

Milton Selectboard Meeting
March 7, 2016 at 6:00 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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

AGENDA

- I. Call to Order**
- II. Flag Salute**
- III. Agenda Review**
- IV. Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. Appointments, Recognition & Event Permit**
 - A. Welcome New Selectboard Member John Palasik**
 - B. Honor Stuart King for Selectboard Service**
Recognition
Donna Barlow Casey, Town Manager
 - C. Ultimate Frisbee Championship Event**
Consider Approval
Ben Nappi, Assistant Recreation Coordination & Applicants
- VI. Joint Meeting with Planning Commission**
 - A. Discuss Draft Zoning Bylaw Amendments, DB1 Zoning District**
Introductory Discussion
Commissioners & Jacob Hemmerick, Planning Director
- VII. New Business and Department Items**
 - A. Winter Festival Fireworks Donation**
Consider Approval
Kym Duchesneau, Recreation Coordinator
 - B. VTrans Class 2 Highway Grant Application**
Consider Approval
Roger Hunt, Public Works Director
 - C. Acting Zoning Administrator Policy**
Consider Approval
Jacob Hemmerick, Planning Director

D. Planning & Zoning Permit Fee Schedule Amendment

Continued Discussion, Possible Action

Jacob Hemmerick, Planning Director

E. Glebe Land

Discussion for Future Agenda Item

Jacob Hemmerick, Planning Director

VIII. Warrant/Report #19

IX. Minutes of February 16, 2016 Meeting

X. Minutes of February 29, 2016 Meeting

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

XII. Adjournment

Posted March 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, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.



Signed: Donna Barlow Casey, Town Manager

RESOLUTION

Town of Milton Selectboard



Recognition of Stuart N. King for his Service

WHEREAS, Stuart N. King served the Community of Milton as a Selectboard Member on two occasions, from 1986 - 1989 and 2014 - 2016; and,

WHEREAS, now that Mr. King’s service on the Selectboard has ended, the Board wishes to express its sincere gratitude for his dedication, leadership and careful stewardship of the Town on behalf of its citizens.

THEREFORE, BE IT RESOLVED, the Selectboard expresses its appreciation to Mr. King for his service, and thanks him for his work to make Milton a great community.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Cushing

John Palasik

Filed with the Milton Town Clerk’s Office this _____ day of _____, 2016

Attest: _____



Application for Facility Use

TOWN OF MILTON

43 Bombardier Rd. Milton, VT 05468-3205 ~ www.miltonvt.org

Contact: Milton Recreation Department 893-4922

RECEIVED

JAN 15 2016

RECREATION DEPARTMENT
MILTON, VERMONT

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

Applicant and Event Information

Applicant: Theo Fetter on behalf of Vermont Principals Association DBA: Vermont Youth Ultimate League

Address: 2 Prospect St Town/City: Montpelier, VT 05602

Daytime Contact Numbers: 802-778-0924 Email Address: vyul.board@gmail.com

Type of Event: State High School Championship - ultimate

Facility/Location Requested: entire Bombardier Park

If a one-time event: Date: Fri 6/3 - Sat 6/4 Hours: from 6/3: 12pm to 6/3: 7pm
(If a re-occurring event, attach a detailed schedule of events)

If a one-time event and you are requesting a rain date (provide date) Sunday, 6/5, 10am-7pm

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

Attendance: 475 Is the event Public or Private Will money be received? * yes
(Number of persons estimated) (Select One) (From ticket sales, entrance fee, gift/donation/solicitat)

If Entertainment or a Performance will be provided, please describe: _____

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

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

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

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

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

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

Print Name: Theodore Fetter Signature: Theodore Fetter Date: 1/14/2016

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

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

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

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

Print Name: Theodore Fetter Signature:  Date: 1/14/2016

Attachments:

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



Application for Entertainment Permit
TOWN OF MILTON
 43 Bombardier Road, Milton, Vermont 05468-3205
www.milton.govoffice2.com
 Contact: Milton Recreation Department 893-4922

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

Applicant and Event Information

Applicant: Theo Fetter for Vermont Principals' Association DBA: Vermont Youth Ultimate League

Address: 2 Prospect Street Town/City: Montpelier, VT, 05602

Daytime Contact Numbers: 802-778-0924 Email Address: vyul.board@gmail.com

Type of Event: Vermont State High School Championships - ultimate

Event Address: Bombardier Park

Property Owner/Agent Signature: _____ Date: _____

If a One Time Event: Date: Friday, 6/3 - Saturday, 6/4 Hours: from 6/3: 12pm to 6/3: 7pm
6/4: 8am to 6/4: 5pm
(If a re-occurring event, attach a detailed schedule of events)

If a One Time Event and you are requesting a Rain Date (provide date) Sunday, 6/5. 10am-7pm

Attendance: 475 Is the event Public or Private Will money be received? yes
(Number of persons estimated) (Circle One) (Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: The 2016 Vermont State High School Ultimate Championships is a tournament to determine the final standings and crown a champion team. There are 3 divisions: Open I (equivalent to varsity boys), Girls, and Open II (equivalent to JV) Open I will have 2 rounds of games on Friday, 6/3: 3pm and 5pm. All 3 divisions will have 2-3 rounds of games on Saturday, 6/4. Some games on Saturday will be held at Milton High School, including all 3 final/championship games. Each high school team has between 12-20 players, and we expect 30 teams total - from all across Vermont. The 2015 State Championship was held in Milton and was a big success; we'd love to come back to Milton this year! Although there will be no admission fees or tickets sold, we would like to again be able to sell our hats, tshirts and other merchandise that helps fund things like player clinics and helping new teams get started. We also would like to have a food truck or two available (both days) for attendees to purchase a meal and snacks; giving us a 10% commission. We have a large pool of volunteers to make sure that our events are designed and executed to be smooth and successful. We take care of parking attendance, having athletic trainers on site, trash/recycling/compost, and thorough site clean-up. Being good guests and keeping a good relationship with our host is a priority for us!

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

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

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

PRINT NAME Theodore Fetter

SIGNATURE:  **DATE:** 1/15/2016

Liability and Hold-Harmless Agreement

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

Property Owner/Agent: Theodore Fetter  **Date:** 1/15/2016
Print Sign

Applicant: Theodore Fetter  **Date:** 1/15/2016
Print Sign

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

Liability Hold Harmless Agreement

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

Theodore Fetter

Printed Name

 1/14/2016

Signature and Date

David Contrada

Printed Name of Witness

David Contrada <signature> 1/14/2016

Witness Signature and Date

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 2-24-16 Approved: Denied: (see below)

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

Comments/Conditions/Fees: _____

Buildings & Grounds: Event request reviewed by: BNappi for D. Kelly Date: 03/04/16 Approved: Denied: (see below)

Comments/Conditions: Please clean areas after use

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

Comments/Conditions: _____

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

Signed: [Signature] Date: 03.04.16

Comments/Conditions/Fees: _____

Fire needed: Yes No Signed: BN for D. Turner Date: 03/04/16

Comments/Conditions: _____

Rescue needed: Yes No Signed: BN for D. Turner Date: 03/04/16

Comments/Conditions: _____

Health/Zoning: Yes No Signed: AM Potts Date: 3/3/16

Comments/Conditions/Fees: Provide one portalet on east side of park and one portalet on west side of park (two total).

Town Manager Approval (if required)

Recreational Facility Use Fee \$ 1440.00 Other applicable fee(s) \$ 530.00 Portable Toilets

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

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

Approved by: [Signature] Town Manager Date: 3.4.16

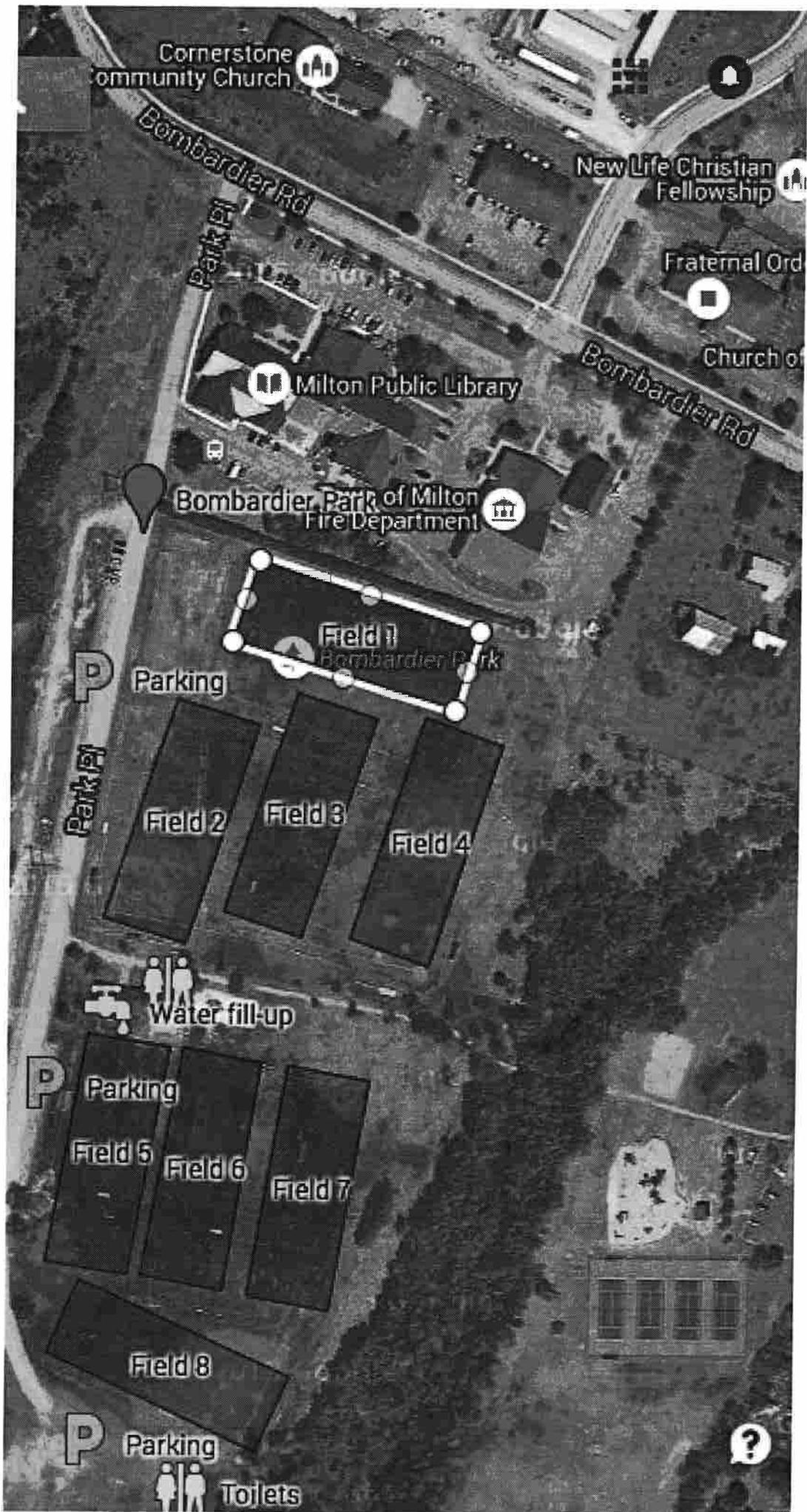
If Selectboard approval sought:

Date Selectboard scheduled to consider: 03/07/16

Date Selectboard took action and action taken: _____

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

Print Name: Theodore Fetter Signature: [Signature] Date: 1/14/2016



Cornerstone Community Church

New Life Christian Fellowship

Fraternal Order of Eagles

Church of the Nazarene

Milton Public Library

Bombardier Park of Milton Fire Department

Field 1
Bombardier Park

Parking

Field 2

Field 3

Field 4

Water fill-up

Parking

Field 5

Field 6

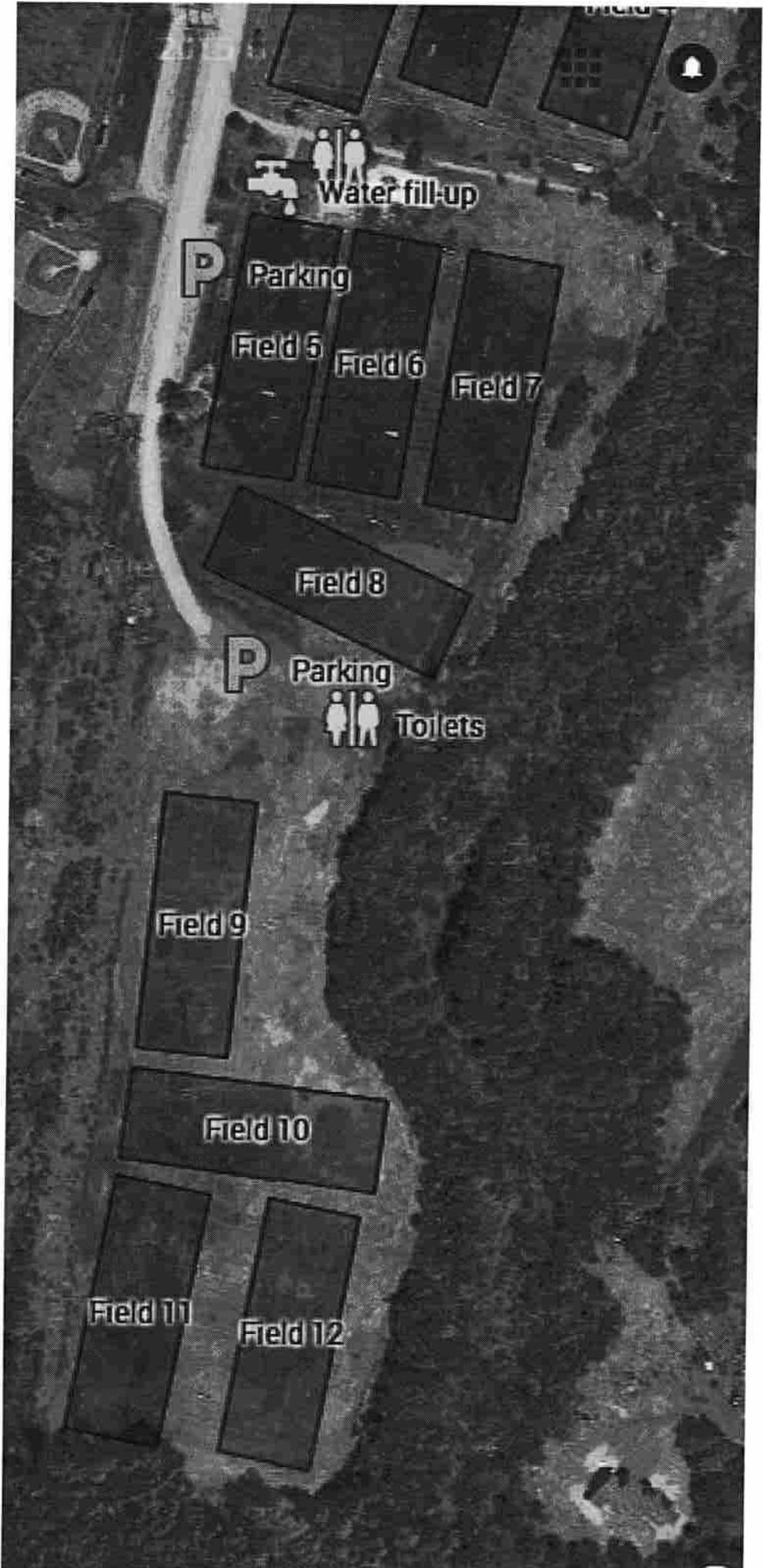
Field 7

Field 8

Parking

Toilets

?



