

# Milton Selectboard Meeting

May 23, 2016 at 6 PM

Community Room of the Municipal Complex

43 Bombardier Rd., Milton, VT 05468

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

## AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **Executive Session for Real Estate per V.S.A. Title 1 Section 313**
- VI. **New Business**
  - A. **Public Infrastructure Surety – Turner Self Storage Project**  
Consider Approval  
Jeff Castle, Town Planner
  - B. **Bid Award, Care and Upkeep of Municipal Cemetery Grounds**  
Consider Approval  
Donna Barlow Casey, Town Manager
- VII. **Discussions**
  - A. **Half Penny for Parks Reserve Fund Policy and Planning**  
Erik Wells- Director of Administration
  - B. **FY '17 – FY '22 Capital Improvement Plan**  
Staff
- VIII. **Warrant/Report #26**
- IX. **Supplemental Warrant**
- X. **Adjournment**

Posted May 20, 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



## PLANNING DIVISION

43 Bombardier Road  
Milton, Vermont 05468-3205  
(802) 893-1186  
[miltonvt.org/planning](http://miltonvt.org/planning)

### SELECTBOARD MEMO

**TO:** Donna Barlow Casey, Town Manager  
**COPY:** Armand Turner Jr.  
**FROM:** Jeffrey Castle, Town Planner  
**DATE :** May 20, 2016  
**RE:** Turner Self Storage Public Infrastructure - Cost Estimate Amount Acceptance  
**SUBJECT:** PUBLIC INFRASTRUCTURE - COST ESTIMATE AMOUNT ACCEPTANCE  
**PURPOSE** SELECTBOARD ACTION

#### THE ISSUE

- The question before the Board is whether or not to accept the ATTACHED cost estimate for \$12,010 for the establishment of a surety for the proper completion of the public infrastructure associated with the Turner Self Storage project.

#### AUTHORITY

- Pursuant to Public Work Specifications Section 110(2), the Selectboard shall approve or deny the recommendation regarding the amount required for surety of public infrastructure.  
*Based on the Town Engineers review, the Planning Office shall make a recommendation to the Selectboard regarding the amount to be required for surety for the entire project or the phase(s) of development. The Selectboard shall approve or deny the request.*

#### BACKGROUND

- Water & Wastewater Superintendant, Nathan Lavallee has agreed to the attached estimate provided by Nathan Chamberlin of Fieldstone Land Consultants, PLLC for the public infrastructure (water main) associated with the Armand Turner, Jr. Self Storage development located at 385-387 Route 7 South. Included on the estimate is a note from the Water & Wastewater Superintendant clarifying the agreed upon cost estimate.
- The applicant will establish a surety of \$12,010 for the water main located in an existing water main easement to the Town.

#### RECOMMENDATION

Recommend to the Selectboard to approve the amount of \$12,010 for the water main as surety for the proper completion of the public infrastructure associated with the Turner Self Storage project.

#### ATTACHMENTS

1. Turner Self Storage Facility Water Main Cost Estimate w/ notation by Nathan Lavallee;
2. Site Layout and Utility Plan, Tuner Self Storage Facility;
3. Construction Details, Tuner Self Storage Facility.

Water/wastewater Superintendent Nathan Cavalleri has agreed to the below estimate highlighted in yellow found for a sum of \$12,010.00 for the public infra structure associated with the Turner Self Storage Facility.

*ATZ*

**TURNER SELF STORAGE FACILITY**  
**WATER MAIN COST ESTIMATE**  
 (February 2016)

PROJECT NAME: Tuner Self Storage Facility TAX MAP NO.: 26  
 OWNER/DEVELOPER: Armand Turner Jr LOT NO.: 12  
 PREPARED BY: Nathan Chamberlin February 15, 2016 RELEASE NO.: \_\_\_\_\_  
 REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Items	Quantity	Unit	Unit Price (see note 1)	Total Price	% Complete (to date)	Total Release	Previous Release Amount	Release (This Est.)	Value Remaining
<b>EROSION CONTROL</b>									
Silt Fence	250	lf	\$3.00	\$750.00		\$ -	\$ -	\$ -	\$750.00
<b>EARTH WORK</b>									
Clearing & Grubbing	0.05	ac.	\$10,000.00	\$500.00		\$ -	\$ -	\$ -	\$500.00
<b>WATER MAIN</b>									
8" Cement Lined Ductile Iron	154	lf	\$65.00	\$10,010.00		\$ -	\$ -	\$ -	\$10,010.00
6" Plastic, Rigid (PVC)	258	lf	\$50.00	\$12,900.00		\$ -	\$ -	\$ -	\$12,900.00
8" Fitting	1	ea.	\$500.00	\$500.00		\$ -	\$ -	\$ -	\$500.00
8" Gate Valve w/ Box	1	ea.	\$1,500.00	\$1,500.00		\$ -	\$ -	\$ -	\$1,500.00
6" Gate Valve w/ Box	2	ea.	\$1,200.00	\$2,400.00		\$ -	\$ -	\$ -	\$2,400.00
Hydrant	1	lf	\$3,500.00	\$3,500.00		\$ -	\$ -	\$ -	\$3,500.00
<b>TURF ESTABLISHMENT W/ MULCH</b>									
SUBTOTAL:	0.2	ac.	\$2,500.00	\$500.00		\$ -	\$ -	\$ -	\$500.00
CONTINGENCY (see note 2)				\$32,560.00		\$ -	\$ -	\$ -	\$32,560.00
TOTAL:				\$32,560.00		\$ -	\$ -	\$ -	\$32,560.00
10% RETAINAGE AMOUNT				\$ -		\$ -	\$ -	\$ -	\$ -
TOTAL LESS 10% RETAINAGE				\$32,560.00		\$ -	\$ -	\$ -	\$32,560.00
VALUE REMAINING INCLUDING RETAINAGE									\$32,560.00

Notes:

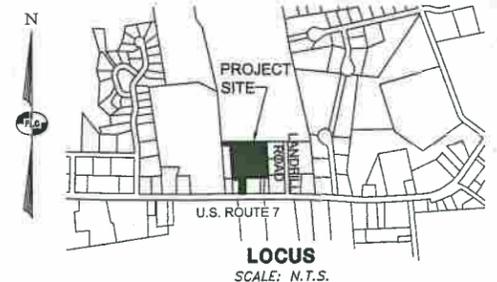
- Unit Prices, where applicable, are to be based upon latest VAOT weighted Unit Prices.
- A contingency fee may be required, if deemed necessary, for construction survey and additional engineering services that may be required.

\$12,010.00

**RECEIVED**

FEB 19 2016

Planning & Economic Development  
 Milton, Vermont



**LEGEND:**



**REFERENCE PLANS:**

- "PLAN OF SUBDIVISION OF HAYDENBERRY PARK, MILTON, VERMONT", BY FITZPATRICK & LLEWELLYN, INC., LAST REVISED 7/6/82, AND RECORDED IN SLIDE #208.
- "CHITTENDEN SOLID WASTE DISTRICT, MILTON DROP OFF FACILITY, EASEMENT PLAN", BY LAPOUREUX & DICKINSON CONSULTING ENGINEERS, INC., LAST REVISED 11/30/98 AND RECORDED IN SLIDE #329.
- "PLAN OF SURVEY, RUTH M. KENDREW PROPERTY, U.S. ROUTE NO. 7 MILTON, VERMONT", BY WARREN A. ROSENTHAL, L.S. #48, DATED DECEMBER, 1998 AND RECORDED IN SLIDE #295.
- "LANDS OF WINFIELD & BARBARA WEED, U.S. ROUTE 7, MILTON, VERMONT, BOUNDARY PLAN" DATED 8-22-03 BY LAPOUREUX & DICKINSON CONSULTING ENGINEERS.
- "CHAMPLAIN FARMS, 371 ROUTE 7, MILTON VT, SITE PLAN" PREPARED FOR: TIMBERLAKE ASSOC., L.L.P., PREPARED BY: LLEWELLYN - HOWLEY INCORPORATED, SCALE: 1"=20', DATED AUGUST 2010.
- "LAND OF ARMAND TURNER JR., US ROUTE 7, MILTON, VERMONT, BOUNDARY PLAN" DATED: MAY 13, 2004, LAST REVISED: JUNE 21, 2007, BY LAPOUREUX & DICKINSON CONSULTING ENGINEERS, SCALE: 1"=50'

