

Milton Selectboard Meeting

November 7, 2016; 6:00 p.m.

Milton Fire Station Training Room
47 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. **Public Hearing VCDP Planning Grant Application for Milton Mobile Home Coop**
- VI. **New Business and Department Items**
 - A. **VCDP Planning Grant Application for Milton Mobile Home Coop**
Consider Approval
Donna Barlow Casey, Town Manager
 - B. **FY '17 Public Works Truck Purchases**
Discussion
Dustin Keelty, DPW Operations Supervisor
 - C. **Roadway Investment, Repair and Reconstruction Planning**
Discussion
Donna Barlow Casey, Town Manager
Dustin Keelty, DPW Operations Supervisor
 - D. **Winter Operations Plan**
Discussion
Dustin Keelty, DPW Operations Supervisor
 - E. **Update on Public Works Projects**
Discussion
Dustin Keelty, DPW Operations Supervisor

- F. Town Electric Vehicle Lease**
Discussion & Possible Action
Erik Wells, Director of Administration
- G. Release of Glebe Land- 75 Main Street**
Consider Approval
Donna Barlow Casey, Town Manager
- H. Set Date and Topics for 2016 Legislative Breakfast**
Discussion
- I. Impact Fee Ordinance Change**
Discussion
Donna Barlow Casey, Town Manager
- J. Set Date for Public Hearing on Discontinuing GMT Route to Husky**
Discussion & Possible Action
Erik Wells, Director of Administration
- K. CCRPC Update at 8:30 PM**
Discussion
Charlie Baker, Executive Director CCRPC

VII. Manager's Report

VIII. Potential and/or Future Agenda Items

IX. Warrant #11

X. Approval of Minutes from October 17 and October 24

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

- Personnel

XII. Adjournment

Posted November 4, 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: 
Erik Wells, Director of Administration

Milton Mobile Home Cooperative Infrastructure Feasibility Study

Project Description

The Milton Mobile Home Cooperative Infrastructure study includes planning for the replacement of water and sewer systems, and an analysis of potentially unstable banks (slopes) within the community. The goal of this planning project is to create viable action plan and funding recommendation.

The Milton Mobile Home Cooperative is a non-profit, limited equity, 100-unit cooperative mobile home community. The community was built in the 1960's and was purchased by the residents in 2012. The community is 100% occupied and represents critical workforce housing within the Milton-St. Albans - Burlington labor market area.

While the need for the infrastructure upgrades in the park, particularly removing the failing septic systems and connection to Town sewer, was known and planned for at the time of COOP acquisition, additional critical issues have arisen, and cost estimates for the work have ballooned beyond the COOP's existing capital reserve balances and borrowing capability.

The scope of the planning work being proposed is as follows:

1. Conduct an alternatives analysis for stabilizing the sloping banks within the community and decide on a preferred alternative. The park is oriented around a meandering sloping bank which is the part of the Lamoille River drainage basin. While these steep banks are common throughout Milton, several of the homes in the park are located very close to the bank. In 2013 the COOP invested in preliminary designs for bank stabilization. The cost estimates were prohibitive and have forced the park to consider other alternatives to robust (concrete) stabilization. An assessment of the erosion risk to existing home or any new infrastructure upgraded in the park will be the first exercise. Alternatives will consist of blending civil engineering recommendations with financial feasibility assessments and may include filling in portions of the ravine, relocating or removing some of the homes within the parks\, investigating various types of retaining wall systems and grading (the prior plan consisted primary of concrete retaining walls), or even a "do-nothing" approach.
2. Review and revise existing preliminary plans water and sewer plans, particularly if impacted by the preferred alternative for the bank stabilization. A water wastewater system permit was issued for this project in early 2015, and this permit will be amended if necessary and extended.
3. Update total project independent cost estimates based on #1 and #2 above.
4. Create detailed written state, local, and federal permits opinion from the selected civil engineering firm for the preferred infrastructure and stabilization scope.
5. Develop a financing plan, project schedule, and development pro forma. Key to this process will be getting both Vermont Clean Water and Drinking Water State Revolving Loan Funds involved, and engaging the Town of Milton in the planning effort.
6. Conduct an Environmental Review, a required Archeological Resource Assessment, and update the Phase I Environmental Assessment.
7. Procure for design and consulting services necessary to achieve the scope above using a public qualifications based system that will satisfy VCDP, the Revolving Loan Funds, the Town of Milton, and other potential funding sources.

DRAFT PLANNING GRANT BUDGET
10/31/2016
Milton MH Park Infrastructure Feasibility Study

Sources	Total	VCDP	VHCB	COOP	
COOP Match (Project Management and Grant Admin)	\$9,615			9,615	<i>Portion of WDP services</i>
VHCB	\$10,000		10,000		<i>For Development Consulting/Project management</i>
VCDP Funds	\$30,000	30,000			
Total Sources	\$49,615	30,000	10,000	9,615	
Uses					
Admin (8% of Grant)	\$2,400	900		1,500	<i>1,500 for grant admin - \$900 for Town legal expenses</i>
Professional Services					
Engineering	\$26,750	18,135	6,490	2,125	<i>TCE Engineering Quote</i>
Overall Project 3rd Party Cost Estimating	\$2,500	2,500			<i>TCE Engineering Quote/Barden Estimating Quote</i>
Project Management/Development Consulting	\$7,000		3,510	3,490	<i>WDP Quote</i>
Phase I update	\$2,000	2,000			<i>SRW Quote</i>
Environmental Review	\$2,000	2,000			<i>SRW Quote</i>
Architectural Resource Assessment	\$2,500			2,500	<i>Required by VCDP. Cost based on prior experience-discu</i>
Sub Total Uses	\$45,150	25,535	10,000	9,615	
Contingency 10%	\$4,515	4,465			
Total Uses	\$49,615	30,000	10,000	9,615	

Grant Application

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the _____ of _____ (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan _____ (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that _____ is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) _____ Title _____ who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ____ day of _____, _____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, _____.

Clerk

Signature



TOWN OF MILTON, VERMONT 05468-3205

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

Agenda Item Memo

Meeting Date: November 7, 2016

Agenda Item: FY '17 Public Works Truck Purchases

Prepared By: Erik Wells, Director of Administration

This truck purchase is a discussion item. Staff is not asking to purchase the trucks at this time. Earlier this year the Selectboard had indicated it wanted to see what types of trucks staff was considering for purchase recommendation to the Selectboard, and with what options. This is just a discussion of these two purchases, which will still have to go through our purchasing policy. The two trucks were both approved in the CIP with the Single Axle Replacement project # 430-001-E in an amount of \$185,000.00; and the pickup replacement project # 430-002-E in an amount of \$56,800.00

Both vendors have provided budget numbers for the specifications provided (following materials in the packet). DPW Operations Supervisor Dustin Keelty has not received any written budget numbers from plow and sander vendors for the pickup truck at this time.

Prepared for:
DUSTIN KEELTY
TOWN OF MILTON
43 BOMBARDIER ROAD
MILTON, VT 05468
Phone: 802-893-6030

Prepared by:
Sandy Ladd
R.R. CHARLEBOIS, INC.
950 ROUTE 7 SOUTH
MILTON, VT 05468
Phone: 802-655-5040

A proposal for
TOWN OF MILTON

Prepared by
R.R. CHARLEBOIS, INC.
Sandy Ladd

Aug 18, 2016

Freightliner 114SD



Components shown may not reflect all spec'd options and are not to scale



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 TOWN OF MILTON
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QUOTATION

114SD CONVENTIONAL CHASSIS

SET FORWARD AXLE - TRUCK CUM ISL 370 HP @ 2000 RPM, 2100 GOV RPM, 1250 LB/FT @ 1400 RPM ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION RS-30-185 30,000# U-SERIES SINGLE REAR AXLE CHALMERS 1030 30,000# REAR SUSPENSION MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE 9,500# LEFT, 10,500# RIGHT MIXER/PLOW FLAT LEAF FRONT SUSPENSION (20,000#)	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB 4700MM (185 INCH) WHEELBASE 1/2X3.64X11-7/8 INCH STEEL FRAME (12.7MMX301.6MM/0.5X11.88 INCH) 120KSI 1600MM (63 INCH) REAR FRAME OVERHANG PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW
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		PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$ 97,828	\$	97,828
EXTENDED WARRANTY		\$ 0	\$	0
DEALER INSTALLED OPTIONS		\$ 88,330	\$	88,330
CUSTOMER PRICE BEFORE TAX		\$ 186,158	\$	186,158

TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$	(269.0)	\$	(269.0)
TAXES AND FEES	\$	0	\$	0
OTHER CHARGES	\$	0	\$	0

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
BALANCE DUE	(LOCAL CURRENCY)	\$ 185,889	\$	185,889

COMMENTS:

Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.

Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtfoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.



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S P E C I F I C A T I O N P R O P O S A L

Data Code	Description	Weight Front	Weight Rear
Price Level			
PRL-14D	SD PRL-14D (EFF:10/05/15)		
Data Version			
DRL-037	SPECPRO21 DATA RELEASE VER 037		
Interior Convenience/Driver Retention Package			
N	055-002	INTERIOR CONVENIENCE PACKAGE	
Vehicle Configuration			
	001-177	114SD CONVENTIONAL CHASSIS	7,934
	004-217	2017 MODEL YEAR SPECIFIED	6,576
	002-003	SET FORWARD AXLE - TRUCK	
	019-001	TRAILER TOWING PROVISION AT END OF FRAME FOR TRUCK	10
	003-001	LH PRIMARY STEERING LOCATION	10
General Service			
	AA1-003	TRUCK/TRAILER CONFIGURATION	
	AA6-001	DOMICILED, USA 50 STATES (INCLUDING CALIFORNIA AND CARB OPT-IN STATES)	
	A85-011	CONSTRUCTION SERVICE	
	A84-1GM	GOVERNMENT BUSINESS SEGMENT	
	AA4-010	DIRT/SAND/ROCK COMMODITY	
	AA5-006	TERRAIN/DUTY: 10% (SOME) OF THE TIME, IN TRANSIT, IS SPENT ON NON-PAVED ROADS	
	AB1-008	MAXIMUM 8% EXPECTED GRADE	
	AB5-003	MAINTAINED GRAVEL OR CRUSHED ROCK - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE	
	995-1AE	FREIGHTLINER LEVEL II WARRANTY	
	A66-99D	EXPECTED FRONT AXLE(S) LOAD : 18000.0 lbs	
	A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 27120.0 lbs	
	A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 45120.0 lbs	



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Data Code	Description	Weight Front	Weight Rear
A70-99D	EXPECTED GROSS COMBINATION WEIGHT : 69000.0 lbs		
Truck Service			
AA3-018	FRONT PLOW/END DUMP BODY		
Tractor Service			
AA2-005	FLATBED TRAILER		
AH6-001	SINGLE (1) TRAILER		
Engine			
101-2XN	CUM ISL 370 HP @ 2000 RPM, 2100 GOV RPM, 1250 LB/FT @ 1400 RPM	-850	-70
Electronic Parameters			
79A-075	75 MPH ROAD SPEED LIMIT		
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
79K-007	PTO MODE ENGINE RPM LIMIT - 1100 RPM		
79P-002	PTO RPM WITH CRUISE SET SWITCH - 700 RPM		
79Q-003	PTO RPM WITH CRUISE RESUME SWITCH - 800 RPM		
79U-007	PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND		
80C-001	ENGINE BRAKE WITH CRUISE CONTROL ENABLED AT 2 MPH ABOVE SET SPEED, 2 MPH INCREMENT BETWEEN BRAKING LEVELS		
80G-002	PTO MINIMUM RPM - 700		
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
Engine Equipment			
99C-016	2016 ONBOARD DIAGNOSTICS/2010 EPA/CARB/GHG17 BUT NOT FINAL GHG17 CONFIGURATION		
99D-011	2008 CARB EMISSION CERTIFICATION - CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD CORNER OF DRIVER DOOR)		
PMT-998	NO 2013 ENGINE ESCALATOR		
13E-001	STANDARD OIL PAN		
105-015	OIL FILL AND DIPSTICK LOCATED FOR ENHANCED SERVICEABILITY		
014-1B5	SIDE OF HOOD AIR INTAKE WITH DONALDSON HIGH CAPACITY AIR CLEANER WITH SAFETY ELEMENT, FIREWALL MOUNTED		
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE		



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Data Code	Description	Weight Front	Weight Rear
292-071	(3) ALLIANCE MODEL 1231, GROUP 31, 12 VOLT MAINTENANCE FREE 3375 CCA THREADED STUD BATTERIES		
290-017	BATTERY BOX FRAME MOUNTED		
281-001	STANDARD BATTERY JUMPERS		
282-001	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
289-001	NON-POLISHED BATTERY BOX COVER		
293-058	POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	8	
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
128-032	C-BRAKE BY JACOBS WITH LOW/OFF/HIGH BRAKING DASH SWITCH	80	
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
28F-002	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH		
239-026	10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
237-1CR	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
23U-001	6 GALLON DIESEL EXHAUST FLUID TANK	-35	-10
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL		
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP		
242-011	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD(S)		
273-018	HORTON DRIVEMASTER ADVANTAGE ON/OFF FAN DRIVE		
276-002	AUTOMATIC FAN CONTROL WITH DASH SWITCH AND INDICATOR LIGHT, NON ENGINE MOUNTED		



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Data Code	Description	Weight Front	Weight Rear
110-003	CUMMINS SPIN ON FUEL FILTER		
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER		
120-009	FLEETGUARD PLAIN COOLANT FILTER		
266-017	1300 SQUARE INCH ALUMINUM RADIATOR	-20	
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
270-016	RADIATOR DRAIN VALVE		
360-013	1350 ADAPTER FLANGE FOR FRONT PTO PROVISION	20	
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	4	
140-053	BLACK PLASTIC ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		
132-004	ELECTRIC GRID AIR INTAKE WARMER		
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH	-10	

Transmission

342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION
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Transmission Equipment

343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV
84B-012	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
84D-020	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 3, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE
84F-000	ENHANCED CONVERTER LOAD RELEASE - DISABLED, AVAILABLE FOR ALL PRODUCT FAMILIES ONLY



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Data Code	Description	Weight Front	Weight Rear
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
84L-010	DISABLE - LOAD BASED SHIFT SCHEDULE, DISABLE - VEHICLE ACCELERATION CONTROL		
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
353-023	VEHICLE INTERFACE WIRING CONNECTOR WITHOUT BLUNT CUTS, AT END OF FRAME		
34C-001	ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED		
362-035	CUSTOMER INSTALLED CHELSEA 277 SERIES PTO		
363-001	PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION		
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
345-003	PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013		
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	-30	
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

400-1AC	MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	260	
402-030	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10	
403-002	NON-ASBESTOS FRONT BRAKE LINING		
419-023	CONMET CAST IRON FRONT BRAKE DRUMS		
427-001	FRONT BRAKE DUST SHIELDS	5	
409-021	SKF SCOTSEAL PLUS XL FRONT OIL SEALS		
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES		
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		



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Data Code	Description	Weight Front	Weight Rear
406-001	STANDARD KING PIN BUSHINGS		
536-055	TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR	130	
539-003	POWER STEERING PUMP		
534-003	4 QUART POWER STEERING RESERVOIR		
533-001	OIL/AIR POWER STEERING COOLER		
40T-002	SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension			
N	620-043	9,500# LEFT, 10,500# RIGHT MIXER/PLOW FLAT LEAF FRONT SUSPENSION (20,000#)	330
	619-004	GRAPHITE BRONZE BUSHINGS WITH SEALS - FRONT SUSPENSION	
	410-998	NO FRONT SHOCK ABSORBERS	-30
Rear Axle and Equipment			
	420-024	RS-30-185 30,000# U-SERIES SINGLE REAR AXLE	-2,070
	421-563	5.63 REAR AXLE RATIO	
	424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING	
	386-074	MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	5
	452-001	DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE	20
	878-018	(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE	
*	87B-012	BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <25 MPH	
	423-010	MERITOR 16.5X7 P CAM REAR BRAKES, DOUBLE ANCHOR, CAST SHOES	20
	433-002	NON-ASBESTOS REAR BRAKE LINING	
	434-003	STANDARD BRAKE CHAMBER LOCATION	
	451-018	WEBB CAST IRON REAR BRAKE DRUMS	100
	425-002	REAR BRAKE DUST SHIELDS	5
	440-006	REAR OIL SEALS	
	426-074	HALDEX GOLDSEAL LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS	-20
	428-003	HALDEX AUTOMATIC REAR SLACK ADJUSTERS	
	41T-002	SYNTHETIC 75W-90 REAR AXLE LUBE	
	42T-001	STANDARD REAR AXLE BREATHER(S)	

Rear Suspension



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Data Code	Description	Weight Front	Weight Rear
622-069	CHALMERS 1030 30,000# REAR SUSPENSION		180
621-041	CHALMERS 1030 SERIES - 9.37 inch RIDE HEIGHT		
623-005	FORE/AFT CONTROL RODS		
439-001	REAR SHOCK ABSORBERS - ONE AXLE		
Brake System			
490-100	WABCO 4S/4M ABS WITHOUT TRACTION CONTROL		
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
904-001	FIBER BRAID PARKING BRAKE HOSE		
412-001	STANDARD BRAKE SYSTEM VALVES		
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
413-002	STD U.S. FRONT BRAKE VALVE		
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
480-083	WABCO SS-1200 PLUS AIR DRYER WITH INTEGRAL AIR GOVERNOR AND HEATER		
479-003	AIR DRYER MOUNTED INBOARD ON LH RAIL		
460-096	ALUMINUM AIR BRAKE RESERVOIRS MOUNTED PERPENDICULAR RH UNDER CAB	-5	-5
607-001	CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD		
477-001	PULL CABLE ON WET TANK, PETCOCK DRAIN VALVES ON ALL OTHER AIR TANKS		
Trailer Connections			
914-001	AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND NO DUST COVERS		
296-010	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION		
297-001	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME		
335-004	UPGRADED CHASSIS MULTIPLEXING UNIT		
Wheelbase & Frame			
545-470	4700MM (185 INCH) WHEELBASE		
546-1B2	1/2X3.64X11-7/8 INCH STEEL FRAME (12.7MMX301.6MM/0.5X11.88 INCH) 120KSI	160	310
547-034	PARTIAL INNER FRAME REINFORCEMENT AT FRONT SUSPENSION	180	



Prepared for:
DUSTIN KEELTY
TOWN OF MILTON
43 BOMBARDIER ROAD
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Phone: 802-893-6030

Prepared by:
Sandy Ladd
R.R. CHARLEBOIS, INC.
950 ROUTE 7 SOUTH
MILTON, VT 05468
Phone: 802-655-5040

Data Code	Description	Weight Front	Weight Rear
548-803	BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW		
552-030	1600MM (63 INCH) REAR FRAME OVERHANG		
55W-006	FRAME OVERHANG RANGE: 61 INCH TO 70 INCH		
549-002	24 INCH INTEGRAL FRONT FRAME EXTENSION	115	-20
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 101.54 in		
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 98.54 in		
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 299.69		
AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE : 101.54 in		
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 52.41 in		
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 108.23 in		
553-001	SQUARE END OF FRAME		
550-001	FRONT CLOSING CROSSMEMBER		
559-001	STANDARD WEIGHT ENGINE CROSSMEMBER		
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)		
572-001	STANDARD REARMOST CROSSMEMBER		
565-001	STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment			
556-1AG	16.5 INCH PAINTED STEEL STRAIGHT BUMPER		
574-001	BUMPER MOUNTING FOR SINGLE LICENSE PLATE		
551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
Fuel Tanks			
204-219	70 GALLON/264 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	15	5
218-005	RECTANGULAR FUEL TANK(S)		
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
212-007	FUEL TANK(S) FORWARD		
664-001	PLAIN STEP FINISH		
205-001	FUEL TANK CAP(S)		
122-075	ALLIANCE FUEL FILTER/WATER SEPARATOR	15	
216-020	EQUIFLO INBOARD FUEL SYSTEM		



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Data Code	Description	Weight Front	Weight Rear
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires			
093-2CC	MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES	100	
094-0GR	MICHELIN XDN2 12R22.5 16 PLY RADIAL REAR TIRES		140
Hubs			
418-056	CONMET PRESET PLUS IRON FRONT HUBS		
450-014	WEBB IRON REAR HUBS		280
Wheels			
502-356	ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM FRONT WHEELS	-28	
505-356	ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM REAR WHEELS		-56
498-011	NYLON WHEEL GUARDS FRONT AND REAR ALL INTERFACES		
Cab Exterior			
829-1A2	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
650-008	AIR CAB MOUNTS		
648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
667-001	FRONT FENDERS		
754-002	3-1/2 INCH FENDER EXTENSIONS	15	
678-001	LH AND RH GRAB HANDLES		
645-002	BRIGHT FINISH RADIATOR SHELL/HOOD BEZEL		
646-042	STATIONARY BLACK GRILLE WITH BRIGHT ACCENTS		
65X-003	CHROME HOOD MOUNTED AIR INTAKE GRILLE		
644-006	FIBERGLASS HOOD WITH ACCESS HATCHES	10	
690-002	TUNNEL/FIREWALL LINER		
727-066	DUAL 26 INCH RECTANGULAR POLISHED ALUMINUM AIR HORNS ROOF MOUNTED	4	
726-001	SINGLE ELECTRIC HORN		
728-002	DUAL HORN SHIELDS		
657-1A0	ALL UNIT(S) KEYED ALIKE WITH CUSTOMER SPECIFIED KEY NUMBER FT1013		
575-001	REAR LICENSE PLATE MOUNT END OF FRAME		
312-067	HALOGEN COMPOSITE HEADLAMPS WITH BRIGHT BEZELS		



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Data Code	Description	Weight Front	Weight Rear
302-047	LED AERODYNAMIC MARKER LIGHTS		
311-012	DAYTIME RUNNING LIGHTS - LOW BEAM ONLY		
294-001	INTEGRAL STOP/TAIL/BACKUP LIGHTS		
300-015	STANDARD FRONT TURN SIGNAL LAMPS		
744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
797-001	DOOR MOUNTED MIRRORS		
796-001	102 INCH EQUIPMENT WIDTH		
743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
729-001	STANDARD SIDE/REAR REFLECTORS		
677-998	NO CAB MOUNTED STEPS		
275-061	ELECTRIC HORN WARNING SYSTEM FOR PARK BRAKE NOT SET WITH DOOR OPEN AND ALL IGNITION KEY POSITIONS		
764-010	COMPOSITE EXTERIOR SUN VISOR	10	
768-043	63X14 INCH TINTED REAR WINDOW		
661-004	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
654-027	RH AND LH ELECTRIC POWERED WINDOWS, PASSENGER SWITCHES ON DOOR(S)	4	
663-029	1-PIECE TINTED CURVED BONDED WINDSHIELD WITH HEATED WIPER BLADE PARK AREAS		
659-007	8 LITER WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR		

Cab Interior

707-1AK	OPAL GRAY VINYL INTERIOR		
706-026	MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
708-026	MOLDED PLASTIC DOOR PANEL WITHOUT VINYL INSERT WITH ALUMINUM KICKPLATE LOWER DOOR		
772-006	BLACK MATS WITH SINGLE INSULATION		
785-001	DASH MOUNTED ASH TRAYS AND LIGHTER		
696-012	CENTER STORAGE CONSOLE MOUNTED ON BACKWALL	20	
742-007	(2) CUP HOLDERS LH AND RH DASH		
680-007	GRAY/CHARCOAL WING DASH		
860-004	SMART SWITCH EXPANSION MODULE		
720-003	5 LB. FIRE EXTINGUISHER	10	



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Data Code	Description	Weight Front	Weight Rear
700-002	HEATER, DEFROSTER AND AIR CONDITIONER		
701-008	STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE		
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
170-002	STANDARD PLUMBING WITH BALL SHUTOFF VALVES AND INSULATED LINES		
130-033	DENSO HEAVY DUTY AIR CONDITIONER COMPRESSOR		
702-002	BINARY CONTROL, R-134A		
739-034	PREMIUM INSULATION		
285-027	SOLID-STATE CIRCUIT PROTECTION AND FUSES WITH SPARE FUSE KIT		
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM		
324-011	DOMED DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF		
655-005	LH AND RH ELECTRIC DOOR LOCKS		
284-023	(1) 12 VOLT POWER SUPPLY IN DASH		
722-002	TRIANGULAR REFLECTORS WITHOUT FLARES	10	
756-1D9	PREMIUM HIGH BACK AIR SUSPENSION DRIVER SEAT WITH 3 CHAMBER AIR LUMBAR, INTEGRATED CUSHION EXTENSION, FORWARD AND REAR CUSHION TILT, ADJUSTABLE SHOCK ABSORBER	70	
760-1J3	BASIC HIGH BACK AIR SUSPENSION PASSENGER SEAT WITH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	25	10
759-005	DUAL DRIVER AND PASSENGER SEAT ARMRESTS	8	
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
758-022	BLACK MORDURA CLOTH DRIVER SEAT COVER		
761-023	BLACK MORDURA CLOTH PASSENGER SEAT COVER		
763-101	BLACK SEAT BELTS		
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10	
540-015	4-SPOKE 18 INCH (450MM) STEERING WHEEL		
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS		

Instruments & Controls

732-003	WOODGRAIN DRIVER INSTRUMENT PANEL
734-003	WOODGRAIN CENTER INSTRUMENT PANEL
870-001	BLACK GAUGE BEZELS



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Data Code	Description	Weight Front	Weight Rear
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
840-002	2 INCH PRIMARY AND SECONDARY AIR PRESSURE GAUGES		
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS		
721-001	97 DB BACKUP ALARM		3
149-017	ELECTRONIC CRUISE CONTROL WITH SWITCHES ON AUXILIARY GAUGE PANEL (B DASH PANEL)		
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
811-042	ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED		
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
844-001	2 INCH ELECTRIC FUEL GAUGE		
148-003	PROGRAMMABLE RPM CONTROL - ELECTRONIC ENGINE		
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
864-001	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
372-035	(1) DASH MOUNTED PTO SWITCH WITH INDICATOR LAMP	5	
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE		
679-001	OVERHEAD INSTRUMENT PANEL		
35M-006	SMARTPLEX HUB MODULE WITH OVERHEAD SWITCH MOUNTING, DRIVER SIDE AND CENTER CONSOLE (12 SWITCH SLOTS)	44	
746-1B0	AM/FM/WB RADIO WITH CD PLAYER, BLUETOOTH AND MICROPHONE, USB, FRONT AND REAR AUXILIARY INPUTS AND J1939	10	
747-001	DASH MOUNTED RADIO		
750-002	(2) RADIO SPEAKERS IN CAB		
753-001	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF	2	
748-006	POWER AND GROUND WIRING PROVISION OVERHEAD		
* 749-001	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION WITH FACE PLATE		



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Data Code	Description	Weight Front	Weight Rear
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
817-001	STANDARD VEHICLE SPEED SENSOR		
812-001	ELECTRONIC 3000 RPM TACHOMETER		
813-998	NO VEHICLE PERFORMANCE MONITOR	-5	
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP		
81Y-001	PRE-TRIP LAMP INSPECTION, ALL OUTPUTS FLASH, WITH SMART SWITCH		
44R-007	7 ON/OFF LATCHING SMARTPLEX SWITCHES		
44S-001	1 ON/OFF MOMENTARY SMARTPLEX SWITCH		
44U-002	2 ON/OFF/ON MOMENTARY SMARTPLEX SWITCHES		
44W-110	1-RED, 1-AMBER, 0-GREEN SMARTPLEX INDICATOR LAMPS		
482-001	BW TRACTOR PROTECTION VALVE		
883-001	TRAILER HAND CONTROL BRAKE VALVE		
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
660-025	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY PROGRAMMED TO SLOWEST SPEED WITH PARK BRAKE SET		
304-039	MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH AND DUAL CONNECTORS AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LIGHTS, LOW BEAMS OFF WITH HIGH BEAMS		
882-004	TWO VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
299-013	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE		
298-039	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS		

Design

065-000 PAINT: ONE SOLID COLOR

Color

980-4KZ CAB COLOR A: L2889EB WOODLAND GREEN ELITE BC
 986-020 BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT
 98K-998 NO FUEL TANK CABINET PAINT
 964-020 STANDARD BLACK BUMPER PAINT



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Data Code	Description	Weight Front	Weight Rear
976-995	SUNVISOR PAINTED SAME AS CAB COLOR A		
963-003	STANDARD E COAT/UNDERCOATING		

Certification / Compliance

996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS
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Sales Programs

NO SALES PROGRAMS HAVE BEEN SELECTED

TOTAL VEHICLE SUMMARY

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	8655 lbs	5438 lbs	14093 lbs
Dealer Installed Options	0 lbs	0 lbs	0 lbs
Total Weight⁺	8655 lbs	5438 lbs	14093 lbs

Dealer Installed Options

		Weight Front	Weight Rear
32345	HOOD MOUNTED HEATED MIRRORS RH AND LH	0	0
5555	PARTS MANUALS, SHOP SERVICE MANUALS, (2) OPERATOR MANUALS HARD COPIES AND ELECTRONIC	0	0
1111	WARRANTY PACKAGE AS REQUESTED PER BID SPEC- 96 MONTHS , 6000 HOURS, 125,000 MILES	0	0
2222	SPARE MOUNTED FRONT TIRE	0	0
7777	VIKING EQUIPMENT PACKAGE INSTALLED BY VIKING-CIVES PER BID SPEC	0	0
Total Dealer Installed Options		0 lbs	0 lbs

(+) Weights shown are estimates only.



