

**Milton Selectboard Meeting**  
September 13, 2016; 6:00 p.m.  
Community Room of the Municipal Complex  
43 Bombardier Rd., Milton, VT 05468

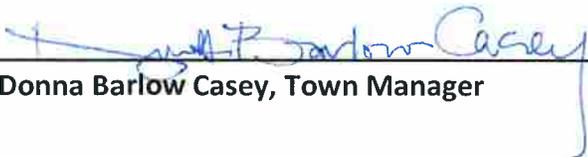
Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

**AGENDA**

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**  
*A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).*
- V. **New Business and Department Items**
  - A. **Impact Fee Ordinance Amendment**  
Preliminary Discussion  
**Donna Barlow Casey, Town Manager**  
**Jacob Hemmerick, Planning Director**
  - B. **Update on FY '17 Paving Projects**  
Discussion  
**Erik Wells, Director of Administration & Community Affairs**  
**Dustin Keelty, Public Works Supervisor**
  - C. **Sanderson Road Project Exception to \$10,000 Notification**  
Discussion & Possible Action  
**Donna Barlow Casey, Town Manager**  
**Dustin Keelty, Public Works Supervisor**
  - D. **McMullen Road Sidewalk Project Update**  
Discussion and Possible Action  
**Erik Wells, Director of Administration & Community Affairs**  
**Dustin Keelty, Public Works Supervisor**
- VI. **Executive Session Per V.S.A. Title 1 Section 313 at 7:30 PM**  
For Real Estate, if other open session business not complete will continue after

- VII. Reconsideration**
  - A. CCRPC Dispatch Study**
    - Discussion & Possible Action
    - Donna Barlow Casey, Town Manager**
  
- VIII. Manager's Report**
  
- IX. Potential and/or Future Agenda Items**
  
- X. Warrant/Report #6**
  
- XI. Meeting Minutes from August 24<sup>th</sup> and August 29<sup>th</sup>**
  - (To approve with or without corrections)
  
- XII. Executive Session Per V.S.A. Title 1 Section 313**
  - **Personnel**
  
- XIII. Adjournment**

Posted September 9, 2016 on the official bulletin board in the lobby of the Municipal Building; to the Town website; emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, and WCAX; and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed:  \_\_\_\_\_  
**Donna Barlow Casey, Town Manager**



## 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: September 13, 2016

Agenda Item: Impact Fee Ordinance Amendment

Prepared By: Donna Barlow Casey, Town Manager

### Legislative Analysis

**The issue** stems from the unexpected \$39,000 increase in Impact Fees for the Cathedral Square Senior Housing project, resulting from Milton's variable formula for setting the fees. The Cathedral Square Project is financed with grants, Federal loans, private investments and specialized incentives due to the high level of environmentally sound attributes integrated into the building. The difference between the Impact Fee rate in FY 2016 vs. 2017 for Cathedral Square results in an additional \$39,000 cost. In order to pay the additional cost within its project budget, Cathedral Square will have to eliminate some of the planned environmental components.

Milton's Impact Fee Ordinance allows the payment of Impact Fees at the time of filing a Zoning Permit Application, or at another time up to, but preceding issuance of a Certificate of Occupancy (CO). The pricing of Impact Fees can also change from year to year, due to the formula that is used to determine the Fees. (Milton is one of the only ordinances in the State of Vermont that has a variable formula.)

***Representatives from Cathedral Square have stated that they would have paid the project's impact fees under the FY '16 rate formula if they had known of the impending change rate change for FY '17. Their experience in other communities did not prepare them for this variability in Milton with changing rates between fiscal years, and are asking that the Town allow them to pay the fees that were in effect when they filed their original Zoning application.***

During the FY 2017 Capital Planning process, the Selectboard identified a goal of raising the Impact Fees back up so that they were closely aligned with a previous three-year stable rate that had been interrupted by a sharp decline in the rate for FY 2016.

One developer took advantage of the opportunity to pay a project's Impact Fees early, in time to capture the decreased rate; Cathedral Square and the Haydenberry project did not. (These are the only large projects scheduled to conclude in FY 2017).

While the State Statute allows the Selectboard the right to waive any or all Impact Fees, the structure and language of Milton's ordinance eliminates this opportunity. Staff has brainstormed a possible solution.

**Direct staff to prepare an amendment to the Impact Fee Ordinance that states the Impact Fee charged to all projects will be the fee in effect at the time of receipt of a complete Zoning application. Include a retro-active clause that initiates this change for last fiscal year - FY 2016.** At the least, this undertaking will take 61 days to complete with a public hearing process, and so should be engaged in with immediacy so that the project does not reach completion prior to its taking effect. This simple change would prevent further incidents of this sort, resolve the current Cathedral Square issue, and still allow those subject to Impact Fees to pay anytime between the Zoning application filing through project completion but prior to issuance of a CO. An ordinance amendment would also apply to the Haydenberry project, and any smaller projects that have filed a Zoning Permit Application.

If the ordinance remains in its current state it requires Cathedral Square to pay an unbudgeted \$39,000 due to a misunderstanding of the Town's Impact Fee ordinance. This could create a reputational issue for the Town at a time that it desires increased development. This seems counterproductive if there is an acceptable way to resolve the matter.

**Fiscal Analysis:**

**The Impact Fee fund balance has been identified at nearly \$400,000.** (We will provide an update of exact amount at the Board meeting.)

The cumulative impact of this action is an estimated impact fee revenue decrease of \$70,000 being collected from Cathedral Square and Haydenberry using the FY '17 vs. the FY '16 rate structure. The FY '17 identifies an estimate of \$241,551 in new impact fees to be collected during FY '17 and allocated amongst capital expenditures for the fiscal year.



## TOWN OF MILTON, VERMONT 05468-3205

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### Selectboard Discussion Memo

Meeting Date: September 13, 2016

Agenda Item: FY '17 Paving Projects Update

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

This memo will update the Selectboard on the progress and timeline regarding the FY '17 paving projects on North Road, Middle Road and Sanderson Road.

The objective will be to have the paving bid documents available this week, with an anticipated bid opening late in the week of September 19<sup>th</sup>. Recommendation for award for each bid are expected to be agenda items at the September 26<sup>th</sup> Selectboard Meeting.

The Sanderson Road Construction Plans, and construction estimate have been completed by Donald L. Hamlin Consulting Engineers and are included as attachments to the Board email if members want to review. **Please note, the construction estimate is reflective if the Sanderson Road Work was hired out to a contractor.** Our Highway Department will be performing this work and will achieve significant savings in relation to this construction estimate. The exercise for the estimate is to show what it would cost to have this work contracted out, and then the value captured by doing this work in house.

Work began for tree and stump removal by our Highway Department on Sanderson Road the week of September 5<sup>th</sup>. Site work will continue this week. Beginning the week of September 19<sup>th</sup> we will be closing the road to through traffic from Oglewood Drive to Lamphere Road. Residents will be able to access their property at all times. A detour will be in place and well communicated to the public. The detour map is included in the construction plans. I've scheduled an ad to appear in the September 15<sup>th</sup> edition of the Milton Independent communicating the Sanderson Road project work and the detour. The detour information will be shared on the Town website, Facebook page, Front Porch Forum and hard copies available in the DPW Office. Like the McMullen Road Sidewalk Project, an email list is being compiled for any resident seeking daily project updates. Communication will be central to this project, especially to residents effected on Sanderson Road. This will use the same successful model implemented on McMullen Road.

Our objective is over the next two weeks to establish project budgets for Sanderson Road, Middle Road and North Road by refining the internal costs and the results of the paving low bids to ensure the overall cost is within the FY '17 paving budget.



## TOWN OF MILTON, VERMONT 05468-3205

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### Sanderson Road Exception to \$10,000 Selectboard Notification

**Recommended Action:** Authorize the Selectboard Clerk to work with the PW Supervisor, Town Manager and Finance Director to review and authorize purchases over \$10,000 to prepare Sanderson Road for paving. The Selectboard Clerk will provide an update and seek ratification by the Selectboard at the next meeting of that body.

**Suggested wording for motion:** The Milton Selectboard moves that the Selectboard Clerk be granted temporary authority to consider, scrutinize and authorize purchases in excess of \$10,000 for which staff has successfully argued are necessary to prepare Sanderson Road for paving and which a delay in acquisition or application would jeopardize completion of this project before winter.

#### Legislative Analysis:

**The issue** is that multiple items and services required in the preparation of Sanderson Road for paving will exceed the \$10,000 threshold currently requiring Selectboard authorization, and will also need to be purchased, reserved/committed or contracted for in a tight timeframe that is inconsistent with the Selectboard's meeting schedule. In order to avoid jeopardizing the project's sensitive timetable, staff suggests creating a methodology that allows for trusted review and oversight with a post procurement ratification.

Examples of purchases, contracts are: Tree removal, Crushed Stone, Gravel, Geo Foam, Rip Rap,

**Option 1.** Grant, via Selectboard vote, temporary authority to the Selectboard Clerk to authorize purchases of \$10,000 or more that pertain to preparations for Sanderson Road paving. Dustin Keelty, DPW Supervisor will present prospective purchases/quotes to Town Manager Donna Barlow Casey who will review the circumstances and need, and consult with Sarah Macy, Finance Director on availability of funding and consistency within the project budget before referring the item to John Bartlett, Selectboard Clerk for a decision. A running total will be kept for presentation to and ratification by the Selectboard at their next meeting.

**Option 2.** Grant, via Selectboard vote, temporary authority to the Selectboard Clerk and/or the Selectboard Chairman authority to authorize purchases of \$10,000 or more that pertain to preparations for Sanderson Road paving. Whenever possible, both members of the Selectboard will confer and agree on a decision. The staff process will mirror that described in Option #1.

**Option 3.** Schedule and warn Special Meetings of the Selectboard Tuesday through Thursday of each week beginning September 14<sup>th</sup> through October 30. Extend this schedule at the meeting of September 26, if necessary. At least 3 members of the Selectboard will need to commit to being available for a meeting each of the three week-day evenings. Two members could call in. Meetings will be cancelled by 2 pm on the day of the meeting, if unnecessary.