**PROJECT STATISTICS**

ZONING DISTRICT - CHECKERBERRY (M4) DISTRICT	REQUIRED	PROVIDED
MINIMUM LOT AREA	30,000 SF	175,369 SF (4.026 ACRES)
MINIMUM ROAD FRONTAGE	200 FT	72 FT
MINIMUM FRONT SETBACK	30 FT	43 FT
MINIMUM SIDE SETBACK	10 FT	50 FT
MINIMUM REAR SETBACK	10 FT	100 FT
MAXIMUM BUILDING COVERAGE	40%	NOT APPLICABLE
MAXIMUM LOT COVERAGE	90% (105,321.4 SF)	59.1% (103,832 SF)
MAXIMUM BUILDING HEIGHT	4 STORIES	1 STORY
MAXIMUM BUILDING FOOTPRINT	65,000 SF	45,000 SF

EXISTING USE - vacant  
 PROPOSED USE - SELF STORAGE: COMMERCIAL  
 WATER/WASTEWATER:  
 NO MUNICIPAL SEWER AND WATER REQUIRED PROJECT

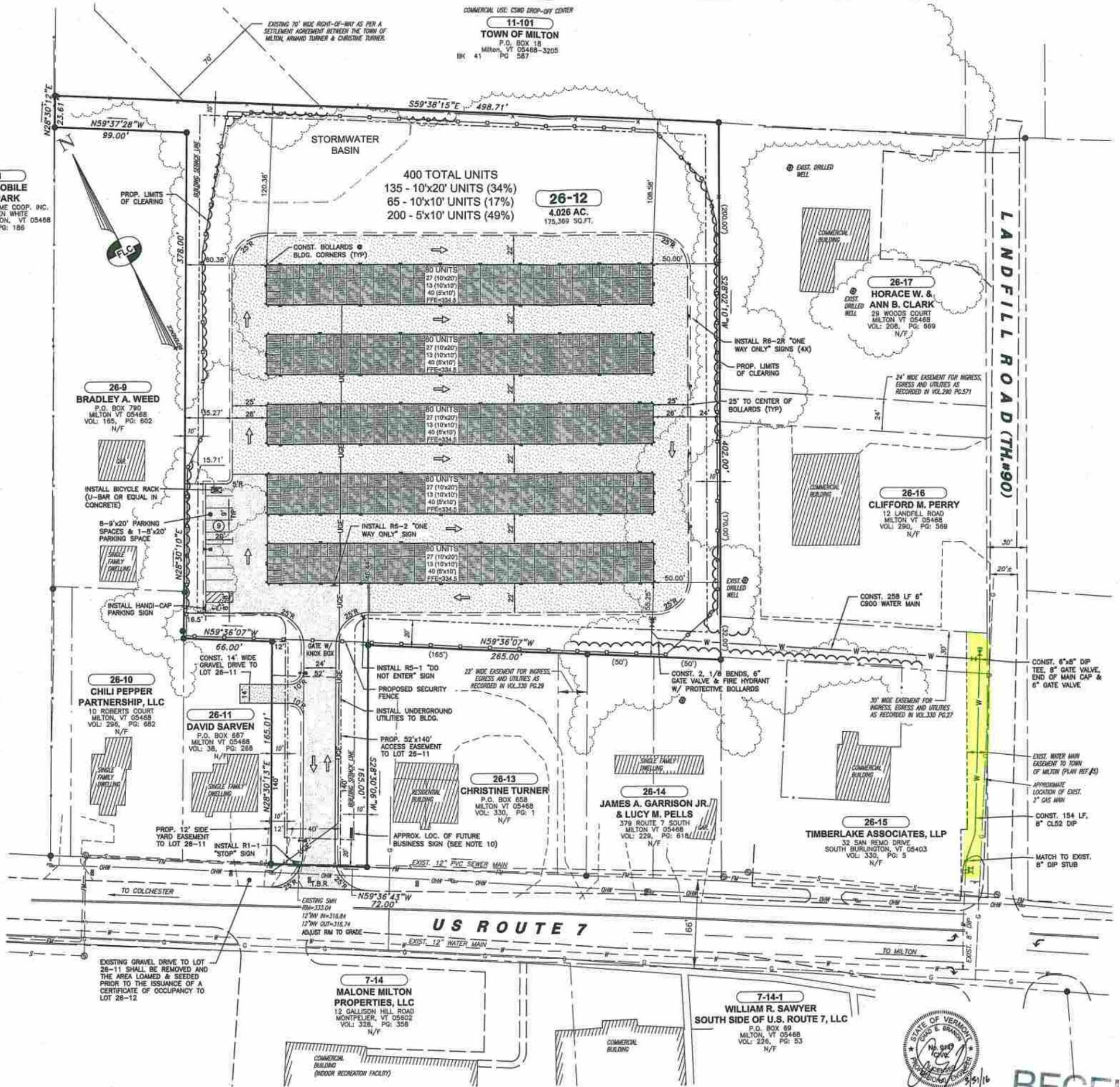
**PARKING REQUIREMENTS**

COMMERCIAL - SELF STORAGE	REQUIRED	PROVIDED
SELF STORAGE (42,000 SF)	0 SPACES	6 SPACES
NO PARKING REQUIRED		

**SHEET INDEX**

PAGE	SHEET	TITLE
1	SP-1	SITE LAYOUT & UTILITY PLAN
2	LS-1	SITE LANDSCAPING PLAN
3	GR-1	SITE GRADING & DRAINAGE PLAN
4	LT-1	SITE LIGHTING PLAN
5	DT-1	GENERAL CONSTRUCTION DETAILS
6	DT-2	DRAINAGE CONSTRUCTION DETAILS
7	DT-3	EROSION CONTROL DETAILS

COMMERCIAL USE, CSMD DROP-OFF CENTER  
 11-101  
 TOWN OF MILTON  
 P.O. BOX 18  
 MILTON, VT 05468-3205  
 BK 41 PG 587



**NOTES:**

- THE OWNER OF RECORD FOR TAX MAP PARCEL 26-12 IS ARMAND TURNER JR. - P.C. 665, MILTON, VT 05468. DEED REFERENCE TO PARCEL IS VOLUME 330 PAGE 13.
- THE PURPOSE OF THIS PLAN IS TO DEPICT THE PROPOSED IMPROVEMENTS NECESSARY FOR 43,500 SQ.FT. (400 UNIT) SELF STORAGE FACILITY.
- THE TOTAL AREA OF TAX MAP PARCEL 26-12 IS 175,369 SQ. FT. OR 4.026 ACRES, 72.00 FEET OF FRONTAGE ON ROUTE 7 SOUTH.
- ZONING FOR THE ENTIRE PARCEL IS CHECKERBERRY (M4) DISTRICT  
 MINIMUM LOT SIZE - 20,000 SF  
 MINIMUM LOT FRONTAGE - 200 FT.  
 MINIMUM BUILDING SETBACKS: 20 FT. FRONT, 10 FT. SIDE AND REAR, OPEN SPACE 4
- THIS PLAN IS A SITE PLAN AND IS NOT INTENDED FOR PROPERTY CONVEYANCE. THE BOUNDARY INFORMATION, SURFACE FEATURES AND SITE TOPOGRAPHY SHOWN WERE DERIVED FROM THE REFERENCE PLANS CITED HEREON.
- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN COMPILED FROM THE REFERENCE PLANS CITED HEREON. THE LOCATION OF UNDERGROUND UTILITIES SHOULD BE CONSIDERED APPROXIMATE AND SHOULD BE FIELD VERIFIED PRIOR TO ANY EXCAVATION OR CONSTRUCTION ACTIVITIES.
- THERE ARE NO JURISDICTIONAL WETLANDS ON-SITE PER FIELD INVESTIGATION BY THIS ENGINEER.
- PARKING CALCULATION:  
 SELF STORAGE - NO PARKING REQUIRED  
 9 SPACES ARE PROVIDED INCLUDING ONE VAN ACCESSIBLE HANDICAP PARKING SPACE. PLAN ALSO INCLUDES ONE BICYCLE RACK.
- EXTERIOR LIGHTING IS TO BE PROVIDED BY THREE POLE MOUNTED LIGHTS AND 70 BULB MOUNTED SECURITY LIGHTS (WALL-PACKS) AS SHOWN. ALL PROPOSED SITE LIGHTING WILL BE DOWNCAST AND "DARK SKY" COMPLIANT (SEE SITE LIGHTING PLAN).
- THERE IS NO PROPOSED PROJECT SIGNAGE AT THIS TIME. FUTURE SIGNAGE WILL BE PERMITTED PRIOR TO INSTALLATION AND COMPLY WITH SECTION 830 OF THE ZONING REGULATIONS.
- THE PROPOSED LOT COVERAGE IS 103,832 SQ.FT. (59.1%) AND INCLUDES THE BUILDING FOOTPRINT AND DRIVEWAY AREA ASSOCIATED WITH THE PROPOSED USE. MAXIMUM LOT COVERAGE IS 60%.
- BASED ON A FIELD INSPECTION, THE ENTRANCE TO THE SITE SATISFIES STATE AND LOCAL REQUIREMENTS FOR MINIMUM SAFE SITE DISTANCE.
- SOIL TYPE FOR THE ENTIRE PROPERTY IS ADA - ADAMS & WINDSOR LOAMY SAND, SLOPES. SOURCE USDA NRCS WEB SOIL SURVEY.
- THE PARCEL DOES NOT LIE WITHIN A FLOOD HAZARD AREA PER FEMA F.I.R.M. PANEL 50007C044D DATED JULY 18, 2011.
- THERE ARE NO TRASH RECEPTACLES PROPOSED FOR THE SITE. TRASH WILL BE REMOVED FROM THE SITE ON A REGULAR BASIS. SHOULD A DUMPSTER BE REQUIRED ON-SITE IT WILL BE LOCATED IN ONE OF THE STORAGE UNITS.
- ANY STUMPS OR DEBRIS ENCOUNTERED DURING CONSTRUCTION WILL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY.
- ALL PROPOSED UTILITY CONNECTIONS SHALL BE UNDERGROUND.
- THE SITE HAS BEEN DESIGNED TO ACCOMMODATE THE EMERGENCY APPARATUS VEHICLE SPECIFICATIONS PROVIDED BY THE MILTON FIRE DEPARTMENT.
- THE SURFACE TREATMENT FOR MAIN ENTRANCE AND PARKING AREA WILL BE BITUMINOUS CONCRETE. SURFACE TREATMENT FOR THE BALANCE OF THE SITE WILL BE COMPACTED (HARD, ALL-WEATHER SURFACE DESIGNED TO SUPPORT EMERGENCY RESPONSE VEHICLES).
- FENCING WILL BE UTILIZED FOR SECURITY.
- SECURITY CAMERAS WILL BE INSTALLED TO MONITOR THE SITE'S INGRESS AND EGRESS.
- THE ACCESS TO THIS PROPERTY WILL BE PRIVATE. THE RESPONSIBILITY FOR CONSTRUCTION MAINTENANCE AND IMPROVEMENTS SHALL FALL ENTIRELY ON THE OWNER.