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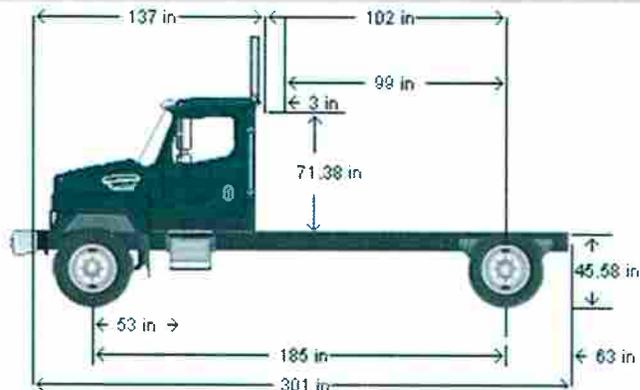
If weight is critical, contact Customer Application Engineering.



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D I M E N S I O N S



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS

Model.....	114SD
Wheelbase (545).....	4700MM (185 INCH) WHEELBASE
Rear Frame Overhang (552).....	1600MM (63 INCH) REAR FRAME OVERHANG
Fifth Wheel (578).....	NO FIFTH WHEEL
Mounting Location (577).....	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in).....	0
Maximum Rearward Position (in).....	0
Amount of Slide Travel (in).....	0
Slide Increment (in).....	0
Desired Slide Position (in).....	0.0
Cab Size (829).....	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Sleeper (682).....	NO SLEEPER BOX/SLEEPER CAB
Exhaust System (016).....	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE

TABLE SUMMARY - DIMENSIONS



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Dimensions	Inches
Bumper to Back of Cab (BBC)	137.0
Bumper to Centerline of Front Axle (BA)	53.5
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	101.5
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	98.5
Back of Cab Protrusions (Exhaust/Intake) (CP)	1.5
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	3.0
Back of Cab to End of Frame	164.5
Cab Height (CH)	71.4
Wheelbase (WB)	185.0
Frame Overhang (OH)	63.0
Overall Length (OAL)	301.5
Rear Axle Spacing	0.0
Unladen Frame Height at Centerline of Rear Axle	45.5

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.



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G V W R

VEHICLE SPECIFICATIONS SUMMARY - GVWR

Model.....	114SD
Cab Size (829).....	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Expected Front Axle(s) Load (lbs).....	18000.0
Expected Pusher Axle(s) Load (lbs).....	0.0
Expected Rear Axle(s) Load (lbs).....	27120.0
Expected Tag Axle(s) Load (lbs).....	0.0
Expected GVW (lbs).....	45120
Expected GCW (lbs).....	69000.0
Front Axle (400).....	MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE
Front Suspension (620).....	9,500# LEFT, 10,500# RIGHT MIXER/PLOW FLAT LEAF FRONT SUSPENSION (20,000#)
Front Hubs (418).....	CONMET PRESET PLUS IRON FRONT HUBS
Front Disc Wheels (502).....	ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM FRONT WHEELS
Front Tires (093).....	MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES
Front Brakes (402).....	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES
Steering Gear (536).....	TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR
Rear Axle (420).....	RS-30-185 30,000# U-SERIES SINGLE REAR AXLE
Rear Suspension (622).....	CHALMERS 1030 30,000# REAR SUSPENSION
Rear Hubs (450).....	WEBB IRON REAR HUBS
Rear Disc Wheels (505).....	ALCOA ULTRA ONE 89U64X 22.5X9.00 10-HUB PILOT 5.99 INSET ALUMINUM REAR WHEELS
Rear Tires (094).....	MICHELIN XDN2 12R22.5 16 PLY RADIAL REAR TIRES
Rear Brakes (423).....	MERITOR 16.5X7 P CAM REAR BRAKES, DOUBLE ANCHOR, CAST SHOES
Pusher / Tag Axle (443).....	NO PUSHER OR TAG AXLE
Pusher / Tag Suspension (626).....	NO PUSHER OR TAG SUSPENSION
Pusher / Tag Hubs (449).....	NO PUSHER OR TAG HUBS
Pusher/Tag Disc Wheels (509).....	NO PUSHER/TAG DISC WHEELS
Pusher / Tag Tires (095).....	NO PUSHER/TAG TIRES
Pusher / Tag Brakes (456).....	NO PUSHER/TAG BRAKES

TABLE SUMMARY - GVWR



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	Front	Rear
Axle Component Weight Ratings		
Axles	20000	30000
Suspension	20000	30000
Hubs	23000	30000
Brakes	20000	31000
Wheels	20000	40000
Tires	20000	27120
Power Steering	22000	N/A
GAWR (per axle)	20000	27120
GAWR (per axle system)	20000	27120
Expected Load (per axle system)	18000	27120
Vehicle GVWR Summary		
Calculated GVWR	47120	
Expected GVWR	45120	
All weights displayed in pounds		

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.





Cives Corporation, dba
 Viking Cives (USA)
 14331 Mill Street
 Harrisville, NY 13648
 Phone: (315) 543-2321
 Fax: (315) 543-2366
 www.vikingcives.com

QUOTATION

Quote ID: 90010

Page 1 of 2

Fall '08 Factory Install
 Catalog

Customer: RR CHARLEBOIS INC.
Contact: Brent Dragon
Address: 950 ROUTE 7 SOUTH
 MILTON, VT 05468

Phone: 802-655-5040
Fax:
Attn: Sandy Ladd

Quote Number: 90010
Quote Date: 08/10/2016
Quote valid until: 10/10/2016
For: T/O Milton
Terms: Net 30 days
Salesperson: Mike Murray
FOB: Williston, VT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Power Hook Hitch w/Wing Mount	\$0.00	\$0.00
1	Power Hook	\$0.00	\$0.00
1	FAH33 Hydraulic Front Mast Assembly	\$0.00	\$0.00
1	Full Trip Hinge – 10 Degree	\$0.00	\$0.00
1	Patrol Rear Support w/Quick Detachable 3 Point Attach	\$0.00	\$0.00
1	132WVT RH Wing w/8 Gauge Moldboard	\$0.00	\$0.00
1	HD Full Trip Hydraulic Arms (Cushion Spring Lower)	\$0.00	\$0.00
1	Carbide and Cover Blades	\$0.00	\$0.00
1	Moldboard Shoes (Pair)	\$0.00	\$0.00
1	R1142TE Trip Edge Reversing Moldboard w/8 Gauge Moldboard	\$0.00	\$0.00
1	PRR Hydraulic Reversing Drive Frame w/Cushion Valve Relief	\$0.00	\$0.00
1	Three Chain Level Lift	\$0.00	\$0.00
1	Standard Push Lug Swivel	\$0.00	\$0.00
1	Carbide and Cover Blades	\$0.00	\$0.00
1	Moldboard Shoes (Pair)	\$0.00	\$0.00
1	Front Mounted Load Sense Pump w/Auto Shut Down	\$0.00	\$0.00
1	Stainless Steel Oil Reservoir w/Low Oil Sensor	\$0.00	\$0.00
1	Cable Actuated Implement Valve Mounted in a Stainless Steel Enclosure	\$0.00	\$0.00
7	Cable Actuated Implement Controls w/Rear Remote Handles	\$0.00	\$0.00
1	Cirus 7" Color Touch Screen Electronic Spreader Control	\$0.00	\$0.00
1	Cirus Transmitter Bridge w/GPS Antenna	\$0.00	\$0.00
1	Stainless Steel Hydraulic Piping to the Front and Rear (Including Under Body)	\$0.00	\$0.00
1	Behind Cab Mounted Liquid Calcium System w/Stainless Tank Enclosure	\$0.00	\$0.00
1	Viking PLSD10 Combination Spreader/Dump Body w/Full Remote Lube Kit	\$0.00	\$0.00
1	¼" AR450 Floor w/I-Beam Long Members and Cross Members	\$0.00	\$0.00
1	3/16" Corten Front and Sides with Full Depth Rear Posts and 2 Intermediate Posts	\$0.00	\$0.00
1	Six Panel Tailgate w/Air Release	\$0.00	\$0.00
1	½ Cab Shield	\$0.00	\$0.00
1	DA Telescopic Hoist	\$0.00	\$0.00
1	Full Remote Lubrication Kit	\$0.00	\$0.00
1	Electric Feed Gate Adjustment	\$0.00	\$0.00
1	Ladder and Inner Body Steps	\$0.00	\$0.00
1	Composite Sideboards	\$0.00	\$0.00
1	24" Stainless Tool Box and Shovel Holder	\$0.00	\$0.00
1	Electric Load Cover w/30 Deg. Aluminum Arms, Mesh Tarp, & Auto Hold Down	\$0.00	\$0.00



Cives Corporation, dba
 Viking Cives (USA)
 14331 Mill Street
 Harrisville, NY 13648
 Phone: (315) 543-2321
 Fax: (315) 543-2366
 www.vikingcives.com

QUOTATION

Quote ID: 90010

Page 2 of 2

Fall '08 Factory Install
 Catalog

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Pintle Plate w/25 Ton Hook, Electrical Plug, and Glad Hands	\$0.00	\$0.00
1	Front and Rear Mud Flaps w/Anti Sails on Front Flaps	\$0.00	\$0.00
1	Shot Blasted, Zinc Primed, Epoxy Primed, and Baked	\$0.00	\$0.00
1	Painted Dupont Imron Black and Baked	\$0.00	\$0.00
1	LED Cab Bar and Corner Post (6) Mounted Strobe System	\$0.00	\$0.00
1	LED Corner Post Mounted Combo Stop, Tail, Turns and Back Ups	\$0.00	\$0.00
1	Plow Lights w/Halogen Inserts Mounted on Stainless Brackets	\$0.00	\$0.00
5	LED Spot Lights	\$0.00	\$0.00
Quote Total:			\$69,980.00

The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
OPT		\$0.00	\$0.00

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. number:	

The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

- ◆ Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.
- ◆ Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.
- ◆ Unless otherwise stated, Installation charges do not include modifications to exhaust systems, cab protectors or bumpers.

Prepared By:
 Chuck Williams
 FLEET SALES MGR
 SHEARER CHEVROLET
 SO BURLINGTON, VT 05403
 Phone: (802) 651-0238
 Fax: (802) 651-0225
 Email: CHUCK@SHEARERV.T.COM

2017 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 133.6" Work Truck

PRICING SUMMARY

PRICING SUMMARY - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

	<u>Invoice</u>	<u>MSRP</u>
Base Price	\$35,123.11	\$37,365.00
Total Options:	\$11,593.40	\$12,740.00
Vehicle Subtotal	\$46,716.51	\$50,105.00
Advert/Adjustments	\$1,002.10	\$0.00
Destination Charge	\$1,195.00	\$1,195.00
GRAND TOTAL	\$48,913.61	\$51,300.00

BASE BID [#] 29067 ^w
 -
 OPTIONS - 11416 ^w

[#] 40483 ^w

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2017 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 133.6" Work Truck

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
CK35903	2017 Chevrolet Silverado 3500HD 4WD Reg Cab 133.6" Work Truck	\$35,123.11	\$37,365.00

SELECTED VEHICLE COLORS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
GVWR			
C7W	GVWR, 11,400 LBS. (5171 KG) WITH SINGLE REAR WHEELS (Requires C35943 or K35903 with (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	\$0.00	\$0.00
BODY CODE			
E63	PICKUP BOX (STD)	\$0.00	\$0.00
SUSPENSION PKG			
Z85	SUSPENSION PACKAGE, STANDARD includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STD)	\$0.00	\$0.00
EMISSIONS			
NE1	EMISSIONS, CONNECTICUT, DELAWARE, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, OREGON, PENNSYLVANIA, RHODE ISLAND, VERMONT AND WASHINGTON STATE REQUIREMENTS	\$0.00	\$0.00
ENGINE			

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SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ENGINE L5P	ENGINE, DURAMAX 6.6L TURBO DIESEL V8, B20-DIESEL COMPATIBLE (With model *C35903 requires (ZW9) pickup box delete. Not available with (E63) pickup box on model *C35903. Requires (MW7) Allison 1000 6-speed automatic transmission and (GT4) 3.73 rear axle ratio. Includes capped fuel fill, (K40) exhaust brake and (K05) engine block heater.)	\$8,194.55	\$9,005.00
TRANSMISSION MW7	TRANSMISSION, ALLISON 1000 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED with overdrive, electronic engine grade braking and tow/haul mode (Requires (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	\$0.00	\$0.00
AXLE GT4	REAR AXLE, 3.73 RATIO (Requires (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	\$0.00	\$0.00
PREFERRED EQUIPMENT GROUP 1WT	WORK TRUCK PREFERRED EQUIPMENT GROUP includes standard equipment	\$0.00	\$0.00
WHEELS PYT	WHEELS, 18" (45.7 CM) PAINTED STEEL includes 18" x 8" (45.7 cm x 20.3 cm) steel spare wheel. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (STD) (Requires single rear wheels, (QGM) LT265/70R18E all-terrain, blackwall tires or (QWF) LT265/70R18E all-season, blackwall tires.)	\$0.00	\$0.00
TIRES QGM	TIRES, LT265/70R18E ALL-TERRAIN, BLACKWALL (Included with (ANQ) Alaskan Edition. Requires single rear wheels.)	\$182.00	\$200.00
SPARE TIRE ZWF	TIRE, SPARE LT265/70R18E ALL-SEASON, BLACKWALL (Included and only available with (QWF) LT265/70R18E all-season tires or (QGM) LT265/70R18E all-terrain tires. Available to order when (ZW9) pick-up box delete is ordered.)	\$0.00	\$0.00
PAINT SCHEME			

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2017 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 133.6" Work Truck

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
PAINT SCHEME			
ZY1	PAINT, SOLID	\$0.00	\$0.00
PAINT			
GAN	SILVER ICE METALLIC	\$0.00	\$0.00
SEAT TYPE			
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER RECLINE with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	\$0.00	\$0.00
SEAT TRIM			
H2Q	DARK ASH WITH JET BLACK INTERIOR ACCENTS, VINYL SEAT TRIM	\$0.00	\$0.00
RADIO			
IOB	AUDIO SYSTEM, CHEVROLET MYLINK RADIO WITH 7" DIAGONAL COLOR TOUCH-SCREEN, AM/FM STEREO with seek-and-scan and digital clock, includes USB ports, auxiliary jack, Bluetooth streaming audio for music and most phones (Includes (UQ3) 6-speaker audio system, (UE1) OnStar, (VV4) OnStar 4G LTE Wi-Fi Hotspot.)	\$395.85	\$435.00
ADDITIONAL EQUIPMENT			
PCM	WT CONVENIENCE PACKAGE includes (AKO) tinted windows, (KI4) 110V outlet, (AQQ) Remote Keyless Entry, (A91) remote locking tailgate, (UVC) Rear Vision Camera and, (DPN) outside heated power-adjustable trailing mirrors; Regular Cab also includes (A31) power windows (If (ZW9) pickup box delete is ordered (UVC) Rear Vision Camera and (A91) remote locking tailgate will not be included.)	\$1,324.05	\$1,455.00
VYU	SNOW PLOW PREP PACKAGE includes power feed for backup and roof emergency light, (KW5) 220-amp alternator with gas or diesel engine, forward lamp wiring harness, (TRW) provision for cab roof mounted lamp/beacon, (NZZ) underbody shields and Heavy-Duty front-springs (Only available on 4WD models. Included with (ANQ) Alaskan Edition. Upgradeable to (KHB) dual, 150 amps and 220 amps each alternators with (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	\$350.35	\$385.00

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SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT			
K05	ENGINE BLOCK HEATER (Included with (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	INC	INC
—	BATTERY, HEAVY-DUTY DUAL 730 COLD-CRANKING AMPS/70 AMP-HR maintenance-free with rundown protection and retained accessory power (Included and only available with (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	INC	INC
KW5	ALTERNATOR, 220 AMPS (Included with (VYU) Snow Plow Prep Package when ordered with gas or diesel engines.)	INC	INC
UF3	SWITCH, HIGH IDLE	\$182.00	\$200.00
JL1	TRAILER BRAKE CONTROLLER, INTEGRATED (If (ZW9) pickup box delete or (9J4) rear bumper delete is ordered (JL1) trailer brake controller is deleted and available to order as a free flow option.)	\$0.00	\$0.00
NZZ	UNDERBODY SHIELD, FRAME-MOUNTED SHIELDS includes front underbody shield starting behind front bumper and running to first cross-member, protecting front underbody, oil pan, differential case and transfer case (Included with (VYU) Snow Plow Prep Package.)	INC	INC
—	CAPPED FUEL FILL (Included and only available with (ZW9) pickup box delete or (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	INC	INC
K40	EXHAUST BRAKE (Included and only available with (L5P) Duramax 6.6L Turbo Diesel V8 engine.)	INC	INC
N79	WHEEL, 18" X 8" (45.7 CM X 20.3 CM) FULL-SIZE, STEEL SPARE. Spare not included with (ZW9) pickup box delete unless a spare tire is ordered. (Requires single rear wheels. Included with (E63) pickup box. Available to order when (ZW9) pick-up box delete is ordered.)	\$0.00	\$0.00
V10	COVER, 1-PIECE covers radiator grille and front bumper openings for diesel engines in winter weather (Requires (L5P) Duramax 6.6L Turbo Diesel V8 engine and is required on orders with "Ship To" locations within the following states: Maine, New Hampshire, Vermont, Minnesota, North Dakota, South Dakota, Montana, Alaska, Idaho, Wisconsin, Wyoming, Michigan, Colorado and New York.)	\$50.05	\$55.00

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2017 Retail Chevrolet Silverado 3500HD 4WD Reg Cab 133.6" Work Truck

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT			
U01	LAMPS, SMOKED AMBER ROOF MARKER (Included with (ANQ) Alaskan Edition. Standard with dual rear wheels. Not available with (YF5) California state emissions requirements on single rear wheels.)	\$50.05	\$55.00
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	INC	INC
DPN	MIRRORS, OUTSIDE HEATED POWER-ADJUSTABLE VERTICAL TRAILERING, UPPER GLASS, MANUAL-FOLDING AND EXTENDING, BLACK; includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp (Included and only available with (PCM) WT Convenience Package and includes (DD8) auto-dimming inside rearview mirror.)	INC	INC
AKO	GLASS, DEEP-TINTED (Included and only available with (PCM) Work Truck Convenience Package.)	INC	INC
A91	REMOTE LOCKING TAILGATE (Included and only available with (AQQ) Remote Keyless Entry.)	INC	INC
CGN	BED LINER, SPRAY-ON Pickup box bed liner with bowtie logo. Liner is permanently bonded to the truck bed providing a water tight seal. The textured, non-skid surface is black in color and robotically applied. Spray-on liner covers entire bed interior surface below side rails, including tailgate, front box top rail, gage hole plugs and lower tie down loops. (Included with (ANQ) Alaskan Edition. Not available with (ZW9) pickup box delete or (VZX) bed liner, LPO. Not available with any ship thru code.)	\$450.45	\$495.00
CTD	CARGO TIES DOWNS (4), MOVABLE UPPER (Not available with (ZW9) pickup box delete.)	\$54.60	\$60.00

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SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT			
VV4	ONSTAR WITH 4G LTE AND BUILT-IN WI-FI HOTSPOT CONNECTS TO THE INTERNET AT 4G LTE SPEEDS; includes OnStar Data Trial for 3 months or 3GB (whichever comes first) (Included and only available with (UE1) OnStar. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T.)	INC	INC
UQ3	6-SPEAKER AUDIO SYSTEM (Standard on Crew Cab and Double Cab models and Included and only available on Regular Cab models with (IOB) 7" diagonal color touch screen display radio with Chevrolet MyLink.)	INC	INC
—	BLUETOOTH FOR PHONE personal cell phone connectivity to vehicle audio system (Included and only available with (IOB) 7" diagonal color touch screen display radio with Chevrolet MyLink.)	INC	INC
A31	WINDOWS, POWER with driver express up and down and express down on all other windows (Standard on Crew Cab and Double Cab. On Regular Cab, Included and only available with (PCM) WT Convenience Package.)	INC	INC
AQQ	REMOTE KEYLESS ENTRY (Included and only available with (PCM) Work Truck Convenience Package. Includes (A91) remote locking tailgate.)	INC	INC
9L7	UPFITTER SWITCHES, (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories	\$113.75	\$125.00
C49	DEFOGGER, REAR-WINDOW ELECTRIC	\$204.75	\$225.00
KI4	POWER OUTLET, 110-VOLT AC (Included and only available with (PCM) Work Truck Convenience Package.)	INC	INC
DD8	MIRROR, INSIDE REARVIEW AUTO-DIMMING (Included and only available with (DPN) outside heated power-adjustable vertical trailing mirrors.)	INC	INC

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SELECTED OPTIONS - 2017 Retail CK35903 4WD Reg Cab 133.6" Work Truck

CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>	<u>MSRP</u>
ADDITIONAL EQUIPMENT			
UE1	ONSTAR GUIDANCE PLAN for 3 months, including Automatic Crash Response, Stolen Vehicle Assistance, Roadside Assistance, Turn-by-Turn Navigation and more (trial excludes Hands-Free Calling) (Requires (IOB) 7" diagonal color touch screen display radio with Chevrolet MyLink. Fleet orders receive a 6-month trial. Visit www.onstar.com for coverage map, details and system limitations. Services vary by model. OnStar acts as a link to existing emergency service providers. Not all vehicles may transmit all crash data.)	INC	INC
UVC	REAR VISION CAMERA (Included and only available with (PCM) WT Convenience Package. Not included when (ZW9) pickup box delete is ordered.)	INC	INC
SPECIAL EQUIPMENT OPTIONS			
5H1	KEY EQUIPMENT, TWO ADDITIONAL KEYS FOR SINGLE KEY SYSTEM Provides two additional spare keys for a total of (4). (Keys will be cut but not programmed) NOTE: programming of keys is at customer's expense. Programming keys is not a warranty expense. (Not available with (9J4) rear bumper delete or (5Z4) spare wheel, carrier and lock delete. Requires (E63) pickup box.)	\$40.95	\$45.00
OPTIONS TOTAL		\$11,593.40	\$12,740.00

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Customer File:



TOWN OF MILTON, VERMONT 05468-3205

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

Selectboard Legislative & Fiscal Analysis

Meeting Date: November 7, 2016

Agenda Item: Roadway Investment, Repair and Reconstruction Planning

Prepared By: Donna Barlow Casey, Town Manager

Legislative Overview

Staff (Dustin Keelty, Bruce Trombley, Nate Lavallee, Erik Wells, and I) met this past week with Ben Heath from Hamlin Engineering to review the process and discuss the approach Hamlin has successfully used with the Village of Essex Jct. to produce their plan for road investment, repair and reconstruction. We were impressed with how the plan is developed, it's comprehensive nature, the range of specific and available information contained in the document, and the key components that contribute to the method of prioritization. In short, the process and outcome seem to reflect the priorities and concerns that Milton's Selectboard (all of you) have indicated should contribute to decisions and prioritization of annual road projects. It also inherently contains the opportunity to be changed in response to emerging circumstances or available opportunities without having to be reconstructed.

In spite of our belief in the approach and content seeming to be compatible, we feel that the resulting conversation with the full Selectboard would benefit from direct input from one or two members participating in the preliminary conversation/planning. ***I will be asking you, at Monday's meeting, to consider identifying 1-2 Selectboard members who could sit with our team as Ben Heath begins to build "the Milton approach."*** Including Selectboard members' thoughts in structuring the plan components is expected to save time and improve the final product.

