

Milton Selectboard Meeting
October 3, 2016; 6:00 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **Old Business**
 - A. **Devino Road Maintenance Request**
Discussion
 - B. **Impact Fee Payment Reconsideration**
Discussion
 - C. **Town Manager's Contract**
Consider Approval
- VI. **New Business and Department Items**
 - A. **Update on Sanderson Road Project**
Discussion
Dustin Keelty, DPW Supervisor
 - B. **Incentives for Development**
Discussion
Jacob Hemmerick, Planning Director
 - C. **Municipal Planning Grant**
Discussion
Jacob Hemmerick, Planning Director

D. VCDP Grant for Milton Mobile Home Co-op
Discussion
Donna Barlow Casey, Town Manager

E. Authorize Representative for VLCT Annual Meeting
Consider Approval
Donna Barlow Casey, Town Manager

VII. Manager's Report

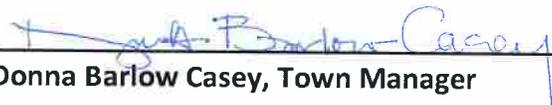
VIII. Potential and/or Future Agenda Items

IX. Warrant/Report #8

X. Adjournment

Posted September 30, 2016 on the official bulletin board in the lobby of the Municipal Building; to the Town website; emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, and WCAX; and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed: _____


Donna Barlow Casey, Town Manager



PLANNING DIVISION

43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Donna Barlow Casey, Town Manager
CC: Erik Wells, Director of Administration
FROM: Jacob Hemmerick, Planning Director
DATE: September 30, 2016
SUBJECT: ECONOMIC DEVELOPMENT

Milton's Plan has characterized our economic development priority as being:

"Develop the Town's economic development program to help develop the New Downtown, increase employment opportunities in Milton and help ease the tax burden on residents."

Good development opportunities will certainly be presented to current and future generations of Milton's decisions-makers. What is the best way to judge these opportunities? Milton's Town Plan is a stabilizing force (a rudder in the water) and a commitment to the Milton's people, the region, and the State. As a planner and public administrator, I believe that the plan provides a platform to evaluate requests through the lens of a well-developed vision for the future. Whether in our personal lives or in community, clarity of purpose prepares us for tough decisions.

Nevertheless, even the best-laid plans can go awry. When plans miss the mark, the resilient recalibrate. If the Board finds that the adopted agenda isn't working, or is unable to be effectively implemented, then it may be time for a new agenda.

Developing a new economic development strategy focused on incenting development is a significant planning project, with implications to the Town Plan, ordinances, and municipal resources. A broad-based conversation that evaluates what is and isn't working -- and pinpoints the vision for the type of economic development Milton wants -- is the process I would recommend to guide the adaptation of existing plans, policies, goals, objectives and actions in order to make sure we're competitive in reaching that goal.

The good thing is that Milton has a strong foundation of economic development thought to build upon, including:

2010 Economic Development Goals

<http://miltonvt.org/images/pdffiles/government/edc/EcDevGoalChart.pdf>

2008 Economic Development Strategy

http://miltonvt.org/images/pdffiles/government/edc/FINAL_Town_of_Milton_Economic_Development_Strategy01-16-08.pdf

2013 Comprehensive Plan Economic Development Chapter

<http://miltonvt.org/images/pdffiles/government/docs/CompPlan.pdf>

These studies include a wealth of thought on ways to grow Milton's economy.

Traditional economic development models have been focused "economic hunting": spending public resources to subsidize private jobs/businesses by principally attracting existing businesses/jobs from other political jurisdictions or by attracting its expansion investment into to your community. It typically focuses on:

- Tax breaks;
- Permitting breaks (time or standards);
- Fee waivers; and
- Publicly-funded infrastructure.

Newer approaches of economic development are adding "economic gardening" to the mix: using tools and assets in the community to grow from within, particularly by nurturing small businesses that are likely to take off and grow in place. It typically focuses on:

- Business planning & counseling;
- Location assistance: permitting/licensing/processes;
- Access to capital: revolving loan funds, creative financing;
- Business incubators: co-working space, tech hubs;
- Networking opportunities;
- Entrepreneurship programs; and
- Business guide/training resources/service providers.

A key choice for communities to make when developing an economic development strategy is deciding where they will see returns. Economic development is about making smart investments in the public interest.

Common measures of an economic development program's effectiveness often tie back to how the government is funded (income, sales, real estate taxes). In Milton, this might be public dollars spent per unit of Grand List growth, but not necessarily. It could also be about broader forces (such as the need to diversify a local economy to be resilient in a downturn or to increase employment to address disruptive social problems).

Communities have diverse tools available to them to develop their economy, most of which typically have an associated governance structures and legal requirements. They can include:

- Land Banks
- Transfer Development Rights
- Tax Increment Financing Bonding
- Tax Stabilization
- Event Programming/Staffing
- Business Assistance Programming/Staffing
- Community Marketing
- Capital Planning and Impact Fees
- Local Option Taxation for Infrastructure Improvements
- Transportation Improvement Districts
- Fee Schedules
- Utility and Transportation Infrastructure
- Public Accessibility of Real Estate Information
- Zoning and Subdivision Regulations and Process

- Building Codes
- Official Maps
- Grant Funding
- Revolving Loan Funds
- Property Maintenance Incentives
- Private-Public Partnerships
- State Growth Designations
- And more.

To examine a few of the tools mentioned above:

Zoning and Subdivision Regulations

- These tools outline how land can be divided, what uses can locate where and how they can be developed.
- Amendments to alter the regulations must have a defensible basis in the Comprehensive Plan.
- The regulations are drafted by the Planning Commission. Developers seeking to change the regulations normally present a request to the Planning Commission to initiate the process.

Impact Fee Exemptions

- Impact fees are governed by [24VSA5203](#). The Town can define exemptions in the Ordinance for prioritized forms of development linked to a Comprehensive Plan goal.

Tax Stabilization

- Voters in Vermont Towns may stabilize taxes per [24VSA2741](#). There are several ways the ballot item could be structured, either to allow the voters to approve by a 2/3 majority, or request that the voters delegate general or limited authority to the Selectboard. It is not clear to me, based on my reading of the statute, whether or not both the Town and School taxes can be fixed.

Because land development resides in a highly regulated, competitive, and economically-driven marketplace, the Town is most likely to avoid missteps by opening public conversations that recognize how and where authority and expertise are distributed within the structures of governance, and use that knowledge as the means to make governance work to deliver the community's vision.



TOWN OF MILTON, VERMONT 05468-3205

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

September 30, 2016

TO: Selectboard
FROM: Donna Barlow Casey
RE: Optional Language for Impact Fee Ordinance

The language drafted below represents a potential amendment to the Impact Fee ordinance that would clarify the applicable Impact Fees related to a specific project, but which would not allow for a “retroactive” impact. This is an alternative to the prior suggested language, which remains an option for Selectboard consideration.

Section 101 Impact Fees Imposed

For any development, construction or project located within the Town of Milton for which a zoning permit for a principle structure, or addition thereof, is required, there is hereby assessed an impact fee which will be computed and assessed in accordance with the formula and methodology set out in the most recently adopted Capital Improvement Plan. Applicants for zoning permits shall have the option of paying the impact fee when the zoning permit is issued or upon application for a certificate of compliance/occupancy (CO). For all projects for which the original zoning permit is issued prior to December 1, 2016, the impact fee assessed will be computed on the basis of the Impact Fee Schedule in effect at the time the impact fee is actually paid. For all projects for which the original zoning permit is issued on or after December 1, 2016, the impact fee assessed will be computed on the basis of the Impact Fee Schedule in effect at the time of issuance of the zoning permit. In either case, or CO, depending on when the Applicant chooses to pay the impact fee if a previously issued the impact fee is paid at the time of issuance of the zoning permit, and the zoning permit is later renewed, the impact fee due and payable will be computed on the basis of the Impact Fee Schedule in effect at the time of renewal. If a zoning permit is renewed, and an impact fee was previously paid, the project shall be assessed an additional impact fee reflecting for the difference between the impact fee computed at the time of issuance of the renewal and the impact fee previously collected at the time of issuance of the original zoning permit. No refunds shall be issued as a result of the renewal of a zoning permit. Any Each applicant assessed an impact fee shall be advised where to obtain receive a copy of this Ordinance and advised of, a statement of its administrative appeal rights, and sign and acknowledge a receipt of said ordinance.

FY2017 Municipal Planning Grant Program Description



Program Overview

For state fiscal year (FY) 2017, the Vermont Department of Housing and Community Development (DHCD) will grant approximately \$457,000 to municipalities to promote community planning, revitalization and development activities that maintain Vermont's land use goal of compact settlements separated by rural lands.

The Municipal Planning Grant (MPG) Program funds a wide range of municipal planning projects as allowed by [24 V.S.A. §4306](#) (b) and (c). Projects that promote Vermont's historic settlement pattern will be given priority.

The maximum grant amount is \$20,000 for individual municipalities and \$35,000 for consortia. Applicants are required to provide a cash match for any grant request above \$8,000 (or \$15,000 for consortia). Projects requesting \$8,000 or less will require no matching funds (see [Funding](#) on page 2).

Grant funds are regionally apportioned, based on the percentage of municipalities with confirmed planning processes within each of Vermont's [11 regional planning commission \(RPC\) regions](#). Eligible municipalities compete within their region for grant funding. Funding decisions are made by the DHCD Commissioner, based on the competitive criteria listed under [Grant Selection Process](#) on page 4. Low scoring applications will not be funded.

Grant Timeline

MPG projects must be completed within 18 months.
No time extensions are granted.

- RPC Confirmation of Municipal Planning Process: by October 31, 2016
- Application Deadline: October 31, 2016 @ 7:00 p.m.
- Award Decisions: Early December, 2016
- Mid-Project Report Due: August 31, 2017
- Project Completion and All Funds Spent: May 31, 2018
- Final Report and Products Submitted: June 30, 2018

Who May Apply?

Municipalities with a local planning process that has been confirmed by October 31, 2016, are eligible to apply for grants of up to \$20,000. To be confirmed, an adopted plan must be approved by a regional planning commission and the municipality must maintain efforts to provide local funds for municipal and regional planning purposes as required by [24 V.S.A. §4350](#).

Municipalities without a confirmed local planning process may apply for funding but only to create a municipal plan approvable by the RPC. They must also have voted to provide local funds for municipal and regional planning purposes. Grant proposals from

Purpose of MPGs - to Carry Out Statewide Planning Goals

(b) It is also the intent of the legislature that municipalities... shall engage in a continuing planning process that will further the following goals:

(1) To establish a coordinated, comprehensive planning process and policy framework to guide decisions by municipalities, regional planning commissions, and state agencies.

(2) To encourage citizen participation at all levels of the planning process...

(3) To consider the use of resources and the consequences of growth and development...

(c) In addition, this chapter shall be used to further the following specific goals:

(1) To plan development so as to maintain the historic settlement pattern of compact village and urban centers separated by rural countryside...

[24 V.S.A. § 4302](#)

municipalities that have received RPC recommendations to bring their plan into compliance with statewide requirements must address the changes identified by the RPC.

Municipal organizations other than the planning commission (such as the conservation commission) may apply for a grant, but only with prior approval of their town’s planning commission and selectboard. Each municipality may submit only one application per year.

Municipalities may not receive funding if they are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; or (c) delinquent in submitting their Single Audit Reports (if required).

Consortium Applications

Two or more municipalities may apply jointly for a consortium application (up to \$35,000). Applications must address a shared issue and must identify a lead municipality to administer the project. All municipalities in a consortium must have a confirmed local planning process by October 31, 2016. No member of a consortium may apply for an individual MPG the same year.

Definition of Municipality

For the purposes of the Municipal Planning Grant program a municipality is defined by [24 V.S.A §4303\(12\)](#). Under this definition an incorporated village is not considered a separate municipality unless the village adopts its own plan and one or more bylaws either before, concurrently with, or subsequent to such action by the town.

Funding

Municipalities may apply for any dollar amount between \$2,500 and \$8,000 without a local match requirement. (Minimum grant award is \$2,500.) Any grant amount above \$8,000 will require a local cash match: 33% of total project cost over \$8,000 (or 50% of MPG funds over \$8,000), as shown in the table below. The maximum amount of grant funds provided is \$20,000.

Consortia application grant awards are capped at \$35,000 with a local cash match: 33% of total project cost above \$15,000.

Match Calculation Based on Total Project Cost (TPC)

(Match) = 33% of TPC over \$8,000

A Total Project Cost (TPC)	B TPC over \$8,000	C Local Cash Match 1/3 of (B)	D MPG Funds
\$11,000	\$3,000	\$1,000	\$10,000
\$18,500	\$10,500	\$3,500	\$15,000
\$26,000	\$18,000	\$6,000	\$20,000

Match Calculation for Consortia

Match = 33% of Total Project Cost over \$15,000

\$45,000	\$30,000	\$10,000	\$35,000
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Any source of cash match funds may be used, federal, other state grants, municipal, private or non-profit. **Contribution of staff or others’ time cannot be offered as a match**, but RPC staff consulting that is supported by other documented funds may be used as a match. Documentation of match funds is required at the close-out of the grant. If a project is completed with less than the total project cost expended, the match funds required will be reduced proportionately.

Municipalities with large, multi-year projects are encouraged to break projects into related, stand-alone phases that produce a defined product upon completion and then apply for another phase each year. However, because funds are allocated competitively each year, MPG support for subsequent phases cannot be guaranteed.

DHCD reserves the right to award less than the amount of the municipality's request, based on availability of funds.

Eligible Activities

The Municipal Planning Grant program supports a wide range of projects relating to planning and land use, and promotes cooperation, collaboration and the exchange of ideas. Eligible projects must have a clear connection to planning and implementation of the municipal plan and will be reviewed for conformance with the Regional Plan.

