE A ZONING PERMIT?

1. Submit a complete application and pay fee.
2. Compliant permits are approved; non-compliant permits must be denied with an explanation.
3. The Town mails you the permit and records a notice in the Land Records.
4. Notify your neighbors by posting the red "P" poster where it will be visible from the nearest public right-of-way. The permit takes effect after the 15-day appeal period has expired; permit decisions can be appealed.
5. You can now begin your project!
6. If you change your project plans, you must amend the permit to update the plans.
7. If you need more than one year to complete the project, you must renew the permit to keep it valid.
8. When the project is finished, you must submit a Certificate of Compliance/Occupancy application to close your permit; applications submitted prior to the expiration of the Zoning Permit have a reduced fee.
9. Compliant projects are inspected and approved; non-compliant projects must be denied with an explanation.
10. The Town mails you the Certificate and records a notice in the Town's Land Records.

### EXPEDITED SERVICES

- Expedited review is available upon request and when possible.
  - Please indicate on the application form that you are requesting this service.
  - The surcharge payment is due at the time of filing and will be refunded if the deadline is not met.
- |   |                                |
|---|--------------------------------|
| Expedited Zoning Permit Service (5-Business Days <sup>1</sup> ).....      | \$75 surcharge added to total  |
| Expedited Certificate of Compliance (3- Business Days <sup>1</sup> )..... | \$200 surcharge added to total |
| Expedited Certificate of Compliance (5- Business Days <sup>1</sup> )..... | \$75 surcharge added to total  |

**1.** Business days are the days the Town is open for business and will be calculated on a 24-hour basis. Example: If the application is filed and paid on Friday at 3:00 p.m., a 3-day expedited permit will be issued by Wednesday at 3:00 p.m.

### ZONING PERMITS

- Payment is due at the time of filing.
- Where multiple permit types apply to a single application, the higher fee shall apply.
- Applications will not be considered complete or filed without payment of required fees.
- All Zoning Permits are subject to a \$10 recording fee.

- Applications withdrawn prior to issuance of the permit and applications deemed not to require a permit will receive a full refund.
- The Zoning Administrator must act on the application within 30 days of your permit application filing.
- Applicants will be mailed a copy of the permit/decision.
- Denied applications are eligible for credit for a corrective permit if submitted within 30 days of the denial; the credit does not apply to the \$10 recording fee.
- Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).
- All Zoning Permits require a Certificate of Occupancy/Compliance prior to use or occupancy.

### ZONING PERMIT FEE CALCULATOR

Zoning Permit Application Fee	see schedule below	
Zoning Permit Square Footage Fee <sup>1</sup> (if applicable)	# _____ sq. ft. x \$ _____ =	+
Zoning Permit Unit Fee (if applicable)	# _____ units x \$ _____ =	+
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) (if requested)	see schedule above	+
Zoning Permit Recording Fee		+ \$10
<b>TOTAL DUE</b>		=

Permit Type	Permit Fee
New Residential Dwelling Unit.....	\$250 per unit +0.10 per sq. ft. <sup>1</sup>
Residential Alteration/ Accessory Structure <sup>2&amp;6</sup> .....	\$41
Residential Permit Amendment <sup>2, 4 &amp; 6</sup> .....	\$16
New Non-Residential.....	\$250 per unit <sup>7</sup> +0.20 per sq. ft. <sup>1</sup>
Non-Residential Alteration/ Accessory Structure <sup>2 &amp; 6</sup> .....	\$51
Non-Residential Permit Amendment <sup>2 &amp; 4</sup> .....	\$21 <sup>6</sup>
Mixed-Use Development <sup>3</sup> .....	hybrid fee, see note #3
One-Time, One-Year Permit Renewal <sup>4</sup> .....	\$11
Alteration: Change of Use Only <sup>5</sup> .....	\$21
Alteration: Demolition/Removal Only.....	\$16
Sign: Business/Subdivision/Directory.....	\$5
Sign: Advertising.....	\$5
Sign: Home Occupation.....	\$5
Sign: Special Business Event.....	\$5
Sign: Civic Event.....	\$5

**1.** Square footage refers to the gross floor area defined here as the sum, in square feet, of the total horizontal areas of all floors of a principal structure or building and shall include all storage and utility areas, basements, attics, and mezzanines (finished & unfinished). It shall not include square footage for decks, sheds, garages, accessory structures, or unenclosed and unroofed porches.

**2.** Does not apply to any application proposing additional units. New residential/non-residential fee applies.

**3.** Within a mixed-use building or site, applicable residential fees apply to units and gross floor area dedicated to residential use and applicable non-residential fees apply to units and gross floor area dedicated to non-residential use.

4. Amendments and renewals must be submitted PRIOR to the expiration of the permit. Renewals are valid for one-year from date of approval for identical project. Amendments expire with the date of the original permit, but can be renewed. If the Zoning Administrator determines that the scope of a residential amendment is a major, substantive change to the original proposal, s/he may require a new permit.
5. Applies to changes of use when no site or structural changes subject to permitting are proposed on the site.
6. Alterations and amendments that add new square footage to the existing or proposed principal building or structure shall be charged \$0.10 per new square foot for residential permits, and \$0.20 for non-residential permits.
7. Applies to all owned or leased units, including public warehousing units.

**IMPACT FEES**

- *Impact fees are assessed for new dwelling units according to the Impact Fee Ordinance to fund capital improvements identified in and established by the Town's Capital Improvement Plan.*
- *Impact fees are non-refundable.*
- *Applicants may choose to pay the impact fee at the time the Zoning Permit is issued or at the time the Certificate of Compliance/Occupancy application is filed (Section 101), but no Certificate of Compliance/Occupancy shall be issued until full payment of the Impact Fee is paid (Section 107).*
- *Accessory apartments are exempt from Impact Fees.*

<b>Fee Type</b>	<b>Fee Amount</b>
Impact Fee.....	\$2,651 per dwelling unit
Reduced Impact Fee ( <i>elderly housing units &amp; one-bedroom units</i> ).....	\$1,988 per dwelling unit

**CERTIFICATE OF COMPLIANCE/OCCUPANCY & INSPECTIONS**

- *Payment is due at the time of filing.*
- *Where multiple permit types apply to a single application, the higher fee shall apply.*
- *Payment is non-refundable.*
- *Applications will not be considered complete or filed without payment of required fees.*
- *When Impact Fees apply, no Certificate may be issued until a the full impact fee is paid.*
- *Applications submitted BEFORE the expiration of the associated Zoning Permit have a REDUCED FEE!*
- *The Administrator must inspect and issue a statement of condition within 14 days of the compliance application filing. Your signature grants the Administrator permission to enter your property to inspect the work.*
- *Inspection of new residential & new non-residential will be done by appointment.*
- *Applicants will be mailed a copy of their Certificate/decision.*
- *All Certificates are subject to a \$10 recording fee.*
- *Applications for after-the-fact use or occupancy (without a Certificate) or applications to correct a formal violation are subject to a surcharge penalty <sup>4</sup>. (See Penalties section below).*

**CERTIFICATE OF COMPLIANCE/OCCUPANCY FEE CALCULATOR**

Certificate of Compliance Fee	see schedule below	+
Certificate of Compliance Unit Fee ( <i>if applicable</i> )	# _____ units x \$ _____ =	
SUBTOTAL		=
Violation Penalty ( <i>if applicable</i> )	multiply subtotal by 4	+
After-the-Fact Penalty ( <i>if applicable</i> )	multiply subtotal by 2	+
SUBTOTAL		=
Expedited Review Surcharge(s) ( <i>if requested</i> )	see schedule above	+
Impact Fee ( <i>if applicable</i> )	\$2,651 (full)/\$1,988 (reduced)	+
Certificate of Compliance Recording Fee		+ \$10
Landscape Surety Inspection Fee ( <i>if applicable</i> )	see schedule below	+

TOTAL DUE		=
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Inspection/Certificate Type	Reduced Fee	Full Fee
Uses Subject to Development Review.....	\$36+2.50 per unit.....	\$58+2.50 per unit
New Residential <sup>1</sup> .....	\$31.....	\$50
Other Residential <sup>1 &amp; 2</sup> .....	\$26.....	\$42
Business Identification /Subdivision/Directory Signs.....	\$26.....	\$42
Advertising Sign.....	\$16.....	\$26
Home Occupation Signs.....	\$11.....	\$18
Special Event Business Signs.....	\$5.....	\$8
Civic Event Signs.....	\$5.....	\$8
Landscaping Surety Inspection <sup>3</sup> .....	\$25.....	

*Due upon request for inspection to enter or exit warrantee period.*

### Failed Inspections

Remember to check your permit to verify that you have completed the work as approved prior to submitting your Certificate application. If the work doesn't match the permit, you must amend your permit; otherwise, the Certificate must be denied, and it shall be considered Notice of Voluntary Compliance. A new Certificate application must be submitted to request a second inspection since uncertified development is a violation of the Zoning Permit and the regulations, subject to enforcement if not cured.

Failed CO/CC/Landscape Inspection.....applicable fee per inspection, no refund

1. Does not apply to residential uses subject to Development Review.
2. Applies to Accessory Structures, Alterations, and Amendments.
3. Landscape inspections can only be done May 15 through October 15, when foliage is clearly visible.
4. After-the-fact penalties shall not apply to corrective Certificates of Compliance/Occupancy applications for which an after-the-fact penalty has already been assessed for the associated Zoning Permit, unless the use or occupancy is in violation of the corrective permit.

### HOW DO I GET DEVELOPMENT REVIEW APPROVAL?

- To learn about the what, when, why how of development review, please visit <http://miltonvt.org/government/boards/drb.html>.

### DEVELOPMENT REVIEW FEES

- Payment is due at the time of filing.
- Applications will not be considered complete or filed without payment of required fees.
- All fees are non-refundable.
- Multiple applications that can be heard at the same hearing shall receive 50% off the less expensive application(s); this discount shall not apply to variances or appeals.
- All development review applications are subject to a \$10 recording fee and a \$2 notice fee <sup>1</sup> per adjoining property owner and application party.
- Certain applications require publication of a public warning in the newspaper (listed below).
- Applications for after-the-fact development or applications to correct a formal violation are subject to a surcharge penalty (See Penalties section below).