Fiscal Impacts

The plan document is a dynamic tool. While it is developed based upon an agreed upon set of criteria and inputs, it is revisited annually prior to implementation. This provides the opportunity for modification based on condition deterioration due to natural occurrences, changes in priorities due to elections, new regulations, and other factors, and availability of funding.

"Time is money;" and, the initial proposal for Selectboard review will be less costly if it includes participation by Selectboard appointees. Their input will result in Hamlin being able to produce a document more likely to be consistent with Selectboard preferences in those areas that include judgmental decisions. An example is the inclusion of public opinion. This criterion varies considerably by community, and having input for the draft that is close or on-target will result in cost savings.

Over time, the plan can become a comprehensive 20-year document that is updated annually. To begin, Hamlin is suggesting a 5-year document that contains supporting data, maps, location information, and other pertinent information for each portion of road identified.

TOWN OF MILTON

PUBLIC WORKS

WINTER OPERATIONS PLAN

This plan addresses the wintertime Public Works operations for ice and snow control on Town roads and streets. It also identifies essential community services provided by the Public Works Department for winter water and sewer emergencies and discusses wintertime coordination between Town Departments.

Approved by the Selectboard on **November 7, 2016**.

Darren Adams, Chair

Ken Nolan, Vice Chairperson

John Palasik , Clerk

John Cushing

John Bartlett

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I. General

The Town of Milton Public Works Department hereinafter referred to as Public Works has the responsibility of maintaining essential services on approximately 101 miles of accepted Town roadways, 90 miles of paved, 11 miles of gravel, as well as over 40 miles of water line, over 15 miles of sewer line, and maintenance of public buildings, cemeteries, forests and parks. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during the extended period of high precipitation, low temperatures and heavy winds, which together characterize the Vermont Winter.

The Public Works Director or Designee has direct responsibility for the management of the Department, acting under the general policy direction of the Town Manager and authority of the Selectboard. The Public Works Director or Designee oversees three (3) divisions within Public Works: Public Works Administration, Operations and Water/Wastewater. The day-to-day operations, including snow and ice removal of the Operations and Water/Wastewater divisions are supervised and coordinated by the Public Works Supervisor and Water/Wastewater Superintendent.

II. Resources Available to the Public Works Department to Assist in the Planning and Execution of Winter Operations

In order to provide timely winter street clearing services and to gauge the level of activity required prior to, during and following winter storms, the Town utilizes the following:

- A. Weather forecasts are provided by the National Weather Service located at the Burlington International Airport (862-2475). In addition, the weather forecasts are broadcast continually. Receivers monitor this forecast at the Town Garage and the Police Department.
- B. Local radio, websites and television stations provide weather forecasts, including the dedicated Weather Channel on cable television.
- C. National Weather Service forecasts and current conditions for Burlington International Airport are available via Internet at <http://www.weather.gov/btv/>
- D. Road and weather conditions throughout the State are monitored by the State Transportation Agency in Montpelier. This information can be obtained by calling 828-2648. Two State Highway radio frequencies, 159.180 and 159.195, also can be monitored on the scanner for current information.
- E. Assistance is available on local road conditions from the Milton Police Department. During off-duty Public Works hours (3:30 PM to 7:00 AM), the Public Works Department utilizes information provided by police officers on duty/patrol. To

provide the best possible response in the shortest time, it is important that the following information be provided by the Police Department and conveyed to Public Works at the time contact is made:

1. Is the problem Town-wide, restricted to one area of Town or at a specific location? The problem location needs to be defined as accurately as possible.

2. What is the specific nature of the problem? Snow - How much is on the road(s) and how much is falling? Is the problem on paved or gravel roads or both?

Ice - How severe are the conditions and is it widespread or site specific? Is the problem on paved or gravel roads or both?

Miscellaneous - explain what the problem is in as much detail as possible.

Debris - What is it (i.e., tree in road)? What is its size? Is it blocking all traffic or only one lane, etc.?

Washouts - How large an area is affected (size) and is the washout in progress or has it subsided?

Emergency Access – Can Police, Fire or Rescue get to any location (because of specific road conditions or problems)?

3. What is being done by the Police Department pending arrival of Public Works employees?

- a. Will the Officer remain on site?
- b. Will barricades be put up?
- c. Will road(s) be closed?
- d. Will Fire/Rescue be contacted?
- e. Will the media be contacted?

4. A decision on what effort is needed to correct the problem will be made by the Public Works Supervisor and/or Public Works Director or Designee. However, any input from the police officer on site may assist Public Works in the timely arrival of help.

5. Once contact is made via telephone or alert notification list, communication will be maintained until Public Works has corrected the problem. Public Works will notify the Police Department when all work is completed.

III. Operations on Town Highways

- A. General – During the winter period extending generally from the 15th of November through the 15th of April, the principal efforts of the Public Works Operations division is directed towards control of snow and ice on Town highways. To accomplish the objectives and policies of the Town of Milton, operating procedures have been implemented. The operating procedures take place over four distinct time periods, including (1) Pre-Winter Preparation, Training and Orientation, (2) Winter Storm Operations, (3) Continuing Winter Operations During Non-Storm Periods and (4) Post-Winter Follow-up.

- B. Pre-Winter Preparation, Training and Orientation
 - 1. Update the operation plan as necessary to keep the plan current. Let the media, Police Department, Fire Department, School Department and other officials know about the plan. Conduct coordination meetings with all stakeholders.

 - 2. Know the plowing and spreading routes, the employees of the Public Works Department will complete the following:
 - a. Make trial runs before winter to familiarize themselves with the routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there before. Plan fall meetings to familiarize the road crew with their winter duties and review with all drivers, all routes in case another crew member must take over the route.

 - b. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures, including fire hydrants, guide rails, drop inlets, catch basins and curbing ends that may be hidden from the driver(s). Mark areas that have been consistent sources of complaints in the past.

 - c. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.

 - d. Review new developments plowing plan with the full crew in late fall. Identify which new road(s) will be accepted during the winter and plowed by the Town.

3. Effective Radio Communication
 - a. Review the alert notification roster and radio calls with all employees.
 - b. Check all radio equipment and ensure that working spares are stockpiled at the garage.
 - c. Review the storm warning system with all affected employees.
4. Equipment - Operation and Maintenance
 - a. The Public Works Supervisor is responsible for cross-training of operators in the use of all equipment. Equipment will not be operated by inexperienced personnel without supervision.
 - b. Prior to the onset of winter, the mechanic, Public Works Supervisor and all operators will perform a complete inspection of all winter equipment to include at a minimum, the following:
 - Vermont State Inspection
 - A check of all wing and plow hydraulic systems to ensure they are operating properly.
 - A check on the condition of moldboards, cutting edges.
 - Operation of snow plow hoists, towers, sanders and controls to include calibration tests for sand and/or salt spreading and operational checks of the computer-controlled material feed systems.
 - Brake checks, air and hydraulic hose checks.
 - All vehicle lighting, including wiring and sockets on headlights, tail lights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered.)
 - Replacement of side or end-body reflective tape as necessary.
5. The mechanic will order and keep on hand an adequate emergency supply of critical equipment, such as tires, spreader repair parts, hydraulic fluid and fittings, tire chains, plow parts, lights.

6. The Public Works Supervisor and mechanic will insure that operators perform preventive maintenance on a daily basis to include:
 - a. Inspection of tires for wear
 - b. Checks on brakes and air systems
 - c. Checks of hydraulic hoses for leaks
 - d. Visible structural checks of frames and the pins holding the bed to the frame
 - e. All electrical equipment, especially lights, wiring and sockets
 - f. Wipers
 - g. Plow blade wear
 - h. Safety equipment checks

7. Materials
 - a. The Public Works Supervisor is responsible for ensuring an adequate supply of sand is stockpiled or available prior to the start of winter.

 - b. The Public Works Supervisor is responsible for maintaining an adequate supply of gravel, sand, salt, magnesium and calcium chloride throughout the winter.

8. Training will be conducted annually on the following subjects in support of winter operations:
 - a. The winter snow plan
 - b. How salt works
 - c. How magnesium chloride works
 - d. How and when to use salt, sand, and chemical deicers
 - e. Application rates/salt reduction
 - f. Special storm situations
 - g. Special deicing problems
 - h. Winter safety considerations
 - i. Police/Public Works communications
 - j. Parking/towing ordinance
 - k. Public relations/complaint procedure

9. Other subjects as appropriate

C. Winter Storm Operations

1. General Philosophy
The Town of Milton does not have a bare roads policy. The Town follows a Safe Roads at Safe Speeds policy. This means that during a storm, roads

are plowed, sanded and salted to keep them open for travel, though road surfaces may be snow covered at times during the storm. Roads will be returned to bare pavement only when the storm is over. Depending on the severity of the storm [and road temperature](#), this may take several days, especially on low volume roads and in developments.

Like towns all over Vermont, Milton has traditionally used a deicing approach to winter road maintenance removing or melting snow and ice as they accumulate or shortly thereafter. Bare roads can be achieved when salt is used at its optimum deicing temperature of 18° Fahrenheit and above. Below 18° a mixture of sand and salt may be used in limited circumstances however the roads will not be bare. Starting the winter of 2015-16, on most routes magnesium chloride will be mixed with the road salt to improve the salts effectiveness in marginal temperatures. The use of magnesium chloride may also help stretch our salt supply which has been increasingly more expensive to purchase and difficult to maintain on hand.

2. Determination of Operations

Using the resources identified under Section II, professional experience and judgment, the Public Works Supervisor or his/her designee will determine the appropriate level and timing of snow and ice control to be performed by the Public Works Department. The Public Works Supervisor may consult with the Public Works Director or Designee. The Public Works Supervisor or his designee will contact employees in the Public Works Department using the alert notification list.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads in the Town of Milton are not possible. An overall plan has been developed to provide for clearing of the roads. This plan is generally followed, however, each storm event is unique and deviations from the plan occur. Decisions must be made using individual judgment based upon a current assessment of the situation. Following every major storm event, review of the methods, materials, the equipment used, and the manpower effect, as well as complaints received will be done by the Public Works Supervisor. These reviews will provide the basis for adjustments in managing future winter storm operations.

3. Control Center

Upon notification, employees at the Highway Garage on Ice House Road complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is the Highway Garage at 893-1851, (primary) or the Public Works Office at 893-6030 or other designated location. Although the Public Works Supervisor or his/her designee may frequently leave the Control Center to evaluate conditions and assist in the operations, he/she may be reached via cell

phone or radio.

4. Equipment

To support the operation, the Public Works Department has equipment available as noted in Appendix A.

Supplemental Equipment

In an emergency situation where Town equipment is out of service for repair or the situation is beyond the ability of the Town to handle in house, supplemental equipment and operators may be rented/hired from area contractors. A list of potential contractors is indicated in Appendix D. Also, assistance may be secured from neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities as well as Milton. Major winter disasters may require the assistance of the Vermont National Guard, if an emergency declaration is issued by the Governor.

5. Materials

Ice and snow clearing materials are stockpiled near the Highway Garage yard located on Ice House Road for use during the winter season.

a. The Town procures sand during the fall of each year by getting quotes from suppliers with acceptable sand.

b. Due to Stormwater Management practices, salt is added to sand on an as needed basis.

. Approximately 400 tons of salt is maintained on-site in the end bay of the Town Garage. The salt bay is fully stocked prior to winter. The Town generally procures road salt from the following company at the Vermont Agency of Transportation bulk-rate pricing:

1. Cargill Salt Company
c/o Barrett's Trucking
16 Austin Drive
Burlington, VT 05401
863-13111311 or 1-800-243-7258

An alternative supply of minimal tonnage may be purchased in case the primary company cannot deliver salt in a timely manner during regional shortages. Alternative suppliers:

2. American Rock Salt Company, Inc.
Dubois Middlesex Building
Mark Assini
585-243-9510 ext. 1404

3. Morton Salt (Montreal, Canada)
1-800-361-4767

- c. There is a trend in the northeast to rely more on salt and less on sand for a number of environmental and budgetary reasons. Additional salt will work well on paved roads although some storms require a considerable application of sand on all roads (i.e. sleet and/or freezing rain).

6. Snow Plowing and Sanding/Salting Operations

- a. Public Works has organized the snow clearing equipment into (8) major routes for routine operations. The plow routes are depicted on a map located in the Control Center and Public Works Administrative Office. Each complete route for a single truck is approximately forty (40) lane miles in length and takes six to seven hours to complete, once a major snow event is over. Dirt roads have been assigned their own routes as they require different ice and snow removal treatments. The routes have been established to meet the following criteria:

Provide the highest priority coverage to the roads with the heaviest usage (the major connector) and a history of the severest conditions and/or accidents. The highest priority roads for each designated route are the following connector roads: (See Appendix M for a complete listing of each route).

Route #1 – Tandem Axle Dump Truck

Westford Rd., North Rd., East Rd., Hardscrabble Rd., McMullen Rd., Duffy Rd., Rollin Irish Rd., Marr’s Hollow Rd.

Route # 2 – Single Axle Dump Truck

Main St., Railroad St., Mackey St., Hobbs Rd., Middle Rd., Bombardier Rd., Centre Drive.

Route # 3 – Tandem Axle Dump Truck

Lake Rd., Everest Rd, Beebe Hill Rd., Cadreact Rd.

Route # 4 – Single Axle Dump Truck

Manley Rd., Murray Ave., Sanderson Rd., Poor Farm Rd., Milton Falls, Overlake Development

Route # 5 – Tandem Axle Dump Truck

West Milton Road, Bear Trap Road, Industrial Park

Route #6 (See Appendix B) – Medium Duty & 1-Ton Dump Truck
Lamoille Terrace, Haydenberry, Ellison, Upper Cherry Street; side streets and hot spots (hills and high hazard intersections)

Route #7

Pick-up trucks, cul-de-sacs, narrow dead end roads

~~Route #8 – Single and/or Tandem Axle Dump Truck~~
~~Dirt Roads (See Appendix B)~~

In the event of an extreme storm event, equipment failure or operator absence, the Town Highway major connector routes will be cleared first with the remaining usable equipment and available operators.

- b. Maximize the cycle capability of each vehicle to prohibit unnecessary reload trips for materials at the Highway garage.
- c. Plow routes are designed for mostly right-hand turns to increase efficiency and avoid leaving windrows in intersections.
- d. Assign an intermediate priority to collector streets with lesser traffic loads and reduced history of accidents. A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street(s) or community facility. This normally includes the principle entrance street to a large subdivision or group of subdivisions, and the principle circulation street(s) within such subdivisions. Examples are Cherry Street, School Street, Herrick Avenue, Haydenberry Drive, Woodcrest Circle, Barnum Street, and Red Clover Way.
- e. Because of their location, adjacent to collector streets, many minor streets (not including dead-end streets and cul-de-sacs) will be cleared concurrently with collector streets or immediately following the collector streets. Examples are Stewart Lane, Hemlock Road, and Quail Hollow.
- f. Dead-end streets follow in priority, although many may be cleared earlier in the process to meet the objectives of efficient cycling. Examples are the cul-de-sacs in the Milton Falls Court sub-division.
- g. Cleaning cul-de-sacs is extremely time-consuming. Very often these areas will not be cleared until well after all other clearing

operations are complete, after the storm event or the next day. Manpower may not be available to clean cul-de-sacs during the storm event. Depending on the size of the cul-de-sac one lane of travel may only be open at any given time.

- h. The Town will take over the maintenance of roads when they are accepted as Town highways after the warranty period. The Town reserves the right to plow short segments of development highways prior to the acceptance of that segment by the Town, when that segment is in the warranty period, and if this action produces an overall improvement in time management or efficiency of the plow route. (see Section VI for more details)
- i. **During the evening hours of a storm event between 9 p.m. and 1:00 a.m. typically no manpower, or a modified to reduced manpower schedule will be used, unless there is a continuous heavy snowfall or continuous icing.**

7. Operating Flexibility

It is important to note that the approved plan, and the map located in the Control Center, are subject to change with each storm. Also, the time frame for clearing can vary markedly depending upon conditions and continuing effects of a storm. Other factors affecting the plan are:

- time of plowing
 - school bus routes
 - commuter traffic
 - parked cars
 - equipment breakdown
 - assisting Fire, Rescue or Police Departments
 - type, intensity and duration of the storm
- a. In order to guide the Public Works Department in utilizing the best available techniques in snow and ice clearing operations, a set of guidelines (not requirements) is provided in Appendix F. Operator judgment and close control of materials are key elements in managing snow/ice clearing operations. Each operator is responsible to make decisions regarding the blend of materials and application rates to keep the roads as safe and passable as possible while concurrently minimizing costs. In order to maximize efficiency each operator shall maintain an application chart in trucks where material management devices are installed.

- b. Operator and citizen safety is an important consideration during all snow/ice clearing operations and suggested safety practices are provided in Appendix G.
- c. Police Department staff and the General Public are reminded that Town snow removal operations generally will not start until one (1) hour after the initial call, because of the time factor in getting crews in, equipment checked and materials loaded. **Also, with routes requiring 63 ½ to 74 hours to plow once completely, notification has to occur before 2:00 a.m. or it is likely that the major roads will not be open by 7:00 am.**

8. Applicable Ordinance/Laws

During snow clearing operations, it is important that motor vehicles are not parked in "...such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow or ice, or the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police, fire and ambulance constitute a hazard contrary to the public health, safety and welfare...". Because of this, the Board of Selectmen adopted a Motor Vehicle and Traffic Regulation Ordinance last updated in February, 2011(see Section 6, f-k.)

Title 19, Section 1111, Vermont Statutes Annotated Permitted Use of the Right of Way makes it unlawful to "...develop, construct, re-grade or resurface any driveway, entrance or approach or build a fence or building, or deposit material of any kind within, or to in any way, affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be".

Also, Title 19, Section 1105, states that "...A person other than a municipality acting with respect to highways under its jurisdiction who places or causes to be placed an obstruction or encroachment in a public highway or trail, so as to hinder or prevent public travel, or to injure or impede a person traveling on the highway or trail, shall be fined not more than \$1,000.00 plus the actual costs of repairing the damage and a reasonable attorney's fee, to be recovered in a civil action in the name of the town or state. One or more items of logging or other equipment temporarily within the right-of-way of a trail shall not be actionable under this section if located in such a way as not to unreasonably impede passage. If the court finds that an action under this section was brought without substantial basis, the court may award a reasonable attorney's fee against the person bringing the action."

The purpose of these statutes is to protect the public. The practice of plowing snow from driveways across Town roads (perpendicular to the road) without removing the pile by plowing with the road creates a dangerous obstruction. Shoveling snow into the roadway will cause similar problems. Once frozen, the piles can cause vehicles to lose control and can also cause damage to the vehicles.

The Public Works Department will generally warn the responsible residents on the first occurrence. On subsequent violations, Public Works will notify the Police Department for appropriate action against motorists and residents who violate either the towing ordinance or obstruction statute.

Playing and building snow castles along the road edge in snow banks is extremely dangerous during snow removal operations. Public Works will destroy the castles and provide the resident with a notice concerning the action taken, why it was necessary and a warning against future.

9. Snow Removal on State Highways in the Town of Milton

Within the Town of Milton, the State maintained Highways are U.S. Route 2, U.S. Route 7, and Interstate 89.

Snow removal on these roads is the responsibility of the State of Vermont administered by the 5 Highway Garage located in Colchester. Questions or comments on these highways can be directed to the District Transportation Administrator, David Blackmore, at 655-1580 or email to David.Blackmore@state.vt.us.

D. Continuing Operations during Non-Storm Periods

After a storm event or during periods of lessened storm activity, a number of operations need to take place to insure readiness for subsequent winter operations.

1. Equipment needs to be inspected, using preventative maintenance techniques, and repaired if necessary. Special attention must be given to tires, brakes, and snow plows - including wings, shoes, bearings, augers and spinners.
2. Materials, especially salt, must be reordered to ensure an adequate stockpile on-site.
3. Plow routes must be driven to identify problems, especially illegal plowing by driveway contractors, problem mailboxes, and snow castles, etc. It is the

responsibility of the route driver to identify these problems and report them to the Public Works Supervisor so that letters can be sent to correct the problem.

4. It is important to wing-back snow on road shoulders following each major snow storm and to clear critical areas to make room for future snow storage, especially at intersections. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass, which cannot be moved without considerable effort by snowplows. Therefore, winging-back is an on-going function that needs to be addressed as soon as storm subsides. The amount of stockpiled snow dictates that winging-back is needed.
5. The Town does not haul snow (in general). However, at specific locations, i.e. intersections, cul-de-sacs without storage space, school bus route, problem areas or sites of repeated accidents, the Town may selectively utilize the loader and dump trucks to haul snow from the site. The principle purpose of hauling is safety. The hauled snow shall be dumped at the old landfill site or at some other suitable and acceptable place as determined by the Public Works Supervisor.
6. It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.
7. Following a storm, generally within 5 business days, an investigation will be made of all storm related complaints received. The Public Works Supervisor or their designated representatives, Will complete the investigation. Their findings shall be made known to the complainant as soon as practicable. All such complaints will be handled through the Public Works service request tracking system.

E. Post Winter Follow Up

1. Review the winter snow clearing operations as soon as possible in the spring with all in-house personnel and outside groups involved, including but not limited to fire, rescue, police, schools, industry, the public and elected officials, to obtain input for improvement in the coming season.
2. Give all equipment a thorough maintenance check after the last snowstorm of the winter.
 - a. Sandblast and paint all plows, blades and spreader assemblies as appropriate.
 - b. Order new plow blades and other equipment as necessary.

- c. Oil and grease all moving parts before storing equipment.
3. Schedule summer construction for areas where road defects have resulted in problems during the winter, such as ice patches.
4. Identify new equipment needs for improving operations.
5. Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changes in equipment and technology.

IV. Winter Wastewater and Water Operations

A. Prior to the onset of winter, the Water/Wastewater Division will:

1. Check hydrants and valves to insure their operability
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials
4. Insure that used fire hydrants are drained prior to winter

B. Winter Operations

1. Following storms, the principal responsibility of the Water/Wastewater Division shall be to clear snow and ice from around essential (Schools, Public Buildings, Emergency Services) hydrants and to clear pedestrian access lanes to Water/Wastewater Buildings and pump stations, with help from the Operations Division.
2. The Water/Wastewater Division provides primary backup to the Operations Division in the event of a prolonged winter storm event or lack of personnel due to illness, etc.
3. The Water/Wastewater Division has responsibility for the repair of broken and frozen water mains, within the overall limit of Town responsibility up to and including the service curb stop. The Town will assist in the thawing of frozen **private service lines** to the extent possible. However, assistance will be **rendered only during normal working hours**. Water & Wastewater Rate Schedule A outlines the process, rates and statement of services.
4. In the event of a power failure at the Wastewater Treatment Plant, River Street Pump Station, US7 Pump Station, Middle Road and Catamount Pump Stations the auxiliary generator will start automatically. Fuel tank levels will be maintained above half full.

5. In the event of a power failure at the Water Plant (McGrath Reservoir) the auxiliary generator will automatically start, supplying power to the ~~Hydroneumaticwater~~ system, ~~and the Town base radio~~. The Telemetry Control System will require manual resetting upon restoration of power. When full, the twin water tanks contain approximately three (3) days' worth of storage. The Maplewood Avenue Booster Pump Station has emergency power. In rare cases water conservation measures may be requested of all users per the Milton Water Ordinance, Section 3-B, 5-2.
6. When fire hydrants are used by the Fire Department during the winter, the Fire Department will notify the Police Department immediately following the fire and identify the used hydrants by number. The Police Department will immediately notify Public Works through the alert notification roster, so the hydrants can be drained before they freeze.

V. Coordination/Communication/Public Information

- A. All communication from the public concerning conditions and problems should be directed during normal working hours (8:00 a.m. to 5:00 p.m.) to the Public Works Administration Office (893-6030) or Public Works Director or Designees Office (893-6030). Emergency requests during non-working hours should be directed to the Police Department (893-2424) for relay to the Public Works Supervisor, Public Works Director or Designee, or staff at the Town Garage. The Town Garage phone system (893-1851) is intended for internal use only and not for direct communication between the public and the Division.
- B. During winter storm events, the Town Garage maybe unmanned when the Highway Division personnel are out on the roads, or when the personnel rest requirements dictate that plow drivers go home to sleep and/or eat. During these low/no manning periods, there may be no one available at the Town Garage to answer the telephone. However, Town officials may still have the need to communicate with the Public Works Department regarding road conditions, snow clearing progress or other issues.

Town officials must use the existing Town staff chain of command in the event they need to communicate with the Public Works staff during a storm. This means contacting the Public Works Director or Designee via phone, radio or cell phone. If the Public Works Director or Designee is not available by telephone or radio, the Public Works Supervisor should be contacted directly. Their contact information can be found in Appendix K.

- C. Complaints or requests for service, when received, must be input into the service request database with the required information noted.

The complaints will be reviewed and investigated by the Public Works Department with corrective action taken as deemed appropriate.

- D. Because of the volume of complaints specific to objects in the Town right-of-way and damage to property, the following Town policy has been established:
1. Title 19, Section 1111 prohibits encroachment of the Town right-of-way (ROW) without prior approval by the Selectboard. Objects in the ROW are placed there at the owner's risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are, but not limited to fences placed within the Town ROW, flower pots/beds, recycling & refuse containers, landscaping, trees, lawns, basketball hoops, etc.
 2. To ensure mail delivery to all rural residents, the Town has provided a blanket authorization for mailboxes/posts to be located in the Towns ROW. The Town has information available to the public, upon request, with regard to Federal guidelines that control the specific location of the mailboxes/posts and may require the homeowner to move the box/post to a more suitable location. (See Appendix J)
 3. Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snow bank or the weight/volume of the snow being plowed. The damage is not deliberate and in most cases unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. The Town will not repair or replace mailboxes/posts damaged by private contractors and homeowners during driveway clearing operations. If a mailbox that is properly installed and is in good repair is physically struck by the Town's plow truck, the Town will provide a generic USPS Post Office approved box at no cost to the property owner.
 4. The Town will restore or replace objects located on private property outside the ROW that have been damaged other than as a result of its snow or ice clearing operations.
 5. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.
- E. When conditions are especially severe, the Public Works Supervisor, working in concert with the Public Works Director or Designee, may issue a special snow emergency statement advising the [VTALERTS](#), [Social Media](#), local media, radio station, industries and schools that conditions may adversely affect their operations. One or all of the following parties will be notified when this occurs:

<u>Contact</u>		<u>Phone #</u>
Milton Fire Department	Police Dispatcher	264-5555
Milton Rescue	Police Dispatcher	264-5555
Milton Town School System		893-5400
Milton School Bus Garage		893-1334
Newspapers: Milton Independent		893-2028
	Burlington Free Press	863-3441
	St. Albans Messenger	524-9771
Radio Stations:	WJOY/WOKO (fax #862-0786)	658-1230
	WEZF (fax #655-0478)	655-0093
	WVMT/WXXX (fax #655-1329)	655-1620
	WIZN (fax #860-1818)	860-2440
Television Stations:	WCAX	652-6300
	WPTZ	655-5588
	WFFF (Fax #660-8673)	660-9333
	WVNY	660-9333

F. Public Access Sand Pile

The Town will make available a small quantity of winter sand, in a location accessible to Milton property owners/residents. This will normally be placed near the south boundary of the Town Garage property, on the right of Ice House Road. The location may change to meet operational needs, but will remain in a location accessible to the property owners/residents of Milton. In the event that the overall sand supply runs low, the Town may stop providing this material at the Public Works Director or Designee's discretion.

