

# Milton Selectboard Meeting Minutes

June 21, 2016 at 6PM

Municipal Building Community Room

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

**Selectboard Members Not Present:** None

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Kym Duchesneau, Nathan Lavallee, WWW Superintendent; Dustin Keelty, DPW Operations Supervisor; John Gifford, Town Treasurer/ Interim Finance Director

**Others Present:** None

I. **Call to Order** – Adams called the meeting to order at 6:01 PM

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

III. **Agenda Review-** MCYC Discussion to be rescheduled, Manager's Update added

IV. **Public Forum-** None

V. **Public Hearing**

**A. FY '17 – FY '22 Capital Improvement Plan**

Adams opened the public hearing at 6:03 PM. Barlow Casey shared the final version of the CIP document. She noted that the \$25,000 for rescue breathing apparatus should be removed from FY '19, the project total is \$25,000. The projects to be funded through the collection of impact fees in FY '17 is based on the historical impact fees rates from FY '09- FY '15, producing a levy of \$241,551. This final version of the CIP contained some funding shifting to attain that dollar amount. She noted \$45,000 in impact fees collected toward a potential match for a grant application to fill in sidewalk gaps. The Board asked that the hot box and bobcat be eliminated from the plan altogether, they are not programmed for funding. Possible future discussion items. Also the Haydenberry multi-use path was eliminated as that project is not scheduled for FY '17. The Board asked for a vehicle inventory this fall with mileage for the fleet. Adams closed the public hearing at 6:35. Cushing moved to adopt the FY '17 – FY '22 CIP with the minor changes mentioned. Second by Bartlett. **Approved Unanimously.**

VI. **Discussions**

**A. Impact Fee Rates for FY '17**

Barlow Casey stated the impact fees for FY '17 are proposed at \$4,392 for a full fee and \$3,294 for a reduced fee. Cushing moved to adopt the impact fees for FY '17. Second by Bartlett. **Approved Unanimously.**

**B. Recreation Facilities Grant for Basketball Court Project**

Duchesneau explained this is a grant the Town has received in the past from the State of Vermont. The project is in the adopted CIP for FY '17 from the earlier in the meeting to resurface and improve the basketball court area in Bombardier Park. The grant requires no matching funds from the Town and could provide up to \$11,000 for the project. Cushing

48 moved to approve the Recreation Facilities Grant Application. Second by Bartlett. **Approved**  
49 **Unanimously.**

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51 **C. Water/Wastewater FY '17 Budget & Rates**

52 Superintendent Lavallee explained The FY17 Water Fund Budget is proposed at \$900,113.  
53 The conclusions and recommendations from the rate study conducted by Aldrich + Elliot in  
54 2015 were applied to fund the budget. The result was a 3.0% increase to the base rate and  
55 a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$36.95/unit/quarter  
56 + \$3.65/1000 gallons and \$95.26/unit/quarter unmetered rate. The increase for a typical  
57 household is \$11.36/year.

58  
59 The FY17 Wastewater Fund Budget is proposed at \$1,254,954. While a rate study was not  
60 performed for the Wastewater Fund, the conclusions and recommendations from the  
61 Water Rate Study were applied to fund the budget. The result was a 3.0% increase to the  
62 base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are  
63 \$44.37/unit/quarter + \$4.35/1000 gallons and \$113.92/unit/quarter unmetered rate. The  
64 increase for a typical household is \$13.54/year.