### DEVELOPMENT REVIEW APPLICATION FEE CALCULATOR

Base Application Fee	see schedule below	
Variable Fee Application (if applicable)	total units & lots ___ x fee ___ =	+

Multiple Application Discount (If applicable. Confirm with staff that the applications can be heard concurrently; discount does not apply to Variances or Appeals; multiply each LOWER cost application fee by 0.50.)		
Extra Application 1	total fee _____ x0.50 =	+
Extra Application 2	total fee _____ x0.50=	+
Extra Application 3	total fee _____ x0.50=	+
Pre-Application Credit (if applicable)	subtract 100 from total	-
SUBTOTAL		=
Pre-Application Discount (if applicable)	25% from subtotal above	-
SUBTOTAL		=
Violation Penalty (if applicable)	multiply subtotal by 4	+
After-the-Fact Penalty (if applicable)	multiply subtotal by 2	+
SUBTOTAL		=
Decision Recording Fee		+ \$10
Warning Fee (if applicable, see below)	add \$85	+
Adjoiners Notice <sup>1</sup>	total no. _____ multiplied by 2 =	+
Application Party Notice (Include all persons you wish to receive notice: Owners, Applicants, Engineers, Surveyors, Architects, Attorneys)	total no. _____ multiplied by 2 =	+
Legal Review Escrow (if applicable)	\$500	+
TOTAL		=

Application	Application Fee	Warning
Pre-Application Staff Evaluation and Consultation <sup>2</sup>	\$100 (credited to next app. & discount eligibility)	
Site Plan	\$500	n/a
Site Plan Amendment	\$235	n/a
Administrative Site Plan Amendment <sup>3</sup>	\$75	n/a
Conditional Use	\$150	85
Interim Zoning Conditional Use <sup>5</sup>	\$200	85
Subdivision/PUD Sketch Plan	\$235	n/a
Minor (6 or fewer) Subdivision/Minor PUD Final <sup>3</sup>	\$500+50 per lot & unit	85
Major (7 or more) Subdivision/Major PUD Preliminary <sup>3+4</sup>	\$500	85
Major (7 or more) Subdivision /PUD Final <sup>3</sup>	\$500+50 per lot	85
Boundary Line Adjustment	\$100+75 per lot involved	85
Minor Subdivision/PUD Amendments	\$100+75 per lot, unit & phase amended	85
Major Subdivision/ PUD Amendments	\$175+75 per lot, unit & phase amended	85
Administrative PUD Amendments <sup>3</sup>	\$100	85
Variance <sup>3</sup>	\$150	85
Appeal to DRB <sup>3</sup>	\$150	85
Monument/Statue Approval <sup>3</sup>	\$100	n/a
Certificate of Approved Location <sup>3</sup>	\$100	85

#### Other Development Review Fees

Subdivision Survey Plat Recording Fee.....	\$15
<i>Due at the time of final plat submission for DRB signature. Fee established by Clerk.</i>	
Plat Recording 90-Day Deadline Extension.....	\$25
<i>Due upon written request.</i>	
Independent Technical Review Escrow.....	cost per hour billed from \$500 escrow
<i>Due upon request by the Appropriate Municipal Panel; unused balance reimbursed.</i>	
Legal Review Escrow .....	cost per hour billed from \$500 escrow
<i>Due at the time of final review application filing with draft legal instruments; unused balance reimbursed.</i>	
Revised Final Plan/Plat Staff Review .....	first review free, each additional review \$50
	base fee + \$30 per hour for ea. additional hour
	over 1.

*Base fee due upon revised plan submission, applicant will be billed for hourly rate, due with Plat submission or Zoning Permit application.*

- 1.** Adjoiners are defined by the Planning Act as owners of properties which would be contiguous to the property subject to development but for the interposition of a highway or other public right-of-way.
- 2.** Staff will review a complete subdivision sketch/PUD sketch, subdivision/PUD amendment, boundary line adjustment, site plan, and site plan amendment applications for evaluation and present a written, non-binding report as soon as possible (and within 15 business days of submission) to address potential regulatory issues. The cost of review will be credited to the next application, and the next application will be eligible for a 25% application fee discount according to the fee calculation table above if ALL identified, non-discretionary regulatory issues are addressed in the application to the satisfaction of staff.
- 3.** Not eligible for pre-application evaluation or discount.
- 4.** If the DRB determines at sketch that preliminary and final review can be reviewed concurrently at sketch, both fees shall be assessed, with a single warning.
- 5.** Interim Zoning applications must be submitted with all associated development review applications to which the use is subject.

**PENALTIES FOR AFTER-THE-FACT APPLICATIONS/VIOLATIONS**

*After-the-fact means the submission of any application required in this schedule after construction, demolition, subdivision, occupation or commencement of use prior to Town approval.*

- After-the-Fact Applications are subject to **TWO** (2) times the normal fee for each subsequent development review, zoning permit, and certificates of compliance/occupancy application needed to correct the non-compliance.
- After-the-fact applications for properties for which a formal Zoning Violation has been recorded in the land records are subject to **FOUR** (4) times the normal fee for each and every subsequent development review, zoning permit, and certificate of compliance/occupancy application to correct the violation.

**ZONING/SUBDIVISION VIOLATIONS**

*Enforcement is conducted according to the Town's Zoning Enforcement Policy and applicable ordinances. Penalty fee established by the Ordinance.*

Zoning.....	\$200 per offense, per day
Subdivision.....	\$40 per offense, per day

**LITTER VIOLATIONS**

*Litter Enforcement is conducted according to the Town's Litter Ordinance through a civil ticketing process. Penalty fee established by the Ordinance.*

Litter .....	\$500 per day, or waiver fee
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**RESEARCH & WRITTEN JURISDICTIONAL OPINIONS**

- *File research and jurisdictional opinions are provided at staff's discretion.*
- *Payment for one hour is due in advance of services rendered. Payment for hours over one shall be paid prior to issuance of the report.*
- **DISCLAIMER:** *The Town's staff does not provide legal advice, conduct title searches, survey land, or resolve boundary disputes.*

File Research and/or Written Staff Opinion .....\$50 base fee +30 for ea. additional hour over 1

**PUBLIC RECORDS**

Photocopies of Records ( <i>black &amp; white</i> ).....	one courtesy copy, then \$1 per 8.5x11" of area
Photocopies of Records ( <i>color</i> ).....	\$2.50 per 8.5x11" of area
Digital PDF Scans of Records.....	\$1 per 8.5x11" of area
Plotter Maps.....	\$15 per 3' x 4' map
Regulations/Ordinances (under 15 pages) .....	\$5 ( <i>free online</i> )
Regulations/Ordinance (over 15 pages).....	\$10 ( <i>free online</i> )
Comprehensive Plan ( <i>black &amp; white</i> ).....	\$15 ( <i>free online</i> )
Comprehensive Plan ( <i>color</i> ).....	\$30 ( <i>free online</i> )
Postage/Shipping.....	at cost ( <i>must be paid in advance; contact us for fee</i> )

**MILTON HIGHWAY ACCESS, WATER & WASTEWATER PERMITS**

*Highway access (new driveways/curb cuts), water and sewer connections/change of use require permits from the Town's Department of Public Works. Please call the Department at (802)893-6030 for assistance.*

**STATE PERMITS**

*State law requires that you contact the necessary State agencies and obtain any required State permits before construction may commence. Contact the local Permit Specialist at (802)879-5676 for assistance.*

**FEE REDUCTION OR WAIVER:**

Fees established by this schedule may be reduced or waived due to extenuating circumstances. An applicant requesting such a reduction or waiver shall provide the request in writing to the Director of Planning and Economic Development. The Director shall review such requests and provide a written recommendation for consideration and final determination by the Selectboard at the next available meeting, as determined by the Town Manager. The Director may also initiate such a request.

**ADOPTION/AMENDMENT:**

Pursuant to Vermont Statutes Annotated, Title 24, Chapter 117, Subchapter 9, Section 4440, this schedule is established by Resolution of the Selectboard, effective [\[insert date of adoption\]](#). Non-substantive revisions that do not impact a Planning & Zoning fee classification or amount may be made to this schedule administratively without Selectboard approval.

# RESOLUTION

## Town of Milton Selectboard



### *Planning & Zoning Fee Schedule Amendment*

WHEREAS, Title 24 Chapter 117, Subchapter 9 § 4440 states:

(b) The legislative body may prescribe reasonable fees to be charged with respect to the administration of bylaws and for the administration of development review. These fees may include the cost of posting and publishing notices and holding public hearings and the cost of conducting periodic inspections during the installation of public improvements. These fees may be required to be payable by the applicant upon submission of the application or prior to issuance of permits or certificates of occupancy.

(c) The legislative body may set reasonable fees for filing of notices of appeal and for other acts as it deems proper, the payment of which shall be a condition to the validity of the filing or act under this chapter.

(d) The legislative body may establish procedures and standards for requiring an applicant to pay for reasonable costs of an independent technical review of the application.

WHEREAS, the Planning and Economic Development Department maintains a current Fee Schedule of all Planning & Zoning fees, as approved by the Selectboard.

WHEREAS, the Planning and Economic Development Department staff has prepared amendments to the Fee Schedule with advisory review by the Development Review Board and Planning Commission;

**THEREFORE, BE IT RESOLVED** that the Town of Milton Selectboard, by authority granted in the Planning Act, hereby adopts the proposed amendments to the Planning & Zoning Fee Schedule.