REV.	DATE	DESCRIPTION	C/O	DR
D	03/31/16	ADDRESS DEC STORMWATER REVIEW	DEC	NRC
C	02/15/16	REVISIONS PER TOWN DEPT. REVIEWS		NRC
B	12/17/15	REVISIONS PER DRB CONDITIONS		NRC
A	02/22/15	REVISIONS PER MEETING WITH TOWN PLANNER		CEB

**SITE LAYOUT AND UTILITY PLAN**  
**TURNER**  
**SELF STORAGE FACILITY**  
 PARCEL 26-12, U.S. ROUTE 7  
 MILTON, VERMONT

PREPARED FOR:  
**ARMAND TURNER, JR**  
 P.O. BOX 665, MILTON, VT. 05468

SCALE: 1" = 40' MARCH 14, 2014

Surveying + Engineering + Land Planning + Permitting + Septic Design

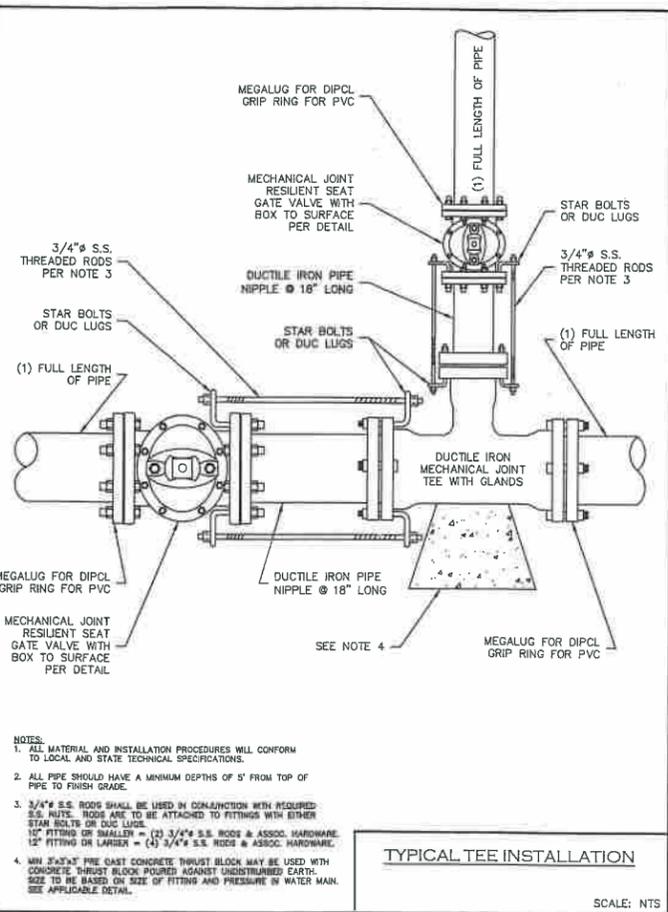
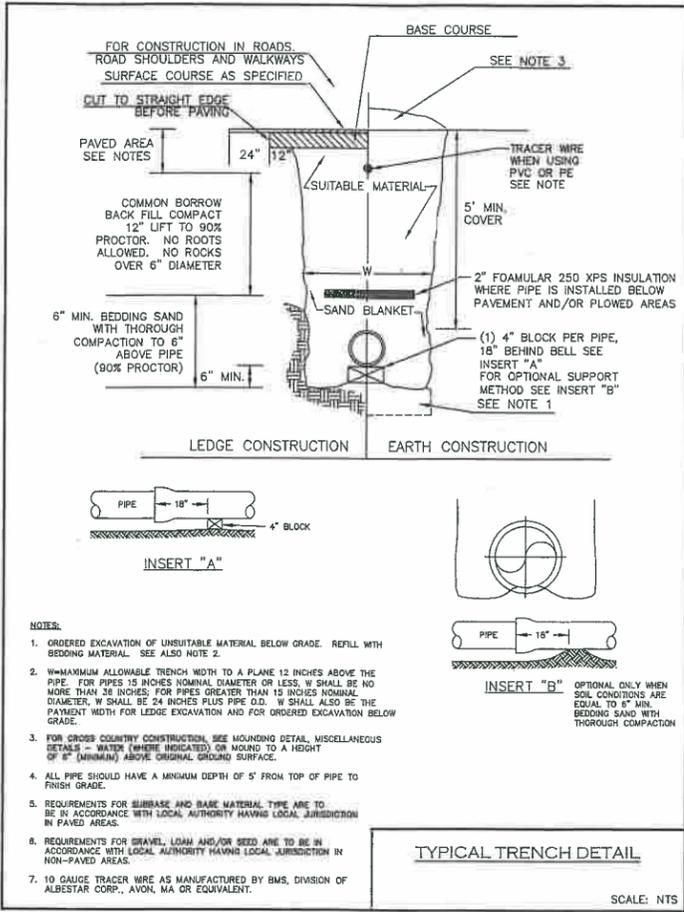


**NOTES (CONT.):**

- A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED FOR LOT 26-12 UNTIL THE DRIVEWAY IS CONSTRUCTED TO SPECIFICATION AND THE HIGHWAY ACCESS FROM U.S. ROUTE 7 TO THE FRONT OF LOT 26-11 IS REMOVED.

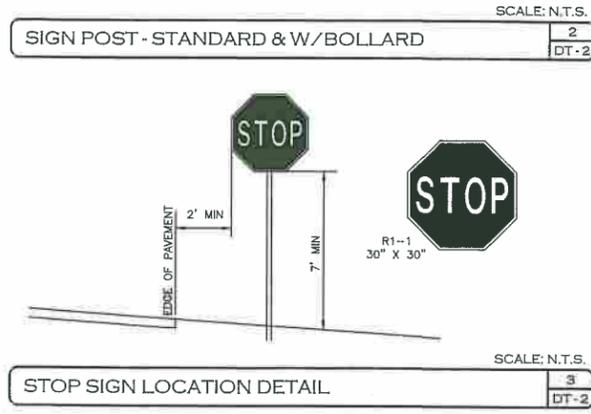
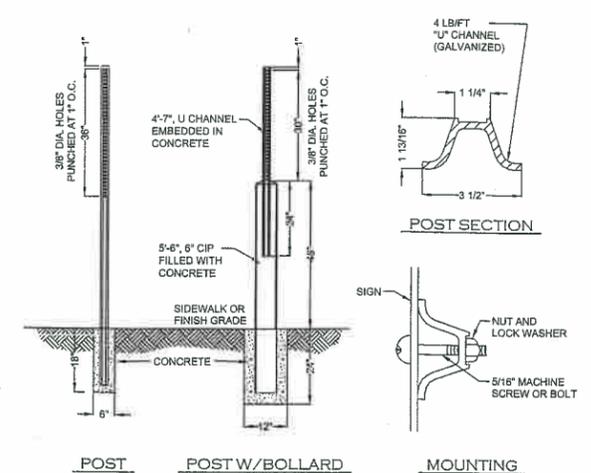