#### Fiscal Analysis:

The engineer's estimate of these costs totals: \$104,000. Staff will explain the details on this estimate at Monday's meeting, and answer questions.



## TOWN OF MILTON, VERMONT 05468-3205

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### **Selectboard Legislative & Fiscal Analysis**

Meeting Date: September 13, 2016

Agenda Item: McMullen Road Sidewalk Project Update

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

### **Requested Motions:**

- 1) To authorize the Town Manager to approve change order #1 for a storm water drainage system to be installed in the Town right-of-way between #127 and #133 McMullen Road as part of the McMullen Road Sidewalk Project.
- 2) To authorize the Town Manager to approve change order #3 for the increased quantity cost of hydroseed mulch for the McMullen Road Sidewalk Project.
- 3) To amend the consulting engineering services agreement with Donald L. Hamlin Consulting Engineers, Inc. article three, section B to an amount not to exceed \$62,700.

### **Legislative Analysis**

The McMullen Road Sidewalk project has reached substantial completion. We bring to the Selectboard tonight a modification of our project budget estimate which includes an opportunity to add value to the project using available grant funds we have not utilized.

***Our project budget remains well within our grant award budget and below the allocated funds set aside for our local match.***

All of the concrete work, backfilling and seeding was completed prior to September 1<sup>st</sup>. This was a great team effort from our contractor All Season's Excavating (ASE), our engineering firm Hamlin, Town Staff and residents during the construction of the 0.8-mile stretch of sidewalk. This has been a strategic addition and enhancement to improve our walkable Town Core.

What remains are some small project finishing steps, and possible additions to get us to final completion. These include crosswalk striping, signage installation and an opportunity to use grants funds to install a storm water drain (with Selectboard approval).

**The requests before the Selectboard tonight are as follows and are explained later in this analysis:**

- 1) To approve a change order to install a drainage improvement on McMullen Road
- 2) To approve a change order for the hydroseed quantity pay item

- 3) To amend the agreement with Hamlin Consulting Engineers to wrap up the project inspection

Nick Meltzer, the VTrans Project Manager met on site with Dustin Keelty, Ben Heath from Hamlin Consulting Engineers, Pat Wright from ASE and myself for a final project walkthrough on Thursday, September 8th. Nick was very pleased with the outcome of the project on behalf of VTrans. At that meeting we developed a punch list of minor items that remain from the original scope of work – these include things like adding fill and seed to sections of sidewalk. This is a standard practice once substantial completion of a project is achieved to make sure the Town as the owner is fully satisfied with the project.

We have processed a change order (per VTrans requirements) to extend ASE's contract duration to allow this finishing work to be completed, along with the possible project enhancement of the drainage system. The McMullen project is well under its grant award project budget overall, and these finishing steps to the original project scope will stay within the grant award budget (see fiscal analysis for this breakdown).

During construction it was discovered that the quantity for hydroseed for the project was off, significantly. This was an oversight in the original project design. The quantity for the hydroseed pay item requires a change order, and we are bringing that change order to the Selectboard tonight for approval since the cost exceeds \$10,000 that the Town will pay and then be reimbursed by the grant as it factors into the overall construction cost. Funds are available in the grant approved project budget to cover this change, and we set a construction contingency. This factors into the overall modified project bottom line, which is still below our grant project budget.

The storm water drain would be installed in a Town right-of-way easement between #133 and #127 McMullen Road. This is the low point on the relatively flat road, and after a rain storm the water ponds in this section. I viewed the section after a storm event this past summer and a drainage fix is required to improve the roadway safety and infrastructure. We received approval from VTrans that this addition to the project would be reimbursable by the grant, and then had Hamlin design the system and ASE provide the bid amount.

We are required to retain Hamlin Consulting Engineers to provide construction inspection until the project is complete. We maintain adequate funds to cover this cost in our grant award budget and local matching funds set aside. Adding the storm drain to the project scope will be a minor cost to the Town overall by pairing it with the grant and presents a great opportunity for a value added piece of infrastructure to the project.

## Fiscal Analysis

The following is a modified budget request shaded in green for the project v. our May estimate along with actuals for the project. We remain under that original grant award budget by approximately \$19,000 after this modification. The original grant award budget is what we have to work with overall for the project and is most important fiscally, \$423,000 with a 90/10 split between VTrans and the Town. Knowing where the project stands now, this modified budget is likely to decrease once the project is complete. Further elaboration is in this section.

Town of Milton						
McMullen Road Sidewalk						
Budget vs Actual						
As of 9/7/16						
	Description	Account Code	Funded Budget	Estimate as of 5/12/2016	Modified Budget Request as of 9/13/2016	Actual as of 9/7/16
<b>Revenue</b>						
	Impact Fee Transfer in	38-00-000-301.25	42,300.00	37,215.19	40,413.03	-
	State Grant Award	38-00-000-385.25	380,700.00	334,936.71	363,717.31	-
	Total Revenue		423,000.00	372,151.90	404,130.34	-
<b>Expenses</b>						
<i>Professional Services</i>						
	Engineering Services		17,000.00	15,000.00	15,834.86	15,834.86
	Right of Ways/Easements		4,506.50	4,506.50	4,544.50	4,544.50
	Construction Inspection		44,814.00	44,814.00	62,610.22	3,205.26
	Local Project Management		6,250.00	5,000.00	5,000.00	
	Advertising		600.00	633.00	696.76	696.76
	Total Professional Servic	38-30-430-330.25	73,170.50	69,953.50	88,686.34	24,281.38
<i>Construction Services</i>						
	Tree Removal		7,900.00	7,900.00	7,900.00	7,900.00
	Construction		308,089.50	267,544.00	267,544.00	154,597.00
	Construction Contingency		33,840.00	26,754.40	40,000.00	
	Total Construction Servic	38-30-430-450.25	349,829.50	302,198.40	315,444.00	162,497.00
	Total Expenses		423,000.00	372,151.90	404,130.34	186,778.38

The estimate for the drainage system in relation to the overall project cost breaks down as follows:

- \$12,970 construction estimate
  - \$2,400 for three days of resident engineer inspection oversight on site
  - \$1,500 for design
- TOTAL: \$16,840

The construction would fall under the construction contingency line in the project budget. In addition, we have an opportunity to replace three panels from the Hobbs Road sidewalk project where they tie into the McMullen Sidewalk, this work would be covered by the construction contingency line as well.

The hydroseed quantity identified in the project bid documents was 360 gallons. This was way under the quantity required to adequately complete the project, and an error in the project design. The actual quantity used was 4,300 gallons at a bid price of \$4 per gallon by ASE. This change resulted in a \$15,760 cost. We checked to make sure the contractor did not make the quantity unit price extra high knowing it was a low required amount, and that was not the case. The \$4 per gallon was the second lowest of the six contractor's which submitted bids (lowest was \$3 per gallon and highest \$25 per gallon). I have added this cost to the construction contingency identified in the table. Other bid items for the project have gone way under or were not used at all – for example there is a pay item for a uniform traffic control officer at \$6,500 which was not required for the project. With other quantities lower than anticipated we expect the overall contract increase for the original project scope for ASE to be in the \$5,000 - \$10,000 range as a result of this hydroseed item. We are bringing this to the Board's attention to authorize the change order since the quantity exceeds \$10,000 on it. Overall in relation to the project the Town's exposure is minimal.

With the construction contingency items of the storm drain system (\$12,970) and the hydroseed (\$15,760) I increased that line's budget to \$40,000 to cover additional work to replace damaged preexisting panels at the Hobbs Road End and funds should anything else come up during these final stages. Replacing these panels is another value added to the project utilizing available grant funds which have not been allocated.

The Hamlin Engineering project inspection estimate was \$44,814 with its response to the request for qualifications. The Selectboard authorization resolution for this contract stated it was not to exceed that estimated amount submitted during the procurement process. This Board request is to amend that amount now that the project has reached this stage. As the project went along there became additional engineering service requirements due to numerous design issues that had to be resolved, property corner issues, meetings on site to address questions and concerns by residents, and design work for the drainage system and an added crosswalk. As part of the VTrans procurement process we underwent for this project, the construction inspection request for qualifications had to estimate cost without a knowledge of the construction schedule and became a best estimate. As additional time is needed for the contractor to close out the project for final completion, and potential project enhancements, engineering inspection is required for that duration. In addition, time is required to close out the project and the grant. Staff recommendation is to amend Hamlin Consulting Engineers contract to an amount not to exceed \$62,700 for this project which would cover the additional work undertaken that was not anticipated when the request for qualification was submitted (\$3,796.22), and 140 additional billable hours for the project at a rate of \$100 per hour (\$14,000). For the majority of the project a junior engineer provided onsite inspection, and that individual is no longer available and a senior engineer is taking on this work and has a higher billable hour rate associated with his time.

From the modified budget above shaded in green, these change do not put an overage on the grant award budget and importantly what the Town's budgeted 10% cost impact to the project is. There remains approximately \$19,000 unallocated in the grant awarded project budget after this modification.



## TOWN OF MILTON, VERMONT 05468-3205

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

### UPDATE on Merger or Consolidation of Emergency Services Dispatch Contract

**Recommended Action:** It is in the best interest of the Town of Milton to take contribute financially to and actively participate in the study. Participation in this study *does not* commit a municipality to implement any of the resulting ideas, concepts or recommendations. *I recommend that Milton contribute \$5,000 to this effort.*

**Suggested wording for motion:** The Milton Selectboard moves to authorize the Town Manager to sign the Resolution for a Regional Dispatch Implementation Report and that she or her designee participate in the oversight committee, with the understanding that doing so does not commit the Town to implementation of any ideas, concepts, or recommendations that result from the study/report.

#### Updated Legislative Analysis:

**The issue** is whether or not the Selectboard wishes to financially support a study to determine the sequence and strategy for successful creation of a regional dispatch service for those municipalities that choose to pursue such an approach. The study is to be led by the managers of participating municipalities, with the assistance of Police and Fire Chiefs, and facilitated by the Chittenden County Regional Planning Commission. (See RFP provided with the Selectboard packet for specifics relating to the study.)