Funds may be used to:

- Underwrite expenses for public meetings and hearings, informational workshops citizen surveys, outreach and notification costs
- Support research, data collection, capacity studies, inventories and mapping
- Pay consultants, interns, regional planning commission staff, or legal fees associated with the project
- Purchase development rights, easements, and titles of properties for housing and conservation purposes identified in the municipal plan
- Purchase materials needed to produce a plan, bylaw, or implement or administer the project, like writing supplies, maps and copies
- Conduct other non-prohibited activities

Funds may **not** be used to:

- Support political activities
- Support projects incompatible with the Regional Plan
- Pay regional planning commission dues
- Reimburse expenses incurred before the grant is awarded
- Subsidize tax mapping (see [Mapping Requirements](#) below)
- Pay planning commissioners, selectboard members, or municipal staff
- Capitalize a "reserve" fund for use beyond the grant period
- Purchase computer hardware, software licenses or subscriptions, or other equipment not related to a specific grant funded planning event
- Pay for the cost of administering the MPG grant such as municipal or regional staff time for documenting grant expenditures and submitting the progress report and close-out
- Support plans, bylaws and policies that violate the State or Federal Fair Housing Act. Fair Housing Training is available to all grantees and is encouraged for projects which relate to housing and/or revisions to zoning bylaws. Please contact Shaun

Create a Planning Fund

Do you need assistance preparing a great town plan or implementing projects recommended in the plan? If so, consider creating a local planning fund of \$1,000 or more annually. These funds can be used, every year, or accumulated over several years, and will allow you to obtain the necessary technical assistance. The planning fund also allows the town to match grant funds.

Increasingly, local contributions are required by granting organizations and the MPG program is no exception. Currently, no match funds are required for MPG's that are less than \$8,000. In coming years, match funds may be required for all MPG's.

If you rely on MPG's, anticipate your planning expenses well in advance to accommodate municipal budget and state planning grant cycles. If seeking a grant for an important project, have a contingency plan in place in case the grant is not awarded.

Gilpin, Housing Policy Specialist at shaun.gilpin@vermont.gov if you are interested in participating.

Mapping Requirements

- All GIS mapping must follow applicable [VCGI data guidelines or standards](#).
- Parcel mapping projects will no longer be funded through MPGs. See the [Vermont Statewide Property Parcel Mapping Program](#) to learn about an initiative to map all parcels statewide.

Single Project

Due to the short timeline for MPG grants and limited funding available, only one project per municipality may be funded in each grant cycle. If multiple products and multiple consultants are proposed, an application may be deemed to have more than one project.

Development of town plans and bylaws in the same application are usually considered two separate projects and typically both are not funded. However, an issue-oriented amendment of both a section/chapter of the plan and the associated bylaws to implement that section of the plan, can be proposed as one project. For example, a flood resilience element of a plan and a bylaw amendment to adopt river corridor protection may be considered one project.

Match for Larger Grant

MPGs may be used as a match for projects with grants from other programs. If you propose to use the MPG as a match, assign a component of the larger project to the MPG. Choose a component that can easily be completed within the MPG timeframe, that best meets the competitive criteria, and ensure it is an activity that will meet the grant requirements. For example, municipalities may use MPGs for the community outreach component of a major project. Include the workplan for the larger project as an attachment to the application.

Grant Selection Process (Competitive Criteria)

110 Points

DHCD uses competitive criteria and statewide priorities to score and rank applications. The statewide priorities are updated annually to comply with policy initiatives or legislation. Grants are awarded based on the application scores and the amount of grant funds available within respective regions. The DHCD Commissioner reserves the sole right and responsibility to allocate grant funding.

Applications are scored using the following statewide priorities and criteria:

1. Application Quality Including a Realistic Work Plan & Budget – Up to 25 points

The application is complete, well-written, internally consistent, and realistic; it describes a single, clearly defined project. The work plan is well-developed and tasks are appropriate for the proposed budget. Costs are well-documented. For multi-phased projects, the first phase has been well-executed and subsequent phases are well-defined.

2. Clear Linkage of Proposed Project to the Municipal Plan – Up to 20 points

For bylaw, capital budget, special studies and other types of implementation projects, the proposed project carries out the ideas and actions set forth within the municipal plan. Language within the plan that describes the project or elements of the project is included with the application.

If the project is a new or updated municipal plan, the plan or update will address pressing planning concerns in the community and the need is well-articulated in the application. (A recently expired plan or pending expiration of a plan alone is not

considered a pressing planning concern – see DHCD Guidance below.) Specific policies in the current plan that need revision are provided, with an explanation as to why an amendment or update is needed and why it is needed now.

3. Citizen Participation / Partnerships & Outreach – Up to 15 points

Citizen participation activities intended to educate and involve the public in planning are integrated into the work plan as appropriate to the project; the application demonstrates cooperation or coordination with relevant local and/or regional organizations and partners. Projects that [engage the public](#) from the start and that propose a variety of innovative methods for outreach and obtaining input, score the highest under this criterion.

4. Potential to Serve as a Statewide Model – 20 points (no partial points)

The project outcomes or products are likely to benefit other municipalities and can serve as an example or template for similar communities statewide.

5. Statewide Planning Goals – Up to 30 points (see guidance on page 9)

Priority projects for FY17 are:

a. Municipal Plan updates for:

- Promoting revitalization of historic centers and compact, walkable development including housing
- Addressing inconsistencies with statewide planning goals or incompatibility with the Regional Plan, identified by the regional planning commission review of the municipal plan. (Please include documentation in the application from the regional planning commission that summarizes the inconsistencies to be addressed.)

Applicants for municipal plan projects are encouraged to use the process described in the new [Planning Manual for Vermont Municipalities](#).

b. Bylaw updates for:

- Correcting clear conflicts with the Municipal Plan
- Increasing housing options in walkable places
- Promoting compact, walkable development

Priority bylaw projects will include a strong public outreach component.

c. Special Projects for Designated Areas – Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers – including the following:

- Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans, revitalization plans and form based regulations.
- Infrastructure studies and capital improvement planning in support of designated areas.
- Applications for a new designated Neighborhood Development Area or Growth Center – please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.

Bonus Points – Projects related to an existing designated downtown, village center, or growth center are eligible for bonus points (20 points for downtowns, 10 for village centers and growth centers and 5 points for neighborhood development areas). The growth center and neighborhood points may be awarded in addition to the downtown and village center points when both qualify. The relationship of the project to the designation(s) must be described in the application for the bonus points to apply.

Note

- Poor administrative performance on previous MPGs will affect the competitiveness of an application (points deducted from overall score).
- When application scores are tied and only one can be selected for funding, preference will be given to the municipality without a recent Municipal Planning Grant, or for the plan/bylaw that is most out-of-date. Otherwise these factors will not influence ranking of applications.
- Experience has shown that funding the development of plans and bylaws to include “adopted” versions as a deliverable product is not realistic. Municipal planning and community consensus take time. Applicants are therefore encouraged to use the grant for activities leading up to (and including) distribution of a draft plan or bylaw for the first required public hearing by the planning commission.

DHCD Guidance for Municipal Plan Updates

Municipal plans expire eight years after adoption (or expire in five years for plans adopted before July 1, 2015) unless they are readopted.

Prior to any re adoption, the planning commission shall review and update the information on which the plan is based, and shall consider this information in evaluating the continuing applicability of the plan. 24 V.S.A. §4387(b). Once the applicability of the plan is determined, an approach to re adoption can be decided. Options for re adoption can range from simple to complex, including:

- 1. Readopt with minor updates.** If the existing plan is sufficient and no new issues of significance have arisen in the community since the last plan adoption, the existing municipal plan can be readopted without major changes to the document. This involves incorporating any available new data, addressing all new statutory requirements, and reporting changes in the status of implementation strategies. Any time the plan is readopted, the eight-year time period is re-set.
- 2. Major re adoption.** When new issues of concern arise in a municipality that require a comprehensive planning approach, a major municipal plan overhaul may be necessary, requiring extensive public participation and a re-examination of the plan’s goals and implementation strategies.

Amendments: A municipality may amend the plan to make technical or editorial changes, to add a new element, to incorporate separate plans by reference or to address specific issues such as energy or village revitalization. A whole plan update is not required for an amendment, and adopting an amendment will not change the expiration date.

MPG Funding Priorities: Plan updates that occur mainly because a plan is expiring will be less competitive than those that are needed to address well-defined local concerns.

Check out the new [Planning Manual for Vermont Municipalities](#) for ideas on launching an effective planning process and ways to improve your town plan.

Grant Awards and Administration

Award notices are sent via email to successful applicants through the online [Grants Management System](#). In the event of partial funding, applicants are asked to submit a modified work plan and budget. Grant agreements and other required documents will be made available online, shortly thereafter. Completion and electronic submittal of these forms will be required for payment. All grants management forms and instructions will be available through the Grants Management System. Details of payment and reporting are as follows:

- **First Payment** – Upon execution of the grant agreement, a requisition may be submitted for an advance payment of 40% of the award amount.

- **Second Payment** – Mid-project reports are due August 31, 2017. Requisition for 30% of the award may be submitted along with a progress report.
- **Final or Close Out Reimbursement** – Up to 30% of the award is made on a *reimbursement basis*. The reimbursement is made when the project and its deliverables, as detailed in Attachment A of the Grant Agreement, are complete, and the expenditures are properly budgeted and documented (copies of invoices and canceled checks or a detailed transaction report) showing that the funds were spent for the purposes specified in the grant agreement. Invoices must show that grantees have spent or obligated all grant funds and match funds, if applicable, no later than May 31, 2018. Funds that are unused as of that date, as well as expenditures that are ineligible or are not documented, must be returned to DHCD.

While grant activities must be completed by May 31, 2018, grantees have up to one month after that date to assemble a final report. Final reports must be submitted online no later than June 30, 2018.

Purchase of goods and services through the grant must conform with the procurement requirements defined in [Attachment D to the Grant Agreement](#). In most cases, consultants must be selected through [a competitive process](#).

All final products and public communication must acknowledge funding from the Municipal Planning Grant Program, administered by the Vermont Department of Housing and Community Development, Agency of Commerce and Community Development.

Amendments

Minor alterations to the work plan or the approved budget may be allowed but only upon request and approval from DHCD. Substantial alterations are not allowed and the end product must remain the same.

No time extensions are offered. Projects that cannot be completed within the grant period under the terms of the grant agreement are closed out. The grant will cover eligible work completed and documented costs, however, ineligible or undocumented costs will not be funded and associated funds must be returned.

Consultant Selection

The rules for consultant selection are detailed in the grant agreement procurement provisions (see [Attachment D of the FY17 Grant Agreement](#)). There have been some key changes to the selection process in FY17.

Pre-Application Process

Consultants may be selected before the application is submitted. If a municipality engaged in a [competitive procurement process](#) while developing the grant application and selected a contractor at that time, there is no requirement to re-open the selection process if the grant is awarded, provided the scope of work remains substantially similar to what was in the contractor's proposal.

Simplified Bid Process

For contracts up to and including \$10,000, the grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.

The only exception to this requirement is if the grantee is using the services of the regional planning commission, in which the simplified bid process is not required.

Competitive Bid Process

For contracts more than \$10,000, the grantee is required to use a competitive selection method, soliciting from an adequate number of sources. A Request for Proposals (RFP) or Request for Qualifications (RFQ) should be broadly publicized to permit reasonable competition. The grantee must maintain records in its files to document how the decision was made.

Consultants working on an earlier phase of a multi-phase project may be re-selected for the project phase funded by the MPG, to maintain continuity between phases.

Guidance on Statewide Priorities

Nearly all municipal planning projects are eligible for MPGs but those that meet the statewide priorities have the best chance of receiving funding based on the scoring system described above.

In FY17, as in recent years, MPG priorities focus on helping municipalities make their villages, downtowns and neighborhoods, vibrant places to live and work. Coordinated investment in these centers furthers all our statewide goals – economic, environmental, and social. It takes sustained local commitment and active planning to successfully revitalize and create walkable centers. For this reason, MPGs direct funding in a way that helps municipalities conduct the critical planning necessary to bring great places life. Removing conflicts between local plans and bylaws, and between the local and regional plans are also priorities for MPGs.

This guide explains the kinds of projects that will receive priority points.

a. **Municipal Plan** updates for:

- Promoting revitalization of historic centers and compact, walkable development including housing.
- Addressing inconsistencies with statewide planning goals or incompatibility with the Regional Plan, identified by the regional planning commission review of the municipal plan. (Please include documentation in the application from the regional planning commission that summarizes the inconsistencies to be addressed.)

Promoting compact, walkable places – preservation of historic villages, planning a new neighborhood near the village or retrofitting a shopping center to serve multiple uses all start with stating the intention to do so in the Municipal Plan. The plan doesn't need to solve all the problems identified in the planning process – just chart a path toward solutions. Simply identifying next steps and who is responsible makes progress possible, whether it is obtaining state designation, updating bylaws, or preparing a streetscape plan.

Promoting housing in walkable places – if people in your community have too few options for places to live in and around the villages and downtown, using your town planning process to focus on housing solutions will be a priority in FY17. The issues may vary from not enough units to the wrong kind of units, or that homes are not affordable. In the application, explain the housing problems your community faces and the process you will use to address those issues through the municipal plan including the community outreach and partnerships you will engage.

Addressing inconsistencies – priority points will be available to municipalities with a local plan that is incompatible with the regional plan or is inconsistent with the statewide planning goals. Any such conflicts are identified in the consultations that regional planning commissions (RPCs) conduct periodically with municipal planning commissions, as well as in the RPCs' municipal plan approval process. Documentation of the inconsistency in the form of an RPC consultation report or the previous municipal plan review, and a clearly expressed intent to address the conflict is necessary to obtain priority points. Since the issue causing the conflict is often controversial, explain in the application how you will keep the public and key stakeholders informed and engaged. Also describe the ways you will keep the Selectboard and other key municipal officers involved in decision-making throughout the planning process.