CONTACT DIG SAFE 72 HOURS PRIOR TO CONSTRUCTION

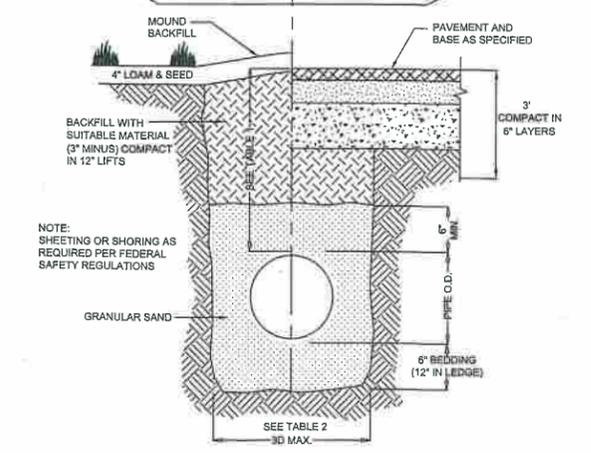
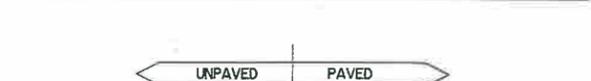


- NOTES:**
- ORDERED EXCAVATION OF UNSUITABLE MATERIAL BELOW GRADE. REFILL WITH BEDDING MATERIAL. SEE ALSO NOTE 2.
  - WHEN MAXIMUM ALLOWABLE TRENCH WIDTH TO A PLANE 12 INCHES ABOVE THE PIPE. FOR PIPES 15 INCHES NOMINAL DIAMETER OR LESS, IT SHALL BE NO MORE THAN 36 INCHES; FOR PIPES GREATER THAN 15 INCHES NOMINAL DIAMETER, IT SHALL BE 24 INCHES PLUS PIPE O.D. IT SHALL ALSO BE THE PAYMENT WIDTH FOR LEASE EXCAVATION AND FOR ORDERED EXCAVATION BELOW GRADE.
  - FOR CROSS COUNTRY CONSTRUCTION, SEE MOUNTING DETAIL, MISCELLANEOUS DETAILS - WATER (WHERE INDICATED) OR MOUND TO A HEIGHT OF 8" (MINIMUM) ABOVE ORIGINAL GROUND SURFACE.
  - ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
  - REQUIREMENTS FOR SUBBASE AND BASE MATERIAL TYPE ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN PAVED AREAS.
  - REQUIREMENTS FOR GRAVEL, LOAM AND/OR SEED ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN NON-PAVED AREAS.
  - 10 GAUGE TRACER WIRE AS MANUFACTURED BY BMS, DIVISION OF ALBESTAR CORP., AVON, MA, OR EQUIVALENT.

- NOTES:**
- ALL MATERIAL AND INSTALLATION PROCEDURES WILL CONFORM TO LOCAL AND STATE TECHNICAL SPECIFICATIONS.
  - ALL PIPE SHOULD HAVE A MINIMUM DEPTHS OF 5' FROM TOP OF PIPE TO FINISH GRADE.
  - 3/4" S.S. RODS SHALL BE USED IN CONJUNCTION WITH REQUIRED S.S. NUTS. RODS ARE TO BE ATTACHED TO FITTINGS WITH EITHER STAR BOLTS OR DUC LUGS. 1" FITTINGS OR SMALLER - (2) 3/4" S.S. RODS & ASSOC. HARDWARE. 1 1/2" FITTINGS OR LARGER - (4) 3/4" S.S. RODS & ASSOC. HARDWARE.
  - MIN. 3"x3" PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH. SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN. SEE APPLICABLE DETAIL.

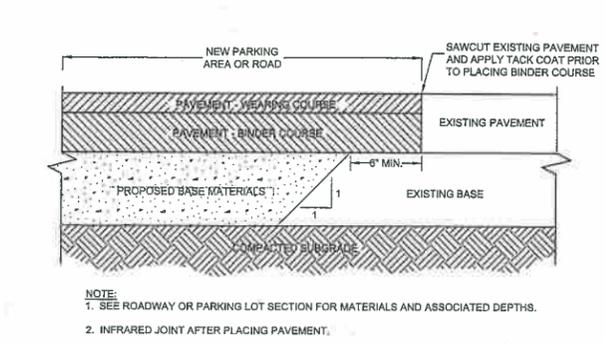
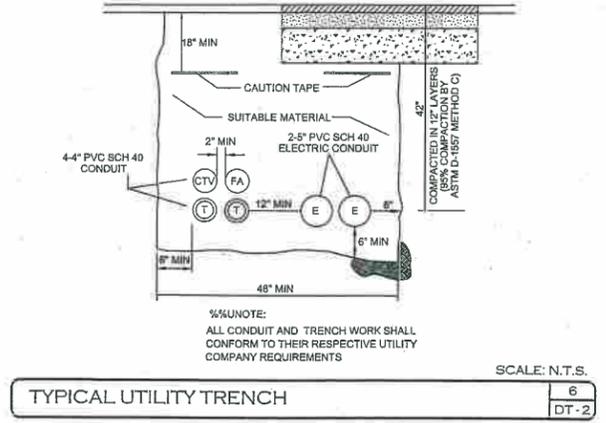


- NOTES:**
- ALL SIGNAGE AND PAVEMENT MARKINGS SHALL CONFORM TO THE THE VAOT "STANDARD SPECIFICATIONS FOR CONSTRUCTION", LATEST EDITION AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD).
  - THE CONTRACTOR IS RESPONSIBLE FOR THE LAYOUT OF ALL SIGNAGE AND PAVEMENT MARKINGS.

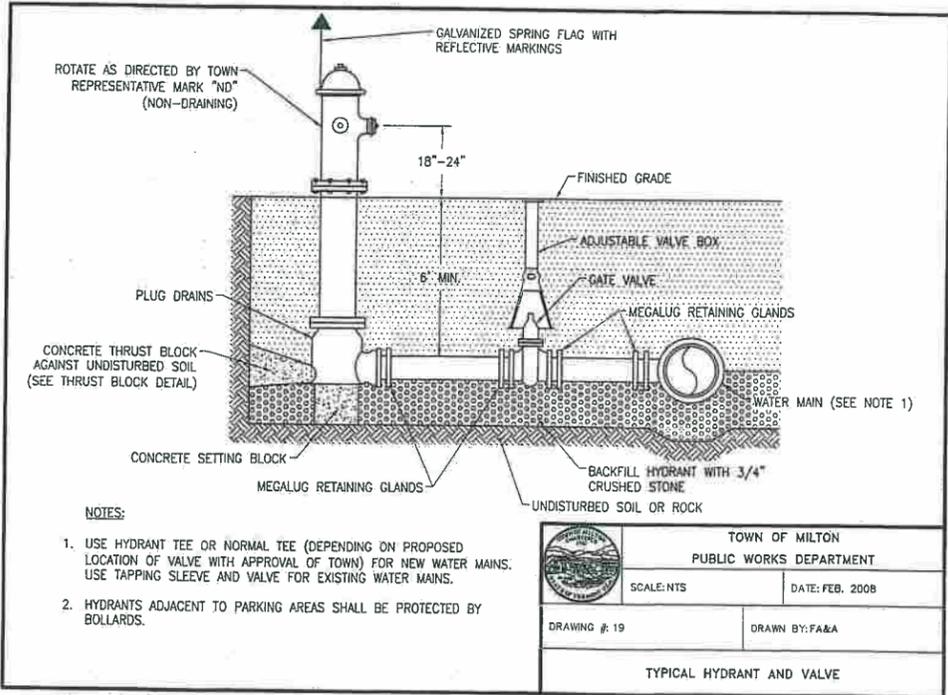


LOCATION	PIPE MATERIAL	MINIMUM COVER
PAVED ROADS	ALL	3 FT.
UNPAVED ROADS	ALL	2 FT.
DRIVEWAYS	ALL	1 FT.
UNPAVED AREAS	ALL	2 FT.

INSIDE DIAMETER	TOTAL WIDTH
12" TO 24"	I.D. + 24"
OVER 24"	2 x I.D.



- NOTE:**
- SEE ROADWAY OR PARKING LOT SECTION FOR MATERIALS AND ASSOCIATED DEPTHS.
  - INFRARED JOINT AFTER PLACING PAVEMENT.