Local Public Safety Dispatch costs are escalating. In addition, the Burlington Free Press reports that the State's 911 and emergency dispatch systems performs general dispatch services for more than 100 agencies across Vermont, but are paid by only five of them. Vermont lawmakers have mandated that problems with the funding formula for dispatch be resolved. There is mutual agreement that a multi-town or regional approach to emergency services dispatch, including the possibility of incorporating E-911, may offer an efficient and effective delivery of the service.

A notice to proceed was scheduled to be issued by the CCRPC to a selected Consultant on September 9<sup>th</sup>. The CCRPC received seven total proposals, six timely and complete. The steering committee interviewed three firms on Wednesday the 7<sup>th</sup>, and narrowed it to two finalists. One was \$39,000+, the other was in the \$50,000 range. None were within the budget limit. The committee asked each to revise their proposed scopes of work to see if they can still accomplish a project with the funds committed. Seven communities have committed \$5000; one \$1000, making the present budget \$36,000. The CCRPC is contributing Lee Krohn's time and effort to manage the project.

A number of previous studies have been done to explore the feasibility of a more regional approach to dispatch. The next step will be a report to analyze key issues which are identified in the bulleted list found in the Legislative Analysis section of the original document from the July 25<sup>th</sup> Selectboard meeting copied at the end of this document.

It is hoped that this study will spur a move towards implementation of a regional solution that might not involve just one region wide dispatching agency, but several different multi-municipal options (inclusive of such smaller service arrangements such as the agreement between Colchester and Milton). To do so, will require support for change; a significant investment of staff time; political will on the part of both legislative bodies and key stakeholders; collective bargaining unit cooperation; and a willingness to look at options.

**Fiscal Analysis:**

CCRPC members were asked to make an additional contribution to the CCRPC for this study with each participant contributing **up to** \$5,000. (Minor change in understanding of the original ask noted in bold face.)

S. Burlington, Shelburne, Williston, Colchester, Burlington, Essex and Winooski have committed to \$5,000 each; Richmond is in for \$1,000.

\*\*\*-----\*\*\*

**Information Presented on the Original Discussion Date: July 25, 2016**

**Legislative Analysis:**

The CCRPC is seeking consulting assistance to draft a path forward for merger or consolidation of emergency services dispatching among a number of Chittenden County municipalities. The study will include Burlington, Colchester, Essex, Hinesburg, Milton, Richmond, South Burlington, Shelburne, Williston and Winooski. It will be led by the managers of these participating municipalities, with the assistance of Police and Fire Chiefs, and facilitated by the CCRPC. A committee with appropriate representation will review consultant responses, conduct interviews as necessary or appropriate, select a consultant and oversee the project. The final report is to be delivered no later than December 30, 2016. The proposed maximum budget for this project is \$45,000.

A related undertaking was established via the Legislature's Act 118, Section 2. - copied as an addendum to this document for easy reference. This project is to be completed on or before January 15, 2017. The complete Act can be viewed here:

<http://legislature.vermont.gov/assets/Documents/2016/Docs/ACTS/ACT118/ACT118%20As%20Enacted.pdf>

This study will both assess current circumstances within the existing dispatch systems and operations, and present one or more achievable models for a more regionalized approach to emergency services dispatch. It is anticipated that this could be an incremental approach, whether starting with one service and consolidating multiple municipalities, or could be an "all in" strategy incorporating all emergency services (Police, Fire, Rescue) for those municipalities that wish to join together.

Issues identified to date to be covered are:

- Opportunities and Challenges
- Finances
  - Initial capital or operational costs involved in merger
  - Ongoing capital or operational costs or savings after "year one"
- Human Resource, Labor Contracts, Staffing, Seniority, Command Structure
- Space and equipment needs
- Drivers and barriers to implementation
- Legal, political, structural issues (both internal and external)
- Operational effectiveness – improved, expanded, or integrated services? Reduced duplication?
- Politics or institutional inertia (internal/external)
- Communication – (internal/external)
- Questions/concerns related to accountability, responsiveness, fiscal and operational control
- Lifespan and interoperability of equipment (in-house and for agencies being dispatched)
- Physical locations for dispatch operations
- Governance structure

It is anticipated that the final report will also offer guidance and experience from other jurisdictions on facilitating constructive community dialogue within and between communities.

**Fiscal Analysis:**

CCRPC members have been asked to contribute \$5,000 each towards this study. Of the ten

(10) community members, six (6) have received approval of their local elected officials to contribute, two (2) Boards have declined, two (2) have yet to deliberate.

**Recommended Action:**

It is in the best interest of the Town of Milton to take an active interest in the study as it is reasonable to expect that our current arrangement with the Town of Colchester could be substantially altered as a result of the study's findings. I recommend that Milton contribute to this effort.

**Prepared By:** Donna Barlow Casey, Town Manager

**Addendum**

**No. 118. An act relating to law enforcement, 911 call taking, dispatch, and training safety.  
(H.130)**

It is hereby enacted by the General Assembly of the State of Vermont:

\* \* \* Law Enforcement Officer Regulation Study Committee \* \* \*  
\* \* \* E-911, Dispatch, and Call-taking Services \* \* \*  
\* \* \*

**Sec. 2. E-911; DISPATCH; WORKING GROUP**

(a) Creation and duties of working group.

(1) A working group shall be formed to study and make recommendations regarding:

(A) the most efficient, reliable, and cost-effective means for providing statewide call-taking operations for Vermont's 911 system; and

(B) the manner in which dispatch services are currently provided and funded, including funding disparity, and whether there should be any changes to this structure.

(2) Among other things, the group shall make findings related to the financing, operations, and geographical location of 911 call-taking services. In addition, the group's findings shall include a description of the number and nature of calls received, and an evaluation of current and potential State and local partnerships with respect to the provision of such services.

(3) The group shall take into consideration the "Enhanced 9-1-1 Board Operational and Organizational Report," dated September 4, 2015.

(4) The group's recommendations shall strive to achieve the best possible outcome in terms of ensuring the health and safety of Vermonters and Vermont communities.

(b) Membership. Members of the working group shall include a representative from each of the following entities: the Enhanced 911 Board; the Department of Public Safety; the Vermont State Employees' Association; the Vermont League of Cities and Towns; the Vermont State Firefighters' Association; the Vermont Ambulance Association; the Vermont Association of No. 118 Page 5 of 15 2016



**CHITTENDEN COUNTY RPC**  
*Communities Planning Together*

# **Regional Dispatch Implementation Study Request for Proposals**

## **Request for Proposals**

**July 27, 2016**

**Proposals Due**

**Wednesday, August 24, 2016 at 4:00 PM**

Chittenden County Regional Planning Commission

Attn: Lee Krohn, AICP

110 West Canal Street, Suite 202, Winooski, VT 05404

Phone: (802) 861-0118 / Fax: (802) 846-4494

[www.ccrpcvt.org](http://www.ccrpcvt.org) / [lkrohn@ccrpcvt.org](mailto:lkrohn@ccrpcvt.org)

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<b>4.1</b>	<b>Evaluation Process</b>	<b>6</b>
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## 1.0 Introduction & Background

The Chittenden County Regional Planning Commission (CCRPC) seeks consulting assistance to draft a path forward for merger or consolidation of emergency services dispatching for a number of Chittenden County municipalities. There is consensus among the parties involved that merger or consolidation is feasible and possible. It is also noted that the State Legislature, via Act 118 of this last session, has established a working group to study the efficiency and effectiveness of the current E-911 system.

A number of studies have been done over time which illuminate the potential challenges, hurdles, or roadblocks to accomplishing a more regional approach to emergency services dispatching. We seek here not to duplicate those prior studies, but to learn from them, analyze current conditions, and then create a “roadmap to success” – illuminating a strategic approach, along with the structural, cultural, operational, financial, and other key aspects of the transitional process needed, and ultimate post-consolidation models that might result.

The selected consultant should be prepared to investigate and analyze all relevant issues related to possible consolidation or merger, including but not limited to the matters listed below. This work will involve in-depth, personal interviews with parties both inside and outside these governmental agencies. The final report will be a clear, cogent analysis of all relevant issues, and will include discussion of opportunities and constraints to possible merger or consolidation. It will also include a clear fiscal analysis of potential short- and long-term capital costs or savings, and short- and long-term operational costs or savings, in order to fully inform the municipalities for purposes of community discussion and decision-making.

This study will both assess current circumstances within the existing dispatch systems and operations, and present one or several achievable models of a more regionalized approach to emergency services dispatch. It is anticipated that this could be an incremental approach, whether starting with one service and consolidating multiple municipalities, or could be an “all in” strategy incorporating all emergency services (Police, Fire, Rescue) for those municipalities that wish to join together.

## 2.0 Proposal Submission

All proposers shall submit a proposal conforming to the following requirements. Proposals **shall not exceed a total of 10 pages**, excluding cover letter, table of contents and resumes (summaries accepted).

**Proposals must be received no later than 4:00 PM on Wednesday, August 24, 2016.** Only digital submissions will be accepted via email to [lkrohn@ccrpcvt.org](mailto:lkrohn@ccrpcvt.org).

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Questions regarding this RFP should be directed to CCRPC Senior Planner Lee Krohn, AICP at (802) 861-0118 or [lkrohn@ccrpcvt.org](mailto:lkrohn@ccrpcvt.org).

### 2.1 Proposal Requirements

The proposal should demonstrate that the proposer understands the intent and scope of the project, the content of the deliverables, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be

demonstrated. In order to assist in the evaluation process, please include the following information in the technical proposal:

#### 2.1.1 Cover Letter

Summarize interest in this work/proposal, general qualifications of the firm, and describe experience and capabilities in similar projects.

#### 2.1.2 Scope of Work, Work Plan and Methodology

Please provide a detailed explanation of how your firm would approach the work. It may include a description of tasks, products, milestones, and time tables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the contractor and the CCRPC.

#### 2.1.3 Statement of Qualifications

- a. **Contact Information** - List the name of the firm, address, contact person, phone number, and e-mail address.
- b. **Firm's Capabilities** - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

#### 2.1.4 Cost Proposal Requirements

This shall be a lump sum proposal.

#### 2.1.5 Insurance

If selected, the contractor will be required to carry insurance for the term of the contract. Proof of insurance will be required as part of the contract.