Applicants for municipal plan projects are encouraged to review and use the processes and tools described in the new [Planning Manual for Vermont Municipalities](#).

b. Bylaw updates for:

- Correcting clear conflicts with the Municipal Plan
- Increasing housing options in walkable places
- Promote compact, walkable development

Bylaws that Conflict with the Municipal Plan – updates that aim to correct clearly discernable conflicts between an existing bylaw and the municipal plan are especially important because Vermont statute requires that bylaws conform to the Municipal Plan. For example, if commercial strip development is prohibited or strongly discouraged in the Municipal Plan but the Zoning Map shows a commercial district lining all major highways, this could be a clear conflict. Or if a municipal plan identifies the need for a new type of housing in the community but the bylaw prohibits that kind of housing development, this is also a conflict that should be addressed.

Housing Bylaws in Walkable Places – updating bylaws to increase housing options in settlements are a priority, whether there is a conflict with the Municipal Plan or not. If your bylaws make most historic homes in your village non-conforming, prohibit the kinds of multifamily development that are needed in your community or create other barriers to meeting the demand for homes in places where there is walking and biking access to schools, shops, and services, consider applying for an MPG. In the application, clearly describe the specific housing problems that the existing bylaws create and consider ways to handle opposition to changes in the bylaw. See the [Design Guide](#) in the Neighborhood Development Area Designation Application for some simple bylaw adjustments that can improve housing options.

Bylaws for Compact Development – your bylaws may need an overhaul of the development rules governing not just housing but all parts of your village, downtown and surrounding neighborhoods. Zoning and subdivision regulations commonly date back to the 1960s-70s, requiring a suburban, auto-oriented pattern of development. Priority points are available for bylaw projects that update regulations to enable the historic pattern of development and improve the pedestrian environment, such as prohibiting large parking lots in front of commercial buildings.

While simple adjustments can be made to bylaws for this purpose without preliminary planning, major bylaw updates benefit from first conducting a study of the existing pattern of development or by creating a physical plan for development and infill. These physical planning projects are described under Priority c. below.

Public Outreach for Bylaws – priority bylaw projects will include a strong public outreach component, ensuring sustained communication between the Planning Commission and Selectboard, Trustees or City Council. Bylaws are often complex and in municipalities where the Legislative Body adopts zoning and subdivision bylaws, it is critical to maintain regular communication to make sure board members understand and buy into the changes before the proposed bylaw reaches their table. In all municipalities – but especially where bylaws are adopted through a townwide vote – the work plan and budget should include public information and outreach early and often, with special efforts to communicate directly with those most likely to be affected by the proposed bylaw changes.

c. Special Projects for Designated Areas – Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers – including the following:

- Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans, revitalization plans and form based regulations
- Infrastructure studies and capital improvement planning in support of the designated areas
- Applications for a new designated Neighborhood Development Area or Growth Center – please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.

Vermont's [state designation programs](#) recognize locally identified compact centers, where municipal, regional and state interests align. By investing grants and other support in these areas, we can leverage the limited resources we have available to accomplish the most possible.

Physical planning – allows municipalities to arrive at images that convey a vision of what future development and redevelopment might look like and can take many forms including revitalization plans, master plans, area wide plans, streetscape plans, concept plans, etc. Physical plans are recommended as a prerequisite to a comprehensive overhaul of zoning and subdivision bylaws in a compact center, before developing policies for parking, sidewalks and other infrastructure, and to inform long term capital improvement plans. They give the public sector, landowners, businesses, and developers a picture of what the community aims to achieve over time. Physical plans often evolve as circumstances change and new information and ideas come to light so some communities may prepare multiple plans over time at increasing levels of detail. Physical plans also create opportunities for a wide range of people, especially young people and those who are primarily visually oriented, to engage in planning for their community, making it a tool for revitalizing municipal government. It focusses on visible improvements that helps translate the big-picture view of the Municipal Plan into concrete realities.

Infrastructure – planning for transportation, stormwater treatment, broadband, parks and greenspace, public gathering places, energy generation and distribution, etc. are necessary for successful centers. Before applying to the MPG program for an infrastructure project, please check first with your regional planning commission or the other state agencies to understand what programs they offer for the public facilities your community wishes to improve.

- [Transportation – VTrans Municipal Assistance Bureau](#)
- [Water, Wastewater and Stormwater Facilities and more – Department of Environmental Conservation](#)
- [Parks and Open Space – Department of Forest Parks and Recreation](#)
- [Energy and Broadband – Department of Public Service](#)

Designation applications – Municipalities applying for [Growth Center designation](#) may seek MPG funding for preparing the Growth Center application but the municipality must be involved in the preliminary application process to obtain priority points. In most cases, the [Neighborhood Development Area designation](#) can be completed without expert assistance. However, priority points will be given for an application, if after consultation with DHCD staff, it is determined that funding is needed to prepare an application.

FY17 Municipal Planning Grant Application Questions

For Use Before Preparing the Online Application

Use this document (also available as a [word document](#)) to review the application questions and to prepare your responses. This document **cannot** be used to submit your grant application. Only applications submitted through the online [Grants Management System](#) can be accepted. See [steps for preparing the online application](#).

Applications must be submitted electronically before 7:00 pm on October 31, 2016.

Application Summary

Applicant:

- 1. Applicant Municipality:**
(or lead applicant if applying as a consortium)
- 2. What is your most recent town plan adoption date?**
- 3. Please identify the [state designation\(s\)](#) which the municipality currently possesses:**
Village Center
Downtown
Neighborhood Development Area
Growth Center
New Town Center

Confirmation:

- 4. Is the planning process in your municipality confirmed by your regional planning commission?**
Yes
No
 - a. If No:**
Is your municipality in the process of being confirmed on or before the application deadline (October 31, 2016)?
Yes
No
 - b. If No:**
Is this application for a municipal plan that will be submitted to the regional planning commission for approval, which is necessary for confirmation?
Yes
No

Has your municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?
Yes
No
- 5. Is this a consortium project?**
Yes
No

a. If Yes:

Please identify the participating municipalities

(All participating municipalities must have a confirmed planning process by the application due date, October 31, 2016, and must submit a resolution signed by their legislative body.)

Project Description

6. Please identify the project type:

Municipal Plan
Zoning and Subdivision Bylaw
Planning for State Designated Area
Infrastructure and Capital Improvement Planning
Natural Resource Planning
Flood Resilience Planning
Other

a. If other, specify:

7. Project Title:

Name the project as **concisely** as possible.

The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)

Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping

8. Project Description:

Provide a very brief summary of what the project will accomplish and produce.

This description of main project outcomes will be used in MPG program marketing materials if this grant is funded. (250 character limit)

Example: The town will hire a consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.

Example: Marble City will obtain expert assistance to conduct a public involvement program and develop a draft form-based regulations to replace the current zoning and more effectively implement our goals in the designated downtown.

9. What are the primary issues your community is trying to address?

Describe both the immediate concerns and the larger, enduring issues that the community wishes to resolve through the grant project. *(4,000 character limit)*

10. How will the proposed project address the identified issues?

Include specific actions proposed to address the concerns. Describe both what the project will produce (outputs) and what the project will accomplish and how it will make a difference (outcomes). *(4,000 character limit)*

11. How will the proposed project engage the public and community partners?

Describe citizen participation activities and outreach intended to educate and involve the public in planning as well as any coordination and cooperation with relevant local and/or regional organizations. *(4,000 character limit)*

a. Approximately how many people do you aim to engage in the project, including local board members and people who complete surveys?

b. List the organizations you will coordinate with including other municipal boards and commissions:

12. How will the project further the goals of your municipal plan?

Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns.) If extra space is needed, please upload your response to this question as an attachment, but do not attach the municipal plan itself. For municipal plan updates, describe specific policies or aspects of the current or latest plan that need revision in order to address the issue(s) identified above.

13. How does your project further the statewide planning goals?

Discuss whether and how your project furthers any of the MPG priorities for meeting the statewide planning goals. If none of the priorities apply to your project, please indicate "not applicable." (4,000 character limit)

MPG FY17 Priorities for Meeting the Statewide Planning Goals:

a. Municipal Plan updates for:

- Promoting revitalization of historic centers and compact, walkable development including housing
- Addressing inconsistencies with statewide planning goals or incompatibility with the Regional Plan, identified by the regional planning commission review of the municipal plan. (Please include documentation in the application from the regional planning commission that summarizes the inconsistencies to be addressed.)

Applicants for municipal plan projects are encouraged to use the process described in the new [Planning Manual for Vermont Municipalities](#).

b. Bylaw updates for:

- Correcting clear conflicts with the Municipal Plan
- Increasing housing options in walkable places
- Promoting compact, walkable development

Priority bylaw projects will include a strong public outreach component.

c. Special Projects for Designated Areas – Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers – including the following:

- Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans, revitalization plans and form based regulations.
- Infrastructure studies and capital improvement planning in support of designated areas.
- Applications for a new designated Neighborhood Development Area or Growth Center – please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.

14. How does your project relate to and support an existing state designated Downtown, Village Center, Neighborhood Development Area or Growth Center?

If no state designated areas exist in the municipality, indicate "not applicable." (2,000 character limit)

15. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (2,000 character limit)

Municipal Resolution

Please print and complete the municipal resolution available online [here](#). If this is a consortium application, each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Administrator. See [MPG Roles](#) for more information about the responsibilities and permissions of the grant roles.

Please note that only the names of individuals who have [registered for an account](#) in the online grants management system will appear in the dropdown menus. Please contact DHCD staff at annina.seiler@vermont.gov or 802.828.1948 for assistance.

Municipal/Authorizing Official: *<dropdown menu>*

Title:

Alternate Municipal/Authorizing Official: *<dropdown menu>*

Title:

Grant Administrator: *<dropdown menu>*

Title

Upload Completed Municipal Resolution or Mail to DHCD.

Budget Documentation

Describe source(s) of match funds: (If match is required)

Contribution of municipal staff or volunteer's time **cannot** be offered as a match.

Other contributions, while not required, may be documented here as well. (500 character limit)

Single applications requesting over \$8,000 require a match. Consortia applications requesting over \$15,000 require a match.

How did you arrive at realistic budget estimates for the work plan?

Upload or mail supporting documents that show the work plan and budget is based on realistic information. Please provide a letter or other documentation from a consultant (including regional planning commission staff) with cost estimates for tasks, including hourly rate. (500 character limit)

Accounting

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

What type of accounting system does your municipality use?

Automated

Manual

Combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes

No

DRAFT MUNICIPAL PLANNING GRANT 2016

GRANT APPLICATION PREPARATION/REVIEW WORK PLAN

September 26-29	Application Preparation by Planning Director
September 30	Finalization of First Draft & Release to Administration Stakeholders
October 3-7	Administration Stakeholder Input
October 3	Selectboard Briefing and Input
October 4	Planning Commission Briefing and Input
October 11	TAC Briefing and Input
October 13	Development Review Board Briefing and Input
October 14	Grant Application Finalized for Selectboard Packet
October 17	Selectboard Grant Application Consideration
October 18-21	If Approved, Application Filed by Planning Director
October 31, 2016	Deadline to Submit
December 2016	Award Decisions
August 31, 2017	Mid-Project Report Due
May 31, 2018	Project Completion and All Funds Spent
June 30, 2018	Final Report and Products Submitted

GRANT APPLICATION

Applicant: Town of Milton

State Designations: None

Municipal Confirmation: Yes

Consortium Project: No

Project Type: Bylaw Amendments

Project Title (*80 Character Limit*)

Preparation of Amendments to Public Works Specifications and Unified Development Regulations*

*Drafting in progress by the Planning Commission for hearings in early 2017.

Project Description (*250 Character Limit*)

The Town will hire a consultant to develop two products:

1. Draft Amendments to the Town of Milton Public Works Specifications and the Unified Development Regulations to guide new infrastructure; and
2. Develop an integrated maintenance and improvement report with recommendations to implement the standards for existing infrastructure.

What are the primary issues your community is trying to address: (*4,000 Character Limit*)

Milton's Town Plan clearly prioritizes compact, connected, and walkable urban development in our Town Core surrounded by low-impact development in our rural areas. While we are making progress in many respects, we continue to see discordant development outcomes that are inconsistent with our adopted vision.

As an edge community in a fast-growing county, Milton faces substantial development pressure, but finds itself without the necessary resources (more readily available in central Chittenden County communities) to rapidly fix the ordinances we have outgrown.

Milton's Zoning/Subdivision Regulations and Public Works Specifications are substantially inconsistent and have significant gaps. As they stand, the current regulations are barriers to achieving the aspirations of our Plan.

We need more integration. An example of the need for integration is the finding that there are more than fifty-five, overlapping terms for traveled ways in the Zoning, Subdivision, and Public Works Specifications that apply to approximately 10 types of infrastructure. This lack of clarity between ordinances is undermining Milton's ability to apply and legally defend even a narrow set of tools.

We need more tools. A key challenge is that our standards often offer a one-size fits all approach without regard to context and use. Road and driveway standards are sometimes underwhelming for downtown development and overwhelming for rural development.

An example of a rural challenge is how Milton's standards allow:

- long (more than 1,000'),
- wide (24' within a 60' right-of-way),
- dead-end (often hammerheads),
- rural road development,
- with steep grades (up to 10%),
- that enable high-impact subdivision of working lands (by creating frontage),
- often serving fewer than three or four dwelling units,
- with very rudimentary drainage standards to apply.

This type of development could be put on a diet and integrate smart stormwater management, while still allowing sufficient emergency vehicle access – potentially at a lower cost if integrated with low-impact development standards.