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66 Lavallee explained the rate increase in the water budget would help build the reserve and  
67 fund deferred capital items and repairs. The Board discussed the proposed rate increase  
68 and the fund balance it would create. The projected use for water has decreased due to the  
69 recent repairs in the system leaks, Lavallee stated. Nolan stated fund balance increase  
70 could also be achieved by the projected decrease in use, and can't see raising the rates  
71 when the projected use is slated to decrease. It's something that could be revisited in 6  
72 months. Discussion was held to put items into the capital budget, like a 35 year old  
73 generator, so the Board can make funding decisions moving forward regarding what is  
74 needed and raise the funds necessary. Bartlett moved to approve the Town of Milton FY  
75 '17 Water Fund Budget as presented. Nolan second. **Approved Unanimously.** Bartlett  
76 moved to approve the Town of Milton FY '17 Wastewater Fund Budget as presented. Nolan  
77 second. **Approved Unanimously.** *There was no Board action to change the rates for FY '17,*  
78 *they remain at the FY '16 rates.*

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80 **D. Assign Portion of FY '16 Fund Balance to Paving**

81 Gifford explained this Board action would assign a portion of the FY '16 unspent funds, the  
82 fund balance, as assigned to be used for paving in FY '17. \$393,188.69 remains in unspent  
83 paving funds from FY '16. Assigning that portion of the fund balance for FY '17 would  
84 create a \$790,688.69 paving line item for the fiscal year. Cushing moved to assign a portion  
85 of the general fund, fund balance from the end of FY '16 for paving in the amount of  
86 \$393,188.69, second by Bartlett. **Approved Unanimously**

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88 **E. One Year Extension of Chittenden County Stream Team MOU**

89 Barlow Casey stated this is a procedural item for the CCRPC as it changes its bylaws. Nolan  
90 moved to approve the Stream Team MOU extension. Second by Bartlett. **Approved**  
91 **Unanimously**

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**Old Business**

**A. Bid Award, Care and Upkeep of Municipal Cemetery Grounds**

Keelty went over a comprehensive cost/benefit analysis he performed to ascertain the cost of cemetery ground maintenance by Town staff, full time and seasonal, versus the bids received for the work. He arrived at a Town cost of \$33,946.26 annually and bids received ranged from approximately \$26,000 to \$40,000. He recommends the Selectboard approve the Town Manager to negotiate a contract with the successful low bidder, Collin's Landscaping, Plowing and Mowing for the rest of calendar year 2016 with an option to extend the contract through 2018. The amount the bid was based on would be prorated for the remaining maintenance weeks in the year. Discussion followed regarding the cost benefit analysis and the data points Keelty incorporated into his work. Nolan moved to approve the Town Manager to negotiate a contract with Collin's Landscaping, Plowing and Mowing for the Care and Upkeep of Municipal Cemetery Grounds, second by Cushing.

**Approved Unanimously**

**VII. Manager's Report**

Barlow Casey explained there was dog incident over the weekend and a vicious dog hearing will likely need to be held by the Selectboard. Wells stated a complaint had been received and under state statute the Selectboard shall hold a hearing within 7 days. It's also advantageous to hold the hearing before the dog is released from a mandated 10 day quarantine. The Board tentatively planned to hold the hearing Friday. More information regarding procedure will come this week. Wells updated the Board that the McMullen Road sidewalk project is underway and going well.

**VIII. Warrant Report #29**

Cushing reviewed the warrant report and he noted pay items included water to Champlain Water District, Salt, Landfill post closure and polo shirts for rescue.

Cushing moved to approve warrant report #29 in the amount of \$177,899.77 for FY '16 expenses and \$30,535.03 for July's health insurance bill to be paid from FY '16 as that payment was included in the budget, second by Palasik. **Approved Unanimously.**

**IX. Minutes of June 6**

Bartlett moved to approve the Selectboard Meeting Minutes from June 6 as presented. Second by Palasik. **Approved Unanimously.**

**X. Executive Session**

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

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

**Entered Executive Session at 9:00 PM.**

146 Bartlett moved to close at 9:45 PM Executive Session, second by Palasik. **Approved**  
147 **unanimously.**

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149 **There was no action as a result of Executive Session**

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151 **XI. Adjournment**

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

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154 Adams adjourned the meeting at 9:46 PM.

155 **Respectfully Submitted,**

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157 \_\_\_\_\_ **Date:** \_\_\_\_\_

158 **John Bartlett, Selectboard Clerk**

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

161  
162 **ATTEST: \_\_\_\_\_ Milton Town Clerk**

DRAFT