**NOTES:**

- USE HYDRANT TEE OR NORMAL TEE (DEPENDING ON PROPOSED LOCATION OF VALVE WITH APPROVAL OF TOWN) FOR NEW WATER MAINS. USE TAPPING SLEEVE AND VALVE FOR EXISTING WATER MAINS.
- HYDRANTS ADJACENT TO PARKING AREAS SHALL BE PROTECTED BY BOLLARDS.

TOWN OF MILTON PUBLIC WORKS DEPARTMENT	
SCALE: NTS	DATE: FEB. 2008
DRAWING #: 19	DRAWN BY: FA&A
TYPICAL HYDRANT AND VALVE	

RECEIVED

MAY 12 2016

Planning & Economic Development  
Milton, Vermont

CONTACT DIG SAFE  
72 HOURS PRIOR  
TO CONSTRUCTION

**DIGSAFE.COM**  
OR DIAL 8-1-1

811

REV.	DATE	DESCRIPTION	C/O	DR
D	03/31/16	REMOVE DRAIN MANHOLE	-	NRC
C	02/15/15	REVISIONS PER TOWN DEPT. REVIEWS	-	NRC
B	12/17/15	REVISIONS PER DRB CONDITIONS	-	NRC
A	02/22/15	REVISIONS PER MEETING WITH TOWN PLANNER	-	CEB

**CONSTRUCTION DETAILS**

**TURNER**  
**SELF STORAGE FACILITY**  
PARCEL 26-12, U.S. ROUTE 7  
MILTON, VERMONT

PREPARED FOR:  
**ARMAND TURNER, JR**  
P.O. BOX 665, MILTON, VT. 05468

SCALE: AS SHOWN      MARCH 14, 2014

Surveying • Engineering • Land Planning • Permitting • Septic Des

**FIELDSTONE**  
LAND CONSULTANTS, PLLC



# TOWN OF MILTON, VERMONT

## Legislative and Fiscal Analysis of Requested Selectboard Actions

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### Cemetery Mowing and Maintenance Proposal

**Date: May 23, 2016**

#### **Legislative Analysis:**

The purpose of this project is to contract out mowing cemeteries to an outside vendor as opposed to using in-house full or part time staff.

Bids were solicited through eight vendors known to provide landscaping and mowing services, with three (3) responding as indicated on the bid form. Reference checks, and discussion with said contractor indicate that this work will be completed to our satisfaction.

The three bids received ranged from \$26,320.00 to \$40,810.00 dollars over the three year period. I recommend that the Selectboard authorize the Town Manager to enter into negotiations with Collins Landscaping Plowing and Mowing to offer a contract for calendar year 2016, with the option to extend the agreement through calendar year 2018. This will allow us the ability to evaluate the success of this agreement, as well as appropriately budget for future years as needed.

#### **Fiscal Analysis:**

This proposal is a partially budgeted expense through the Buildings and Grounds General Fund Line Item 10-30-432-340.10 (Technical Cemeteries) with a remaining FY 16 balance of \$10,450.00 and an FY17 budget of \$11,850.00 will cover all of calendar year 2016 seasonal maintenance if FY 16 Technical Cemeteries balance is transferred to the Cemetery Reserve Fund and used for the care and maintenance of the cemeteries. This will allow staff to evaluate the success of the program, and make budget recommendations for future maintenance.

#### **Recommended Action:**

To approve the resolution and fund transfers as presented.

**Prepared By:** Dustin L. Keelty, Public Works Supervisor



# Resolution

## TOWN OF MILTON

### Cemetery Mowing and Maintenance Agreement

**WHEREAS**, the administrative Code duly adopted by the Selectboard of the Town of Milton effective July 1, 1997, requires competitive bidding whenever possible; and,

**WHEREAS**, the municipal staff solicited competitive bid proposals from several vendors on May 10th, 2016 and advertised in the Milton Independent on May 12th, 2016; and,

**WHEREAS**, three (3) qualified bidders, known to provide Landscaping Services responded to said advertisement and provided complete bid proposals; and

**WHEREAS**, the successful qualified bidder being Collin's Landscaping Plowing and Mowing has made an annual proposal of \$26,320.00 for spring and fall clean up, and monthly mowing of six of the Town of Milton's cemeteries maintenance, meeting the specifications in said bid.

**THEREFORE, BE IT RESOLVED**, by the Selectboard of the Town of Milton that Collins Landscaping Plowing and Mowing has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby authorizes the Town Manager to finalize a proposal agreement and execute the necessary documents to award the contract to provide the Town with Cemetery Mowing and Maintenance in the amount of \$26,320.00

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

### MILTON SELECTBOARD

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

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

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

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

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

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

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



# TOWN OF MILTON, VERMONT

Donna Barlow Casey, Town Manager • 43 Bombardier Road, Milton, VT 05468-3205  
dbarlowcasey@town.milton.vt.us • Telephone 802-893-6655 • Fax: 802-893-1005

## MEMORANDUM

May 20, 2016

**TO:** Selectboard

**FROM:** Donna Barlow Casey

**RE:** Explanation of Revised CIP Spreadsheet & Proposed Process towards Adoption

Selectboard members are receiving a revised Capital Improvement Program spreadsheet in the documents sent for the 5.23.16 meeting. Bottom line totals for expenses from the General Fund transfer, the Capital Reserve Fund balance and Impact Fee balances are potentially now able to fit within the available monies in those categories. (See item b. in Capital Reserve Fund section below.) What follows is a brief discussion of each fund, the schedule for adoption of the FY 2017 Capital Plan, and contingencies on both funding and timing. Please note that when reviewing the spreadsheet, I've also inserted some clarifying comments in the spreadsheet which should appear on your screen when you scroll over a particular cell.

**General Fund monies.** *The FY 2017 Budget includes \$354,231 for Capital Improvements and the General Fund column on the CIP spreadsheet totals \$350,800 resulting in an opportunity to fund all proposed projects in that category.*

**Capital Reserve Fund.** Depending upon whether or not the Selectboard decides to utilize projected excess funds from FY 2016 budget to pay down the remainder of the Interfund Loan, the total available monies in this fund will differ as noted below.

a) *Paying down the Interfund Loan:*

\$ 236,481 FY 2015 Capital Reserve Fund balance (see previously distributed memo of 05/06/2016)  
+ \$56,536 (currently unexpended balance from amount budgeted in FY 2016)  
\$ 293,017  
- 161,118 total of items assigned funding from Capital Reserve Fund in CIP  
\$ 131,899 remaining balance, Capital Reserve Fund

b) *Taking no action to pay down remaining \$200,000 borrowed from the Impact Fee Fund:*

(\$ 168,519) 2015 audited fund deficit for Capital Reserve Fund  
+ \$ 200,000 (repayment in 2016 of monies borrowed from Reappraisal fund)  
\$ 31,481 balance  
+ \$ 56,536 2016 balance  
\$ 88,017 available for expenditures

Since the total proposed Capital Reserve expenses are \$118,718, the above scenario would require that the Selectboard make a decision about diminishing \$30,701 in project expenses. Dustin and I

spoke about our applying to the State Municipal Loan Fund for the Small Vehicle Fleet Replacement (Bobcat) that has an anticipated cost of \$55,000. (Conditions: 5 year loan; 2% interest; lesser of \$110,000 or 75% of purchase price.) Alternately, the Selectboard could consider eliminating one of two other projects: Quarry Lane Culvert Replacement \$38,718 or the annual stormwater infrastructure replacement project budgeted at \$25,000.

**Impact Fee balance.** According to John Gifford's Impact fee analysis (see spreadsheet attached) the current balance as of FY 2016 is \$459,657.77 and a total of \$269,915 in expenditures are assigned to that revenue source, and they are able to be funded by the balance available in the appropriate category.

**Schedule:** The CIP must be adopted before the end of this fiscal year; the Selectboard is required to hold a public hearing on the Plan; and the Planning Commission is required to review and may offer comment on the Plan. Staff proposes the following schedule:

- 23 May, 2016 Selectboard reviews and adopts projects and related costs from spreadsheet
- 27 May, 2016 Staff completes revision to the Capital Plan document and forwards information to the Planning Commission for their review  
  
Planning Commission is prepared to warn a special meeting on or before June 1
- 6 June, 2016 Selectboard holds a public hearing on proposed plan during Selectboard meeting and considers comments and may choose to adopt the FY 2017 – 2022 CIP; or,
- 20 June, 2016 Selectboard adopts the FY 2017 – 2022 CIP; or,

Additional meetings may be scheduled as needed in order to meet the end of the fiscal year requirement.



# TOWN OF MILTON, VERMONT 05468-3205

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

## MEMORANDUM

TO: Selectboard

FROM: John C. Gifford, Interim Finance Director

CC: Donna Barlow Casey, Town Manager

RE: End of year Financial Projection

DATE: May 19, 2016

In order to make a few decisions the board needs to have an idea of how we will end the year financially. There are several methods for projecting the end of year balance; we will use three different methods and see how closely they project how much we will end the year.