### 2.2 Proposal Conditions

The CCRPC is not responsible, in part or whole, for costs incurred in preparation of the proposal in response to this RFP. The cost of preparing, submitting and presenting the proposal is at the sole expense of the consultant.

All proposals become the property of the CCRPC upon submission. The CCRPC reserves the right to seek clarification of any proposal submitted. All proposal information will be held in confidence during the evaluation process and before awarding the contract. All of these documents and information, thereafter, will become public information.

## 3.0 Scope of Work

This Scope of Work section identifies major aspects and tasks associated with this project.

### 3.1 Data Collection and Analysis

The first task will be to investigate and analyze all relevant issues related to possible consolidation or merger, including but not limited to the issues listed below. This work will involve in-depth, personal interviews with parties both inside and outside these governmental agencies; a review of previous studies; and research of other jurisdictions facilitating constructive community dialogue within and between communities.

Issues to be covered may include, but are not limited to:

1. Opportunities;
2. Challenges;
3. Finances;
4. Human Resources/Labor Contracts/Staffing/Seniority/Command Structure;
5. Space and equipment needs;
6. Drivers and barriers to implementation;
7. Legal/political/structural issues, both internal and external;
8. Initial capital or operational costs involved in merger;
9. Ongoing capital or operational costs involved in merger;
10. Capital or operational costs or savings after 'year 1';
11. Operational effectiveness – improved, expanded, or integrated services? Reduced duplication?
12. Politics or institutional inertia – internal, external;
13. Questions/concerns about accountability, responsiveness, fiscal and operational control;
14. Lifespan and interoperability of equipment, both 'in house' and for those agencies being dispatched;
15. Physical locations for dispatch operations; and
16. Governance structure.

The consultant is expected to understand the results of the previous study final report will also offer guidance and experience from other jurisdictions on facilitating constructive community dialogue within and between communities; for at times, that public process can be as important as the outcome.

### 3.2 Preliminary Findings and Meeting

Present preliminary findings in meetings with CCRPC Executive Director, Senior Planner, and steering committee (a subset of a larger working group of municipal managers, and Fire and Police Chiefs).

### 3.3 Draft Report

The consultant will be responsible for preparing a draft report that will include:

1. An assessment of current circumstances within the existing dispatch systems and operations;
2. Discussion of opportunities and constraints to possible merger or consolidation;
3. One or several achievable models of a more regionalized approach to emergency services dispatch. It is anticipated that this could be an incremental approach, whether starting with one service and consolidating multiple municipalities, or could be an "all in" strategy incorporating all emergency services (Police, Fire, Rescue) for those municipalities that wish to join together;

4. Fiscal analysis of potential short- and long-term capital costs or savings;
5. Short-and long-term operational costs or savings;
6. Guidance and experience from other jurisdictions on facilitating constructive community dialogue within and between communities, for at times, that public process can be as important as the outcome; and
7. Any other relevant sections as needed to address the issues identified in 3.1.

The consultant will also be responsible for presenting this draft report to the working group.

### 3.4 Final Report

Prepare a final report incorporating comments and suggestions from the working group.

### 3.5 Deliverable Standards

- All hard copies of draft and final reports shall be double-sided.
- All data, databases, reports, designs and materials, in digital and/or hard copy format created under this project shall be transferred to the CCRPC upon completion of the project and become the property of the CCRPC.
- The consultant will provide both a digital copy (MS Word/Excel/etc. as appropriate, and Adobe PDF) and three hard copies of draft and final documents. Working documents or reports shall be submitted at least one full week prior to meetings at which they will be discussed.

## 4.0 Proposal Evaluation and Selection

### 4.1 Evaluation Process

Proposals will be evaluated by a selection committee consisting of the CCRPC Executive Director, a Senior Planner, and members of the Regional Dispatch Steering Committee. The CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

### 4.2 Proposal Evaluation

The proposals will be evaluated based on the following factors. These factors are not listed in any particular order of priority:

1. Approach - Respondents will be evaluated as to their understanding of the work, how well the proposed work and schedule address the project requirements, and the completeness and innovation evident in the approach to the project and the proposed work.
2. Experience and Capability - Respondents will be evaluated with respect to the experience both in terms of past efforts in this type of work and the level of commitment to this project.
3. Project Cost - The cost will be an important consideration in the selection, although it will not be the sole determining factor.

4. Other value-added tools and services - Responses will be evaluated on the inclusion of other related information that will produce a better product.

If deemed necessary, a short list of qualified contractors may be selected from those who submitted proposals, for oral presentations. Informal presentations will be made to the selection committee described above. Oral presentations, if requested, will take place at the CCRPC offices and may be done electronically.

### 4.3 Additional Information

CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the CCRPC. This solicitation of proposals in no way obligates CCRPC to award a contract.

## 5.0 Schedule

**August 24, 2016: Proposals due by 4:00 P.M.** See Section 2.0 for submittal information and requirements.

**September 9, 2016:** Notice to proceed issued to selected Consultant

**September-November:** Data Collection and Analysis

**October and November:** Preliminary Findings meetings with CCRPC Executive Director, Senior Planner, and steering committee

**Mid-December:** Draft report presentation to entire working group

**December 31, 2016:** Final Report delivered to the CCRPC

**9-1-1 CALL-TAKING/DISPATCH  
SERVICES WORKING GROUP  
General Meeting #3**

**4 August 2016**

**Cap. Plaza Hotel, 100 State St., Montpelier, VT – Room #338**

**10:03 AM – Call to Order**

Chair Gary Taylor brought the meeting to order. The following were in attendance:

**Working Group Members Present**

VT Enhanced 9-1-1 Board Representative: Chief Gary Taylor, Working Group Chair  
VT State Employees Assoc. (VSEA) Representative: Sarah Copen (via conference bridge)  
VT Ambulance Assoc. Representative: Jim Finger, President  
VT League of Cities & Towns (VLCT) Representative: Gwynn Zakov  
VT Assoc. of Chiefs of Police Representative: Chief Leonard Stell  
Dept. of Public Safety Representative: Captain Tom Hango (via conference bridge)

**Enhanced 9-1-1 Staff Members Present**

Barbara Neal, Executive Director  
Soni Johnson, E9-1-1 Board Clerk

**Others Present**

Major William Sheets, VT State Police  
Paco Aumand, Executive Director, Central VT Public Safety Authority  
Chief Seth DiSanto, Newport Police Department  
Lee Krohn, Chittenden County Regional Planning  
Chief Steve Locke, Burlington FD  
Stephen Whitaker, Member of the Public

**Approval of Minutes**

7/12/16 - *Motion: Chief Stell made a motion to accept the minutes as written; 2<sup>nd</sup> by Jim Finger. There was no discussion and the motion passed unanimously by voice vote.*

**Business**

- Paco Aumand, CVPSA
  - Exec. Director Aumand provided an overview of the Central VT Public Safety Authority.
    - It is focused on dispatching, not 9-1-1 call-taking.
    - Working towards regional dispatch consolidation; it can be more efficient, reduce overtime & staffing redundancies, create redundancies in operations, and help contain the costs of public safety services long-term.
    - Working to develop full dispatching services, not just taking the call and handing it off to appropriate agency, but full involvement from beginning to end of the emergency.
  - He also spoke of a dispatch funding study conducted in 2003 (when he was affiliated with the Dept. of Public Safety). A copy of that report was previously provided to the working group and is available from the E9-1-1 Board office upon request.
  - Paco provided the group with the history of how dispatching through DPS came to be free.
    - DPS received a federal grant back in the 70's to build the statewide microwave network. Part of the grant requirements was that DPS provide dispatching service to all law enforcement in Vermont.
- Mike Smith was invited to this meeting but was unable to attend. However, he was able to speak to Executive Director Barbara Neal, prior to this meeting, to discuss the working group's mandate. Mike Smith previously produced a report for the Enhanced 9-1-1 Board in which he made several recommendations concerning 9-1-1

PSAP & dispatch funding. He stands behind the recommendations in his report. A copy of that report was previously provided to the working group and is available from the E9-1-1 Board office upon request.

- Major Sheets provided an overview of the Dept. of Public Safety's current position:
  - The department is currently working on cost figures for dispatching services.
    - Those figures will be able to be used to formulate a fee structure
  - The department still favors a move to regional dispatch.
- Lee Krohn (from Chittenden County Regional Planning Commission) spoke to the group about the Commission's ongoing regional dispatch implementation study for a number of municipalities in Chittenden County.
- Chair Taylor asked working group members if they had enough info to be able to work on recommendations or if more input was needed. Members agreed that no further input needed.

#### Discussion/Comments:

- There have been multiple attempts over the years to formulate and implement a cost model/fee structure for Department of Public Safety dispatching services. It has never been completed.
- There is a need to educate legislators, municipal officials, and the general public on the differences between 9-1-1 call-taking & dispatch services, how both services work, the costs associated with each, and how current funding is determined for both.
- Why would towns/service providers move away from Public Safety dispatching services? (you can't compete with free)
- There is a need to develop a fair/equitable fee structure. Can it be done in a way that works for both the State & for the free market?
- Towns will need time to plan for having to pay for dispatch services.
- Can the Universal Service Fund charge be increased? If the fee is increased can the extra funds be used for dispatch services funding?
- What savings, if any, will the State see if Public Safety dispatching services are reduced?
- The argument has been made that taxpayer dollars used for the Public Safety budget could be considered payment for dispatch services and requiring towns/agencies to pay for those services is double taxation.
- What are the true costs of dispatching? (staffing, bricks & mortar, equipment, different types of emergency calls require different levels of service, etc.)
- How to figure what to charge for dispatch (by population, by number of calls, combination of both)?
- How many dispatch centers/positions would be needed statewide to handle all dispatch calls?
- Possibility of creating dispatch districts
- Would consolidation of 9-1-1 PSAPs save money?
- Group should research fees/costs for current local and regional dispatch centers.

#### Public Comments/Questions

Stephen Whitaker spoke about 9-1-1 funding & budget issues, and current/future 9-1-1 system configuration. He suggested that the working group ask for more input from other services/agencies. He also suggested that the working group track current services/needs geographically to help with the possible creation of dispatch districts.