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

### SELECTBOARD

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

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

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

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

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

Attest: \_\_\_\_\_, Town Clerk

Existing Fee Classification	Proposed Fee Classification	Existing Fee	Discount Fee (proposed)	Full Fee (proposed)	Increase/Decrease
none	5-day expedited ZP	none	n/a	75 surcharge	new,75
none	3-day expedited CO	none	n/a	200 surcharge	new,200
none	5-day expedited CO	none	n/a	75 surcharge	new, 75
New Residential Building	New Residential Dwelling Unit	300 base fee+.04 /SF	n/a	250 per new DU+ .10/SF	-50,+06
New Elderly Housing Complex	<b>New Residential Dwelling Unit</b>	150/DU+.04/SF	n/a	250 per new DU+ .10/SF	100,+06
New Multi-family Structure	<b>New Residential Dwelling Unit</b>	200/DU+.04/SF	n/a	250 per new DU+ .10/SF	50,+06
Residential Accessory Structure	Residential Alteration/Accessory Structure	40	n/a	41	1
Residential Alteration/Amendment	Residential Permit Amendment	40	n/a	16	-24
Residential Alteration/Amendment	<b>Alteration:Demolition Only</b>	40	n/a	16	-24
Residential Alteration/Amendment	<b>Alteration: Change of Use Only</b>	40	n/a	21	19
One Time Residential Renewal	One-Time, One Year Permit Renewal	40	n/a	11	29
New Commercial/Industrial Structure	New Non-Residential	500/unit+.10/SF	n/a	250/unit+.20/SF	-250,+10
Commercial/Industrial Accessory Structure	Non-Residential Alteration/Accessory Structure	50	n/a	51	1
Commercial/Industrial Alterations/Amendments	<b>Alteration:Demolition Only</b>	50	n/a	16	-34
Commercial/Industrial Alterations/Amendments	<b>Alteration: Change of Use Only</b>	50	n/a	21	-29
Commercial/Industrial Alterations/Amendments	Non-Residential Permit Amendment	50	n/a	51	1
One Time Commercial/Industrial Renewal	One-Time, One Year Permit Renewal	50	n/a	21	-29
none	<b>Mixed-Use Development</b>	none	n/a	hybrid	new, hybrid
Zoning Permit: Sign	Sign:Business/Subdivision/Directory	5	n/a	5	0
Zoning Permit: Sign	Sign: Advertising	5	n/a	5	0
Zoning Permit: Sign	Sign: Temporary Special Business Event	5	n/a	5	0
Zoning Permit: Sign	Sign: Home Occupation	5	n/a	5	0
Zoning Permit: Sign	Sign: Civic Event	5	n/a	5	0
Certificate of Occupancy/Compliance	CO/CC: Uses Subject to Development Review	25	36+2.50 per unit	58+2.50 per unit	11,+2.5/unit - 33+2.5 per unit
Certificate of Occupancy/Compliance	CO/CC: New Residential	25	31	50	6/19
Certificate of Occupancy/Compliance	CO/CC: Other Residential	25	26	42	1/17
Certificate of Occupancy/Compliance	CO/CC: Business Identification/Subdivision/Direct	25	26	42	1/17
Certificate of Occupancy/Compliance	CO/CC: Advertising Signs	25	16	26	-9/1
Certificate of Occupancy/Compliance	CO/CC: Home Occupation Signs	25	11	18	-14/-7
Certificate of Occupancy/Compliance	CO/CC: Special Event Business Signs	25	5	8	-20/-17
Certificate of Occupancy/Compliance	CO/CC: Civic Event Signs	25	5	8	-20/-17
none	<b>Landscaping Surety Inspection</b>	none	n/a	25	new, 25
none	<b>Failed Inspection</b>	none	n/a	fee non-rendable	new, at cost
none	<b>Pre-application Staff Evaluation &amp; Consultation</b>	none	n/a	100 (credited to next phase & disc	new, 100
Site Plan	Site Plan	300	300	500	0/200
Site Plan Amendment	Site Plan Amendment	100	101.25	235	1.25/135
Administrative Site Plan Amendment	Administrative Site Plan Amendment	50	n/a	75	25
Conditional use	Conditional Use	150	n/a	150	0
Interim Zoning Conditional Use	Interim Zoning Conditional Use	150	n/a	150	0
Sketch Plan for Subdivisions and PUDs	Subdivision/PUD Sketch Plan	100 (can be credited to next phase)	101.25	235	101.25/235
Minor Subdivision/PUD-Residential (6-units)	Minor Subdivision/PUD Final	500+50/unit or lot	n/a	500+50/lot&unit	100 (no longer credit eligible)
Major Subdivision/PUD-Residential (7+units)	<b>Major Subdivision/PUD Preliminary</b>	0	n/a	500	500
Major Subdivision/PUD-Residential (7+units)	Major Subdivision/PUD Final	1,000+50 per unit or lot	n/a	500+50/lot&unit	-500
Boundary Line Adjustment	Boundary Line Adjustment	75 per lot	variable (base & lot discor	100+75/lot involved	100
Subdivision PUD/Amendments	<b>Minor Subdivision/PUD Amendment</b>	100	variable (base & lot discor	100+75/lot,unit&phase amended	75/lot
Subdivision PUD Amendments	<b>Major Subdivision/PUD Amendment</b>	100	variable (base & lot discor	175+75/lot,unit&phase amended	75/lot

Administrative PUD Amendments	Administrative PUD Amendment	50	n/a	100	50
Variance	Variance	150	n/a	150	0
Appeal of Zoning Administrator's Decision	Zoning Administrator Decision Appeal	150	n/a	150	0
<b>none</b>	<b>Monument/Statue Approval</b>	<b>none</b>	<b>n/a</b>	100	<b>new, 100</b>
<b>none</b>	<b>Certificate of Approved Location</b>	<b>none</b>	<b>n/a</b>	100	<b>new, 100</b>
Warning Fee (Newspaper Publication)	Warning Fee (Newspaper Publication)	75	n/a	85	10
<b>none</b>	<b>Plat Recording 90-day Deadline Extension</b>	<b>none</b>	<b>n/a</b>	25	<b>new, 25</b>
<b>none</b>	<b>Independent Technical Review Escrow</b>	<b>none</b>	<b>n/a</b>	500 escrow (upon request)	<b>new, 500</b>
Escrow Account: Legal Review Fees	Legal Review Escrow	500	n/a	500 escrow	0
<b>none</b>	<b>Revised Final Plan/Plat Staff Review</b>	<b>none</b>	<b>n/a</b>	first free, then 50 base +30/hr over	<b>new,50+30hr.</b>
<b>none</b>	<b>After-the Fact Applications</b>	<b>none</b>	<b>n/a</b>	2 times fee	new, 2X
<b>none</b>	<b>After-the Fact Applications w/ Violation</b>	<b>none</b>	<b>n/a</b>	4 times fee	new, 4X
<b>none</b>	<b>File Research and/or Written Staff Opinion</b>	<b>none</b>	<b>n/a</b>	50 base +30/hr over 1	<b>new, 50+30hr.</b>
Copies of Official Documents	Photocopies of Records (black and white)	.05 per page/.09 double-sided	n/a	one free, then 1 per 8.5x11	0.89
<b>none</b>	<b>Photocopies of Records (color)</b>	<b>none</b>	<b>n/a</b>	2.50 per 8.5x11	<b>new, 2.50</b>
<b>none</b>	<b>Digital PDF Scans of Records</b>	<b>none</b>	<b>n/a</b>	1 per 8.5x11	<b>new, 1</b>
<b>none</b>	<b>Plotter Maps</b>	5	n/a	15 per 3x4	10
Copies of Official Documents	<b>Regulations and Ordinances (under 15 pages)</b>	.05 per page/.09 double-sided	n/a	5	<b>new, 5</b>
Copies of Official Documents	<b>Regulations and Ordinances (over 15 pages)</b>	.05 per page/.09 double-sided	n/a	10	<b>new, 100</b>
Copies of Official Documents	<b>Comprehensive Plan (black and white)</b>	.05 per page/.09 double-sided	n/a	15	<b>new, 100</b>
Copies of Official Documents	<b>Comprehensive Plan (color)</b>	.05 per page/.09 double-sided	n/a	30	<b>new, 30</b>
<b>none</b>	<b>Postage/Shipping</b>	<b>none</b>	<b>n/a</b>	at cost	<b>new, at cost</b>

Town/City	New owner-occupied Single Family Home; \$200,000 ECC; 2,000 square feet; 3 bedrooms:	New Residential Duplex (not owner occupied); \$250,000 ECC; 1,500 square feet per unit:	New Industrial space; \$500,000 ECC; 10,000 square feet	New Retail Space; \$125,000 ECC; 2,000 square feet	Residential Deck; \$5,000 ECC; 400 square feet	After-the-Fact Permits (work already commenced or completed)	Certificate of Compliance (residential)	Certificate of Compliance (commercial)
Barre City	\$200 base buiding permit (plus other fees: electrical, alarm, etc.) + \$20 ZP = \$220 plus recording (assumes 2 stories same size, fee is based on footprint)	\$375 base buiding permit (plus other fees: electrical, alarm, etc.) + \$20 ZP = \$395 plus recording (assumes 2 stories same size, fee is based on footprint)	\$2500 base building permit fee (plus building fees: electrical, alarm, etc.) + \$400 ZP = \$2,900.00 plus recording	\$500 base building permit fee (plus building fees: electrical, alarm, etc.) + \$200 ZP = \$700.00 plus recording	\$80 building permit + \$20 ZP = \$100 + recording	Double the normal fees.	appears to be included, but 2nd and subsequent inspections (due to failed CO) are \$200	appears to be included, but 2nd and subsequent inspections (due to failed CO) are \$200
Bennington	\$340.00	\$1,200.00	\$2,800.00	\$740.00	\$45.00	Double the normal fees.	\$65.00	\$75.00
Brattleboro	\$450.00	\$650.00	\$4,170.00	\$970.00	\$66.00	Double the normal fees.	Not addressed on fee schedule	same
Burlington	\$1,490	\$1,735.00	\$3,360.00	\$972.50	\$160.00	N/A for permits. After the fact CO's vary from \$150-\$450 and \$150-\$1,500 if DRB was involved.	\$30 + 10% of all zoning & conditional use permit application fees	\$30 + 10% of all zoning & conditional use permit application fees
Colchester	\$955.00	\$1,395.00	\$5,675	\$1,195.00	\$75.00	Double the normal fees.	Appears to be included, but a failed inspection is \$40 and CO requested 2 years after permit issuance is \$100.00	Appears to be included, but a failed inspection is \$40 and CO requested 2 years after permit issuance is \$100.00
Essex Jct.	\$210.00	\$410.00	\$1,010.00	\$210.00	\$35.00	Double the normal fees.	\$35.00?	\$35.00
Georgia	\$200.00	\$350.00	\$500.00	\$300.00	\$70.00	twice underlying fee	included in permit fee	included in permit fee
Hartford	\$265.00	\$465.00	\$865.00	\$465.00	\$70.00	none		
Milton Existing	\$380.00	\$420.00	\$1,500.00	\$700.00	\$40.00	0	\$25.00	25
Milton Proposed	\$450.00	\$800.00	\$2,250.00	\$650.00	\$41.00	2 times underlying fee; 4 times with violation	\$31.00	36+2.50 per unit

Rutland	\$320.00	\$395.00	\$1,020.00	\$230.00	\$70.00	Not addressed on fee schedule	None	none
S. Burlington	\$913.00. If Design Review is required, add \$165.00. Garages are \$50/per bay.	\$1363.00. If Design Review is required, add \$165.00.	\$3513.00. If Design Review is required, add \$165.00.	\$713.00. If Design Review is required, add \$165.00.	\$43.00. If Design Review is required, add \$165.00.	If Notice of Violation not issued: 1.5 x original fee. If Violation issued: 2 x original fee.	Certificate of Occupancy: \$153; Certificate of Compliance: \$40	153/40
Springfield	\$285.00	\$385.00	\$1,085.00	\$285.00	\$80.00	Not addressed on fee schedule	\$35.00	35
St. Albans	\$830.00	\$1,030.00	\$2,550.00	\$675.00	\$40.00	Varies, but 3-6 x the original permit cost	\$80.00	80
Town of Essex	\$510.00	\$770.00	\$1,520.00	\$395.00	\$60.00	Not addressed on fee schedule	\$25; Certificate of OCCUPANCY: \$85.00	25
Westford	1,000	1,500	5,000	1,000	\$200.00	2 times underlying fee	75	75
Williston	1,000	1,250	2,500	625	\$40.00	1.5x regular fees OR 2x if result of enforcement	\$45.00 per inspection	\$60.00 per inspection



