

**Milton Selectboard Meeting**  
April 4, 2016 at 6 PM  
Community Room of the Municipal Complex  
43 Bombardier Rd., Milton, VT 05468

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

**AGENDA**

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **Event Permits and Selectboard Support**
  - A. **Congressional Medal of Honor Posthumous Award to General Stannard**  
Consider Approval of Support Resolution  
**General Stannard House Restoration Committee**
  - B. **Entertainment License and Facility Use Permit- Freedom Festival**  
Consider Approval  
**Tony Moulton and Katie Miller- MCYC**  
**Kym Duchesneau & Ben Nappi – Milton Recreation Dept.**
  - C. **Entertainment License- Car Show**  
Consider Approval  
**Leo Belval, Applicant**
- VI. **Old Business**
  - A. **Progress Made on Water Loss Identification**  
Discussion  
**Nathan Lavallee, Water/Wastewater Superintendent**
  - B. **New Police Officer Employment Signing Bonus**  
Discussion & Consider Approval  
**Brett Van Noordt, Chief of Police**
  - C. **VTrans Annual Finance Plan & Road & Bridge Standards**  
Consider Approval  
**Donna Barlow Casey, Town Manager**

- D. 2016 VTrans Class 2 Paving Grant & Complete Streets Form**  
Consider Approval  
Donna Barlow Casey, Town Manager

**VII. New Business and Department Items**

- A. Intermunicipal Collaboration Task Force**  
Discussion & Possible Action  
Donna Barlow Casey, Town Manager

- D. Selectboard Goals for Year**  
Consider Approval

**VIII. Manager's Report**

**IX. Warrant/Report #21**

**X. Supplemental Warrant**

**XI. Minutes of March 21, 2016 Meeting**

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

- **Contract Negotiations**
- **Real Estate**
- **Human Resources**

**XIII. Adjournment**

Posted April 1, 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, VERMONT 05468-3205

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

### MEMORANDUM

TO: Milton Selectboard

FROM: Erik Wells, Director of Administration & Community Affairs

RE: General Standard Congressional Medal of Honor Posthumous Award

DATE: April 4, 2016

Information from an email sent to me by Town Historian James Ballard:

"The Stannard House Committee, is leading an effort to preserve and restore the Milton Home of Vermont's famous Civil War General J. Stannard. It is also seeking to have the Medal of Honor awarded posthumously to Civil War General George Jerrison Stannard. His leadership in ordering the 13th, 14th, 16th Vermont regiments to perform flanking maneuvers with firing action during Pickett's Charge that took place on the third day of the Battle of Gettysburg 1863. The Vermonters moved in the midst of battle as if they were doing a mere practice. The Vermonters fired with such force it shattered the Confederate ranks ending any hope of Confederate victory. Major General Abner Doubleday said: It is to General Stannard...that the country is mainly indebted for the repulse of the enemy's charge and the final victory of July 3. [His] brilliant flank movement... greatly contributed to if it did not completely insure our final success."

General Stannard's leadership at a critical moment of the Battle ensured a Union Victory that ultimately led to saving the United States.

The Stannard House Committee is asking the Selectboard of Milton if it would consider passing a resolution supporting our efforts to seek the Medal of Honor for General Stannard..

Kate Cadreact and Jim Ballard are leading the Stannard Committee through the Medal of Honor Process. This not a resolution requesting financial aid. We have a Stannard relative supporting the effort, which is a requirement. A resolution from the Vermont Legislature is also being sought."

I recommend that the Selectboard support this action.

# RESOLUTION

## Town of Milton Selectboard



**WHEREAS**, Milton is proud to call itself the former home of Civil War Union Army General George Jerrison Stannard; and

**WHEREAS**, General Stannard's leadership in ordering the 13th, 14th, 16th Vermont regiments to perform flanking maneuvers with firing action during Pickett's Charge that took place on the third day of the Battle of Gettysburg 1863 shattered the Confederate ranks, thus ending any hope of Confederate victory in the decisive Civil War Battle; and

**WHEREAS**, The General Stannard House Restroation Committee is seeking to attain a a Posthumous Award of the Congressional Medal of Honor to General Stannard.

**THEREFORE BE IT RESOLVED** that the Town of Milton Selectboard recognizes the outstanding leadership and bravery of General Stannard in a pivotal Civil War battle, and voices its strong support to award the General with the Congressional Medal of Honor posthumously.

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

### SELECTBOARD

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

\_\_\_\_\_  
Kenneth Nolan, Vice Chair

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

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

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

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

Attestation: \_\_\_\_\_



**Application for Facility Use**

TOWN OF MILTON

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

Contact: Milton Recreation Department 893-4922

**RECEIVED**  
**MAR 15 2016**  
RECREATION DEPARTMENT  
MILTON, VERMONT

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

**Applicant and Event Information**

Applicant: Milton Comm. Youth Coalition DBA: ~~MAYO~~ + Recreation Dept

Address: PO Box 543, 164 Rte 7 South Town/City: Milton

Daytime Contact Numbers: 893-1009 Email Address: k.miller@miltonyouth.org

Type of Event: 5K <sup>race</sup> + outdoor festival w/ Food + Live Music

Facility/Location Requested: Bombardier Park Pavilion, fields, stage area, fieldhouse

If a one-time event: Date: 6/25/2016 Hours: from 12pm to 8pm  
(If a re-occurring event, attach a detailed schedule of events)

If a one-time event and you are requesting a rain date (provide date) \_\_\_\_\_  
12-3 setup  
3-8 event

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

Attendance: 150 (Number of persons estimated) Is the event  Public or  Private Will money be received?\* Yes  
(Select One) (From ticket sales, entrance fee, gift/donation/solicitation, etc)

If Entertainment or a Performance will be provided, please describe: live music.

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

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

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

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

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

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

Print Name: Katie Miller Signature: [Signature] Date: 3/10/16

*will supply insurance upon approval*

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

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

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

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

Print Name: Kate Miller Signature: K Miller Date: 3/10/10

**Attachments:**

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

## Liability Hold Harmless Agreement

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

Katie Miller  
Printed Name

K Miller 3/10/2016  
Signature and Date

Karen Duchesneau  
Printed Name of Witness

K Miller 3-15-16  
Witness Signature and Date



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

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

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

PRINT NAME K Miller

SIGNATURE: Katie Miller

DATE: 3/15/2014

Liability and Hold-Harmless Agreement

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

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

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

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

**OFFICE USE ONLY**

Recreation: Event request reviewed by: [Signature] Date: 3-31-16 Approved:  Denied:  ( see below)

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

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

Buildings & Grounds: Event request reviewed by: BN For DK Date: 03/31/16 Approved:  Denied:  ( see below)

Comments/Conditions: Please clean areas after use

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

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

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

Signed: [Signature] Date: 03-31-16

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

Fire needed:  Yes  No Signed: [Signature] Date: 3/28/16

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

Rescue needed:  Yes  No Signed: [Signature] Date: 3/28/16

Comments/Conditions: Rescue will participate as in past years

Health/Zoning:  Yes  No Signed: [Signature] Date: 3/31/16

Comments/Conditions/Fees: — Provide potable water

**Town Manager Approval (if required)**

Recreational Facility Use Fee \$ 0 Other applicable fee(s) \$ \_\_\_\_\_

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

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

Approved by: [Signature] Town Manager Date: 3-31-16

If Selectboard approval sought:

Date Selectboard scheduled to consider: 04/04/16

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

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

Print Name: Kate Miller Signature: [Signature] Date: 3/15/16



FOSTERING A COMMUNITY THAT VALUES YOUTH BY REACHING OUT TO, EDUCATING & SUPPORTING FAMILIES IN MAKING POSITIVE, HEALTHY & SUBSTANCE FREE CHOICES.

**Milton Freedom Fest**  
**Saturday, June 25, 2016**  
**3pm – 8pm**

Annually, the Milton Freedom 5K has been held on the last Saturday in June, at Bombardier Park, to benefit a scholarship fund for one MHS student. This year, the Milton Community Youth Coalition (MCYC) inherited the event and would like to work with the Town of Milton Recreation Department to expand the event, now called “Freedom Fest.”

Freedom Fest will still feature the Freedom 5K, but will serve as a kickoff to the 4<sup>th</sup> of July celebrations in our community with added live music, mud tug, and food vendor component. Proceeds from the event will benefit MCYC’s mission to empower youth and build a healthy community as well as the scholarship fund, this year awarding to a student engaged in community service activities with at least one active duty military parent.

**Proposed Event Features**

- Freedom 5K: 5K walk/run on a loop throughout town. This event has its own following complete with volunteers to track and record times!
- Food Vendor: Provide snacks refreshments at cost to visitors
- Live Music: One band performing two sets. Organized by the Recreation Department
- Mud Tug: A tug-of-war over a mud pit, teams register through the MCYC.

**\*\*Waivers will be signed by *all* 5K and Mud Tug participants removing all liability in the unlikely event of injury form both the Town of Milton and Milton Community Youth Coalition. MCYC will also obtain extra insurance for the event.**



FOSTERING A COMMUNITY THAT VALUES YOUTH BY REACHING OUT TO, EDUCATING & SUPPORTING FAMILIES IN MAKING POSITIVE, HEALTHY & SUBSTANCE FREE CHOICES.