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Water fill-up

Parking

Field 5

Field 6

Field 7

Field 8

P

Parking



Toilets

Field 9

Field 10

Field 11

Field 12



2016 Vermont State High School Ultimate Championships

| Friday, June 3 (Open I only) | | | Saturday, June 4 (all divisions) | | |
|--|--------|------------------------------|----------------------------------|---------|---|
| 1:00pm | 3:00pm | Volunteer set-up | 8:00am | 9:00am | Volunteer set-up |
| 2:15pm | 2:45pm | Teams arrive, check-in | 8:15am | 9:15am | Teams arrive, check-in |
| 3:00pm | 3:05pm | Coach/Captain meeting | 9:30am | 10:30am | Open II (game to 11, 60min. cap) |
| 3:30pm | 5:00pm | Sweet Sixteen (pre-quarters) | 10:00am | 11:30am | Open I & Girls (game to 15, 90min. cap) |
| 5:30pm | 7:00pm | Elite Eight (quarterfinals) | 11:00am | 12:00pm | Open II (game to 11, 60min. cap) |
| 6:45pm | 7:30pm | Volunteer clean-up | 12:00pm | 1:30pm | Open I & Girls (game to 15, 90min. cap) |
| Friday: Bombardier Park Saturday: Milton High School & Bombardier Park Sunday: Backup/rain date | | | 12:30pm | 1:45pm | Open II Final (game to 13, 75min.cap) |
| | | | 1:30pm | 3:00pm | Girls Final |
| | | | 3:00pm | 4:30pm | Open I Final |
| | | | 4:30pm | 5:00pm | Awards (immediately after Open I Final) |
| | | | 5:00pm | 6:00pm | Volunteer clean-up |

CERTIFICATE OF INSURANCE

02/11/2016

PRODUCER

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Boulevard, Suite 100
Fort Wayne, Indiana 46804

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

INSURED

Vermont Principals' Association, Inc.
Two Prospect Street, Suite #3
Montpelier, VT 05602

INSURERS AFFORDING COVERAGE

INS. A: Greenwich Insurance Company
INS. B:
INS. C:

CERT NUMBER: 1001283571

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INS LTR | POLICY TYPE | POLICY NUMBER | POLICY EFFECTIVE | POLICY EXPIRATION | LIMITS | |
|---------|-------------|---------------|--------------------------|--------------------------|---|-----------|
| | | | | | | |
| A | GL | ASG089581901 | 09/01/2015 12:01 a.m. | 09/01/2016 12:01 a.m. | General Aggregate | 5,000,000 |
| | | | | | Products-Completed Operations Aggregate | 5,000,000 |
| | | | | | Personal and Advertising Injury | 1,000,000 |
| | | | | | Each Occurrence | 1,000,000 |
| | | | | | Damage to Premises Rented to You (Any One Premises) | 1,000,000 |
| | | | | | Medical Expense Limit (Any One Person) | 1,000 |
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

- Evidence of coverage with respect to the ULTIMATE STATE CHAMPIONSHIPS from June 03, 2016 through June 04, 2016.

CERTIFICATE HOLDER

TOWN OF MILTON, VT
43 BOMBARDIER ROAD
MILTON, VT 05468

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Drew Smith



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

MEMO

TO: Selectboard and Town Manager
CC: Brandy Saxton, PlaceSense
FROM: Planning Director (*Prepared on behalf of the Planning Commission*)
DATE: March 2, 2016
SUBJECT: BYLAW AMENDMENT PROGRESS REPORT

PURPOSE

The purpose of this informational/discussion agenda item is to update the Selectboard on the Planning Commission's bylaw amendment progress and present a general overview of the Downtown Business District language prior to a public workshop scheduled for April 5, 2016 at 6:30 p.m. in the Municipal Building Community Room. This overview explains key themes that will be discussed in greater detail at the workshop. This meeting is the first step in the outreach process to gather feedback for preparation of a second draft.

HISTORY

This timeline helps explain the events and priorities that have informed and guided this process.

- Summer 2014** **Planning Commission monitors trends and develops a growing concern about the ability of the Regulations to deliver on the Town's vision and address:**
- Imbalance between commercial and residential growth;
 - Concerns about quality, scale and character of recent development; and
 - The desire to create an identifiable, pedestrian-friendly downtown in Milton.
- Winter 2015** **The Planning Commission drafts Interim Zoning Bylaws and forwards to the Selectboard in January.**
- April 2015** **The Selectboard adopts the Interim Zoning Bylaws.**
- The bylaws temporarily halt certain residential development within certain Town Core Planning Area Zoning Districts; and public warehousing throughout the town in order to allow the Planning Commission time to initiate an effort to address the identified issues and concerns permanently by revising the Town's regulations.
- June 16, 2015** **The Planning Commission holds a public forum to gather feedback on a bylaw amendment strategy.**
- July** **PlaceSense is contracted to conduct a technical review and prepare zoning alternatives for Planning Commission prioritization.**
- This review analyzed whether the adopted zoning is implementing the land use goals expressed in the adopted Town Plan and recommended a range of alternative approaches to improve the effectiveness of the Town's zoning regulations.
- July - September** **The Planning Commission considers alternative zoning approaches.**

- September** **A bylaw amendment strategy and work plan is finalized. The Final Report prioritizes the following revisions.**
- Revise allowed uses and modify the dimensional and development standards in the DB1 district to encourage a pedestrian friendly downtown rich in small businesses.
 - Strengthen access management standards.
 - Revise allowed uses and modify the dimensional and development standards in the M Districts to establish nodes that are more pedestrian oriented with community-serving businesses, transitional corridors to remain more auto-oriented, and section where infill housing will be encouraged.
 - Eliminate and/or revise PUD requirements in the Town Core and allow mixed-use development by right in appropriate districts.
 - Establish development standards for multi-family housing.
 - Unify the Zoning and Subdivision Bylaws to streamline the permitting process in the Town Core with clear processes and more specific review standards.
- October 2016** **PlaceSense's contract is renewed by the Selectboard and implementation begins.**
- February 2016** **Draft Downtown Business District language is finalized for public feedback.**

WORK PLAN

The Planning Commission's Bylaw Work Plan is advancing according to plan, with some minor adjustments.

| | |
|------------|--|
| 09/22/2015 | Bylaw Strategy Complete |
| 10/06/2015 | DB1 |
| 10/20/2015 | DB1 |
| 11/17/2015 | DB1 |
| 12/01/2015 | DB1 |
| 01/05/2016 | DB1 |
| 01/19/2016 | DB1 |
| 02/02/2016 | DB1 Final M4 Introduction |
| 02/16/2016 | M4 |
| 03/01/2016 | M4 Workshop Preparation |
| 03/15/2016 | M4 Final Workshop Preparation |
| 04/05/2016 | Community Workshop 1 on DB1 |
| 04/19/2016 | M |
| 05/03/2016 | Workshop Debrief & Revision M |
| 05/17/2016 | M Unified Bylaw |
| 06/07/2016 | Unified Bylaw Workshop Preparation |
| 06/21/2016 | Community Workshop 2 on M Districts |
| 07/05/2016 | Workshop Debrief & Revision Unified Bylaw |
| 07/19/2016 | Unified Bylaw |
| 08/02/2016 | Unified Bylaw |
| 08/16/2016 | Unified Bylaw |

| | |
|------------|--|
| 09/06/2016 | Unified Bylaw |
| 09/20/2016 | Unified Bylaw |
| 10/04/2016 | Buffer |
| 10/18/2016 | Buffer |
| November | Possible Zoning Open House (for one-on-one consultations) |
| 11/01/2016 | Buffer |
| 11/7/2016 | Formal Planning Commission Hearing |
| 11/15/2016 | Prepare for Selectboard Hearing |
| 11/21/2016 | |

*This schedule is subject to change.

DOWNTOWN BUSINESS ZONING DISTRICT GOALS

- Establish a well-defined, mixed-use, compact and walkable downtown centered around the intersection of Route 7, Railroad Street and Middle Road.
- Transform Route 7, Middle Road, Center Drive and Bombardier Roads into "main streets" defined by sidewalks, crosswalks, street trees, landscaping and pedestrian-oriented buildings set close to the sidewalk.
- Encourage quality and efficient construction with durable low maintenance materials and distinctive designs.

Under the current zoning, development that furthers these goals is possible, but not guaranteed.



HOW IS THE PROPOSED LANGUAGE IS A WIN FOR THE COMMUNITY

➤ The language implements clear development standards that deliver on our community's downtown goals by guiding clear development outcomes, resembling similar outcomes to those shown below.



HOW IS THE PROPOSED LANGUAGE IS A WIN FOR DEVELOPERS

- It eliminates cumbersome and dysfunctional PUD standards/process through which a developer can gain approval to have multiple principal uses and buildings by right on a single lot, unlocking new business opportunities and greater flexibility.
- It would increase the current allowable residential density by five units per acre within mixed-use buildings.
- The allowed uses do not significantly change.

IDEAS AND QUESTIONS

We welcome your feedback and questions.

LINKS:

- [Draft DB1 District Language](http://miltonvt.org/images/pdffiles/department/planning/2016_Bylaw_Amendment/DB1_District_Third_Draft.pdf)
[http://miltonvt.org/images/pdffiles/department/planning/2016_Bylaw_Amendment/DB1_District_Third_Draft.pdf]
- [Draft DB1 Site Plan Language](http://miltonvt.org/images/pdffiles/department/planning/2016_Bylaw_Amendment/DB1_District_Site_Third_Draft.pdf)
[http://miltonvt.org/images/pdffiles/department/planning/2016_Bylaw_Amendment/DB1_District_Site_Third_Draft.pdf]
- Project Website Coming Soon
[http://miltonvt.org/government /boards/pc/otherplans.html](http://miltonvt.org/government/boards/pc/otherplans.html)

Memo

To: Donna Barlow Casey, Town Manager

From: Kym Duchesneau, Recreation Coordinator

Date: February 16, 2016

Re: Resolution to accept a donation of a fireworks display in the amount of \$2000.00 from Michael Boisjoli and Subway of Milton for "Milton Winter Festival – Party in the Park" event



 2.19.16

The Town of Milton Recreation Department hosted its 8th annual Milton Winter Festival – Party in the Park event on Friday, February 12, 2016. Michael Boisjoli and Subway of Milton generously donated a fireworks display in the amount of \$2000.00 (of the \$2200.00 total cost) in support of this event. Attached please find a Resolution to acknowledge and accept this donation. Thank you.

Respectfully submitted,

Kym Duchesneau

Resolution

“Milton Winter Festival – Party in the Park” Event Donation

WHEREAS, In accordance with Policy 98-06, as amended by the Selectboard on April 19, 2010, gifts and/or donations must be brought to the Selectboard for acceptance; and,

WHEREAS, The Town of Milton Recreation Department offers a “Milton Winter Festival – Party in the Park” event for the citizens of the Town of Milton; and,

WHEREAS, Michael Boisjoli and Subway of Milton donated a fireworks display with a value of \$2000.00 (of the \$2200.00 total cost) for the “Milton Winter Festival – Party in the Park” event held February 12, 2016; and,

NOW THEREFORE BE IT RESOLVED, the Milton Selectboard acknowledges and accepts the fireworks display, in the amount of \$2000.00, for the Town of Milton Recreation event, “Milton Winter Festival – Party in the Park” that was held February 12, 2016.

FURTHER BE IT RESOLVED,

Date: March 17, 2016

Milton Selectboard:

Filed with the Town Clerk _____ Attest: _____



TOWN OF MILTON, VERMONT 05468

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

MEMORANDUM

TO: Selectboard
Donna Barlow Casey, Town Manager

CC: Dustin Keely, Public Works Supervisor

FROM: Roger Hunt, Public Works Director

DATE: March 7, 2016

SUBJECT: FY 17 Class 2 Town Highway Grant - Project Selection

On tonight's agenda is the authorization to submit an application for the VTrans FY 17 Class 2 Town Highway Grant. The grant is a competitive application process and if awarded will provide funding for 90% or up to \$175,000 toward a Class 2 Highway paving or reconstruction project.

Usually staff will rank the highest priority project and submit the application to the Selectboard for approval. This year is a bit unique in that we have several eligible projects to choose from, with the most urgent being North Road. The difficulty is that this grant is for FY 17, which means that if we get the grant we cannot expend any funds until after July 1st. This would delay the start of the chosen project until then.

The choice before the Selectboard is to choose from (See Map):

- Resurfacing and reclamation of North Road – up to \$540,000
- Resurfacing Everest Road – up to \$300,000
- Reconstruction of Munson Hill on West Milton Road – up to \$335,000
- A combination of Bear Trap Road Seg. D, Middle Road Seg. C, and East Road Seg.'s C&D – up to \$135,000 (We can add to this list to maximize grant award)

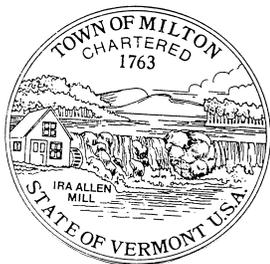
Staff recommends applying for North Road. The condition and moderate use qualifies well for the grant award. The project can be bid and awarded before receiving the grant, as we intend to complete this project before October 15, 2016.

Despite not being heavily traveled, Everest Road's condition warrants resurfacing as soon as possible. However, it doesn't matter if it gets done this spring in FY 16 or this summer in FY 17. As a longtime resident of Everest Road quoted to me, "if you don't pave it this year, you won't have a road left to pave."

Munson Hill is inspected on a regular basis. There has been movement since it was patched last fall, a better determination can be made in warmer weather. If we receive the grant for this project we can construct within the next two years.

The combination project are all areas that have significantly degraded since the PCI was conducted in 2014. For that reason they were moved up to the paving plan for FY 17. These projects could also be started after July 1st.

Staff has prepared Resolutions and Legislative/Fiscal analysis for each one of the selections. Grant Applications have not been prepared for each choice, only North Road, however they can be quickly prepared in the event the Selectboard chooses a project other than North Road. The Selectboard is not required to sign the application, only the resolution authorizing the submittal, the Town Road & Bridge Standards Certification and Annual Financial Plan.



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

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

Date: March 7, 2016

Legislative Analysis:

The attached application is to help fund the resurfacing of the full length, approximately 2.3 miles of North Road, and the Full Depth Reclamation (FDR) of approximately 4,000 feet between Husky Drive and Cooper Road. The location is indicated on the attached map.

- North Road has been designated as the highest priority in the in the Pavement Preservation and Rehabilitation Plan.
- Segment A, which starts at the intersection with Main Str., East & Westford Roads and ends at Husky Drive is in overall poor to very poor condition and requires a 1.5” asphalt overlay.
- Segment B is between Husky Drive and the rail crossing at Cooper Road. It is in very poor to serious condition and some sections are considered as failed. This segment will require Full Depth Reclamation between Shotwell Road and the rail crossing.
- Segment C is between the rail crossing and the Georgia town line. It is in poor to very poor condition. Some sections of asphalt may need to be removed and gravel added to level the road grade. Some sections may require a base shim prior to overlay. This section will receive a 1.5” overlay.

The intent of this project is to be completed by October 15, 2016. It is intended that if and as soon as the grant is awarded and accepted that the work will start. Staff plans to issue the bid specifications this spring with the condition that the work cannot start until we receive the grant award, or receive word that the grant has been denied, whichever comes first. Staff has verified that the contracts can be competitively bid and awarded prior to receiving the grant as long as the actual work does not start until given the go ahead by VTrans.

The following documents are included in the application package:

VTrans Town Highway Class II Grant Application.

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

Certification of Compliance with Town Road and Bridge Standards. As a requirement of the VTrans Town Highway Program grants, the Town must certify that it complies with the Town Highway and Bridge Standards established by VTrans. While the January 2013 codes have already been certified by the Selectboard, the terms of the grant application require an updated

certification annually. Failure to certify compliance with the standards reduces our grant funding by 10%.

Fiscal Analysis:

If the Grant is awarded, the Town would be reimbursed up to \$175,000. The estimated cost for all three segments is \$540,000, therefore the Town's share would be \$365,000. The Town's share will be funded by the FY 17 General Fund paving line item and the Road & Sidewalk Restoration Reserve Fund, the actual split will be determined upon receipt of the grant and prior to project construction.