One thing to note is that the computer system uses the months as units so for history I'm not able to compare spending mid-month. This is not an issue at this point, it is the reason I've used the end of April as a reference point. The budget amount used includes the two "Assigned Fund Balance" amounts carried forward from FY15, that is \$224,920.76 for paving and \$71,475.00 for the purchase of the ambulance.

### EXPENSES

1. First let's look at what percent of the budget we've used through the end of April and how that projects toward the end of the year. Remember the budget is a plan we know what happened in the previous seven years so how much of the total spend for the year had been spent thru the end of April in each of those years and if we project where we are this year to the end of the year how will that sugar off.

The table below shows that thru the end of April, on average, we've spent 81.62% of the total that we've spent for the whole year in each of the past seven years. If we divide the current amount spent during FY2016 by 81.62%, we'll have a projection of where we will end the year. I've found this to be a pretty accurate method of projecting the end of year balance because it accounts for the fact that each month of the year does not have the same spending percentages, but year to year, each month has about the same percentage spent. So August will normally be close in percentage to other Augusts but no relation to December of the same year. In other words we spend more in some months than in other months, it is not equal each month. This shows us **\$1,129,031.26** under budget.

## End of year projections FY2016

General Fund					
FISCAL YEAR	Budget	Period 10	Period 12	Percentage of the Total Spent	Budget Minus P 12
2016	\$7,815,466.76	\$5,215,604.14	<b>\$6,390,039.74</b>		\$1,129,031.26
2015	\$7,260,341.00	\$5,487,237.83	\$6,332,199.88	86.66%	\$928,141.12
2014	\$6,890,272.00	\$4,699,565.92	\$6,261,861.11	75.05%	\$628,410.89
2013	\$6,418,674.00	\$4,721,449.81	\$5,931,559.26	79.60%	\$487,114.74
2012	\$6,171,350.00	\$4,549,453.77	\$5,641,115.94	80.65%	\$530,234.06
2011	\$5,895,221.00	\$4,445,116.29	\$6,005,236.18	74.02%	-\$110,015.18
2010	\$6,004,483.42	\$5,217,444.97	\$5,478,876.43	95.23%	\$525,606.99
2009	\$5,771,459.00	\$4,413,345.73	\$5,506,825.66	80.14%	\$264,633.34
			Average 09-15	81.62%	

2. Next let's look at where we are now and add to that the average amount actually spend in each of the last two months for those seven years. Using the information in the table above, we can calculate that during May and June, on average, we've spent \$1,089,151.45 per year.

Where do we sugar off? If we add this amount to the amount spent through the end of April in the current year. The last line of the table shows we've spent \$5,215,604.14 when we add the \$1,089,151.45 we would have spent a total of \$6,304,755.59 which is **\$1,510,711.17** under the budget for the current year.

FISCAL YEAR	End of April	End of June	Amt spent from Apr to June	Budget Minus Projected Total
2015	\$5,487,237.83	\$6,332,199.88	\$844,962.05	
2014	\$4,699,565.92	\$6,261,861.11	\$1,562,295.19	
2013	\$4,721,449.81	\$5,931,559.26	\$1,210,109.45	
2012	\$4,549,453.77	\$5,641,115.94	\$1,091,662.17	
2011	\$4,445,116.29	\$6,005,236.18	\$1,560,119.89	
2010	\$5,217,444.97	\$5,478,876.43	\$261,431.46	
2009	\$4,413,345.73	\$5,506,825.66	\$1,093,479.93	
		Average 09-15	<b><u>\$1,089,151.45</u></b>	
2016	\$5,215,604.14	<b><u>\$6,304,755.59</u></b>		<b>\$1,510,711.17</b>

3. One more approach is to project the pay roll amounts and warrant amounts between the end of April and the end of the year and add that amount the amount spent at the end of April.

## End of year projections FY2016

Date	Actual or Estimated	Amount
5/2/2016	Actual AP Warrant	\$108,875.81
5/2/2016	Actual Supplemental Warrant	\$16,452.96
5/6/2016	Actual Payroll	\$126,461.92
5/16/2016	Actual AP Warrant	\$152,881.78
5/20/2016	Actual Payroll	\$125,825.90
5/23/2016	Actual Supplemental Warrant	\$36,850.49
6/3/2016	Estimated Payroll	\$135,000.00
6/6/2016	Estimated AP Warrant	\$140,000.00
6/17/2016	Estimated Payroll	\$135,000.00
6/20/2016	Estimated AP Warrant	\$140,000.00
6/27/2016	Estimated AP Warrant	\$150,000.00
7/1/2016	Estimated Payroll	\$165,000.00
7/15/2016	Estimated Payroll	\$67,500.00
		<i>\$1,499,848.86</i>

I am estimating that there will be a “catch all” set of Board Orders the last week of the Fiscal Year and there is two pay dates technically in the new Fiscal Year for labor done during the current year, so they have to be included in FY2016. This totals off at \$1,499,848.86.

So we add that to the amount spent through April, to see how we fare compared to the budget.

Spent through April	\$5,215,604.14
Total from above	\$1,499,848.86
Projected total spent	\$6,715,453.00
Budget	\$7,815,466.76
Under Budget	<b>\$1,100,013.76</b>

In summary for Expenses, we’ve looked at three different methods of projecting the end of the year and come up with being well under budget each time.

Method	Amount under budget
End of year percentage	<b>\$1,129,031.26</b>
Spending average for May and June	<b>\$1,510,711.17</b>
Spending projected AP and Payroll	<b>\$1,100,013.76</b>

Since the two methods are right near \$1,100,000 under budget, I would project that amount and project total spending at \$6,715,466.76.

## End of year projections FY2016

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### REVENUE

First I looked at the percentage of taxes we've received right now, after tax due date compared to percentage received on the same date in prior years.

FISCAL YEAR	Taxes Billed	Paid Thru 5/18	Percent
2016	\$21,825,396.38	\$21,146,060.82	96.89%
2015	\$20,748,719.04	\$19,993,154.68	96.36%
2014	\$19,441,660.45	\$18,707,397.14	96.22%
2013	\$18,198,767.31	\$17,532,344.93	96.34%

This shows that we've received about the same percentage of billed taxes at this point in each year.

It follows that we can pretty much estimate that we'll receive about the same percentage of the budget as has been collected in each of the previous years.

The following is what the accounting system shows:

FISCAL YEAR	Budget	Period 12	Percentage of Total Spent	Budget Minus P 12
2016	\$7,519,071.00	<del>\$7,710,657.57</del>	<- @ 102.55%	-\$191,586.57
2015	\$7,260,341.00	\$6,607,908.01	91.01%	\$652,432.99
2014	\$6,806,722.00	\$6,328,483.90	92.97%	\$478,238.10
2013	\$6,463,684.00	\$5,920,025.83	91.59%	\$543,658.17
2012	\$6,171,350.00	\$6,273,922.80	101.66%	-\$102,572.80
2011	\$5,895,221.00	\$6,387,813.92	108.36%	-\$492,592.92
2010	\$6,004,483.42	\$6,104,592.53	101.67%	-\$100,109.11
2009	\$5,771,459.00	\$7,536,032.39	130.57%	-\$1,764,573.39
			102.55%	

This suggests that we will receive 102.55% of the budgeted revenue. That seems unlikely since the past three years we've received only 91.86% of the budgeted amount.

If we use the 91.86% and project that we would end up with revenue of \$6,906,938.65. Since we've included the "Assigned Fund Balance" amounts in the expenses side of the projections, we need to do the same on this side of the equation. That addition means we

## End of year projections FY2016

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have the equivalent revenue of (\$6,906,938.65 + \$224,920.76 (paving) + \$71,475.00 (ambulance) =) \$7,203,334.41 projected to pay for the expenses projected earlier.

### SUMMARY

Revenue	\$7,203,334.41	
Expenses	\$6,715,466.76.	
Revenue minus expenses	\$487,887.65	

The following are the projects that have been discussed to be funded.

Move paving money to Reserve Account	\$393,188.69
Move money saved from highway budget	\$53,000.00
Move Capital Improvement pay "Interfund" loan	\$193,970.00
Move remainder of Capital Improvement funds to Reserve Account	\$175,010.00
Total of these "Talked About" projects	\$815,168.69
Revenue minus expenses	\$487,887.65
Shortfall of doing all these projects	\$327,281.04

Obviously if we believe the projections this is too much.

On one hand this is within the budget, it is not however, within the projected Revenue minus Expenses.

Thank you.

John C. Gifford  
Interim Finance Director.