**Event Schedule (tentative)**

<b>Time</b>	<b>Activity</b>	<b>Location</b>
1:00	Volunteers and staff arrive for set up	Bombardier Park – meet at Blockhouse
3:00 – 4:00	Live Music (set 2)	Outdoor Stage
3:30	Mud Tug registration opens	Blockhouse
4:00	Mud Tug begins	Field
4:30	Freedom 5K registration opens	Blockhouse
5:30	Live Music (set 2)	Outdoor Stage
6:00	Freedom 5K begins	Blockhouse
7:30	Race & scholarship awards	Outdoor Stage
8:00	Event ends – clean up	

**Event Budget (Estimate)**

**INCOME:**

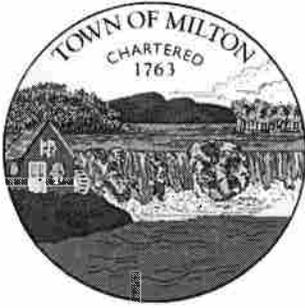
Race Registration Fees	\$2,000
Concession Fees	\$300
Mud Tug Registration Fees	\$500
Event Sponsorships	\$750
<b>TOTAL INCOME</b>	<b>\$3,950</b>

**EXPENSES:**

T-shirts (5K participants)	\$300
Band/Music	\$1,000
Insurance	\$300
Bibs	\$100
Ribbons	\$25
Printing	\$50
Advertising	\$250
<b>TOTAL EXPENSES</b>	<b>\$2,025</b>

**TOTAL NET INCOME: \$1,925**

Questions/Concerns – Katie Miller, MCYC Development & Communications Director, [kmiller@miltonyouth.org](mailto:kmiller@miltonyouth.org), 893-1009



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

## MEMORANDUM

**TO** Donna Barlow Casey, Town Manager  
**COPY** Department Heads  
**FROM** Zoning Administrator, Amanda Pitts  
**DATE** March 29, 2016  
**SUBJECT** ENTERTAINMENT LICENSE FOR 2016 MILTON CAR SHOW  
**PURPOSE** SELECTBOARD ACTION

**PROPOSED MOTION:** *Adopt the attached Resolution approving the Entertainment License for Milton Area Cruisers General Car Show conditional upon:*

- 1) The applicant shall provide appropriate trash and recycling containers, 4 port-a-lets (including at least one ADA port-a-let), and potable water;*
- 2) All signs advertising event shall meet Milton Zoning Regulations; and*
- 3) There shall be no parking along Route 7 South.*

### THE ISSUE

- The question before the Board is whether or not to approve an application for an Entertainment License.

### AUTHORITY

- Pursuant to Section 129 of the Town of Milton Charter, the Selectboard is granted the authority to adopt ordinances for the protection of persons and property both private and public for the betterment of the community.
- The Town of Milton Selectboard adopted An Ordinance to License and Regulate Entertainment on April 28, 2001. The purpose of this civil ordinance is to regulate, license, or prohibit all forms of public entertainment or exhibition for which money is received.

### HISTORY

- The applicant holds an active license for this event (expiring April 30th, 2016) and seeks to renew this license pursuant to section 5(b) of the Ordinance, which states, "A license which expires on April 30 shall remain in effect beyond April 30 if the holder of the license applies for a new license before April 30 and the application for the new license is pending before the Selectboard on April 30."
- The current license was approved for last year's show by the Selectboard on April 6, 2015.
- Prior conditions of approval included:
  - No parking along Route 7 South;
  - Provide port-o-lets;
  - Provide potable water; and
  - Provide trash receptacles.

## FACTS

- The details of the event can be viewed in the ATTACHED application.
- The location of the car show is Tax Map 7, Parcel 15-2, as depicted below.



- The Football Jamboree is scheduled to begin between 7:00 AM and 8:00 AM, while the car show is scheduled to begin at 10:00 AM. Each event coordinators are aware of the other event.
- Prior to the issuance of any license under the Ordinance, the Selectboard must determine if the proposed show satisfies the following standards in Section 7:
  - *Is in conformance with any applicable Town ordinances including the Town of Milton Zoning and Subdivision Regulations.*
  - *Will not result in undue adverse traffic congestion and unsafe conditions regarding the use of public roads.*
  - *Will not present or create a threat to safety of persons or property because of fire, explosion or other hazard.*
  - *Will not create unhealthy conditions regarding water supply, sewage disposal or solid waste disposal.*
  - *The proposed show will not interfere with the use of neighboring property for its customary use by the creation of noise, dust, noxious odors, lighting or other activities which extend beyond the boundary of the activity.*
  - *The proposed show will not overburden public infrastructure of the Town. Special attention shall be given to the cumulative impacts of other activities which may be occurring at the same time.*
  - *The proposed show will not have an adverse effect on public health, safety, welfare and convenience of the inhabitants of the Town, nor will it offend prevailing community standards of decency and morality.*
- Per Section 8, the Selectboard may attach reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards above: the Ordinance gives examples of the types of conditions that may be appropriate.
- Violation of the Ordinance is subject to penalties.

## FUNDING

- The application fee is established by Section 9 of the Ordinance at \$25.

Planning & Economic Development Department Memorandum on Selectboard Agenda Item  
ENTERTAINMENT LICENSE FOR 2016 MILTON CAR SHOW

- The applicant paid the fee on March 24, 2016.
- The revenue is assigned to the Recreation Department's revenue line.

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## CONNECTION TO ADOPTED GOALS

- Staff has found the following *Town Plan* goals relevant:
  - *The Town should utilize its geographic location and natural resources to effectively market the Town to attract visitors [ . . . ]*
  - *Continue to collaborate with Milton organizations and businesses for the greater good of the community.*
  - *Encourage the continued development of the Town's sense of place, quality of life, and livability, with the collaboration of community members and organizations.*

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## STAFF ANALYSIS

### Community Impact

- This event is anticipated to draw 300-500 attendees.
- Since attendees are likely frequent local restaurants and retail establishments, the event represents an opportunity for local businesses to build Milton's economy.
- Since this event coincides on the same day as the Football Jamboree, it may attract attendees to each other's events.
- The event is also accepting donations to benefit the Children's Miracle Network.

### Legislative Analysis

- In response to the criteria above staff finds that the proposal meets the standards above if certain conditions are met.
- Staff recommends the following conditions:
  - No parking along Route 7 South;
  - Provide 4 port-a-lets with at least one being ADA compliant;
  - Provide appropriate trash and recycling containers;
  - Signs advertising the event will meet Milton Zoning Regulations;
  - It is noted that the Football jamboree is scheduled for the same day.

### Fiscal/Administrative Analysis

- The Recreation, Police, Highway, Fire/Rescue, Health and Planning Departments have reviewed this proposal.
- No out-of-the-ordinary Police, Rescue, Fire, or Highway services are anticipated for this event by the Department's respective Directors.
- The Planning Department has prepared the agenda item for the Manager's review and Selectboard approval.

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## IMPLEMENTATION

- If approved, the license will go into effect on April 30, 2016 pursuant to section 5(b) of the Ordinance, which states, "A license issued under this Ordinance shall be effective on issuance and shall remain in effect until midnight on the next occurring April 30th unless the Board provides for expiration on an earlier date."

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## RECOMMENDATION

- Based on the analysis above, Staff finds that the applicant has met the review criteria and recommends that the Selectboard adopt the attached Resolution approving the Entertainment License for Milton Area Cruisers General Car Show conditional upon:
  - 1) The applicant shall provide appropriate trash and recycling containers, 4 port-a-lets (including at least one ADA port-a-let), and potable water;
  - 2) All signs advertising event will meet Milton Zoning Regulations, and
  - 3) There shall be no parking along Route 7 South.

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## LINKS

1. Milton Town Charter  
<http://legislature.vermont.gov/statutes/section/24APPENDIX/129/00104>
2. The Entertainment Ordinance  
<http://miltonvt.org/images/pdffiles/ordinance/Entertainment.pdf>

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## ATTACHMENTS

1. Resolution
2. Application Form



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

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

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

PRINT NAME Leo Belval

SIGNATURE: *Leo Belval*

DATE: 3-14-16

Liability and Hold-Harmless Agreement

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

Property Owner/Agent: Hubert W. McCarvick *H. W. McCarvick* Date: 3-21-16  
Print Sign

Applicant: Leo Belval *Leo Belval* Date: 3-14-16  
Print Sign

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

**OFFICE USE ONLY**

Recreation: Event request reviewed by: [Signature] Date: 3-24 Approved: [Signature] Denied: \_\_\_\_\_ ( see below)

Describe: This event is the same day as football, lumberjacks, women or influy of traffic should offset and both groups are aware of each others events.

Police Needed: \_\_\_\_\_ yes,  no Signed: [Signature] Date: 03-24-16

Describe: \_\_\_\_\_

Highway Needed: \_\_\_\_\_ yes,  no Signed: [Signature] Date: 3-24-16

Describe: ENJOY THE DAY!

Fire Needed: \_\_\_\_\_ yes,  no Signed: [Signature] Date: 3-25-16

Describe: \_\_\_\_\_

Rescue Needed: \_\_\_\_\_ yes,  no Signed: [Signature] Date: 3-25-16

Describe: \_\_\_\_\_

Health/Zoning:  yes, \_\_\_\_\_ no Signed: [Signature] Date: 3/28/16

Describe: Applicant to provide 4 portalets, one ADA compliant, potable water, trash & recycling containers, no parking along Route 7 South, signs for event must meet zoning regulations

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

**Town Manager Approval**

Entertainment Permit Fee \$ 25 Other applicable fee(s) \$ \_\_\_\_\_

Fee Amount Received \$ 25 Verified by: [Signature] Date: 3-24-16

Approved by: \_\_\_\_\_ Town Manager Date: \_\_\_\_\_

Date Selectboard scheduled to consider: \_\_\_\_\_

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

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

PRINT NAME: Leo Belval

SIGNATURE: [Signature] DATE: 3-14-16

# RESOLUTION

## Town of Milton Selectboard



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### ENTERTAINMENT LICENSE FOR 2016 MILTON CAR SHOW

WHEREAS, the Town of Milton Selectboard adopted An Ordinance to License and Regulate Entertainment on April 28, 2001. The purpose of this civil ordinance is to regulate, license, or prohibit all forms of public entertainment or exhibition for which money is received.

WHEREAS, the Milton Areas Cruisers applied for an Entertainment License to host a General Car Show on August 20, 2016 from 10:00 AM to 5:00 PM at the area between Sears and Snap Fitness, described as Tax Map 7, Parcel 15-2 with 300-500 anticipated attendees.

WHEREAS, Staff finds that the event meets the review standards conditional upon the applicant providing appropriate trash and recycling containers, 4 port-a-lets (including at least one ADA compliant), and potable water; all signs advertising the event shall meet Milton Zoning Regulations; and there shall be no parking along Route 7 South.

THEREFORE, BE IT RESOLVED by the Town of Milton Selectboard, by the authority granted in the Ordinance to License and Regulate Entertainment, to approve the 2016 Milton Area Cruisers Entertainment License.

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

#### SELECTBOARD

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

\_\_\_\_\_  
Kenneth Nolan, Vice Chair

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

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

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

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

Attestation: \_\_\_\_\_



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



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## MEMORANDUM

**TO:** Donna Barlow Casey, Town Manager  
**FROM:** Chief Brett Van Noordt  
**DATE:** March 18, 2016  
**SUBJECT:** Incentive Bonus for New Police Officers (amended 04/01/16)

Since the two retirements and one resignation in 2015, we have hired three (3) officers. One completed the police academy and is still working for us and the other two signed and agreed to their letters of hire, but months later had a change of heart and said they no longer wanted to be in law enforcement.