Recommended Action:

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

Due to the timing constraints, short summer construction season and that the construction contract will be approved prior to grant award, staff recommends that the Selectboard also allow the Town Manager to accept the grant, make necessary budget amendments, approve purchase orders and expend grant funds awarded by VTrans.

Prepared By: Roger F. Hunt, Public Works Director



Resolution

TOWN OF MILTON

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

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

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

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

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

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

WHEREAS, the total estimated cost of the reconstruction project is \$540,000.00 with the Town’s cost estimated to be \$365,000.00 to be funded by the Highway Fund Paving line item and the Road & Sidewalk Restoration Reserve.

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

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

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice Chairperson

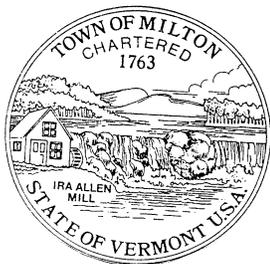
John Bartlett, Clerk

John Cushing, Member

John Palasik, Member

Filed with the Milton Town Clerk’s Office this _____ day of _____, 2016

Attest: _____
Milton Town Clerk



TOWN OF MILTON, VERMONT

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FY 2017 VTrans Class II Highway Grant
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Date: March 7, 2016

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certification annually. Failure to certify compliance with the standards reduces our grant funding by 10%.

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If the Grant is awarded, the Town would be reimbursed up to \$175,000. The estimated cost for all three segments is \$540,000, therefore the Town's share would be \$365,000. The Town's share will be funded by the FY 17 General Fund paving line item and the Road & Sidewalk Restoration Reserve Fund, the actual split will be determined upon receipt of the grant and prior to project construction.

Recommended Action:

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

Due to the timing constraints, short summer construction season and that the construction contract will be approved prior to grant award, staff recommends that the Selectboard also allow the Town Manager to accept the grant, make necessary budget amendments, approve purchase orders and expend grant funds awarded by VTrans.

Prepared By: Roger F. Hunt, Public Works Director



Resolution

TOWN OF MILTON

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

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

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

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

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Filed with the Milton Town Clerk’s Office this _____ day of _____, 2016

Attest: _____

Milton Assistant Town Clerk



VERMONT

AGENCY OF TRANSPORTATION

FY Municipal Highway Grant Application

APPLYING FOR: Structures Class 2 Roadway Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

DUNS #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:

TH# ____, (Name)_____ which is a class ____ town highway.

Bridge #_____, which crosses _____

Culvert # ____, for which the original size was _____ and the replacement size is _____

Causeway: _____

Retaining Wall: _____

Latitude: Longitude: MM (If Available):

Problem:

Reason For Problem:

Proposed Scope of Work:

Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

| | | |
|--|--|-----------------------------|
| Municipality has complied with 19V.S.A. Section 309(d) regarding "complete streets." | YES | NO |
| Municipality has adopted Codes & Standards that meet or exceed the State approved template? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Municipality has a current Network Inventory? (less than 3 years old) | YES | NO |
| Municipality <u>MUST</u> complete the following environmental resource checklist: | | |
| EXISTING STRUCTURES: (check all that apply) | | |
| <input type="checkbox"/> Steel Tube Culvert | <input type="checkbox"/> Concrete Box Culvert | |
| <input type="checkbox"/> Stone Culvert | <input type="checkbox"/> Concrete Bridge | |
| <input type="checkbox"/> Ditch | <input type="checkbox"/> Rolled Beam/Plate Girder Bridge | |
| <input type="checkbox"/> Metal Truss Bridge | <input type="checkbox"/> Wooden Covered Bridge | |
| <input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other | Masonry Structure | |
| <input type="checkbox"/> Stone Abutments or Piers | <input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work | |
| Other: | | |
| PROJECT DESCRIPTION: (check all that apply) | | |
| <input type="checkbox"/> The project involves engineering / planning only | <input type="checkbox"/> The project consists of repaving existing paved surfaces only | |
| <input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint | <input type="checkbox"/> All work will be done from the existing road or shoulder | |
| <input type="checkbox"/> The structure is being replaced on existing location / alignment | <input type="checkbox"/> There will be excavation within 300 feet of a river or stream | |
| <input type="checkbox"/> New structure on new alignment | <input type="checkbox"/> Repair/Rehab of existing structure | |
| <input type="checkbox"/> There will be excavation within a flood plain | <input type="checkbox"/> Road reclaiming, reconstruction, or widening | |
| <input type="checkbox"/> Tree cutting / clearing | <input type="checkbox"/> Temporary off-road access is required | |
| <input type="checkbox"/> New ditches will be established | <input type="checkbox"/> The roadway will be realigned | |
| The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO | | |

Below this line to be filled in by VTrans staff:

Recommended Award Amount:

District Staff Approval: (name) _____ Date: _____

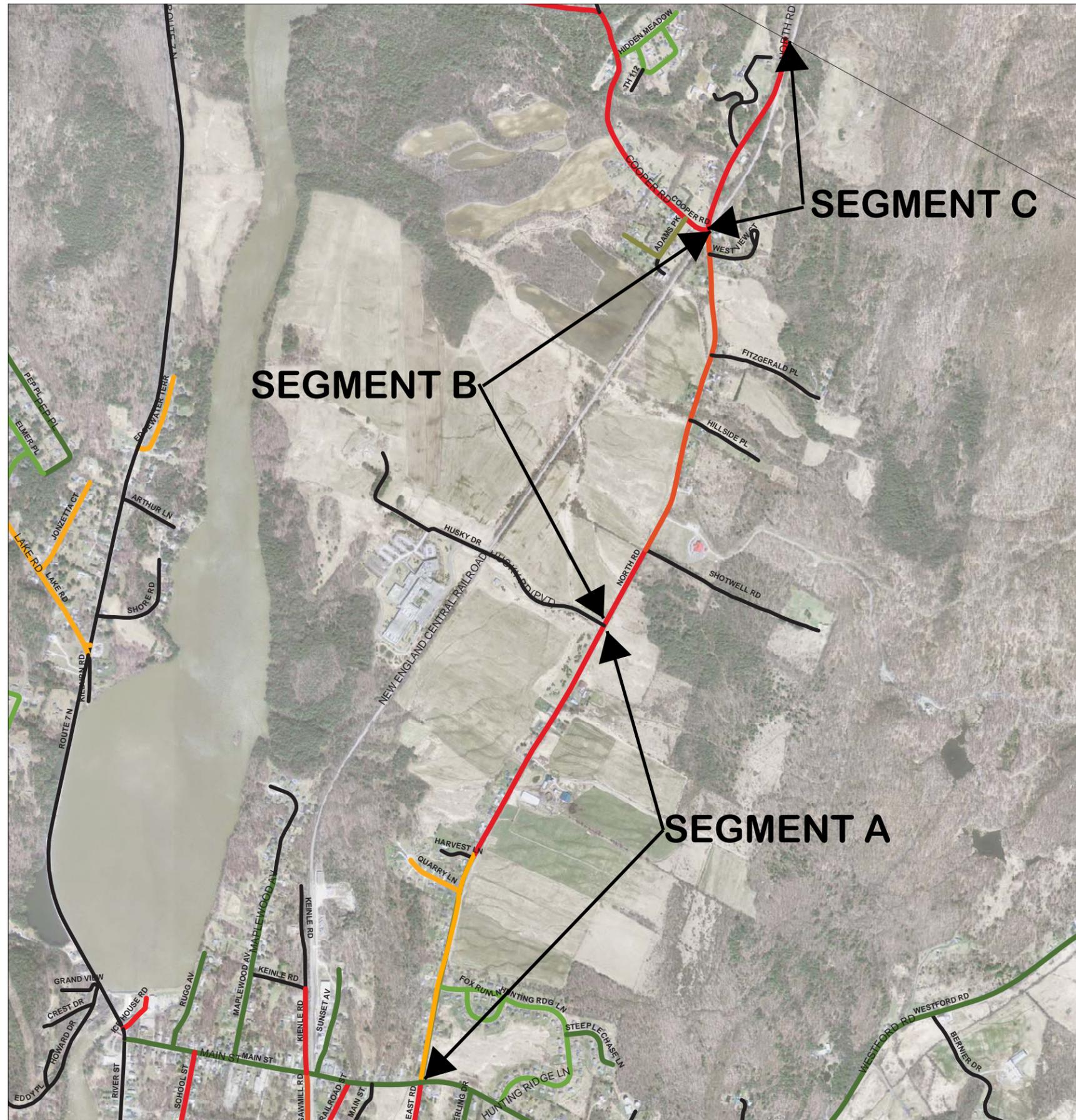
Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.



TOWN OF MILTON, VERMONT 05468
Department of Public Works:
Admin, Buildings and Grounds, Highway Operations, Water and Wastewater
43 BOMBARDIER ROAD MILTON, VERMONT 05468
TELEPHONE: 802-893-6030 • FAX: 893-1005 • www.miltonvt.org

2017 CLASS 2 HIGHWAY GRANT APPLICATION PAVEMENT CONDITION - NORTH ROAD



PAVEMENT CONDITION

- Not Assessed
- Failed
- Fair
- Good
- Poor
- Satisfactory
- Serious
- Very Poor



1:4,800

1 inch = 400 feet
REDUCED SIZE PRINT
NOT TO SCALE

Town of Milton
FY 17 Paving Schedule
Cost Estimation Worksheet

| Paving Plan Worksheet | | Cycle: FY 17 | | | Notes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---------------------------|--------------|--------------------------|------------------|---|----------------------|--------|-------|------------|-----------------|----------------|-----------------|---------------------|---------------------|---------------|--------|-----------|----------------|--------------|--------------|-------------|--------------------|--------------|-----------|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------------|-------|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------|----------|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------------------------|---------|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--------|------|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">1"</td> <td style="width: 100px;">1.125</td> <td colspan="15"></td> </tr> <tr> <td>1.5"</td> <td>1.625</td> <td colspan="15"></td> </tr> <tr> <td>1.75"</td> <td>1.875</td> <td colspan="15"></td> </tr> <tr> <td>2"</td> <td>2.125</td> <td colspan="15"></td> </tr> </table> | | | | | | | | | | | | | | | | | 1" | 1.125 | | | | | | | | | | | | | | | | 1.5" | 1.625 | | | | | | | | | | | | | | | | 1.75" | 1.875 | | | | | | | | | | | | | | | | 2" | 2.125 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1" | 1.125 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5" | 1.625 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.75" | 1.875 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2" | 2.125 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated cost/ton of asphalt | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">Dirt Rd. Chip Seal</td> <td style="width: 100px;">\$ 5.00</td> <td colspan="15"></td> </tr> <tr> <td>Estimated cost of Gravel</td> <td></td> <td colspan="15"></td> </tr> <tr> <td>Shoulder/ton</td> <td>\$ 30.00</td> <td colspan="15"></td> </tr> <tr> <td>Estimated cost Rubber Chip Seal/ton</td> <td>\$ 4.00</td> <td colspan="15"></td> </tr> </table> | | | | | | | | | | | | | | | | | Dirt Rd. Chip Seal | \$ 5.00 | | | | | | | | | | | | | | | | Estimated cost of Gravel | | | | | | | | | | | | | | | | | Shoulder/ton | \$ 30.00 | | | | | | | | | | | | | | | | Estimated cost Rubber Chip Seal/ton | \$ 4.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dirt Rd. Chip Seal | \$ 5.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Estimated cost of Gravel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shoulder/ton | \$ 30.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">Double Yellow</td> <td style="width: 100px;">LF</td> <td style="width: 100px;"></td> <td style="width: 100px;">\$ 0.40</td> <td colspan="13"></td> </tr> <tr> <td>Fog Line</td> <td>LF</td> <td></td> <td>\$ 0.20</td> <td colspan="13"></td> </tr> <tr> <td>Stop Bar - 24"</td> <td>LF</td> <td></td> <td>\$ 4.25</td> <td colspan="13"></td> </tr> <tr> <td>X-Walk (PK)</td> <td>Each</td> <td></td> <td>\$ 450.00</td> <td colspan="13"></td> </tr> <tr> <td>Symbol</td> <td>Each</td> <td></td> <td>\$ 104.00</td> <td colspan="13"></td> </tr> </table> | | | | | | | | | | | | | | | | | Double Yellow | LF | | \$ 0.40 | | | | | | | | | | | | | | Fog Line | LF | | \$ 0.20 | | | | | | | | | | | | | | Stop Bar - 24" | LF | | \$ 4.25 | | | | | | | | | | | | | | X-Walk (PK) | Each | | \$ 450.00 | | | | | | | | | | | | | | Symbol | Each | | \$ 104.00 | | | | | | | | | | | | | |
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| Symbol | Each | | \$ 104.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year | Road Name | Segment | Description | Maintenance Type | Total Segment Cost | Overlay Depth Inches | Length | Width | Cubic Feet | Calculated Tons | Road Area (sy) | Shoulder Length | Shoulder width (ft) | Shoulder Depth (ft) | Shoulder Tons | Action | | Action | Unit | Quantity | Unit Cost | Marking Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | North Rd | North_A | Westford Road to Husky. | OL-1.5 | \$ 99,851.42 | 1.625 | 5420 | 26 | 19083 | 1384 | 15657.8 | 10840 | 1 | 0.167 | 11 | | | Double Yellow | LF | | \$ 0.40 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Double Yellow CL by State | | | | | | | | | | | | | | | | | Fog Line | LF | 10840 | \$ 0.20 | \$ 2,168.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Stop Bar - 24" | LF | 14 | \$ 4.25 | \$ 59.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | Overlay | \$ 70.00 | \$ 96,845.80 | X-Walk (PK) | Each | 1 | \$ 450.00 | \$ 450.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | Shoulders | \$ 30.00 | \$ 328.11 | Symbol | Each | | \$ 104.00 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | \$ 2,677.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | North Rd | North_B | Husky Rd. to Cooper FDR | FDR | \$ 400,000.00 | | 4320 | 24 | 0 | 0 | 11520.0 | 8640 | 0 | 0.167 | 0 | | | Double Yellow | LF | | \$ 0.40 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Full Depth Reclamation | | | | | | | | | | | | | | | | | Fog Line | LF | | \$ 0.20 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Double Yellow CL by State | | | | | | | | | | | | | | | | | Stop Bar - 24" | LF | | \$ 4.25 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Overlay | \$ 70.00 | \$ - | X-Walk (PK) | Each | | \$ 450.00 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Shoulders | \$ 30.00 | \$ - | Symbol | Each | | \$ 104.00 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | North Rd | North_C | Cooper Rd. to Georgia TL | OL-1.5 | \$ 39,474.39 | 1.625 | 2320 | 24 | 7540 | 547 | 6186.7 | 4640 | 2 | 0.167 | 9 | | | Double Yellow | LF | | \$ 0.40 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Double Yellow CL by State | | | | | | | | | | | | | | | | | Fog Line | LF | 4640 | \$ 0.20 | \$ 928.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Stop Bar - 24" | LF | | \$ 4.25 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Overlay | \$ 70.00 | \$ 38,265.50 | X-Walk (PK) | Each | | \$ 450.00 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | Shoulders | \$ 30.00 | \$ 280.89 | Symbol | Each | | \$ 104.00 | \$ - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | \$ 38,546.39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | \$ 928.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Capital Improvement Project Development Form

Prepared By: Roger Hunt Date Prepared: 10/16/2015
 Project Title: North Road Full Depth Reclamation Department: Public Works
 Division: Highway Project #: 430-027-P

Project Type: Highway Program Year(s): FY17

Project Narrative: Give a description of the project and its justification. Has this project been identified in any other plan or study?