An example of an urban challenge is how Milton's subdivision standards leave many streetscape elements (street trees, lighting, sidewalks) entirely at the discretion of the DRB, and do not have specifications for these amenities that take into account context. There is no regulatory guidance concerning on-street parking, and while multi-use paths have been strongly prioritized in the plan, the Regulations only have requirements for sidewalks. While some roads intended for public dedication are being underbuilt, Milton is also seeing an increasing number of short, dead-end streets for infill development, arguably being overbuilt for the context and use. One size no longer fits all in Milton.

How will the proposed project address the identified issues?

Milton will resolve the issues above by:

- 1) Developing hierarchical development standards and design specifications for:
 - Streets and roads;
 - Sidewalks, pathways and trails;
 - Driveways and highway access;
 - Internal circulation and parking;

- Wayfinding signage, public art, lighting, plantings; and
- Stormwater management;

All of which will factor in this infrastructure's:

- Land-use/zoning context: (village/downtown/suburban/rural);
- Transit service (existing and potential);
- Traffic volume/congestion/safety; and
- Modality: vehicular, bike, pedestrian.

2) Prioritizing low-impact development standards and design specifications for green stormwater infrastructure will help Milton prevent stream impairment while also serving as a model for other communities without stormwater specialists or utilities to meet the upcoming [municipal roads permit](#)/MS4 permit. This will require a particular focus on identifying standards and designs that reduce runoff from private driveways and roads, and thereby lessen the stormwater management in public rights-of-ways.

3) Develop a maintenance and improvement report, consistent with the standards above, that makes recommendations to bring existing roads to the current standards -- taking into account what the Town can afford to pay.

Having clear and context-specific standards for roads, driveways and other impervious surface – along with an integrated maintenance plan for upgrades to existing public infrastructure -- will help Milton ensure that new infrastructure:

- is scaled and built according to its use and context,
- advances Complete Streets,
- protects water quality,
- and minimize costs associated with Milton's [Municipal Roads Permit](#)/ MS4 Permit.

The project will be informed by and take into consideration the prior planning resources below:

Local Regulations/Ordinances

- Milton [Illicit Discharge and Stormwater Connection Ordinance](#) (2007)
- Milton [Motor Vehicle and Traffic Regulation Ordinance](#) (2011)
- Milton [Public Works Specifications](#) (2010)
- Milton [Street Naming, Addressing, Street Signs Ordinance](#) (2013)
- Milton Zoning & Subdivision Regulations/Draft Unified Development Regulations
- Milton Water and Wastewater Ordinances
- Milton [Highway Maps](#)
- [Milton Landscape Bonds Policy \(1998\)](#)

Maintenance Documents

- Milton [Sidewalk Replacement and Maintenance Program \(2007\)](#)

- Milton [Best Management Practices for Erosion and Sediment Control \(2002\)](#)
- Milton [Best Management Practices for Stormwater Control and Watercourse Buffers \(2002\)](#)
- Milton [Winter Operations Plan \(2014\)](#)
- [Milton Traffic Calming Policy \(2000\)](#)

Plans & Studies

- [Town of Milton Comprehensive Plan \(2013\)](#)
- [Milton Town Core Traffic Circulation Plan \(2008\)](#)
- [Route 7 Land Use and Transportation Study \(2008\)](#)
- [Milton Town Core Master Plan \(2000\)](#)
- [Milton Long Range Access and Mobility Committee Final Report \(2001\)](#)
- [Town Core Streetscape and Accessibility Design Study \(2007\)](#)
- Prior Town of Milton Corridor/[Scoping Studies](#)
- Milton [US Route 7 Health Impact Assessment \(2015\)](#)
- [The US Route 7 Corridor Study \(2015\)](#)
- [Northern Lake Champlain Basin Management Plan \(2015\)](#)
- [Lamoille River Tactical Basin Management Plan \(2016 draft\)](#)
- [Region's Active Transportation Plan \(2016\)](#)
- VTRANS [Report on Shared-use Path and Sidewalk Unit Costs \(2010\)](#)
- Available Traffic Studies and Count Data

Standards and Guidance Reports

- [SmartCode Manual](#)
- [United States Postal Service Mailbox Guidelines](#)
- [VTRANS Class 1 Town Highways: Costs and Issues for Vermont Communities Considering Reclassification of State Highways \(2016\)](#)
- [VTRANS Access Management Program Guidelines \(2005\)](#)
- [VTRANS Complete Streets Guidance Document \(2012\)](#)
- [VTRANS Corridor Management Handbook \(2005\)](#)
- [VTRANS Orange Book for Local Officials \(2016\)](#)
- Chittenden County's Bicycle Design Facility Toolkit (2015)
- [USDA Trail Construction and Maintenance Notebook \(2007\)](#)
- [Revised Vermont Stormwater Management Manual \(2016\)](#)
- [Vermont's Model Stormwater Management Bylaw \(2015\)](#)
- [Green Stormwater Infrastructure Sizing Tool \(2015\)](#)
- [Low Impact Development Principles \(2013\)](#)
- [Green Stormwater Infrastructure Best Management Practices](#)

How will the project engage the public and community partners?

The project will be led by a steering committee, including interested representatives of the community partners from the stakeholder groups identified below.

This steering committee will keep the public informed by taking the following steps:

1. Develop and Maintain a Project Website

2. Issue Project Launch Press Release
3. Provide Periodic E-mail Updates to an Interested Citizens Mailing List
4. Provide Periodic Updates through Existing Town Communication Channels: Facebook, Recreation Newsletter, Message Boards, Website, etc.
5. Issue Press Release on Preferred Alternatives Survey and Open House
6. Launch Publicly Accessible Online Survey and Interactive Map followed by Open House to invite Public Ranking of Preferred Alternatives
7. Issue Press Release on Final Public Forum
8. Conduct Final Public Forum Prior to Forwarding Language for the Planning Commission
9. Issue Statutory Public Hearing Notices for Planning Commission & Selectboard Hearings

Government Stakeholders:

- Voters/Citizens
- Selectboard
(Grant Authorizers, Adopters of the Plan & Ordinances, Development Surety Controllers, Dedication Accepters, Project Funders)
- Planning Commission
(Drafters of the Plan, Zoning & Subdivision Regulations and Public Works Specifications [[24VSA4325](#)])
- Development Review Board
(Interpretation and Application of Regulations [[24VSA4460](#)])
- Conservation Commission
(Natural Resource Advisors, Stewards of Natural Areas and Trails [[24VSA4505](#)])
- Economic Development Commission & Local Business
(Local Economy and Economic Impact Advisors)

Administration Stakeholders:

- Management and Administration
(General Oversight)
- Planning Dept.
(Planning Support, Development Review Support, Permitting, Surety Administration, Street Naming/Addressing Ordinance Admin.)
- Finance Department
(Funding Administration, Surety Oversight)
- Development Review Board Technical Advisory Committee: Police, Fire, Recue, School District, Recreation, Highway, Water & Wastewater.
(Advisers of DRB on Technical Specifications and Municipal Impact)
- Public Works Dept.
(Administration of Public Works Specifications/Highway Access Permitting, Engineering Services, Administration of Gross Weight Limits Ordinance/Permitting; Administration of Illicit Discharge and Stormwater Connection Ordinance)
- Highway Dept.
(Construction, Maintenance, TAC Member)
- Water/Wastewater Dept.
(Engineering, Construction, Maintenance, TAC Member, Water/Wastewater Ordinance Administration & Connection Permitting)

- Police Dept.
(TAC Member; Administration of Motor Vehicle and Traffic Regulation Ordinance and Snowmobile Ordinance)
- Fire/Rescue Dept.
(TAC Member)

External Stakeholders:

- Milton Health Community Design Task Force
- School District's Safe Route to School Committee
- Agency of Transportatoin
(Owns US Route 7 and State Highway Standards)
- Regional Planning Commission
(Transportation Planning Specialists, Outside Funding for Scoping and Construction)
- United States Postal Service
(Standards for Mailboxes in Right-of-Ways)
- Green Mountain Transit
(Bus Route Provider)
- Railroad
(Stakeholder in Railroad Crossings)
- Engineering Community
(Prepare specification for projects that conform to local standards, certify construction).
- Infrastructure Construction Community
(Read and build according to the specification sheets)
- Developer Community
(Economic choices guided by standards)

How will this further goals in the plan?

This project will advance the following goals:

Goal 3.2.2

Enhance transportation opportunities, including the additions of park-and-ride facilities, whether publicly or privately owned, which create destinations and a sense of community.

Goal 3.2.11

Better define the Town Core and create a sense of place unique to this area, using methods discussed by the Planning Commission at a 2012 public input session and the 2007 'Town Core Streetscape and Accessibility Design Study'.

Goal 4.4

Define policies that will establish allowable uses for future pathways.

Goal 4.4.2

Promote public awareness of the benefits of multi-use pathways.

Goal 4.4.4

Encourage multimodal pathway connections that complement existing and planned sidewalk locations.

Goal 4.6.2

Continue to develop more sidewalks in order to promote growth and a more walkable community.

Goal 5.2.2

In conjunction with the Town's land use policies, the Town shall continue to support the development of sidewalks and multi-use pathways in Town, both by constructing them as part of the Town's Capital Improvement Plan and by requiring developers to construct them in association with new development projects.

Goal 6.4.9

Ensure that the Town permitting requirements, such as the Public Works Specifications, strike the property balance between development costs and maintaining adequate public health and safety standards.

Goal 7.1

The Town should continue to work toward increased operational efficiency of Route 7 and continue to incorporate the following items into the strategy: support access management, promote parallel road systems, encourage alternative modes of transportation, provide traffic controls, establish new necessary rights of ways, and require transportation improvements in the zoning regulations.

Goal 7.5

The Town should consider implementing a local policy for how complete street improvements will be applied.

Goal 7.9

Enhance pedestrian-friendly environments incorporating streetlights, street trees, signage public spaces, and develop guidelines for these streetscape elements.

Goal 8.3

The Subdivision Regulations and/or Zoning Regulations should be amended to include a provision that developments that require a State post-construction stormwater permit, must include language in their Homeowners Association's covenants that the Association will maintain stormwater systems and permits in perpetuity.

How does this further statewide planning goals?

This project will address clear conflicts with the Municipal Plan by addressing gaps (where the regulations do not implement the plan) and coordinating conflictual language among ordinances.

This project will support compact walkable development in the Town Core and low-impact development in the hinterlands by scaling roadways to dimensions that correspond with the land use context and infrastructure use.

This project will support the long-term betterment of the physical and economic environment of Milton's downtown by implementing policy for complete streets, where appropriate to the context, that will guide a clear vision for future improvements to Town roads.

How does this relate to and support an existing designation?

Milton does not have a designation.

The Planning Commission has had informal discussions expressing a strong interest in proposing a Town Plan amendment to prioritize a Village Designation. The informally

prioritized area has been focused on River, Main, School, and Cherry Streets and would be inclusive of the Draft Unified Development Regulations Historic Neighborhood Center and Main Street Zoning District. Milton will be preparing amendments to the Town Plan throughout 2017 for adoption and confirmation by 2018.

Funding Last Year

Applied. Not funded.

Resolution

Selectboard Resolution

Potential Letters of Support:

Planning Commission

Conservation Commission

Development Review Board

Administration/TAC

RPC

HCDTF

Safe Route to School Milton Group

Municipal Authorizing Official

Town Manager

Director of Administration, Alternate

Grant Administrator

Project Manager: Planning Director

Financial Manager: Finance Director

Work Plan

Move into Work Plan Spreadsheet

1. Assemble Steering Committee
2. Review Work Plan and RFQ
3. Hire Consultant: Issue RFQ, Select Contractor
4. Conduct Survey of Resources to Educate Committee, Reveal Values, and Frame Priorities that Achieve Goals
5. Consultant Conducts Technical Analysis of Existing Regulations
6. Consultant Frames Preferred Alternatives
7. Consultant Develops Online Survey for Public Ranking
8. Steering Committee Hosts Public Open House to Rank Preferred Alternatives
9. Steering Committee Ranks Preferred Alternatives
10. Based on Defined Preferences, Consultant Drafts Language for Review by Committee
11. Committee Finalizes Draft for
12. Committee Hosts Community Public Forum to Present Language
13. Committee Amends Proposal Based on Feedback and Finalizes Language

14. Grant Closeout
15. Planning Commission Reviews Zoning/Subdivision Language, Warns Hearing, Conducts Hearing, and Forwards Language to Selectboard.
16. Planning Commission Reviews Public Works Specifications and Provides Advisory Report to Selectboard
17. Selectboard conducts hearings on both ordinances and maintenance plan for review and approval.

Maximize Grant Leverage to Design a Project costing \$26,000, with a local cash match of at least 6,000.

Projects exceeding \$10,000 in price require a competitive selection and contract for services.

What is the source of the match?

The Planning Department's Budget has a line for other professional services. Will need to investigate year-end scenarios given current commitments. The required match would fall within Fiscal Years 2017 and 2018.

How did you arrive at realistic budget estimates in the work plan?

Consultation with the RPC

Estimate from Engineering Firms.

Past consulting projects.

Estimate from Planning Consultants.

What type of accounting system does your municipality use?

Automated

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursement of funds related to the award?