**TOWN OF MILTON**  
**Planning & Economic Development Department**  
43 Bombardier Road  
Milton, Vermont 05468-3205  
(802) 893-1186  
miltonvt.org

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## **MEMO**

**TO: Selectboard & Town Manager**  
**CC: Planning Director**  
**FROM: Amanda Pitts, Zoning Administrator**  
**DATE: February 12, 2016**  
**SUBJECT: ZONING PERMIT AMENDMENT FEE**

Owners of 27 Martell Road, James and Kristen Chalmers, received an approved Zoning Permit (#2015-176) for an 8'x12' shed and a 10'x14' sugar house on 11/3/2015. I performed a Certificate of Compliance inspection on 12/22/2015. Upon the inspection, I found that a lean-to/roof extension approximately 5' off the sugar house was built as well. As listed in Section 130 of the Zoning Regulations, "In accordance with Section 1000 of this Ordinance, no LAND DEVELOPMENT, excavation or construction shall be started on any land parcel or STRUCTURE and no EXPANSION, ALTERATION or change of USE shall be started within any existing STRUCTURE without a Zoning Permit issued by the Zoning Administrator." The definition of a structure per Section 1110 is, "Anything constructed or erected, the use of which requires location on or within the ground or attachment to something having location on or within the ground." A lean-to is attached to "something having location on or within the ground", in this case, the sugar house and supporting pillars. Because the lean-to/roof extension was not indicated on the approved Zoning Permit, I denied the Certificate of Compliance.

I notified that owners that in order to come into compliance, they would need to obtain an amended Zoning Permit for the shed, sugar house and lean-to. The owners have not yet submitted an application for the amended Zoning Permit. The current fee for an amended Zoning Permit totals \$50 for a residential property (\$40 fee plus \$10 to record the Memorandum of Municipal Action) and \$60 for a commercial property (\$50 fee plus \$10 to record the Memorandum of Municipal Action). In 2015, 23 amended Zoning Permits were approved and charged the applicable amendment fee (4 for commercial properties, and 19 for residential properties).

I recommend that the Selectboard do not waive the applicable amended Zoning Permit fee because the lean-to structure does require a Zoning Permit per our Zoning Regulations.



## TOWN OF MILTON, VERMONT 05468-3205

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

### MEMORANDUM

TO: Town of Milton Selectboard

FROM: Erik Wells, Director- Administration & Community Services

RE: State of Vermont 457 Deferred Compensation Plan

DATE: February 16, 2016

The Town has made available 457 Deferred Compensation Retirement Plans to staff as an added optional benefit to build savings for retirement in addition to VMERS. The Town and qualifying employees each make a contribution toward VMERS.

A 457 Deferred Compensation Plan is entirely employee funded, there is no cost to the Town unless it decides to make a contribution. The quarterly administrative fees associated with the plan are withdrawn from each subscribing employees' account.

Of our 48 full-time employee workforce, currently 5 are enrolled in three different 457 Deferred Compensation Plans that have been offered over the years. I would like to move away from our current offering of ICMA-RC and make available as the sole option moving forward for new enrollees the State of Vermont 457 Plan administered by Empower Retirement Services. Employees enrolled in other plans may continue to be in those if they choose, but I will discuss with them the advantages of this other plan. They may choose to transfer their funds into this plan, or start a new fund using this plan sponsor. I would like to leave this up to employees, and then phase out these multiple offerings over time so all employees are enrolled in one system moving ahead. This creates administrative efficiency. The decision whether to enroll and the management of money is entirely up to the employee – as the employer we provide this retirement option and resources for assistance. I had a meeting with our regional representative from Empower and we discussed the various options and systematically how this would work for staff.

Employee contribution is made using a payroll deduction and it can be done either pre or post tax. The pre tax contributions will be taxed at the time the funds are withdrawn- each employee is in a different situation. The investment portfolio and design of the plan is decided upon by the employee using Empower Retirement as a resource.

My reasons for switching our offering:

- A lower annual administrative fee for the employee. 0.1% or 10 basis points - \$1 for each \$1,000 of fund value. This is reconciled quarterly.
  - ICMA-RC has an approximate 2.13% annual administrative fee.
- Investment management fees are also applied depending on the investment option selected. These fees are applicable no matter what 457 Plan sponsor is being utilized, its part of the decision for an employee regarding the investment plan selected.
- The State of Vermont 457 Plan is managed through Empower Retirement. It has a Vermont office with regional representatives who provide in person counseling to employees. Feedback I've received from employees is that they would like to be able to sit down with someone and go through retirement funding options and adjustments to make. I would have our representative come 1-2 times a year and provide a large group and individual meeting options to staff to assist in this decision making. I see this as a benefit to our staff to aid them in planning for their retirement. I would like to see more than 10% of our full-time workforce using a 457 Plan, and the added educational opportunities this partnership can provide will aid in building enrollment I believe.
- This process of searching for a better offering for staff started when I had difficulty in prompt communication with ICMA-RC. I asked other Vermont Towns via muni-net who they are utilizing for 457 Plans and ICMA-RC and the State of Vermont were the two most popular responses.
  - Middlebury recently switched to the State of Vermont Plan for the same reasons I have identified – better communication and lower plans fees. Town Manager Kathleen Ramsey told me that they have been satisfied with this change.
- The State of Vermont Board serves as the plan administrator and chooses funds as possible investments options for employees enrolled. The State Treasurer's Office and the Vermont State Retirement Board take on the fiduciary responsibility for the plan. There is a large pool of enrolled employees across the public sector, which contributes to the low administrative fees.

In order for the Town of Milton to offer this plan to its employees the Selectboard needs to adopt the resolution provided.

**RESOLUTION ADOPTING THE  
STATE OF VERMONT  
SECTION 457 DEFERRED COMPENSATION PLAN**

**WHEREAS**, the individuals signing below have the legal authority to take the action set forth herein on behalf of Town of Milton  
(Municipality/Public School District) hereinafter referred to as Participating Employer.

**WHEREAS**, the Participating Employer wishes to adopt the State of Vermont Section 457 Deferred Compensation Plan, an eligible deferred compensation plan governed by Section 457 of the Internal Revenue Code, for its employees.

**NOW THEREFORE, BE IT RESOLVED**, that the Participating Employer adopts the State of Vermont Section 457 Compensation Plan effective 2/16/16.

**FURTHER RESOLVED**, that the participation of the Participating Employer's employees in the Plan shall be governed by the plan document, a copy of which is attached, the services agreement(s), and any and all rules and regulations promulgated by the State of Vermont Board.

**FURTHER RESOLVED**, that the Participating Employer agrees to be bound by and honor the decisions and action taken by the State of Vermont Board, the plan administrator, in connection with Plan management and administration, including but not limited to, amending or terminating the Plan and selecting investment options and service providers.

**FURTHER RESOLVED**, that the Participating Employer agrees that no employee shall be allowed to contribute more than the maximum annual contribution into the Plan. If the employer offers one or more other 457 plans, the employer shall coordinate the maximum annual contribution among all of the plans and agrees that any excess deferrals resulting from participation in multiple plans shall be attributable to and distributed from one of the other 457 plans, not the State Plan.

**FURTHER RESOLVED**, that the Participating Employer will facilitate educational programs developed for use with the State's Plan as requested by the State or service provider to the extent possible during work hours.

\_\_\_\_\_  
  
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# TOWN OF MILTON, VERMONT

Donna Barlow Casey, Town Manager • 43 Bombardier Road, Milton, VT 05468-3205  
dbarlowcasey@town.milton.vt.us • Telephone 802-893-6655 • Fax: 802-893-1005

## MEMORANDUM

**TO:** Selectboard

**FROM:** Donna Barlow Casey

**RE:** Process & Tools to Resolve Finance Questions

On Monday, February 8, Darren Adams led a discussion over several hours, with John Gifford and me, mapping out a process for tackling critical financial issues. That process is memorialized in the Selectboard packet for the upcoming 02/14/16 meeting, as a document entitled *Finance Problem Solving Process*. The document identifies topics that have been identified as being of concern to the Selectboard, and provides staff with clarity about the priority issues needed to be resolved in order to restore confidence in the Town's finances.

- Staff will take steps to resolve these matters incrementally, until such time as a financial consultant is found.
- Going forward, Selectboard meetings will include an update on at least one of these priorities, with the intent of attempting to achieve resolution of one topic before moving on to another.
- Once Selectboard members are satisfied with the information provided, action can be taken. At the least, we expect that two meetings will be needed in order that information can be presented, questions asked, and time allowed for further consideration before any official decisions are made.
- At the 02/14/16 meeting, we'll review the document, adding any items members wish to see explored.
- John Gifford and I will walk you through a presentation for item #1 – *Capital Improvement Fund Balance* - focused on the impact Interfund Borrowing has had on the Fund. This is intended to:
  - Serve as a “test drive” for the process, inviting discussion of how future presentations may be improved;
  - Be an opportunity to share the knowledge we've acquired during our research;
  - Identify additional lines of inquiry that are desired; and
  - Review the two approaches that could resolve the cascading impact the Interfund borrowing has had on future year's Capital Plans.

## Finance Problem Solving Process

Each of the sections that follow identifies a critical component necessary for arriving at a clear and reliable understanding of the Town's current Finance situation. Section headings are boxed and underneath each is a listing of major tasks and critical issues that require inquiry, research and are intended to result in a determination. Taken together, the completed work in all of the sections should cumulatively provide the Selectboard and staff with the information necessary to restore confidence in our finances.