This project will reclaim an approximately 4,000 linear foot section of .North Road, between Husky Drive and the railroad crossing at Cooper Road, utilizing Full Depth Reclamation (FDR). The sub-base of the road consists of different materials, which leads to major frost heaves and potholes in the late winter and early spring. Numerous culvert replacements have also cause major frost heaves. Additionally, the road has no discernible crown in most locations, causing water to pool on the roadway, which rapidly deteriorates the road surface and creates unsafe icy condition in the winter. The 2014 Pavement Condition Inventory showed that this road was in serious overall condition. The road has now degraded to a failed condition. A Class 2 Highway grant may contribute up to \$175,000 toward the project and a Highway Restoration Bond item may pay for the remaining \$225,000.

This project will reclaim up to a depth of 15" using FDR methods. Staff engaged Aldrich + Elliott & Associates to provide an opinion of available options and estimated costs. The estimated cost of FDR is \$100/ft, whereas a complete reconstruction could be as high as \$225/ft or \$900,000.

4000' x \$100/ft = \$400,000 ESTIMATED cost

Estimated Life of Project: 25+ years

Schedule & Coordination: Outline the project schedule to include work done in previous years. Identify if the project is dependent upon or has a relationship with one or more other CIP projects.

Reconstruction of this road segment is an urgent need. Recommend project be included in a highway reconstruction bond to include Bartlett Road, Legion Road & West Milton Road.

Further delay of this project poses a serious safety hazard to the traveling public. The condition of the road can cause major damage to winter maintenance equipment.

| Estimated Cost: | Previous Years | FY 17 | FY 18 | FY 19 | FY 20 | FY 21 | FY 22 | Total |
|-----------------|----------------|---------------|-------|-------|-------|-------|-------|---------------|
| \$400,500 | \$ 500.00 | \$ 400,000.00 | | | | | | \$ 400,500.00 |

Basis of Cost Estimate: Rule of Thumb indicator, unit costs

NORTH ROAD

Problem

The Town plans to reconstruct the 0.9 mile section of North Road from the Husky entrance (Rowe Road) north to the railroad tracks near Cooper Road. This road is heavily travelled and extensive cracking is observed in the pavement surface. Restoration and regrading of the roadway ditches is planned, in addition to replacing roadway culverts. Once this initial work is completed, reclamation of the roadway is planned, and is budgeted to cost \$317,500.

Observations

A site visit was performed on August 6, 2015 to observe the area of concern. Significant cracking in the pavement surface is observed throughout most of this section of roadway (Refer to photo). The roadway section is also out of shape, causing failure of the pavement surface in many areas. Restoration and regrading of the ditches is needed to improve the surface drainage. Several areas of the existing roadway surface appear low, so raising the roadway surface can be done and will greatly help the surface runoff.



Recommendations

The recommendations for North Road are as follows:

- Restore and regrade the roadway ditches to improve the surface drainage.
- Inspect and replace any structurally deficient culverts prior to the roadway reconstruction.
- Reclaim the 0.9 miles of North Road beginning at the intersection with Rowe Road to include the following work:
 - Perform test pits to verify the adequacy of the existing roadway subbase.
 - If the subbase is adequate, reclaim the existing roadway subbase and pavement.
 - Raise the roadway surface with the addition of roadway subbase material. Raising the surface will improve the surface drainage and better protect the integrity of the subbase material.
 - Regrade the roadway surface to a normal roadway section.
 - Repave with a minimum 3" depth of bituminous pavement



A full depth reconstruction, and the associated costs were evaluated briefly and were used to confirm the adequacy of the Town budget set aside for this project. For full reconstruction of the

roadway, the costs will range from \$150 to \$200 per linear foot of roadway, or \$750,000 to \$950,000.

The roadway reclamation cost will be significantly lower, and for this approach, we have estimated the construction cost of this project to range from \$350,000 to \$400,000. If funds become limited, this roadway reclamation project could be easily split into phases and performed over 2 years so that the work fits better into the capital plan.







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

TA-60

of _____ Fiscal Year _____ Begin _____ End _____

INCOME

| DESCRIPTION | ESTIMATED |
|--|-----------|
| State Funds - 19 V.S.A. Section 306(a): | |
| Class 1 | \$ |
| Class 2 | \$ |
| Class 3 | \$ |
| Town Tax Funds – 19 V.S.A. Section 307 | \$ |
| Special Funds (e.g., bonds or earmarks): | |
| a. | \$ |
| b. | \$ |
| c. | \$ |
| TOTAL | \$ |

EXPENSES

| DESCRIPTION | ESTIMATED |
|-----------------------------|-----------|
| Winter Maintenance | \$ |
| Non-Winter Maintenance | \$ |
| Major Construction Projects | |
| a. | \$ |
| b. | \$ |
| c. | \$ |
| TOTAL | \$ |

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of _____ certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00** per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: March 7, 2016

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

TO: Project File

FROM: Roger Hunt, Public Works Director

DATE: March 1, 2016

SUBJECT: Complete Streets Compliance Form

Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed below. This project compliance form should be completed and retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Road: North Road

Project Description: Reclamation and Resurfacing

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

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

Exemption – If applicable, select one.

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

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

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

Completed:

Roger Hunt

Public Works Director

March 1, 2016

Name

Position

Date



Town of Milton
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Selectboard and Town Manager
CC: Planning Staff
FROM: Jacob Hemmerick, Planning Director
DATE: March 3, 2016
SUBJECT: INTRODUCTION TO GLEBE LAND DIVESTMENT ITEM

| |
|------------------------------------|
| <i>INFORMATION/DISCUSSION ITEM</i> |
|------------------------------------|

PURPOSE

The purpose of this agenda item is to familiarize the Board with an unusual Vermont Institution prior to an upcoming agenda item that will require Board action.

BACKGROUND

In the course of a title search prior to the sale of a conservation easement, it was discovered that a portion of the subject property was glebe land.

Glebe land appears in land records throughout Vermont was established to support the Church of England's Society for the Propagation of the Gospel. As stipulated in Milton's Charter of 1763, lots were set aside during the early divisions of land for the first minister to settle in Milton, for the spreading the gospel in foreign lands, for schools and for the Church of England". Following the revolutionary war, the Vermont Legislature transferred to schools the lots originally set aside for the Anglican Church.

The concept was essentially a public funding mechanism whereby the town/school owns the land and a "leaseholder" has rights to have and to hold the land "as long as the wood grows and water runs" for annual payments. (see "Indenture" instrument of 1824 from Milton's land records).

Originally, these lands could not be sold by the town or other owner and the leases were "durable leases". The law eventually changed in 1935 to allow towns and schools to sell their lease lands ([24 V.S.A. § 2406](#)), but sale income must held intact as a school endowment.

POLICY

A request has been made for the Town to quit-claim the land.

It is unknown by staff how much glebe land Milton has, and any decision on this matter could set an important precedent for the future. VLCT advised in a 2001 newsletter that, "It is critical to trace the history of your town or school's glebe land and to understand the applicable law before attempting to do anything with it or with the proceeds of any sale of it."

Staff has begun due diligence by requesting a legal review of the certificate of title and draft quit claim deed, as well as requesting advice on the divestment process.

ATTACHMENTS

Letter Prompting Board Action
Example of Milton Glebe Lease

LINKS

[Handbook for Vermont Selectboards](#) (see page 134)

[VLCT News on Glebe Land](#)

[Vermont Standard Article](#)

GEORGE E. SPEAR, II

Attorney-at-Law

16 Church Street, Suite One

P.O. Box 148

Swanton, Vermont 05488

Fax 802-868-9150

E-mail: george.spear@myfairpoint.net

Tel. 802-868-2929/868-4381

Legal Assistants: Betty L. Cheney

Doreen W. LaFlam

February 12, 2016

Ms. Donna Barlow Casey, Manager
Town of Milton
P. O. Box 18
Milton, VT 05468

Via email to: dbarlowcasey@town.milton.vt.us
and First Class Mail

Re: David J. Cadreact and Katherine D. Cadreact
Milton, Vermont

Dear Ms. Casey:

I represent David and Katherine Cadreact of Milton, who, in order to preserve their farm property located on the Cadreact Road for agriculture, have agreed to convey the development rights thereon to the Vermont Land Trust ("VLT"). The VLT, as you are aware, has a mandate from the State of Vermont to preserve and protect agricultural and forest land in Vermont. In doing so, VLT acquires Grants of Development Rights, thereby keeping the land open, free of development and available for agriculture and silviculture. To accomplish this goal, VLT often partners with other entities and governmental agencies such as the Vermont Agency of Agriculture, Food and Markets; Vermont Housing and Conservation Board, Lake Champlain Land Trust and various federal agencies. In the Cadreact matter, because of requirements imposed by some these parties, we must close before March 18, 2016.

In the course of completing its due diligence, VLT has commissioned a title search of the Cadreact property in the Town of Milton Land Records. That title search has revealed that two portions of the Flynn or Flinn Farm which makes up a portion of the Cadreact property are so-called "glebe land" or "lease land" and subject to a lease and annual rental totaling \$22.80 (see breakdown below) payable to the Town of Milton. The Town has, of course, long abandoned the collection of such annual rentals in this and other cases in favor of assessing and collecting real estate taxes, as taxes bring a far larger annual payment to the Town.

The reference for this lease to the Town is contained in a deed of the former "Flynn Farm" from David and Katherine Cadreact's predecessors in title, John B. Cadreact to Harold Cadreact dated April 29, 1940, of record in Volume 30 at Page 125 of the Milton Land Records. That deed recites that a portion of this farm purportedly was a Society lot, so-called, being Lot 21 in the 3rd Division, on which there was an annual rental of \$20.40, and another part is Lot 39 in the 5th Division drawn to the use of schools, on which there was payable to the Town of Milton an annual rental of \$2.40.

VLT, in order to protect the Cadreact property against development and obtain the Grant of Development Rights, requires that the Cadreacts clear the title to their property of the above referenced lease to the Town. Fortunately, Vermont statutes provide a simple and easy way to clear the Cadreact title. This statutory method requires only the action of the Selectboard.

24 V.S.A. §2406 provides that the Town of Milton, acting through its Selectboard, may convey the title to these lease lands to David and Katherine Cadreact, as they are the present owners. I enclose herewith for your review and consideration a copy of a standard form Vermont Quit Claim Deed. Only the consent of the Selectboard and designation of an authorized person to sign is necessary. No notice, hearing or vote by the Town citizens are required. By conveying the leasehold interest in this property to the Cadreacts, the Town of Milton would not be relinquishing anything of value to the Town (because the taxes collected exceed the lease rent). Such a conveyance, however, would be of significant benefit to the Cadreacts and VLT, as it would allow them to preserve the property from development.

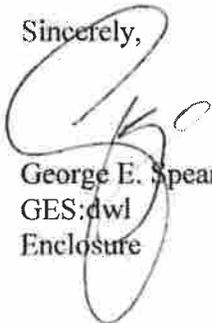
I respectfully ask on behalf of David and Katherine that the Milton Selectboard act favorably on this request and appoint one of its members to sign the enclosed deed. Your quick action will enable this beautiful portion of rural Vermont to be preserved as open space for agriculture and silvaculture and free of development. As I previously stated, there is considerable urgency to this request, as one of the VLT's partners has required that final closing on the project must occur before March 18, 2016. In order for that closing to occur, the Cadreacts must first obtain this Quitclaim Deed from the Town of Milton.

Further, to record this deed, you will need to provide me with the Town's federal tax identification number for the completion of the Vermont Property Transfer Tax Return, which will be filed electronically.

I would be pleased to answer any questions that you or your counsel might have. Additionally, I'm happy to attend a meeting of the Selectboard.

Please advise as soon as possible.

Sincerely,



George E. Spear, II
GES:dwl
Enclosure

This Indenture made and entered into at *Stetson*

Second day of *February* 1824 by and between the Society for the Propagation of the Gospel in foreign parts, a
established at London, in that part of the kingdom of Great Britain and Ireland called England, by their Agent and Attorney *John North*
of *Wilmington* in the county of *Chittenden* and State of Vermont, of the first part, and *Warren Hill*
of *Stetson* in the county of *Chittenden* and State aforesaid of the second part witnesseth:—That the said par,
the first part for and in consideration of the Rents, Covenants and agreements hereinafter mentioned and reserved, on the part of the said party of the sec-
ond part, to be paid, done, and performed, hath granted, demised, leased, and to farm let, and by these presents doth grant, demise, lease, and to farm let
unto the said party of the second part, his Heirs, Executors, Administrators, and Assigns, a certain tract or farm of land, situate, lying and being in
aforesaid and described as follows, to wit:—

Stetson *lot 42 in the fourth division being the*
west half of the east line of said premises running as parcelled line with the
west line of said lot laid out for the propagation of the gospel in
foreign parts

have and to hold the above Demised premises with all the privileges and appurtenances thereof and thereunto belonging, to him the said party of the se-
cond part, his Heirs, Executors, Administrators and Assigns, from the first day of February, 1824 so long as wood grows and water runs. Yielding and
paying therefor yearly, and every year during said term, unto the said party of the first part, or to their lawful Agent in the town of *Wilmington*
on the first day of February annually the yearly rent or sum of *Three dollars & fifty cents* And the said party of the second part doth
for himself, his Heirs, Executors, Administrators and Assigns, hereby covenant to and with the said party of the first part, their Successors and Assigns, to
pay to the said party of the first part, or their assigns, the yearly rent aforesaid on the first day of February annually as aforesaid, and that he will well and
truly perform and fulfil all and every the Covenants contained in these presents, on his part to be done, kept and performed to the true intent
and meaning of the same. And the said party of the second part, doth covenant for himself, his Heirs and Assigns, well and truly paying the Rent aforesaid, and observing, performing and fulfilling, the Covenants herein mentioned on his and their part, to be ob-
served and performed, shall and lawfully may, have, hold and occupy the said demised premises, with the appurtenances thereof, without any let, hindrance,
suit, trouble, ejection, claim or demand whatsoever of the said party of the first part, and the said party of the second part, doth covenant for himself, his
Heirs and Assigns to pay all taxes which shall be assessed on said land.

And it is hereby further declared to be the true intent and meaning of these presents, and of the parties aforesaid, that in case the said yearly rent aforesaid,
hereby reserved, or any part thereof shall be behind, and remain unpaid for the space of ten days, after the same shall become due, that then, and from
thenceforth it shall and may be lawful for the said party of the first part, by their Agent or Attorney, into and upon the said demised premises, and any part
thereof, in the name of the whole, to Re-enter, and the same to have again, to possess and enjoy as in their first and former estate, and him the said party
of the second part, or any other person or persons holding from, by, or under him, to expel, remove and turn out, any thing in these presents to the contra-
ry notwithstanding.

In witness whereof, the said *John North* Agent and Attorney for the said party of the first part, hath hereunto set his hand
and seal, and the said party of the second part hath set his hand and seal the day and year first above written.

Signed, Sealed and Delivered, }
in presence of *John North Agent*
James G. White
John Rogers

Stetson February 2 1824 *Warren Hill*
STATE OF VERMONT, } Personally appeared *John North & Warren Hill*
Chittenden County, ss. }
the signers and sealers of the foregoing Instrument, and acknowledged the same to be their free, voluntary, act and deed.
Before me, *James G. White* Justice Peace.



Town of Milton
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Town of Milton Selectboard
CC: Donna Barlow Casey, Town Manager; Jacob Hemmerick, Planning Director
FROM: Amanda Pitts, Zoning Administrator
DATE: March 1, 2016
SUBJECT: ACTING ZONING ADMINISTRATOR POLICY

RECOMMENDED MOTION:

Approve Acting Zoning Administrator Policy as presented.

LEGISLATIVE AUTHORITY

Under [24 VSA 4448](#), the Selectboard shall establish clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer.

BACKGROUND

Amanda Pitts is the Zoning Administrator, and Jacob Hemmerick is the Acting Zoning Administrator. Currently, there is no policy in place to comply with the Planning Act.

PROPOSED POLICY:

The Acting Zoning Administrator shall have the same duties and responsibilities as the Zoning Administrator in the Zoning Administrator's absence of 5 or more consecutive business days; or under the written directive of the Zoning Administrator in his or her absence. The Acting Zoning Administrator may also act as the Zoning Administrator in cases when the Zoning Administrator has recused him or herself due to a direct or indirect conflict of interest.