Yes

Applicant Community		
City/Town/Village of: <u>Milton</u>		Date: <u>8/26/16</u>
Contact Person		
NAME: <u>Isaac Wagner</u>		
PHONE: <u>802-579-2363</u>	EMAIL: <u>piwagner@comcast.net</u>	
Project Partner(s)		
Contact Person		
NAME & ORGANIZATION: <u>Donna Barlow Casey, Town Manager, Town of Milton</u>		
PHONE: <u>802-891-8021</u>	EMAIL: <u>dbarlowcasey@town.milton.vt.us</u>	
Contact Person		
NAME & ORGANIZATION: <u>Karen White, Milton MH COOP Board President</u>		
PHONE: <u>802-343-2318</u>	EMAIL: <u>auntie_em57@yahoo.com</u>	
Grant Type:	Estimated Application Submittal Date:	Application:
<input type="checkbox"/> Accessibility Modification <input type="checkbox"/> Implementation <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Scattered Site RLF <input type="checkbox"/> Other: _____	<u>11/22/16</u> <hr/> Target Board Meeting Date: <u>2/9/17</u>	Single <input checked="" type="checkbox"/> Municipality Joint <input type="checkbox"/> Consortium <input type="checkbox"/> Multi-Year Application
National Objective:	State Objective	
<input checked="" type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Slums & Blight <input type="checkbox"/> Urgent Need	<input checked="" type="checkbox"/> Housing <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	
Estimated Project Funding		
		Estimated VCDP Request \$ <u>30,000</u>
		Estimated Total Project \$ <u>40,000</u>
Estimated Project Funding		
Other Resource(s)	Amount	Status
Match Funding from Milton MH COOP capital reser.	10000	committed

Project Description			
Activities VCDP dollars would fund:	<input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> For Profit Loan	<input type="checkbox"/> New Construction <input type="checkbox"/> Services <input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Counseling <input type="checkbox"/> Other: _____	<input type="checkbox"/> ADA Compliance <input type="checkbox"/> Historic Preservation <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Uncertain at this time
1. Project title: Upgrades	Milton MH Cooperative Critical Infrastructure		
2. Project location and/or address:	401 U.S. Route 7, Milton, VT 05468		
3. Estimated project start date:	Spring 2017		
4. Detailed project description*:	<p>The Milton MH COOP infrastructure upgrade project consists of investigating the viability of replacing all the aging infrastructure in the park. Currently the parks multiple self-contained septic systems are in various states of failure which is driving force behind the project. While town sewer is readily available, the parks entire distribution system would have to be rerun to connect to the town’s system. The cooperative is spending increasing sums to pump aging, sluggish, septic systems, and when they fail, have to install new systems. This is a cost burden on the park and is unsustainable financially. The water distribution system consists partially of 4" asbestos-cement pipe and delivers varied quality and quantity of water. Given the age of these systems and the growing costs of short term repairs, the cooperative and its engineers view this project as necessary to the viability of the community. In addition to the sewer and water connections, the park electrical and communications infrastructure is haphazard and has exceeded its expected functional lifetime. Most of the homes in the park are heated with oil or kerosene, most of which is stored above ground, the opportunity to connect to readily available natural gas could bring down heating and cooking costs for residents and mitigate the environmental risk of exterior stored fuels. Finally, even though the roads and pavement in the park are in decent condition the implementation of any of these project elements would require repaving the entire park. An opportunity exists here as well to repair the grading and storm drainage in several areas that are experiencing ponding and erosion. Finally, there are several areas in the park where significant erosion is taking place in an area known locally as “the ravine”. While not immediately threatening homes, mitigating or at least understanding the erosion hazards is a key element for projecting the parks capital reserve savings needs in years to come. The ravine has been identified as a Recognized Environmental Condition in a recent Phase II Environmental Report, due to refuse collecting along the banks. The Milton MH Cooperative has completed several studies which will continue to have value. A 2014 preliminary water and sewer plan was completed by Champlain Consulting Engineers, and a bank stabilization conceptual plan was completed by Chesborough Consulting P.C. in 2013. Associated cost estimates were completed for each of these studies, and the overall cost for these scopes of work exceed the park’s ability to cover the debt service, even with a significant cash reserve contribution.</p>		
*Include the scope of work and anticipated work product if a Planning Grant and full project scope if an Implementation or Access Modification Grant.			

Currently the Cooperative, with assistance from the Cooperative Development Institute (CDI), is seeking estimates to conduct the following planning scope work:

1. Preliminary Civil Engineering Plans. These would include a detailed existing conditions drawing, as well as preliminary plans for electrical, communications, grading, and gas provision. Existing water and sewer plans would be updated accordingly.
2. Alternative analysis for the bank stabilization. The currently plans for the bank stabilization are a heavily fortified concrete retaining wall system. While this should remain one alternate, it is clear that this scope is cost prohibitive moving forward. The alternatives analysis should identify other methods of bank shoring, and identify opportunities to relocate the six homes which are most proximate to the erosion.
3. Develop a detailed written permits opinion for the final scope of work identified.
4. Develop cost estimates for the final scope of work identified.
5. Update the income survey.
6. Work with a project manager/development consultant to lead the overall feasibility study, complete the required procurement processes (for VCDP, and CWSRF), maintain liaison between the Town and the COOP, and to assist with operating cost projections for the preferred scope of work.

5. Does the **project** involve:

Acquisition

Yes No

Signing a Purchase and Sale Agreement is prohibited until the Environmental Review is approved. However, it is acceptable to sign Option Agreements. It is recommended to have Option Agreements reviewed prior to signing them to ensure that appropriate language is included.

A structure that is 50 years old or older

Yes No

Any disturbance to the ground

Yes No

A location in a floodway or 100 year floodplain

Yes No

Relocation

Yes No

Will the project result in less affordable housing units?

Yes No

6. Who are the direct beneficiaries of the project? Park residents

7. How was benefit eligibility determined? A 2014 resident income survey conducted by VT Rural Water Associated indicated that the median household income was less than \$30,000.

Readiness Checklists are tools to help you prepare a successful VCDP application. Identify what has been done/completed by checking the YES box or what still needs to be done/completed by checking the box in the NO column. Any items not checked are those that you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

READINESS CHECKLIST					
Implementation Grants including Scattered Site					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 6 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Feasibility/Market Study in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project design and financial plan is in line with feasibility study results
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal in-hand/value acceptable/still valid	<input type="checkbox"/>	<input type="checkbox"/>	Business plan written, if Economic Development
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans and/or schematics in hand	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	3rd party project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand, if Brownfield
<input type="checkbox"/>	<input type="checkbox"/>	All funder meeting held	<input type="checkbox"/>	<input type="checkbox"/>	Voter approval secured, if needed
<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in - hand	<input type="checkbox"/>	<input type="checkbox"/>	Easements if needed are secured
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed	<input type="checkbox"/>	<input type="checkbox"/>	Construction started
<input type="checkbox"/>	<input type="checkbox"/>	Beneficiaries income surveyed	<input type="checkbox"/>	<input type="checkbox"/>	
Planning Grants					
Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site control/access in-hand (evidence of ownership, site access or option agreement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Scope of work fully defined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project cost estimates in hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning work started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning contracts executed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online			

Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Building will be 100% in compliance with American Disabilities Act when work is completed
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work fully defined	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	Project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input type="checkbox"/>	<input type="checkbox"/>	ADA letter of opinion from acceptable independent third party	<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	ADA Checklist for Readily Achievable Barrier Removal completed	<input type="checkbox"/>	<input type="checkbox"/>	Construction work started
<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand	<input type="checkbox"/>	<input type="checkbox"/>	

Threshold Checklists are tools to help you manage the requirements of VCDP and submit a successful application. Identify what has been done/completed by checking the box in the YES column or what still needs to be done/competed by checking the box in the NO column. Any items not checked are those you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

THRESHOLD CHECKLIST					
ALL Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signed Select board/Trustee resolution to apply in-hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Town Plan is adopted & does not expire until 2/18/2018
<input type="checkbox"/>	<input type="checkbox"/>	Signed Consortium resolution to apply, if applicable, in-hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Notice warned 15-days prior to Hearing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application submittal at least 5-days after Hearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public Hearing Notice tear sheet in-hand
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Revolving Loan Fund is active			
Implementation Grants					
Implementation Grants – If applicable					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal, within 6 months and at or above purchase price	<input type="checkbox"/>	<input type="checkbox"/>	Executed OPTION Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Marketing plan in hand	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	Proposed/Executed lease agreement			
Economic Development Applicants			Brownfield Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Equity contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	DUNS number obtained (For Business)	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan & attachments in hand	<input type="checkbox"/>	<input type="checkbox"/>	Other funding in hand
Water/Waste Water Applicants			Slum & Blight Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project pre-qualification in hand
<input type="checkbox"/>	<input type="checkbox"/>	ANR, RD, EDA documentation in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	Local bond analysis in hand			
Housing Applicants			Public Service Applicants		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Market Study in-hand & meets VHFA standards	<input type="checkbox"/>	<input type="checkbox"/>	New/Increased service documentation in hand
<input type="checkbox"/>	<input type="checkbox"/>	One for One Replacement Plan	<input type="checkbox"/>	<input type="checkbox"/>	

Planning Grants					
Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning contracts executed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site control/access is in-hand (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning work started
Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Must assist existing municipally-owned building serving a municipal function) or a non-school-community library	<input type="checkbox"/>	<input type="checkbox"/>	Site control/access documentation (evidence of ownership, site access or option agreement)
<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	DEC project review sheet in hand	<input type="checkbox"/>	<input type="checkbox"/>	ADA work started
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed			



*Serving and
Strengthening
Vermont Local
Governments*

To: Vermont Selectboards and City Councils
From: Jared Cadwell, President, VLCT Board of Directors
Re: Voting Delegates at the VLCT Annual Business Meeting
Date: August 10, 2016

As part of Town Fair, the Vermont League of Cities and Towns will hold its annual business meeting at the Champlain Valley Exposition, Expo North **starting at approximately 2:00 p.m.** on Wednesday, October 5, 2016.

To ensure that all VLCT member cities and towns are properly represented and able to participate in the adoption of the 2017 VLCT Municipal Policy (our legislative platform) and the election of League officers, we are asking you – as your municipality’s legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard from and gets one vote.

Please inform us of your designation by Friday, September 23. If necessary, designations may be made on the day of the Annual Meeting at the registration table, where designated delegates can pick up their credentials card. The table is located in the Expo North A building at the Champlain Valley Expo.

Only designated delegates will be allowed to vote at the annual meeting.

The attached document is *not* a Town Fair registration form. If you want to participate in either day’s activities (workshops, trade show, lunch, and awards ceremony), please complete and return a Town Fair registration form with your payment, or register online at <http://www.vlct.org/eventscalendar>. If you plan to attend *only* the Annual Meeting, please check the appropriate box on the attached voting delegate form.

Enclosure

Sponsor of:

VLCT Employment
Resource and Benefits
Trust, Inc.

VLCT Municipal
Assistance Center

VLCT Property and
Casualty Intermunicipal
Fund, Inc.

**VLCT ANNUAL BUSINESS MEETING
2:00 p.m. - 4:00 p.m.**

Wednesday, October 5, 2016

**Champlain Valley Exposition Centre
Expo North, Room A**

DELEGATE DESIGNATION FORM

**We, the Selectboard/City Council of _____,
designate the following individual as the voting delegate for our city/
town at the 2016 Annual Business Meeting:**

Name (please print)

Position

**We understand that the above individual will represent the city/town
as a voting member of the VLCT membership.**

Signed,

Chairperson

Date

**Please complete and return by Friday, September 23rd, to VLCT, 89 Main Street, Suite 4,
Montpelier, Vermont 05602. If you prefer, you may fax it to us at (802) 229-2211 or bring it
with you to TOWN FAIR.**

**Please note that this is not a Town Fair registration form. Visit our website,
www.vlct.org/eventscalendar/, to register on-line.**

**If you plan to attend only the VLCT Annual Meeting (and Wednesday
evening Reception in the Exhibit Hal) please check below. There is no
charge to attend either Wednesday activity.**

I will *only* be attending the Annual Meeting.

Vermont League of Cities and Towns Municipal Policy Guiding Principles 2017

VLCT supports:

- a robust ongoing partnership between state and local governments;
- decision-making at the local level, including allowing the adoption of local fees and taxes; full implementation of municipal charter provisions following adoption by local voters; and a home rule amendment to the Vermont constitution;
- including local officials and personnel in discussions regarding changes governing local response to emergency situations;
- enabling implementation of local planning decisions and encouraging collaboration between the state and municipalities to support policies that best meet the needs of cities and towns;
- substantial deference to municipal planning, zoning, and siting decisions when state entities make permitting decisions;
- allowing maximum flexibility in decision-making regarding how cities and towns respond to state regulatory and statutory requirements; and
- allowing local flexibility in pursuing economic development activity.

State Mandates. VLCT opposes all unfunded mandated programs, pre-emption of municipal programs, or shifts in costs to local government. We support full reimbursement of costs for any mandated programs and the preparation of fiscal impact statements that show any potential shift in cost to inform any action that is taken legislatively or administratively.

State Funding Policy. VLCT supports using state funding efficiently, effectively, and fairly for the specific purposes for which it is appropriated. We oppose diverting those funds to other programs or functions.

VLCT supports funding and incentives for:

- an Open Meeting Law educational program;
- PILOT payments based on fair market value;
- all municipal highway programs;
- programs to spur economic development at the local level;
- expeditious construction and repair of municipal sidewalks and recreation paths;
- required stormwater management infrastructure;
- Department of Corrections programs that return offenders to the community;
- sufficient beds to serve those with long- and short-term mental health or addiction needs;
- support services and mobile crisis units;
- municipal recovery of costs incurred in providing services to individuals lodged in state-owned or funded facilities and costs to comply with their federal, state, or court-ordered licensing, registration, or testing;
- housing and transportation of persons who present a danger to themselves or the public;
- public safety answering points (PSAPs), the Community Drug Interdiction Program and state drug task force, and the Vermont Fire Academy certified training programs; and
- reimbursement of costs of training law enforcement officers who are hired by the state.

1.0 FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS (FAIR)

1.01 EDUCATION FUNDING

Policy.

1. Municipal and school officials, state administration, and the legislature should begin ~~immediately~~ as equal partners to analyze the issues within Acts 60, 68, ~~(including ways in which they do not meet the Brigham decision)~~ and ~~new~~ Act 46, and create a new education finance system that reduces and reforms the property tax burden.
2. The legislature should assess whether Act 46 has resulted in cost reductions in school district budgets and per pupil expenditures. The legislature should develop a tangible definition of success. Act 46's success in curbing the rate at which education property taxes increase and establish the target rate of increase that will define the legislation's success.
3. ~~Until then,~~ Education Fund monies should *only* be used for pre-K--12 education functions listed in 16 V.S.A. § 4025(b), and billing and collection of the state education property tax should remain at the local level.