This sand is intended exclusively for individual use by private property owners/residents. Private property owners/residents are allowed to take sand from the pile, however they shall limit the amount they take up to one (1) five gallon bucket per storm event. Use by and/or for commercial properties, snow plowing businesses, or property managers is forbidden. These use restrictions will ensure availability to the most residents' possible.

Property owners/residents shall not be allowed direct access to the winter sand storage area behind the Town Garage at any time.

G. It is important that, as part of the communication/public information program, the following issues be communicated each year to the residents prior to December 1st or at the beginning of the winter storm season:

1. Snow should not be blown/plowed or shoveled into the Town highways.

2. The nightly parking ban needs to be respected and cooperation is needed during other times of the day when storms are occurring and parked cars need to be moved.
3. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snow banks. Refuse & recycling containers should be left in driveway aprons or a space cleared for them out of harm's way. Appendix J is sample letters to residents regarding objects in the Town's ROW.
4. Mailboxes/posts need to be properly installed and lids closed when not in use. Appendix J contains instructions for placement of mailboxes.
5. Snowplows must be respected, given their width, weight and speed. Drivers often will attempt to crowd snowplows or homeowners will attempt to protect their shoveled drive by placing objects and/or standing at the entrance. Both practices invite disaster because of the lack of maneuverability of these vehicles, the generally icy conditions and often the inability to see under blowing snow conditions.

Only items authorized by a Highway Access Permit or easement are authorized to remain in the Town ROW. Unauthorized objects in the Town ROW need to be moved or relocated during the winter. Town Staff may relocate or dispose of these items at the owners expense

VI. Plowing Non-accepted Public Highways

The Town of Milton Publics Works Department, Highway Division will consider the winter maintenance of a Developer's non-accepted public infrastructure during the warranty period under the following conditions:

- A. The Town has the manpower, equipment, and material resources available to complete the work.
- B. The proposed segment(s) to be plowed shall have either a completed loop or a temporary or permanent hammerhead located at the end of the segment(s) to be maintained.
- C. The segment(s) shall be paved and any storm water and sewer structure set so that it will not damage plowing equipment. The Developer may pave the surface course of pavement to facilitate winter maintenance with the understanding that at final inspection any pavement defects will have to be fixed to the meet the Town Public Works Specifications.
- D. Segment(s) to be maintained must be a minimum of one thousand (1000) feet long or a completed highway segment is a loop. The development shall have two separate accesses onto a current public highway where designed.

- E. The Developer understands and agrees to the condition that the Town of Milton is not liable for any damage caused to said infrastructure caused by Winter maintenance and the Developer will have to correct any damage at his/her expense prior to acceptance of the infrastructure by the Town of Milton. The Developer shall maintain liability insurance to protect the Town during the period of the warranty.
- E. The Developer shall contract for the plowing service by the Town of Milton. The fee will be paid in advance of the winter plowing season based on an estimate of labor and materials used. Cost to include rate of vehicle plus operator from cost developed by the Town. The Developer shall pay the Town for all estimated material used to maintain highway or highway segment(s). Sand shall be charged at the Town Winter Sand bid price and the application rate shall be three hundred (300) lbs. per lane mile. Salt shall be charged at the Town Winter Salt bid price and the application rate shall be one hundred (100) lbs. per lane mile.
- F. The Town of Milton Public Works Department shall not maintain any development highway segment that has not been paved, is under construction, or deemed not plowable by the Public Works Supervisor.
- G. The Town may determine to plow a segment of warranted but not accepted highway if the segment to be plowed improves the time management or efficiency of the plow route. The Developer shall be required to pay the Town for this plow service.

VII. Sidewalk Winter Maintenance Program

The Town of Milton maintains access to sidewalks contiguous to the Town Core that meet design requirements as established in the Public Works Specifications, adopted October 6, 1997 and as amended. The following are general guidelines for the program.

- A. The sidewalk plow route is attached as Appendix E. Sidewalks contiguous to the Town Core sidewalks shall be plowed (subject to the following paragraphs). Sidewalks in the public ROW constructed as part of a new subdivision may be plowed when the Town has accepted a warranty deed for the ROW and if the new sidewalk is contiguous to the Town Core Sidewalk Plow Route.
- B. Sidewalks added to the plow route shall be contiguous with the Town Core and a majority of the lot owners or association members in the subdivision shall provide a written petition to the Public Works Director or Designee for inclusion in the sidewalk plow route. Extensions of the sidewalk plow route for new or existing sidewalks will be considered provided that sufficient manpower, equipment, and material resources are available to complete the work.

- C. The Town of Milton is not responsible for winter maintenance of sidewalks that are not contiguous with the Town Core sidewalks.
- D. The Town may decide to assist a subdivision in clearing a school bus stop within the public ROW based on a written petition to the Public Works Director or Designee requesting the service.
- E. Shared use paths that meet the design requirements as established in the Public Works Specifications, adopted October 6, 1997 as amended shall be plowed if contiguous with the Town Core sidewalks and appropriately petitioned for inclusion in the sidewalk plow route. Shared use paths shall be plowed at least to the same width and standard of a sidewalk.

The winter maintenance of sidewalks is a secondary priority to maintaining safe and passable roads. The call out time for winter sidewalk maintenance shall be as deemed appropriate by the Public Works Supervisor. Sidewalks shall be plowed in a timely manner as determined by severity of the storm. Sidewalk maintenance may be temporarily deferred to concentrate on making roads passable based on the discretion of the Public Works Supervisor. As a general rule sidewalk plowing will begin after route plowing has concluded to avoid the practice of repeat plowing of the sidewalks. Unless in a highly unusual event, salt and sand are not used on sidewalks due to the damage they cause to concrete and the spring cleanup efforts required to protect the environment. As with plow routes, residents are urged not to place their refuse and recycling containers, or any other objects in the sidewalk path.

APPENDIX A

AVAILABLE PERSONNEL AND EQUIPMENT

VEHICLE AND ROUTE ASSIGNMENTS
 (DT= dump truck with plow, wing, and spreader)

<u>Route</u>	<u>Vehicle</u>	<u>Completion Time</u> (6 to 8 inch storm)
# 1	Tandem Axle DT	6.5 hrs.
# 2	Single Axle DT	6 to 7 hrs.
# 3	Tandem Axle DT	6.5 hrs.
# 4	Single Axle DT	6.5 hrs.
# 5	Tandem Axle DT	6 to 7 hrs.
#6	2012 Low Pro	
#7	¾ & 1 Ton Pick Up Trucks	
#8	Tandem & Single Axle DT	

OTHER STORM ASSIGNMENTS

<u>Route</u>	<u>Vehicle/</u>	<u>Completion Time</u>
Cul-de-sacs	¾ & 1 ton P-Up	8 hrs.
Hills, curves, dead-end Roads, and assist with Cul-de-sac route.	one-ton dump trk-	7 hrs.
Sidewalks		8 hrs.
Equipment Maintenance		3 hrs per storm
Yard Maintenance (plow yard, mix and screen sand)		3 hrs per storm

STORM SUPERVISION AND FOLLOW-UP (Public Works Supervisor or designee)

Monitor weather, call in crew and report to duty in time provide advice to buses and school on road conditions. Handle all incoming calls, radio dispatches, and continue to monitor weather conditions. Resolve issues related to plowing as they are reported to Public Works. Advise crew as to when to do final scraping and salting. Assist with cul-de-sacs as able and do final check of road conditions before sending crew home. Apply salt to hot spots when doing final check of road conditions. Assure that all storm data has been properly recorded. Provide final update to the Milton Police Department.

APPENDIX B

CUL-DE-SACS, BUS TURNAROUNDS, DEAD END ROADS, HOT SPOTS

CUL-DE-SACS

Hidden Meadows
Adams Park
Quarry Lane
Hunting Ridge
Winter Lane
Kingsbury Road
Moss End
Emile Drive
Beaver Brook Road
Maplewood Avenue
Riverside Drive
Rebecca Lander Drive
Village Meadow
Timothy Court
Lamoille Terrace
Kim Lane
Lena Court
Edgewater Terrace
Long Pond Drive
Jonzetta Court
Howard Drive
Smith Road
Sawyer Avenue
Streeter Brook
Delma Drive
Sonya Road
Quail Hollow
Thrush Drive
Milton Falls Court
Waterwheel Way
Sheldon Road
Poor Farm Road, (end)
Jackson Lane
Valley View Drive
Raspberry Court
Lacasse Drive
Pine Harbor Road
Country Lane
Chrisemily Lane

Kendra Drive

BUS TURNAROUNDS

Everest Road
Kim Lane
Allen Brook Drive
Racine Road
Rowley Road
Hibbard Road
Manley Road
Ritchie Avenue
Cobble Hill Road
Cooper Road
Bus Turn Around
Westford Road
Irish Road
East Road
Hardscrabble Road
Reynolds Road
Hunting Ridge

DEAD END ROADS

Turner Ave
Woods Court
Moss End
Erling Drive
Sawmill Road
Marque Road
Dixon Road
Bezio Road
Henry Road
End of Everest Road
Costello Road
Howard Street
Kilburn Rd
Clapper Road
Morgan Road

HILLS

Westford Road

Hardscrabble Road
East Road Trestle
Cooper Road
Hunting Ridge
Milton Falls
West Milton Road
Bear Trap Road
Lamoille Terrace
Ellison Street
Edwards Street
Allen Drive

INTERSECTIONS

Main Street & US7
Main St & Railroad
Duffy Hill & Mars Hollow
Poor Farm & Lake
Lake Rd & US7
Main & North Road
Railroad & Middle
Bombardier & Hobbs

DIRT ROADS

Hibbard Road
Dixon Road
Beebe Hill Road
Henry Road
Cadreact Road
Bezio Road
John Rowley Road
Bullock Road
Kingsbury Crossing (end)
Reynolds Road
Hardscrabble Road (end)
Kienle Road (end)
Marcoux Road
Eagle Mountain Harbor Rd
I-89 Emergency Gate Access

APPENDIX C

TOWN OF MILTON RADIO CALL LIST

<u>Radio Number</u>	<u>Staff Member</u>
54	Dustin Keelty
55	Will Sanderson
57	Jamie Cameron
58	John Devlin
59	Dave Booska Chris Lamphere
62	Josh Bergeron
67	Keith Spaulding
68	Bruce Trombly
70	Larry Blow
72	Mark Bissonnette
73	Danny Sweeney
74	Howard Beaupre
75	
76	Donna Barlow Casey
77	Roger Hunt
78	Nate Lavallee
79	Ian Sasso
80	Jim Bushey
81	Bart Sherman

APPENDIX D

CONTRACTORS WHO MAY ASSIST THE TOWN IN
SNOW CLEARING OPERATIONS

UNDER SUBCONTRACTED SERVICES

<u>NAME</u>	<u>TYPE OF SERVICE</u>	<u>TELEPHONE #</u>
Karl Mossey Fairfax, VT	Light Plowing	893-1801
Ron Bevins Excavating Brian Bevins (Contact) 141 River St.	Light Plowing & Snow Hauling Milton, VT 05468	Brian Bevins 802/355-4953
Reggie Smith Mark Curtis Hartwood Landscaping 118 Marrs Hollow Road Milton, VT 05468	Hauling Light Plowing	893-2388 879-4425
Hayes Excavation & Landscaping (John) 288 Hardscrabble Road Milton, VT 05468	Light Plowing	893-1867

APPENDIX E

MAP OF SIDEWALK PLOW ROUTE

APPENDIX F

GUIDELINES AND OPERATING INSTRUCTION FOR ICE AND SNOW CLEARING TECHNIQUES

A. Techniques

1. Common sense and careful adherence to material application rates are key components of an effective snow removal operation. Also, timing is critical in applying salt, and sand. Deicing should begin as soon as the snow starts to accumulate to keep snow and ice from bonding to the pavement.
2. When a significant amount of snow begins to accumulate, generally plow, and stop the application of deicer. As a rule apply salt before significant accumulation and wait until the last plow cycle to reapply and the wait to scrape.
3. Once the snow has stopped and plowing is finished, return to areas where drifting has occurred. Clear out the excess snow before it has time to harden. It is easier to push the drifts away from the road or cut down drifts when the snow is still fresh.
4. Remove snow (if necessary) from intersections, sharp corners and bends to improve visibility.
5. Remove the windrows on the sides of bridges to prevent drifting. If windrows are allowed to remain, available roadway will be reduced and snow will later melt and form ice.
6. Give salt time to work. Generally salt early to create brine at the snow/road interface and salt late for extended clearing.
7. Increase salt application during the night and on sunless days and when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.
8. Wing-back snow banks at the first available opportunity following a storm.

APPENDIX G

WINTER SAFETY GUIDELINES

I. Personal Safety

The potential for personal injury increases significantly during winter operations due to the effects of cold temperatures, inclement weather, long periods of continuous operation, working in traffic areas during storm conditions and the tendency to "rush" to handle emergencies. Each employee needs to take personal responsibility for his/her own safety by exercising common sense and good judgment. To help prevent cold weather injuries, the following guidelines are provided:

A. Wear Proper Clothing

1. Dress in loose-fitting layers for the most adverse conditions expected. Loose clothing allows the blood to circulate freely which helps prevent frostbite. Layers can and should be removed while in a heated cab; however, all appropriate clothing, i.e., wet or cold weather outer-garments needs to be carried in the vehicle each time the vehicle leaves the garage. The gear has to be available in the case of an accident, vehicle breakdown or assistance to other drivers.
2. Protect your feet by wearing warm, dry boots; keep dry socks and wet weather boots readily available for use. When outside vehicles, no insulated boot will keep your feet warm if you remain inactive or motionless for long periods.
3. Keep an extra pair of dry gloves in the vehicle.
4. When outside the cab, wear a cold weather hat that protects the ears from frostbite. Heat loss from the body is more rapid when a hat is not worn.

B. Prevent Dehydration

1. The first evidence of dehydration is signaled by a dark yellow colored urine. Other indicators are slow motion, no appetite, stomach sickness, drowsiness, tingling in the arms and difficulty in walking.

Carry fluids in the vehicle -- water, tea, coffee, soup. **Any employee using alcohol on the job or driving under the influence of illegal drugs or alcohol will be subject to immediate suspension or termination.**

C. Recognize Symptoms of Common Injuries/Life Threatening Conditions

1. Exposure to cold and wind chill factors
 - a. Wind, in combination with cold temperatures, creates an equivalent lower temperature. A 0°F actual temperature with a 15-mph wind is equivalent to a -24°F temperature.
 - b. Initial symptoms of exposure to cold include shivering, numbness, low body temperature, drowsiness and marked muscular weakness.

- c. Treatment involves getting to a warm area as quickly as possible, re-warming by adding clothing, wrapping in a blanket, drinking of hot liquids.

2. Frostbite

- a. Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.
- b. Symptoms include: skin becomes white, gray or waxy yellow; skin tingles, becomes numb; pain may occur, let up - pain will be intense during thawing; blisters may form; the area of frostbite swells and feels hard.
- c. Treatment includes:
 - Protect the frozen area from further injury.
 - Gradually warm the frostbitten area as soon as possible.
 - Seek medical assistance immediately in the case of severe frostbite.

3. Snow blindness

- a. Snow blindness occurs when the ultra-violet rays of the sun are reflected from a snow covered surface.
- b. Symptoms include: gritty feeling in your eyes; pain over the eyes; red, watery eyes.
- c. Prevention: use sunglasses on bright sunny days.
- d. Treatment: wet compresses applied to the eyes, blindfolding the eyes, rest and recovery.

4. Carbon monoxide poisoning

- a. Carbon monoxide is a deadly gas and is particularly dangerous because it is odorless and colorless.
- b. Symptoms include: headaches, dizziness, yawning, a sick stomach and ringing ears in cases of mild poisoning. Severe cases will cause the heart to throb or flutter.
- c. Treatment involves getting ventilation or outside air. Unconscious victims should be given mouth to mouth resuscitation and medical assistance obtained immediately.

II. Equipment Safety

- A. Perform all pre-operation checks of vehicles to insure that critical vehicle systems are operational before leaving the garage.
- B. Check each vehicle for working safety/emergency equipment onboard to include:
 - flashlight
 - fire extinguisher
 - first aid kit
 - safety flares
 - warning signs with reflectors
 - operational communications equipment
 - shovel, hammer, pliers, screwdrivers
 - safety vests
- C. Do not exceed appropriate speeds for the equipment or operation.

III. Operational Safety

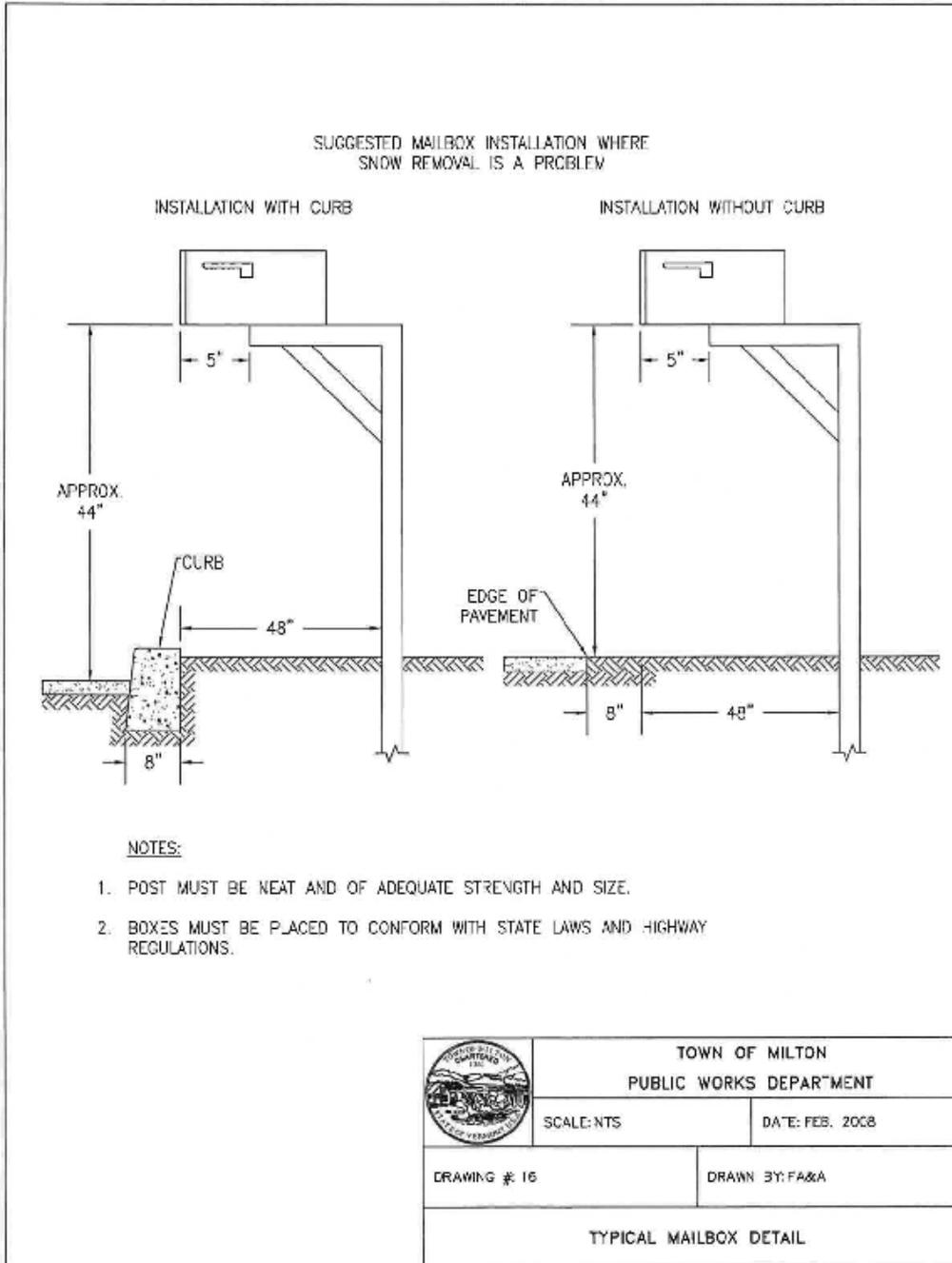
- A. The Public Works Supervisor is responsible for routinely checking fatigue levels and switching/relieving drivers as necessary. In general, operators should not exceed shift lengths of sixteen (16) hours, except in extreme emergencies. The Public Works Supervisor also needs to pre-qualify drivers to ensure they have the capability and skill to operate assigned equipment.
- B. The mechanic will routinely check vehicles to verify operator preventive maintenance and to check on the operational capability of the equipment.
- C. Operators need to be especially cognizant of the following situations:
 1. Changes along the route, such as relocated mailboxes, new curb cuts, deep ditches, etc.
 2. Pedestrians in the roadway or in a position where thrown snow can knock an individual down.
 3. Children playing in snow banks; snow forts.
 4. Inability to see immediately behind vehicles, especially when backing up.
 5. Crowding the centerline.
 6. Excessive speed.
- D. Safety briefings will be held as part of the Snow Day session and periodically during the winter on at least a monthly basis.

APPENDIX H
 ADJACENT TOWNS
 CALL LIST

<u>TOWN</u>	<u>CONTACT PERSON</u>	<u>WORK TEL #</u>
Colchester	Bryan Osborn	264-5625
Essex Town	Dennis Lutz	878-1344
Essex Junction	Rick Jones	878-6944 (Office) 878-6942 (Garage)
Jericho	Doug Siple	899-4936 (Office) 899-3180 (Garage)
South Burlington	Justin Rabidoux	658-7961
Underhill	Rodney Fuller Nate Sullivan	899-9959
Westford	Brent Meacham	318-2794 879-4306 (Garage)
Winooski	Steve Woodworth Peter Wernsdofer	655-1957
VTrans District 5	David Blackmore	655-1580
Georgia	Wesley Combs	881-1384

APPENDIX I
INSTRUCTIONS FOR INSTALLATION OF MAILBOX & POST

<https://www.usps.com/manage/know-mailbox-guidelines.htm>





TOWN OF MILTON, VERMONT 05468

Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater
Appendix K
Letters to Residents

Date

Address

Subject: PLOWING INTO A ROADWAY

As a matter of Public Safety, plowing snow into and across Town highways is prohibited by state law (Title 19, Section 1105).

The plowing of snow across any public roadway can create unsafe travel conditions which may result in an accident or damage to a motor vehicle. Shoveling snow or blowing snow into the road is also capable of creating an unsafe condition. Even small amounts of snow, freezing in the roadway, can cause loss of control or damage to a vehicle.

The Public Works Department asks all Milton residents to please refrain from putting snow into the roadway or piling snow on the edge of the road which may protrude into the road.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

Thank you, in advance, for your cooperation. If you have questions or feel that your situation may warrant pushing snow across a town road, please contact us at the Public Works Office by calling 893-6030.



TOWN OF MILTON, VERMONT 05468

Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater

Date

Address

Subject: PARKING NOTICE

Please be advised that during “Winter Plowing Season” which extends from December 1st to April 1st each year, there is a parking ban in effect from midnight to 8 A.M. each day.

All roadways, including cul-de-sacs and other turn-around areas, must be clear of vehicles during the dates and hours referenced above.

All Town roads will be free of parked vehicles during the posted time or they may be towed at the owner’s expense.

Please be aware that the Town of Milton has no desire to tow your or any other vehicle. The large trucks used to plow roadways cannot safely maneuver with vehicles parked on roadsides and in turn-arounds.

This notice is being sent as a courtesy as we have noticed your vehicle parked on Town roadways or we have noticed vehicles in front of your property. We hope to avoid towing any and all vehicles.

We thank you in advance for your cooperation. If you have any questions regarding this notice please call the Public Works Office at 893-6030.



TOWN OF MILTON, VERMONT 05468

**Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater**

Date

Address

Subject: OBSTRUCTION/OBJECT IN THE RIGHT-OF-WAY

This letter is being written to advise you of certain policies and laws with regard to objects being placed into the Town's the right of way and/or roadway.

Title 19, Section 1105 and 1111 of the Vermont State Statutes allows cities and towns to protect the public using right-of-ways and/or roadways. The Town of Milton adopted a Motor Vehicle and Traffic Regulation Ordinance. This Ordinance and the Winter Operations Plan provides another tool by which the Town is able to protect those who use public highways and can efficiently perform their work in a safe manner to the public as well as themselves.

The placement of an object(s) within the right of way prohibits the orderly and effective removal of snow on roadways. The act of placing an object such as, but not limited to, a vehicle(s), landscaping, basketball hoop(s) or playing and/or building of snow castles along the edge of the road is also extremely dangerous to people and the Town plow equipment.

This notice is being sent as a courtesy to you. We have noticed this situation at your property and wish to avoid a situation wherein we would need to invoke State Statutes.

We thank you in advance for your cooperation. If you have any questions regarding this notice please call the Public Works Office at 893-6030.

Appendix L
Frequently Asked Questions

Winter Operations General Information & FAQ's

Reporting Hazardous Road Conditions – Outside of normal working hours please call Police Dispatch at **893-2424**. During normal business hours hazardous road conditions can be reported to the Public Works Office by calling 893-6030, or the Town Managers Office at 893-6655.