We have polygraphed around seven other potential police candidates and interviewed over 40 potential police candidates. Since early 2015, we have not been able to successfully fill our two open slots.

Hundreds of hours have been spent and wasted in this hiring process. Hundreds of dollars have been spent on polygraphs and overtime to conduct background investigations.

From the information we gathered (below) you will see that different police agencies around the State of Vermont are offering varying amounts of money to new officers. They either reward for higher education or for being full time certified.

We are having a very hard time finding qualified people that want to be police officers. We are asking that the Selectboard allow the Town Manager to approve a sign on bonus for new police officers to help attract quality police candidates.

The cost to send a person through the police academy would be \$22,000 (See the chart of expenses on the last page). By not sending an officer through the Police academy, we will save an estimated \$12,000 in wages and benefits. This does not include the cost of health insurance because we don't know if the new officer will be on the family plan, 2-person plan or single plan. We would suggest:



**Milton Police Department**  
**37 Bombardier Road**  
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- 
- \$8,000 sign on bonus for **out of state** certified officers with a relocation allocation of up to \$2,000 (to be issued on a reimbursement basis for actual costs). The Town will look at advertising in newspapers and municipal services websites in new Hampshire, Massachusetts and eastern NY.
  - \$10,000 sign on bonus **for in state** certified police officers. We will focus additional advertising on the Rutland Herald and the Brattleboro Reformer and an advertisement on the radio.
  - Both of the above stated advertisements will be placed in our typical news vehicles as well.

Rationale for these two options: By incentivizing the immediate benefit to out of state candidates via the relocation expense contribution, we might get someone who is in a larger department who is not foreseeing a rapid opportunity to rise through the ranks, or, we might find an officer that is 10 years from retirement that would consider relocating to Milton in anticipation of that circumstance who sees being in Chittenden County as a benefit.

We would also suggest that the payments be made over a period of two years. 25% after 6 months, 25% after 12 months, 25% after 18 months and the remaining amount at 24 months.

A \$3,000 sign on bonus for a Part-Time certified officer should not be ruled out. As well as some kind of incentive for education, but not both. The \$1,000 would be paid after 60 days, \$1,000 after 6 months and the final \$1,000 after 9 months.

We have no certified officers that have been hired within the last two years. The Police Department budget can support these incentive bonuses.

---

### **St. Albans Police Department**

Up to \$3,500.00 Signing Bonus (For Certified Police Officers)



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### **Springfield Police Department**

Successful applicants who are fully certified police officers by the State of Vermont prior to working for the town are eligible for employment bonuses up to \$6,000.00 and a salary that reflects their qualifications within an established pay scale.

### **UVM Police Services**

Up to \$6,000 signing bonus

### **Wilmington Police Department**

A hiring bonus of \$5,000 is available for applicants who are already full-time certified in Vermont, or \$2,500 for officers with Vermont part-time certification that are able to meet the requirements and attend the next available full-time academy class.

### **Burlington Police Department**

Starting salary ranges from \$46,016 - \$56,576 per year depending upon experience  
Education incentives: annual bonus of \$400 for an Associate's Degree, \$800 for a Bachelor's Degree, and \$1200 for a Master's Degree

### **Colchester PD**

\$5000 for VT certified  
Half paid in completion of field training  
Half paid when probation ends (one year)

### **Williston PD**

No sign on bonus

### **South Burlington PD**

"Up to \$7,500" sign on bonus for any full-time Vermont certified officer.

### **Essex PD**

No sign on bonus

### **UVM PD**

Range is \$3,000 to \$6,000 (Depending on Qualifications)

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**Milton Police Department**  
**37 Bombardier Road**  
**Milton, VT 05468**  
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The following law enforcement agencies are all looking to hire at least one police officer:

- **Bennington Police Department: Police Officer**
- **Berlin Police Department: Full-Time Police Officer Part-Time Police Officer**
- **Brandon Police Department: Full-Time Police Officer and Part-Time Police Officer**
- **Brattleboro Police Department Full-Time Police Officer and Dispatcher**
- **Burlington Police Department: Full Time Police Officer**
- **Chittenden County Sheriff's Department: Full-Time & Part-Time Deputy**
- **Essex Police Department: Patrol Officer**
- **Hardwick Police Department: Part-Time Police Officer**
- **Hartford Police Department: Police Officer**
- **Manchester Police Department: Part-Time Police Officer**
- **Middlebury Police Department: Full-Time Officer**
- **Milton Police Department: Full-Time Police Officer**
- **Morristown Police Department: Full-Time Police Officer**
- **Newport Police Department: Part-Time Police Officer**
- **Norwich Police Department: Full-Time Police Officer**
- **Orange County Sheriff Office: Part-Time Officer**
- **Randolph Police Department: Full-Time Police Officer**
- **Richmond Police Department: Full-Time Police Officer**
- **Rutland City Police Department: Police Officer**
- **Rutland County Sheriff's Department: Part-Time Police Officer**
- **St. Albans Police Department: Full-Time Police Officers**
- **South Burlington Police Department: Police Officer**
- **Springfield Police Department: Full-Time Police Officer**
- **Stowe Police Department: Part-Time Police officer**
- **UVM Police Services: Full-Time Police Officer & Police Sergeant**
- **Vergennes Police Department: Part-Time Police Officer**
- **Vermont Police Academy: Law Enforcement & Certification Training Coordinator AC**
- **Vermont State Police: Trooper**
- **Washington County Sheriff's Department: Part-Time/Per Diem Deputy Sheriff**



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**Milton, VT 05468**  
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- **Williston Police Department: Full-Time Police Officer**
- **Wilmington Police Department: Full-Time Police Officer Part-Time Patrol Officer**
- **Windham County Sheriff's Department: Multiple opportunities**
- **US Customs & Border Protection: Agent Careers**

Current Hourly Rate of Pay	\$19.79
Hours Per Week	40
Weekly Pay	\$791.60
19 Weeks at the Academy	\$15,040.40
4 Weeks More of FTO	\$3,166.40
Social Security	\$1,392.82
Retirement	\$1,793.37
Life Insurance	\$2.28
Worker's Comp	\$981.35
<b>Total (without Health Ins.)</b>	<b>\$22,376.62</b>



# TOWN OF MILTON, VERMONT

## FY 2017 VTrans Class II Highway Grant North Road Resurfacing and Reclamation

**Date:** March 31, 2016

***On tonight's agenda is a request for authorization to submit an application for the VTrans FY 17 Class 2 Town Highway Grant due to VTrans on or before April 15<sup>th</sup>, 2016.*** The grant is a competitive application process and if awarded will provide funding for up to \$175,000 toward a Class 2 Highway paving or reconstruction project.

Dustin Keelty, Erik Wells and I engaged in a phone conversation with Stuart King on Wednesday, March 30<sup>th</sup> to settle on priorities for summer/fall/spring paving and road reconstruction projects. Stuart is currently offering advice to the DPW and the Town Manager's office on preliminary plans for the road and highway workplans as we attempt to organize a schedule of work subsequent to the loss of Roger Hunt as DPW Director. ***All present were in agreement with Stu's recommendation that the Town tackle segments of North Road, Middle Road and Sanderson Road from late summer 2016 through June 20017.***

Given the aforementioned projects, our internal team recommends North Road be the focus of Milton's application for the FY 17 Class 2 Town Highway Grant Application. The condition and use qualifies well for the grant award.

Resurfacing and the Full Depth Reclamation (FDR) of approximately 4,000 feet between Husky Drive and Cooper Road is estimated to be \$400,000. This cost may grow as Dustin inspects and provides information on: the number of culverts, their condition, length, diameter, and size, along with how many are set less than 2" from the top of pavement. Additionally, Stu has asked us to identify needed ditching. ***For the purposes of the grant application, we are identifying the presently estimated cost noted above for the grant application.***

Year	Road	Segment	Location Description	Maintenance Type	2014 PCI	WPCI	Length Feet	Miles	Cost
17/17	North Rd	North B	Husky Rd. to Cooper	FDR	15	93.5	4320	0.818	\$ 400,000

The following information represents compelling information to be included in our grant application:

- North Road is ranked with the highest priority in the Pavement Preservation and Rehabilitation Plan.
- The portion of North Road identified in our Pavement Preservation and Rehabilitation Plan as Segment B is between Husky Drive and the rail crossing at Cooper Road. *It ranks as very poor to serious condition and some sections are considered as failed.* This segment will require Full Depth Reclamation between Shotwell Road and the rail crossing.

As well, additional segments of North Road also show adverse conditions which should increase emphasis on the Town's need for grant funding. The intersection with Main St., East & Westford Roads and ending at Husky Drive is in overall poor to very poor condition and is assessed at requiring a 1.5"

asphalt overlay. Segment C is between the rail crossing and the Georgia town line. It is in poor to very poor condition.

At present, since roadway conditions relating to the culverts, ditching, etc. have yet to be determined, we do not have an anticipated project start date. We do, however, expect to complete this project before June 30, 2017. The Selectboard will be presented a more comprehensive view of the Town's Road, Paving and Reclamation plans in the coming weeks, well in advance of notification of grant awards.

The following documents are included in the application package:

Town Highway Financial Plan. This document is required by Title 19 VSA Section 306(e) and insures the Town is spending greater than or equal to the State aid appropriation for maintenance on the Town's roadways each year. It is also required in order to receive any grant money from the State.

Certification of Compliance with Town Road and Bridge Standards. As a requirement of the VTrans Town Highway Program grants, the Town must certify that it complies with the Town Highway and Bridge Standards established by VTrans. While the January 2013 codes have already been certified by the Selectboard, the terms of the grant application require an updated certification annually. Failure to certify compliance with the standards reduces our grant funding by 10%.

**Fiscal Analysis:**

If the Grant is awarded, the Town would be reimbursed up to \$175,000. The estimated cost for Segment B is \$400,000. Given this estimate, the Town's share would be \$225,000, to be funded by the FY 17 General Fund paving line item and the Road & Sidewalk Restoration Reserve Fund. The actual split will be determined upon receipt of the grant and prior to project construction.

**Recommended Action:**

- Approve the resolution certifying the Town Financial Plan and the Town's compliance with the Vtrans Town Road and Bridge Standards.
- Authorize the Town Manager to sign the necessary documents to submit the grant application for funding.