Explanation.

Vermont's education funding system has significantly diminished the capacity for municipalities to use property tax dollars for non-education expenditures, making it difficult for municipalities to craft and secure voter approval for municipal budgets, particularly when seeking funding for expensive but essential municipal projects. Act 46 (H.361) of 2015 did not ease the education property tax burden.

Many aspects of education finance are controlled by the State, which continually raids the Education Fund, fails to restrict the Education Fund to uses specified in Act 60, and fails to fully fund General Fund support of education as specified in Act 68. Local officials and others spend far too much time trying to understand and implement the increasing complexities of the education finance system.

1.02 VERMONT TAX STRUCTURE OVERHAUL

Policy.

VLCT supports:

1. legislation to reform Vermont's income, sales, and property tax structure; and
2. providing sufficient revenue for local government initiatives and reimbursing municipalities for all state-mandated property tax exemptions or providing local voters with the authority to impose municipal service fees on such properties.

VLCT opposes any new state property taxes until a reformed tax structure is adopted.

Explanation.

The legislature should require that income, sales, and property taxes are thoroughly analyzed and reformed to ensure simplicity, sustainability, equity, and balance. The Blue Ribbon Tax Commission last analyzed state tax sources in 2010. That analysis should be updated. Vermont's reformed tax structure should include sufficient revenues for initiatives that local governments need but cannot afford.

1.03 OPEN MEETING LAW CHANGES

Policy.

VLCT supports:

1. applying the Open Meeting Law to the legislative and executive branches of state government as well as local government; and

2. making the following changes to the law during the 2017 legislative session to facilitate its use by municipal government:

- increasing the five-day requirement for posting minutes to ten business days;
- limiting mandatory application of the 2014 amendment's posting and penalty requirements to statutory- and charter-required public bodies;
- making other municipal public bodies, including committees and subcommittees of public bodies, comply with the law as it existed before July 1, 2014, and;
- providing sustainable funding for an educational program to acquaint municipal officials with the Open Meeting Law's requirements.

1.043 STATE PAYMENTS IN LIEU OF TAXES (PILOT) PROGRAMS

Policy.

VLCT supports full funding of all state Payments In Lieu of Taxes (PILOTs) using fair market value for all state buildings and state lands and expanding PILOTs to include all state owned lands.

Proceeds from local option taxes should fund only PILOTS for those state--owned buildings specified in 32 V.S.A. 3701(1)(A). All dollars raised by local option taxes should be retained in the buildings PILOT and used only to increase PILOT payments for those state owned buildings specified in 32 V.S.A. 3701(1)(A) as of the year 2016.

Explanation.

The General Fund must fund any remaining balance and all other PILOT payments until proceeds from local option taxes fully fund the state buildings PILOT. Otherwise, specific municipal taxpayers fund the loss of revenue related to lands and buildings that benefit all Vermont taxpayers.

1.054 LOCAL OPTION TAXES

Policy.

VLCT supports allowing all cities, towns, and villages to adopt consumption taxes.

Explanation.

Eighteen municipalities have approved local option taxes (sales, meals and rooms or alcohol). That authority should be extended to all municipalities.

1.067 PROTECTING AND ENHANCING MUNICIPAL FINANCES

- ~~A. Require the House Ways and Means and Senate Finance committees to review and adjust all local fees set in statute on a three-year cycle. Include significant local input.~~
- ~~B. Ensure that the legislature increases existing or imposes new state agency fees assessed against municipalities only when the agency can show a comparable increase in the costs, quality, or quantity of the services provided.~~
- ~~C. Provide ways for the state to help municipalities get the highest interest income on their investments while continuing to ensure low risk of loss.~~
- ~~D. Clearly communicate the state economic development strategy to municipalities and regional entities and engage them in a partnership to implement that strategy on the local, regional, and state levels.~~
- ~~E. Require the state to pay its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements. The \$150,000 appropriation to defend appeals from reappraisals of TransCanada Hydro Northeast, Inc. properties along the Connecticut and Deerfield Rivers is a good start in that direction. The state should also pay the taxpayer directly for any education property taxes and interest required to be reimbursed due to a property valuation adjustment resulting from an appeal beyond the board of civil authority.~~

- ~~F. The state should reimburse municipalities for any local costs for implementation of any state election law changes or reapportionment (including voter and election official education), as well as subsequent administrative or technological costs. The implementation of any election law changes must also satisfy the requirements of local election officials to have an election system that functions smoothly and effectively on Election Day.~~
- ~~G. Make statutory changes that enable cities and towns to better manage end stage blighted properties and tax sale transactions.~~

Policy.

VLCT supports:

1. adjusting all local fees set in statute on a **minimum** three-year cycle, with significant local input;
2. creating a partnership with municipalities and regional entities to implement a clearly communicated state economic development strategy at all levels of government;
3. enabling cities and towns to **more effectively** manage blighted properties and tax sale transactions;
4. **state** payment of its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements; **and**
5. **paying taxpayers directly for education property taxes and interest required to be reimbursed when a property value is adjusted as a result of an appeal beyond the board of civil authority.**

VLCT opposes any new or increased state agency fees assessed against municipalities unless the agency shows a comparable increase in costs, quality, or quantity of the services provided.

Explanation.

Municipal fees established in statute have not been increased in many years. Those fees should be reviewed and amended on the same cycle as are state agency fees for permits and licenses.

A municipality must be authorized to sell an entire property at tax sale and not only that portion sufficient to cover the amount of delinquent taxes. The law appropriately provides that any revenue derived from a tax sale that exceeds the amount owed on taxes goes to the delinquent property tax payer. The window for lodging an appeal of a tax sale should be limited to 30 days following the date of issuance of the tax collector's deed.

1.07 ~~8~~-MUNICIPAL AUTHORITY

Policy.

VLCT supports:

1. properly adopted municipal charters and amendments taking effect on the July 1 following voter approval without a vote by the legislature, unless both houses of the legislature vote by majority to take up the municipal charter or amendment for consideration. Upon enactment of this provision, the legislature could vote to take up the charter or amendment only if it contained provisions never previously approved by the legislature; and
2. continuation of authority for municipalities to adopt conflict of interest policies or ordinances locally, either by local legislative body action or by voter petition.

VLCT opposes municipal conflict of interest policies being overseen by a state imposed process or law.

Explanation.

Municipalities adopt conflict of interest policies and ordinances at the municipal level. The state needs to adopt and enforce conflict of interest policies at the state executive and legislative branches of government.

1.08.9 PUBLIC RECORDS IMPACT ON MUNICIPALITIES

Policy.

VLCT supports:

1. subjecting non-profit organizations that receive government financial support, except those exempted based on a constitutionally-protected religious purpose, to the Open Meeting and Public Records laws;
2. clarifying that the Public Records Law allows municipalities to charge for and collect the actual cost of staff time associated with complying with a request to inspect or copy public records and allows a public agency to require pre-payment for the cost of that staff time;
3. making property tax bills with homestead property tax adjustments public documents; and
4. amending the Public Records Law to allow individuals the right to request the same materials no more than twice during a 12-month period.

1.09 OTHER PRIORITIES

Policy.

VLCT supports:

1. requiring municipal ratification of the county budget **including any costs incurred as a result of a sheriff providing dispatch services;**
2. allowing local voters to decide all delinquent property tax collection issues, including whether or not to assess delinquent property tax penalties on each late installment;
3. requiring that all state rules, regulations, criteria, and other administrative actions affecting local government operations be implemented only 30 days **after** a publicly noticed hearing;
4. eliminating the mandate that local governments take over any non-municipal cemeteries;
5. continuing to implement mechanisms prohibiting resident property owners with high unearned income or assets from receiving a property tax adjustment;
6. restoring the current use program to an agricultural and silvicultural preservation program;
7. encouraging cooperative municipal activities to achieve cost savings and efficiencies and eliminate any statute or rule that prohibits or hinders cooperation;
8. holding the Department of Taxes responsible for any changes to education tax property parcel classification or homestead property tax adjustment amounts made after June 30;
9. requiring the Department of Taxes to deal directly with the taxpayer; **and**
10. giving town voters the authority to choose to appoint or elect town clerks and treasurers.

2.0 TRANSPORTATION

2.01 PRIORITY ISSUES FOR IMPLEMENTATION

Policy.

VLCT supports:

1. substantially increasing funding to all highway programs affecting local government, **now that the Agency of Transportation (VTrans) has stable funding from the federal government for five years under the Fixing America's Surface Transportation Act of 2015, and a FY17 budget of \$618 million;**
2. fully funding any new transportation programs;
3. ensuring communication among all state agencies and their divisions so that redundant and contradictory oversight of municipal projects is eliminated, the permitting process is expedited, and project review is tailored to the size and impact of a project;
4. increasing the gas tax and dedicating **those new** revenues to meeting municipal stormwater obligations;
5. implementing additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report;

6. **creating a streamlined and efficient** process for the Local Transportation Facilities (LTF) program to use funding most efficiently and **funding it with state money**;
7. applying efficiencies from the Accelerated Bridge Construction (ABC) and design-bid-build processes to other programs **and**, ensuring that the processes are applied to all bridge projects unless there is a compelling reason not to use it.

VLCT opposes:

1. municipal roads permit fees - both establishment of one fee regardless of municipality size or number of road miles, and charging fees at all for roads permits **which the law requires every municipality to obtain**;
2. using any money from the Transportation Fund for non-transportation purposes.

Explanation.

Increasing Town Highway Aid programs, Class 1 Local Highways, Class 2 Paving and Town Highway Structures grant programs, and the Town Highway Bridge Program is critical to enable municipalities to comply with water quality improvement and protection project mandates. Funding new transportation programs, particularly those related to stormwater management requirements, is critical, as is ensuring that VTrans and other state agencies pay their fair share of local stormwater fees. Implementing additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report can be used to sustain future Transportation Fund revenues. LTF projects should be managed by local governments with responsibility to see the project through to completion.

2.02 ADDITIONAL FUNDING PRIORITIES

Policy.

VLCT supports:

1. ensuring that funding for the Town Highway Emergency Fund is sufficient to cover municipal costs resulting from natural or manmade disasters, whether or not a federal disaster has been declared;
2. streamlining Municipal Assistance Bureau programs and processes, and establishing performance standards that must be met within the agency;
3. expanding funding to the Municipal Assistance Bureau and Better Roads Program for training and assistance to municipalities;
4. reimbursing any project using federal dollars at the federally allowed rate if it includes undergrounding of utilities or moving water, sewer, and similar infrastructure;
5. fully funding upgrades to municipal post-disaster recovery projects mandated by state agencies but not eligible for funding from **the Federal Emergency Management Agency** or other federal sources; and
6. ensuring that town highways and bridges are adequately engineered to mitigate the impacts of future weather-related disaster.

Explanation.

If VTrans mandates moving water and sewer infrastructure for transportation projects, the agency must reimburse municipalities for those costs.

2.03 STATE AND LOCAL COOPERATION

Policy.

VLCT supports:

1. **restoring** District Transportation Administrators' flexibility and authority to work with local governments;
2. eliminating Act 250 review and nullifying existing Act 250 permits of town highway maintenance and reconstruction projects;
3. revising existing road design and traffic standards to better define village areas and respect **the** traffic and infrastructure needs of Vermont's villages and downtowns;

4. expanding the state's line painting operations to include painting lines on all Class 2 highway each year;
5. modifying the billboard law to allow municipalities to hang temporary banners within the state highway right-of-way advertising events and activities;
6. exempting municipalities from signing management or maintenance agreements as co-applicants or accepting responsibility for the state's stormwater infrastructure on state projects; and;
7. providing incentives to municipalities to take over state highways that function as main streets.

Explanation.

The purpose for expanding existing District Transportation Administrators' flexibility and authority to work with local governments is to ensure effective technical assistance and efficiency in implementing transportation projects. When VTTrans partners with municipalities and other agencies, it enhances the asset management/project priority program to ensure the importance of local and regional priorities and the participation of local officials in selecting projects.

2.04 COMMERCIAL VEHICLES

Policy.

VLCT supports:

1. urging the institution of a statewide process for permitting overweight or oversized vehicles on local roads and authorizing municipalities to fine owners of permitted vehicles violating or not obtaining such permit; and
2. requiring commercial and agricultural custom service vehicles to comply with all motor vehicle laws when operating on state and local highways.

2.05 MULTI-MODAL TRANSPORTATION

Policy.

VLCT supports:

1. establishing a state funding source for construction and repair of sidewalks and recreation paths;
2. fully funding the "Complete Streets" program, and providing state money to fund portions of paving and rehabilitation projects in combination with other funding sources;
3. encouraging state coordination with municipalities on state-managed projects regarding appropriate siting of transportation infrastructure and ensuring funding is available to pay for required stormwater management infrastructure at the time projects are constructed or re-constructed.

2.06 RAIL

Policy.

VLCT supports:

1. -requiring all railroad-related projects to comply with environmental regulations, especially water quality;:
2. -requiring rail companies to notify municipalities of hazardous materials they are transporting through or storing within a municipality's borders;:
3. restricting funds allocated for rail or related projects to those specific projects;
4. -working with railroad companies to regulate the speed of trains in downtown areas; and-
5. extending passenger rail service to Burlington on the western side of the state by 2020.

3.0 PUBLIC SAFETY

3.01 PRIORITY ISSUES FOR IMPLEMENTATION

Policy.