#### Next Meeting Date & Adjournment

It was determined that the next Working Group meeting would be held on Tuesday, 27 September 2016. The meeting will take place in Montpelier (location tbd).

*Motion: There being no further business, Chair Taylor entertained a motion to adjourn; move by [need name], 2<sup>nd</sup> by Chief Stell. There was no discussion and the motion passed unanimously by voice vote. The meeting adjourned at 11:50 AM.*

Respectfully submitted:

Soni Johnson

Soni Johnson, Clerk

DRAFT 1 – 8/10/16

Date

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/08/16 thru 09/08/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----								
17536 ADVANCE AUTO PARTS								
	00009348	619236043428	12) 10w30	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	45.48	45.48	
	00003614	619610622771	battery encld trlr	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	51.99	
	00003614	619610947377	oil trcks 15-5	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	23.94	
	00003614	619611647739	prts trlr end, tool tster	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	22.68	
	00003614	619611647744	wire for equip trlr	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	14.99	
	00200136	619613248569	Adhesive mirror	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	5.79	
	00003614	619615249535	oil fltr 15-5	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	7.99	
	00003663	619620035085	antifreeze - loader	10-30-430-430.10	VEHICLE MAINTENANCE	11.99	11.99	
	00003663	619620041915	rpr exhaust '09 chev p/u	10-30-430-430.10	VEHICLE MAINTENANCE	16.56	16.56	
	00009348	619623527687	oil/plug for batwing mwr	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	16.36	16.36	
	00003693	61962372774	torque wrench adptr -mwr	10-30-430-825.00	SMALL TOOLS	685.00	685.00	
		CMOA-683433	bal. cr stmt fy'15 unidnt	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-101.64	
		OA-660111	dupl pymnt #25750&25901	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	-38.41	
		OA-660111	dupl pymnt #25750&25901	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	-28.41	
		OA-676933	dupl pymnt inv 1950838057	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	-33.99	
		OA-683433	triplicate pymnt chk 25106	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	-28.41	
						775.39	671.91	
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13562 ARROWHEAD SENIOR CITIZENS CENTER								
		2017-05	SUPPORT FY '17	10-40-441-830.17	ARROWHEAD SR. CITIZENS	0.00	8,000.00	
28653 BARLOW-CASEY, DONNA								
		083116	mi. dsptch svcs/ dog hear	10-10-410-580.00	TRAVEL	0.00	15.28	
		083116B	mo. TM brkfs CCRPC 7/19	10-10-410-580.00	TRAVEL	0.00	15.15	
						0.00	30.43	
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17950 BCBSVT								
		004827000162	Sept healt ins prem	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,929.08	
		004827000162	Sept healt ins prem	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	3,448.04	
		004827000162	Sept healt ins prem	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	5,427.76	
		004827000162	Sept healt ins prem	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	12,237.76	
		004827000162	Sept healt ins prem	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
		004827000162	Sept healt ins prem	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
		004827000162	Sept healt ins prem	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,518.96	
		004827000162	Sept healt ins prem	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	4,268.28	
		004827000162	Sept healt ins prem	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	253.16	
		004827000162	Sept healt ins prem	10-40-441-210.00	Group Health Ins	0.00	195.63	
		004827000162	Sept healt ins prem	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	1,012.64	
		004827000162	Sept healt ins prem	10-50-452-210.10	Group Health Insurance	0.00	1,422.76	
		004827000162	Sept healt ins prem	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	1,733.45	
		004827000162	Sept healt ins prem	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
		004827000162	Sept healt ins prem	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
						0.00	35,882.92	
-----								
18350 BO'S SEWER & DRAIN SERVICE								
	00009373	082516	emergency septic muni blg	10-30-432-430.00	REPAIR & MAINT-FACILITIES	285.00	285.00	

09/09/16  
12:08 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 6

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/08/16 thru 09/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
19000 BOND AUTO PARTS, INC.							
00009349	17IV059163	battery grand stnd mwr	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	36.54	36.54	
00003671	17IV059755	hand clnr, wipes -shop	10-30-430-430.10	VEHICLE MAINTENANCE	35.73	35.73	
00003671	17IV061292	hdrlc oil rdsd mwr	10-30-430-430.10	VEHICLE MAINTENANCE	41.68	41.68	
00003671	17IV061301	hydlrc cplng rdsd mwr	10-30-430-430.10	VEHICLE MAINTENANCE	7.95	7.95	
00001793	17IV061448	e-450 anti-freeze	50-10-410-612.00	GENERAL SUPPLIES	14.46	14.46	
00001793	17IV061448	e-450 anti-freeze	55-20-420-612.00	GENERAL SUPPLIES	14.46	14.46	
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					150.82	150.82	
19190 BOUND TREE MEDICAL							
00012069	82256282	iv sets sharps cntrs, msk	10-20-422-612.00	GENERAL SUPPLIES	649.63	649.63	
00012069	82256283	hand cleanser foam alchol	10-20-422-612.00	GENERAL SUPPLIES	296.92	296.92	
					-----	-----	
					946.55	946.55	
20500 BUILDING HOME CENTER INC							
00003668	458174	plywd rpr grizzly snd scr	10-30-430-612.00	GENERAL SUPPLIES	64.50	64.50	
27806 BUSINESS CREDIT CARD SERVICES							
00006669	544968364	Gaherty Muni Day 9/9	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
00006669	545218529	Kinner Muni Day Reg 9/9	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	25.00	25.00	
00006671	545659355	Hemmerick 11/2 VT devlp c	10-60-463-820.00	PROFESSIONAL DEVELOPMENT	160.00	160.00	
					-----	-----	
					210.00	210.00	
22150 CAMP PRECAST CONCRETE PRODUCTS INC							
00009376	5457	alarm/bad fuse cntrl panl	10-30-432-430.00	REPAIR & MAINT-FACILITIES	150.00	150.00	
28191 CATHEDRAL SQUARE CORPORATION							
	2ELM	Req 2 Elm Pl VCDP pssthru	30-10-401-340.10	VCDP-Elm Place Expense	0.00	245,000.00	
23262 CERTIFIED AMBULANCE GROUP, INC.							
	MIL-0916	Aug EMS/Fir contct RevRec	10-20-422-360.00	CONTRACTED SERVICES	0.00	837.25	
24880 CHAMPLAIN VALLEY AGENCY ON AGING							
	2017-06	SUPPORT FY '17	10-40-441-830.18	CHAMPLAIN VALLEY AGENCY	0.00	5,000.00	
24899 CHAMPLAIN VALLEY EQUIPMENT, INC.							
00009367	WS20023	knives & hdwr areator	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	845.00	830.00	
00009356	WS20133	blades Kabuto mwr	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	48.00	48.00	
00009356	WS20166	blade kit Kuboto mwr	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	48.00	48.00	
					-----	-----	
					941.00	926.00	
25190 CHAMPLAIN WATER DISTRICT							
	083116	15,741,610 gal August	50-10-410-411.10	WATER PURCHASE CWD	0.00	32,868.48	
25186 CHARLOTTE FIRE & RESCUE SERVICES,							
	1127	6/18/16 Intercepts	10-20-422-340.00	TECHNICAL	0.00	225.00	

09/09/16  
12:08 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 6

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/08/16 thru 09/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
-----							
26250	CHITTENDEN SOLID WASTE DISTRICT						
	20167-MIL	JULY '16 51.72 TON	55-20-420-340.00	TECHNICAL SERVICES	0.00	4,423.70	
26928	CIVES CORPORATION, DBA						
00003689	4469305	stinger glades & bits Grdr	10-30-430-430.10	VEHICLE MAINTENANCE	4,312.52	4,312.52	
26950	CLARK'S TRUCK CENTER						
00012070	377892	battery supports replc	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	69.68	69.68	
00011065	58709	E1 air lk air dryer	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	215.05	215.05	
					-----	-----	
					284.73	284.73	
27199	CLEAR VIEW GLASS						
00003688	3565	rpl lexan shield rdsd mwr	10-30-430-430.00	REPAIRS MAINTENANCE	143.32	143.32	
27365	COLLINS LANDSCAPING, LLC						
00009378	315	Aug mowing cemeteries	10-30-432-340.10	TECHNICAL-CEMETERIES	2,826.80	2,826.80	
27380	COMCAST						
	82991-AUG16	8/25-9/24 high spd intrnt	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	95.55	
54494	CONSTANT CONTACT INC						
00005829	YLQ8DAB23916	annl sftwr e-newsltr onln	10-50-452-540.00	ADVERTISING	336.00	336.00	
37931	COTS						
	2017-08	SUPPORT FY '17	10-40-441-830.24	Committe on Temp Housing	0.00	250.00	
40495	COULOMBE, JARECO						
	083116	Apr-June gym mmbrrshp	10-20-420-825.00	Gym Membership	0.00	120.00	
	083116B	JUL-SEPT gym membrshp	10-20-420-825.00	Gym Membership	0.00	120.00	
					-----	-----	
					0.00	240.00	
27864	CRW CORP						
00003694	S72866	shock -excavator	10-30-430-430.10	VEHICLE MAINTENANCE	286.86	271.86	
29418	DESORCIE EMERGENCY PRODUCTS LLC						
00011059	13107	E5 multi valve lk rpr	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	3,032.00	3,210.96	
00011059	13139	E5 valve leaks	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	178.96	178.96	
00011062	13140	rpr lts E6	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	135.69	135.69	
					-----	-----	
					3,346.65	3,525.61	
30760	EMERGENCY MEDICAL PRODUCTS						
00012067	1848274	CPAP mask & breath crcuit	10-20-422-612.00	GENERAL SUPPLIES	125.00	110.80	
31009	ENDYNE, INC						
00001798	210824	req'd testg 2 BOD & TKN	55-20-420-340.00	TECHNICAL SERVICES	75.00	75.00	