Once the grant award is received, staff will bring an updated North Road Paving & Reconstruction Project Budget to the Selectboard with anticipated recommendations to: accept the grant, authorize the project budget, approve purchase orders and expend grant funds awarded by VTrans.

**Prepared By:** Donna Barlow Casey, Town Manager. The Resolution is in the Board packet. The grant application is in the process of being written, reviewed and agreed upon by our DPW Team. It will be submitted prior to the April 15<sup>th</sup> deadline. The Selectboard is not required to sign the grant application, only the resolution authorizing the submittal, the Town Road & Bridge Standards Certification and Annual Financial Plan.



# Resolution

## TOWN OF MILTON

### **FY 2017 VTrans Town Highway Financial Plan, Town Highway Class II Roadway Grant Application and Certification of Town Road and Bridge Standards Acceptance**

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

**WHEREAS**, the Town of Milton annually submits to VTrans a Town Highway Financial Plan and Roadway grants; and,

**WHEREAS**, Staff requests the Selectboard approve the application, expenditure, and Town Road and Bridge Standards Certification of Compliance for a grant from VTrans Town Highway Class II Roadway Grant Program for the reclamation and resurfacing of that portion of North Road South of Cooper to North of Husky Road; and,

**WHEREAS**, the Town Highway Class II Roadway Grant Program will reimburse up to \$175,000 of the project cost for approved grant applications; and

**WHEREAS**, the grant program requires a 10% match in funds. Matching project funds for the grant would come from the ½ penny special tax assessment for highway improvements; and,

**WHEREAS**, the total estimated cost of the reconstruction project is currently estimated at \$400,000.00 with the Town’s cost estimated to be \$225,000.00 to be funded by the Highway Fund Paving line item and the Road & Sidewalk Restoration Reserve.

**THEREFORE, BE IT RESOLVED**, the Selectboard approves the Annual Town Highway Financial Plan and Certifies Compliance with the Town Road and Bridge Standards.

**FURTHER BE IT RESOLVED**, the Town Manager is authorized to sign the necessary documents to submit the grant application for funding, accept the grant, make necessary budget amendments and expend grant funds awarded by VTrans.

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

### **MILTON SELECTBOARD**

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

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

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

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

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

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

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

**Certification of Compliance  
for  
Town Road and Bridge Standards**

We, the Legislative Body of the Municipality of Milton certify that we have reviewed, understand, and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on July 16, 2010.

We further certify that our adopted standards [ ] do [ ] do not meet or exceed the minimum requirements included in the January 23, 2013 VTrans template.

Date: 4/4/16

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Duly Authorized Administrator)

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**

TA-60

Town of Milton Fiscal Year 2017 Begin 7/1/16 End 6/30/17

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$
Class 2    33.56	\$ 137,794.00
Class 3    67.62	\$ 102,891.00
Town Tax Funds – 19 V.S.A. Section 307	\$ 1,077,901.00
Special Funds (e.g., bonds or earmarks):	
a. Road & Sidewalk Rehab Reserve	\$47,600.00
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$ 1,366,186.00</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 435,909.00
Non-Winter Maintenance	\$ 532,777.00
Major Construction Projects	
a. <b>Paving</b>	\$ 397,500.00
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$ 1,366,186.00</b>

**Comments:**

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.  
 TA-60 Rev 09-13

TO: Project File

FROM: Donna Barlow Casey, Milton Town Manager

DATE: April 4, 2016

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form and attached checklists serve to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form (to be completed after preliminary plans) and attached checklists should be completed and retained in the project's design file.

Route: North Road, Milton, Vermont

Project Description: Road Reconstruction & Paving

**Compliance** – If applicable, select all Complete Streets principles and practices that have been incorporated into the project.

- |  |  |
|--|--|
| <input type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input checked="" type="checkbox"/> Pavement Improvements: replacement, repair, etc. |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input checked="" type="checkbox"/> Shoulder Improvements: widen with new pavement.  |
| <input type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                         |
| <input type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc.       |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,        | <input checked="" type="checkbox"/> Other: 4" Fog (Edge) lines will be added         |

**Exemption** – If applicable, select one.

- The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- The cost of incorporating complete streets principles is disproportionate to the need or probably use.
- Incorporating complete streets principles is outside the scope of the subject project due to its very nature.

If any of the boxes under "Exemption" are checked please provide a short justification below:

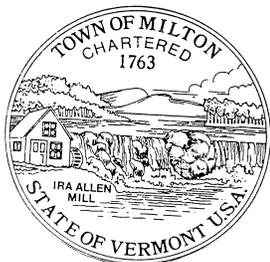
**Non-Compliance** – If none of the boxes under "Compliance" and "Exemption" are checked please draft and attach justification for not incorporating Complete Streets principles and practices into the project.

Completed: Donna Barlow Casey, Town Manager

Date: 04/01/16

Approved: \_\_\_\_\_  
Selectboard Chairperson

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



# TOWN OF MILTON, VERMONT

## Inter-municipal Collaboration Task Force

Date: April 1, 2016

**On the upcoming Selectboard agenda is an item focused on the first of three Task Forces I recommended creating during the FY 2017 Budget process.** My goal would be for the Selectboard to appoint the members of the Inter-Municipal Task Force at the May 2 meeting.

### Over-arching Concept

A task force is a small group of people that brings together a specific set of skills to accomplish a short term task. A task force exists for a limited amount of time, typically a few months to no more than a year.

I see each of the three Task Forces as having membership that includes Town Staff, citizen appointments, and one ex officio Selectboard member. Each Task Force would be comprised of a different group of individuals.

“Once you've got 7 people in a group, each additional member reduces decision effectiveness by 10%.”

- *Decide & Deliver: 5 Steps to Breakthrough Performance in Your Organization* (Harvard Business Press)

“Evan Wittenberg, director of the Wharton Graduate Leadership Program, notes that team size is “not necessarily an issue people think about immediately, but it is important.” According to Wittenberg, while the research on optimal team numbers is “not conclusive, it does tend to fall into the five to 12 range, though some say five to nine is best, and the number six has come up a few times.”

Research suggests that the ideal number for committee membership is 5-9 people. There should be a short description of work, a clear set of goals identified and agreed upon by the Selectboard, and deliverables identified. Some organizations describe these items in what is referred to as the Task Force Charter. (**See attached for Milton's Inter-municipal Task Force.**)

### Recommended Action:

- Consider and offer comment on the Inter-municipal Task Force Charter. (Selectboard meeting of 04/04/16)
- Authorize the Town Manager to advertise the volunteer positions available to residents, and receive and review applicants in preparation for appointment by the Selectboard (Selectboard meeting of 05/02/16)
- Extend an official invitation to the School District to identify a team to participate in discussions with the Town. (Anticipated onset of discussion week of 05/16/16)
- **Prepared By:** Donna Barlow Casey, Town Manager. Inter-municipal Task Force Charter attached.



# TOWN OF MILTON, VERMONT

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## Milton 2016 Inter-Municipal Collaboration Task Force

**PURPOSE:** *The Town of Milton is interested in achieving economies of scale and cost savings within its normal operations without negatively impacting the quality of its work, levels of customer service or timeliness of service delivery.* The Selectboard and the Town's management staff believe it may be possible to achieve this goal through establishing collaborative agreements with other municipal entities. As examples, Milton has enjoyed a long history of success with efforts such as providing financial services to the Milton School District and the sharing of equipment with surrounding communities.

**STRUCTURE:** The Inter-Municipal Task Force will be comprised of a minimum of 5 and no more than 9 members. It is anticipated that at least half of the members will change each time the Town completes one set of negotiations and moves onto a new discussion, which may be with a different municipality. Half of the members are to be appointed by the Selectboard; half to be identified by the municipal entity invited to join the conversation by the Selectboard. In addition, there will be an Ex Officio member of the Selectboard (who will not be expected to attend all meetings.)

1. Town Manager
2. Finance Director
3. Staff manager from relevant department (authorization delegated to TM)
4. Resident

*Members from other municipal entity*

- 5.
- 6.
- 7.
- 8.

### **ROLES & RESPONSIBILITIES of this Task Force:**

The Task force is charged with seeking economies of scale and cost savings as noted in the above stated purpose. It is the responsibility of the Town Task Force members to negotiate in good faith with the municipalities with whom the Town is interested in potentially establishing an inter-municipal agreement.

It is anticipated that the Town Task Force will lead the initial process, and serve in an ongoing capacity as the facilitator of meetings throughout the term of the discussions. At the outset of each different negotiation, the Town will commence its first meeting with an effort to: determine meeting procedures; define a process for distributing information and resources to members; establish the expectations of the group (i.e., attendance, assignments, etc.); identify the resources within the group; fill roles (convener, recorder, researcher, etc.); and, identify specific tasks, target dates for completion and potentially budgetary items.

Notes/minutes will be taken and provided to the Selectboard via inclusion in the packets distributed by the TM Office for regularly scheduled Selectboard meetings.

The Task Force will present a draft agreement to the Selectboard for consideration, or report on why an agreement was unable to be reached.

As one negotiation concludes, the Town Task Force members have may choose to provide the Selectboard with recommendations for additional negotiations with other municipalities.

**TASKS and EXPECTED WORK PRODUCTS:**

- Suggested areas of collaboration for discussion
- Written updates/notes/minutes from meetings to Selectboard
- Appearance before the Selectboard to explain progress and/or proposed agreements
- Draft documents outlining proposed agreements for Selectboard consideration

**PROJECT TIMELINE:** The work of this Task Force with appointments and conclude no later than the end of Fiscal Year 2017. It is expected that the Task Force will negotiate with several different external municipal entities for different agreements. As a result, it's anticipated that the discussions with various municipal entities will differ in terms of time and content.