VLCT supports:

1. the recommendations of the President's Task Force on 21st Century Policing **with sufficient funding to implement them successfully;**
2. providing public safety officials the authority, information, and funding to combat drug-**related crimes** throughout the state;
3. funding Department of Corrections' (DOC's) programs and initiatives **rooted in evidence-based outcomes** to avoid adverse local government impacts resulting from criminal justice system decisions;
4. assessing the number of beds required to accommodate the need for **short- and long-term mental health and addiction** care, and providing sufficient funding to pay for all beds related to long- and short-term mental health needs; and
5. including host municipality officials in decisions about where to provide temporary housing and respecting local zoning bylaws and plans in those decisions.

VLCT opposes the legalization of marijuana or the expansion of current exemptions to Act 76.

Explanation.

All activity designed to combat Vermont's growing drug culture should be accomplished in a coordinated fashion and state-sponsored initiatives to address opiate addiction should be supported by evidence based models. It is vital to determine the specific need for beds for individuals with both long-term and short-term mental health needs. Those with short-term needs should not be kept in hospital emergency rooms or similar places. Public safety and human resources officials should be part of the decisions regarding the location of temporary housing and municipal zoning should be respected in those decisions, especially as it pertains to the potential for co-location with individuals under the supervision of the Department of Corrections. The state should use public databases, to screen and appropriately place potential housing voucher recipients.

3.02 CORRECTIONS COMMUNITY

Policy.

VLCT supports:

1. **requiring 30 days' notice to** local officials of changes in the status of offenders in their municipalities, **particularly those at risk to re-offend,** and **collaborating with** those officials in any decision about where to place a released person;
2. ensuring that offenders housed in community settings receive **reasonable** DOC supervision and access to support services **that ensures the safety of the community;**
3. additional **personnel to provide** support services for individuals with mental illness **or addictions** and **additional** mobile crisis units to support law enforcement and emergency services in crisis situations;
4. adherence to municipal zoning in approving housing for offenders and locating adequate supervision and wrap-around support services where offenders are lodged in close proximity to one another and the general population;
5. **clarifying in Title 24 Chapter 117 that temporary housing for offenders does not meet the definition of a "group home;"**
6. coordination between DOC and municipal law enforcement to monitor the release of offenders to avoid undue adverse burden on any individual municipality;
7. authority for corrections officers to serve citations and domestic abuse orders to offenders in a correctional facility in lieu of municipal police serving the paperwork there.
8. **re-convening the Community Safety and Corrections Taskforce of 2010, which was discussing the adequacy of corrections facilities, and whose work was interrupted by Tropical Storm Irene.**

Explanation.

DOC must inform local officials, particularly the chief law enforcement officer and local legislative body, of the circumstances of an incarcerated individual's release and any risk to the municipality it may create. Support services for individuals with mental illness or addictions are critical before they become a threat to themselves or others. Mobile crisis units are vital to address emergency situations.

3.03 PUBLIC SAFETY FUNDING

Policy.

VLCT supports:

1. authorizing local emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, or testing requirement;
2. a moratorium on unfunded training requirements;
3. identifying and funding housing and transportation needs of persons who present a danger to themselves or to the public;
4. reimbursing municipalities for uninsured costs of providing emergency medical services for all persons lodged in state-owned or -funded facilities;
5. restoring adequate funding for the Community Drug Interdiction Program and the state drug task force;
6. providing funding to municipalities to undertake drug investigations at the local level.

Explanation.

Drug enforcement must have a robust local component. State police cannot be everywhere. Distribution of funding must support municipal enforcement efforts.

3.04 PUBLIC SAFETY TRAINING

Policy.

VLCT supports:

1. providing adequate funding and resources to the Vermont Fire Academy for certified training programs and activities for all full-time, part-time, and volunteer firefighters addressing the particular needs and constraints of volunteer firefighters and emergency services personnel;
2. the Law Enforcement Advisory Board assessing statutorily mandated training and determining if it should still be required;
3. regionalizing and diversifying the delivery system for the continuing education of public safety personnel;
4. providing tuition credits to municipalities that send students to the Criminal Justice Training Academy if those municipalities also contribute instructors or training assistants; and
5. including all users of the Criminal Justice Training Academy in discussions to reorganize the structure and funding for local first responder and emergency services provider training.

Explanation.

Many years' accumulation of unfunded training requirements for law enforcement, fire safety, and emergency services personnel has significantly increased both the cost and time commitment required to meet certification requirements. -Current mandated training needs to be re-evaluated to determine whether or not it remains relevant and outdated training mandates need to be deleted.

3.05 PUBLIC SAFETY EMERGENCY RESPONSE

Policy.

VLCT supports:

1. including local personnel in discussions about changes in laws or regulations governing how local public safety and emergency management personnel respond to emergency incidents, particularly hazardous materials incidents; and
2. providing incentives or seed funding for regional public safety services programs run locally.

VLCT opposes mandating a response time for fire departments or EMTs.

Explanation.

Imposing a mandatory response time may endanger the traveling public, reduce ability of volunteers to meet requirements of the job and diminish the value of Vermont's volunteer fire departments or emergency services providers.

3.06 SAFE DRIVING INITIATIVES

Policy.

VLCT supports:

1. enacting primary enforcement of the seat belt law;
2. providing that sanctions levied upon a driver under 18 charged with a motor vehicle violation, continue past the driver's 18th birthday until the case is adjudicated; and
3. the state's initiatives to address highway safety, particularly with respect to bicyclists, pedestrians, and workers in the highway right of way.

3.07 LAW ENFORCEMENT ISSUES

Policy.

VLCT supports:

1. allowing a Vermont law enforcement officer to make an arrest based on a warrant from another state;
2. indemnifying any law enforcement agency providing field training to a constable;
3. enacting state law that mirrors federal law regarding forfeiture of property, particularly when property is used in commission of a crime; and
4. prosecuting as a listed crime possession of bath salts and designer drugs above a specified quantity;
5. in any discussion of marijuana legalization, identifying the effects on cities, towns, and villages, including those on school populations, municipal first responders, municipal ordinances, and municipal budgets;
6. maintaining the independent status and function of the E-911 and Vermont Communications boards.

4.0 QUALITY OF LIFE AND ENVIRONMENT

4.01 HOUSING

Policy.

VLCT supports:

1. directing incentives and programs to designated downtowns, village centers, new town centers, growth centers, and other areas designated in the adopted municipal plan for growth and development near jobs, services, and amenities;
2. where regional and municipal plans agree, accommodating development in prioritized areas and implementing Act 250 incentives for housing; and;

3. allocating property transfer tax funds to the Housing and Conservation Trust Fund at the rate established in Act 200 before appropriating revenues to new uses and programs.

Explanation.

All Vermonters need access to safe, quality, ADA-compliant, and affordable housing. Incentives and programs should encourage housing designed and built to minimize impacts on natural resources, that takes advantage of public investments in infrastructure, Act250 incentives for housing, and technology to support sustainable growth and economic development.

4.02 ACT 250 AND STATE PERMITS

Policy.

VLCT supports:

1. further consolidating, coordinating, and expediting all required state permit processes for all projects;
2. delegating responsibility for Act 250 to municipalities demonstrating the professional capacity and willingness to assume responsibility for administration;
3. defining “local impact” and “regional impact” for development projects in Act 250 and comprehensively evaluating Act 250 jurisdiction over projects with local and regional impacts, including recommendations for jurisdictional thresholds and levels of review commensurate with the potential impact of a project.
4. once recommendations are in place, eliminating Act 250 review of projects with local impact in municipalities that have in place duly adopted municipal plans approved by the regional commission and zoning and subdivision regulations, if the local legislative body votes to eliminate such review.
5. assigning to district commissions review of projects with impacts that would affect regional interests.

VLCT opposes revisiting permitting decisions in a second forum such as Act 250 if a local or state permit decision has been made subsequent to appropriate hearing and review. Regional plans should be considered in concert with municipal plans and may not be used to trump duly adopted municipal plans.

Explanation.

Vermont municipalities support reforms that recognize priorities in duly adopted municipal plans, and that make the overall permitting process more efficient and less redundant.

4.03 GROWTH AND LOCAL LAND USE

Policy.

VLCT supports:

1. allocating property transfer tax revenue to cities and towns for municipal planning purposes at the rate established in Act 200 before appropriating revenues to new use and programs;
2. providing additional incentives to spur development in locally planned growth centers as well as designated downtowns, new town centers, or village centers;
3. enabling municipalities to regulate the zoning of agricultural and; diversified agripreneurial and silvicultural facilities through zoning bylaws;
4. compliance by a federal or state governmental entity that owns or leases any facility with the municipal approved plan and zoning bylaws;
5. enabling municipalities to establish incentives and requirements to develop housing and encourage economic development that entices people to stay in Vermont;
6. continuing the Tax Increment Financing (TIF) program and providing incentives to municipalities and funding municipal infrastructure necessary to support economic development; and
7. authorizing municipalities to enact ordinances that hold property owners responsible for the maintenance and appearance of their properties and structures; and;

8. recognizing that an adopted regional plan is not a regulation but a guidance document to assist municipalities implement duly adopted plans.

Explanation.

The State must provide local governments authority to manage growth and land use in their municipalities. Development that revitalizes traditional downtowns, promotes smart growth, and mitigates damage caused by natural or manmade disasters must be facilitated. When a federal or state governmental entity proposes a change to a facility, it must advise the municipality of any change before it's made and must provide a master management plan for all structures it owns or leases. Regional plans should not be used to take governance and planning authority from the local government level.

4.04 WATER QUALITY AND WASTE MANAGEMENT

Policy.

VLCT supports:

1. stable funding and expanded governance of the Clean Water Fund to achieve the goals of the Vermont Clean Water Act and Total Maximum Daily Loads (TMDLs).
2. holding municipalities harmless from liability for any hazardous material incident at any facility that conforms with all state and federal permits and regulations;
3. enabling local governments to determine the most appropriate collection, storage, disposal, and treatment methods for sewage, solid waste, wastewater, their process byproducts, and recyclables;
4. regulating complete treatment processes for materials such as wastewater, solid waste, and recyclables through single permits that address the entire treatment cycle at a facility, and issuing permits for facilities based on the useful life or capacity of the facility;
5. requiring the departments of Health and Environmental Conservation to coordinate regulations and create unified treatment standards for safe management and disposal of products determined to be hazardous;
6. providing municipalities with maximum flexibility to implement the 2012 universal recycling law;
7. providing for relocation of lightly contaminated urban soil so as to protect the public and the environment; and
8. facilitating needed investment in downtowns, new town centers, villages, and areas in which state and local policies encourage economic development.

VLCT opposes requiring certificate or permit holders to reduce any analyte or TMDL below background levels found in the environment.

Explanation.

The Clean Water Fund Board should be expanded to include representation from municipalities and other affected parties outside the administration.

Enforcing State-mandated variable rate pricing and separating recyclable materials from the waste stream should be a condition of a Department of Environmental Conservation permit for haulers. The legislature should establish urban soil management practices for soils disturbed in the process of preparing a site for development that distinguish between naturally occurring background contaminants and contaminants that are at higher concentrations than surrounding undisturbed soil due to pollution.

4.05 AIR QUALITY, ENERGY AND TELECOMMUNICATIONS

Policy.

VLCT supports:

1. reducing the consumption of fossil fuels;

2. ensuring the reliability of Vermont's energy supply and restoring balance between the transition to renewable energy and the protection of land use priorities established in municipal plans and State land use goals;
3. encouraging the use of solar panels and renewable or energy efficiency measures on all buildings where appropriate, installing them without detracting from a building's structural or design integrity, and ensuring that such measures are subject to existing local building and electrical codes and standards;
4. establishing State mechanisms to ensure statewide compliance with the Vermont energy efficient building codes without imposing further mandates on municipalities; and
5. including all local decisions concerning a renewable energy generation project within the Public Service Board docket, providing substantial deference to those local decisions and municipal plans, formulating areas of inquiry based on concerns raised in the local hearing process, and specifically addressing local concerns raised in local determinations and adopted municipal plans.

Explanation.

S.260 is a small step in the direction of providing deference to municipal plans in the CPG process. PSD guidance and standards for renewable energy plan components must be clear, achievable and developed in collaboration with municipalities. Renewable energy projects must be approved consistent with municipal plans and siting standards established pursuant to that guidance. Municipalities, service areas and utilities should collaborate on planning for Vermont's renewable energy future.

4.06 HEALTH CARE

Policy.

VLCT supports:

1. the whole population health care model, which aims to engage partners across many sectors to improve the individual experience of care, reduce the per capita cost of care, and improve the health of populations;:
2. effectively managing health care and health insurance costs and rates; and improving the health care system;:
3. pursuing the goal of universal health care coverage;:
4. Reducing cost shifts such as from Medicaid;:
5. establishing health care mandates as public health issues with public funding and accessibility for all;
6. requiring medical providers to rigorously adhere to medical community-developed, evidence-based protocols and best practices for prescription of opioids;
7. continuing and expanding health promotion and wellness activities that offer an opportunity to promote healthy lifestyles and appropriate use of medical care; and;
8. the universal availability of opioid addiction treatment on demand.

Explanation.

The health insurance landscape in Vermont continues to evolve. Health insurance rates continue to increase faster than the general rate of inflation. Out of pocket health care costs continue to increase.

There must be a balance between the funding necessary to provide high quality health insurance and establishing affordable rates. Whole population health objectives will address health care costs in clinical and other settings to change behavior and provide health care along with other services to reduce the need for in-hospital health care.

Much progress has been made in establishing medical protocols and best practices for prescription opioids for both short term and chronic pain relief. This work must continue. Alternative approaches to managing chronic pain should be considered. Workers' compensation insurers need more effective tools to help manage opioid usage for chronic pain by their claimants.

5.0 WATER RESOURCES

5.01 TOTAL MAXIMUM DAILY LOADS (TMDLs)

Policy.