Winter Parking Ban - Starting December 1st the overnight winter parking ban will be in effect for all Town streets between the hours of 12:00-8:00 am. This ban is strictly enforced. Vehicles violating the ban may be ticketed or towed if interfering with snow removal operations.

Safe Roads at Safe Speeds - It is important to note that the Town does not have a bare roads policy, much like the rest of the State. We follow the practice of “Safe Roads at Safe Speeds”. Salt used for road de-icing is less effective at temperatures below 18°F and when it’s dark out. We may add magnesium chloride or other deicing agents to our salt to increase its effectiveness in colder temperatures. During extended cold snaps, it is not uncommon to see snow packed roads for several days.

What can be in the Town Right of Way? – The only items that should be in the Right of Way are driveways and mailboxes. Castles, forts, tunnels and other similar structures cannot be allowed in roadside snow banks. Basketball hoops, landscape fencing and features, and other obstructions need to be moved out of the right of way. Rubbish & Recycling containers should be left in driveway aprons or a space shoveled out for them. These items pose a significant hazard to the safety of our residents as well as our Plow Drivers.

When will my street get plowed? The first priority is our major connector & Class 2 Highways which are: Westford Road, Everest Road, Sanderson Road, Bear Trap Road, West Milton Road, Middle Road, North Road, East Road, Middle Road, Manley Road, Main Street and Lake Road. Snow and ice removal efforts during major storm events will be concentrated on these highways. Second in priority are minor collector streets such as Barnum Street, Herrick Avenue, Poor Farm Road, Woodcrest Circle & Hobbs Road. Following the priorities are developments, dead end and dirt roads and finally cul-de-sacs. Our plow routes are set up for the greatest efficiency and usually take 6 to 7 hours to complete two removal trips depending on the severity of the storm.

When will the sidewalks be cleared? They are usually cleared after the street has been plowed to avoid repeat trips. The Town does not plow all sidewalks, only those that are contiguous to the town core will be plowed. Depending on the severity of a storm, it usually takes about 8 hours to plow the sidewalk route.

Our mailbox was damaged by a snowplow; will the Town repair or replace it? Occasionally mailboxes are damaged by snow plowing operations due to poor visibility, the mailbox being buried in a snow bank or the weight/volume of the snow being plowed. The damage is not deliberate and in most cases unavoidable. While mailboxes have a blanket authorization to be located within the right of way, the responsibility to maintain, repair or replace mailboxes lies with the property owner. If a mailbox that is properly installed and is in good repair is **physically struck** by the Town’s plow truck, we will provide a generic USPS Post Office approved box at no cost to the property owner.

Does the Town add Salt to the Winter Sand Pile? This practice was eliminated several years ago in compliance with clean water rules and regulations. These regulations require sand piles that are mixed with salt be covered. Since Milton’s sand pile is not covered, it is not mixed with salt. We will mix salt and sand on an as needed basis.

Can I get sand from the Town for my driveway? A small pile is maintained at the Highway Garage at 15 Ice House Road (next to the dam) for residential use. Residents are limited to one 5-gallon pail per storm event. Use by and/or for commercial properties, snow plowing businesses, or property managers is forbidden.

Appendix M
Complete Plow Route Assignments

Plow Route #	Street Name	Road Class	Traffic Type	Surface Type
1	East Road	2	1-Major Connector	Asphalt/Chip Seal
1	North Road	2	1-Major Connector	Asphalt
1	Westford Road	2	1-Major Connector	Asphalt
1	Adams Pk.	3	3 - Local Street	Asphalt
1	Cooper Road	3	3 - Local Street	Asphalt
1	Duffy Road	3	3 - Local Street	Asphalt
1	Hardscrabble Road	3	3 - Local Street	Mixed
1	Hidden Meadow Rd	3	3 - Local Street	Asphalt
1	Kingsbury Crossing	3	3 - Local Street	Mixed
1	Marrs Hollow Road	3	3 - Local Street	Asphalt
1	Quarry Lane	3	3 - Local Street	Asphalt
1	Rollin Irish Road	3	3 - Local Street	Asphalt
2	Main Street	2	1-Major Connector	Asphalt
2	Middle Road	2	1-Major Connector	Asphalt
2	Railroad Street	2	1-Major Connector	Asphalt
2	Barnum Street	3	2 - Minor Connector	Asphalt
2	Bombardier Road	3	2 - Minor Connector	Asphalt
2	Centre Drive	3	2 - Minor Connector	Asphalt
2	Griswold Drive	3	2 - Minor Connector	Asphalt
2	Hobbs Road	3	2 - Minor Connector	Asphalt
2	McMullen Road	3	2 - Minor Connector	Asphalt
2	Woodcrest Circle	3	2 - Minor Connector	Asphalt
2	Beaverbrook Road	3	3 - Local Street	Asphalt
2	Birch Lane	3	3 - Local Street	Asphalt
2	Bradley Street	3	3 - Local Street	Asphalt
2	Cherry Street	3	3 - Local Street	Asphalt
2	Cobble Hill Road	3	3 - Local Street	Asphalt
2	Doris Drive	3	3 - Local Street	Asphalt
2	Ducks Court	3	3 - Local Street	Asphalt
2	Emile Drive	3	3 - Local Street	Asphalt
2	Hemlock Road	3	3 - Local Street	Asphalt
2	Herrick Avenue	3	3 - Local Street	Asphalt
2	Hillary Lane	3	3 - Local Street	Asphalt
2	Ice House Road	3	3 - Local Street	Asphalt
2	Kingswood Drive	3	3 - Local Street	Asphalt
2	Lela Mae Place	3	3 - Local Street	Asphalt
2	Park Place	3	3 - Local Street	Asphalt
2	Pinewood Lane	3	3 - Local Street	Asphalt

Plow Route #	Street Name	Road Class	Traffic Type	Surface Type
2	Roberts Court	3	3 - Local Street	Asphalt
2	Russell Circle	3	3 - Local Street	Asphalt
2	School Street	3	3 - Local Street	Asphalt
2	Tennis Court	3	3 - Local Street	Asphalt
2	Vernon Court	3	3 - Local Street	Asphalt
2	Villemaire Lane	3	3 - Local Street	Asphalt
2	Whisper Lane	3	3 - Local Street	Asphalt
2	Winter Lane	3	3 - Local Street	Asphalt
3	Everest Road	2	1-Major Connector	Asphalt
3	Lake Road	2	1-Major Connector	Asphalt
3	Mears Road	3	2 - Minor Connector	Asphalt
3	Stonebridge Road	3	2 - Minor Connector	Asphalt
3	Cary Drive	3	3 - Local Street	Asphalt
3	Long Pond Drive	3	3 - Local Street	Asphalt
4	Manley Road	3	2 - Minor Connector	Asphalt
4	Murray Avenue	3	2 - Minor Connector	Asphalt
4	Poor Farm Road	3	2 - Minor Connector	Asphalt
4	Sanderson Road	3	2 - Minor Connector	Asphalt
4	Catamount Drive	3	2 - Minor Connector	Asphalt
4	Gonyeau Road	3	2 - Minor Connector	Asphalt
4	Industrial Drive	3	2 - Minor Connector	Asphalt
4	Cardinal Drive	3	3 - Local Street	Asphalt
4	Circle Road	3	3 - Local Street	Asphalt
4	Deer Run	3	3 - Local Street	Asphalt
4	Delma Drive	3	3 - Local Street	Asphalt
4	Highland Avenue	3	3 - Local Street	Asphalt
4	Milton Falls Court	3	3 - Local Street	Asphalt
4	Oglewood Drive	3	3 - Local Street	Asphalt
4	Overlake Drive	3	3 - Local Street	Asphalt
4	Quail Hollow Drive	3	3 - Local Street	Asphalt
4	Red Clover Way	3	3 - Local Street	Asphalt
4	Sawyer Avenue	3	3 - Local Street	Asphalt
4	Shannon Way	3	3 - Local Street	Asphalt
4	Sheldon Road	3	3 - Local Street	Asphalt
4	Smith Road	3	3 - Local Street	Asphalt
4	Streeter Brook Road	3	3 - Local Street	Asphalt
4	Thrush Drive	3	3 - Local Street	Asphalt
4	Waterwheel Way	3	3 - Local Street	Asphalt

Plow Route #	Street Name	Road Class	Traffic Type	Surface Type
5	West Milton Road	2	1-Major Connector	Asphalt
5	Bear Trap Road	2	1-Major Connector	Asphalt
5	Allen Drive	3	3 - Local Street	Asphalt
5	Andrea Lane	3	3 - Local Street	Asphalt
5	Butternut Circle	3	3 - Local Street	Asphalt
5	Clapper Road	3	3 - Local Street	Asphalt
5	Cub Road	3	3 - Local Street	Asphalt
5	Forbes Road	3	3 - Local Street	Asphalt
5	Gravelle Road	3	3 - Local Street	Asphalt
5	Jackson Lane	3	3 - Local Street	Asphalt
5	Lacasse Drive	3	3 - Local Street	Asphalt
5	Ledge Drive	3	3 - Local Street	Asphalt
5	Legion Road	3	3 - Local Street	Asphalt
5	Pettybrook Road	3	3 - Local Street	Asphalt
5	Pine Harbor Road	3	3 - Local Street	Asphalt
5	Precast Road	3	3 - Local Street	Asphalt
5	Punch Bowl Lane	3	3 - Local Street	Asphalt
5	Racine Road	3	3 - Local Street	Asphalt
5	Sidesaddle Drive	3	3 - Local Street	Asphalt
5	Stewart Lane	3	3 - Local Street	Asphalt
5	Sweeny Farm Road	3	3 - Local Street	Asphalt
5	Valley View Drive	3	3 - Local Street	Asphalt
5	Watkins Road	3	3 - Local Street	Asphalt
6	Brandy Lane	3	2 - Minor Connector	Asphalt
6	Lamoille Terrace	3	2 - Minor Connector	Asphalt
6	Rebecca Lander Drive	3	2 - Minor Connector	Asphalt
6	Arrowhead Avenue	3	3 - Local Street	Asphalt
6	Baker Lane	3	3 - Local Street	Asphalt
6	Bartlett Road	3	3 - Local Street	Asphalt
6	Checkerberry Square	3	3 - Local Street	Asphalt
6	Chrisemily Lane	3	3 - Local Street	Asphalt
6	Clifford Drive	3	3 - Local Street	Asphalt
6	Country Lane	3	3 - Local Street	Asphalt
6	Dustin Drive	3	3 - Local Street	Asphalt
6	Edgewater Terrace	3	3 - Local Street	Asphalt
6	Edward Street	3	3 - Local Street	Asphalt
6	Ellison Street	3	3 - Local Street	Asphalt
6	Elmer Place	3	3 - Local Street	Asphalt

Plow Route #	Street Name	Road Class	Traffic Type	Surface Type
6	Erling Drive	3	3 - Local Street	Asphalt
6	Field Ridge Drive	3	3 - Local Street	Asphalt
6	Fox Run Lane	3	3 - Local Street	Asphalt
6	Haydenberry Drive	3	3 - Local Street	Asphalt
6	Horseshoe Circle	3	3 - Local Street	Asphalt
6	Howard Drive	3	3 - Local Street	Asphalt
6	Hunting Ridge Lane	3	3 - Local Street	Asphalt
6	Ira Place	3	3 - Local Street	Asphalt
6	James Drive	3	3 - Local Street	Asphalt
6	Johnsons Court	3	3 - Local Street	Asphalt
6	June Way	3	3 - Local Street	Asphalt
6	Kienle Road	3	3 - Local Street	Asphalt
6	Kilburn Road	3	3 - Local Street	Asphalt
6	Kim Lane	3	3 - Local Street	Asphalt
6	Landfill Road	3	3 - Local Street	Asphalt
6	Lena Court	3	3 - Local Street	Asphalt
6	Mackey Street	3	3 - Local Street	Asphalt
6	Maplewood Avenue	3	3 - Local Street	Asphalt
6	Moss End Drive	3	3 - Local Street	Asphalt
6	Nancy Drive	3	3 - Local Street	Asphalt
6	Pep Place	3	3 - Local Street	Asphalt
6	Raspberry Court	3	3 - Local Street	Asphalt
6	Ritchie Avenue	3	3 - Local Street	Asphalt
6	Riverside Drive	3	3 - Local Street	Asphalt
6	Rugg Avenue	3	3 - Local Street	Asphalt
6	Sally Way	3	3 - Local Street	Asphalt
6	Sammanicki Circle	3	3 - Local Street	Asphalt
6	Sawmill Road	3	3 - Local Street	Asphalt
6	Shirley Avenue	3	3 - Local Street	Asphalt
6	Slim Brown Road	3	3 - Local Street	Asphalt
6	Stacy Street	3	3 - Local Street	Asphalt
6	Steeplechase Lane	3	3 - Local Street	Asphalt
6	Strawberry Lane	3	3 - Local Street	Asphalt
6	Sunset Avenue	3	3 - Local Street	Asphalt
6	Turner Avenue	3	3 - Local Street	Asphalt
6	Village Drive	3	3 - Local Street	Asphalt
6	Woods Court	3	3 - Local Street	Asphalt

Plow Route #	Street Name	Road Class	Traffic Type	Surface Type
<u>3</u>	Beebe Hill Road	3	3 - Local Street	Gravel
<u>4</u>	Bezio Road	3	3 - Local Street	Gravel
8	Bullock Road	3	3 - Local Street	Gravel
<u>5</u>	Cadreact Road	3	3 - Local Street	Gravel
<u>7</u>	Costello Road	3	3 - Local Street	Gravel
<u>4</u>	Dixon Road	3	3 - Local Street	Gravel
<u>3</u>	Eagle Mountain Harbor Road	3	3 - Local Street	Gravel
8	Galvin Hill Road	3	3 - Local Street	Gravel
<u>3</u>	Henry Road	3	3 - Local Street	Gravel
<u>4</u>	Hibbard Road	3	3 - Local Street	Gravel
<u>5</u>	John Rowley Road	3	3 - Local Street	Gravel
<u>1</u>	<u>Kingsbury Crossing</u>	<u>3</u>	<u>3-Local Street</u>	<u>Gravel</u>
8	Lamphere Road	3	3 - Local Street	Gravel
8	Littlefield Road	3	3 - Local Street	Gravel
<u>4</u>	<u>Marcoux Road</u>	<u>3</u>	<u>3-Local Street</u>	<u>Gravel</u>
<u>7</u>	<u>Morgan Road</u>	<u>3</u>	<u>3-Local Street</u>	<u>Gravel</u>
<u>1</u>	Reynolds Road	3	3 - Local Street	Gravel
8	Wright Farm Road	3	3 - Local Street	Gravel



TOWN OF MILTON, VERMONT 05468-3205

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Selectboard Legislative & Fiscal Analysis

Meeting Date: November 7, 2016

Agenda Item: Town Electric Vehicle Lease

Prepared By: Erik Wells, Director of Administration & Community Affairs

Requested Motions:

- 1) To determine the future use of the Town's electric vehicle.

Legislative Analysis

The Town leased a Mitsubishi Miev Electric Vehicle for 36 months beginning in November 2013. That lease expires this month. The leasing agent, Mike Albert Fleet Solutions, has offered choices for the Town to consider for the vehicle moving forward.

I ran a Kelly Blue Book estimate for the vehicle at its current mileage of 2,100 and listed in very good condition. Trade in value was \$4,800 and private sale value was \$6,500.

Staff use for this vehicle has been very low. The miles able to be driven with a charge are low. It is not a good vehicle to use outside of the Town Core, especially in the winter. The Ford Escape, the other employee pool vehicle is not faced with a level of demand where use conflicts among staff arise very often. My recommendation is to have the vehicle picked up and returned.

Fiscal Analysis

The options for consideration are as follows:

- 12 or 24-month Formal Lease Extension – this will lower the monthly lease rate while keeping the vehicle covered under the 5-year / 60K Powertrain Warranty provided by the manufacturer through November 2018. Rates are as follows (current rate is \$165/month):
 - o 12 months with 1,000 miles / \$149.00 per month
 - o 24 months with 2,000 miles / \$135.00 per month
- Purchase/take title to the vehicle. The purchase price would be \$9,500.00 plus any applicable document and or title fees.
- Replace the vehicle for a 2016 model. Estimated Lease Rate \$250.00 (based on availability)
- Request that the vehicle be picked up and returned



TOWN OF MILTON, VERMONT 05468-3205

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Legislative & Fiscal Analysis

Meeting Date: November 7, 2016

Agenda Item: Glebe Land

Prepared By: Donna Barlow Casey

Legislative

Subsequent to the previous Glebe Land request addressed by the Selectboard, staff followed up with the Town's counsel concerning a process to deal quickly, effectively and efficiently with the issues related to these types of cases. We also inquired as to adoption of a policy that would result in costs of legal review being passed on to the property owner making the request.

It is recommended that a case-by-case review be conducted so that it can be determined whether the Town actually has a glebe interest in the subject property. Glebe interest is sometimes not held by the Town but rather by the Episcopal Diocese of Vermont.

The Town typically asks that the property owner making the request for the release of glebe interest prepare the deed to save the Town money. However, counsel has provided us with: a sample Quitclaim Deed and related Property Tax Return Transfer form (PTTR) that we can provide to parties requesting the Town release its glebe interests.

However, it is in our interest to have counsel review the title documents and draft Quitclaim Deed in each interest to ensure that the Town does in fact have glebe interest to release in the first place.

We will work to draft a policy concerning this process that also contains wording assigning costs of the above noted review to the property owner(s). However, in the current situation, the request came in the same day as the last Selectboard meeting. Below is sample language that would allow the Selectboard to take action, inclusive of assigning costs to the property owners.

Fiscal Impacts

In order to approve the release of the Town's glebe rights and assign costs as noted above, the following language is suggested for the motion:

The Selectboard approves execution of the _____ deed for a \$10 consideration and payment of the Town's legal fees associated with this item.

QUIT CLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS that the **TOWN OF MILTON**, a Vermont municipality, in the County of Chittenden, and State of Vermont, Grantor, in consideration of TEN DOLLARS and other good and valuable consideration paid to its full satisfaction by **PAUL E. BAHAN and FRANCOIS DESCHENES**, of the Town of Milton, County of Chittenden and State of Vermont, Grantees, does hereby **REMISE, RELEASE, AND FOREVER QUITCLAIM** unto the said, **PAUL E. BAHAN and FRANCOIS DESCHENES**, as joint tenants with rights of survivorship, and their heirs and or assigns, all right and title which the **TOWN OF MILTON**, or its successors or assigns, has in and to a certain piece of land in the Town of Milton, in the county of Chittenden and State of Vermont, described as follows, viz:

Being all and the same land and premises conveyed to Paul E. Bahan and Francois Deschenes by Quit Claim Deed of Paul E. Bahan dated February 12, 2002 and recorded February 21, 2002 in Volume 237, Page 81 of the Town of Milton Land Records.

Being all and the same lands and premises conveyed to Paul E. Bahan and Loyd G. Sannes (now deceased) by Warranty Deed of Andrew R. Bahr and Carol A. Bahr dated December 22, 1986 and recorded in Volume 121 at Page 594 of the Town of Milton Land Records.

All or a portion of said lands and premises have been stated to be a "school lot," so-called, or "glebe lands," so called", as referenced in a Warranty Deed of _____ to _____, dated _____, and recorded in Volume ____, Page ____ of the Town of Milton Land Records. Being a parcel of land with all buildings thereon, situated on the southerly side of Main Street and described in the aforesaid Quit Claim Deed of Paul E. Bahan as follows:

Commencing at a point in the south side of Main Street 32 feet from the northeast corner of the Store Building, formerly known as "Village Hall," now said to be owned by Lawrence J. Rowley, thence running southerly and parallel to the east side of said Store Building to another point, which is 52 feet and 6 inches southeast of the southeast corner of said Central Vermont Railway right of way to appoint 56 feet 8 inches south of the southwest corner of said Store Building; thence southerly along the easterly side of said railroad the northerly line of said Milton Co-Operative Dairy Corporation on property to the southwest corner of property said to belong to Minnie Melaven; thence turning and running in a northerly direction along the westerly side of said Minnie Melaven property to the south side of Main Street; thence turning and running in a westerly direction along the southerly side of Main Street to a point or place of beginning. Said property is a portion of Lot #66, second division, in the Town of Milton, for the use of schools and subject to certain annual rentals.

The purpose of this Deed is for the Town of Milton to release and eliminate any and all right, title

and interest it may have in and to any lease or glebe interests in the subject and premises by merging the underlying fee title with the leasehold interest referenced above.

In making this conveyance, the Town of Milton is acting under its authority as set forth in 24 V.S.A. § 2406.

Reference is hereby made to the above-mentioned instruments, the records thereof, the references therein made, and their respective records and references, in further aid of this description.

TO HAVE AND TO HOLD all right and title in and to said quit claimed premises, with the appurtenances thereof, to the said **PAUL E. BAHAN and FRANCOIS DESCHENES**, as joint tenants with rights of survivorship, and their heirs and assigns forever.

And furthermore, the said **TOWN OF MILTON**, does for itself and its successors and assigns, covenant with the said, **PAUL E. BAHAN and FRANCOIS DESCHENES**, and their heirs and assigns, that from and after the ensembling of these presents the **TOWN OF MILTON** will have and claim no right in or to the said quit claimed premises.

IN WITNESS WHEREOF, the duly appointed agent of the **TOWN OF MILTON** hereunto sets his/her hand and seal with ___ day of November, 2016.

IN PRESENCE OF:

TOWN OF MILTON

Witness

By: _____
Donna Barlow Casey, Town Manager and Duly
Authorized Agent

STATE OF VERMONT
COUNTY OF CHITTENDEN, SS.

At Milton, in said County, this ___ day of November, 2016, Donna Barlow Casey, Town Manager and Duly Authorized Agent of the **TOWN OF MILTON**, personally appeared and she acknowledged this instrument, by her sealed and subscribed, to be her free act and deed, and the fee act and deed of the **TOWN OF MILTON**.

Before me, _____
Notary Public
My commission expires 02/10/2019



TOWN OF MILTON, VERMONT 05468-3205

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Selectboard Agenda Item Memo

Meeting Date: November 7, 2016

Agenda Item: 2016 Legislative Breakfast

Prepared By: Erik Wells, Director of Administration & Community Affairs

Discussion

It's time to set the date, agenda and list of attendees for the 2016 Legislative Breakfast. This meeting is usually held in December before the start of the new session. 2017 will also be the start of a new biennium for the Vermont Legislature.

Representatives Don Turner and Ron Hubert (running unopposed) were consulted for a date that would work best. The suggested date for the Selectboard's consideration is Tuesday, December 6 with a morning start time. That week the Selectboard has a regular meeting on Monday, December 5 and a special budget meeting on Wednesday, December 7.

By setting a date and topics tonight, it allows staff time to reach out to the breakfast attendees immediately following the election this week, with adequate time to RSVP to the event.

A Selectboard goal for this year was to discuss policy objectives for the Legislature. Staff can assist in crafting policy positions for the Board's adoption prior to the breakfast that can be used as talking points and representations of the Town's position. Staff is looking to the Selectboard for what these topics and positions should be.

Past invitees have been Milton's Legislative delegation of Representatives and Senators. Another discussion point for the Selectboard's consideration are additional stakeholders to invite from State Government to join in this discussion. For example, some Agency Secretaries have been invited in the past. With a changing Administration with an open Governor's seat some of these cabinet positions may be shifting between election day and inauguration day.



TOWN OF MILTON, VERMONT 05468-3205

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Legislative & Fiscal Analysis of Selectboard Actions

Meeting Date: November 7, 2016

Agenda Item: Impact Fee Ordinance Change(s)

Prepared By: Donna Barlow Casey, Town Manager

Recommendation: Authorize the Town Manager to warn and prepare necessary materials for a December 5th public hearing on changes to the Impact Fee Ordinance as discussed at the meeting of October 3, 2016.

Legislative Analysis

The Selectboard voted to move ahead with a change to the Town's Impact Fee Ordinance at the October 3rd meeting that clarifies the Impact Fee in effect for projects based upon the date of issuance of the project's zoning permit. The Cathedral Square project, which requested the original clarification leading to the decision to amend the ordinance, anticipates issuance of their CO early in February, 2017. In order to allow adoption in sufficient time ***for the new wording to be effective prior to issuance of the aforementioned CO, the public hearing on changes to the ordinance should occur at the upcoming December 5th meeting of the Selectboard.*** This date allows for compliance with the required timeframe for warning which stipulates advertisement in a newspaper of general circulation in the Town...to be on a day at least one week and not more than two weeks prior to the date of the hearing.

After the public hearing, the Selectboard may adopt the ordinance with or without amendment.

Ordinances become effective 40 days after adoption unless the Selectboard specify a longer period. This would result in the proposed Impact Fee change becoming effective on January 14th.

Fiscal Analysis

Subsequent to the above noted discussions, the Selectboard received inquiries from other developers asking that there be a method of reducing or waiving Impact Fees when circumstances might incentivize the repurposing of properties in a manner beneficial to the community. Conversation about the type and scope of potential amendments of this nature included thoughts about identifying blighted property as an applicable class for an Impact Fee modification. It remains unclear whether these ideas represent the full range of options to be explored as might relate to waiver or reduction of these fees, and specific language was not discussed.

Given the number of upcoming Selectboard commitments (regular meetings with anticipated lengthy agendas, budget hearings, and joint meeting with the Planning Commission) it seems prudent to separate the specific amendment of October 3 from future discussions that would delay and potentially cause concern to developers currently engaged in construction.



TOWN OF MILTON, VERMONT 05468-3205

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MEMO

9/23/2016

TO: Milton Selectboard

FROM: Donna Barlow Casey

RE: Language for Potential Revision to Impact Fee Ordinance

The Town's attorneys were asked to review the language of our current Impact Fee ordinance and suggest a means of defining the Impact Fee rate which a developer will pay under our ordinance which allows a variable time of payment. Below is their suggested revision to Section 101 of the exiting ordinance.

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). 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 ~~or CO, depending on when the Applicant chooses to pay the impact fee~~; provided, however, that if a 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.~~

Retroactive language, as was suggested as a possibility, is not necessary, in our attorney's opinion. If, however, we want to include additional clarification, they suggest adding a sentence at the end of the second paragraph: *"Projects for which impact fees have been assessed but have not yet been paid as of the effective date of the ordinance as amended shall be obligated to pay impact fees computed in accordance with this section."*

The above changes serve to clarify that payment may be made at either end of the continuum from zoning permit to CO, **but the fee shall be computed based on the Impact Fee Schedule in effect at the issuance of the zoning permit.** The provision of Charter Section 104 control the posting, publication and public hearing requirements. Also, the same provision makes the ordinance effective 40 days after adoption unless there is a referendum petition.