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

MEMO

TO: Selectboard & Town Manager
CC: Planning Commission and Planning Dept. Staff
FROM: Jacob Hemmerick, Planning Director
DATE: March 1, 2016
SUBJECT: FEE SCHEDULE & PERMIT AMENDMENTS

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| ACTION/INFORMATION ITEM |
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FEE SCHEDULE QUESTION

Following the prior meeting when this item was introduced to the Board, I was informed that the Board wanted to see the revenue impact of the proposed changes based on (at least) last year's volume -- for assurance that the new schedule would not result in revenue loss.

To provide exact calculations, the Department would have to rebuild our spreadsheets permit by permit to add and populate the necessary fields (such as the variable costs based on square footage and other factors). I have reviewed the data readily available and have done my best "back of the envelope" calculations for those categories (shown in the attached spreadsheet). My calculations show that the Town would see an **increase of approximately and at least \$5,500** based on calendar year 2015 volume, despite fee decreases in some categories. The Board should note that this estimate would not account for revenue received from the proposed new fee categories or extra revenue from incentive charges.

While future revenue depends on future application volume within permit categories, I estimate that this schedule would earn more than the previous schedule (all things being equal). If the Board is looking for further opportunities to increase revenue, I would recommend that the fixed fees be reduced and the use of square footage fees and applicability be expanded.

PERMIT AMENDMENT POLICY

The policy question raised at the February 16, 2016 Selectboard meeting was whether or not a permit should have to be amended when the improvements maintain conformity upon inspection, but do not match the permit.

The proposal appears harmless at first glance -- but, after evaluating this proposal -- Staff would recommend against this procedural exemption, because it would undermine the main purpose of a land use permit program: to review for compliance and provide public notice prior to construction.

Amendments are important to the community on several fronts:

- Interested parties have a right to be notified and appeal a change to a permit when a permit is required; no permit means no notification.
- Public notice holds the permittees and the government accountable.
- We never want to be in a situation where a tear-down must occur, and environmental damage cannot easily be fixed after-the-fact.

- Certification of conformity at inspection adds up to a free, second review subsidized by the General Fund taxpayers -- and this is not as easy as it might seem. Milton's development is becoming increasingly non-conventional, involving sophisticated land use restrictions that can be difficult to assess when out on an inspection.
- Certification of conformity would also mean that the Town would be attesting to conformity without any record/evidence from the applicant showing compliance, adding burden of proof and liability to the Town.
- Where area expands and square footage fees apply, an exemption would result in lost revenue and a reverse penalty for those who build according to plan the first time around.
- Finally, depending on how this is framed, an exemption could also transfer discretionary authority from the DRB (and appeal rights of Interested Parties) to the Zoning Administrator, for projects subject to development review, again without public notice.

Below are two somewhat exaggerated cases (grounded in experience) to illustrate different ways that an exemption could cause problems.

The case of the bad neighbor. Who has the right to know?

Joe Milton has been living in his farmhouse since he returned from the war and has had to keep a watchful eye on his neighbor to the west, Sam Sneaky. Joe once caught Sam moving the survey pins, and he suspects that it wasn't the first time.

Sam decides to pull a permit for a new shed. Joe is watchful of his neighbor's permit signs, ever since that time Sam drew his lot too large, so Joe immediately visits the Planning Office to view the permit application when he sees the red "P" sign. Joe sees that the application complies and that Sam has drawn the boundaries accurately. Joe has no problem with the application and does not appeal.

Sam Sneaky, however, knows that Milton no longer requires a permit amendment when plans change -- and delights in getting one over someone else -- so he quickly has the shed delivered and applies for a Certificate of Occupancy. Sam places the shed in a location that is out of compliance with the regulations but where that boundary was supposed to be in the first place . . . according to Sam --after all, "I've been mowing that land for years before Joe came along!"

The Zoning Administrator arrives to inspect the shed and Sam shows her where the property boundary is (according to Sam). On such a big lot, the boundary is unclear to the ZA, and the ZA doesn't have any paperwork to refer to, other than the original permit, which shows the shed on the other side of the irregular lot.

When the ZA returns to the office and looks at the plat and tax map boundaries, the location of the shed seems to comply with what she saw out in the field...but she would rather have had a permit drawing where Sam had demonstrated its compliance, since she will now bear responsibility for certifying its compliance without any burden on Sam's part to attest compliance. The ZA decides to approve the Certificate.

Three weeks later, neighbor Joe comes into the Planning Office ripping mad that the shed is "right over the damned property line", and asks why he wasn't notified. The ZA explains that changes to a permit that remain in compliance no longer need an amendment application. The ZA tells Joe that she

determined that the shed was in compliance and regrettably informs him that the appeal period has passed.

Having been down this road before, Joe knows the regulations, and asks, "Well, what about misstatement of any material fact by the applicant or agent which would have warranted refusing the permit or approval according to ZR1030; Can't you revoke the approval on that basis?" The Zoning Administrator explains that Sam did not have to produce any facts for the change in location since permit amendments are no longer required.

Livid, Joe says that the Town bears the responsibility for a boundary line dispute, and says that he will sue the Town for legal damages for the costs associated with resolving the matter. He can't believe that the ZA was able to certify a non-compliant building (materially changed from the one proposed on the permit) without any public notice.

The case of a tear down. What to do when it's too late?

Sithi Slicher relocates to Milton for a new job in Essex. She's excited to own her own home back in the woods after many years of renting apartments in Philly and can't wait to have a pole barn for her woodshop. Soon after closing on the house, Sithi finds a contractor for the barn, who tells her that she'll need a zoning permit.

After her contractor gets the permit from the Town, Sithi changes her mind about the location and size of the barn, and decides to move it over to a "better" spot that needs a little fill... so it drains better. Sithi calls her contractor (who is aware of the exemption), who tells her that it's okay to move things around so long as it stays outside the setbacks for his district. So, Sithi gets online to look at her District's setbacks, and everything looks okay. What Sithi doesn't know is that she owns land within an unconventional subdivision that has several encumbrances on the land -- Sithi doesn't even know where her septic system is or how it works (since she has always been on municipal water and sewer).

When the Zoning Administrator arrives at the property to inspect, the ZA sees -- at first glance -- that everything appears to be compliant on the lot (despite the fact that the pole barn is in a different location and bigger than what's on the permit); however, the ZA vaguely remembers seeing some easements on the plat when she looked at the permit 18 months ago.

The ZA returns to the vault and pulls the Plat, where she now sees that Sithi Slicher has built her garage within an easement containing a shared septic wastewater line. To make matters worse, it's also outside her lot's buildable envelope (which is more restrictive than the conventional Zoning District setback within this conservation PUD, in order to protect a corner of the wetland Sithi filled). On top of this, the Town (as part of the subdivision approval) also conserved an easement to provide access for an old cemetery at the back of the lot maintained by the Town; Sithi built over that easement.

The ZA finds that Sithi's barn is now in violation of the subdivision approval, the Zoning Regulations, State and Federal wetland rules, has encroached upon a publicly held easement, and may adversely impact the development's State water/wastewater permit. Sithi now has to tear down the barn and remediate a wetland. Her Vermont dream has been soured.

We never want to be in a situation where someone has to demolish a project. Had Sithi Slicher been required to amend her permit, the Zoning Administrator would have been able to save Sithi major time and money.

Conclusion & Solutions

We value the opportunity to understand problems, analyze them, and propose possible solutions to the Commission and Board.

Review by the administrator prior to construction is not only the legal process to uphold community's standards, but also a valuable service for landowners to protect their title and value -- and that of their neighbors'. An amendment application helps us help homeowners, a surprising number of which are unfamiliar with their properties' restrictions. While the responsibility is ultimately a landowner's, as public servants, we do our best to help solve problems before they start.

Please know that we are sympathetic to the costs associated with a permit amendment, which is why staff has requested a 40% fee reduction for this category. We are also sympathetic to a loss of construction time to review to a permit and allow the permit period to expire, which is why we work hard to process permits quickly.

ATTACHMENTS

Revised Fee Schedule Spreadsheet.

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

| Vendor | PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|-------------------------------------|-----------|----------------|---------------------------|------------------|------------------------|-----------|----------------|-------|
| ----- | | | | | | | | |
| 17024 ADAMSON INDUSTRIES CORP. | | | | | | | | |
| | 00200073 | 131087 | rifle rack k-9 cruiser | 10-20-420-430.10 | VEHICLE MAINTENANCE | 299.90 | 299.90 | |
| 17536 ADVANCE AUTO PARTS | | | | | | | | |
| | 00003614 | 9604134768 | battery & mast | 10-30-430-430.10 | VEHICLE MAINTENANCE | 31.97 | 31.97 | |
| | 00003614 | 9604921236 | grease & gloves d/t & eqp | 10-30-430-430.10 | VEHICLE MAINTENANCE | 79.88 | 79.88 | |
| | | | | | | ----- | ----- | |
| | | | | | | 111.85 | 111.85 | |
| 84319 ALDRICH & ELLIOTT, PC | | | | | | | | |
| | 00020064 | 76069 | update wtr facilities pln | 50-10-410-900.00 | Facility Plan Update | 436.00 | 436.00 | |
| 21526 AMERIGAS - SOUTH BURLINGTON | | | | | | | | |
| | | 3048943395 | 102.9 gal prpane off tnk | 50-10-410-621.00 | NATURAL GAS | 0.00 | 90.69 | |
| | | 3049238423 | 86.7 gal prpane ice hs | 10-30-432-623.00 | PROPANE | 0.00 | 78.74 | |
| | | | | | | ----- | ----- | |
| | | | | | | 0.00 | 169.43 | |
| 12890 ASCEND LEARNING HOLDINGS, LLC | | | | | | | | |
| | 00011950 | 3348148 | cpr traning equip | 10-20-422-612.00 | GENERAL SUPPLIES | 320.06 | 320.06 | |
| 16285 BARTOL, CURT PHD | | | | | | | | |
| | 00200085 | 021316 | psych PD Boufford | 10-20-420-330.00 | OTHER PROFESSIONAL | 25.00 | 25.00 | |
| 17950 BCBSVT | | | | | | | | |
| | | 8640001652 | Mar '16 health ins | 10-10-410-210.10 | GROUP HEALTH INSURANCE | 0.00 | 1,929.08 | |
| | | 8640001652 | Mar '16 health ins | 10-10-412-210.10 | GROUP HEALTH INSURANCE | 0.00 | 3,448.04 | |
| | | 8640001652 | Mar '16 health ins | 10-10-413-210.10 | GROUP HEALTH INSURANCE | 0.00 | 4,050.56 | |
| | | 8640001652 | Mar '16 health ins | 10-20-420-210.10 | GROUP HEALTH INSURANCE | 0.00 | 12,647.88 | |
| | | 8640001652 | Mar '16 health ins | 10-20-421-210.10 | GROUP HEALTH INSURANCE | 0.00 | 711.38 | |
| | | 8640001652 | Mar '16 health ins | 10-20-422-210.10 | GROUP HEALTH INSURANCE | 0.00 | 711.38 | |
| | | 8640001652 | Mar '16 health ins | 10-30-429-210.10 | GROUP HEALTH INSURANCE | 0.00 | 2,025.28 | |
| | | 8640001652 | Mar '16 health ins | 10-30-430-210.10 | GROUP HEALTH INSURANCE | 0.00 | 4,268.28 | |
| | | 8640001652 | Mar '16 health ins | 10-30-432-210.10 | GROUP HEALTH INSURANCE | 0.00 | 253.16 | |
| | | 8640001652 | Mar '16 health ins | 10-40-441-210.00 | Group Health Ins | 0.00 | 195.63 | |
| | | 8640001652 | Mar '16 health ins | 10-50-451-210.10 | GROUP HEALTH INSURANCE | 0.00 | 1,012.64 | |
| | | 8640001652 | Mar '16 health ins | 10-50-452-210.10 | Group Health Insurance | 0.00 | 1,422.76 | |
| | | 8640001652 | Mar '16 health ins | 10-60-461-210.10 | GROUP HEALTH INSURANCE | 0.00 | 1,733.45 | |
| | | 8640001652 | Mar '16 health ins | 50-10-410-210.10 | GROUP HEALTH INSURANCE | 0.00 | 506.32 | |
| | | 8640001652 | Mar '16 health ins | 55-20-420-210.10 | GROUP HEALTH INSURANCE | 0.00 | 506.32 | |
| | | | | | | ----- | ----- | |
| | | | | | | 0.00 | 35,422.16 | |
| 19000 BOND AUTO PARTS, INC. | | | | | | | | |
| | 00003609 | 17IV038802 | relay flasher backhoe | 10-30-430-430.10 | VEHICLE MAINTENANCE | 16.31 | 16.31 | |
| | 00002989 | 17IV039466 | suppl cruiser clean | 10-20-420-430.10 | VEHICLE MAINTENANCE | 37.09 | 37.09 | |
| | 00003609 | 17IV040249 | generator hose muni | 10-30-430-430.10 | VEHICLE MAINTENANCE | 3.36 | 3.36 | |
| | | | | | | ----- | ----- | |
| | | | | | | 56.76 | 56.76 | |
| 19190 BOUND TREE MEDICAL | | | | | | | | |
| | 00011926 | 82501010 | supplies rescue | 10-20-422-612.00 | GENERAL SUPPLIES | 166.07 | 166.07 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

| Vendor | PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|--|-----------|----------------|---------------------------|------------------|-------------------------|-----------|----------------|-------|
| | 00011926 | 82501010 | supplies rescue | 10-20-422-740.00 | MACHINERY/EQUIPMENT | 275.00 | 231.99 | |
| | | | | | | 441.07 | 398.06 | |
| 18696 BOWER, INGRID | | | | | | | | |
| | 00005756 | 022116 | dog sled wntr fest '16 | 10-50-452-830.16 | TOWN EVENTS | 50.00 | 50.00 | |
| | 00005756 | 022116 | dog sled wntr fest '16 | 10-50-452-831.05 | From Rec Donations | 400.00 | 400.00 | |
| | | | | | | 450.00 | 450.00 | |
| 19001 BOWL NEW ENGLAND, INC | | | | | | | | |
| | 00005741 | 022516 | aftrschl bwl grd 1-5 | 10-50-452-831.00 | REVENUE PROGRAMS | 4,850.00 | 4,500.00 | |
| | 00005741 | 022516 | aftrschl bwl grd 1-5 | 10-50-452-831.10 | SCHOLARSHIP FR REV.PROG | 330.00 | 330.00 | |
| | | | | | | 5,180.00 | 4,830.00 | |
| 19670 BRODART CO. | | | | | | | | |
| | 00051706 | 426165 | processing supplies libr | 10-50-451-611.00 | OFFICE SUPPLIES | 217.95 | 217.95 | |
| 20900 BURLINGTON COMMUNICATIONS SERV. IN | | | | | | | | |
| | 00200083 | 20160307 | key fail radio cruiser | 10-20-420-530.20 | COMMUNICATIONS-OTHER | 65.00 | 65.00 | |
| 27806 BUSINESS CREDIT CARD SERVICES | | | | | | | | |
| | 00008633 | 021116 | bkgrnd chk | 10-10-416-330.00 | OTHER PROFESSIONAL | 30.00 | 30.00 | |
| 22764 CALKINS NETWORKS LLC | | | | | | | | |
| | 00051718 | 4072 | instl dr cntr library | 10-50-451-613.00 | Technology | 437.50 | 437.50 | |
| 23940 CAMPBELL, ANNE | | | | | | | | |
| | | 021816 | cancel hover craft camp | 10-50-000-347.00 | RECREATION FEES | 0.00 | 139.00 | |
| 22750 CARGILL, INC | | | | | | | | |
| | 00003618 | 2902691697 | 4 ships . 40k# ea | 10-30-430-601.10 | WINTER SALT | 6,582.95 | 6,582.95 | |
| | 00003618 | 2902694486 | deicer 43,840# | 10-30-430-601.10 | WINTER SALT | 1,629.75 | 1,629.75 | |
| | 00003618 | 2902696898 | deicer salt 2 x 44k+# | 10-30-430-601.10 | WINTER SALT | 3,289.99 | 3,289.99 | |
| | | | | | | 11,502.69 | 11,502.69 | |
| 23262 CERTIFIED AMBULANCE GROUP, INC. | | | | | | | | |
| | | MIL-0316 | mediclaims feb'16 | 10-20-422-360.00 | CONTRACTED SERVICES | 0.00 | 1,115.28 | |
| 24571 CHAMPLAIN MEDICAL ASSOC, PLLC | | | | | | | | |
| | 00010997 | 10531-00A | physicals 3? of 4 - fire | 10-20-421-330.00 | OTHER PROFESSIONAL | 835.00 | 835.00 | |
| | 00011983 | 10531-00B | 2 of 4 resc physicals | 10-20-422-330.00 | OTHER PROFESSIONAL | 835.00 | 835.00 | |
| | | | | | | 1,670.00 | 1,670.00 | |
| 26250 CHITTENDEN SOLID WASTE DISTRICT | | | | | | | | |
| | | IVC022493 | biosolids jan '16 47.63tn | 55-20-420-340.00 | TECHNICAL SERVICES | 0.00 | 4,076.01 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