**RESOURCES AVAILABLE TO TASK FORCE:** Meeting space will be made available to the Task Force.

## 1. Finances

- a. Continue Restructuring of TIF, Impact Fees, Capital Reserve, grants, reserve funds, (all funds)
  - i. What don't we still know?
  - ii. Develop understanding
  - iii. Provide certainty
- b. Permanent finance officer
- c. Find revenue – reduce property tax burden
- d. Explore new strategic grant potential
- e. Present total cost/ department benchmarks

## 2. Staffing Improvement Plan

- a. Look at long-term staffing issues – Task Force
- b. Improve customer service/ outcome
- c. Find efficiencies
- d. Professional Development/ right tools for the job
- e. Restructure where necessary
- f. Partnership with school
- g. Consolidation/ Contracting/ Privatization
- h. Revisit Administrative Code

## 3. Capital Improvement Plan

- a. Continue reconstruction
  - i. More attention to financial impact/ consequences
  - ii. Easy to read/ easy to use/ clarity
  - iii. Restructure Impact Fees
  - iv. Capital Reserve Fund
  - v. TIF issues
  - vi. Grant issues
- b. Improved project management
- c. Determine better long-term strategy
- d. Incorporate Paving Plan
  - i. Take the lead
- e. Uses of the Bombardier property
- f. Expansion needs/ rehab/ better fit for needs
- g. Develop a better understanding of technology issues

## **4. Economic Development**

- a. Determine goal
- b. Consultant/ Recruiter
  - i. Someone to maximize development opportunities
  - ii. Work with stakeholders to include Husky and GBIC
  - iii. Develop a win/win strategy

## **5. Legislation**

- a. Introduce legislation/ instead of just a topical conversation

## **6. Public Feed Back**

- a. Develop better understanding of citizens needs and vision of the future

04/01/16  
11:34 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 21

Page 1 of 10  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 04/05/16 thru 04/05/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
15600	ADAMS, ALLYSSA						
	8090574293	NREMT-basic certification	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	0.00	15.00	
21526	AMERIGAS - SOUTH BURLINGTON						
	3050411041	72 gal propane ice hs	10-30-432-623.00	PROPANE	0.00	73.25	
19000	BOND AUTO PARTS, INC.						
00003609	171IV041602	1t bulb 14-1	10-30-430-430.10	VEHICLE MAINTENANCE	3.40	3.40	
00003609	171IV042933	oil filter 09 p/u	10-30-430-430.10	VEHICLE MAINTENANCE	9.00	9.00	
00003609	171IV043099	airfilters 04-2 tractor	10-30-430-430.10	VEHICLE MAINTENANCE	160.15	160.15	
00002989	17IV041000	cruiser supplies	10-20-420-430.10	VEHICLE MAINTENANCE	20.07	20.07	
00001639	17IV042635	1t bulb E450 inspctn	50-10-410-612.00	GENERAL SUPPLIES	3.56	3.56	
00001639	17IV042635	1t bulb E450 inspctn	55-20-420-612.00	GENERAL SUPPLIES	3.56	3.56	
					-----	-----	
					199.74	199.74	
19190	BOUND TREE MEDICAL						
00011972	82038260	medical supplies	10-20-422-612.00	GENERAL SUPPLIES	201.52	201.52	
00011988	82038260B	prtl inv med suppl	10-20-422-612.00	GENERAL SUPPLIES	136.85	136.85	
					-----	-----	
					338.37	338.37	
25250	BURNETT, CHRISTOPHER						
	8091869440	NREMT recert	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	0.00	15.00	
27806	BUSINESS CREDIT CARD SERVICES						
00008644	07416153112W	bckgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
00008646	07716152809W	bckgrnd check 3/18	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
00004563	90853442	NEGFOA Seminar Gifford	10-10-413-820.00	PROFESSIONAL DEVELOPMENT	150.00	150.00	
00008645	ALIAD31326E5	icma membrshp BarlowCasey	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	720.00	720.00	
					-----	-----	
					930.00	930.00	
22750	CARGILL, INC						
00003634	2902725766	deicer 46k#	10-30-430-601.10	WINTER SALT	1,710.05	1,710.05	
00003634	2902728260	deicer 45.6K#	10-30-430-601.10	WINTER SALT	1,695.18	1,695.18	
00003634	2902729962	deicer 92,440#	10-30-430-601.10	WINTER SALT	3,436.46	3,436.46	
00003634	2902732136	deicer 178,160#	10-30-430-601.10	WINTER SALT	6,623.09	6,623.09	
					-----	-----	
					13,464.78	13,464.78	
25190	CHAMPLAIN WATER DISTRICT						
	022916	Feb wtr consmptn 16mil.	50-10-410-411.10	WATER PURCHASE CWD	0.00	33,136.14	
21204	CHAMPLIN ASSOCIATES, INC.						
00001732	10038	2 sensor monitors leveled	55-20-420-430.00	REPAIR & MAINT.-FACILITY	4,250.00	4,145.55	
26250	CHITTENDEN SOLID WASTE DISTRICT						
	IVC022569	Feb 52.77 ton biosolids	55-20-420-340.00	TECHNICAL SERVICES	0.00	4,425.61	

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26928 CIVES CORPORATION, DBA								
	00003628	4467576	rocker switch 2015-4 d/t	10-30-430-430.10	VEHICLE MAINTENANCE	14.38	14.38	
27096 CLAY POINT ASSOCIATES INC								
	00009264	13076A	on-site screening air qlt	10-30-432-360.00	CONTRACTED SERVICES	995.00	995.00	
27199 CLEAR VIEW GLASS								
	00009317	3276	rpl glass dsply cab muni	10-30-432-430.00	REPAIR & MAINT-FACILITIES	50.00	50.00	
	00011996	3281	stone chip ambul 601	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	50.00	50.00	
						-----	-----	
						100.00	100.00	
27373 COLTRAN, RONALD								
	032216		ovrpymnt tx '15-16 / E&O	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	539.70	
27380 COMCAST								
	43126	APR16	internet library 4/1-30	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
	82991	-APR16	3/25-4/24 internet garage	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	85.56	
						-----	-----	
						0.00	105.56	
27785 CONWAY OFFICE SOLUTIONS								
	00051732	IN218517	base 3/15-414 copier +	10-50-451-550.00	PRINTING AND BINDING	79.47	79.47	
43491 DUCHESNEAU, KIMBERLY								
	032616		rent bunny costume 3/26	10-50-452-830.16	TOWN EVENTS	0.00	60.00	
30190 DUSABLON, MICHAEL & BARBARA								
	032216		ovrpymnt prop tx '15-'16	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	75.59	
29144 ESSEX RESCUE INC								
	00011999	327	2)medic intercepts Savard	10-20-422-612.00	GENERAL SUPPLIES	450.00	450.00	
85375 F.W. WEBB COMPANY								
	00009312	50338483	parts urinals muni	10-30-432-430.00	REPAIR & MAINT-FACILITIES	152.83	152.83	
32843 FIRE SAFETY USA								
	00011017	87886	xl fireboots 1	10-20-421-740.00	MACHINERY/EQUIPMENT	149.95	149.95	
32958 FISHER SCIENTIFIC								
	00001746	0146426	lab supplies ww st test	55-20-420-612.00	GENERAL SUPPLIES	632.58	592.58	
34350 GALE/CENGAGE LEARNING								
	00051733	57757345	lg print bk	10-50-451-640.35	BOOKS-LARGE PRINT	24.69	24.69	
	00051737	57790689	lg print bks	10-50-451-640.35	BOOKS-LARGE PRINT	74.72	74.72	
						-----	-----	
						99.41	99.41	
34300 GALL'S INC								
	00200096	4795239	repl 2 handhld rdr guns	30-20-420-740.13	2016 AOT Equip GR0930	1,720.00	1,720.00	

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36878 GRAY ROCK QUARRY LLC							
00003515	5330	mapwd wtr brk stone	10-30-430-602.20	PLANT MIX / GRAVEL	442.17	442.17	
00003515	5346	gravel pot holes/washouts	10-30-430-602.20	PLANT MIX / GRAVEL	195.70	195.70	
00003515	5365	gravel rpr dirt rds	10-30-430-602.20	PLANT MIX / GRAVEL	2,330.10	2,330.10	
					-----	-----	
					2,967.97	2,967.97	
37626 GREEN MOUNTAIN YOUTH ENRICHMENT IN							
00005742	2733494	9 young rembrandts Rec	10-50-452-831.00	REVENUE PROGRAMS	486.00	486.00	
37805 HACH COMPANY CORP							
00001740	9845993	Reagents & sppl tst ww	55-20-420-612.00	GENERAL SUPPLIES	330.24	330.24	
60407 HAUN WELDING SUPPLY INC							
00011995	N753281	18 cylndr lease 2/16-1/17	10-20-422-612.00	GENERAL SUPPLIES	585.00	585.00	
40700 INGRAM LIBRARY SERVICES							
00051724	60991014	audiobks march	10-50-451-640.15	AUDIOS	17.54	17.54	
00051708	60991015	feb adult bks	10-50-451-640.10	BOOKS-ADULTS	29.03	9.74	
00051723	60991016	adlt bks march	10-50-451-640.10	BOOKS-ADULTS	494.40	494.40	
00051723	60992610	adlt march	10-50-451-640.10	BOOKS-ADULTS	32.83	32.83	
00051640	60993680	audiobks yth	10-50-451-640.15	AUDIOS	43.33	43.33	
00051680	60993681	childrens bks	10-50-451-640.25	BOOKS-CHILDRENS	10.92	10.92	
00051730	60993682	yth bks	10-50-451-640.30	BOOKS-JUVENILE	307.47	307.47	
00051723	60993683	adlt bks march	10-50-451-640.10	BOOKS-ADULTS	89.10	89.10	
00051686	60994941	adlt bks jan	10-50-451-640.10	BOOKS-ADULTS	32.20	32.20	
00051711	60995053	YTH AUDIOBKS	10-50-451-640.15	AUDIOS	209.02	209.02	
00051723	60995662	adlt march	10-50-451-640.10	BOOKS-ADULTS	34.02	34.02	
00051730	60995663	yth bks	10-50-451-640.30	BOOKS-JUVENILE	98.37	98.37	
00051730	60996385	children's bks	10-50-451-640.25	BOOKS-CHILDRENS	423.82	423.82	
00051723	66683768	march adlt bks	10-50-451-640.10	BOOKS-ADULTS	6.49	6.49	
00051711	66686726	yth audio bks	10-50-451-640.15	AUDIOS	47.12	47.12	
00051717	66686727	yth bks	10-50-451-640.30	BOOKS-JUVENILE	10.37	10.37	
00051680	66687906	children's bks	10-50-451-640.25	BOOKS-CHILDRENS	66.33	66.33	
					-----	-----	
					1,952.36	1,933.07	
40726 INNOVATIVE SURFACE SOLUTIONS							
	CMINV32677	prev lost/dmgd magnesium	10-30-430-602.10	CHLORIDE	0.00	-1,710.00	
00003633	INV32911	magnesium chloride cntrl	10-30-430-602.10	CHLORIDE	4,100.00	3,690.00	
					-----	-----	
					4,100.00	1,980.00	
41074 INTERSTATE AUTO SERVICE, INC							
00001741	74590	st inspection	50-10-410-430.10	VEHICLE REPAIR AND MAINTENANCE	20.00	20.00	
00001741	74590	st inspection	55-20-420-430.10	VEHICLE REPAIR & MAINTENANCE	20.00	20.00	
00003637	74601	altrntr/inspctn 07 chev1-	10-30-430-430.10	VEHICLE MAINTENANCE	272.45	272.45	
					-----	-----	
					312.45	312.45	
49931 JOHNSON HARDWARE & RENTAL							
00003541	031216	boots/ Blow	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	158.25	158.25	