Milton Selectboard Meeting

October 3, 2016; 6:00 p.m.

Community Room of the Municipal Complex

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

Selectboard Members Not Present: John Cushing, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director of Administration; Dustin Keelty, Public Works Supervisor; Jacob Hemmerick, Planning Director; Lindsey Sewasky, Public Works Admin. Assistant

Others Present: Tana Randall-Wolfe, John Messier, Henry Schek, Thomas Sanchez, Tiana Randall, Ami Randall, Karen White, Annik Paul, Cindy Reid, Paula desJardins, Samir Pasic, Mirela Pasic, Amelia Claimont

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

II. **Flag Salute** – Adams led attendees in the flag salute

III. **Agenda Review-** During the meeting VCDP grant moved up to item A of new business and Town Manager contract moved from Old Business to the last item of New Business.

IV. **Public Forum-** none

V. **Old Business**

A. Devino Road Maintenance Request

Many residents attended the meeting to discuss their concerns with the condition of the road. After reading the engineers' assessment and seeing pictures of the road Palasik made a motion to not exceed \$9,000.00 to John Hayes to replace and fix three culverts on the road, Bartlett second the motion.

Approved Unanimously

The money is to be taken out the Public Works budget from contracted services. Nolan did make a statement saying that this was not the town's responsibility to fix the road, to make the residents aware.

B. Impact Fee Payment Reconsideration

Barlow Casey passed out language from the Town Attorney that included retroactive impact fee payment for a possible ordinance change. The two versions to consider allow the FY '16 rates to apply retroactively or not.

41 Barlow Casey said the Town Attorney stated that the language presented and
42 discussed at the September 26 meeting was meant to imply retroactive
43 payments.
44

45 Nolan moved to reconsider his motion from the September 26 meeting (adopted
46 motion in italics): *“Nolan moved that the Selectboard amend the impact fee*
47 *ordinance. Adopt the language contained in paragraph 2 of the memo received*
48 *from Donna Barlow Casey on September 23rd changing section 101 impact fee*
49 *imposed not to include any retroactive assessment, second by Palasik.”* Palasik
50 second to reconsider the September 26th motion. **Approved 3-1 (Adams**
51 **against).**
52

53 Nolan moved to replace the language approved at the September 26th meeting
54 to language that does not make the impact fee change retroactive. Palasik
55 second. Nolan stated a yes vote for this motion would take retroactive off the
56 table, a no vote would require a new motion. **Motion Fails 1-3. Nolan yes,**
57 **Adams/Bartlett/Palasik no.**
58

59 Bartlett moved to approve section 101 impact imposed as the redlined version
60 the Board received with the addition at the end of projects for which impact fees
61 have been assessed but have not been paid as an effective date of the ordinance
62 as amended shall be obligated to pay impact fees computed in accordance to
63 this section. Second by Palasik. Palasik asked if the additional sentence was
64 necessary, Barlow Casey said it was provided for clarity. **Approved 3-1, Nolan**
65 **against.**
66

67 C. Town Manager’s Contract

68 The Board was fine with the final edits. Bartlett moved to approve the Town
69 Manager’s Contract between the Town of Milton and Donna Barlow Casey with
70 the edit of removing the term on the header, second by Nolan. **Approved**
71 **Unanimously**
72

73 VI. New Business and Department Items

74 A. Update on Sanderson Road Project

75 Dustin Keelty updated the board that the project is moving along very well and
76 that Erik Wells has been taking photos and sending out daily emails updating the
77 residents in the area. Adams mentioned the Public Works Department was going
78 a good job.
79

80 B. Incentives for Development

81 Jacob Hemmerick provided the Board with an overview of possible financial
82 incentives for development and under which authority they can be granted in
83 Town. Discussion followed regarding development. Will be continued at later
84 date.
85



TOWN OF MILTON, VERMONT 05468-3205

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Selectboard Agenda Item Memo

Meeting Date: November 7, 2016

Agenda Item: Set Date for Public Hearing on Discontinuing GMT Route to Husky

Prepared By: Erik Wells, Director of Administration & Community Affairs

Discussion

Green Mountain Transit (GMT) formerly Chittenden County Transportation Authority (CCTA) is looking at discontinuing the segment of the route in Milton that goes to Husky. The reason behind this change is lack of ridership. Town Commission Jon Sharrow informed me of this last week.

David Armstrong, Planning Manager for GMT will be attending the November 21 Selectboard Meeting to discuss Milton ridership and can answer specific questions regarding this.

As part of GMT's process in changing a transit route, public hearings need to be held on the topic and property warned. GMT will be holding one hearing at its Burlington Office, and it would be in the Town's best interest to also hold a public hearing here in Town. The hearing must be warned at least 14 days prior and publicized in the Milton Independent. Based on this criteria, the earliest the public hearing could be held in December 5th.

The Impact Fee Ordinance Change Public Hearing is also scheduled for December 5. Both public hearings could be held that evening, one after another, or the GMT Public Hearing could be held on December 19th instead.

I am looking for direction from the Board on the date of this hearing to ensure it is properly warned in coordination with GMT.



FY2016 ANNUAL REPORT TOWN of MILTON

The Chittenden County Regional Planning Commission (CCRPC) is a political subdivision of the State created by the municipalities of Chittenden County in 1966 for the development of policies, plans and programs that address regional issues and opportunities in Chittenden County. Its vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region's livability. The CCRPC serves as the region's federally designated metropolitan planning organization (MPO) and is responsible to all citizens of the region to ensure the implementation of the best regional and transportation plan for Chittenden County. The CCRPC also provides technical and planning assistance to its member municipalities and the Vermont Agency of Transportation (VTrans).

The CCRPC is governed by a 29-member board consisting of one representative from each of the County's 19 municipalities; transportation representatives from VTrans, Chittenden County Transportation Authority (CCTA), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Burlington International Airport (BIA), and a rail industry representative; and, at-large members representing the interests of agriculture; environmental conservation; business; and housing/socio-economic. The legislative body of each Chittenden County municipality selects its own representative and alternate. The full Commission selects the at-large representatives.

The CCRPC celebrated its 50th anniversary in 2016 and appreciates the continued opportunity to work with its municipal members to plan appropriately for the region's future to protect and improve the special quality of life that is shared throughout Chittenden County. In FY16, the CCRPC invested more than \$4.7 million in regional land use, transportation, emergency management, energy, natural resources, public engagement, training, and technical assistance. The program leverages nearly \$4.3 million in Federal and State investment with \$245,000 in municipal dues and another \$200,000 in local match for specific projects—a **9:1 return on investment**.

Town of Milton representatives to the CCRPC Board and other committees in FY16 were:

- CCRPC representative and Immediate Past Chair – Lou Mossey
- CCRPC alternate – Henry Bonges
- Transportation Advisory Committee (TAC) – Roger Hunt/Jacob Hemmerick
- Planning Advisory Committee (PAC) – Jacob Hemmerick

Specific activities the CCRPC is engaged in with the Town of Milton, as well as some of CCRPC's regional activities, are discussed in the following sections.

TOWN of MILTON ACTIVITIES

In FY2016, the CCRPC provided assistance to Milton on the following projects and initiatives:

- **US 7 Corridor Study** – CCRPC staff reviewed the Draft Final Report of this study, updated the implementation matrix and continued to work with the Town and the Advisory Committee to make final revisions to the Corridor Study. \$78,300 total consultant costs for this multi-year study.
- **Railroad Street Bike/Ped Crossing** – Collaborated with the Town, VTrans and Toole Design Group to create a number of alternatives for pedestrian improvements across the railroad track at Railroad Street. A Draft Report was developed and a preferred concept alternative has been identified by CCRPC, Town, and Selectboard members. Staff continues to work on the final report and communicate with New England Central Railroad and VTrans' Rail Section to address railroad concerns for bike/ped crossings. The final report is expected to be completed during the first half of FY17.
- **Transportation Safety** – Coordinated with Milton Elementary school staff, the Town public works director and VTrans staff to develop proposed school zone safety improvements. Worked with VTrans and the Town to review safety improvements along West Milton Road and Bear Trap Road as part of the High Risk Rural Roads Program.
- **GIS/Mapping** – Updates were made to the Milton Map Viewer (<http://map.ccrpcvt.org/MiltonMapView/>).
- **Technical Assistance** – Staff collected site distance measurements at the intersection of Railroad Street and Main Street to conduct a stop sign warrant analysis.
- **Municipal Infrastructure Inventories** – CCRPC interns conducted a culvert inventory and a sidewalk inventory.
- **Traffic Counts** – The CCRPC conducted two roadway (AADT) counts and one turning movement count in support of Milton's transportation projects and studies (<http://vtrans.ms2soft.com/>).

Milton Projects in the Transportation Improvement Program (TIP)

The TIP (<http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>) is a prioritized, multi-year list of transportation projects in Chittenden County. To receive federal funds, each transportation project, program or operation must be authorized through the TIP. Burlington projects included in the TIP are listed below. These projects are also identified in the FY2016 Vermont Agency of Transportation Capital Program for design or construction.

- **US 7/Middle Road/Railroad Street** – \$4.2 million for intersection reconstruction. Construction scheduled for 2020.
- **McMullen Road Sidewalk Improvement Project** – \$423,000 VTrans Bicycle/Ped award in 2013 for new sidewalk from Railroad Street to Hobbs Road. Project to be construction in 2016.
- **US 2/Bear Trap Road (TH40)** – \$35,000 for new roadway delineation and dynamic warning signs. Project to be completed in 2016.

- **I-89 Bridge Replacement** – \$25.6 million for the replacement of Bridge 81 over the Lamoille River. Project to be completed in 2016.

REGIONAL ACTIVITIES

- **50th anniversary** – The CCRPC celebrated its 50th anniversary throughout 2016, and hosted an event as part of its annual meeting in June, during which over 80 representatives of municipal, regional, and state government gathered to celebrate – including guest speaker Governor Peter Shumlin. CCRPC staff also developed a timeline that highlights some significant milestones, events, and other happenings throughout Chittenden County and beyond over the last 50 years. (<http://www.ccrpcvt.org/about-us/news/ccrpc-timeline/>)
- **Legislative Forum** – Hosted the 2nd annual Legislative Breakfast in December as a forum for a short, focused conversation with local legislators and municipal representatives on key issues and high interest topics important to area municipalities for the 2015-2016 legislative session, including: smart growth, water quality, and municipal shared services. (<http://www.ccrpcvt.org/event/chittenden-county-municipal-legislative-breakfast/>)
- **ECOS Plan Annual Report** – The [2015 Annual Report](#) is a summary that highlights a number of regional accomplishments, trends, and high priority actions. The ECOS Plan is the combined Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County. The ECOS Scorecard is our online platform that hosts the ECOS Partners' shared measurement system that monitors how Chittenden County is doing with regard to achieving our shared ECOS goals. (<https://app.resultsscorecard.com/Scorecard/Embed/8502>) The ECOS Plan was updated to better address a few state requirements on May 18, 2016. (<http://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/>)
- **Supporting the STEM Industry Cluster and Young Professionals** – CCRPC examined these issues and produced a white paper in June 2016. This white paper explains the important role that the STEM cluster and young professionals play in the County's economy; examines the current conditions of the STEM cluster and young professionals in Chittenden County; explores the building blocks necessary for growing the STEM cluster economy; and offers suggestions for future work that can be undertaken by the CCRPC to help support the STEM economy. (<http://www.ccrpcvt.org/our-work/economic-development/>)
- **Emergency Management** – CCRPC, with Local Emergency Planning Committee 1 (LEPC 1 <http://www.ccrpcvt.org/about-us/committees/local-emergency-planning-committee/>), served as a key conduit between the City and the State in sharing damage assessment information after disasters, helped with emergency preparedness for hazardous materials incidents, hosted workshops on a wide array of emergency preparedness topics, and facilitated Incident Command System training.
- **All-Hazards Mitigation Plan** – CCRPC staff, in consultation with municipal staff, have been working to develop the 2016-2021 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan along with individual Hazard Mitigation Plans for each municipality. These plans

outline key municipal actions to address and mitigate against common hazards such as severe rainstorms and flooding. In addition to providing individual assistance to each of the member municipalities, the CCRPC helped to facilitate the Hazard Mitigation Plan Committee to develop comprehensive countywide mitigation strategies. (<http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>)

- **Transportation Demand Management** – The CCRPC, along with regional and state partners, continued hosting **Go! Chittenden County**, a one-stop-shop for information and advice about our region’s transportation resources (www.gochittendencounty.org). The CCRPC continues promoting the annual **Way to Go! Challenge** (www.waytogovt.org) to encourage sustainable transportation (non-single occupant vehicle travel) and demonstrate the environmental and financial benefits. The CCRPC also launched the **Travel Smarter** platform and campaign, a trip planner that provides a side-by-side comparison of the time, costs, distance, and calories associated with driving, biking, walking, and taking the bus. (www.TravelSmarterVT.org)
- The **Intelligent Transportation System Plan** was adopted in January 2016 and describes how to best use telecommunications and technology to boost the efficiency of the transportation system and provide timely information on travel options. (<http://www.ccrpcvt.org/wp-content/uploads/2016/01/ITS-Plan-Update-Architecture-Final.pdf>)
- **Regional Active Transportation Plan** – The CCRPC is updating the Regional Pedestrian-Bicycle Plan to identify and make recommendations for a comprehensive, connected, accessible and safe regional network for walking and biking. (<http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>)
- **Diversity & Equity** – The CCRPC continues to use the **2014 Public Participation Plan (PPP)** to guide our focus on diversity and equity in all projects. (<http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)
- **Regional Technical Assistance** – Includes transportation technical assistance, GIS mapping, model municipal plans, bylaw and ordinance revisions, Act 250 application reviews, grant administration, build-out analyses, orthoimagery acquisition, and improving the VT Online Bridge and Culvert Inventory Tool (<http://www.vtculverts.org/>).
- **Education & Training** – The CCRPC held the Planning Commissioners’ Summit, Green Infrastructure trainings, and hosted a Regional Highway Safety Forum with VTrans. We continued hosting meetings and online webinars open to municipalities and regional partners covering topics such as: Equity Issues in Transportation Planning; Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts; Complete Streets policies; VOBCIT/VTCulverts (<http://www.vtculverts.org/>); and the entire 12-webinar series from the Associate of Pedestrian and Bicycling Professionals.
- **Byway** - Developed the Lake Champlain Byway Story map - <http://map.ccrpcvt.org/lcbyway/>
- **Neighbor Rides** – Since Spring 2013, CCRPC has been investing in Neighbor Rides to integrate volunteer drivers into human services transportation in order to increase access to transportation for seniors and persons with disabilities by offering a lower-cost mode of transport. (<http://www.unitedwaynwvt.org/Neighbor-Rides>)

- **Opioid Alliance** – The CCRPC was asked to serve as the backbone for the Chittenden County Opioid Alliance and hired a Program Director. The Opioid Alliance is a unique commitment from state, local government, and non-profit leaders to put forth a comprehensive mutually reinforcing approach to reducing opioid abuse and the ancillary burdens they bring to our community. (<http://www.ecosproject.com/chittenden-county-opioid-alliance>)
 - **Building Homes Together** – The CCRPC, Champlain Housing Trust and Housing Vermont are leading a coordinated campaign to strengthen Chittenden County communities by building 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. This campaign began in spring 2016. (<http://www.ecosproject.com/building-homes-together>)
 - **Clean Water Advisory Committee** – The CCRPC formed the Clean Water Advisory Committee (CWAC) to oversee CCRPC activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.
-

For further information about the CCRPC please visit <http://www.ccrpcvt.org/> or contact CCRPC Executive Director, Charlie Baker, cbaker@ccrpcvt.org, 802-846-4490 x23.



Chittenden County Regional Energy Plan

Project Overview

CCRPC, as well as other regional planning commissions, are working with the Vermont Department of Public Service to develop Regional Energy Plans for their regions. These regional energy plans are intended to advance the State's Comprehensive Energy Plan's goals *while being consistent with local and regional needs and concerns*. The goals of the Vermont Comprehensive Energy Plan are to:

1. Weatherize 80,000 Vermont homes by 2025
 - a. Intermediate goal of 60,000 homes by 2017
2. Get 90% of Vermont's energy from renewable sources by 2050
 - a. Intermediate goal of 25% of energy from renewable sources by 2025, including 10% of transportation energy
 - b. Intermediate goal of 40% of energy from renewable sources by 2035
3. Reduce total Vermont energy consumption by more than 1/3 by 2050
 - a. Intermediate goal of 15% reduction by 2025

The Chittenden County Regional Energy Plan will be a roadmap for Chittenden County to meet those goals of energy consumption reduction, weatherization of homes and in-region renewable energy production. CCRPC is working with the Vermont Energy Investment Corporation (VEIC) as they develop estimates of how much energy will need to be produced in Chittenden County, predominantly from solar and wind.

Act 174, Energy Standards and "Substantial Deference"

The Regional Energy Plan must meet standards for energy planning that are currently being developed by the Department of Public Service. Act 174 (signed into law in 2016) states that if a regional or local plan is found to meet these standards, the plan is eligible for a "Determination of Energy Compliance." If a plan has received a "Determination of Energy Compliance" the plan will be given substantial deference' in the Public Service Board's Section 248 process. The following definition of substantial deference has been established in Act 174 for this purpose:

"The Board shall give **substantial deference** to the land conservation measures and specific policies contained in a duly adopted regional and municipal plan...[meaning] that a land conservation measure or specific policy shall be applied in accordance with its terms unless there is a clear and convincing demonstration that other factors affecting the general good of the State outweigh the application of the measure or policy."

Once CCRPC's Regional Energy Plan has received a Determination of Energy Compliance (around June 2018), we can evaluate municipal plans for compliance with the energy standards and issue Determinations of Energy Compliance. Municipalities who wish to incorporate the energy standards into their plans and seek a Determination of Energy Compliance before the completion of the Regional Energy Plan can seek a Determination of Energy Compliance directly from the Department of Public Service until July 1, 2018.

Energy Generation Mapping

The Regional Energy Plan must plan for Chittenden County to produce a significant portion of the energy we use by 2050. To plan for this energy production, the Regional Energy Plan will contain maps of the areas within the county that may be appropriate for wind and solar generation. CCRPC staff are in the process of visiting municipal planning commissions over the next month to discuss these maps and local and regional constraints on renewable energy development. In many cases, planning commissioners have also invited energy committees and conservation commissions to participate.

For more information on what has been discussed with your town, please see the PowerPoint presentation we have tailored for your community: http://www.ccrpcvt.org/wp-content/uploads/2016/08/Milton_RegionalEnergyPlanningPresentation_20160831.pptx

We are required to send draft maps to the Department of Public Service on December 1, 2016. We have asked your planning commissions to coordinate with other community groups to ensure that the map of energy generation resources for your community includes constraints that have already been identified by your community. Please visit our website for more information, including an online map viewer showing the layers of your municipality's draft map in detail and a memo describing the process of adding constraints: <http://www.ccrpcvt.org/our-work/environment-natural-resources/energy/>. This information will be available by the end of September.

Schedule

- September 2016: Outreach to Planning Commissions; CCRPC Energy Subcommittee first meeting.
- October 2016: Projections of future energy use and production goals completed.
- November 2016: Regional and Local Energy Standards released by Department of Public Service; feedback from municipalities on local constraints due; first draft of energy production maps created.
- May 2017: First draft of Regional Energy Plan completed, draft distributed for feedback
- December 2017: Local and State review of draft plan completed; revisions completed
- February 2018: Regional Energy Plan adopted by CCRPC
- June 2018: 2018 Chittenden County ECOS Plan (included adopted Regional Energy Plan) adopted by CCRPC

Questions or Feedback?

Melanie Needle, Senior Planner

mneedle@ccrpcvt.org

(802) 846-4490 ext. *27

Emily Nosse-Leirer, Planner

enosse-leirer@ccrpcvt.org

(802) 84604490 ext. *15



MEMORANDUM

September 29, 2016

TO: Chittenden County Select Boards, City Councils, and Village Trustees
FROM: Charlie Baker, Executive Director
CC: Municipal Managers/Administrators/Clerks, Police Chiefs, & Fire Chiefs
RE: **Regional Dispatch Study**

I want to inform you of a new initiative being facilitated by CCRPC at the request of several of our municipalities: the Chittenden County Regional Dispatch Implementation Study. This study is being conducted in response to municipal budget pressures, technology changes, potential changes in state dispatching model and/or charges, and recognition that certain services – such as emergency dispatching – might be provided better to the public utilizing a more regionalized approach.

A sub-committee made up of a few Chittenden County municipal managers and emergency services directors, who are being organized by CCRPC staff member Lee Krohn, are actively working on this study. At this point in time, the participating municipalities are: Milton, Colchester, Essex, Shelburne, South Burlington, Williston, Burlington, Winooski, and Richmond. We recently hired DELTAWRX, a national consulting firm with a proven track record with regional dispatch implementation work. We plan to be done with this study within 6 months.

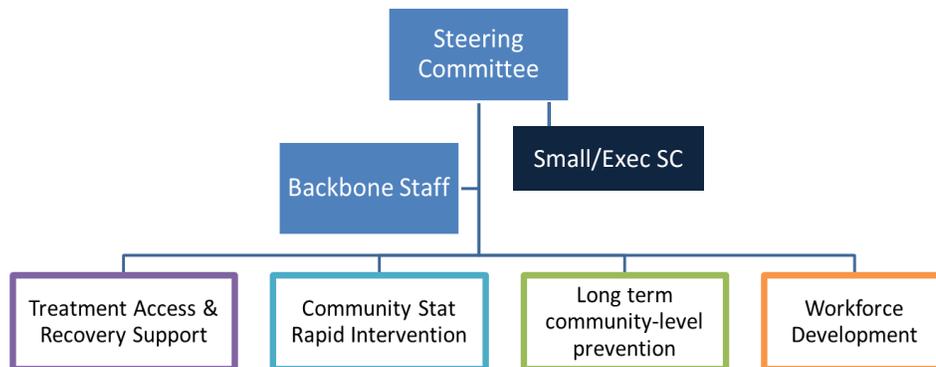
This is not a new issue, as many of you know. This effort will not only take advantage of all previous work completed on this topic, but it will also bring new energy, fresh insights, and the most innovative industry-wide best practices, as we look at how to implement emergency dispatching using a more regional approach.

There is no pre-determined outcome. Project materials, meeting agendas and minutes are being posted at <http://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/>. We promise to keep you abreast every step of the way. If you have questions, please do not hesitate to contact me or Lee Krohn (lkrohn@ccrpcvt.org or 846-4490 x30).

The Chittenden County Opioid Alliance (CCOA) includes representatives from state and local government, law enforcement, businesses, health care, non-profits and residents who have agreed to come together and work on reducing the opioid abuse and the burdens it brings to our community, through a Collective Impact model. This model is based on 5 components. 1. Every person/group that is part of the Alliance will have a common agenda, 2. There are shared outcomes/measurements, 3. Constant communication between Alliance members and 4. Activities performed, by each individual or organization, reinforce and support the common agenda. There are 2 staff members, CCOA Project Director and Data Manager, who facilitate and coordinate the Alliance. They are called the Backbone Staff, the 5th component of the Collective Impact model, and provide structure and oversight of the Alliance.

Background: Recognizing a persistent need and our community readiness, in January of 2016, a group of state and community partners proposed to more effectively organize our Chittenden County response to the opioid crisis. The proposal brought together the existing efforts to address the complex causes and effects of opioid addiction under one strategic umbrella structure- the Chittenden County Opioid Alliance. The Alliance will coordinate and measure the impacts of the work we do together. CCOA is funded by a three-year, \$100,000 per year grant from The UVM Medical Center. This grant has been matched with a donation to the United Way of Northwest Vermont from the Stiller Family Foundation and a State Innovation Model fund grant through the Green Mountain Care Board.

Structure & Roles: The Alliance is organized into four structural components: Steering Committee, Small/Executive Steering Committee, Backbone Staff, and Action Teams. The Steering Committee will act as a decision and policy-making group with the goal of creating solutions identified by the work of Action Teams and is made up of executive leaders from state and city government, business, and community organizations. Committee members include leaders from the State’s Attorney’s Office, VT Department of Health, Agency of Human Services, Chamber of Commerce, Howard Center, and many others. The Small/Executive Steering Committee, is made up of a few of the members of the Larger Steering Committee and help make decisions in the interim of the Large Steering Committee, who meets quarterly.



Action Teams: There are 4 Action Teams and each one has a particular focus based on separate strategies. Each team is made up of many local organizations and community members, and each team will communicate with and be represented on the Steering Committee. The four Action Teams are: 1. Treatment Access and Recovery Support, 2. CommSTAT (Burlington Police Department’s Rapid Response model), 3. Long-term Community-level Prevention and 4. Workforce Development.

Treatment Access and Recovery Support

Led by the Howard Center and UVM Medical Center, this team will identify the systemic barriers that must be overcome to expand access to treatment and recovery services and eliminate the current waitlist in Chittenden County. This work is closely connected with the existing Opioid-Task-Force that meets weekly to address individual case need and supported by the Jeffords Institute.

Co-chairs:

- Bill Keithcart, UVM MC Day One Treatment Program
- Catherine Simonson, Howard Center

Community STAT Rapid Intervention

Led by the City of Burlington, the Burlington Police Department and the Agency of Human Services Burlington District, this Action Team will provide coordination of effort among law enforcement, public health & safety and human service providers to better address the fallout of Opioid Addiction in Chittenden County. This will be accomplished through an adaptation of a “Community Stat” management tool model to share data, information and performance improvement across disciplines. The Community Stat data driven model incorporates four components:

- Timely & accurate intelligence & information
- Effective tactics
- Rapid deployment of resources
- Relentless follow-up & assessment

Key partners include the Department for Children and Families, the judicial systems, probation and parole staff in the Department of Corrections, and treatment partners at UVM Medical Center and the Howard Center. Supported by the City of Burlington Policy Coordinator and the CCOA Data Manager.