**Capital Project Expenditures in Fiscal Years 2016 to 2021**

PROJECT NUMBER	PROJECT	Project Cost	Gen Fund	Grant	Cap Reserve	Road/Sidewalk Restoration	F&Resc 1/2 Cent	Rec 1/2 cent	Impact Fees	TIF	Bond/Debt Service	FY 2018	FY 2019	FY 2020	FY2021	FY2022	Total Expended FY2017-2022
NEW	New Town Website w/interactive functions & Econ.Dev.	\$ 37,000							\$ 37,000								\$ 109,000
410-009-B	Fire Station	\$ 12,000							\$ 12,000			\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 37,000
420-001-E	Replacement Cruisers (2/year)	\$ 74,000	\$ 74,000									\$ 76,000	\$ 78,000	\$ 80,000	\$ 82,000	\$ 84,000	\$ 474,000
421-018-E	Boat Replacement-Aluminum												\$ 35,000				\$ 35,000
421-019-E	Boat Replacement - AVON	\$ 10,000										\$ 10,000					\$ 35,000
421-021-E	Thermal Imaging Camera						X							\$ 14,500			\$ 10,000
421-022-E	Self-Contained Breathing Apparatus (replace 3 units/year)	\$ 16,875					\$ 16,875					\$ 16,875	\$ 16,875				\$ 14,500
421-023-E	All Terrain Vehicle w/Trailer & Attachments						X			X			\$ 25,000				\$ 50,625
FY 2016added	Replacement of Fire Truck										X		\$ 550,000				\$ 25,000
																	\$ 550,000
NEW	Multi-Purpose Vehicle -replace 1 ton pick-up													\$ 250,000			\$ -
422-002-E	Replacement Defibrillators			X								\$ 26,000					\$ 250,000
422-004-B	Ventilation/Exhaust System for Rescue Station		X										\$ 25,000				\$ 26,000
422-005-E	Replace/Refurbish 2008 Ambulance						X							\$ 210,000			\$ 25,000
422-006-E	CPR Machine (Auto Pulse)													\$ 16,500			\$ 210,000
NEW	Trash & Recycling Receptacles for Park	\$ 5,500		X				\$ 5,500									\$ 5,500
NEW	Revitalize Ice Rink/Bball Court	\$ 20,000						\$ 20,000									\$ 20,000
452-012-P	Bombardier Running Path							X				\$ 50,000					\$ 50,000
452-013-S	Bombardier Park Recreation Facility Design							X									\$ -
452-014-P	Bombardier Park Recreation Facility Construction	TBD						X									\$ -
452-015-E	Additions to Rec Trac Software		X							X			\$ 10,000				\$ 10,000
452-016-P	Park Amenities							X									\$ -
452-018-P	Dog Park Area			X				X	X								\$ -
FY 2016 added	Recreation Master Plan		X	X					X								\$ -
FY 2016 added	Construction Restrooms - Bombardier Park East			X				X	X				\$ 100,000				\$ 100,000
FY 2016 added	Construction of Skatepark			X				X	X				\$ 144,000				\$ 144,000
FY 2016 added	Tennis Court Resurfacing & Reconstruction			X				X	X			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 11,000

**Capital Project Expenditures in Fiscal Years 2016 to 2021**

PROJECT NUMBER	PROJECT	Project Cost	Gen Fund	Grant	Cap Reserve	Sidewalk Reserve	F&Resc 1/2 Cent	Rec 1/2 cent	Impact Fees	TIF	Bond/Debt Service	FY 2018	FY 2019	FY 2020	FY2021	FY2022	Total Expended FY2017-2022
461-009-P	Multi-Use Pathway #1 - Haydenberry Drive	TBD							X			TBD	TBD	TBD	TBD		TBD
NEW	Town Forest	\$ 66,774		\$ 49,959					\$ 16,815								\$ 66,774
461-013-P	Town Forest Improvements	\$ -		X					X			\$ 387,000	TBD	TBD	TBD		\$ 387,000
	<b>EQUIPMENT</b>	\$ -															
430-001-E	Large Vehicle Replacement of 2006 single axle 7 yd dump truck	\$ 185,000	\$ 185,000									\$ 190,000	\$ 190,000	\$ 192,000	\$ 160,000	\$ 220,000	\$ 1,137,000
430-002-E	Small Vehicle Fleet Replacement	\$ 56,800	\$ 56,800									\$ 50,000	\$ 47,000	\$ 45,000	\$ 58,000		\$ 256,800
430-003-E	Loader Replacement	\$ 35,000	\$ 35,000									\$ 50,000	\$ 65,000				\$ 150,000
430-005-E	Excavator Replacement	\$ -										\$ 30,000	\$ 60,000				\$ 90,000
430-009-E	Bobcat Replacement	\$ 55,000			\$ 55,000												\$ 55,000
430-010-E	Asphalt Recycler/Hot Box	\$ 35,000							\$ 35,000			\$ 40,000					\$ 75,000
430-013-E	Public Works Repeater	\$ 15,000							\$ 15,000								\$ 15,000
	<b>BUILDING &amp; GROUNDS</b>	\$ -															
	Milton Pond Dam Study	\$ -										\$ 17,000					\$ 17,000
430-085-B	Combined Public Works Facility	\$ -							X		X						\$ -
NEW	Bobmardier Project Debt Payment	\$ -							\$ 40,000								\$ 40,000
	<b>INFRASTRUCTURE</b>	\$ -															
430-023-P	Town Sidewalk Replacement Project	\$ -															\$ -
FY 2016 added	River Street Sidewlk Rehab Project	\$ 5,000				\$ 5,000											\$ 5,000
430-025-P & 461-010 - E	M4D - Route 7/River Street Improvements	\$ 200,000		X					\$ 50,000	\$ 150,000	X						\$ 200,000
430-032-P	Railroad Street Railroad Crossing Sidewalk Scoping Study	\$ 24,200		\$ 22,000					\$ 2,200								\$ 24,200
	Design & Build Railroad Street Railroad Crossing	\$ -															\$ -
430-033-P	Cherry Street Railroad Crossing	\$ 79,800		\$ 52,800		\$ 27,000											\$ 79,800
430-069-P	Reconfiguration of Middle Road/Railroad Street/Route 7 Intersection - Full Hourglass	\$ -										\$ 3,991,020					\$ 3,991,020
430-077-P	Brandy Lane Sidewalk Construction	\$ 57,400		\$ 44,800					\$ 12,600								\$ 57,400
430-078-P	McMullen Road Sidewalk Construction	\$ 422,900		\$ 380,600					\$ 42,300								\$ 422,900
	<b>STORMWATER &amp; BRIDGES</b>																
FY 16 added	Lake Road 36" Culvert Replacement	\$ 56,000			X							\$ 56,000					\$ 56,000
430-075-P	Annual Stormwater Infrastructure Replacement Project	\$ 25,000			\$ 25,000							\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 125,000
NEW	Quarry Lane Culvert Replacement	\$ 48,718		\$ 10,000	\$ 38,718												\$ 48,718
			\$ 350,800	\$ 560,159	\$ 118,718	\$ 32,000	\$ 16,875	\$ 25,500	\$ 262,915	\$ 150,000	\$ -	\$ 5,028,895	\$ 1,384,875	\$ 847,000	\$ 339,000	\$ 319,000	\$ 9,491,237



# TOWN OF MILTON, VERMONT 05468-3205

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

## Selectboard Legislative & Fiscal Analysis

Meeting Date: May 23, 2016

Agenda Item: Cherry St., Railroad St., and Brandy Lane Grants

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

## **Legislative & Fiscal Analysis**

### Cherry St. Sidewalk Grant

- A grant was received in 2013 to design and construct approximately 110 ft. of sidewalk and curb to cross the railroad tracks on Cherry St. The original project budget as specified in the grant application with the grant and match combined was \$66,000 with up to \$52,800 coming from the grant and \$13,200 local share coming from impact fees and the general fund- \$6,600 from each source.
  - On March 17, 2014 the Selectboard authorized to sole source engineering consultant services to Aldrich + Elliot for \$12,600. These costs are ineligible for reimbursement but can count toward the local match.
  - On March 16, 2015 Selectboard accepted a proposal for services submitted by New England Central Railroad (NECR) to expend funds not to exceed \$37,231.83. In discussion at the time staff stated this total was a preliminary estimate by NECR and would seek additional approval should costs exceed that amount. The Town placed a deposit of \$8,478 to cover these costs, to date \$3,985.25 of the deposit has been expended and \$3,188.20 has been reimbursed by the grant. Only costs expended are reimbursed by VTrans. **Railroad Costs were not included in the original project budget in the grant application.**
  - On February 22, 2016 VTrans indicated it will require construction inspection services. The budget was revised to add \$10,000 for this expense. See below.