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Vendor

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-----							
64450 FERGUSON WATERWORKS INC #590							
00001802	0709322-1	5 hydrant brkway kits	50-10-410-612.00	GENERAL SUPPLIES	365.09	420.65	
00001802	0709322-1	5 hydrant brkway kits	55-20-420-612.00	GENERAL SUPPLIES	365.09	420.65	
	CM0709312	overpd chk 28917 keypunch	50-10-410-612.00	GENERAL SUPPLIES	0.00	-1.00	
	CM0709312	overpd chk 28917 keypunch	55-20-420-612.00	GENERAL SUPPLIES	0.00	-1.00	
					-----	-----	
					730.18	839.30	
34300 GALL'S INC							
00200180	005966364	18" traffic cones - grant	30-20-420-740.13	2016 AOT Equip GR0930	200.00	200.00	
37530 GREATER BURLINGTON YMCA							
00005833	404	bkyrd swim lessons	10-50-452-830.07	SWIMMING	168.00	168.00	
37590 GREEN MOUNTAIN MESSENGER INC							
00051818	53600	9 August deliveries	10-50-451-610.00	POSTAGE	135.00	135.00	
37600 GREEN MOUNTAIN POWER							
	5561630AUG16	7/22-8/26/16 electricity	10-30-432-622.00	ELECTRICITY	0.00	4,812.91	
	5561630AUG16	7/22-8/26/16 electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,550.07	
	5561630AUG16	7/22-8/26/16 electricity	50-10-410-622.00	ELECTRICITY	0.00	892.08	
	5561630AUG16	7/22-8/26/16 electricity	55-20-420-622.00	ELECTRICITY	0.00	7,729.76	
					-----	-----	
					0.00	16,984.82	
37805 HACH COMPANY CORP							
00001821	10077765	rplc failed Oxygn Prob &	55-20-420-740.00	MACHINERY AND EQUIPMENT	3,361.45	3,361.35	
39913 HOWARD CENTER							
	2017-02	Support FY '17	10-40-441-830.05	HOWARD CTR FOR HUMAN SVCS	0.00	200.00	
40700 INGRAM LIBRARY SERVICES							
00051789	61074262	juv bks july	10-50-451-640.30	BOOKS-JUVENILE	7.14	7.14	
00051815	61076329	children Sept	10-50-451-640.25	BOOKS-CHILDRENS	139.60	139.60	
00051789	61079298	bks july	10-50-451-640.30	BOOKS-JUVENILE	10.36	10.36	
00051816	61079299	adlt bks Sept	10-50-451-640.10	BOOKS-ADULTS	410.96	410.96	
00051789	66743832	juv bks July	10-50-451-640.30	BOOKS-JUVENILE	75.44	75.44	
00051815	66746000	childrens Sept	10-50-451-640.25	BOOKS-CHILDRENS	20.28	20.28	
	94351080	return audio orig PO51788	10-50-451-640.15	AUDIOS	0.00	-33.25	
00051804	94428872	Aug '16 bks Adult	10-50-451-640.10	BOOKS-ADULTS	11.05	11.05	
					-----	-----	
					674.83	641.58	
41074 INTERSTATE AUTO SERVICE, INC							
	75744	fluids oil '09 caravan	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	34.20	
	75751	#121 fluids /oil '13 Ford	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	39.15	
	75791	brk pds, rotors oil '13 E	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	529.40	
00003696	75838	state inspct '12 Frd Escp	10-30-430-430.10	VEHICLE MAINTENANCE	40.00	40.00	

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		75882	oil fliter '14 taurus	957 10-20-420-430.10	VEHICLE MAINTENANCE	0.00	46.13	
	00003696	75988	'14 silverado inspect	10-30-430-430.10	VEHICLE MAINTENANCE	40.00	40.00	
	00003696	75989	'15 chev St inspctn	10-30-430-430.10	VEHICLE MAINTENANCE	40.00	40.00	
						-----	-----	
						120.00	768.88	
49931 JOHNSON HARDWARE & RENTAL								
	00003687	DV1089	Sweeney/Bissonette boots	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	204.80	204.80	
	00003687	DV1089	Sweeney/Bissonette boots	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	72.00	72.00	
	00003687	DV1094	Cameron boot stipend	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	141.60	141.60	
	00001812	DV1096	Lavalee boots	50-10-410-290.00	OTHER EMPLOYEE BENEFITS	62.00	62.00	
	00001812	DV1096	Lavalee boots	55-20-420-290.00	OTHER EMPLOYEE BENEFITS	62.00	62.00	
	00003687	K108800	Spaulding boot stipend	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	184.00	184.00	
						-----	-----	
						726.40	726.40	
76524 KEMIRA WATER SOLUTION INC								
	00001809	9017512901	12.39 ton phosphorus	55-20-420-612.00	GENERAL SUPPLIES	2,757.92	3,106.42	
47216 LUCKY TRAILER SALES, INC								
	00003684	PC9375	fesndrs hydroseed trlr	10-30-430-430.10	VEHICLE MAINTENANCE	57.68	57.68	
47823 MAILFINANCE INC.								
		N5972819	8/8/16-10/7/16 pstg mtr r	10-10-416-610.10	POSTAGE MACHINE RENTAL	0.00	422.82	
39685 MARLIN ENVIRONMENTAL INC								
	00005793	109935	9/5 toilets mo. rent 2	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
63552 MATHIEU, BONNIE								
	00012064	081716	cake 50th Anniv	10-20-422-850.00	DONATION EXPENSE	320.00	320.00	
48467 MILTON ACE HARDWARE LLC								
	00009357	15752/4	rpr sink fldhs - 2 hndl	10-30-432-430.00	REPAIR & MAINT-FACILITIES	16.99	16.99	
	00009357	15794/4	marking paint playng flds	10-30-432-430.00	REPAIR & MAINT-FACILITIES	22.47	22.47	
	00009357	15801/4	paint sprayer	10-30-432-430.00	REPAIR & MAINT-FACILITIES	19.99	19.99	
	00003669	15805/4	plug-battery chrgr cord	10-30-430-612.00	GENERAL SUPPLIES	3.99	3.99	
	00011047	15807/4	brsh deck scrubber	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	19.98	19.98	
	00009357	15866/4	prk pedixwalk signs	10-30-432-430.00	REPAIR & MAINT-FACILITIES	11.91	11.91	
	00003669	15883/4	tube ovrtp Roller wtr tnk	10-30-430-612.00	GENERAL SUPPLIES	0.43	0.43	
	00003669	15884-4	clamp & hs for roller	10-30-430-612.00	GENERAL SUPPLIES	3.56	3.56	
	00003669	15905-4	primer hydrosd trlr	10-30-430-612.00	GENERAL SUPPLIES	14.97	14.97	
	00009357	15917/4	rpr sink PD draino	10-30-432-430.00	REPAIR & MAINT-FACILITIES	6.99	6.99	
	00003669	15921-4	paint & primer hydrosd tr	10-30-430-612.00	GENERAL SUPPLIES	23.98	23.98	
	00011047	15923/4	screws, nuts, washers	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	12.81	12.81	
	00001789	15926/4	vlvball pmping procss wtr	55-20-420-612.00	GENERAL SUPPLIES	9.99	9.99	
	00009357	15937/4	fuses muni pmp statn	10-30-432-430.00	REPAIR & MAINT-FACILITIES	4.99	4.99	
	00001789	15993/4	adptr, tee cntrfuse dewtr	55-20-420-612.00	GENERAL SUPPLIES	2.57	2.57	
						-----	-----	
						175.62	175.62	
36056 MILTON ARTISTS GUILD								
		2017-10	SUPPORT FY'17	10-40-441-830.32	MILTON ARTIST GUILD	0.00	750.00	

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-----							
52305	MILTON COMMUNITY YOUTH COALITION						
	2017-12	support fy'16	10-40-441-830.34	Milton Community Youth C	0.00	1,000.00	
52645	MILTON FAMILY COMMUNITY CENTER						
	2017-04	SUPPORT FY '17	10-40-441-830.11	MILTON FAMILY COMM CTR	0.00	5,375.00	
53189	MILTON GRANGE						
	2017-11	support fy'17	10-40-441-830.33	MILTON GRANGE	0.00	500.00	
53400	MILTON INDEPENDENT INC						
00005791	46544	6500 inserts Rec	10-50-452-550.00	PRINTING & BINDING	372.00	372.00	
00008716	46682	on-call custodial	10-10-416-540.00	ADVERTISING	178.50	178.50	
					-----	-----	
					550.50	550.50	
54180	MINNESOTA LIFE INSURANCE CO						
	04296570-00	Sept life ins prem	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.76	
	04296570-00	Sept life ins prem	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	44.63	
	04296570-00	Sept life ins prem	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	56.18	
	04296570-00	Sept life ins prem	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	220.06	
	04296570-00	Sept life ins prem	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
	04296570-00	Sept life ins prem	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
	04296570-00	Sept life ins prem	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	8.50	
	04296570-00	Sept life ins prem	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	78.86	
	04296570-00	Sept life ins prem	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	29.03	
	04296570-00	Sept life ins prem	10-40-441-210.30	Group Life & AD&D	0.00	1.65	
	04296570-00	Sept life ins prem	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	31.00	
	04296570-00	Sept life ins prem	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	70.85	
	04296570-00	Sept life ins prem	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	38.14	
	04296570-00	Sept life ins prem	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	38.14	
	04296570-00	Sept life ins prem	10-50-452-210.30	Group Life & AD&D	0.00	14.00	
					-----	-----	
					0.00	706.68	
54765	MISTRAS GROUP INC						
00011060	CD10732414	platfrm & ladders inspctn	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,600.00	1,383.00	
53668	MUNICIPAL EMERGENCY SERV INC						
00011063	IN1055120	scba flow tstg	10-20-421-740.00	MACHINERY/EQUIPMENT	1,119.60	1,119.60	
57081	NATIONAL RECREATION AND PARK ASSOC						
00005828	271981/16	NRPA mbrshp annl Oct	10-50-452-810.00	DUES & FEES	165.00	165.00	
57435	NEW ENGLAND MUNICIPAL EQUIP.CO.INC						
00003697	16419	o-ring hdraulic '06 vaccn	10-30-430-430.10	VEHICLE MAINTENANCE	70.78	70.78	
00003697	16419A1	1kg hydraulic rpr vaccon	10-30-430-430.10	VEHICLE MAINTENANCE	35.36	35.36	
					-----	-----	
					106.14	106.14	
57350	NEW ENGLAND MUNICIPAL RESOURCE						
00007237	37226	Oct- Sept NEMRC annl lic	10-10-417-340.00	TECHNICAL	1,336.85	1,336.85	