VLCT supports:

1. financial and technical support to municipalities to fully implement mandates included in the Clean Water Act and its associated Total Maximum Daily Loads (TMDLs), and Act 64;
2. the fair, effective, and efficient spending of state and federal dollars to achieve TMDL goals; and to mitigate phosphorus and other TMDL-regulated discharges;
3. subjecting potential mitigation efforts to a cost-effective analysis, with implementation based on that analysis;
4. directing the Agency of Natural Resources (ANR) to work closely with the U.S. Environmental Protection Agency (EPA) to implement reasonable TMDLs for Lake Champlain and other Vermont waters;
5. reducing runoff from non-point sources of pollution by state and local governments, developers, farmers, and other stakeholders; and;
6. requiring ANR to automatically re-issue permits for a five-year term if they have been expired without renewal for more than three years.
7. assuring wastewater facility discharge limits are based upon permitted waste load allocations.

VLCT opposes:

1. requiring municipalities to construct treatment plants to meet the highest available technical standards for discharges to impaired waters; regardless of cost;
2. re-opening facility permits in order to amend them before their five-year terms expire;
3. imposing water quality mandates without funding to achieve compliance; and
4. adjusting wastewater treatment facility permit discharge limits to reflect historical WWTP performance.

Explanation.

The state's financial and technical support should occur through locally appropriate watershed plans and water management provisions that promote the health of the economy and the environment. A reasonable TMDL standard should lead to a cleaner lake, a more vibrant landscape, and a healthy economy. ANR permits must address non-point pollution discharges as part of the overall implementation plan for reducing nitrogen contributions to the Long Island Sound TMDL. Permit limits must be based upon waste load allocations and not upon actual discharge results; the consequence of holding WWTPs to past performance levels will be to incent significant increases in discharge volumes to protect plant reserve capacity.

5.02 POTABLE WATER AND WASTEWATER SYSTEM PERMITTING

Policy.

VLCT supports:

1. ANR enforcing the provisions of the Wastewater System and Potable Water Supply Program, including requirements to repair or replace failed on-site septic systems; and;
2. funding and improving public health protection by ensuring high quality potable water supplies.

5.03 PRIORITIZE IMPLEMENTATION OF ENVIRONMENTAL PROJECTS

Policy.

VLCT supports:

1. ANR and EPA implementing the Integrated Planning Approach Framework so municipalities can prioritize and schedule, notwithstanding statutory limits, municipal Clean Water Act responsibilities and investments in compliance activities according to greatest need;

2. requiring ANR to use a system similar to the Integrated Planning Approach Framework that allows municipalities to prioritize and schedule, notwithstanding statutory limits, municipal investments in compliance, based on financial ability; and
3. limiting rights of third parties to appeal approved integrated planning and implementation schedules. Those appeals only further delay the time when municipalities can begin to implement measures to improve water quality.

Explanation.

Municipalities must have discretion to work with ANR and EPA to make infrastructure improvements on a schedule that accommodates their financial capacity. Municipalities should not be penalized for achieving exemplary phosphorus levels at wastewater treatment facilities by having those levels made the limits of discharge permits.

5.04 STORMWATER AND MUNICIPAL ROADS

Policy.

VLCT supports:

1. on-site collaboration and technical assistance from ANR and VTtrans to municipalities that conduct road inventories so that prioritized projects complying with the Municipal Roads permit are economically feasible at the municipal level; and
2. promoting the improvement of town highways and bridges through all means available so they are properly engineered to mitigate the impacts of weather-related disasters.

Explanation.

The mandated municipal roads permit must recognize the limitations of financial and human resources capacity to implement improvements and assure that the most significant portions of the municipal transportation network are addressed first.

5.05 VERMONT CLEAN WATER ACT FUNDING AND IMPLEMENTATION

Policy

VLCT supports:

1. accounting for the capacity of potential funding sources to pay for priorities related to the Vermont Clean Water Act, in conjunction with programs to which that funding source is already dedicated; and
2. developing standards for the Combined Sewer Overflow rule that recognizes the benefits of combined sewers.



TOWN OF MILTON, VERMONT 05468-3205

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

September 30, 2016

TO: Selectboard
FROM: Donna Barlow Casey
RE: Upcoming Agenda Items – Extra Meetings?

The list of agenda items for future meetings is lengthy. It seems prudent to suggest that the Selectboard might wish to schedule extra meetings in order to allow for a reasonable amount of time for consideration and discussion. Here is the list, as of today. There are 15 other items that are pending further research that could easily be added to this list. None of these include the upcoming budget discussions.

- Hourglass Maintenance Agreement
- Ratify AFSME Contract
- Block Grant for Mobile Home Park
- Milton 4-D Path Forward
- Rolling Re-Appraisal
- State Requirement for Policy Adoption to reflect Mandatory Sick Time to PT Employees
- Background Check Procedure/Policy
- Electric Vehicle Lease
- Recruitment & Retention Task Force Results
- Revisions to Dog Ordinance

09/30/16
10:21 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 8

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/04/16 thru 10/04/16

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

19000 BOND AUTO PARTS, INC.								
	00012044	17IV061288	undercoat spray paint	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	12.36	12.36	✓
	00012044	17IV061399	degreaser	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	37.98	37.98	✓
	00012044	17IV063339	lg black glove	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	29.97	29.97	✓
						-----	-----	
						80.31	80.31	
19240 BOUCHER, S. MICHAEL								
	00005823	003	fall swing dance	10-50-452-831.00	REVENUE PROGRAMS	1,500.00	825.00	✓
19670 BRODART CO.								
	00051833	448678	bk laminate, dvd cases et	10-50-451-611.00	OFFICE SUPPLIES	273.34	273.34	✓
27806 BUSINESS CREDIT CARD SERVICES								
	00004606	223506919	wdscrn lcd flat monitor	10-10-413-613.00	TECHNOLOGY	77.70	77.70	✓
	00004605	286413275	23" black matt monitor	10-10-413-613.00	TECHNOLOGY	172.98	172.98	✓
	00051837	VM-W2931	fuff wheel disc cleaner	10-50-451-611.00	OFFICE SUPPLIES	107.44	107.44	✓
						-----	-----	
						358.12	358.12	
26250 CHITTENDEN SOLID WASTE DISTRICT								
		20168-MIL	Aug biosolids 26.36ton	55-20-420-340.00	TECHNICAL SERVICES	0.00	2,243.96	✓
27380 COMCAST								
		43126-OCT16	oct internet service	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	✓
27864 CRW CORP								
	00003705	S73140	wndshld wpr volvo excvtr	10-30-430-430.10	VEHICLE MAINTENANCE	52.20	52.20	✓
43491 DUCHESNEAU, KIMBERLY								
		092216	9/21 conf rec Lake Morrey	10-50-452-580.00	TRAVEL	0.00	97.20	✓
30234 EASTERN SALES, INC								
	00004602	00155975	dir deposit slips	10-10-413-550.00	PRINTING & BINDING	675.00	476.70	✓
34350 GALE/CENGAGE LEARNING								
	00051838	59055482	adlt large print Oct	10-50-451-640.35	BOOKS-LARGE PRINT	77.22	77.22	✓
34300 GALL'S INC								
	00200149	006055437	holster/Corbin	10-20-420-650.00	UNIFORMS	70.12	187.00	✓
	00200164	006062460	Philbrook polo	10-20-420-650.00	UNIFORMS	35.00	35.00	✓
						-----	-----	
						105.12	222.00	
40700 INGRAM LIBRARY SERVICES								
	00051816	61091761	Sept Adlt bks	10-50-451-640.10	BOOKS-ADULTS	10.40	10.40	✓
	00051816	66753219	Sept Adlt bks	10-50-451-640.10	BOOKS-ADULTS	15.53	15.53	✓
						-----	-----	
						25.93	25.93	
45483 LAKE MOREY RESORT								
	00005810	234341	Rm Vt State Conf 9/21	10-50-452-580.00	TRAVEL	198.00	99.00	✓

09/30/16
10:21 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 8

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/04/16 thru 10/04/16

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

39685 MARLIN ENVIRONMENTAL INC							
00003706	110595	Portolet Sanderson Rd	10-30-430-450.11	Paving - Sanderson Rd	80.00	80.00	✓
00005814	110741	Port-o-let Sept Park	10-50-452-442.00	RENTAL OF EQUIPMENT	80.00	80.00	✓
					-----	-----	
					160.00	160.00	
48467 MILTON ACE HARDWARE LLC							
00003669	16015/4	glue gasket vac-trk	10-30-430-612.00	GENERAL SUPPLIES	6.99	6.99	
00001789	16066/4	prt air relief valve rpr	50-10-410-612.00	GENERAL SUPPLIES	114.46	0.00	
00001789	16066/4	prt air relief valve rpr	55-20-420-612.00	GENERAL SUPPLIES	55.39	54.94	✓
					-----	-----	
					176.84	61.93	
53950 MILTON RENTAL & SALES CENTER INC							
00001788	1-533985	coupling rpr relief valve	55-20-420-612.00	GENERAL SUPPLIES	4.50	4.50	✓
55664 MOONLIGHT GIFTS							
00005835	091616	healing drums -4 enrollee	10-50-452-831.00	REVENUE PROGRAMS	300.00	120.00	✓
65050 REPRO							
00008730	95048	bs cards Gifford & Macy	10-10-413-611.00	OFFICE SUPPLIES	100.00	108.75	✓
67300 ROWLEY FUELS INC							
	2482-SEP16	fuel muni	10-30-430-625.00	DIESEL FUEL	0.00	673.40	
	2482-SEP16	fuel muni	10-30-432-626.10	DIESEL FUEL	0.00	430.39	
					-----	-----	
					0.00	1,103.79	✓
70286 SHEARER CHEVROLET CO. INC							
00003703	440902	'09 chev p/u sensor	10-30-430-430.10	VEHICLE MAINTENANCE	424.31	424.31	✓
	CM72561P	ret core exchg lt PO 3659	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-50.00	✓
					-----	-----	
					424.31	374.31	
74488 SULLIVAN, POWERS & COMPANY							
	119419	fy'16 audit services	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	0.00	5,616.00	✓
76719 THE TECH GROUP, INC.							
00007236	71579	rplcmnt work stations	10-10-412-613.00	TECHNOLOGY	875.00	889.00	
00007236	71579	rplcmnt work stations	10-10-413-613.00	TECHNOLOGY	1,025.00	1,039.00	
00007236	71579	rplcmnt work stations	10-10-414-740.00	MACHINERY & EQUIPMENT	875.00	889.00	
00007236	71579	rplcmnt work stations	10-20-422-613.00	TECHNOLOGY	875.00	889.00	
00007236	71579	rplcmnt work stations	10-50-452-613.00	TECHNOLOGY	300.00	314.00	
					-----	-----	
					3,950.00	4,020.00	✓
78210 UNIFIRST CORP							
	036 1768188	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/04/16 thru 10/04/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1768188	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1768188	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1768190	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1768190	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1768190	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1769457	uniform rags rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1769457	uniform rags rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1769457	uniform rags rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1769459	uniform rags rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1769459	uniform rags rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1769459	uniform rags rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
					0.00	130.62	
76933 US BANK							
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-910.12	2010-5 Library Prin	0.00	85,000.00	
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-910.15	2011-2 Fire Stn Prin	0.00	40,000.00	
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-911.12	2010-5 Library Int	0.00	19,628.25	
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-911.15	2011-2 Fire Stn Int	0.00	2,833.01	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-910.15	2012-5 Line Const Princip	0.00	55,198.66	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-910.19	2013-1 WS Rehab Principal	0.00	15,666.67	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-911.15	2012-5 Line Const Interes	0.00	6,864.54	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-911.19	2013-1 WS Rehab Interest	0.00	7,123.19	
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-910.25	2013-1 Tower Trk Prin	0.00	45,000.00	
	VMBBMIL141	semi-annl bnd pymnt	10-70-470-911.25	2013-1 Tower Trk Int	0.00	6,820.08	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-910.20	2013-1 Village Waterline	0.00	6,000.00	
	VMBBMIL141	semi-annl bnd pymnt	50-70-410-911.20	2013-1 Village Waterline	0.00	1,818.69	
					0.00	291,953.09	
49013 VERIZON WIRELESS							
	9772173787	9/19-10/18/16 phone	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.08	
	9772173787	9/19-10/18/16 phone	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.17	
	9772173787	9/19-10/18/16 phone	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.88	
	9772173787	9/19-10/18/16 phone	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.80	
	9772173787	9/19-10/18/16 phone	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	99.13	
	9772173787	9/19-10/18/16 phone	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.08	
	9772173787	9/19-10/18/16 phone	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.90	
	9772173787	9/19-10/18/16 phone	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9772173787	9/19-10/18/16 phone	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.11	
					0.00	682.16	
80865 VERMONT GFOA							
	00004607	CLJDFY17 mbrshp JD & CL	10-10-413-810.00	Dues & Fees	40.00	40.00	
	00004604	FALL16 3 10/19 wrkshp c-101	10-10-413-820.00	PROFESSIONAL DEVELOPMENT	150.00	150.00	
					190.00	190.00	
72132 WESTAFF USA, INC							
	00004598	FV 02045522 w/e 9/17 Therrien Fintemp	10-10-413-330.00	OTHER PROFESSIONAL SER.	73.39	898.70	

09/30/16
10:21 am

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 8

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 10/04/16 thru 10/04/16

Vendor							
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
00004598	FV 02052631	w/e 9/24 Fintemp Therrien	10-10-413-330.00	OTHER PROFESSIONAL SER.	100.00	713.25	
					173.39	1,611.95	-
87159	XEROX BUSINESS SERVICE LLC						
00007233	1305219	vital record bk	10-10-412-611.00	OFFICE SUPPLIES	150.00	146.85	-
Report Total						311,134.93	

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 \$ ***311,134.93

SELECTBOARD:

Darren Adams, Chair Ken Nolan, Vice Chair John W. Bartlett, Clerk John Palasik John Cushing