### ✓ Capital Improvement Fund Balance

#### Impact of Truck Purchases on Fund Balance

- Provide statute(s) on Interfund borrowing –
  - *SHORT-TERM BORROWING WITHOUT BONDING Municipalities may borrow through non-bond debt instruments in order to pay for public improvements or to purchase capital assets. The term of such debt shall not exceed the reasonably anticipated life of the improvement or asset. 24 V.S.A. § 1786a...In addition, a recently enacted law clarifies the authority of the selectboard to borrow money to purchase tools and equipment necessary for the repairs of highways and bridges without voter approval. See 24 V.S.A. § 1786a and 19 V.S.A. § 304a(3). [Excerpted 102030 from the VLCT Municipal Treasurer's Handbook]*
- Provide written explanation of why Interfund borrowing has a different impact than commercial borrowing (See GASB 34, Reporting Interfund Activity 112.(a)(1) attached)
- Validate the availability & receipt of outstanding grant funds
- Show 3 year impact of Interfund borrowing & its cascading effect on FY 2017 & 2018
- Look at alternate solutions to restore FY 2016 CIP balance
  - Borrow from external lender some or all of \$405,000
  - Assign liability to another fund

#### Format for the CIP

- All finance rules need to be in the front of the document (statues, policies, internal rules & procedures that apply, etc.)
  - This should constitute a static chapter that repeats each year in the CIP document
  - Identify sources of funds using a percentage of overall price (20% match, 20% Impact Fees, 60% GF)
  - Identify project codes
- Project descriptions need to be brief, specific, contain all relevant details
- Identify multi-year projects, inclusive of start/end years in both narrative and spreadsheets
- Identify funding that is "set-aside" in annual audits as "assigned funds"
- Include a multi-year project table in the front of the document by project name
- Spreadsheet listing of projects should be:
  - Page 1 – Just current year proposed projects with columns for funding sources (accurate amounts appropriated to different sources)
  - Page 2 – 7 years of CIP projects (2 years passed/current year request/4 years future)
  - Page 3 – Desirable Projects without current or anticipated funding sources
 (Above spreadsheet format allows recreation of prior years by aligning Page 1 for each year.)

Validate 3 Voter Created Reserve Fund Balance Histories
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- Provide transaction history for each of the following:
  - Recreation
  - Emergency Services
  - Road Restoration & Sidewalks
- Propose new policy requiring Selectboard authorization to expend any amount of money from above funds
  - Proposal to expend funds must be accompanied by budget analysis

Impact Fee Fund
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- Statute
- Impact Fee Schedule
- Annual Impact Fee Reports
- 5 year history cross-referenced with:
  - Percentage formula by category
  - Identified Projects
  - Expenses
- Remaining Funds
- Overpayment to school & resolution
  - Prior year miscommunication with auditor & impact

Grants
--------

- Complete list of current grants (awarded & in process)
  - Type of grant & awarding organization
  - Identify Dept./Project Manager
  - Date of award/end date
  - Identify grant amount & match (inclusive of sources)
    - Total expended to date
    - Assess previously committed funds availability
    - Percent complete
- Propose grant policy requiring Selectboard approval to deviate from grant
- Review Concept of online Project Tracker & Seek Input from Selectboard

TIF
-----

- Review timeframe, deadlines, and status of Core TIF
- Project new increment in order to understand debt limit
  - Back of envelope/inhouse, consultant or both?
  - Look at results and decide on comfort level for risk
- Identify our goal for development

- What is the impetus for developers to take a risk on Milton? (example: In Barre City, it was decided that the single most important act to spur development was to bring 500 workers into downtown. Private investment would follow to feed & support those workers.)
- Talk with Developers about their interest if town follows through with goal
  - What do they need to come to town?
- Issue RFP for first project
  - Focus on development of one parcel
  - If interest is greater, be prepared with other immediately opportunities

# The Vermont Statutes Online

## Title 24 : Municipal And County Government

### Chapter 053 : Indebtedness

#### Subchapter 001 : Indebtedness Generally

#### **§ 1786a. Borrowing for public improvements and capital assets**

(a) The voters of a municipality may authorize specific public improvements and the acquisition of capital assets and finance the same, temporarily or permanently, through debt instruments other than bonds for a term not to exceed the reasonably anticipated useful life of the improvements or assets as provided in this section.

(b) If the improvements or assets are to be financed for a term of five years or less, they shall be approved by the voters at an annual or special meeting duly warned for the purpose in accordance with the provisions of chapter 55 of Title 17. However, the requirement of this subsection shall not apply to purchases made by selectboards under the provisions of 19 V.S.A. § 304(a)(3).

(c) If the improvements or assets are to be financed for a term of more than five years, the procedural provisions of sections 1755, 1756 and 1757 of this title shall apply. A vote on the question shall be held at a duly warned annual or special meeting and shall be by Australian ballot. The ballot shall be in substantially the following form:

"Shall the voters authorize (describe public improvement or acquisition) in an amount not to exceed (\$ .....) to be financed over a period not to exceed (number of years)."

(d) Public improvements or assets approved under subsection (c) of this section may be financed for a period of five years or less.

(e) Debt instruments authorized under this section may be refunded in the manner provided in sections 1771 and 1772 of this title. (Added 1995, No. 2, § 1, eff. Feb. 23, 1995; amended 2001, No. 64, § 22, eff. June 16, 2001.)

# The Vermont Statutes Online

## Title 19 : Highways

### Chapter 003 : Town Highways

#### § 304. Duties of selectmen

(a) It shall be the duty and responsibility of the selectboard of the town to, or acting as a Board, it shall have the authority to:

(1) see that town highways and bridges are properly laid out, constructed, maintained, altered, widened, vacated, discontinued, and operated, when the safety of the public requires, in accordance with the provisions of this title;

(2) take any action consistent with the provisions of law, including determinations made pursuant to subdivision 302(a)(3)(B) or subsection 310(a) of this title, which are necessary for or incidental to the proper management and administration of town highways;

(3) purchase tools, equipment, and materials necessary for the construction, maintenance, or repair of highways and bridges, and to incur indebtedness from the municipal equipment loan fund as established in 29 V.S.A. § 1601 for these purchases. It may contract with governmental or private agencies for the use of tools, equipment, road building material, and services;

(4) order hills graded, surfaces graveled, or treated with a dust layer, or surface treated with bituminous material, upon any town highway either laid out by them or already existing;

(5) grant permission to enclose pent roads and trails by the owner of the land during any part of the year, by erecting stiles, unlocked gates, and bars in the places designated and to make regulations governing the use of pent roads and trails and to establish penalties not to exceed \$50.00, for noncompliance. Permission shall be in writing and recorded in the town Clerk's office;

(6) make special regulations as to the operation, use, and parking of motor vehicles on highways under their jurisdiction, as provided in Title 23;

(7) make special regulations as to the speed of motor vehicles using the highways under their jurisdiction, as provided in Title 23;

(8) lay out winter roads and lumber roads pursuant to chapter 9 of this title;

(9) change the course of a stream, pursuant to chapter 9 of this title;

- (10) erect embankment on stream, pursuant to chapter 9 of this title;
- (11) construct a watercourse, drain, or ditch from a highway across lands of any person, pursuant to chapter 9 of this title;
- (12) lay out, alter, classify, and discontinue town highways, pursuant to chapter 7 of this title;
- (13) forward the town's annual plan for the construction and maintenance of town highways to the agency of transportation;
- (14) keep accurate accounts, showing in detail all moneys received by them including from whom and when received and all moneys paid out by them, to whom and for what purpose, and settle the accounts with auditors not less than 25 days before the annual meeting;
- (15) receive grant funds and gifts from public and private sources;
- (16) unless the town electorate votes otherwise, under the provisions of 17 V.S.A. § 2646, appoint a Road Commissioner, or remove him or her from office, pursuant to 17 V.S.A. § 2651. Road Commissioners, elected or appointed, shall have only the powers and authority regarding highways granted to them by the selectmen;
- (17) number houses and name highways if desired;
- (18) participate in cooperative purchasing arrangements with the state or other municipalities;
- (19) prepare a transportation plan and capital budget for transportation for voter approval;
- (20) retain staff and consultant assistance if needed in carrying out duties and powers;
- (21) issue permits for work in highway rights-of-way pursuant to 19 V.S.A. chapter 11;
- (22) regulate the location and relocation of utility wires and poles pursuant to 30 V.S.A. chapter 71; and
- (23) publish and adopt after public hearing(s) road specifications for highways to be built or rebuilt within the town in compliance with applicable statutes.

(b) Nothing in this chapter shall be construed to affect the rights and powers conferred on incorporated villages and cities by their charters to appoint street commissioners, collect and disburse highway taxes, and repair and maintain highways under their care. (Added 1985, No. 269 (Adj. Sess.), § 1; amended 1999, No. 156 (Adj. Sess.), § 28, eff. May 29, 2000; 2001, No. 64, § 21, eff. June 16, 2001.)

**Statement of Fiduciary Net Assets**

108. The statement of fiduciary net assets should include information about the assets, liabilities, and net assets for each fiduciary fund type. The detailed display requirements of Statements 25 and 26 apply to the statements of plan net assets of pension and other employee benefit trust funds. Statement 31 provides detailed guidance for investment trust funds. The components of net assets, discussed in paragraphs 32 through 37, are not required to be presented in the statement of fiduciary net assets.

**Statement of Changes in Fiduciary Net Assets**

109. The statement of changes in fiduciary net assets should include information about the additions to, deductions from, and net increase (or decrease) for the year in net assets for each fiduciary fund type. The statement should provide information about significant year-to-year changes in net assets. The detailed display requirements of Statements 25 and 26 apply to the statements of changes in plan net assets for pension and other employee benefit trust funds.

**Reporting Agency Funds**

110. In the statement of net assets, agency fund assets should equal liabilities. Agency funds should not be reported in the statement of changes in fiduciary net assets.

111. Sometimes an agency fund is used as a *clearing account* to distribute financial resources to other funds of the government, as well as other entities. For example, county property tax collectors customarily collect and distribute property taxes to the county's funds as well as to other governments within the county. When this occurs, the portion of the clearing account balance that pertains to other funds of the county should not be reported in agency funds. Rather, it should be reported as assets in the appropriate funds.

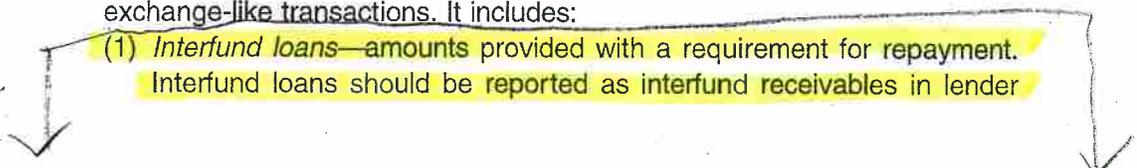
**Reporting Interfund Activity**

112. Interfund activity within and among the three fund categories (governmental, proprietary, and fiduciary) should be classified and reported as follows:

a. *Reciprocal interfund activity* is the internal counterpart to exchange and exchange-like transactions. It includes:

- (1) *Interfund loans*—amounts provided with a requirement for repayment. Interfund loans should be reported as *interfund receivables* in lender

Done



funds and interfund payables in borrower funds. This activity should not be reported as other financing sources or uses in the fund financial statements. If repayment is not expected within a reasonable time, the interfund balances should be reduced and the amount that is not expected to be repaid should be reported as a transfer from the fund that made the loan to the fund that received the loan.