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-----							
32873 KEELTY, DUSTIN							
	032216	CDL lic rnwl 4 yrs	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	0.00	111.24	
88325 KETCHAM, ROB							
00006631	032116	12 trails signs Egl Mtn	30-60-461-612.40	2016 Mini RTP Supplies	480.00	480.00	
44600 KINNER, JUDY							
00006632	032916	Grn Mtn Cleanup Advance	10-40-441-830.09	GREEN UP VERMONT	300.00	300.00	
44922 KITTREDGE, JASON E							
00005762	030316	maple candy class 7	10-50-452-831.00	REVENUE PROGRAMS	170.00	84.00	
44975 KLEIN, DOUG							
	032416	couch slip Rescue	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	0.00	55.96	
42507 LAMPHERE, JAMES							
	032816	needy family smoke alm	10-20-421-612.00	GENERAL SUPPLIES	0.00	16.95	
48058 MAYVILLE, PHYLLIS MARY							
00012000	031816	rescue patches 12 jmpsuit	10-20-422-740.00	MACHINERY/EQUIPMENT	48.00	48.00	
49981 MERRICK, MARTA							
00051734	397567	chem cleaning progrm	10-50-451-330.10	PROFESSIONAL PROGRAMS	84.00	84.00	
48467 MILTON ACE HARDWARE LLC							
00003519	14398/4	suppls posting posted rd	10-30-430-612.00	GENERAL SUPPLIES	12.48	12.48	
00003519	14412/4	suppl posting posted rd	10-30-430-612.00	GENERAL SUPPLIES	7.49	7.49	
00003519	14428/4	parts new posting signs	10-30-430-612.00	GENERAL SUPPLIES	29.97	29.97	
00003519	14434/4	rod jack handle '09 plow	10-30-430-612.00	GENERAL SUPPLIES	7.99	7.99	
00003519	14448/4	nipple rpr plow handle	10-30-430-612.00	GENERAL SUPPLIES	2.49	2.49	
00003519	14456/4	posts mark frost heaves	10-30-430-612.00	GENERAL SUPPLIES	51.92	51.92	
00003519	14476/4	hose rpr & backhoe window	10-30-430-612.00	GENERAL SUPPLIES	8.48	8.48	
00003519	14477/4	glue backhoe window seal	10-30-430-612.00	GENERAL SUPPLIES	8.27	8.27	
					-----	-----	
					129.09	129.09	
53400 MILTON INDEPENDENT INC							
00020040	45002	ad uniform rentals RFB	10-30-429-540.00	ADVERTISING	31.88	31.88	
00020040	45003	ad Refuse RFB	10-30-429-540.00	ADVERTISING	31.88	31.88	
					-----	-----	
					63.76	63.76	
53950 MILTON RENTAL & SALES CENTER INC							
00003571	1-521875	propane tnk cold ptchg	10-30-430-612.00	GENERAL SUPPLIES	54.74	54.74	
00003571	1-522043	propane refill cold ptchg	10-30-430-612.00	GENERAL SUPPLIES	29.98	29.98	
00003571	1-522142	supple rd posting signs	10-30-430-612.00	GENERAL SUPPLIES	30.93	30.93	
00001640	1-522398	propane refll turbo torch	50-10-410-612.00	GENERAL SUPPLIES	5.99	5.99	
00001640	1-522398	propane refll turbo torch	55-20-420-612.00	GENERAL SUPPLIES	6.00	6.00	

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	00003571	1-522471	stone rack rpr ROW wntr	10-30-430-612.00	GENERAL SUPPLIES	12.92	12.92	
						140.56	140.56	
54180 MINNESOTA LIFE INSURANCE CO								
		34186APR16	APR life ins. premium	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.76	
		34186APR16	APR life ins. premium	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	44.63	
		34186APR16	APR life ins. premium	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	19.38	
		34186APR16	APR life ins. premium	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	220.06	
		34186APR16	APR life ins. premium	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
		34186APR16	APR life ins. premium	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
		34186APR16	APR life ins. premium	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	9.25	
		34186APR16	APR life ins. premium	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	78.86	
		34186APR16	APR life ins. premium	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	29.03	
		34186APR16	APR life ins. premium	10-40-441-210.30	Group Life & AD&D	0.00	1.65	
		34186APR16	APR life ins. premium	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	31.00	
		34186APR16	APR life ins. premium	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	70.85	
		34186APR16	APR life ins. premium	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	33.45	
		34186APR16	APR life ins. premium	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	33.45	
		34186APR16	APR life ins. premium	10-50-452-210.30	Group Life & AD&D	0.00	14.00	
						0.00	661.25	
53668 MUNICIPAL EMERGENCY SERV INC								
	00011015	IN1011669	rplc console brd assmbly	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	153.50	153.50	
	00011015	IN1011670	rpl console brd assmbly	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	212.50	212.50	
						366.00	366.00	
57396 NEW ENGLAND AIR SYSTEMS ,LLC								
	00001734	139937	annl wntr HVAC system	55-20-420-340.00	TECHNICAL SERVICES	2,500.00	2,414.80	
57385 NEW ENGLAND ASSOC CITY/TOWN CLERKS								
	00007209	010116	clerk & asst mbr 2016	10-10-412-810.00	DUES & FEES	40.00	40.00	
47170 NICHOLS, CODY								
		032216	Boot reimbursement	50-10-410-290.00	OTHER EMPLOYEE BENEFITS	0.00	92.50	
		032216	Boot reimbursement	55-20-420-290.00	OTHER EMPLOYEE BENEFITS	0.00	92.50	
						0.00	185.00	
36600 NORTRAX INC.								
	00003632	1458431	06 backhoe oil pan assmbl	10-30-430-430.10	VEHICLE MAINTENANCE	233.63	233.63	
	00003635	1458459	rpl backhoe window	10-30-430-430.10	VEHICLE MAINTENANCE	1,319.81	1,201.31	
						1,553.44	1,434.94	
58743 OLIVER, LD SEED COMPANY INC								
	00003514	116846	uposts heave signs	10-30-430-426.00	EROSION CONTROL	121.66	121.66	

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-----								
32592 OWEN G. DUNN CO INC								
	00007204	6992	Ballots Twn Mtg '16	10-10-402-550.00	PRINTING AND BINDING	1,000.00	1,000.00	
	00007204	6992	Ballots Twn Mtg '16	10-10-402-612.00	GENERAL SUPPLIES	100.00	59.95	
						-----	-----	
						1,100.00	1,059.95	
59450 PALASIK, JOHN								
	031216		mi. VLCT SB instrctn	10-10-401-580.00	TRAVEL	0.00	51.84	
60775 PENGUIN MANAGEMENT, INC								
	00011968	37751	Feb-July 16 voice notice	10-20-421-530.20	COMMUNICATIONS-OTHER	537.00	537.00	
	00011968	37751	Feb-July 16 voice notice	10-20-422-530.20	COMMUNICATIONS-OTHER	537.00	537.00	
						-----	-----	
						1,074.00	1,074.00	
61900 PIKE INDUSTRIES, INC.								
	00003540	853636	cold patch 1.35 ton	10-30-430-450.20	ASPHALT	168.75	168.75	
	00003540	853835	cold ptch 3.83 ton	10-30-430-450.20	ASPHALT	478.75	478.75	
	00003540	854104	4.2 ton cold patch	10-30-430-450.20	ASPHALT	525.00	525.00	
	00003540	854489	cold patch 2.36 ton	10-30-430-450.20	ASPHALT	295.00	295.00	
	00003540	854595	6.26 ton cold patch	10-30-430-450.20	ASPHALT	782.50	782.50	
	00003540	855064	5.98 ton cold patch	10-30-430-450.20	ASPHALT	747.50	747.50	
						-----	-----	
						2,997.50	2,997.50	
63713 RADIO NORTH GROUP INC								
	00011994	24136298	repl brkn antenna 601	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	96.00	96.00	
62120 ROSEN'S UNIFORMS								
	00200082	254915	pants Scalise & Porter	10-20-420-650.00	UNIFORMS	191.97	191.97	
67300 ROWLEY FUELS INC								
	2482-MAR16		march propane/fuel	10-30-430-625.00	DIESEL FUEL	0.00	2,314.86	
	2482-MAR16		march propane/fuel	10-30-432-625.00	HEATING OIL	0.00	120.71	
	596/9807MAR		fuel march	10-20-421-625.00	DIESEL FUEL	0.00	73.74	
	596/9807MAR		fuel march	10-20-422-625.00	DIESEL FUEL	0.00	332.56	
						-----	-----	
						0.00	2,841.87	
71797 SCALISE, FRANK								
	032416		rpl stained shirt	10-20-420-650.00	UNIFORMS	0.00	29.99	
67005 SECURITY MUTUAL INSURANCE CO OF NY								
	244307		LTD/STD APR '16	10-10-404-520.60	LONG TERM DISABILITY	0.00	667.69	
	244307		LTD/STD APR '16	10-10-404-520.70	SHORT TERM DISABILITY	0.00	501.12	
	244307		LTD/STD APR '16	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	65.48	
	244307		LTD/STD APR '16	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	65.48	
						-----	-----	
						0.00	1,299.77	
72565 STITZEL, PAGE & FLETCHER, P.C.								
	25530		JAN LEGAL	10-10-405-330.10	GENERAL GOVERNMENT	0.00	95.00	