| Vendor | PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|---------------------------------|-----------|----------------|---------------------------|------------------|---------------------------|-----------|----------------|-------|
| ----- | | | | | | | | |
| 26450 CHUCK'S HEATING & A/C INC | 00009310 | W18725 | TM & TC office adj heat | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 200.00 | 90.00 | |
| 26597 CIRQUE DE FUEGO, LLC | 00005753 | 021216 | wntr fst fire performers | 10-50-452-830.16 | TOWN EVENTS | 100.00 | 100.00 | |
| 26928 CIVES CORPORATION, DBA | 00003521 | 4466807 | replace cap '15-3 d/t | 10-30-430-430.10 | VEHICLE MAINTENANCE | 13.90 | 13.90 | |
| | 00003521 | 4466848 | sprdr cable '08 d/t | 10-30-430-430.10 | VEHICLE MAINTENANCE | 22.22 | 22.22 | |
| | | | | | | ----- | ----- | |
| | | | | | | 36.12 | 36.12 | |
| 27210 CLEAN WATERS, INC | 00001731 | 7716 | calcium nitrate odr cntrl | 55-20-420-612.00 | GENERAL SUPPLIES | 6,750.00 | 6,488.53 | |
| 27380 COMCAST | 0043126 | MAR16 | communications other libr | 10-50-451-530.20 | COMMUNICATIONS-OTHER | 0.00 | 20.00 | |
| | 82389 | MAR16 | PD internet 2/16-3/15/16 | 10-20-420-340.00 | TECHNICAL | 0.00 | 144.85 | |
| | 82991 | MAR16 | garage internet 2/25-3/24 | 10-30-430-530.20 | COMMUNICATIONS-OTHER | 0.00 | 85.56 | |
| | | | | | | ----- | ----- | |
| | | | | | | 0.00 | 250.41 | |
| 27785 CONWAY OFFICE SOLUTIONS | 00051719 | IN175747 | 2/15-3/14 prntr cntret | 10-50-451-550.00 | PRINTING AND BINDING | 91.01 | 91.01 | |
| 28150 CROSS, WALTER JR | 021816 | | Q2 FY'16 pound keeper | 10-20-423-510.00 | CARE & KEEP-DOGS & CATS | 0.00 | 156.00 | |
| | 021816 | | Q2 FY'16 pound keeper | 10-20-423-510.00 | CARE & KEEP-DOGS & CATS | 0.00 | 450.00 | |
| | 021816 | | Q2 FY'16 pound keeper | 10-20-423-580.00 | TRAVEL | 0.00 | 14.95 | |
| | | | | | | ----- | ----- | |
| | | | | | | 0.00 | 620.95 | |
| 30166 DOWLING, CYNTHIA | 00005752 | 022316 | wntr fest 21 pizzas | 10-50-452-830.16 | TOWN EVENTS | 125.79 | 125.79 | |
| 29900 DULAC, KATHLEEN | 022216 | | easter egg wrksp sppls | 10-50-451-612.00 | GENERAL SUPPLIES | 0.00 | 40.82 | |
| 31009 ENDYNE, INC | 00020065 | GW175718 | 5/'15 sampling fee grnd w | 10-30-429-331.00 | LAND FILL CLOSURE | 1,592.75 | 1,592.75 | |
| 85375 F.W. WEBB COMPANY | 00009311 | 49242438 | ignitor boiler&flsh toile | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 75.92 | 75.92 | |
| 34350 GALE/CENGAGE LEARNING | 00051714 | 57435005 | lrg prnt bks feb | 10-50-451-640.35 | BOOKS-LARGE PRINT | 121.50 | 121.50 | |
| | 00051720 | 57576479 | lg prnt bks | 10-50-451-640.35 | BOOKS-LARGE PRINT | 103.46 | 103.46 | |
| | | | | | | ----- | ----- | |
| | | | | | | 224.96 | 224.96 | |
| 34300 GALL'S INC | 00011945 | 004510289 | 8 EMS jumpsuits | 10-20-422-740.00 | MACHINERY/EQUIPMENT | 1,535.00 | 1,445.00 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

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|--|-----------|--------------------|---------------------------|------------------|---------------------------|-----------|----------------|-------|
| | 00011945 | 004857340 | ht transfer wear | 10-20-422-740.00 | MACHINERY/EQUIPMENT | 65.00 | 65.00 | |
| | 00200059 | 004865092 | cap & embroidery PD | 10-20-420-650.00 | UNIFORMS | 22.51 | 22.51 | |
| | 00200080 | 004905738 | boots Locke | 10-20-420-650.00 | UNIFORMS | 125.00 | 123.00 | |
| | 00200059 | 004906017 | uniform shirt | 10-20-420-650.00 | UNIFORMS | 25.00 | 25.00 | |
| | 00200059 | 004906022 | uniform 2 shirts | 10-20-420-650.00 | UNIFORMS | 50.00 | 50.00 | |
| | | | | | | 1,822.51 | 1,730.51 | |
| 37584 GREEN MOUNTAIN LIBRARY CONSORTIUM | | | | | | | | |
| | 00051715 | C16-1697 | courier bags & bins | 10-50-451-611.00 | OFFICE SUPPLIES | 269.50 | 269.50 | |
| 37600 GREEN MOUNTAIN POWER | | | | | | | | |
| | 5561630 | FEB16 1/22-2/24/16 | electricity | 10-30-432-622.00 | ELECTRICITY | 0.00 | 4,494.86 | |
| | 5561630 | FEB16 1/22-2/24/16 | electricity | 10-30-432-622.50 | ELECTRICITY - STREET LIGH | 0.00 | 3,340.92 | |
| | 5561630 | FEB16 1/22-2/24/16 | electricity | 50-10-410-622.00 | ELECTRICITY | 0.00 | 1,230.03 | |
| | 5561630 | FEB16 1/22-2/24/16 | electricity | 55-20-420-622.00 | ELECTRICITY | 0.00 | 7,516.40 | |
| | | | | | | 0.00 | 16,582.21 | |
| 40100 HUMANE SOCIETY OF CHITTENDEN COUNT | | | | | | | | |
| | 00008634 | 020516 | 1/22 dog intake A30668236 | 10-20-423-510.00 | CARE & KEEP-DOGS & CATS | 90.00 | 90.00 | |
| 40700 INGRAM LIBRARY SERVICES | | | | | | | | |
| | 00051699 | 60972693 | j /ya blks | 10-50-451-640.30 | BOOKS-JUVENILE | 11.52 | 11.52 | |
| | 00051699 | 60972694 | childrens (e) | 10-50-451-640.25 | BOOKS-CHILDRENS | 10.94 | 10.94 | |
| | 00051686 | 60972695 | adult bks | 10-50-451-640.10 | BOOKS-ADULTS | 20.73 | 20.73 | |
| | 00051699 | 60975814 | bks j/ya | 10-50-451-640.30 | BOOKS-JUVENILE | 19.47 | 19.47 | |
| | 00051699 | 60975815 | children e | 10-50-451-640.25 | BOOKS-CHILDRENS | 20.17 | 20.17 | |
| | 00051699 | 60975816 | childrens (e) | 10-50-451-640.25 | BOOKS-CHILDRENS | 11.50 | 11.50 | |
| | 00051707 | 60975817 | audiobks | 10-50-451-640.15 | AUDIOS | 232.18 | 232.18 | |
| | 00051708 | 60975818 | feb adlt bks | 10-50-451-640.10 | BOOKS-ADULTS | 528.52 | 528.52 | |
| | 00051708 | 60976450 | feb adult bks | 10-50-451-640.10 | BOOKS-ADULTS | 73.81 | 73.81 | |
| | 00051699 | 60976768 | j/ya bks | 10-50-451-640.30 | BOOKS-JUVENILE | 576.75 | 576.75 | |
| | 00051707 | 60977371 | audiobks Feb | 10-50-451-640.15 | AUDIOS | 48.84 | 48.84 | |
| | 00051708 | 60979386 | feb adult bks | 10-50-451-640.10 | BOOKS-ADULTS | 31.09 | 31.09 | |
| | 00051699 | 60979816 | j/ya bks | 10-50-451-640.30 | BOOKS-JUVENILE | 8.07 | 8.07 | |
| | 00051708 | 60979817 | feb adlt bks | 10-50-451-640.10 | BOOKS-ADULTS | 30.49 | 30.49 | |
| | 00051699 | 60983320 | children's bks | 10-50-451-640.25 | BOOKS-CHILDRENS | 622.30 | 622.30 | |
| | 00051699 | 60983420 | childrens bks | 10-50-451-640.25 | BOOKS-CHILDRENS | 16.11 | 16.11 | |
| | 00051707 | 66674596 | audio bks feb | 10-50-451-640.15 | AUDIOS | 67.41 | 67.41 | |
| | 00051708 | 66674597 | feb adlt bks | 10-50-451-640.10 | BOOKS-ADULTS | 27.06 | 27.06 | |
| | 00051717 | 66675359 | j/ya bks | 10-50-451-640.30 | BOOKS-JUVENILE | 92.99 | 92.99 | |
| | 00051699 | 66679610 | children's bks | 10-50-451-640.25 | BOOKS-CHILDRENS | 64.32 | 64.32 | |
| | | | | | | 2,514.27 | 2,514.27 | |
| 41638 IROQUOIS MANUFACTURING COMPANY | | | | | | | | |
| | 00003631 | 140554 | cable & plug '09 plow | 10-30-430-430.10 | VEHICLE MAINTENANCE | 79.47 | 79.47 | |
| 42601 JEWETT, GERALD A. JR | | | | | | | | |
| | 00005747 | 022316 | sleigh rides wntr fest | 10-50-452-831.05 | From Rec Donations | 325.00 | 325.00 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

| Vendor | PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|----------------------------------|-----------|----------------|---------------------------|------------------|---------------------------|-----------|----------------|-------|
| ----- | | | | | | | | |
| 47950 KOFILE PRESERVATION, INC. | | | | | | | | |
| | 00007201 | 214799 | restore vital record bks | 23-10-412-320.00 | PROFESSIONAL | 4,296.00 | 4,296.00 | |
| 44592 LARENTE, EDOUARD | | | | | | | | |
| | | 022216 | gym Oct-Dec '15 Larente | 10-20-420-825.00 | Gym Membership | 0.00 | 119.85 | |
| 46680 LHS ASSOCIATES INC | | | | | | | | |
| | 00007205 | 49678 | coding mach town mtg | 10-10-402-340.00 | TECHNICAL | 1,181.00 | 644.00 | |
| | 00007205 | 49678 | coding mach town mtg | 10-10-402-612.00 | GENERAL SUPPLIES | 19.00 | 0.00 | |
| | | | | | | ----- | ----- | |
| | | | | | | 1,200.00 | 644.00 | |
| 39685 MARLIN ENVIRONMENTAL INC | | | | | | | | |
| | 00005749 | 101950 | rent port-o-let wntr fest | 10-50-452-830.16 | TOWN EVENTS | 130.00 | 130.00 | |
| 63552 MATHIEU, BONNIE | | | | | | | | |
| | 00011982 | 1 | Cake 1/2 Rescue Banquet | 10-20-422-850.00 | DONATION EXPENSE | 123.75 | 123.75 | |
| 49500 MCRAE AUTO SERVICE | | | | | | | | |
| | 00003525 | 13244 | '12 int'l VT inspctn | 10-30-430-430.10 | VEHICLE MAINTENANCE | 45.00 | 45.00 | |
| | 00003629 | 13249 | '06 d/t diagnose & rpr | 10-30-430-430.10 | VEHICLE MAINTENANCE | 156.50 | 156.50 | |
| | | | | | | ----- | ----- | |
| | | | | | | 201.50 | 201.50 | |
| 19840 MEYER, HEIKE | | | | | | | | |
| | 00051721 | 0901 | sourdough class library | 10-50-451-330.10 | PROFESSIONAL PROGRAMS | 50.00 | 50.00 | |
| 32590 MIKE ALBERT LEASING INC | | | | | | | | |
| | | INV00634601 | Mar'16 MiEV car lease | 10-10-416-430.10 | VEHICLE/EQUIP MAINTENANCE | 0.00 | 165.00 | |
| 34852 MIKE'S BORING & CORING LLC | | | | | | | | |
| | 00020062 | 16013 | 3 dys test boring + mobil | 10-30-430-360.00 | CONTRACTED SERVICES | 5,130.00 | 5,130.00 | |
| 48467 MILTON ACE HARDWARE LLC | | | | | | | | |
| | 00001711 | 14170/4 | lts steamer/thawing mach | 50-10-410-612.00 | GENERAL SUPPLIES | 5.99 | 5.99 | |
| | 00001735 | 14180/4 | hydrants | 50-10-410-612.00 | GENERAL SUPPLIES | 7.98 | 7.98 | |
| | 00001711 | 14186/4 | batteries portable equip | 50-10-410-612.00 | GENERAL SUPPLIES | 9.25 | 7.49 | |
| | 00001711 | 14186/4 | batteries portable equip | 55-20-420-612.00 | GENERAL SUPPLIES | 7.49 | 7.49 | |
| | 00009297 | 14190/4 | fix toilet town office | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 28.99 | 28.99 | |
| | 00009297 | 14191/4 | fix toilet town office | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 6.28 | 6.28 | |
| | 00009297 | 14212/4 | 2 door stops firestation | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 7.98 | 7.98 | |
| | 00001711 | 14256/4 | cleaners | 50-10-410-612.00 | GENERAL SUPPLIES | 7.73 | 7.73 | |
| | 00001711 | 14256/4 | cleaners | 55-20-420-612.00 | GENERAL SUPPLIES | 7.73 | 7.73 | |
| | 00001735 | 14287/4 | septage water supply | 55-20-420-612.00 | GENERAL SUPPLIES | 23.99 | 23.99 | |
| | 00003519 | 14290/4 | rplc mailbx hit by plow | 10-30-430-612.00 | GENERAL SUPPLIES | 14.99 | 14.99 | |
| | 00009297 | 14299/4 | microphone blueth 15-4 | 10-30-432-430.00 | REPAIR & MAINT-FACILITIES | 4.99 | 4.99 | |
| | 00001735 | 14323/4 | rpl tubing cal nitor pmp | 55-20-420-612.00 | GENERAL SUPPLIES | 15.48 | 15.48 | |
| | 00001735 | 14327/4 | rpr dr & stopper | 50-10-410-612.00 | GENERAL SUPPLIES | 4.23 | 4.23 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