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-----							
60294 NORTHEAST EMERGENCY TRAINING							
00012073	183	3 AEMT & 3 EMT COURSE	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	4,875.00	4,875.00	
60199 PEAK ELEC MORTOR & PUMP SERV							
00001824	21773	rplc sump pump Rt7 stn	55-20-420-612.00	GENERAL SUPPLIES	605.38	605.38	
58091 PETTINELLI & ASSOCIATES, INC							
00005812	779169	spring Lady Bug plygrnd	10-50-452-740.00	MACHINERY AND EQUIPMENT	200.00	137.00	
24501 R.R. CHARLEBOIS INC							
00003681	ID10155	14-1 exhaust bracket	10-30-430-430.10	VEHICLE MAINTENANCE	21.19	21.19	
00003681	ID10347	mirror 15-2	10-30-430-430.10	VEHICLE MAINTENANCE	17.48	17.48	
00003681	ID10429	lt for lowpro	10-30-430-430.10	VEHICLE MAINTENANCE	69.74	69.74	
					-----	-----	
					108.41	108.41	
63713 RADIO NORTH GROUP INC							
00012063	24137121	2antenna 3Radio batteries	10-20-422-612.00	GENERAL SUPPLIES	300.00	273.00	
62120 ROSEN'S UNIFORMS							
00200150	261242	Corbin uniform/equip Acad	10-20-420-650.00	UNIFORMS	533.93	533.93	
67300 ROWLEY FUELS INC							
	2482-AUG16	August Fuel	10-30-430-625.00	DIESEL FUEL	0.00	1,004.70	
	596/9807AG16	fire rescue Aug fuel	10-20-421-625.00	DIESEL FUEL	0.00	244.92	
	596/9807AG16	fire rescue Aug fuel	10-20-422-625.00	DIESEL FUEL	0.00	351.53	
					-----	-----	
					0.00	1,601.15	
67005 SECURITY MUTUAL INSURANCE CO OF NY							
	248824	Sept std LTD ins prem	10-10-404-520.60	LONG TERM DISABILITY	0.00	733.93	
	248824	Sept std LTD ins prem	10-10-404-520.70	SHORT TERM DISABILITY	0.00	549.68	
	248824	Sept std LTD ins prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	75.49	
	248824	Sept std LTD ins prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	75.49	
					-----	-----	
					0.00	1,434.59	
60369 SEVEN DAYS NEWSPAPER							
00008725	166635	PW seasonal online 8/10	10-10-416-540.00	ADVERTISING	22.00	22.00	
70769 SHERWIN WILLIAMS CO							
00009372	4467-8	rpr fld line stripng mach	10-30-432-612.20	EQUIPMENT-PLAYING SURFACE	198.98	198.98	
00009368	5086-5	field marking paint	10-30-432-612.10	PLAYING SURFACE SUPPLIES	70.18	70.18	
					-----	-----	
					269.16	269.16	
74271 STE. MARIE, CHAD DBA JAZ ENTERTAIN							
	0052	bounce hs open hs May	10-20-422-850.00	DONATION EXPENSE	0.00	300.00	

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-----							
72565 STITZEL, PAGE & FLETCHER, P.C.							
	25985	July legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	133.00	
	25985	July legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	844.00	
	25985	July legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	231.42	
	25985	July legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,833.50	
					-----	-----	
					0.00	3,041.92	
64706 SULLIVAN, BRADY							
	083016	CC dbl dog tag #878 8/3/	10-10-000-390.00	OTHER FINANCING SOURCES	0.00	22.00	
61943 SWISH KENCO LTD							
	00009375 W136168	trash bags, kleenex, soap	10-30-432-612.00	GENERAL SUPPLIES	630.95	630.95	
48700 SYMQUEST GROUP INC							
	1061010	8/1-31 copier	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	17.05	
21288 SYNCH/AMAZON							
	00051814 1139460	pest cntrl traps	10-50-451-612.00	GENERAL SUPPLIES	52.74	52.74	
72962 THE EDGE							
	00005801 816M	6/ea little & jr Tennis	10-50-452-831.00	REVENUE PROGRAMS	1,800.00	1,080.00	
	00005801 816M	6/ea little & jr Tennis	10-50-452-831.10	SCHOLARSHIP FR REV.PROG	270.00	0.00	
					-----	-----	
					2,070.00	1,080.00	
76355 THOMPSON, MARY							
	090816	trip to rustic roots	10-10-410-580.00	TRAVEL	0.00	22.79	
52256 TURNER, DONALD							
	082916	food vol. ftbl jamboree	10-20-422-850.00	DONATION EXPENSE	0.00	54.69	
76960 U.S. BANK EQUIPMENT FINANCE							
	312274004	9/10-10/10/16 copier rent	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP							
	036 1764455	rent rags, uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1764455	rent rags, uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1764455	rent rags, uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1764456	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1764456	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1764456	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1764457	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1764457	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1764457	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1765686	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1765686	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1765686	rent rags uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	

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	036 1765686	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1765687	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1765687	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1765687	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1765688	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1765688	rent rags uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1765688	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036 1765688	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
					-----	-----	
					0.00	280.61	
79206 USABLU BOOK							
00001823	048403	polymer pump repr	55-20-420-612.00	GENERAL SUPPLIES	627.05	627.05	
49013 VERIZON WIRELESS							
	9770515727	8/19-9/18/16 use	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.08	
	9770515727	8/19-9/18/16 use	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	196.59	
	9770515727	8/19-9/18/16 use	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.80	
	9770515727	8/19-9/18/16 use	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	99.87	
	9770515727	8/19-9/18/16 use	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.08	
	9770515727	8/19-9/18/16 use	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.90	
	9770515727	8/19-9/18/16 use	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9770515727	8/19-9/18/16 use	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.11	
	9770779092	8/23-9/22/16 aircards 7	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	280.11	
					-----	-----	
					0.00	931.55	
80720 VERMONT GAS SYSTEMS INC							
	15081	7/25-8/23/16 Nat'l Gas	10-30-432-621.00	NATURAL GAS	0.00	165.47	
	15081	7/25-8/23/16 Nat'l Gas	55-20-420-621.00	NATURAL GAS	0.00	224.60	
	3200-3 AUG16	7/25-8/23/16 49 Bombarder	10-30-432-621.00	NATURAL GAS	0.00	28.26	
					-----	-----	
					0.00	418.33	
81123 VERMONT RECREATION PARK							
00005790	090616	ticket sales summer	10-50-452-832.00	GREAT ESCAPE PROGRAM	9,990.00	4,782.00	
81317 VERMONT STATE TREASURER							
	MAY-AUG16DOG	May-Aug dog lic st fee	10-00-000-252.02	DUE TO STATE/DOG LICENSE	0.00	1,030.00	
	Q416MARR	marriage lic q4 fy '16	10-00-000-252.01	DUE TO STATE/MARRIAGE LIC	0.00	1,295.00	
					-----	-----	
					0.00	2,325.00	
83200 VISITING NURSE ASSOCIATION INC							
	2017-03	SUPPORT FY '17	10-40-441-830.07	VISITING NURSE APPROP.	0.00	2,000.00	
81138 VMCTA							
	090216	Prince/Lafond 9/19 conf	10-10-412-820.00	PROFESSIONAL DEVELOPMENT	0.00	130.00	
00007240	090616	4 renwl anl mbrshp TC/TT	10-10-412-810.00	DUES & FEES	95.00	95.00	

09/09/16  
12:08 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 6

Page 10 of 11  
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/08/16 thru 09/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
					95.00	225.00	
77762	VT ASSOCIATION FOR THE BLIND						
	2017-07	SUPPORT FY '17	10-40-441-830.21	ASSOCIATION FOR THE BLIND	0.00	250.00	
83844	W.B. MASON CO INC						
00008717	I36744807	tape, flder file, crtrdge	10-10-410-611.00	OFFICE SUPPLIES	151.22	151.22	
00020084	I37399037	batteries, whtot, mmo pds	10-30-429-611.00	OFFICE SUPPLIES	54.47	54.47	
					205.69	205.69	
82432	WAITE-HEINDEL ENVIRONMENTAL MANAGE						
00020086	2246	post clsr cert appl lndfl	10-30-429-331.00	LAND FILL CLOSURE	1,360.00	1,360.00	
59302	WALSH ELECTRIC SUPPLY, INC.						
00009355	1521127-00	ballast rplc lt Rescue	10-30-432-430.00	REPAIR & MAINT-FACILITIES	77.14	77.14	
00009366	1521129-01	extr library lt rplcmnt	10-30-432-430.00	REPAIR & MAINT-FACILITIES	280.00	280.00	
00009355	1521217-00	rplc library office lt	10-30-432-430.00	REPAIR & MAINT-FACILITIES	13.78	13.78	
00009355	1521367-00	6 outsd lights bldg rescu	10-30-432-430.00	REPAIR & MAINT-FACILITIES	23.94	23.94	
					394.86	394.86	
72132	WESTAFF USA, INC						
00004598	FV 01979644	Therrien Fin temp we 8/20	10-10-413-330.00	OTHER PROFESSIONAL SER.	470.75	470.75	
00004598	FV 01993598	Therrien Fin temp we 8/27	10-10-413-330.00	OTHER PROFESSIONAL SER.	649.06	649.06	
00004598	FV 02010176	Therrien Fin temp we 9/3	10-10-413-330.00	OTHER PROFESSIONAL SER.	634.79	634.79	
					1,754.60	1,754.60	
86543	WEX BANK						
	46704680	aug fuel cr cards	10-10-410-626.00	GASOLINE	0.00	17.56	
	46704680	aug fuel cr cards	10-20-420-626.00	GASOLINE	0.00	2,591.08	
	46704680	aug fuel cr cards	10-20-422-625.00	DIESEL FUEL	0.00	73.72	
	46704680	aug fuel cr cards	10-30-429-626.00	GASOLINE	0.00	123.52	
	46704680	aug fuel cr cards	10-30-430-626.00	GASOLINE	0.00	6.89	
	46704680	aug fuel cr cards	10-30-432-626.00	GASOLINE	0.00	64.82	
	46704680	aug fuel cr cards	50-10-410-625.00	DIESEL FUEL	0.00	99.57	
	46704680	aug fuel cr cards	50-10-410-626.00	GASOLINE	0.00	125.05	
	46704680	aug fuel cr cards	55-20-420-625.00	DIESEL FUEL	0.00	99.57	
	46704680	aug fuel cr cards	55-20-420-626.00	GASOLINE	0.00	125.06	
					0.00	3,326.84	
86245	WJOY-WOKO-WKOL-WIZN-WBTZ						
00200177	IN-116087229	radio ad 8/21-31	10-20-420-540.00	ADVERTISING	2,585.00	2,350.00	
35050	WOOD, GEORGE INC						
00003683	258421	tire red trlr	10-30-430-430.10	VEHICLE MAINTENANCE	79.00	79.00	