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	25530	JAN LEGAL	10-10-405-330.10	GENERAL GOVERNMENT	0.00	945.00	
	25530	JAN LEGAL	10-10-405-330.10	GENERAL GOVERNMENT	0.00	8.96	
	25530	JAN LEGAL	10-10-405-330.30	PLANNING	0.00	570.00	
	25530	JAN LEGAL	10-10-405-330.70	APPEALS	0.00	589.00	
	25635	FEB '16 LEGAL	10-10-405-330.10	GENERAL GOVERNMENT	0.00	22.84	
	25635	FEB '16 LEGAL	10-10-405-330.10	GENERAL GOVERNMENT	0.00	432.00	
	25635	FEB '16 LEGAL	10-10-405-330.30	PLANNING	0.00	570.00	
	25635	FEB '16 LEGAL	10-10-405-330.70	APPEALS	0.00	76.00	
					-----		
					0.00	3,308.80	
71358 STREET CRIMES							
00200100	14317	St Crimes Semiar Larente	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	399.00	399.00	
61943 SWISH KENCO LTD							
00009316	W103550/S	janitorial supplies	10-30-432-612.00	GENERAL SUPPLIES	115.35	115.35	
00009318	W103551/S	winter rinse floor clnr	10-30-432-612.00	GENERAL SUPPLIES	22.40	22.40	
00003636	W104165/S	hwy janitorial supplies	10-30-430-612.00	GENERAL SUPPLIES	241.40	241.40	
					-----		
					379.15	379.15	
48700 SYMQUEST GROUP INC							
	1014732	3/1-31 RENT & FEB use	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	14.34	
21288 SYNCB/AMAZON							
00011987	0299435	colored toner cartriges	10-20-422-611.00	OFFICE SUPPLIES	430.07	430.07	
00011986	1061021	laminating pouches	10-20-422-611.00	OFFICE SUPPLIES	11.34	11.34	
00006622	2857855	hanging file folders	10-60-461-611.00	OFFICE SUPPLIES	35.98	35.98	
00051731	5004245	adult dvd	10-50-451-640.50	VIDEOS	4.87	4.87	
	5104261CR	credit video price adj	10-50-451-640.50	VIDEOS	0.00	-1.03	
	5104261CR	credit video price adj	10-50-451-640.50	VIDEOS	0.00	-0.03	
00011986	6513014	protctn plan	10-20-422-611.00	OFFICE SUPPLIES	2.22	2.22	
00011986	7164248	inkjet prntr/scanner	10-20-422-611.00	OFFICE SUPPLIES	68.30	68.30	
00006622	7857802	envelopes	10-60-461-611.00	OFFICE SUPPLIES	36.55	36.55	
00011986	8287401	ppr, ink catridges etc	10-20-422-611.00	OFFICE SUPPLIES	69.87	69.87	
00011986	8287401B	laminator	10-20-422-611.00	OFFICE SUPPLIES	20.19	20.19	
00011976	8502643	wireless filmmaker & cabl	10-20-422-740.00	MACHINERY/EQUIPMENT	450.00	410.00	
					-----		
					1,129.39	1,088.33	
76428 TOWN OF COLCHESTER							
00200099	032216	39.2% Colch dsptch chrs	10-20-420-340.00	TECHNICAL	308.50	308.50	
00200099	032216	39.2% Colch dsptch chrs	10-20-421-340.00	TECHNICAL	154.25	154.25	
00200099	032216	39.2% Colch dsptch chrs	10-20-422-340.00	TECHNICAL	154.25	154.25	
					-----		
					617.00	617.00	
76450 TOWN OF MILTON							
	049043-03-16	Q1 W WW muni	10-30-432-411.00	WATER/SEWER	0.00	94.47	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 04/05/16 thru 04/05/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	0490431-0316	Q1 w Block House	10-30-432-411.00	WATER/SEWER	0.00	35.87	
	049047-03-16	Q1 '16 w ww 49 Bombardier	10-30-432-411.00	WATER/SEWER	0.00	125.51	
	0490471-0316	Q1 w 47 Bombardier 2"line	10-30-432-411.00	WATER/SEWER	0.00	57.11	
	04904720316	Q1 '16 47 Bombardier 3/4	10-30-432-411.00	WATER/SEWER	0.00	57.11	
	049143-03-16	Q1 '16 Rec Prk mtr	10-30-432-411.00	WATER/SEWER	0.00	35.87	
	067013	Q1 W ww 13 School St	10-30-432-411.00	WATER/SEWER	0.00	109.99	
	069015-03-16	Q1 '16 W 20 Kienle Rd	10-30-432-411.00	WATER/SEWER	0.00	35.87	
	081015-03-16	Q1 '16 W ww 15 Ice House	10-30-432-411.00	WATER/SEWER	0.00	156.55	
	118998	Q1'16 W Swr Plan /34" mtr	55-20-420-411.00	WATER/SEWER	0.00	627.05	
	118999-03-16	Q1 W Sewer Plant	55-20-420-411.00	WATER/SEWER	0.00	1,062.47	
	122159-03-16	Q1 '16 W Catamount Pmp S	55-20-420-411.00	WATER/SEWER	0.00	35.87	
	202999-03-16	Q1 WW Wstfrd Rd	50-10-410-411.00	WATER/SEWER	0.00	47.30	
					0.00	2,481.04	
76960 U.S. BANK EQUIPMENT FINANCE							
	300412343	3/10-4/10 muni copier	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	479.43	
78210 UNIFIRST CORP							
	036 1733085	rent uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1733085	rent uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1733085	rent uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1734361	hwy uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1734361	hwy uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1734361	hwy uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1734362	unifrom mat rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1734362	unifrom mat rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1734362	unifrom mat rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1735649	uniform & mat rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1735649	uniform & mat rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1735649	uniform & mat rent	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036 1735649	uniform & mat rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1735650	hwy uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1735650	hwy uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1735650	hwy uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1735651	uniform & mat rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1735651	uniform & mat rent	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1735651	uniform & mat rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1735651	uniform & mat rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1736947	rent uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1736947	rent uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1736947	rent uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
					0.00	314.82	
79340 UNIVERSITY OF VERMONT EXTENSION SY							
	00006628 91229841	Twn Officers Conf/Treanor	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	75.00	71.00	
45990 UNIVERSITY OF VERMONT MEDICAL CENT							
	00011978 18755	glucagon replacment	10-20-421-612.00	GENERAL SUPPLIES	550.00	550.00	

04/01/16  
11:34 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 21

Page 9 of 10  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 04/05/16 thru 04/05/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00011971	18755B	prt1 inv albuterol soluti	10-20-422-612.00	GENERAL SUPPLIES	450.00	450.00	
	00011967	18755C	prt1 inv albuterol solutn	10-20-422-612.00	GENERAL SUPPLIES	43.13	43.13	
						1,043.13	1,043.13	
79755 VADNAIS, CATHARINE	00005745	032516	cookng clss cheese -9	10-50-452-831.00	REVENUE PROGRAMS	216.00	108.00	
79800 VAN NOORDT, BRETT	032416		mileage VT police academy	10-20-420-580.00	TRAVEL	0.00	79.38	
49013 VERIZON WIRELESS	9762294480		3/19-4/18 phone charges	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.07	
	9762294480		3/19-4/18 phone charges	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.87	
	9762294480		3/19-4/18 phone charges	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.80	
	9762294480		3/19-4/18 phone charges	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	100.99	
	9762294480		3/19-4/18 phone charges	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.89	
	9762294480		3/19-4/18 phone charges	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.07	
	9762294480		3/19-4/18 phone charges	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9762294480		3/19-4/18 phone charges	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.08	
						0.00	651.78	
81123 VERMONT RECREATION PARK	00005750	032816	VPRA & SMUGS SKI/RIDE	10-50-452-832.00	GREAT ESCAPE PROGRAM	2,409.00	295.00	
82994 VISION SERVICE PLAN-CONNECTICUT	3011797APR16		APR Vission ins	10-10-404-520.80	VISION SERVICE PLAN	0.00	634.56	
	3011797APR16		APR Vission ins	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
	3011797APR16		APR Vission ins	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
						0.00	700.82	
51978 VT INSTITUTE OF NATURAL SCIENCE	00051736	032116	Raptor Encntr Prgm 4/19/	10-50-451-330.10	PROFESSIONAL PROGRAMS	275.00	275.00	
57039 VT RURAL WATER ASSOCIATION	00001745	030816	mbrshp 2016 w ww <3300	50-10-410-810.00	DUES AND FEES	237.50	237.50	
	00001745	030816	mbrshp 2016 w ww <3300	55-20-420-810.00	DUES AND FEES	237.50	237.50	
		CM082615	waive fee course	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	0.00	-216.00	
						475.00	259.00	
83844 W.B. MASON CO INC	00020066	I33033623	toner, batteries	10-30-429-611.00	OFFICE SUPPLIES	118.90	118.90	
72132 WESTAFF USA, INC	00004557	WC324342	w/e 3/12 Therrian Finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	817.81	817.81	
	00004557	WC326276	W/E 4/5 Therrien finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	569.20	569.20	

04/01/16  
11:34 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 21

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 04/05/16 thru 04/05/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					1,387.01	1,387.01	
86840	WINOOSKI PRESS						
00200087	13272	40 bks warning tickets	10-20-420-550.00	PRINTING AND BINDING	298.00	298.00	
Report Total						101,379.92	

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

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

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

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ \*\*\*101,379.92

SELECTBOARD:

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

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

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

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

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

# Bond Interest Payment Supplemental Warrant

The Town of Milton Selectboard authorizes the Town Treasurer to pay \$46,891.72 in interest and federal sequestration offset for the bonds previously sold by the Town of Milton in accordance with the attached invoice.

These are the second of two annual Interest payments for these bonds.

Loan Series	Account Code	Amount	Project
2010-5	10-70-470-911.12	\$18,556.45	Library & WMR Interest
2010-5	10-70-470-911.12	\$1,068.69	Federal Sequestration offset
2011-2	10-70-470-911.15	\$4,640.08	Fire Station Interest
2012-5	50-70-410-911.15	\$6,864.54	Water Plant/Line Construction
2013-1	50-70-410-911.19	\$7,123.19	Water System Rehab Interest
2013-1	55-72-410-911.25	\$1,818.69	Village Core Sewer Interest
2013-1	10-70-470-911.25	<u>\$6,820.08</u>	Tower Truck Interest
	Total for this payment:	\$46,891.72	

Total \$46,891.72 to be paid to U.S. Bank by ACH in accordance with the attached invoice VMBBMIL141.

Dated this \_\_\_\_\_ of April 2016.