Co-chairs:

- Brandon delPozo, Burlington Police Department
- Jane Helmstetter, Agency of Human Services, Burlington

Community-level Prevention

Led by the Department of Health and the Chittenden Prevention Network, this Action Team will enlist the existing Substance Abuse Prevention Coalitions in the county to bring additional evidence-informed, environmental and individual prevention strategies to our area, with an increased focus on opioids. The team will increase awareness of skills and strategies to prevent substance abuse and to reduce the age of onset of first use. Strategies may include training of team partners about best practice to implement evidence-informed environmental and individual prevention strategies, while using and strengthening existing organizations and resources in Chittenden County community to increase the public education.

Co-chairs:

- Heather Danis, VT Department of Health
- Mariah Sanderson, Chittenden Prevention Network & Burlington Partnership for a Healthy Community

Workforce Development

Led by Vocational Rehabilitation and by the Howard Center, this Action Team will assess the current workforce capacity of all relevant agencies to identify the gaps, overlaps and barriers in providing and supporting substance abuse prevention, treatment services and recovery. This team will also offer immediate, mid-term and long-term recommendations and strategies to increase partner organizations' staff capacity to address opioid related challenges. This team will also work with Chittenden County businesses to encourage and facilitate hiring people in recovery, some with felony convictions, so these individuals can become productive members of the community and achieve financial stability for themselves and their families.

Co-chairs:

- Dana Poverman, Chittenden Clinic, Howard Center
- Nicole Clements, Creative Workforce Solutions, Vocational Rehabilitation

For more information, please contact:

Cathy Aikman, Project Director, caikman@ccrpcvt.org, 802-861-0138



Building Homes Together

A campaign to strengthen Chittenden County communities

Our community is suffering from a housing shortage. It shows up in a variety of ways: Employers are having a difficult time hiring, people are paying too much in rent, people end up having to buy housing further away from their jobs, and there aren't enough housing options available for all parts of the market.

Join Champlain Housing Trust, Housing Vermont, and the Chittenden County Regional Planning Commission in a coordinated campaign to build 3,500 homes by 2021 for people of all incomes, including 700 affordable homes. This effort will grow our economy in a healthy, sustainable way and will support tax revenues to invest in our community, environment, and social services.

We need more housing. (Now.)



Lack of housing stymies job growth.

Percentage of Chittenden County businesses that identified housing as the #2 obstacle to job growth.



A low vacancy rate means housing is not available.

Rental vacancy rate in the county is far too low at 1.5% (a healthy rate is 3-5%). This low supply makes it extremely difficult for renters to find a good home. The condo market has gotten tighter for two years straight. We also frequently hear it's very difficult to find a single family home in the \$200-\$300k range.



Workers leave the county to find more affordable homes.

While the number of jobs has remained steady, there are 7,329 fewer workers living in Chittenden County now than in 2002. Only 65% of county employees lived here in 2014, down from 75% in 2002, indicating a lack of available, affordable homes.



We need quality and affordability.

30% of homeowners spend more than 50% of their income on housing. A retired couple receiving the standard Social Security benefit spends more than 60%.



We're not building enough to meet demand.

While we build an average of 450 homes per year, this does not meet the current demand due to shrinking household size and population growth.



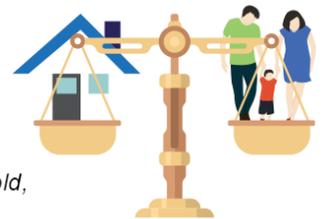
We need to build 700 new homes each year to increase availability and affordability.

This increase will establish a healthier housing market so residents have more available and affordable options, workers can stay in the county, and obstacles to job growth are reduced.

The benefits of 'more' are extensive.

Quality, affordable housing:

Helps create a stable environment for children and improves educational performance and achievement.



Reduces exposure to lead, mold, and other harmful pathogens.



Is proven to improve health outcomes, especially for children and in homeless populations.



Helps the economy: Employers identify the lack of housing options as a barrier to employee recruitment. For every 10 apartments developed, 12 construction-related jobs are created and 3 local jobs are sustained.

Where more housing is built matters.

Chittenden County has a regional goal: To ensure at least 80% of new development occurs in planned growth areas – which is why housing is often located in our downtowns.

There are many benefits to this trend:

Preserves our environment.



Focusing over 80% of development in urban areas means the rural and natural landscapes of Vermont are better preserved for recreation, agriculture, tourism, and the environment Vermont is famous for.

Helps our families.



When work and school are located nearby and the need for longer commutes is reduced; this means more opportunity for family involvement

Saves us money.



When what we need is nearby, we spend less on transportation. Living and working in an urban area also results in more customers supporting our existing sewer, water, and other public services – helping to keep costs lower.

Makes the air cleaner.



Greenhouse gas emissions from transportation contribute the highest percentage of Chittenden County's overall emissions (48%). The less we drive, the cleaner the air.

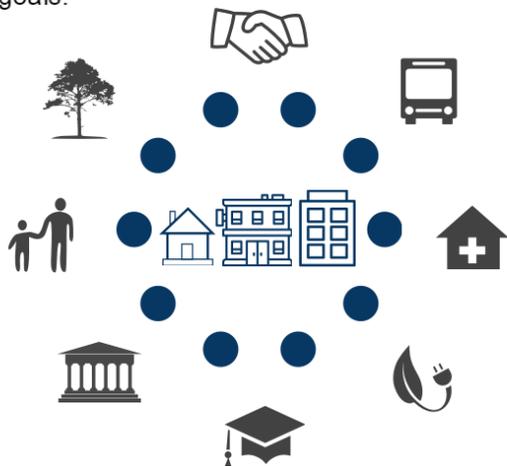
Improves transportation choices.



When communities support development and growth within defined centers near access to transit and sidewalks, residents, employees and visitors have a greatly reduced need to drive their cars – or even own a car at all.

It'll take policy changes.

Businesses, hospitals, governments and nonprofits are connecting the dots between housing access and their own goals.



Our municipalities and the State are promoting smart growth and density for healthy communities by updating zoning, reforming Act 250, and providing tax incentives. This is a start, but it's not enough.

We need to look more closely at options to reduce costs, like:

Supporting projects in permitting

Support providing homes to the full extent of the zoning, by not decreasing the unit count during the permit review process.



Inclusionary zoning

Zoning that makes sure housing is created to serve all needs.



Housing trust funds

Housing trust funds receive ongoing dedicated sources of public funding to support the preservation and production of affordable housing.



Regulatory reform

Improve the process and increase certainty for good projects.

We'll need more capital.

Building 3,500 homes together will require access to more and new forms of capital.



The estimated amount of public and private investment it will take in the below-market side to produce 700 affordable homes is 150-175 million.

We need to look closely at:



Avoided costs, and how increasing the availability of housing in the right locations reduces homelessness, lowers healthcare costs, reduces environmental impacts, and decreases the numbers of families in crisis



Fully funding the Vermont Housing and Conservation Board



Using tax increment financing to support housing-related infrastructure



Increasing State bonding for capital and infrastructure investments



Working with institutions, businesses and philanthropy to invest in housing and connect the dots among the economy, housing, and community well-being



Creating avenues for social investment financing

We'll need to educate and advocate – together.

By working together, we can move toward a regional housing market that serves people of all backgrounds and incomes, supports business needs and economic growth, and reduces homelessness. We need:



To provide the public with the most accurate and up-to-date data to explain the region's critical needs and the measurable benefits behind new sustainable development.



To examine how the tax revenue from new housing can be a benefit to municipal and school finances.



Cross-sector and public support for good housing projects so we can build the approved numbers of units per development -- not just a fraction of them.



To provide educational resources for municipalities, employers, and other stakeholders to assist with handling public inquiry and opposition.

The time to act is now.

For more information and to get involved, please contact:

Kenn Sassorossi

Housing Vermont

kenn@hvt.org

Chris Donnelly

Champlain Housing Trust

chris@champlainhousingtrust.org

Regina Mahony

Chittenden County Regional
Planning Commission

rmahony@ccrpcvt.org

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor

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

54451 64SECONDS, INC							
00001845	611561	3 yr 4/16-19 sftwr ww mgm	55-20-420-340.00	TECHNICAL SERVICES	4,000.00	4,000.00	
17536 ADVANCE AUTO PARTS							
00003663	619627929293	wrap excavatro exhaust	10-30-430-430.10	VEHICLE MAINTENANCE	5.69	5.69	
00003663	619627930448	brsh clamps, wrap excavtr	10-30-430-430.10	VEHICLE MAINTENANCE	23.97	23.97	
00003663	619629229742	oil filter 15-1	10-30-430-430.10	VEHICLE MAINTENANCE	4.19	4.19	
					-----	-----	
					33.85	33.85	
73244 APEX SOFTWARE							
00014375	294544	annl maint renwl Nov-Oct	10-10-414-340.00	TECHNICAL	235.00	235.00	
16285 BARTOL, CURT PHD							
00200201	101016	Wehman Psych	10-20-420-330.00	OTHER PROFESSIONAL	25.00	25.00	
17950 BCBSVT							
	61030001622	Nov Health ins prem	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,929.08	
	61030001622	Nov Health ins prem	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	3,448.04	
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					0.00	34,434.84	
19000 BOND AUTO PARTS, INC.							
00003671	17IV063686	2 turn signal 06 vac con	10-30-430-430.10	VEHICLE MAINTENANCE	36.68	36.68	
00003671	17IV063699	3 wrk lts vac con	10-30-430-430.10	VEHICLE MAINTENANCE	24.36	24.36	
00003671	17IV063879	relay switch 06-3 vac trk	10-30-430-430.10	VEHICLE MAINTENANCE	6.31	6.31	
00003671	17IV063890	2 cs grease excvtr & shop	10-30-430-430.10	VEHICLE MAINTENANCE	90.80	90.80	
00003671	17IV063991	brake clean shop	10-30-430-430.10	VEHICLE MAINTENANCE	35.88	35.88	
00012044	17IV064674	14 clamps, term spade	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	19.01	19.01	
00003671	17IV064967	bkup alarm 15-3	10-30-430-430.10	VEHICLE MAINTENANCE	29.54	29.54	
00012044	17IV065457	wiper, battery, satin blk	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	53.40	53.40	
00003671	17IV066239	starting fluid/shop	10-30-430-430.10	VEHICLE MAINTENANCE	5.98	5.98	
00003671	17IV066265	sprk plg & cleanr/pole sw	10-30-430-430.10	VEHICLE MAINTENANCE	20.18	20.18	
00011072	17IV066283	40 bags speedi dry oil	10-20-421-612.00	GENERAL SUPPLIES	370.00	370.00	
00003733	17IV066867	filters for fall PM	10-30-430-430.10	VEHICLE MAINTENANCE	400.00	140.64	
					-----	-----	
					1,092.14	832.78	
19670 BRODART CO.							
00051846	450613	cd processing supplies	10-50-451-611.00	OFFICE SUPPLIES	104.21	104.21	

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Vendor

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

19710 BROOK FIELD SERVICE							
00001832	25245	rpr actuatr gnrttr Md Rd p	55-20-420-340.00	TECHNICAL SERVICES	715.85	777.51	
27806 BUSINESS CREDIT CARD SERVICES							
00007244	1197437	Future Voter stickers	10-10-402-611.00	OFFICE SUPPLIES	38.00	38.00	
00008749	16094031-W	PW EE bckgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
00051851	6113794	renwl School Lib Journal	10-50-451-820.00	PROFESSIONAL DEVELOPMENT	119.99	119.99	
00014374	9745036004	Chair	10-10-414-743.00	FURNITURE AND FIXTURES	105.99	105.99	
					-----	-----	
					293.98	293.98	
54050 CASELLA WASTE SYSTEMS INC							
	2579889	Sept rubbish removal	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	
	2579889	Sept rubbish removal	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
	2579889	Sept rubbish removal	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
					-----	-----	
					0.00	1,035.81	
23262 CERTIFIED AMBULANCE GROUP, INC.							
	MIL-1116	Oct EMS/Fire Rev recovry	10-20-422-360.00	CONTRACTED SERVICES	0.00	979.67	
25190 CHAMPLAIN WATER DISTRICT							
	093016	Sept18,793,520gal @2.088	50-10-410-411.10	WATER PURCHASE CWD	0.00	39,240.87	
26422 CHOICE COBRA, LLC							
	RC041623	37 COBRA Oct	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	31.45	
27380 COMCAST							
	82389OCT16	10/16-11/15/16 internet	10-20-420-340.00	TECHNICAL	0.00	144.85	
	82991-OCT16	10/25-11/24 Garage Intrnt	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	95.56	
					-----	-----	
					0.00	240.41	
27590 CORELOGIC							
	10217	Spaulding #210028.000000	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	75.38	
28965 CUSTOM PRODUCTS CORPORATION							
00003699	280175	Rd sign No.,Middl, Sndrsn	10-30-430-616.00	TRAFFIC SIGNS	1,658.03	1,658.03	
00003699	280176	signs for roads	10-30-430-616.00	TRAFFIC SIGNS	466.82	466.82	
00003699	280177	signs for roads	10-30-430-616.00	TRAFFIC SIGNS	934.90	934.90	
00003699	280178	road signage	10-30-430-616.00	TRAFFIC SIGNS	2,952.52	2,931.91	
					-----	-----	
					6,012.27	5,991.66	
29637 DEZURIK APCO WILLAMETTE							
00001831	RPI/62015437	rpr 5 air reliefs	55-20-420-612.00	GENERAL SUPPLIES	170.00	170.00	
29647 DIMAURO, DENISE M.							
00005824	101516	2 nat'l leaving 3 & 3	10-50-452-831.00	REVENUE PROGRAMS	240.00	72.00	

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30179 DUBOIS & KING INC							
00006675	1016394	wetland delineation Tw	F 38-60-461-810.06	RTP Permits Dues & Fees	301.00	300.36	
29900 DULAC, KATHLEEN							
	101816	10/17-18 workshps	10-50-451-580.00	TRAVEL	0.00	133.97	
64708 EMCH, MEGAN M							
	410008A-A	Grow It Canclded class	10-50-000-347.00	RECREATION FEES	0.00	49.00	
60284 EMSAR NEW ENGLAND							
00012088	SI-61410	inspctn & rpr amblnc cot	10-20-422-740.00	MACHINERY/EQUIPMENT	1,158.72	1,158.72	
28120 EXIT 18 EQUIPMENT							
00011075	44194	rpr portable pump	10-20-421-740.00	MACHINERY/EQUIPMENT	121.47	121.47	
85375 F.W. WEBB COMPANY							
00009380	52189717	rpl muni faucet rstrm	10-30-432-430.00	REPAIR & MAINT-FACILITIES	111.10	111.10	
31019 FACILITYDUDE.COM							
00001844	R-106545	7/1/16-'17 renw lic PM eq	55-20-420-340.00	TECHNICAL SERVICES	1,540.00	1,540.00	
40332 FASTENAL COMPANY							
	CMVTWIN48076	return bolts & nuts	10-30-430-612.00	GENERAL SUPPLIES	0.00	-15.87	
	VTWIN48076	bolts & Nuts ltr ret'd	10-30-430-612.00	GENERAL SUPPLIES	0.00	15.87	
					-----	-----	
					0.00	0.00	
34300 GALL'S INC							
00200207	006270179	winter pants 4 PD 2 ea	10-20-420-650.00	UNIFORMS	695.92	695.92	
34366 GEA MECHANICAL EQUIPMENT US, INC							
00001829	7586515034	cplng, rpr centrifuge	55-20-420-740.00	MACHINERY AND EQUIPMENT	1,724.23	1,646.93	
36907 GORDON BERNARD COMPANY, LLC							
00012087	0100982	calendars fund raiser	10-20-422-850.00	DONATION EXPENSE	1,093.58	1,123.58	
36878 GRAY ROCK QUARRY LLC							
00003710	6080	1115.57 dense grd Sandrsn	10-30-430-450.11	Paving - Sanderson Rd	7,808.99	7,808.99	
00003710	6110	dense grade, superpk,	10-30-430-450.11	Paving - Sanderson Rd	3,858.33	3,858.33	
00003710	6145	plant mix gravel 214	10-30-430-450.11	Paving - Sanderson Rd	1,498.00	1,498.00	
					-----	-----	
					13,165.32	13,165.32	
37600 GREEN MOUNTAIN POWER							
	5561630OCT16	9/27-10/26/16 electricity	10-30-432-622.00	ELECTRICITY	0.00	3,543.09	
	5561630OCT16	9/27-10/26/16 electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,335.41	
	5561630OCT16	9/27-10/26/16 electricity	50-10-410-622.00	ELECTRICITY	0.00	803.46	
	5561630OCT16	9/27-10/26/16 electricity	55-20-420-622.00	ELECTRICITY	0.00	7,645.19	

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PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					0.00	15,327.15	
37805 HACH COMPANY CORP							
00001837	10148728	lab sppls prmt rq'd tstng	55-20-420-612.00	GENERAL SUPPLIES	733.11	785.88	
00001837	10150527	phosphorus prmt req'd tst	55-20-420-612.00	GENERAL SUPPLIES	105.50	105.50	
					838.61	891.38	
38546 HAMPSHIRE PURIFIED WATER							
00001838	0927	60) 1 gal btcls tstg	55-20-420-612.00	GENERAL SUPPLIES	190.00	190.00	
40700 INGRAM LIBRARY SERVICES							
00051815	61101610	Sept bks	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
00051841	61101611	yth bks Oct	10-50-451-640.30	BOOKS-JUVENILE	23.61	23.61	
00051820	61101612	Oct bks	10-50-451-640.10	BOOKS-ADULTS	63.31	63.31	
00051824	61101613	Oct AudioBks Adult	10-50-451-640.15	AUDIOS	25.80	25.80	
00051815	61102810	Sept bks	10-50-451-640.25	BOOKS-CHILDRENS	22.46	21.24	
00051815	61102810	Sept bks	10-50-451-640.30	BOOKS-JUVENILE	11.77	0.00	
00051786	61104001	Audio bks Aug children	10-50-451-640.15	AUDIOS	57.26	20.30	
00051820	61104002	Oct bks	10-50-451-640.10	BOOKS-ADULTS	41.95	41.95	
00051820	61104375	Oct bks	10-50-451-640.10	BOOKS-ADULTS	105.68	33.95	
00051824	61104376	Oct Audiobks Adults	10-50-451-640.15	AUDIOS	33.06	28.55	
00051841	66759876	Oct children's bks	10-50-451-640.25	BOOKS-CHILDRENS	57.41	57.41	
00051821	66766619	Nov bks for Adult	10-50-451-640.10	BOOKS-ADULTS	59.40	59.40	
					512.65	386.46	
40741 INTEGRA CHEMICAL COMPANY INC							
00001835	0120965-IN	rplnsh dechlor tablets	50-10-410-612.00	GENERAL SUPPLIES	1,289.50	1,289.50	
41074 INTERSTATE AUTO SERVICE, INC							
00001839	76340	2015 2500 chev inspctn	50-10-410-430.10	VEHICLE REPAIR AND MAINTEN	25.00	20.00	
00001839	76340	2015 2500 chev inspctn	55-20-420-430.10	VEHICLE REPAIR & MAINTENA	25.00	20.00	
					50.00	40.00	
42550 J & B INTERNATIONAL TRUCKS INC							
00003729	ROC111982	rpr '08 Int'l - coolant	10-30-430-430.10	VEHICLE MAINTENANCE	4,260.50	4,260.50	
00003713	T364175	rplc air valves '06 d/trk	10-30-430-430.10	VEHICLE MAINTENANCE	317.34	317.34	
					4,577.84	4,577.84	
46680 LHS ASSOCIATES INC							
00007242	52517	gen'l election coding	10-10-402-340.00	TECHNICAL	781.00	781.00	
39685 MARLIN ENVIRONMENTAL INC							
00005838	112041	Oct Port-o-let Embrdr	10-50-452-442.00	RENTAL OF EQUIPMENT	80.00	80.00	
49500 MCRAE AUTO SERVICE							
00200204	13606	Tow trk evidence	10-20-420-340.00	TECHNICAL	95.00	95.00	

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Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00003702	13619	'06 d/t - exhst, eng belt	10-30-430-430.10	VEHICLE MAINTENANCE	2,566.89	3,279.99	
	00003716	13620	brake rpr '08 Int'l trk	10-30-430-430.10	VEHICLE MAINTENANCE	513.08	518.10	
						3,174.97	3,893.09	
52060 MESTER, NICOLE								
	00005826	103116	STEM 25 students	10-50-452-831.00	REVENUE PROGRAMS	700.00	875.00	
	00005826	103116	STEM 25 students	10-50-452-831.00	SCHOLARSHIP FR REV.PROG	70.00	0.00	
						770.00	875.00	
32590 MIKE ALBERT LEASING INC								
		INV00677785	Nov rental	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC								
	00009369	16051/4	rpr muni sink - aerator	10-30-432-430.00	REPAIR & MAINT-FACILITIES	18.99	18.99	
	00009369	16111/4	wire cutter - lts at Resc	10-30-432-430.00	REPAIR & MAINT-FACILITIES	19.99	19.99	
	00003669	16113/4	Bug spray shop	10-30-430-612.00	GENERAL SUPPLIES	6.99	6.99	
	00009369	16114/4	Resc Bldg mat'l instl lts	10-30-432-430.00	REPAIR & MAINT-FACILITIES	42.77	42.77	
	00003669	16122/4	hose bib replcmnt PD	10-30-430-612.00	GENERAL SUPPLIES	9.99	9.99	
	00003669	16123/4	parts muni wtr fountain	10-30-430-612.00	GENERAL SUPPLIES	56.23	56.23	
	00003669	16166/4	roof tar Floor 06	10-30-430-612.00	GENERAL SUPPLIES	7.98	7.98	
	00003669	16174/4	o6-1 Floor rpr int d/t	10-30-430-612.00	GENERAL SUPPLIES	10.57	10.57	
	00001833	16182/4	electric tape	50-10-410-612.00	GENERAL SUPPLIES	13.98	13.98	
	00003669	16244/4	Wndw excavtr silicone	10-30-430-612.00	GENERAL SUPPLIES	8.99	8.99	
	00003669	16254/4	wndw excavatr screws	10-30-430-612.00	GENERAL SUPPLIES	1.04	1.04	
	00001833	16266/4	adptr, npl/ prsr gage	50-10-410-612.00	GENERAL SUPPLIES	12.48	12.48	
	00011047	16281/4	drvwy mrkr, 3 key blank	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	8.96	8.96	
	00009369	16308-4	scrws/cap rpr PD garage	10-30-432-430.00	REPAIR & MAINT-FACILITIES	7.58	7.58	
	00001833	16312/4	bolt hydrant flush	50-10-410-612.00	GENERAL SUPPLIES	0.42	0.42	
	00001833	16312/4	bolt hydrant flush	55-20-420-612.00	GENERAL SUPPLIES	0.43	0.43	
	00003669	16330/4	paint & tape 15-4 mirror	10-30-430-612.00	GENERAL SUPPLIES	17.77	17.77	
	00003669	16331/4	fittings / blow wtr lines	10-30-430-612.00	GENERAL SUPPLIES	33.74	33.74	
	00001833	16335/4	wtr hs prsr test	50-10-410-612.00	GENERAL SUPPLIES	3.00	3.00	
	00001833	16335/4	wtr hs prsr test	55-20-420-612.00	GENERAL SUPPLIES	2.99	2.99	
	00011047	16348/4	drill bit, dct tp, fstnrs	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	14.37	14.37	
						299.26	299.26	
53950 MILTON RENTAL & SALES CENTER INC								
	00009347	1-4075	rpr hedge row trimmer	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	168.13	203.61	
	00003666	1-533690	cycle mix for tree cuttin	10-30-430-612.00	GENERAL SUPPLIES	16.86	16.86	
	00003736	1-533869-2	rent 3 msg brd Sanderson	10-30-430-450.11	Paving - Sanderson Rd	1,752.30	1,752.30	
	00003666	1-534943	tailgate pins 15-2	10-30-430-612.00	GENERAL SUPPLIES	4.82	4.82	
	00003666	1-535039	2 shovels cold patch	10-30-430-612.00	GENERAL SUPPLIES	53.10	53.10	
	00003666	1-535101	gas for saw non-ethanol	10-30-430-612.00	GENERAL SUPPLIES	44.10	44.10	
	00003718	1-535313	rent roller Sanderson	10-30-430-450.11	Paving - Sanderson Rd	1,724.16	1,760.00	
	00003726	1-535657	hay mulcher grass seed	10-30-430-450.11	Paving - Sanderson Rd	600.00	104.20	
	00003721	1-535913	flex grip glove	10-30-430-612.00	GENERAL SUPPLIES	12.59	12.59	

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00003721	1-535925	non-ethanol for chainsaw	10-30-430-612.00	GENERAL SUPPLIES	88.20	88.20	
00003666	1-535952	75 grade stakes	10-30-430-612.00	GENERAL SUPPLIES	53.97	53.97	
00003718	1-536023	rent roller Sanderson	10-30-430-450.11	Paving - Sanderson Rd	675.84	675.84	
00003721	1-536029	rake & mason line	10-30-430-612.00	GENERAL SUPPLIES	57.56	57.56	
					5,251.63	4,827.15	