09/09/16  
12:08 pm

TOWN OF MILTON Accounts Payable  
Warrant/Invoice Report # 6

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/08/16 thru 09/08/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
00200176	258473	4 tires '11 Tahoe	10-20-420-430.10	VEHICLE MAINTENANCE	475.00	455.88	
					554.00	534.88	
87159 XEROX BUSINESS SERVICE LLC							
	1296591	record July land records	10-10-405-330.10	GENERAL GOVERNMENT	0.00	40.00	
	1296591	record July land records	10-10-412-340.10	TECHNICAL/ACS	0.00	1,601.44	
	1296591	record July land records	10-60-461-341.00	RECORDING FEES	0.00	20.00	
					0.00	1,661.44	
90000 ZOLL MEDICAL							
00012060	2415952	AED stat padz	10-20-422-612.00	GENERAL SUPPLIES	100.00	67.75	
Report Total						428,167.85	

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 \$ \*\*\*428,167.85

SELECTBOARD:

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

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

\_\_\_\_\_  
John W. Bartlett, Clerk

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

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

# Milton Selectboard Meeting Minutes

August 24, 2016 at 6:00 PM

Municipal Building Community Room

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

**Selectboard Members Not Present:** John Bartlett, Clerk

**Staff Members Present:** Donna Barlow Casey, Town Manager; Dustin Keelty, DPW Supervisor; John M. Devlin, DPW Maintenance Tech 1

**Others Present:** Benjamin D. Heath, Hamlin Consulting Engineers; Richard F. Hamlin, Hamlin Consulting Engineers

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** - None

IV. **Public Forum** – None

V. **Old Business**

## **Discussion of FY 2017 Paving Plan**

Barlow Casey noted that she had followed up on the Selectboard's recent directive to review the records of Selectboard meetings for directions on paving priorities. The last agenda for FY 2016 that contained a paving item was December 21, 2015. At this meeting, former DPW Director Roger Hunt presented his Road Preservation and Rehabilitation Plan. Roger introduced the terms "Road Reconstruction" and "Full Depth Reclamation"; North Road was identified as being a priority; Everest Road was still in the mix of roads to pave; the Selectboard agreed that the commuting patterns and trips per day were important criteria. Discussion relating to the condition of North Road resulted in John Cushing suggesting that the Town needed an expert opinion from an engineer.

Barlow Casey also noted she reviewed the videotapes of meetings, and did not find additional paving conversations. Sparse notes taken during Executive Session negotiations with Stu King, for the Clerk of the Works position included: paving priorities, road conditions and timeframes.

Barlow Casey invited the Selectboard to ask Hamlin Engineers questions. Darren Adams asked Hamlin to share their approach.

Rick Hamlin identified North, Middle and Sanderson Roads as the FY 2017 priorities. He explained that his staff had walked the entire lengths identified for paving on each road; measurements were taken; and the conditions assessed. Milton roads are a bituminous surface, making them flexible roads. Pavement wears due not to traffic as much as the flexible surface moving and shifting due to water and frost.

48 **Terminology.**

49 FULL DEPTH RECONSTRUCTION was defined as stripping the roadway to its sub-grade and  
50 rebuilding the entire road from bottom to top.

51  
52 OVERLAY places an additional amount of new topping on a road.

53  
54 FDR or FULL DEPTH RECLAMATION grinds up the bituminous, surface and mixes in additional  
55 gravel, reshapes the crown and tops with new pavement. FDR is not reconstruction.  
56 Reconstruction is extremely costly – likely in excess of \$2 million for the full length of North  
57 Road. It is best done when pavement has no value left and the material on road can be ground  
58 up and mixed with added materials.

59  
60 SHIM and OVERLAY places a fine skim over the surface and subsequently layers on pavement at  
61 a specified depth related to the particular roadway’s need for greater stability.

62  
63 Hamlin recommends a shim and overlay for North Road. Almost all of the road’s failure is seen  
64 in the shadowing of the old road coming through. Using FDR on the portion of North from  
65 Cooper to Huskey would take strength away from the road. The crown of the road is in good  
66 condition. A shim and overlay application builds strength as layers are added, will typically last  
67 at least 5-7 years, and is cost effective.

68  
69 Two spots on Sanderson Road require the road base be built up. Hamlin has successfully utilized  
70 geofoam with very good results. This solution resolves the movement of the pavement and  
71 keeps water out. By inserting the foam into the road, it eliminates the forces that cause roads to  
72 decay. It’s relatively quick; less expensive than other options.

73  
74 Middle road requires a simple paving option. It is in the best condition of the three.

75  
76 **The Plan.**

77 Hamlin noted it is possible to complete all three roads before winter if circumstances turn out  
78 “right” – three different paving company bids; prices are within the available funds; and, winter  
79 does not arrive early. Rick suggested Hamlin complete plans and three bid documents (one for  
80 each road) to encourage bidding by different firms. Bids should be put out as soon as possible.  
81 Selectboard members agreed they did not need to review the draft bid documents, but will  
82 review all submitted bids; and, they will make decisions about the project details based on the  
83 bids. If there is only one contractor, some work will need to be postponed to next year.

84  
85 Hamlin prepares an Engineer’s estimate that accompanies the bid packages and this will  
86 provide the Selectboard with a price preview. Hamlin noted that paving companies are presently  
87 hungry for work – an unusual situation this late in the season. This could result in significant  
88 benefit to Town.

89  
90 Darren Adams asked Hamlin to consider a fourth road project for discussion – Beebe Hill Road.  
91 Dustin advises that he undertook road borings after the Beebe Hill residents presented to the  
92 Selectboard. No plan has been designed but the data has been gathered. Hamlin will review  
93 the information and provide comments to Selectboard. Barlow Casey will locate the boring  
94 report and provide to Hamlin and Dustin.

95

96 Nolan asks how the Town gets back to a scientific approach to paving. Rick Hamlin stated that  
97 the first consideration should be the number of cars traveling over the road. PCI is a guide for  
98 condition, but experience shows that the Selectboard should be provided a list based on the PCI  
99 and at a public hearing for paving, the Selectboard can listen to residents before making  
100 decisions.

101 Adams asked if everyone who uses the PAVER system to determine PCI is consistent across all  
102 users. Rick and Ben respond by explaining that as long as the same person arrives at the  
103 numbers generated in each town, the index reflects the same standard being applied across the  
104 town. Example: In Milton the best road is given an 80 the worst a 10; in another town, the best  
105 is 100 the worst is 20. The top and bottom numbers needn't be the same across several towns.  
106 The numbers need to be consistent within the town.

107  
108 Adams asks if ditching needs to be done. Rick responds by saying that the rule is it's always  
109 good to keep water away from your roads.  
110

111  
112 John Palasik asks Hamlin to prioritize the roads. Rick says that if you have to put one off, bump  
113 Middle Road to Spring. Try to get North Road done before winter. Sanderson won't be any  
114 worse in Spring - and it is entirely possible that North Road and Sanderson could be complete  
115 this fall.

116 Palasik excused himself from discussion, leaving due to a previously disclosed commitment.  
117 Ben Heath notes that in order to prepare Sanderson Road for paving, Public Works needs to  
118 undertake work there immediately- tree removal, additional ditching and more. If this  
119 preparation waits until paving bids are in, Public Works loses valuable time to ready the road.  
120 The Selectboard agreed that Public Works should move ahead with this work so it is possible  
121 for Sanderson to be completed this Fall.  
122

123 Cushing moved to adjourn. Second by Nolan. **Approved unanimously.**

124  
125 Adams adjourned the meeting at 8:22 PM.  
126  
127

128 **Respectfully Submitted,**

129  
130 \_\_\_\_\_ **Date:** \_\_\_\_\_

131  
132 **John Bartlett, Clerk**

133  
134 **Filed with Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

135  
136 **ATTEST: \_\_\_\_\_ Milton Town Clerk**

1 **Milton Selectboard Meeting Minutes**

2 **August 29, 2016 at 6:00 PM**

3 **Town Manager’s Conference Room**

4  
5 **Selectboard Members Participating:** Kenneth Nolan, Vice Chair (by phone); John Palasik, Member (by  
6 phone); John Cushing, Member (present in Conference Room)

7 **Selectboard Members Not Present:** Darren Adams, Chairperson; John Bartlett, Clerk

8 **Staff Members Present:** Donna Barlow Casey, Town Manager

9  
10 **Others Present:** None

11  
12 **I. Call to Order** – Nolan called the meeting to order at 6:03 PM

13  
14 **II. Flag Salute** - Omitted

15  
16 **III. Public Forum** – None

17  
18 **IV. Warrant/Report #5**

19 John Cushing moved to accept Warrant #5 as presented. Second by John Palasik. **Approved**  
20 **unanimously.** Cushing: Let the Record show that John Bartlett, Clerk, signed the document  
21 upon review.

22  
23 Cushing moved to adjourn. Second by Palasik. **Approved Unanimously.** The meeting  
24 adjourned at 6:08 pm.

25  
26 **Respectfully Submitted,**

27  
28 \_\_\_\_\_ **Date:** \_\_\_\_\_

29 **John Bartlett, Clerk**

30  
31 **Filed with Milton Town Clerk’s Office on this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_

32  
33 **ATTEST:** \_\_\_\_\_ **Milton Town Clerk**