- \_\_\_\_\_  
• Darran Adams, Chair
- \_\_\_\_\_  
• Ken Nolan, Vice Chair
- \_\_\_\_\_  
• John Bartlett, Clerk
- \_\_\_\_\_  
• John Cushing, Member
- \_\_\_\_\_  
• John Palasik, Member

# Bond Interest Payment Supplemental Warrant

Series 2010-5: Library Expansion and West Milton Road improvements.

We borrowed \$1,650,000; this bond will be paid off in FY2031. Originally interest was \$18,556.45 but because of Federal Sequestration reduction in assistance, the total interest is \$19,625.14.

The annual principal payment for this note is: \$85,000 paid in the fall of each year.

Account Code	10-70-470-911.12	\$18,556.45	Library & WMR Interest
Account Code	10-70-470-911.12	\$1,068.69	Federal Sequestration offset
	Total for this bond	\$19,625.14	

Series 2011-2: Fire Station building.

We borrowed \$465,000; this bond will be paid off in FY2024. A portion (\$12,000) of the total payment for this bond has been paid by Impact Fees.

The annual principal payment for this note is: \$40,000 paid in the fall of each year.

Account Code	10-70-470-911.15	\$4,640.08	Fire Station Interest
--------------	------------------	------------	-----------------------

Series 2012-5: Water Plant/ Line Construction.

This is a note to refinance a previous note. We borrowed in \$699,281.45; this bond will be paid off in FY2019. This note is paid from the Water Department enterprise fund.

The annual principal payments for this note are paid in the fall of each year. In the case of this note, the principal payments increase each year.

Account Code	50-70-410-911.15	\$6,864.54	Water Plant/Line Construction
--------------	------------------	------------	-------------------------------

Series 2013-1: Tower Truck, Village Core Sewer and Water System Rehab.

This is a note to refinance three previous notes. We borrowed in \$1,040,000; this bond will be paid off in FY2044. Part of this note is paid by Tax Incremental Finance (TIF) funds.

The annual principal payments for this note are paid in the fall of each year. In this case the principal payments are broken out below as well as the end dates for that part of the note.

Water System Rehab:

# Bond Interest Payment Supplemental Warrant

We borrowed \$470,000 in FY14; the annual principal payment for this portion is \$15,666.67 which is paid in the fall of each year. The amortization schedule shows this part of the note being paid off in FY2044. This note is paid from the Water Department enterprise fund.

## Village Core Sewer

We borrowed \$120,000 in FY14; the annual principal payment for this portion is \$6,000.00 which is paid in the fall of each year. The amortization schedule shows this part of the note being paid off in FY2034. This note is paid thru the Sewer Department enterprise fund and reimbursed from the TIF operating transfer in (OTI) to that enterprise fund.

## Tower Truck

We borrowed \$450,000 in FY14; the annual principal payment for this portion is \$45,000.00 which is paid in the fall of each year. The amortization schedule shows this part of the note being paid off in FY2024. This note is paid from the General Fund.

Account Code	50-70-410-911.19	\$7,123.19	Water System Rehab Interest
Account Code	55-72-410-911.25	\$1,818.69	Village Core Sewer Interest
Account Code	10-70-470-911.16	<u>\$6,820.08</u>	Tower Truck Interest
	Total for this bond	\$15,764.96	

# Milton Selectboard Meeting Minutes

March 21, 2016 6:00 P.M.

Municipal Building Community Room

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

**Selectboard Members Not Present:** none

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; Nathan Lavallee, Water/Wastewater Superintendent; Dustin Keelty, Public Works Supervisor

**Others Present:** Courtney Lamdin, Jenn Taylor, Terry Melton, Mary Thompson

I. **Call to Order** – Adams called the meeting to order at 6:25 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. **Community Champions Award Committee Appointment**

Bartlett moved to appoint Richard Castine to the Community Champions Award Committee to a term ending in August 2016. Second by Palasik.

B. **Chittenden Solid Waste District**

Cushing moved to appoint Town Manager Donna Barlow Casey as the representative to the Chittenden Solid Waste District and Director of Administration Erik Wells as the alternate. Second by Palasik. **Approved unanimously.**

VI. **New Business and Department Items**

A. **Update on Solar Projects**

Wells was joined by Jesse Stowell of Sun Edison. Wells provided an overview of the process for the solar projects to date, from RFP in 2014 to contract award to project development that began in fall 2015. Stowell explained during development Sun Edison rendered a decision that the southern uncapped portion of the landfill presented too many risk factors for development and that portion of the project would not proceed. On the northern capped section, Green Mountain Power has restricted the sizing of the project to 500 kW. The net metering cap was also met last November, which has prevented this project from being able to utilize the power purchase agreement negotiated last summer. The net metering rules are being revised for this summer, and to move this project forward it will fall under the new net metering rules. For the community solar project at the wastewater plant the same issue is at play with the net metering cap being met. The project application will need to be submitted under the new net metering rules this summer for an anticipated sizing of 200 – 300 kW for the array. There is also the option to enter a lottery for a 150 kW array using the old net

48 metering rules that had higher benefit rates. If the Town is selected in the lottery it can  
49 back out of that size project it is chooses. The Board will decide on the lottery entry in  
50 April and wait until the new net metering rules are finalized before deciding on how to  
51 proceed to the project on the former Town landfill.  
52

53 **B. New Police Officer Signing Bonus Incentive**

54 Police Chief Brett Van Noordt explained there are currently two open positions for  
55 patrol officers in Milton PD. Filling these positions have been a challenge. Over 40  
56 applicants have been interviewed. Two individuals accepted the jobs, but then decided  
57 to pursue other opportunities. There are a lot of openings for police officers in Vermont  
58 and filling the positions is a challenge for a number of agencies. Van Noordt is proposing  
59 a sign on bonus incentive for certified PT and FT officers and college graduates (mutually  
60 exclusive) at \$2,000 and \$4,000 thresholds. After discussion, the Board asked for further  
61 information about cost benefit for uncertified applicants to attend the Academy and to  
62 explore offering a further amount for pre-certified officers. Discussion also covered how  
63 the bonus would be paid out in installments to prevent someone from being hired,  
64 taking the complete bonus, and then leaving shortly thereafter. Discussion will continue  
65 at a future meeting.  
66

67 **C. Water Leak Update**

68 Barlow Casey provided an update that progress had been made to identify the source of  
69 the water leak. It is occurring somewhere between the Champlain Water District meter  
70 and households, users are not paying more than they should be. She shared a table that  
71 showed water loss rates increasing from 11 to 45 percent over time. There is always  
72 some amount of loss in a water system. Superintendent Nate Lavalley said that 30  
73 gallons per minute of the loss has been identified since January. The Champlain Water  
74 District meter is being tested and that may account for some of the recorded loss, if so  
75 adjustments and credits would be made. The Towns of Hinesburg and Rutland  
76 experienced problems like this in previous years that took awhile to isolate the source.  
77 Staff from the Champlain Water District and the Town of Williston and City of South  
78 Burlington are assisting. Valves are being turned at night to help isolate the area. Vacant  
79 buildings have been identified and eliminated as causes. A UVM Professor is planning to  
80 assist and take a class to use a radar system to explore Maplewood Ave. area. Work will  
81 continue to identify the issue.  
82

83 **D. Vermont Renewable Energy Project Siting Resolution**

84 Cushing moved to adopt the Resolution as presented. Second by Bartlett. **Approved**  
85 **unanimously.**  
86

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

88 Decided this item was no longer necessary for agendas. Meeting occur first and third  
89 Mondays of month.  
90

91 **VII. Manager's Report**

92 Barlow Casey said the landfill entrances have been posted by Public Works for no ATV  
93 travel allowed. The Board asked Dustin Keilty about results of the borings at Beebe Hill  
94 Road – results have not been returned to the Town yet.  
95  
96

97 **VIII. Warrant/Report #20**

98 Bartlett reviewed warrant #20. He mentioned a few items, in random order:  
99

- 100 • Cives Corporation, \$929.68 - repair LCD screens on 2006 & 2008 dump trucks
- 101 • Landworks, \$25,827.58 - Milton 4D project. Includes pass through of two "subcontractors" -  
102 \$11,183.86 for Dubois & King and \$2,615.00 for Hartgen Archeological Associates. Note  
103 from Erik all proceeding within approved contract amount.
- 104 • Northwestern Occupation Health (Georgia Walk-In Clinic), \$999 - rabies shots for MPD  
105 officers (proactive).
- 106 • Tri-Sales, Inc, \$4,403.28 - replenish stock of water meters (4- 1" meters and 12 5/8" meters  
107

108 Bartlett moved to approve warrant report #20 in the amount of \$120,347.06, second by  
109 Nolan. **Approved unanimously.**  
110

111 **IX. Minutes of March 7 and March 14 Meetings**

112 Bartlett moved to approve the minutes from the March 7, 2016 and March 14, 2016  
113 Selectboard meetings as presented. Cushing second. **Approved unanimously.**  
114

115 **Executive Session**

116 Bartlett moved to find premature public knowledge about Contract Negotiations and Real  
117 Estate would cause the Town or person to suffer a substantial disadvantage. Second by Nolan.  
118 **Approved unanimously.**  
119

120 Bartlett moved to enter into Executive Session to discuss Contract Negotiations under the  
121 provisions of V.S.A. Title 1 Section 313 and include Barlow Casey. Second by Nolan. **Approved**  
122 **unanimously.**  
123

124 Bartlett moved to enter into Executive Session to discuss Real Estate under the provisions of  
125 V.S.A. Title 1 Section 313 and include Barlow Casey and Planning Director Jacob Hemmerick.  
126 Second by Nolan. **Approved unanimously.**  
127

128 Bartlett moved to close Executive Session at 9:45 PM. Second by Palasik. **Approved**  
129 **unanimously.**  
130

131 Bartlett moved to adopt the resolution authorizing the Town Manager to execute a quit claim  
132 deed that releases Glebe Land fee simple interests on the property of David J. and Katherine D.  
133 Cadreact in order to grant development rights to the Vermont Land Trust. Second by Nolan.  
134 **Approved 4-1 (Cushing opposed).**  
135

136 **X. Adjournment**

137  
138 Bartlett moved to adjourn the Selectboard Meeting. Second by Palasik. **Approved unanimously.**  
139

140 Adams adjourned the meeting at 9:48 PM.  
141  
142  
143  
144  
145

146  
147  
148  
149  
150  
151  
152  
153

Respectfully Submitted,

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

**John Bartlett, Selectboard Clerk**

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

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

DRAFT