54180 MINNESOTA LIFE INSURANCE CO

26693670-00	Oct life ins prem (adjust 10-10-410-210.30)	GROUP LIFE INS & AD&D	0.00	55.76			
26693670-00	Oct life ins prem (adjust 10-10-412-210.30)	GROUP LIFE INS & AD&D	0.00	44.63			
26693670-00	Oct life ins prem (adjust 10-10-413-210.30)	GROUP LIFE INS & AD&D	0.00	56.18			
26693670-00	Oct life ins prem (adjust 10-20-420-210.30)	GROUP LIFE INS & AD&D	0.00	220.06			
26693670-00	Oct life ins prem (adjust 10-20-421-210.30)	GROUP LIFE INS & AD&D	0.00	9.94			
26693670-00	Oct life ins prem (adjust 10-20-422-210.30)	GROUP LIFE INS & AD&D	0.00	9.94			
26693670-00	Oct life ins prem (adjust 10-30-429-210.30)	GROUP LIFE INS & AD&D	0.00	8.50			
26693670-00	Oct life ins prem (adjust 10-30-430-210.30)	GROUP LIFE INS & AD&D	0.00	74.79			
26693670-00	Oct life ins prem (adjust 10-30-432-210.30)	GROUP LIFE INS & AD&D	0.00	24.97			
26693670-00	Oct life ins prem (adjust 10-40-441-210.30)	Group Life & AD&D	0.00	1.65			
26693670-00	Oct life ins prem (adjust 10-50-451-210.30)	GROUP LIFE INS & AD&D	0.00	31.00			
26693670-00	Oct life ins prem (adjust 10-60-461-210.30)	GROUP LIFE INS & AD&D	0.00	70.85			
26693670-00	Oct life ins prem (adjust 50-10-410-210.30)	GROUP LIFE INS & AD&D	0.00	28.76			
26693670-00	Oct life ins prem (adjust 55-20-420-210.30)	GROUP LIFE INS & AD&D	0.00	28.76			
26693670-00	Oct life ins prem (adjust 10-50-452-210.30)	Group Life & AD&D	0.00	14.00			
62403770-00	Nov insurance w/ adj Chpm 10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.76			
62403770-00	Nov insurance w/ adj Chpm 10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	44.63			
62403770-00	Nov insurance w/ adj Chpm 10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	56.18			
62403770-00	Nov insurance w/ adj Chpm 10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	220.06			
62403770-00	Nov insurance w/ adj Chpm 10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.94			
62403770-00	Nov insurance w/ adj Chpm 10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.94			
62403770-00	Nov insurance w/ adj Chpm 10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	-28.50			
62403770-00	Nov insurance w/ adj Chpm 10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	74.79			
62403770-00	Nov insurance w/ adj Chpm 10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	24.97			
62403770-00	Nov insurance w/ adj Chpm 10-40-441-210.30	Group Life & AD&D	0.00	1.65			
62403770-00	Nov insurance w/ adj Chpm 10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	31.00			
62403770-00	Nov insurance w/ adj Chpm 10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	70.85			
62403770-00	Nov insurance w/ adj Chpm 50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	33.45			
62403770-00	Nov insurance w/ adj Chpm 55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	33.45			
62403770-00	Nov insurance w/ adj Chpm 10-50-452-210.30	Group Life & AD&D	0.00	14.00			
					0.00	1,331.96	

48411 NAPPI, BENJAMIN

102616	Pumpkins Park sppls	10-50-452-831.05	From Rec Donations	0.00	21.00
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64708 NOLL, DANIELLE

440706A-A	cancelled Woof	10-50-000-347.00	RECREATION FEES	0.00	5.00
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58200 NORTHEAST DELTA DENTAL

925-NOV16	Nov dental premiums	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56
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PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	925-NOV16	Nov dental premiums	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	
	925-NOV16	Nov dental premiums	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	261.16	
	925-NOV16	Nov dental premiums	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	994.21	
	925-NOV16	Nov dental premiums	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
	925-NOV16	Nov dental premiums	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
	925-NOV16	Nov dental premiums	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	34.27	
	925-NOV16	Nov dental premiums	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	632.85	
	925-NOV16	Nov dental premiums	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	128.76	
	925-NOV16	Nov dental premiums	10-40-441-210.15	Group Dental Ins	0.00	8.98	
	925-NOV16	Nov dental premiums	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
	925-NOV16	Nov dental premiums	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
	925-NOV16	Nov dental premiums	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-NOV16	Nov dental premiums	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-NOV16	Nov dental premiums	10-50-452-210.15	Group Dental Insurance	0.00	157.56	
					0.00	3,265.06	
58600 NORTHEAST MAILING SYSTEMS LLC							
00007243	347959	annl maint sort/fold mach	10-10-417-340.00	TECHNICAL	1,230.00	1,230.00	
58632 OCCUPATIONAL HEALTH CENTERS							
00200200	1204848658	pre academy physcial	10-20-420-330.00	OTHER PROFESSIONAL	92.50	92.50	
50849 PETIT BROOK VETERINARY CLINIC							
00008740	59181	euthanize 2 dogs	10-20-423-510.00	CARE & KEEP-DOGS & CATS	303.50	303.50	
61900 PIKE INDUSTRIES, INC.							
00003676	894818	2.82tn cold patch asphalt	10-30-430-450.20	ASPHALT	352.50	352.50	
68435 PLACESENSE							
00006680	549	Aug cnsult Pln Cmm/wrkshp	10-60-461-330.00	OTHER PROFESSIONAL	1,298.40	1,298.40	
00006678	558	Sept Plan Comm consults	10-60-461-330.00	OTHER PROFESSIONAL	484.60	484.60	
					1,783.00	1,783.00	
62053 POLLARD, JOSEPH G. CO. INC.							
00001834	0057646	parts hydrant flush equip	50-10-410-612.00	GENERAL SUPPLIES	849.00	833.77	
62520 PREMIER TIRE & AUTOMOTIVE CORP							
00200205	72750	'11 Tahoe brake rtr & pds	10-20-420-430.10	VEHICLE MAINTENANCE	556.97	556.97	
00200205	72799	'16 utility oil & filter	10-20-420-430.10	VEHICLE MAINTENANCE	50.45	50.45	
00200202	73049	'14 Frd intercptr bearing	10-20-420-430.10	VEHICLE MAINTENANCE	746.43	746.43	
					1,353.85	1,353.85	
63300 QUEEN CITY STEEL COMPANY CORP							
00003682	227467	steel to rpr trks	10-30-430-430.10	VEHICLE MAINTENANCE	20.00	20.00	
00003682	227894	steel for rprs	10-30-430-430.10	VEHICLE MAINTENANCE	51.50	51.50	
					71.50	71.50	
24501 R.R. CHARLEBOIS INC							
00003681	ID11774	seal & gskt wht 15-4	10-30-430-430.10	VEHICLE MAINTENANCE	57.75	57.75	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor

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

00003681	ID11788	8) 75W90 oil 15-4	10-30-430-430.10	VEHICLE MAINTENANCE	79.84	79.84	
00003681	ID12460	filter rear axel 15-2	10-30-430-430.10	VEHICLE MAINTENANCE	4.46	4.46	
00003681	ID12618	fltr 14-1	10-30-430-430.10	VEHICLE MAINTENANCE	4.46	4.46	
00003681	ID12811	2 wrklt 1 15-4, 1 spare	10-30-430-430.10	VEHICLE MAINTENANCE	139.50	139.50	
00003681	ID12867	oil fltr, md flaps, 14-1	10-30-430-430.10	VEHICLE MAINTENANCE	37.92	37.92	
00003742	RC59708	brake inspctn '15 Frt	10-30-430-430.10	VEHICLE MAINTENANCE	98.88	98.88	
					-----	-----	
					422.81	422.81	
62120 ROSEN'S UNIFORMS							
00200197	261242-01	2)Shirts McQueen, Raymond	10-20-420-650.00	UNIFORMS	146.98	146.98	
67300 ROWLEY FUELS INC							
	2482-OCT16	OCTOBER FUEL MUNI	10-30-430-625.00	DIESEL FUEL	0.00	3,411.51	
	596/9807OC16	Oct fuel	10-20-421-625.00	DIESEL FUEL	0.00	253.73	
	596/9807OC16	Oct fuel	10-20-422-625.00	DIESEL FUEL	0.00	327.37	
					-----	-----	
					0.00	3,992.61	
68452 SASSO, IAN							
	110116	LENNY'S BOOTS	50-10-410-290.00	OTHER EMPLOYEE BENEFITS	0.00	75.00	
	110116	LENNY'S BOOTS	55-20-420-290.00	OTHER EMPLOYEE BENEFITS	0.00	75.00	
					-----	-----	
					0.00	150.00	
71797 SCALISE, FRANK							
	092316	9/19-23 miles training	10-20-420-580.00	TRAVEL	0.00	79.92	
	101316	phone min. pre-pd phone	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	45.00	
					-----	-----	
					0.00	124.92	
67005 SECURITY MUTUAL INSURANCE CO OF NY							
	249767	Oct STD & LTD prem	10-10-404-520.60	LONG TERM DISABILITY	0.00	704.29	
	249767	Oct STD & LTD prem	10-10-404-520.70	SHORT TERM DISABILITY	0.00	527.48	
	249767	Oct STD & LTD prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	55.47	
	249767	Oct STD & LTD prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	55.47	
	250675	NOV STD & LTD prem.	10-10-404-520.60	LONG TERM DISABILITY	0.00	704.64	
	250675	NOV STD & LTD prem.	10-10-404-520.70	SHORT TERM DISABILITY	0.00	527.74	
	250675	NOV STD & LTD prem.	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	65.48	
	250675	NOV STD & LTD prem.	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	65.48	
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					0.00	2,706.05	
72758 SHEESLEY, ANDREA							
	100616	mi. catalog class Barre	10-50-451-580.00	TRAVEL	0.00	62.32	
72432 SSCI							
00008750	113931	6 applicant profiles	10-10-416-330.00	OTHER PROFESSIONAL	90.00	90.00	
72565 STITZEL, PAGE & FLETCHER, P.C.							
	26101	August lgl Dog, Impct, HO	10-00-000-256.00	DUE TO DEVELOPERS	0.00	95.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	26101	August 1gl Dog, Impct, HO	10-00-000-256.00	DUE TO DEVELOPERS	0.00	779.00	
	26101	August 1gl Dog, Impct, HO	10-10-405-330.10	GENERAL GOVERNMENT	0.00	475.00	
	26101	August 1gl Dog, Impct, HO	10-10-405-330.10	GENERAL GOVERNMENT	0.00	80.58	
	26101	August 1gl Dog, Impct, HO	10-10-405-330.10	GENERAL GOVERNMENT	0.00	446.50	
	26101	August 1gl Dog, Impct, HO	10-10-405-330.10	GENERAL GOVERNMENT	0.00	2,927.50	
	26101	August 1gl Dog, Impct, HO	10-10-405-330.10	GENERAL GOVERNMENT	0.00	171.00	
					0.00	4,974.58	
61943 SWISH KENCO LTD							
	00009384	W145238 janitorial splies	10-30-432-612.00	GENERAL SUPPLIES	352.10	352.10	
48700 SYMQUEST GROUP INC							
	1073540	10/8-11/7/16	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	39.60	
21288 SYNCE/AMAZON							
	00012084	1697814 blk prntr ctrtdge & adptr	10-20-422-611.00	OFFICE SUPPLIES	125.00	121.98	
	00051835	2385037 dvds OCT	10-50-451-640.50	VIDEOS	72.93	72.93	
	00051835	2385037B dvds OCT	10-50-451-640.50	VIDEOS	17.34	17.96	
	00006683	7397024 tp msr, reel tp msr	10-40-441-611.00	OFFICE SUPPLIES	6.75	6.75	
	00006683	7397024 tp msr, reel tp msr	10-60-461-740.00	MACHINERY/EQUIPMENT	20.03	20.03	
	00006682	7397024B strg clipbrd	10-40-441-611.00	OFFICE SUPPLIES	22.40	22.40	
	00006683	7397024C collapse msr whl, gloves	10-40-441-611.00	OFFICE SUPPLIES	9.20	9.20	
	00006683	7397024C collapse msr whl, gloves	10-60-461-740.00	MACHINERY/EQUIPMENT	36.75	36.75	
					310.40	308.00	
76719 THE TECH GROUP, INC.							
	71795	9/1-30 bulk hrs	10-10-417-340.00	TECHNICAL	0.00	2,250.00	
	71795	9/1-30 bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	0.00	9.00	
	71795	9/1-30 bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	0.00	9.00	
	71930	10/1-30 bulk hrs	10-10-417-340.00	TECHNICAL	0.00	2,250.00	
	71930	10/1-30 bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	0.00	9.00	
	71930	10/1-30 bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	0.00	9.00	
	72167	11/1-30 bulk hrs	10-10-417-340.00	TECHNICAL	0.00	2,250.00	
	72167	11/1-30 bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	0.00	9.00	
	72167	11/1-30 bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	0.00	9.00	
					0.00	6,804.00	
76400 TI-SALES INC							
	00001840	INV0071476 24 meters, 12 tops	50-10-410-612.10	WATER METERS	3,626.48	3,681.48	
	00001840	INV0071476 24 meters, 12 tops	55-20-420-612.10	WATER METER PURCHASES	3,626.48	3,681.48	
	00001840	INV0071515 8 pit style meters	50-10-410-612.10	WATER METERS	80.00	80.00	
	00001840	INV0071515 8 pit style meters	55-20-420-612.10	WATER METER PURCHASES	80.00	80.00	
					7,412.96	7,522.96	
76428 TOWN OF COLCHESTER							
	00012086	AR-AMBQ316 Jul-Sep 1 paramedic	10-20-422-340.00	TECHNICAL	225.00	225.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor

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

53344 TRIGGS, ELIZABETH D.							
00005816	102816	4 classes of 4 watercolor	10-50-452-831.00	REVENUE PROGRAMS	1,950.00	360.00	
78210 UNIFIRST CORP							
	036 1769458	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1769458	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1769458	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1770721	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1770721	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1770721	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1770722	rent mats/rags/uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1770722	rent mats/rags/uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1770722	rent mats/rags/uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1770722	rent mats/rags/uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1771982	rent uniforms mats	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1771982	rent uniforms mats	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1771982	rent uniforms mats	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1771983	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1771983	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1771983	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1771984	rent rags/ uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1771984	rent rags/ uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1771984	rent rags/ uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1773251	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1773251	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1773251	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1773252	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1773252	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	33.27	
	036 1773252	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	3.74	
	036 1773253	rags uniform rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1773253	rags uniform rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1773253	rags uniform rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1774520	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1774520	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1774520	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1774521	rent rags, uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1774521	rent rags, uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.56	
	036 1774521	rent rags, uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	3.02	
	036 1774522	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1774522	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
	036 1774522	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.13	
	036 1775779	rent mats, rags, uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1775779	rent mats, rags, uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1775779	rent mats, rags, uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036 1775779	rent mats, rags, uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1775781	mats, rags, uniform rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1775781	mats, rags, uniform rent	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1775781	mats, rags, uniform rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1775781	mats, rags, uniform rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	
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					0.00	581.21	
79800 VAN NOORDT, BRETT							
	102516	IACP '16 Brett Oct	10-20-420-580.00	TRAVEL	0.00	1,425.07	
	102516	IACP '16 Brett Oct	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	350.00	
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					0.00	1,775.07	
49013 VERIZON WIRELESS							
	9773840681	cell phones	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.02	
	9773840681	cell phones	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	16.87	
	9773840681	cell phones	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.82	
	9773840681	cell phones	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.78	
	9773840681	cell phones	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	99.03	
	9773840681	cell phones	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.02	
	9773840681	cell phones	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.87	
	9773840681	cell phones	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9773840681	cell phones	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	141.95	
	DM9767487090	Rev cr memo in error	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	38.20	
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					0.00	704.57	
80647 VERMONT AGENCY OF NATURAL RESOURCE							
	00020089	7026-9014'16 annl strmwtr oper fee	10-30-429-810.00	DUES & FEES	2,643.00	2,643.00	
80720 VERMONT GAS SYSTEMS INC							
	15260	9/27-10/24 nat'l gs 28dys	10-30-432-621.00	NATURAL GAS	0.00	363.42	
	15260	9/27-10/24 nat'l gs 28dys	55-20-420-621.00	NATURAL GAS	0.00	221.84	
	3200-3OCT16	9/26-10/24 28 days Ntl Gs	10-30-432-621.00	NATURAL GAS	0.00	63.40	
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					0.00	648.66	
81494 VERMONT PLANNERS ASSOCIATION							
	00006681	VPA Fall Hemmerick	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	45.00	45.00	
82994 VISION SERVICE PLAN-CONNECTICUT							
	0011797NOV16	Nov eye ins prem	10-10-404-520.80	VISION SERVICE PLAN	0.00	661.19	
	0011797NOV16	Nov eye ins prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
	0011797NOV16	Nov eye ins prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
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					0.00	727.45	
81055 VLCT / VERMONT LEAGUE OF CITIES &							
	00006674	2016-18069 Pitts Pln & Zone wrkshp	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	60.00	60.00	
59302 WALSH ELECTRIC SUPPLY, INC.							
	00009355	1523075-00 6 battery back up E light	10-30-432-430.00	REPAIR & MAINT-FACILITIES	111.24	129.00	

11/04/16
01:06 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 12

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/08/16 thru 11/08/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
79153 WELLS, ERIK		101216	mi. VLCT budget conf	10-10-410-580.00	TRAVEL	0.00	38.88	
86543 WEX BANK		47423312	Oct vehicle fuel	10-20-420-626.00	GASOLINE	0.00	2,518.41	
		47423312	Oct vehicle fuel	10-30-430-626.00	GASOLINE	0.00	91.33	
		47423312	Oct vehicle fuel	50-10-410-625.00	DIESEL FUEL	0.00	48.88	
		47423312	Oct vehicle fuel	50-10-410-626.00	GASOLINE	0.00	146.82	
		47423312	Oct vehicle fuel	55-20-420-625.00	DIESEL FUEL	0.00	48.88	
		47423312	Oct vehicle fuel	55-20-420-626.00	GASOLINE	0.00	146.81	
						0.00	3,001.13	
87159 XEROX BUSINESS SERVICE LLC		1314433	Sept recording ACS	10-10-412-340.10	TECHNICAL/ACS	0.00	1,947.00	
				Report Total			193,470.16	

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 \$ ***193,470.16

SELECTBOARD:

Darren Adams, Chair

Ken Nolan, Vice Chair

John Palasik, Clerk

John W. Bartlett

John Cushing

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**Milton Selectboard Meeting
October 17, 2016 at 6:00 p.m.
Municipal Building Community Room**

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

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Selectboard Members Not Present: None

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Staff Members Present: Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; Erik Wells, Director of Administration; Jacob Hemmerick, Planning Director; Sarah Macy, Finance Director

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Others Present: John Lindsay; Lori Donna; Tony Micklus

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I. Call to Order- Adams called the meeting to order at 6 PM

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II. Flag Salute- Adams led attendees in a salute to the flag

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III. Agenda Review- none

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IV. Public Forum-none

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V. New Business and Department Items

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A. Finance Update

Sarah Macy discussed the general fund budget for next year. She spoke about what departments need and where the funds have come from and what they are used for. The board was very impressed with the simplicity of the information given and future work that will be done with the budget.

B. Interim Zoning Bylaw Amendment Extension

Jacob Hemmerick asked for an extension of 6 months so the commission could have more time since there were many rewrites to the draft and with the holidays coming. This would also give the Selectboard more time to review it. Due to staffing changes and other projects coming through the door. December 10th will be the next scheduled date to review the document. The Board planned to hold a special meeting on December 10th with the Planning Commission to review the draft bylaw and provide feedback.

C. Camp Precast Road FY '17 Paving Plan Addition Option

With the extra money from the Pike paving bid Donna Barlow Casey and Dustin Keelty suggest that the money go to repair Camp Precast Rd. The engineer could work up plans for this road and if there wasn't enough time before snow fall to complete the road, the plans could be used on next year's paving bid so they wouldn't be wasted. They question being asked is for authorization for engineering services for Camp Precast Road. Also to authorize the Town Manager to enter into an agreement with Pike Industries. Bartlett made a motion to approve engineering services for Camp Precast Road, Nolan second. Unanimously Approved. Bartlett moved to authorize the town manager to enter into contract with Pike Industries for the additional work, Nolan second. **Approved Unanimously.**

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D. Sanderson Road Project Update

Dustin Keelty discussed the project is going well, the deep digging and insulation is complete. Tree removal and some telephone pole relocation will be this week. Next week will be removing remaining dirt off the sides of the road.

The Selectboard asked about an update on Devino Road, Keelty stated he had talked to the contractor and suggested pricing for material. As of right now the contractor hasn't started work yet because he is finishing up a septic project first and then will be on Devino Road.

E. Westford Development Proposal Adjacent to Devino Road

Jacob Hemmerick had been notified that a two lot subdivision in Westford was going to be brought to their town, which would be accessed through the class four Devino Road in Milton. Bartlett moved to Authorize the Town Manager to appoint a designee to represent the Town of Milton before the Town of Westford Development Review Board and to testify in opposition to the Desjardins/Rutherford subdivision if the subdivision would result in a new, developable lot accessed via a Milton Class 4 Road. Second by Nolan. **Approved unanimously.**

Bartlett moved if the Sketch Plan proposal is approved by the Westford Development Review Board without condition(s) that would prevent the outcome of a new, developable lot accessed via a Milton Class 4 Road, authorize the use of legal resources to determine if Milton has a legal basis to attach Milton Zoning & Subdivision jurisdiction to the proposal. Second by Nolan. **Approved unanimously.**

Palasik moved to have the town manager draft a letter from the Milton Selectboard to the Westford Selectboard to address their opposition for the proposed subdivision project in Westford. Second by Cushing. **Approved Unanimously.**

F. Potential Development Incentive Options

Donna Barlow Casey brought stated a local developer had brought up discussing incentives for development at a parcel he was looking to purchase. Requests included waiver of impact fees, tax stabilization, water/wastewater fees waived, health order waived, and building use would require a zoning amendment. There are no plans at this point. Barlow Casey asked if this should be discussed further. Zoning amendment would need to go to the Planning Commission, impact fee waiver requires ordinance amendment, and the only requests would have to be address by other bodies. Cushing said all of these requests would require ordinance changes. After discussion, the Board asked Barlow Casey to follow up with the developer and discuss what the Town can and cannot do regarding this to share that information in more detail.

G. Route 7 Sidewalk Project Approval for VTrans Grant

Erik Wells asked the board to approve the project intention form for a sidewalk grant up to \$850,000 the Town had received from VTrans, the sidewalk would fill in sidewalk gaps from Hayenberry Dr. to Nancy Dr. Cushing moved to authorize the Town Manager to sign and submit the Project Commitments Form to VTrans for Rte. 7 South Sidewalk Gap Project. Second by Bartlett. **Approved Unanimously**

H. Appointment of New Selectboard Clerk

Cushing made a motion to make John Palasik the new Selectboard Clerk, Bartlett second. **Approved Unanimously**

I. Set Date for Impact Fee Ordinance Change Public Hearing

103 The board will wait until the first meeting of December to discuss. The discussion of the winter
104 operations plan is set for November 7th.

105 **VI. Manager's Report**

106 The first meeting of the regional dispatch team will be meeting this Tuesday. October 24th will have
107 a budget goals discussion item at the Selectboard. Ellison Drive gets septic smell, Nathen Lavelle did
108 the smoke test to find it and has tried to locate the issue but isn't able to find the problem. Once
109 Nathen speaks to other consultants and wastewater towns, he may ask the Selectboard to look into
110 outside help.

111
112 **VII. Potential and/or Future Agenda Items-None**

113
114 **VIII. Warrant/Report # 9**

115 Bartlett moved to approve warrant report #9 for \$165,186.87. Palasik second. **Approved**
116 **Unanimously**

117
118 **IX. Meeting Minutes from September 26 and October 3**

119 Bartlett moved to approve the meeting minutes, Cushing second. **Approved Unanimously**
120

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

122 Bartlett moved to find premature public knowledge about Contract Negotiations and Human
123 Resources would cause the Town or person to suffer a substantial disadvantage. Second by
124 Nolan. **Approved unanimously.**

125
126 Bartlett moved to enter into Executive Session to discuss Contract Negotiations and Human
127 Resources under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey for both,
128 and Wells for contract negotiations. Second by Palasik. **Approved unanimously.**

129
130 **Bartlett moved to close executive session, second by Cushing. Approved unanimously.**

131
132 No action was taken as a result of executive session

133
134 **XI. Adjournment**

135 Bartlett made a motion for adjournment at 10:36pm, Cushing second. **Approved Unanimously**
136
137

138 **Respectfully Submitted,**

139 _____ **Date:** _____

140 **John Palasik, Selectboard Clerk**

141
142 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

143
144 **ATTEST: _____ Milton Town Clerk**

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**Milton Selectboard Meeting
October 24, 2016 at 6:00 p.m.
Municipal Building Community Room**

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

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14

Selectboard Members Not Present: John Bartlett, Member

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Staff Members Present: Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; Erik Wells, Director of Administration; Jacob Hemmerick, Planning Director; Sarah Macy, Finance Director

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20
21
22

Others Present: Courtney Lamdin

23
24

I. Call to Order- Adams called the meeting to order at 6 PM

25
26

II. Flag Salute- Adams led attendees in a salute to the flag

27
28

III. Agenda Review- New business item B was removed, items C and D to be in executive session

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30

IV. Public Forum-none

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V. New Business and Department Items

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A. FY '18 Budget Goals and Meeting Schedule

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Sarah Macy stated that FY '18 budget process is underway. Looking for direction from the Selectboard on budget goals to assist in the process, and any questions that should be addressed during the process. Adams stated there should not be any surprises in the budget and firm numbers should be received. The audit report should also be received by the end of November. Nolan stated no tax increase would be ideal and the capital budget needs to be worked into the budget discussion early on. Cushing asked that the impact fee fund balance is resolved and paving planning is part of the overall discussion. The Board requested that Department Heads work together across Departments in putting together the budget.

46
47

B. Executive Session

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49

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

Palasik moved to enter into Executive Session to Real Estate under the provisions of V.S.A. Title 1 Section 313 and Barlow Casey, Wells and Hemmerick. Second by Cushing. **Approved unanimously.**

Palasik moved to close executive session, second by Cushing. **Approved unanimously.**

No action was taken as a result of executive session

C. Municipal Planning Grant Application

Hemmerick followed up from the October 3 meeting with the final application for a Municipal Planning Grant. The goal of the grant would be work to unify the language between the DPW specs

50 and zoning language. Nolan moved to approve the grant application, second by Palasik. **Approved**
51 **Unanimously.**

52
53 **D. Release of Glebe Land**

54 Barlow Casey stated the Board is being asked to authorize a quit claim deed for glebe lands at 62
55 Summit Way. The Board asked for these in the future that legal costs for the Town Attorney could be
56 associated with the fee structure. Palasik moved to authorize the Town Manager to executive the
57 Quit Claim Deed, second by Nolan. **Approved Unanimously.**

58
59 **E. FY '17 Grand List Errors & Omissions**

60 Barlow Casey presented the FY '17 Grand List Errors and Omissions identified by Assessor Ed
61 Clodfelter. Cushing moved to accept the Errors and Omissions to the FY '17 Grand List. Second by
62 Palasik. **Approved unanimously.**

63
64 **VII. Potential and/or Future Agenda Items-None**

65
66 **VIII. Warrant/Report # 10**

67 Palasik moved to approve warrant report #10 for \$180. Cushing second. **Approved Unanimously**

68
69 **XI. Adjournment**

70 Palasik moved to adjourn, second by Cushing. **Approved Unanimously**

71
72

73 **Respectfully Submitted,**

74 _____ **Date:** _____

75 **John Palasik, Selectboard Clerk**

76
77

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

78
79

79 **ATTEST:** _____ **Milton Town Clerk**