Vendor

| PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check |
|--|----------------|---------------------------|------------------|-------------------------|-----------|----------------|-------|
| 00001735 | 14328/4 | lighter for torch & thawr | 50-10-410-612.00 | GENERAL SUPPLIES | 3.00 | 3.00 | |
| 00001735 | 14328/4 | lighter for torch & thawr | 55-20-420-612.00 | GENERAL SUPPLIES | 2.99 | 2.99 | |
| 00001735 | 14331/4 | rpr door & install | 50-10-410-612.00 | GENERAL SUPPLIES | 11.56 | 11.56 | |
| | | | | | ----- | ----- | |
| | | | | | 170.65 | 168.89 | |
| 52802 MILTON FIREFIGHTERS ASSOCIATION IN | | | | | | | |
| | DT012316 | annual banquet Resc shr | 10-20-422-850.00 | DONATION EXPENSE | 0.00 | 1,183.91 | |
| 53950 MILTON RENTAL & SALES CENTER INC | | | | | | | |
| 00001640 | 1-521457 | chem/hydrant pump | 50-10-410-612.00 | GENERAL SUPPLIES | 2.84 | 2.84 | |
| 00001640 | 1-521457 | chem/hydrant pump | 55-20-420-612.00 | GENERAL SUPPLIES | 2.84 | 2.84 | |
| | | | | | ----- | ----- | |
| | | | | | 5.68 | 5.68 | |
| 54180 MINNESOTA LIFE INSURANCE CO | | | | | | | |
| | 34186MAR16 | life ins march '16 | 10-10-410-210.30 | GROUP LIFE INS & AD&D | 0.00 | 55.76 | |
| | 34186MAR16 | life ins march '16 | 10-10-412-210.30 | GROUP LIFE INS & AD&D | 0.00 | 44.63 | |
| | 34186MAR16 | life ins march '16 | 10-10-413-210.30 | GROUP LIFE INS & AD&D | 0.00 | 19.38 | |
| | 34186MAR16 | life ins march '16 | 10-20-420-210.30 | GROUP LIFE INS & AD&D | 0.00 | 220.06 | |
| | 34186MAR16 | life ins march '16 | 10-20-421-210.30 | GROUP LIFE INS & AD&D | 0.00 | 9.94 | |
| | 34186MAR16 | life ins march '16 | 10-20-422-210.30 | GROUP LIFE INS & AD&D | 0.00 | 9.94 | |
| | 34186MAR16 | life ins march '16 | 10-30-429-210.30 | GROUP LIFE INS & AD&D | 0.00 | 36.50 | |
| | 34186MAR16 | life ins march '16 | 10-30-430-210.30 | GROUP LIFE INS & AD&D | 0.00 | 78.86 | |
| | 34186MAR16 | life ins march '16 | 10-30-432-210.30 | GROUP LIFE INS & AD&D | 0.00 | 29.03 | |
| | 34186MAR16 | life ins march '16 | 10-40-441-210.30 | Group Life & AD&D | 0.00 | 1.65 | |
| | 34186MAR16 | life ins march '16 | 10-50-451-210.30 | GROUP LIFE INS & AD&D | 0.00 | 31.00 | |
| | 34186MAR16 | life ins march '16 | 10-60-461-210.30 | GROUP LIFE INS & AD&D | 0.00 | 70.85 | |
| | 34186MAR16 | life ins march '16 | 50-10-410-210.30 | GROUP LIFE INS & AD&D | 0.00 | 33.45 | |
| | 34186MAR16 | life ins march '16 | 55-20-420-210.30 | GROUP LIFE INS & AD&D | 0.00 | 33.45 | |
| | 34186MAR16 | life ins march '16 | 10-50-452-210.30 | Group Life & AD&D | 0.00 | 14.00 | |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 688.50 | |
| 55631 MULLIS, ALLISON | | | | | | | |
| | 022616 | cancel robotics class | 10-50-000-347.00 | RECREATION FEES | 0.00 | 98.00 | |
| 10322 NEW ENGALND ENVIRONMENT EQUIPMENT, | | | | | | | |
| 00001722 | DV22216MILT | rpl composite sampler | 55-20-420-740.00 | MACHINERY AND EQUIPMENT | 5,837.00 | 5,837.00 | |
| 57350 NEW ENGLAND MUNICIPAL RESOURCE | | | | | | | |
| | 36171 | onsite work 1/18 Ed | 10-10-414-310.00 | OFFICIAL/ADMINISTRATIVE | 0.00 | 425.00 | |
| | 36172 | 2/1 & 2/8 on-site wrk | 10-10-414-310.00 | OFFICIAL/ADMINISTRATIVE | 0.00 | 850.00 | |
| | | | | | ----- | ----- | |
| | | | | | 0.00 | 1,275.00 | |
| 57452 NEW OFFICE FURNITURE EXCHANGE, INC | | | | | | | |
| 00008613 | 20755 | 2 chairs TM office | 10-10-410-743.00 | FURNITURE & FIXTURES | 598.00 | 598.00 | |
| 58200 NORTHEAST DELTA DENTAL | | | | | | | |
| | 925-MAR16 | mar dental ins | 10-10-410-210.15 | GROUP DENTAL INSURANCE | 0.00 | 157.56 | |

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

Vendor

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|-----------|------------------------------------|---------------------------|------------------|---------------------------|-----------|----------------|-------|
| | 925-MAR16 | mar dental ins | 10-10-412-210.15 | GROUP DENTAL INSURANCE | 0.00 | 253.87 | |
| | 925-MAR16 | mar dental ins | 10-10-413-210.15 | GROUP DENTAL INSURANCE | 0.00 | 195.87 | |
| | 925-MAR16 | mar dental ins | 10-20-420-210.15 | GROUP DENTAL INSURANCE | 0.00 | 959.94 | |
| | 925-MAR16 | mar dental ins | 10-20-421-210.15 | GROUP DENTAL INSURANCE | 0.00 | 61.65 | |
| | 925-MAR16 | mar dental ins | 10-20-422-210.15 | GROUP DENTAL INSURANCE | 0.00 | 61.64 | |
| | 925-MAR16 | mar dental ins | 10-30-429-210.15 | GROUP DENTAL INSURANCE | 0.00 | 99.56 | |
| | 925-MAR16 | mar dental ins | 10-30-430-210.15 | GROUP DENTAL INSURANCE | 0.00 | 649.99 | |
| | 925-MAR16 | mar dental ins | 10-30-432-210.15 | GROUP DENTAL INSURANCE | 0.00 | 145.89 | |
| | 925-MAR16 | mar dental ins | 10-40-441-210.15 | Group Dental Ins | 0.00 | 8.98 | |
| | 925-MAR16 | mar dental ins | 10-50-451-210.15 | GROUP DENTAL INSURANCE | 0.00 | 130.58 | |
| | 925-MAR16 | mar dental ins | 10-60-461-210.15 | GROUP DENTAL INSURANCE | 0.00 | 155.87 | |
| | 925-MAR16 | mar dental ins | 50-10-410-210.15 | GROUP DENTAL INSURANCE | 0.00 | 113.05 | |
| | 925-MAR16 | mar dental ins | 55-20-420-210.15 | GROUP DENTAL INSURANCE | 0.00 | 113.05 | |
| | | | | | 0.00 | 3,107.50 | |
| 58630 | O'CONNOR, MARIE | | | | | | |
| | 030216 | fire abatemnt #209005 | 10-00-000-254.00 | DUE TAXPAYER-TAX OVERPMT | 0.00 | 1,156.74 | |
| 61900 | PIKE INDUSTRIES, INC. | | | | | | |
| | 00003540 852799 | cold patch rpr pot holes | 10-30-430-450.20 | ASPHALT | 253.75 | 253.75 | |
| 62520 | PREMIER TIRE & AUTOMOTIVE CORP | | | | | | |
| | 00200081 71203 | '13 ford cruiser brakes | 10-20-420-430.10 | VEHICLE MAINTENANCE | 192.84 | 192.84 | |
| 24501 | R.R. CHARLEBOIS INC | | | | | | |
| | 00003624 ID03121 | Refill dsl Emissions fuel | 10-30-430-430.10 | VEHICLE MAINTENANCE | 585.75 | 585.75 | |
| 65050 | REPROGRAPHICS OF NEW ENGLAND INC | | | | | | |
| | 00008635 90868 | 1/2 town report FYE '15 | 10-10-401-550.00 | PRINTING AND BINDING | 1,436.83 | 1,436.83 | |
| 64722 | ROUSE TIRE SALES INC | | | | | | |
| | 00011965 30069711 | tires 601 remount | 10-20-422-430.10 | VEHICLE/EQUIP.MAINTENANCE | 1,723.24 | 1,723.24 | |
| 67300 | ROWLEY FUELS INC | | | | | | |
| | 2482-FEB16 | feb Fuel | 10-30-430-625.00 | DIESEL FUEL | 0.00 | 3,944.41 | |
| | 2482-FEB16 | feb Fuel | 10-30-432-625.00 | HEATING OIL | 0.00 | 665.66 | |
| | 596/9807-FEB | fuel fire rescue Feb | 10-20-421-625.00 | DIESEL FUEL | 0.00 | 216.32 | |
| | 596/9807-FEB | fuel fire rescue Feb | 10-20-422-625.00 | DIESEL FUEL | 0.00 | 351.78 | |
| | | | | | 0.00 | 5,178.17 | |
| 68376 | SALMINEN, KARLO F | | | | | | |
| | 00005757 021316 | musician wntr fst sock hp | 10-50-452-830.16 | TOWN EVENTS | 100.00 | 100.00 | |
| 67005 | SECURITY MUTUAL INSURANCE CO OF NY | | | | | | |
| | 243392 | mar '16 STD <D | 10-10-404-520.60 | LONG TERM DISABILITY | 0.00 | 669.09 | |
| | 243392 | mar '16 STD <D | 10-10-404-520.70 | SHORT TERM DISABILITY | 0.00 | 500.72 | |
| | 243392 | mar '16 STD <D | 50-10-410-210.20 | GROUP LTD/STD/VISION INS | 0.00 | 65.56 | |

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| | 243392 | mar '16 STD <D | 55-20-420-210.20 | GROUP LTS/STD/VISION INS | 0.00 | 65.56 | |
| | | | | | 0.00 | 1,300.93 | |
| 58813 SECURSHRED | | | | | | | |
| 00007196 | 211981 | 2 contr removal 2/19 | 10-10-412-345.00 | SHREDDING | 15.00 | 15.00 | |
| 71275 SIRCHIE FINGER PRINT LABS | | | | | | | |
| 00200060 | 0241312-IN | suppl-evidence collectn | 10-20-420-612.00 | GENERAL SUPPLIES | 98.61 | 98.61 | |
| 74488 SULLIVAN, POWERS & COMPANY | | | | | | | |
| | 118173 | final audit svcs 6/30/15 | 10-10-401-330.00 | OTHER PROFESSIONAL SERVIC | 0.00 | 500.00 | |
| 48700 SYMQUEST GROUP INC | | | | | | | |
| | 1005006 | 2/1-2/29/16 copier fire | 10-20-421-430.20 | PHOTOCOPIER MAINTENANCE | 0.00 | 18.66 | |
| | 998791 | 2/8-3/7 photocopier maint | 10-10-412-430.20 | PHOTOCOPIER MAINTENANCE | 0.00 | 40.42 | |
| | | | | | 0.00 | 59.08 | |
| 21288 SYNCB/AMAZON | | | | | | | |
| 00200079 | 1312216 | paper clips batteries | 10-20-420-612.00 | GENERAL SUPPLIES | 45.72 | 45.72 | |
| 00200079 | 1312216A | batteries | 10-20-420-612.00 | GENERAL SUPPLIES | 63.54 | 63.54 | |
| 00200079 | 1312216B | lithium batteries | 10-20-420-612.00 | GENERAL SUPPLIES | 19.94 | 19.94 | |
| 00200079 | 1312216D | aaa batteries | 10-20-420-612.00 | GENERAL SUPPLIES | 39.98 | 39.98 | |
| 00200079 | 1312216E | keyboard | 10-20-420-612.00 | GENERAL SUPPLIES | 57.98 | 57.98 | |
| 00051709 | 1556218 | adlt dvds feb | 10-50-451-640.50 | VIDEOS | 222.00 | 218.25 | |
| | | | | | 449.16 | 445.41 | |
| 76719 THE TECH GROUP, INC. | | | | | | | |
| 00001736 | 69616 | trblsht firewll ww plant | 55-20-420-613.00 | TECHNOLOGY | 375.00 | 375.00 | |
| 00007198 | 70045 | 3/1-3/31/16 managed svcs | 10-10-417-340.00 | TECHNICAL | 2,250.00 | 2,250.00 | |
| 00007198 | 70045 | 3/1-3/31/16 managed svcs | 50-10-410-340.00 | TECHNICAL SERVICES | 9.00 | 9.00 | |
| 00007198 | 70045 | 3/1-3/31/16 managed svcs | 55-20-420-340.00 | TECHNICAL SERVICES | 9.00 | 9.00 | |
| | | | | | 2,643.00 | 2,643.00 | |
| 76428 TOWN OF COLCHESTER | | | | | | | |
| 00200086 | 02152016 | 2of3 7/1-6/30/16 disptch | 10-20-420-340.00 | TECHNICAL | 33,373.92 | 33,373.91 | |
| 00200086 | 02152016 | 2of3 7/1-6/30/16 disptch | 10-20-421-340.00 | TECHNICAL | 16,686.96 | 16,686.96 | |
| 00200086 | 02152016 | 2of3 7/1-6/30/16 disptch | 10-20-422-340.00 | TECHNICAL | 16,686.96 | 16,686.96 | |
| | | | | | 66,747.84 | 66,747.83 | |
| 77140 TREANOR, KRISTEN | | | | | | | |
| | 022516 | mi. reimburse training | 10-60-461-580.00 | TRAVEL | 0.00 | 16.74 | |
| 76960 U.S. BANK EQUIPMENT FINANCE | | | | | | | |
| | 298405697 | 2/10-3/10/16 copier muni | 10-10-416-430.20 | PHOTOCOPIER MAINTENANCE | 0.00 | 479.43 | |