- (2) *Interfund services provided and used*—sales and purchases of goods and services between funds for a price approximating their external exchange value. Interfund services provided and used should be reported as revenues in seller funds and expenditures or expenses in purchaser funds.<sup>45</sup> Unpaid amounts should be reported as interfund receivables and payables in the fund balance sheets or fund statements of net assets.
- b. *Nonreciprocal interfund activity* is the internal counterpart to nonexchange transactions. It includes:
- (1) *Interfund transfers*—flows of assets (such as cash or goods) without equivalent flows of assets in return and without a requirement for repayment. This category includes payments in lieu of taxes that are not payments for, and are not reasonably equivalent in value to, services provided. In governmental funds, transfers should be reported as other financing uses in the funds making transfers and as other financing sources in the funds receiving transfers. In proprietary funds, transfers should be reported after nonoperating revenues and expenses as discussed in paragraphs 100 and 101.
  - (2) *Interfund reimbursements*—repayments from the funds responsible for particular expenditures or expenses to the funds that initially paid for them. Reimbursements should not be displayed in the financial statements.

### **Basic Financial Statements—Notes to the Financial Statements**

113. The notes to the financial statements should communicate information essential for fair presentation of the financial statements that is not displayed on the face of the financial statements. As such, the notes are an integral part of the basic financial statements. The notes should focus on the primary government—specifically, its governmental activities, business-type activities, major funds, and nonmajor funds in the aggregate. Information about the

<sup>45</sup>However, Statement 10, paragraph 64, requires that when the general fund is used to account for risk-financing activity, interfund charges to other funds should be accounted for as reimbursements.

02/12/16  
04:02 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 18

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/17/16 thru 02/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
14243 ACTION FLAG CO								
	00001723	25409	two (1 spare) flags for	55-20-420-612.00	GENERAL SUPPLIES	40.00	38.45	
26267 ALEXANDER M. MICHELE								
	00005727	020616	Rec/cookie class	10-50-452-831.00	REVENUE PROGRAMS	240.00	165.00	
33218 ALL SEASONS EXCAVATING INC								
	00001729	28835	water brk rpr Beartrp Rd	50-10-410-450.00	CONSTRUCTION SERVICES	9,439.82	9,439.82	
21526 AMERIGAS - SOUTH BURLINGTON								
		3048544512	ice house 109.6 gal propn	10-30-432-623.00	PROPANE	0.00	97.27	
13563 AQUAPLATES INC								
	00001653	I8337	ecoli plates permit test	55-20-420-612.00	GENERAL SUPPLIES	105.45	105.45	
13324 AUTOSMITH, LLC								
	00200075	032915	tow 3/29/15 stolen car	10-20-420-340.00	TECHNICAL	123.00	123.00	
28653 BARLOW-CASEY, DONNA								
		012816	police conf luncheon	10-10-410-170.00	TRAVEL ALLOWANCE	0.00	20.00	
16749 BEAUREGARD EQUIPMENT INC								
	00003625	IV28070	hydlrc pipe lk front ldr	10-30-430-430.10	VEHICLE MAINTENANCE	182.03	182.03	
17611 BELLAVANCE, MEGHAN								
		011216	mileage vt dept libraries	10-50-451-580.00	TRAVEL	0.00	44.17	
19000 BOND AUTO PARTS, INC.								
	00001639	17IV037192	windshld wipers e450	50-10-410-612.00	GENERAL SUPPLIES	12.99	12.99	
	00001639	17IV037192	windshld wipers e450	55-20-420-612.00	GENERAL SUPPLIES	12.99	12.99	
	00003612	17IV038042	fix bad lt low pro	10-30-430-430.10	VEHICLE MAINTENANCE	4.80	4.80	
	00003609	I7IV037838	fitting grease gun	10-30-430-430.10	VEHICLE MAINTENANCE	11.37	11.37	
						42.15	42.15	
19240 BOUCHER, S. MICHAEL								
	00005728	002	Rec/ Swing Dance lessons	10-50-452-831.00	REVENUE PROGRAMS	975.00	225.00	
19670 BRODART CO.								
	00051689	424597	top lding cd binder	10-50-451-611.00	OFFICE SUPPLIES	61.20	61.20	
27806 BUSINESS CREDIT CARD SERVICES								
	00008616	012616	EE bkgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
	00008617	012716	2) EE bkgrnd checks	10-10-416-330.00	OTHER PROFESSIONAL	60.00	60.00	
	00001716	012716MARRIO	Newea conf hotel 1/24-27	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	341.62	341.62	
	00001716	012716MARRIO	Newea conf hotel 1/24-27	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	341.63	341.63	
	00005755	Z63JG-P3A63	Signs Wntr Fest & reuse	10-50-452-540.00	ADVERTISING	75.00	68.57	
	00005755	Z63JG-P3A63	Signs Wntr Fest & reuse	10-50-452-830.16	TOWN EVENTS	75.00	68.57	
						923.25	910.39	
22750 CARGILL, INC								
	00003618	2902664745	winter salt	10-30-430-601.10	WINTER SALT	3,306.34	3,306.34	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/17/16 thru 02/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00003618	2902667390	winter salt	10-30-430-601.10	WINTER SALT	6,582.20	6,582.20	
						9,888.54	9,888.54	
54050 CASELLA WASTE SYSTEMS INC		2499057	rubbish	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	
		2499057	rubbish	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2499057	rubbish	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						0.00	1,035.81	
37165 CCR RENTAL & SERVICE		00003623	20748 blades/cutng edge &stk	10-30-430-612.10	FLOW SUPPLIES	830.72	830.72	
23262 CERTIFIED AMBULANCE GROUP, INC.		MIL-0216	Jan medicaid claims -6	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,358.61	
24531 CHAMPLAIN HOUSING TRUST		SS-2013-REQ3	pass-thru grant req #3	30-10-401-340.00	Champlain Housing Trust	0.00	163,146.00	
25190 CHAMPLAIN WATER DISTRICT		013116	Jan '16 use 21237460 gal	50-10-410-411.10	WATER PURCHASE CWD	0.00	43,069.57	
26250 CHITTENDEN SOLID WASTE DISTRICT		IVC022415	dec '15 wt 23.16 ton	55-20-420-340.00	TECHNICAL SERVICES	0.00	1,998.99	
26422 CHOICE COBRA, LLC		RC038019	Jan Admin & Annual renwal	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	113.25	
26597 CIRQUE DE FUEGO, LLC		00005753	020916 fire perf winter fest	10-50-452-830.16	TOWN EVENTS	50.00	50.00	
		00005753	020916 fire perf winter fest	10-50-452-831.05	From Rec Donations	250.00	250.00	
						300.00	300.00	
26950 CLARK'S TRUCK CENTER		00011940	7456 ambulance chassis '16 int	38-00-000-321.01	3/4C for Fire/Rescue Cap	58,551.00	58,551.00	
27380 COMCAST		43126-JAN16	2/1/-29 library internet	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
		82991-FEB16	garage internet 1/25-2/24	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	85.56	
						0.00	105.56	
28437 CUSI		00200077	012916 Annual spcl invstgtn/popu	10-20-420-570.00	C.C.SPECIAL INVESTIGATION	15,617.00	15,617.00	
31019 FACILITYDUDE.COM		00001724	S-003217 3/1-6/30/16 sftwr fcilty	55-20-420-613.00	TECHNOLOGY	1,433.33	1,433.33	

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04:02 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 18

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jackie

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/17/16 thru 02/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
40332 FASTENAL COMPANY								
	00003608	VTWIN44651	nuts & bolts stock	10-30-430-430.10	VEHICLE MAINTENANCE	19.04	19.04	
	00003608	VTWIN44652	hydrlic fittings stock	10-30-430-430.10	VEHICLE MAINTENANCE	25.21	25.21	
	00003608	VTWIN44720	hydrlic fittings stock	10-30-430-430.10	VEHICLE MAINTENANCE	12.26	12.26	
						-----	-----	
						56.51	56.51	
32843 FIRE SAFETY USA								
	00011962	86182	7 helmet w/ face defender	10-20-422-740.00	MACHINERY/EQUIPMENT	1,750.00	1,735.00	
55941 FRANCIS, DENISE								
	00005740	021016	rec/zumba session 3	10-50-452-831.00	REVENUE PROGRAMS	390.00	390.00	
34350 GALE/CENGAGE LEARNING								
	00051702	57316023	lrg prnt bks	10-50-451-640.35	BOOKS-LARGE PRINT	33.60	33.60	
34300 GALL'S INC								
	00200059	004783882	earphone & saber	10-20-420-650.00	UNIFORMS	85.95	85.95	
34913 GEORGIA AUTO PARTS								
	00003528	466027	grease fitting cleaner	10-30-430-430.10	VEHICLE MAINTENANCE	62.99	62.99	
36525 GRAINGER, WW INC								
	00009307	9009550279	2 cases dog wst bags	10-30-432-612.10	PLAYING SURFACE SUPPLIES	306.00	306.00	
37590 GREEN MOUNTAIN MESSENGER INC								
	00051704	50036	jan deliveries	10-50-451-610.00	POSTAGE	30.00	30.00	
37600 GREEN MOUNTAIN POWER								
	5561630	JAN16 12/20-1-22/16	electricity	10-30-432-622.00	ELECTRICITY	0.00	4,696.65	
	5561630	JAN16 12/20-1-22/16	electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,347.78	
	5561630	JAN16 12/20-1-22/16	electricity	50-10-410-622.00	ELECTRICITY	0.00	961.48	
	5561630	JAN16 12/20-1-22/16	electricity	55-20-420-622.00	ELECTRICITY	0.00	7,528.57	
						-----	-----	
						0.00	16,534.48	
31791 HANSEN, ANNETTE								
	00005738	160	rec etsy class 5) 1/30	10-50-452-831.00	REVENUE PROGRAMS	100.00	100.00	
31736 HP FAIRFIELD								
	00003616	241075	grdr blades + 1 cmplt set	10-30-430-430.10	VEHICLE MAINTENANCE	270.00	270.00	
	00003616	241075	grdr blades + 1 cmplt set	10-30-430-612.10	PLOW SUPPLIES	941.97	941.97	
		RTN42769	p.o. 3616 ret prt in stk	10-30-430-612.10	PLOW SUPPLIES	0.00	-212.60	
						-----	-----	
						1,211.97	999.37	
40724 INFINITE LASER TAG, LLC								
	00005720	020216	lasr tag winter fest	10-50-452-830.16	TOWN EVENTS	125.00	125.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/17/16 thru 02/17/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
40700 INGRAM LIBRARY SERVICES								
	00051699	60962133	juve books	10-50-451-640.30	BOOKS-JUVENILE	23.03	23.03	
	00051686	60965642	jan adult books	10-50-451-640.10	BOOKS-ADULTS	36.78	36.78	
	00051700	60966384	jan adult audio	10-50-451-640.15	AUDIOS	19.24	19.24	
	00051680	60966385	children's books	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
		91651488	ret juvenile books	10-50-451-640.30	BOOKS-JUVENILE	0.00	-35.47	
						-----	-----	
						89.99	54.52	
40777 INTERNATIONAL ASSOC. OF CHIEFS								
	00200074	1001182932	'16 VanNoordt mbrshp	10-20-420-810.00	DUES AND FEES	150.00	150.00	
41074 INTERSTATE AUTO SERVICE, INC								
		73874	headlt PD	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	59.95	
		73920	filter fluids PD Dec	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	39.00	
		73959	unmark filter fluids	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	42.15	
		73993	13 Edge fluids	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	75.13	
		74078	tirechg '13 Taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	
		74116	'13 taurus antifreeze	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	12.95	
		74126	'14 Taurus filter fluids	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	37.03	
		74206	'14 taurus filter fluids	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	37.03	
		74226	'13 edge window fan	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	48.75	
		74233	'11 Tahoe filter fluids	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	38.15	
		74287	'13 taurus anti-freeze	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	13.95	
		74294	'14 taurus headlt	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	59.95	
						-----	-----	
						0.00	528.04	
41638 IROQUOIS MANUFACTURING COMPANY								
	00003622	140468	cutting edge fisher plow	10-30-430-612.10	PLOW SUPPLIES	278.40	278.40	
49931 JOHNSON HARDWARE & RENTAL								
	00003541	K104106	Spaulding boots	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	75.25	75.25	
49500 MCRAE AUTO SERVICE								
	00011975	13224	vt st inspct '06 Frd E450	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	45.00	45.00	
73135 MESSENGER PRINT & DESIGN								
	00005723	19344	wntr/sprng broc w/ FOL	10-50-452-550.00	PRINTING & BINDING	1,400.00	1,400.00	
48467 MILTON ACE HARDWARE LLC								
	00001711	13918/4	hole saw flshlt mtr t1 bx	50-10-410-612.00	GENERAL SUPPLIES	7.99	7.99	
	00001711	13918/4	hole saw flshlt mtr t1 bx	55-20-420-612.00	GENERAL SUPPLIES	16.99	16.99	
	00001711	13923/4	wire & ht shrnk Louver ps	55-20-420-612.00	GENERAL SUPPLIES	5.98	5.98	
	00001711	13959/4	cable & zip ties for misc	50-10-410-612.00	GENERAL SUPPLIES	6.50	6.50	
	00001711	13959/4	cable & zip ties for misc	55-20-420-612.00	GENERAL SUPPLIES	6.49	6.49	
	00001711	13989/4	dissolve oxygen meter	55-20-420-612.00	GENERAL SUPPLIES	4.50	4.50	
	00001711	14042/4	trash bags, snowscrpr trk	50-10-410-612.00	GENERAL SUPPLIES	6.24	6.24	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00001711	14042/4	trash bags, snowscrpr trk	55-20-420-612.00	GENERAL SUPPLIES	6.24	6.24	
	00003519	14098/4	lock lowpro dr/ terminal	10-30-430-612.00	GENERAL SUPPLIES	14.48	14.48	
	00003519	14112/4	R&D imprv liq sprayer d/t	10-30-430-612.00	GENERAL SUPPLIES	36.95	36.95	
		14124/4DOC	ret'd flush noz p.o. 3519	10-30-430-612.00	GENERAL SUPPLIES	0.00	-5.99	
	00009297	14128/4	dr knob garage	10-30-432-430.00	REPAIR & MAINT-FACILITIES	15.99	15.99	
	00003519	14140/4	fittings replmb spryr d/t	10-30-430-612.00	GENERAL SUPPLIES	61.72	61.72	
	00003519	14177/4	rpl shop grdn hs nozzle	10-30-430-612.00	GENERAL SUPPLIES	6.99	6.99	
	00011006	37009/4	shop vac Fire station	10-20-421-612.00	GENERAL SUPPLIES	89.99	89.99	
						287.05	281.06	
52645 MILTON FAMILY COMMUNITY CENTER								
	00008618	012816	childcare budget social	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	75.00	75.00	
53400 MILTON INDEPENDENT INC								
	00005722	44084	flyers 6500 Rec Wntr/Sprg	10-50-452-550.00	PRINTING & BINDING	372.00	372.00	
	00008606	44467	multi empl publ 1/7	10-10-416-540.00	ADVERTISING	178.50	178.50	
	00008603	44489	election notice publ 1/14	10-10-401-540.00	ADVERTISING	63.75	63.75	
	00008610	44497	ad fiscal asst run 1/21	10-10-416-540.00	ADVERTISING	76.50	76.50	
	00008604	44498	election pblsh 1/21	10-10-401-540.00	ADVERTISING	63.75	63.75	
	00006620	44499	DRB 2/11 publ 1/21/16	10-60-461-540.00	ADVERTISING	145.00	145.00	
						899.50	899.50	
53500 MILTON POST OFFICE								
	00007206	020116	P.O. Box 18 rental 2016	10-10-412-610.00	POSTAGE	144.00	144.00	
53950 MILTON RENTAL & SALES CENTER INC								
	00003511	1-520726	premx gas for chainsaws	10-30-430-612.00	GENERAL SUPPLIES	114.94	55.09	
	00003568	1-521088	tstg chloride spry systm	10-30-430-430.10	VEHICLE MAINTENANCE	27.68	27.68	
						142.62	82.77	
54180 MINNESOTA LIFE INSURANCE CO								
	15325070-00	feb life b-4 census	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	52.88		
	15325070-00	feb life b-4 census	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	40.38		
	15325070-00	feb life b-4 census	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	10.00		
	15325070-00	feb life b-4 census	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	222.59		
	15325070-00	feb life b-4 census	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.82		
	15325070-00	feb life b-4 census	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.81		
	15325070-00	feb life b-4 census	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	36.01		
	15325070-00	feb life b-4 census	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	75.61		
	15325070-00	feb life b-4 census	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	28.04		
	15325070-00	feb life b-4 census	10-40-441-210.30	Group Life & AD&D	0.00	1.41		
	15325070-00	feb life b-4 census	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	28.38		
	15325070-00	feb life b-4 census	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	62.85		
	15325070-00	feb life b-4 census	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	31.32		
	15325070-00	feb life b-4 census	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	31.32		
	15325070-00	feb life b-4 census	10-50-452-210.30	Group Life & AD&D	0.00	11.50		

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
						0.00	651.92	
66367 MOORE, ROD		020816	books emt traning	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	0.00	590.96	
41198 MORPHOTRAK, LLC		00200078 129493	annual fingerprint ID sys	10-20-420-340.00	TECHNICAL	3,667.00	3,667.00	
57413 NEW HORIZON COMMUNICATIONS CORP		011393-FEB16	1/1-31/16 communication	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	601.76	
		011393-FEB16	1/1-31/16 communication	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.61	
		011393-FEB16	1/1-31/16 communication	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.66	
		011393-FEB16	1/1-31/16 communication	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	130.25	
		011393-FEB16	1/1-31/16 communication	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.80	
		011393-FEB16	1/1-31/16 communication	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.80	
		011393-FEB16	1/1-31/16 communication	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	35.87	
		011393-FEB16	1/1-31/16 communication	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.80	
		011393-FEB16	1/1-31/16 communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	68.86	
		011393-FEB16	1/1-31/16 communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.87	
		011393-FEB16	1/1-31/16 communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.89	
		011393-FEB16	1/1-31/16 communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.80	
		011393-FEB16	1/1-31/16 communication	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.79	
						0.00	1,219.76	
57495 NEW YORK CLEANERS		013116	PD uniforms dry clean Jan	10-20-420-650.00	UNIFORMS	0.00	208.00	
57732 NORTHERN LIGHTS ROCK & ICE		00005754 011816	climbing wall winter fest	10-50-452-831.05	From Rec Donations	350.00	350.00	
59700 PAQUIN, BURT ENTERPRISES CORP		00200072 6138807/1	cruiser exhaust lk	10-20-420-430.10	VEHICLE MAINTENANCE	848.65	848.65	
24501 R.R. CHARLEBOIS INC		00003610 ID00800A	2prsr vlv cntrl 14-lintl	10-30-430-430.10	VEHICLE MAINTENANCE	23.74	23.74	
55874 RANDALL, MICHAEL		00005719 010816	Big Blue Tank wntz fest 2	10-50-452-830.16	TOWN EVENTS	250.00	200.00	
64125 RAYMOND, KENDRA		020216	gym Nov-Feb 4 x \$40	10-20-420-825.00	Gym Membership	0.00	160.00	
62120 ROSEN'S UNIFORMS		00200026 248219	Locke uniform	10-20-420-650.00	UNIFORMS	941.47	941.47	
		00200026 248219-01	winter uniform	10-20-420-650.00	UNIFORMS	134.99	134.99	
		00200026 248219-02	winter uniform	10-20-420-650.00	UNIFORMS	67.50	67.50	
		00200026 248219-03	shirt 1s	10-20-420-650.00	UNIFORMS	63.00	63.00	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
						1,206.96	1,206.96	
67300 ROWLEY FUELS INC								
		2482-JAN16	fuel	10-30-430-625.00	DIESEL FUEL	0.00	1,622.20	
		2482-JAN16	fuel	10-30-432-625.00	HEATING OIL	0.00	688.34	
		2482-JAN16	fuel	10-30-432-626.10	DIESEL FUEL	0.00	95.08	
		596/9807-JAN	fuel F/R	10-20-421-625.00	DIESEL FUEL	0.00	185.13	
		596/9807-JAN	fuel F/R	10-20-422-625.00	DIESEL FUEL	0.00	457.28	
						0.00	3,048.03	
68550 SANDERSON, WILLIAM								
		012916	meal reimbursemnt conf	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	0.00	22.11	
		012916	meal reimbursemnt conf	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	22.10	
		012916B	wiper fluid '06 colorado	55-20-420-612.00	GENERAL SUPPLIES	0.00	3.17	
						0.00	47.38	
58813 SECURSHRED								
	00007196	210060	purge shred clerk's offic	10-10-412-345.00	SHREDDING	20.00	20.00	
60369 SEVEN DAYS NEWSPAPER								
	00008615	160187	Fiscal Asst 1/20/16	10-10-416-540.00	ADVERTISING	450.00	450.00	
70286 SHEARER CHEVROLET CO. INC								
	00200076	428070	rpr EQAAN722 '11 Tahoe	10-20-420-430.10	VEHICLE MAINTENANCE	794.83	794.83	
72432 SSCI								
	00008625	103780	bkgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	15.00	15.00	
72565 STITZEL, PAGE & FLETCHER, P.C.								
		25470	Dec '15 legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	266.00	
		25470	Dec '15 legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	269.81	
		25470	Dec '15 legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	931.00	
		25470	Dec '15 legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,382.25	
		25470	Dec '15 legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,662.50	
		25470	Dec '15 legal	10-10-405-330.30	PLANNING	0.00	92.00	
		25470	Dec '15 legal	10-10-405-330.70	APPEALS	0.00	6,194.00	
						0.00	10,797.56	
74488 SULLIVAN, POWERS & COMPANY								
		118106	Acctg advise to Fin Dir	10-10-413-330.00	OTHER PROFESSIONAL SER.	0.00	1,180.00	
61943 SWISH KENCO LTD								
	00009308	W093263/S	janitorial supplies	10-30-432-612.00	GENERAL SUPPLIES	10.80	10.80	
48700 SYMQUEST GROUP INC								
		994777	1/1-31/16 Fire copier	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	22.60	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
71834 TRAF-SYS, INC		00051701 0022557	receiver dr cntr	10-50-451-613.00	Technology	1,070.00	1,070.00	
77340 TRIGGS, DANIEL		00008621 111815	Bombardier 9/16-11/18/15	10-10-415-850.00	CONTINGENCY	975.00	975.00	
76960 U.S. BANK EQUIPMENT FINANCE		297109647	PD copier 2/10-3/10/16	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP		036 1725329	rent uniform ww	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1725329	rent uniform ww	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
		036 1725329	rent uniform ww	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
		036 1725329	rent uniform ww	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
		036 1725330	rental rags/mats rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1725330	rental rags/mats rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
		036 1725330	rental rags/mats rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
		036 1725331	rent uniform ww	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		036 1725331	rent uniform ww	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
		036 1725331	rent uniform ww	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
		036 1725331	rent uniform ww	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
		036 1726628	rent uniform ww	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1726628	rent uniform ww	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
		036 1726628	rent uniform ww	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
		036 1726629	rent uniform	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1726629	rent uniform	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
		036 1726629	rent uniform	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
		036 1726630	rent uniform ww	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		036 1726630	rent uniform ww	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
		036 1726630	rent uniform ww	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
		036 1727927	uniform rent ww	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1727927	uniform rent ww	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
		036 1727927	uniform rent ww	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
						0.00	290.50	
49013 VERIZON WIRELESS		9759025704	phone 1/19-2/18/16	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.87	
		9759025704	phone 1/19-2/18/16	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.78	
		9759025704	phone 1/19-2/18/16	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	100.69	
		9759025704	phone 1/19-2/18/16	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	77.96	
		9759025704	phone 1/19-2/18/16	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.07	
		9759025704	phone 1/19-2/18/16	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
		9759025704	phone 1/19-2/18/16	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.08	
		9759290111	3 cards 3 pads 1/23-2/22	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	240.08	
						0.00	891.54	
80720 VERMONT GAS SYSTEMS INC		14372	nat'l gas 12/21-1/22/16	10-30-432-621.00	NATURAL GAS	0.00	2,131.10	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		14372	nat'l gas 12/21-1/22/16	55-20-420-621.00	NATURAL GAS	0.00	1,859.81	
		320-3 JAN16	49 bombardier Jan16	10-30-432-621.00	NATURAL GAS	0.00	304.94	
						0.00	4,295.85	
81900 VERMONT TROPHY & ENGRAVING CORP	00008622	67403	King SB plaque	10-10-401-610.25	CITIZEN RECOGNITION	152.40	152.40	
74358 VT AGENCY OF TRANSPORTATION	00051703	M1634736	road signage library	10-50-451-540.00	ADVERTISING	200.00	200.00	
83844 W.B. MASON CO INC	00004560	I31804754	supplies finance	10-10-413-611.00	OFFICE SUPPLIES	425.88	406.91	
	00008619	I31874879	tm office suppl	10-10-410-611.00	OFFICE SUPPLIES	84.90	84.90	
	00009309	I31957202	janitorial sppl	10-30-432-612.00	GENERAL SUPPLIES	99.21	99.21	
						609.99	591.02	
74649 WATCH GUARD VIDEO	00200069	SRINV0013613	cruiser camer rpr	10-20-420-430.10	VEHICLE MAINTENANCE	443.00	443.00	
72629 WATER INDUSTRIES INC.	00001730	118570	level snsr p/s mdl rd	55-20-420-430.00	REPAIR & MAINT.-FACILITY	1,251.00	1,251.00	
72132 WESTAFF USA, INC	00004557	WC316491	w/e 1/30 Therrien finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	497.23	497.23	
86543 WEX BANK	013116		Jan vehicle fuel	10-20-420-626.00	GASOLINE	0.00	1,977.76	
	013116		Jan vehicle fuel	10-30-429-626.00	GASOLINE	0.00	40.16	
	013116		Jan vehicle fuel	50-10-410-625.00	DIESEL FUEL	0.00	72.29	
	013116		Jan vehicle fuel	50-10-410-626.00	GASOLINE	0.00	129.24	
	013116		Jan vehicle fuel	55-20-420-625.00	DIESEL FUEL	0.00	72.26	
	013116		Jan vehicle fuel	55-20-420-626.00	GASOLINE	0.00	129.24	
						0.00	2,420.95	
35050 WOOD, GEORGE INC	00003627	251719	'04 rdsd mwr rpr	10-30-430-430.10	VEHICLE MAINTENANCE	362.45	362.45	
	00003626	251873	'91 rd grdr rpr	10-30-430-430.10	VEHICLE MAINTENANCE	334.25	334.25	
						696.70	696.70	
87365 YIPES AUTO ACCESSORIES	00004534	723723	remove/instl equip-cruiser	38-20-420-742.00	VEHICLES - POLICE	5,306.00	4,868.00	
	00004532	724050	striping '16 ford cruiser	38-20-420-742.00	VEHICLES - POLICE	2,313.27	1,595.21	
						7,619.27	6,463.21	
90000 ZOLL MEDICAL	00011974	2326866	lifeband trainer	10-20-422-612.00	GENERAL SUPPLIES	381.60	381.60	

02/12/16  
04:02 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 18

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/17/16 thru 02/17/16

Vendor								
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check	
Report Total							379,653.04	

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

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

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ \*\*\*379,653.04

SELECTBOARD:

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

# Milton Selectboard Meeting Minutes

February 1, 2016 6:00 P.M.

Municipal Building Community Room

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

**Selectboard Members Not Present:** none

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Services; Jacob Hemmerick, Planning Director; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Roger Hunt, Public Works Director; Mary Thompson, Town Manager's Office Admin. Assist

**Others Present:** John Palasik, Erin Demers, Jenn Taylor, Chris Taylor, Jamie Parent, Barry Genzlinger, Henry Bonges, Bill Kaigle, Amy Cook, Lucy Gibson, David Raphael, Courtney Lamdin

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

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

III. **Agenda Review**- None

IV. **Public Forum**- None

V. **Appointments**

**A. Jenn Taylor to Community Champions Awards Committee**

This committee's term will now conclude at the end of August rather than the close of the fiscal year. Bartlett moved to appoint Jenn Taylor to serve a one year term on the Community Champions Awards Committee. Second by Cushing. **Approved unanimously.**

**B. Erin Demers to the Recreation Commission**

Bartlett moved to appoint Erin Demers to serve an unexpired three year term on the Recreation Commission. Second by Cushing. **Approved unanimously.**

**C. James Parent to the Economic Development Commission**

Bartlett moved to appoint James Parent to serve an unexpired three year term on the Economic Development Commission. Second by Cushing. **Approved unanimously.**

VI. **New Business**

**A. Eagle Scout Project- Disk Golf in Bombardier Park**

Justin Beaudoin is working toward becoming an Eagle Scout and explained he would like to provide planning, labor and materials with an estimated value of \$2,000 to build a non-permanent 9 hole disc golf course and a non permanent kiosk for a log book at Bombardier Park East and West. Bartlett moved to approve the resolution and accept the donation of planning and labor materials from Eagle Scout Justin Beaudoin to construct a non-permanent 9-hole disc golf course throughout Bombardier Park East and West and a non-permanent kiosk for a log book in Bombardier Park East. Second by Cushing. **Approved unanimously.**

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**B. Police Vehicle Purchase Exceeding \$10,000**

Chief Brett Van Noordt discussed the purchase of a new police cruiser in the capital plan that was approved for purchase last August. The cruiser is set to be paid for and the Board wanted to discuss it as it related to the purchase in excess of \$10,000 policy.

**C. FY '17 CCRPC Unified Work Program Grant**

Planning Director Jacob Hemmerick explained this is a \$1,400 grant for CCRPC staff time that will be utilized for GIS mapping to update Town maps. There is no local match required. Bartlett moved to authorize staff to finalize the submission of the grant application to the CCRPC FY '17 Unified Planning Work Program as presented. Second by Nolan. **Approved unanimously.**

**D. Milton 4D Project Conceptual Design Presentation**

David Raphael of LandWorks and Lucy Gibson of Dubois & King led a presentation and discussion to share the conceptual design and costs estimates their firms had developed for the project. This is a sidewalk and streetscape project to improve the streetscape, sidewalks and safety of the Route 7 Corridor through the heart of Milton. Board discussion focused on the cost estimates and phasing approach to implement the project. Staff will follow up with additional trailing cost details and refined phasing of the design for consideration for further discussion at a future Selectboard Meeting.

**VII. Old Business**

**A. Update on H. 249**

Barlow Casey stated this is the current house bill that would create councils of government (COGs) out of the existing Regional Planning Commissions (RPCs). She testified before the House Government Operations Committee and raised the Board's concerns that this action would diminish local control. Barlow Casey shared a draft resolution for the Board to ratify that opposed the bill. The Board discussed the bill and the wording of the resolution. Bartlett moved to amend the resolution per the discussion that evening and prepare for signature. Second by Nolan. **Approved unanimously.** *Note: The resolution wording was approved electronically via email and verbally by Board members on February 10. It was signed electronically by the Board, facilitated by Director of Administration Erik Wells.*

**VIII. Manager's Report**

Barlow Casey said with the warm weather mud is becoming an issue on some gravel roads. They may need to be posted earlier- public works will make a decision based on the weather this week.

**IX. Warrant Report #17**

Bartlett moved to approve Warrant Report #17 in the amount of \$128,411.03. Second by Cushing. **Motion passed 3-1 (Adams opposed).**

**X. Minutes from January 16, January 18 and January 25**

Bartlett moved to approve the minutes from January 16, 18 and 25<sup>th</sup> as presented. Second by Cushing. **Approved unanimously.**

**XI. Adjournment**

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

97 Adams adjourned the meeting at 9:22 PM.

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**Respectfully Submitted,**

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

102 **John Bartlett, Selectboard Clerk**

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

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

DRAFT