Item	Budget/Application Estimate April 2013	Revised Budget Estimates Feb 2016	Actual to Date	Local Cost/Match
Preliminary/Final Engineering	\$ 6,000.00	\$ 10,600.00	\$ 9,964.00	\$ 10,600.00
Admin/Legal/Permitting	\$ 2,000.00	\$ 2,500.00	0	\$ 500.00
Railroad Costs (All Costs)	No Estimate	<b>\$ 41,231.83<sup>1</sup></b>	\$8,478.00	\$ 8,250.00
Construction Engineering	No Estimate	\$ 2,000.00	0	\$ 2,000.00
Construction Inspection	No Estimate	<b>\$ 10,000.00<sup>4</sup></b>	0	\$ 2,000.00
Construction	<b>\$ 47,000.00<sup>2</sup></b>	<b>\$ 44,098.04<sup>3</sup></b>	0	\$8,820.00
Contingency	\$ 11,000.00	Included in Const. estimate	0	0
			Local Sub >>	\$ 32,170.00
Budget Total	\$ 66,000.00	\$ 110,430.00	\$18,442.00	\$13,200.00

<sup>1</sup>Includes an additional \$4,000 in permitting and lease costs not previously identified.

<sup>2</sup>Included estimated work by NECR.

<sup>3</sup>Estimated Construction Costs outside of NECR ROW.

<sup>4</sup>02/22/16 – Added Resident Inspection Services.

- The Town has expended \$18,442 on this project to date and been reimbursed \$3,188.20 – net expense has been **\$15,253.80**. Based on the updated project estimate of \$110,430 the Town's total cost would be \$57,630 to complete this project with **\$44,430** unassigned to a funding source at this point.
- The question before the Selectboard is to 1) continue with this project and identify source(s) of funding for these cost additions, or 2) cancel the grant.
- Town Manager Donna Barlow Casey and Director of Administration Erik Wells **recommend that the Town cancel this grant** as allowed in our agreement, as these added project cost estimates are not a high value to the Town to construct the end product of 110 linear feet of sidewalk.
- Of the \$8,478 to the railroad, \$3,985.25 has been spent. Leaving \$4,492.75 of the original deposit remaining that could be returned. With that deposit returned the total cost expended on the project would be **\$10,761.05**. These costs were primarily for engineering design work by Aldrich +Elliot. This design work could be used to implement the project in the future.
- **The grant expires on December 31, 2018.**

#### Brandy Lane Sidewalk Construction Grant

This project is to construct for 250 ft. of sidewalk on Brandy Lane. \$6,300 was set aside in impact fees both in FY '14 and FY '15 (total of \$12,600) according to the FY '16- FY '21 CIP and recently confirmed. Grant awarded in May 2015 for \$44,800 with 80/20 split, local match up to \$11,200. There has not been any work done on this project to date. **Grant expires December 31, 2018.**

#### Railroad Street Railroad Crossing Grant

This project will construct a safer bicycle and pedestrian crossing for the railroad tracks on Railroad Street. A \$22,000 grant was received with a 90/10 split for scoping and preliminary design. **The Town's match obligation is up to \$2,200.** The FY '16- FY '21 CIP identifies impact fees as the source of these matching funds. Work on this design is underway and \$13,793 has been billed to date. There are invoices pending to pay; the Town delayed payment as research was being undertaken to determine status of all grants. These payments are being made in the coming weeks. The goal is to close this grant out in June if possible; the work is very close to being complete. **This grant expires December 31, 2016.**

#### **Possible Next Steps on these Grant Projects**

- Brandy Lane and Railroad Street will need project design and then construction.
- Brandy Lane grant covers design and construction, Railroad Street grant currently covers preliminary scoping and design.
  - The Town can apply for a design and construction grant for Railroad Street through the VTrans Bike/Ped Program (due in July).
  - If grant obtained, can explore RFP design work for Brandy Lane and Railroad Street together; and then construction bid for projects together. If the Board wants to continue the Cherry St. project that construction could be included in the RFP. Need confirmation from VTrans regarding grouping RFPs for separate grant projects.

05/20/16  
11:54 am

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 26

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 05/24/16 thru 05/24/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
27806 BUSINESS CREDIT CARD SERVICES							
00008646	042616	employee history check	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
00008646	042716	2 employee criminal chcks	10-10-416-330.00	OTHER PROFESSIONAL	60.00	60.00	
00008646	050316	EE criminal chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
					-----	-----	
					120.00	120.00	
72658 SPECIALTY VEHICLES, INC							
00011992	051916	Gen III elec system amblnc	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	2,700.00	2,700.00	
00011992	051916	Gen III elec system amblnc	10-20-422-740.00	MACHINERY/EQUIPMENT	508.00	508.00	
00011970	052016	'16 int'l remount chassis	40-10-421-450.00	Cap Purchases Fire/Rescue	25,842.00	25,842.00	
00011970	052016	'16 int'l remount chassis	10-20-422-740.10	Amb from Assigned FB	71,475.00	71,475.00	
					-----	-----	
					100,525.00	100,525.00	
Report Total						-----	
						100,645.00	
						=====	

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

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

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

To the Treasurer of the TOWN OF MILTON:

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

Let this be your order for the payments of the amounts totaling \$ \*\*\*100,645.00

SELECTBOARD:

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

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

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

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

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

## TOWN OF MILTON SUPPLEMENTAL WARRANT

<u>Vendor</u>	<u>Account Number</u>	<u>Amount</u>
TIF Fund at Peoples United Bank		
Principal Payment	10-70-470-910.20	\$35,663.87
Interest Payment	10-70-470-911.20	\$ 1,186.62
	<i>(Ambulance Replacement)</i>	<u>\$36,850.49</u>

To the Treasurer of the Town of Milton:

We hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendor. Let this be your order for the payment of the amount totaling \$36,850.49. Payment for the above will be wired directly.

Dated this 23rd day of May, 2016

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



# Town of Milton

## CAPITAL INTERFUND BORROWING NOTE-AMBULANCE

On the 16<sup>th</sup> of January 2012 for value received, the Town of Milton promises to re-pay the Town of Milton Tax Incremental District the principal sum of:

ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS  
(\$175,000.00)

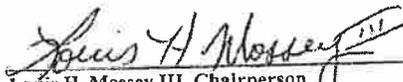
The interest will be paid at an adjusted rate of 1.65% per annum, calculated on the basis of an actual 365 day year from the date of this Selectboard meeting August 20, 2012. Repayment of principal and interest will occur in annual installments over a five year term. Principal and interest payable in lawful money of the United States at the Municipal Office of The Town of Milton, Vermont. Principal and interest may be prepaid in whole or in part prior to the January 16, 2017 maturity date.

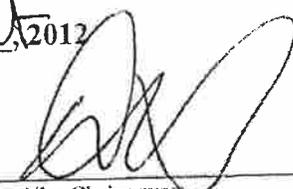
The note is given for money borrowed for the purpose of financing a replacement ambulance by resolution of the Select Board of the Town of Milton duly adopted at a meeting thereof held on the 3<sup>rd</sup> day of October 2011.

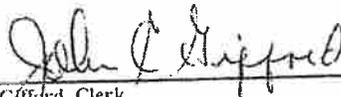
It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened and have been performed in regular and due form as required by law and that the full faith and credit of the said Town of Milton are hereby irrevocably pledged for the payment of this note.

Dated at Milton, Vermont this 20 day of August 2012

### MILTON SELECTBOARD

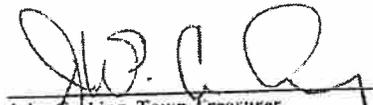
  
Louis H. Mossey III, Chairperson

  
Darren Adams, Vice-Chairperson

  
John Gifford, Clerk

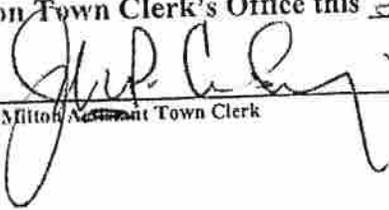
  
Todd Shepard

John Bartlett

  
John Cushing, Town Treasurer

Filed with the Milton Town Clerk's Office this 21<sup>st</sup> day of August 2012

Attest:

  
Milton ~~Assistant~~ Town Clerk

# FINANCE DEPARTMENT TRANSFERS

Effective Date: May 24, 2016

Town or School Town

Transfer from Account: General Fund

Account Number: 018990139

Transfer to Account: Tax Increment Finance Account

Account Number: 0015268336

Amount of Transfer: \$36,850.49

Reason for Transfer: Transfer to make annual payment of  
Inter-fund loan to purchase ambulance  
January 2012

Signature: \_\_\_\_\_

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