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|-------------------------------|----------------|------------------------|------------------|----------------------|-----------|----------------|--------|
| ----- | | | | | | | |
| 78210 UNIFIRST CORP | | | | | | | |
| | 036 1727928 | rent uniform | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 6.00 | |
| | 036 1727928 | rent uniform | 10-30-430-650.00 | EMPLOYEE UNIFORMS | 0.00 | 35.58 | |
| | 036 1727928 | rent uniform | 10-30-432-650.00 | EMPLOYEE UNIFORMS | 0.00 | 6.05 | |
| | 036 1727929 | uniform rent | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 11.75 | |
| | 036 1727929 | uniform rent | 50-10-410-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.13 | |
| | 036 1727929 | uniform rent | 55-20-420-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.12 | |
| | 036 1729202 | uniform rent | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 6.26 | |
| | 036 1729202 | uniform rent | 10-30-430-650.00 | EMPLOYEE UNIFORMS | 0.00 | 4.54 | |
| | 036 1729202 | uniform rent | 10-30-432-650.00 | EMPLOYEE UNIFORMS | 0.00 | 12.51 | |
| | 036 1729203 | uniform rental | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 6.00 | |
| | 036 1729203 | uniform rental | 10-30-430-650.00 | EMPLOYEE UNIFORMS | 0.00 | 35.58 | |
| | 036 1729203 | uniform rental | 10-30-432-650.00 | EMPLOYEE UNIFORMS | 0.00 | 6.05 | |
| | 036 1729204 | uniform | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 11.75 | |
| | 036 1729204 | uniform | 50-10-410-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.12 | |
| | 036 1729204 | uniform | 55-20-420-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.13 | |
| | 036 1730488 | uniform rent | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 6.26 | |
| | 036 1730488 | uniform rent | 10-30-430-650.00 | EMPLOYEE UNIFORMS | 0.00 | 4.54 | |
| | 036 1730488 | uniform rent | 10-30-432-442.20 | BUILDING MAT RENTALS | 0.00 | 32.13 | |
| | 036 1730488 | uniform rent | 10-30-432-650.00 | EMPLOYEE UNIFORMS | 0.00 | 12.51 | |
| | 036 1730490 | uniforms | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 11.75 | |
| | 036 1730490 | uniforms | 10-30-432-442.20 | BUILDING MAT RENTALS | 0.00 | 9.18 | |
| | 036 1730490 | uniforms | 50-10-410-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.12 | |
| | 036 1730490 | uniforms | 55-20-420-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.13 | |
| | 036 1731791 | uniform rent | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 6.26 | |
| | 036 1731791 | uniform rent | 10-30-430-650.00 | EMPLOYEE UNIFORMS | 0.00 | 4.54 | |
| | 036 1731791 | uniform rent | 10-30-432-650.00 | EMPLOYEE UNIFORMS | 0.00 | 12.51 | |
| | 036 1731793 | uniform | 10-30-430-612.00 | GENERAL SUPPLIES | 0.00 | 11.75 | |
| | 036 1731793 | uniform | 50-10-410-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.13 | |
| | 036 1731793 | uniform | 55-20-420-650.00 | EMPLOYEE UNIFORMS | 0.00 | 15.12 | |
| | | | | | ----- | 0.00 | 374.50 |
| 49013 VERIZON WIRELESS | | | | | | | |
| | 64820-FEB16 | 2/23-3/22 7 cards | 10-20-420-530.20 | COMMUNICATIONS-OTHER | 0.00 | 290.41 | |
| | 9760654472 | 2/19-3/18 phone | 10-20-420-530.20 | COMMUNICATIONS-OTHER | 0.00 | 195.87 | |
| | 9760654472 | 2/19-3/18 phone | 10-20-421-530.20 | COMMUNICATIONS-OTHER | 0.00 | 33.78 | |
| | 9760654472 | 2/19-3/18 phone | 10-20-422-530.20 | COMMUNICATIONS-OTHER | 0.00 | 101.07 | |
| | 9760654472 | 2/19-3/18 phone | 10-30-429-530.20 | COMMUNICATIONS-OTHER | 0.00 | 62.02 | |
| | 9760654472 | 2/19-3/18 phone | 10-30-429-530.20 | COMMUNICATIONS-OTHER | 0.00 | 77.96 | |
| | 9760654472 | 2/19-3/18 phone | 50-10-410-530.20 | COMMUNICATIONS-OTHER | 0.00 | 40.01 | |
| | 9760654472 | 2/19-3/18 phone | 55-20-420-530.20 | COMMUNICATIONS-OTHER | 0.00 | 142.08 | |
| | | | | | ----- | 0.00 | 943.20 |
| 80720 VERMONT GAS SYSTEMS INC | | | | | | | |
| | 112138-3 | 1/22-2/23/16 nat'l gas | 10-30-432-621.00 | NATURAL GAS | 0.00 | 2,550.52 | |
| | 112138-3 | 1/22-2/23/16 nat'l gas | 55-20-420-621.00 | NATURAL GAS | 0.00 | 2,165.16 | |

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|--------|---------------------------------|----------------|--------------------------|------------------|--------------------------|-----------|----------------|-------|
| | | 3200-3 FEB16 | feb '16 rescue | 10-30-432-621.00 | NATURAL GAS | 0.00 | 336.29 | |
| | | | | | | 0.00 | 5,051.97 | |
| 82994 | VISION SERVICE PLAN-CONNECTICUT | | | | | | | |
| | 3001779 | MAR16 | march vision ins | 10-10-404-520.80 | VISION SERVICE PLAN | 0.00 | 634.56 | |
| | 3001779 | MAR16 | march vision ins | 50-10-410-210.20 | GROUP LTD/STD/VISION INS | 0.00 | 33.13 | |
| | 3001779 | MAR16 | march vision ins | 55-20-420-210.20 | GROUP LTS/STD/VISION INS | 0.00 | 33.13 | |
| | | | | | | 0.00 | 700.82 | |
| 84400 | VLCT PACIF, INC. | | | | | | | |
| | 00008629 | 2016-17147 | 3 - local gov't day | 10-10-401-820.00 | PROFESSIONAL DEVELOPMENT | 45.00 | 45.00 | |
| | 00008629 | 2016-17147 | 3 - local gov't day | 10-10-410-820.00 | PROFESSIONAL DEVELOPMENT | 90.00 | 90.00 | |
| | | | | | | 135.00 | 135.00 | |
| 57039 | VT RURAL WATER ASSOCIATION | | | | | | | |
| | 00001737 | 020916 | 3) coliform rule seminar | 50-10-410-820.00 | PROFESSIONAL DEVELOPMENT | 72.00 | 72.00 | |
| 83844 | W.B. MASON CO INC | | | | | | | |
| | 00051705 | I32148645 | library office suppl | 10-50-451-611.00 | OFFICE SUPPLIES | 80.78 | 80.78 | |
| | 00008628 | I32183908 | 3 sound scrn conditnrs | 10-10-410-611.00 | OFFICE SUPPLIES | 169.62 | 169.62 | |
| | 00008627 | I32217982 | paper | 10-10-416-611.00 | OFFICE SUPPLIES | 479.88 | 479.88 | |
| | | | | | | 730.28 | 730.28 | |
| 72132 | WESTAFF USA, INC | | | | | | | |
| | 00004557 | WC318488 | Therrien finance w/e 2/6 | 10-10-413-330.00 | OTHER PROFESSIONAL SER. | 556.11 | 556.11 | |
| | 00004557 | WC319488 | Therrien w/e 2/13 | 10-10-413-330.00 | OTHER PROFESSIONAL SER. | 693.51 | 693.51 | |
| | 00004557 | WC321163 | Therrien w/e 2/20 | 10-10-413-330.00 | OTHER PROFESSIONAL SER. | 503.77 | 503.77 | |
| | | | | | | 1,753.39 | 1,753.39 | |
| 86543 | WEX BANK | | | | | | | |
| | 022916 | | vehicle fuel feb '16 | 10-10-410-626.00 | GASOLINE | 0.00 | 17.98 | |
| | 022916 | | vehicle fuel feb '16 | 10-20-420-626.00 | GASOLINE | 0.00 | 2,251.32 | |
| | 022916 | | vehicle fuel feb '16 | 10-20-421-625.00 | DIESEL FUEL | 0.00 | 8.75 | |
| | 022916 | | vehicle fuel feb '16 | 10-30-429-626.00 | GASOLINE | 0.00 | 74.22 | |
| | 022916 | | vehicle fuel feb '16 | 10-30-432-626.00 | GASOLINE | 0.00 | 41.86 | |
| | 022916 | | vehicle fuel feb '16 | 50-10-410-625.00 | DIESEL FUEL | 0.00 | 32.62 | |
| | 022916 | | vehicle fuel feb '16 | 50-10-410-626.00 | GASOLINE | 0.00 | 102.89 | |
| | 022916 | | vehicle fuel feb '16 | 55-20-420-625.00 | DIESEL FUEL | 0.00 | 32.62 | |
| | 022916 | | vehicle fuel feb '16 | 55-20-420-626.00 | GASOLINE | 0.00 | 102.88 | |
| | | | | | | 0.00 | 2,665.14 | |
| 87159 | XEROX BUSINESS SERVICE LLC | | | | | | | |
| | 1239766 | | dec recording ACS | 10-10-405-330.10 | GENERAL GOVERNMENT | 0.00 | 60.00 | |

03/03/16

TOWN OF MILTON Accounts Payable

05:00 pm

Warrant/Invoice Report # 19

clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 03/08/16 thru 03/08/16

| Vendor | PO Number | Invoice Number | Invoice Description | Account Number | Account Description | PO Amount | Invoice Amount | Check | |
|--------------|-----------|----------------|---------------------|------------------|---------------------|-----------|----------------|------------|--|
| | | 1239766 | dec recording ACS | 10-10-412-340.10 | TECHNICAL/ACS | 0.00 | 1,556.01 | | |
| | | | | | | 0.00 | 1,616.01 | | |
| Report Total | | | | | | | | 213,899.11 | |

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

_____ APPROVED ON ____/____/____
 Donna Barlow Casey, Town Manager

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ ***213,899.11

SELECTBOARD:

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

Milton Selectboard Meeting Minutes

February 16, 2016 6:00 P.M.

Municipal Building Community Room

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

Selectboard Members Not Present: none

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Services; Jacob Hemmerick, Planning Director; John Gifford, Town Treasurer / Interim Finance Director

Others Present: Henry Bonges, Kristen Chalmers, John Palasik

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

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

III. **Agenda Review-** Item C was moved to start new business, waiver of permit fee request from Kristen Chalmers

IV. **Public Forum-** None

V. **New Business**

A. Waiver of Site Plan Amendment Permit Fee Request

Kristen Chalmers requested the \$50 fee for a site plan amendment be waived by the Selectboard. The Board discussed the process followed and providing flexibility. Nolan moved to waive the \$50 amendment fee, second by Cushing. **Approved unanimously.**

B. Legal Invoice Exceeding \$10,000 on Warrant

Barlow Casey and Hemmerick explained this is for an ongoing case in appeal. Discussion took place regarding process and case work review. The Board was fine with keeping expense on warrant.

C. Planning and Zoning Fee Schedule Amendment

Hemmerick provided an introduction and overview to a planning and zoning fee structure amendment. Research process began in November 2015. Goals are cost recovery, market alignment and creating an incentive for compliance. The Board will continue discussion at a future meeting.

D. Vermont 457 Deferred Compensation Retirement Plan

Wells explained the Town has offered these to employees with no additional cost to the Town. Enables employees to make payroll deductions to contribute to plan. Currently, small number of employees enrolled in a few plans that have been offered over the years. The State of Vermont plan provides lower fees for employees and the ability to have onsite annual meetings. Wells would like to solely offer this plan moving forward to staff wishing to take part, and phase the other plans currently offered out over time. Bartlett moved to offer the State of Vermont 457

47 Deferred Compensation Plan to Employees and by approving the resolution as written, second
48 by Nolan. **Approved unanimously.**
49

50 **E. Strategy to Address Finance Questions Raised**

51 Barlow Casey shared an outline that provided a strategy to address financial questions that
52 have been raised by the Selectboard. Discussion followed on the capital reserve fund balance
53 and interfund loans that were made for truck purchases. These topics will continued to be
54 discussed at a future meeting.
55

56 **VI. Manager's Report**

57 Barlow Casey said the Planning Commission would like to hold a joint meeting to discuss the
58 progress on interim zoning on either 2/23 or 3/7.
59

60 **VII. Warrant Report #18**

61 Bartlett review warrant report #18, he shared a few items of mention, in random order:
62

- 63 • All Seasons Excavating, \$9,439.82 - repair broken water line on Bear Trap road. Notated "over
64 budget by \$7,939.82, will cover by under spending regular salaries at year end"
- 65 • CCR Rental & Sales, \$830.72 - new cutting edge for Boss plows for newer dump trucks -
66 replacing one, one for stock
- 67 • Champlain Housing Trust, \$163,146 - Vermont Community Development Program grant "pass
68 through"
- 69 • Champlain Water District, \$43,069.57 - January water purchase, 21,237,460 gallons
- 70 • Green Mountain Power, \$16,534.48 - electricity 12/20/15-1/22/16
- 71 • HP Fairfield, \$999.37 - two new blades - one for grader, one for 2006 International
- 72 • Iroquois Manufacturing, \$278.40 - new cutting edge for 2009 dump truck plow
- 73 • Morphotrak, LLC, \$3667 - annual maintenance for Automated Fingerprint Identification System
74 (AFIS) @ MPD
- 75 • Paquin, Burt Enterprises, \$848.65 - repair exhaust leak on 2013 Ford Cruiser
- 76 • Shearer Chevrolet, \$794.83 - 2011 Chevy Tahoe repair broken sway bar link, replace
77 transmission cooler lines
- 78 • TRAF-Sys, Inc., \$1,070 - Library purchase of data control receiver and software for door counter
- 79 • Vermont Gas, \$4,295.85 - January natural gas
- 80 • Yipes Stripes, \$6,463.21 - MPD (1) remove and install equipment on new cruiser 529 = \$4,868 (2)
81 striping pkg 2016 Ford Cruiser 121 = \$1,595.21
- 82 **GREATER THAN \$10,000 DEPARTMENTAL PURCHASE**
 - 83 ○ Clark Truck Center, \$58,505.00 - 2016 ambulance chassis - this purchase was presented
84 to the Board by Don Turner and OK'd in advance
 - 85 ○ Chittenden Unit of Special Investigations (CUSI), \$15,617 - annual fee - budgeted but not
86 Board approved
 - 87 ○ Stitzel, Page, Fletcher, \$10,797.56

88
89 Bartlett moved to approve Warrant Report #18 in the amount of \$379,653.04. Second by
90 Cushing. **Approved unanimously.**
91

92 **VIII. Minutes from February 1, 2016**

93 Bartlett moved to approve the minutes from February 1 as presented. Second by Nolan
94 **Approved unanimously.**
95

96 **IX. Executive Session**
97 Bartlett moved to find premature public knowledge about Human Resources would cause the
98 Town or person to suffer a substantial disadvantage. Second by Cushing. **Approved**
99 **unanimously.**

100
101 Bartlett moved to enter into Executive Session to discuss Human Resources under the
102 provisions of V.S.A. Title 1 Section 313 1A4 and include Barlow Casey. Second by Nolan.
103 **Approved unanimously.**

104
105 Bartlett moved to close Executive Session at 9:50 PM. Second by Cushing. **Approved**
106 **unanimously.**

107
108 There was no action taken as a result of executive session.

109
110 **X. Adjournment**

111
112 Bartlett moved to adjourn the Selectboard Meeting. Second by Cushing. **Approved**
113 **unanimously.**

114
115 Adams adjourned the meeting at 9:53 PM.

116
117 **Respectfully Submitted,**

118
119 _____ **Date:** _____

120 **John Bartlett, Selectboard Clerk**

121
122 **Filed with Milton Town Clerk's Office on this _____ day of _____,** _____

123
124 **ATTEST:** _____ **Milton Town Clerk**

1 **Milton Selectboard Meeting Minutes**
2 **February 29, 2016 Following Town Portion of Pre-Town Meeting**
3 **Milton High School Library**
4

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

7 **Selectboard Members Not Present:** none

8 **Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration &
9 Community Services;

10
11 **Others Present:** John Palasik, Alan Hatch

12
13 I. **Call to Order** – Adams called the meeting to order at 7:01 PM

14
15 II. **Agenda Review-** None

16
17 III. **Public Forum-** None

18
19 IV. **New Business**

20 **A. Grant Agreement for Cathedral Square Senior Housing Project**

21 Barlow Casey stated the grant agreement needs adoption in order for the project to proceed.
22 The application was approved by the Selectboard at its March 15, 2015 meeting. This is a senior
23 housing project by Cathedral Square to be built on Bombardier Road.

24
25 Bartlett moved to adopt the Grant Agreement Resolution (Form PM-1) accepting and agreeing
26 to the terms and conditions of a State of Vermont Agency of Commerce and Community
27 Development (VCDP) grant agreement for \$560,000 for a deferred loan which is to be sub-
28 granted to Cathedral Square Corporation for the development of Milton Senior Housing. Second
29 by Nolan. **Approved unanimously.**

30
31 Bartlett moved to approve and sign contract for General Administration and Program
32 Management responsibilities between the Town and Cathedral Square for this project. Second
33 by Nolan. **Approved unanimously.**

34
35 V. **Executive Session**

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

39
40 Bartlett moved to enter into Executive Session to discuss Human Resources and Contract
41 Negotiations under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey and
42 Wells. Second by Nolan. **Approved unanimously.**

43
44 Bartlett moved to close Executive Session at 9:54 PM. Second by Cushing. **Approved**
45 **unanimously.**

46
47 There was no action taken as a result of executive session.

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VI. Adjournment

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

Adams adjourned the meeting at 9:55 PM.

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT