

Milton Selectboard Meeting
September 26, 2016 at 6:00 p.m.
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **Permits and Appointments**
 - A. **Monster Mile Entertainment Permit**
Consider Approval
Courtney Lamdin, Milton Independent – Applicant
 - B. **Appointment to the CCRPC Transportation Advisory Committee (TAC)**
Consider Approval
Erik Wells, Director of Administration – Appointee to Consider
- VI. **New Business and Department Items**
 - A. **Devino Road Maintenance Request**
Discussion and Possible Action
 - B. **Award of Fall Paving Bids for North Road, Middle Road and Sanderson Road**
Consider Approval
Benjamin Heath & Rick Hamlin, Hamlin Consulting Engineers
Dustin Keelty, Public Works Supervisor
Erik Wells, Director of Administration
 - C. **Sanderson Road Project Update**
Discussion
Dustin Keelty, Public Works Supervisor
Benjamin Heath & Rick Hamlin, Hamlin Consulting Engineers
Erik Wells, Director of Administration

D. Town Manager Contract
Consider Approval

VII. Old Business

A. Impact Fee Payment Reconsideration
Discussion and Possible Action
Jacob Hemmerick, Planning Director
Erik Wells, Director of Administration

VIII. Manager's Report

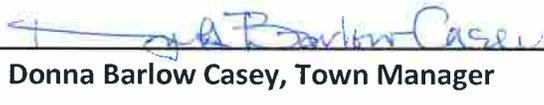
IX. Warrant Report #7

X. Meeting Minutes of September 13 (To approve with or without corrections)

XI. Adjournment

Posted September 23, 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



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

RECEIVED
 SEP 09 2016
 RECREATION DEPARTMENT
 MILTON, VERMONT

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

Applicant and Event Information

Applicant: Courtney A. Lamdin DBA: Milton Independent
 Address: 69 Main St./PO Box 163 Town/City: Milton
 Daytime Contact Numbers: (802) 893-2028 Email Address: courtney@miltonindependent.com
 Type of Event: Halloween-costumed fun run/walk/stroll for a cause
 Event Address: begins at 26 Sunset Dr. (Oliver Seed)
 Property Owner/Agent Signature: *Margaret P. Nichols* Date: none 9/9/16
 If a One Time Event: Date: Saturday, Oct. 29 Hours: from 2:30 p.m. to 4:30 p.m.
(If a re-occurring event, attach a detailed schedule of events)
 If a One Time Event and you are requesting a Rain Date (provide date) none
 Attendance: 300+ Is the event Public or Private Public Will money be received? yes
(Number of persons estimated) (Circle One) (Through ticket sales, entrance fee, solicitation, etc)

Description of Entertainment: The fourth annual Monster Mile will begin and end at Oliver Seed.
Participants will proceed on sidewalks on the 1.1-mile loop down Main Street, up School Street, up
Cherry Street, down Railroad Street and back to the start. Refreshments served at finish line. Prizes
awarded for best costumes. We will have an emcee and small PA system for music and announcem-
ents. Parking available in back of Oliver Seed; overflow can be arranged. Volunteers will aid in
parking and help along route. Milton PD will provide traffic control at Main/Railroad intersection per
Chief Van Noordt. Ample signage will demarcate route. Will have two portolets (incl. 1 handicap).
Event also includes baking contest and small petting zoo with a pony, goats, bunnies, chicks, etc.
Proceeds benefit MFCC's Emergency Food Shelf. Tickets: \$10/person, \$15/couple, \$20/family of five
+ \$5 addl. member, \$5/person for youth groups/teams.



TOWN OF MILTON, VERMONT 05468-3205

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

To:	To Whom It May Concern
From:	Town Manager
RE:	Entertainment Ordinance
Date:	March 13, 2013

The Town has in effect an Entertainment Ordinance pursuant to Title 23 Vermont Statute Annotated, Section 1007 and Title 24, Vermont Statutes Annotated Sections 1971 and 2291(1), (4) and (5), and the Charter of the Town of Milton. The Ordinance requires entities that are not schools or churches to obtain a license from the Selectboard when they are putting on public entertainment event for which money is received. Examples of entertainment/shows are provided in the Ordinance. For the purposes of enforcing this ordinance, public entertainment will be considered entertainment provided for a fee (like a ticket sale or cover charge) which is advertised or open for general admission. Although non-profits and/or charitable organizations are not exempt from this Ordinance, the "for money" provisions of the Ordinance will not be interpreted as instances where charitable donations are made or accepted voluntarily. The Ordinance does apply where payment of money is compulsory to attend to the public entertainment/show whether or not said funds will be used for non-profit and/or charitable means.

An Entertainment License may not be required if the entertainment/show will be held on property which holds a Town approved site plan and if the entertainment event falls within the limits of said approval. Such limits include but are not limited to adequate parking and site design. In the case that a site plan exists, the Planning Department will review the entertainment/show event to determine if an Entertainment License is required.

Applications for Entertainment Licenses must be submitted to the Town at least 21 days before the entertainment event. More advance submission is strongly advised to provide for a coordinated review by Town departments and to provide for communication on any special needs or requirements between the applicant and the Town. Final approval of an Entertainment License is dependent upon Selectboard approval. The Selectboard meets the 1st and 3rd Monday of each month at 6 p.m. From time to time the schedule is adjusted so please call to confirm meeting dates and times. The applicant is strongly advised to be present when the Selectboard is deciding the Entertainment License.

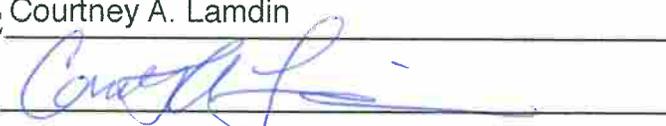
You may apply for the Entertainment License through the Planning and Development office; however, if you also are applying for a Facility Use Permit from the Town, you may apply for the license and the permit through the Recreation Office. Both forms are available online at miltonvt.org. If you have any questions about the Entertainment License, please call the Planning and Development office at 802-893-1186. If you have any questions about the Facility Use Permit, please call the Recreation office at 802-893-4922.

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

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

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

PRINT NAME Courtney A. Lamdin

SIGNATURE: 

DATE: 8/25/16

Liability and Hold-Harmless Agreement

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

Property Owner/Agent: 

Print

Sign

Date: 9/9/16

Applicant: Courtney A. Lamdin

Print

Sign

Date: 8/25/2016

Enclosures:

Town of Milton- Ordinance to License and Regulate Entertainment

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 9/11/16 Approved: Denied: (see below)

Describe: _____

Police Needed: yes, no Signed: [Signature] Date: 09-13-16

Describe: 2 OFFICERS NEEDED

Highway Needed: yes, no. Signed: [Signature] Date: 9-20-16

Describe: HAVE FUN BE SAFE

Fire Needed: yes, no. Signed: BN for DT Date: 09/20/16

Describe: _____

Rescue Needed: yes, no. Signed: BN for DT Date: 09/20/16

Describe: Rescue will be participating

Health/Zoning: yes, no. Signed: [Signature] Date: 9/20/16

Describe: Provide one ADA compliant portalet & potable water

Any Comments/Conditions: _____

Town Manager Approval

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

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

Approved by: [Signature] Town Manager Date: 9-23-16

Date Selectboard scheduled to consider: _____

Date Selectboard took action and action taken: _____

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

PRINT NAME: Courtney A. Lamdin

SIGNATURE: [Signature] DATE: 8/25/2016



Application for Facility Use

TOWN OF MILTON

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

Contact: Milton Recreation Department 893-4922



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

RECEIVED

Applicant and Event Information

SEP 09 2016

Applicant: Courtney A. Lamdin DBA: Milton Independent

Address: 69 Main Street/PO Box 163 Town/City: Milton

Daytime Contact Numbers: (802) 893-2028 Email Address: courtney@miltonindependent.com

Type of Event: Halloween-costumed fun run/walk/stroll for a cause

Facility/Location Requested: sidewalks on Main, Cherry, School and Railroad streets

If a one-time event: Date: Saturday, Oct. 29 Hours: from 2:30 p.m. to 4:30 p.m.
(if a re-occurring event, attach a detailed schedule of events)

If a one-time event and you are requesting a rain date (provide date) none

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

Attendance: 300+ Is the event Public or Private Will money be received?* yes
(Number of persons estimated) (Select One) (From ticket sales, entrance fee, gift/donation/solicitation, etc)

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

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

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

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

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

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

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

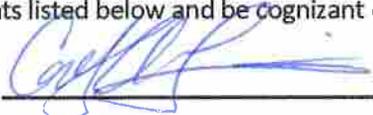
Print Name: Courtney A. Lamdin Signature: [Signature] Date: 8/25/2016

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

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

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

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

Print Name: Courtney A. Lamdin Signature:  Date: 8/25/2016

Attachments:

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

OFFICE USE ONLY

Recreation: Event request reviewed by: [Signature] Date: 9-9-16 Approved: Denied: (see below)

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

Comments/Conditions/Fees: _____

Buildings & Grounds: Event request reviewed by: DUC Date: 9-20-16 Approved: Denied: (see below)

Comments/Conditions: NO ISSUES HAVE FUN!

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

Comments/Conditions: _____

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

Signed: [Signature] Date: 09-13-16

Comments/Conditions/Fees: 2 OFFICERS NEEDED

Fire needed: Yes No Signed: [Signature] Date: 9/13/16

Comments/Conditions: _____

Rescue needed: Yes No Signed: [Signature] Date: 9/13/16

Comments/Conditions: Rescue will be participating

Health/Zoning: Yes No Signed: [Signature] Date: 9/20/16

Comments/Conditions/Fees: Provide one ADA compliant portalet and potable water

Town Manager Approval (if required)

Recreational Facility Use Fee \$ [Signature] Other applicable fee(s) \$ _____

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

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

Approved by: _____ Town Manager Date: _____

If Selectboard approval sought:

Date Selectboard scheduled to consider: _____

Date Selectboard took action and action taken: _____

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

Print Name: Courtney A. Landin Signature: [Signature] Date: 9/25/16

● Town of Milton Field and Facility Use Fee Schedule ●

43 Bombardier Road, Milton, VT 05468 ● 802-893-4922 ● Website: www.miltonvt.org

Please enjoy your experience while using Town fields/facilities and clean the area prior to your departure!

Pavilion (Tennis Court) ● Milton Outdoor Performance Center (Park Road)

(Concessions in the Park for Profit: Private vendors must request an agreement with the Town Manager)

Milton Residents: Up to 4 hours: 20 people: \$10 ● 21 – 40 people: \$25 ● 41 – 75 people: \$50 ● 20 – 75 people 4+ hours: \$75

Milton Town/School, Milton Church, Milton Non-Profit functions/sponsored events: No Charge

Non-Resident, Non-Resident Non-Profit, For-Profit Organization/Business: Up to 4 hours: \$100 4+ hours: \$175

Horseshoe Pits ● Tennis Courts ● Volleyball Court ● Skating Rink/Basketball Court

Milton Residents, Milton Town/School and Milton Non-Profit: No Charge

Non-Residents, For-Profit/Others:

Basketball/Tennis/Volleyball Courts – Tournaments/Other: \$50/court/day Clinics/Lessons: \$5/court/hour

Horseshoe Pits: With the exception of Regular Season League Play, the pits may be used by Town residents at no charge.

Other users – contact Town Staff. Please be considerate and cover the pits after use. Horseshoe Tournaments: \$50/event

Field Usage Fees

(Note: Milton Youth Leagues' regular season games – exempt when Milton teams play)

Field Set Up: Prep, Line and/or Layout field(s): \$25 per task (in addition to fees noted below)

Softball/Baseball: Milton Residents: \$30 per field per event Non-Residents: \$60 per field per event

Soccer/Football/Lacrosse: Milton Residents: \$30 per field per event Non-Residents: \$60 per field per event

Tournaments/Jamborees/Camps – Refer to fees above (Note: Milton Youth Leagues not exempt)

The Town of Milton Buildings and Grounds Department reserve the right to declare any field or court unplayable at any time if conditions are unsafe or continued play would damage the facility or field.

● ● ● ● ● ● ● ●
Exclusive use of all Municipal Park fields/facilities for an event; use of fields/facilities for other than what it is intended; request to use the Field House, water and/or electricity, will be reviewed with the cost set, if applicable, by the Recreation Coordinator, with the approval of the Town Manager.

Please Note: Park Road parking limitations will be considered when making a reservation ● Additional services may be required such as but not limited to: trash removal, port-o-let rental, police, fire and/or rescue services. Town Staff will secure these services, if required, on behalf of the applicant, at the applicant's expense. A deposit may be required, and deposit/refund is made at the discretion of Town Staff. If entertainment is provided at an event, an Entertainment Permit must be obtained in advance from the Milton Selectboard.

Please adhere to the following Park Rules:

Use of Town facilities/fields is at your own risk ● Children are to be supervised at all times ● Speed limit is 15 MPH. Motorized vehicles are restricted to roads/parking areas ● Glass containers prohibited ● Pet owners are required to pick up after pets ● Alcoholic beverages, smoking, illegal drugs, firearms, weapons and illegal activity is prohibited. Report any illegal activity or damage of property to the Police Department ● Rollerblades, skateboards and bikes are prohibited from Tennis Courts ● Fires, camping and/or fireworks require a permit/permission from the Town ● Playground areas cannot be reserved for any functions ● Fees only refundable if event cancelled by Town of Milton and unable to reschedule



TOWN OF MILTON, VERMONT 05468-3205

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

Selectboard Discussion Memo

Meeting Date: September 26, 2016

Agenda Item: Appointment to the CCRPC TAC

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

Requested Motion:

- 1) To appoint Erik Wells as Milton's representative to the Chittenden County Regional Planning Commission's Transportation Advisory Committee for an unexpired two-year term through FY '18.

The transportation advisory committee (TAC) is comprised of stakeholders from Chittenden County Municipalities, VTrans and FHWA.

The Transportation Advisory Committee shall meet on a monthly basis or as needed to conduct the following activities:

- 1) review Metropolitan Transportation Plan (MTP) updates, revisions, and amendments as developed by the Long Range Planning Committee;
- 2) review and recommend to the Board the Transportation Improvement Program (TIP) and TIP amendments, Sidewalk and Transportation Enhancement Grant program recommendations and priorities and other program ranking recommendations as needed;
- 3) review and recommend technical planning/engineering studies for inclusion in the UPWP;
- 4) review completed MPO funded planning and scoping studies;
- 5) oversee the selection of consultants to be retained for MPO funded projects and programs;
- 6) undertake MPO related technical and policy activities similar to the Planning Advisory Committee;
- 7) coordinate transportation land use activities with the Planning Advisory Committee;
- 8) conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
- 9) establish sub-committees on an as needed basis.

The Transportation Improvement Program (TIP) is a prioritized, fiscally-constrained, and multi-year list of federally-funded, multimodal transportation projects and operations in the CCRPC region: Chittenden County. Under federal law, the TIP must cover at least a four-year program of projects and be updated no less frequently than every two years.

In addition, projects in the TIP must be prioritized at the regional level and have clearly identified funding sources. All transportation projects, programs, and operations

receiving federal funds in Chittenden County must be authorized through the CCRPC TIP process. The exception are federal airport funds for Burlington International Airport, which are not subject to the CCRPC's prioritization process, but are listed in the TIP for information and coordination purposes.

Planning Director Jacob Hemmerick serves as the alternate to the TAC. We can support this committee and update the Selectboard on current and future discussion items in order to bring the Town's official position to the table in real-time.



TOWN OF MILTON, VERMONT 05468-3205

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

Legislative & Fiscal Analysis of Selectboard Actions

Meeting Date: September 26, 2016

Agenda Item: Fall 2016 Paving Bid Awards

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

Legislative Analysis

The Town of Milton is looking to award three separate bids for the following roadway paving to take place in the fall of 2016:

- North Road from Husky to the Railroad Tracks
- Middle Road from the Park Entrance to the Colchester Town Line
- Sanderson Road from Lamphere Road to Beartrap Road

Paving design plans and contract documents were prepared by Ben Heath of Hamlin Consulting Engineers. All three projects were bid separately. An ad announcing the Town of Milton would be accepting bids for its fall paving appeared in the September 15th edition of the Milton Independent. Plans and contract documents were made available at Hamlin Consulting Engineers Office in Essex Junction and for viewing at the Milton Public Works Department on Monday, September 19th. Bids were opened at 11 AM on Friday, September 23rd in the Milton Town Manager's Conference Room. Pike Industries and S.D. Ireland submitted bids for all three projects. Present for the opening were Ben Heath of Hamlin Consulting Engineers; Erik Wells and Dustin Keelty from the Town of Milton staff; and representatives from each of the bidding firms.

What follows is a recommendation letter from Ben Heath for each bid award and the bid tab from each bidder with the engineer's estimate.

Pike Industries was the low bidder for all three projects. Since these will be three separate paving contracts, staff recommends adopting three separate award resolutions as presented.

Fiscal Analysis

Paving Project	Bid Amount
North Road	\$171,804
Middle Road	\$310,687.50
Sanderson Road	\$67,388
Total	\$549,879.50

A complete paving budget for FY '17 follows, including Sanderson Road costs.

TOWN OF MILTON

FY '17 PAVING PROJECTS	
	Budget
REVENUE	
FY '16 Assigned Fund Balance	\$393,188.69
FY '17 General Fund	\$397,500.00
TOTAL	\$790,688.69
EXPENSES	
<i>Professional Services</i>	
Engineering Design & Bid	\$18,571
Engineering Site Supervision	\$24,636
SUBTOTAL	\$43,207
<i>Construction Services</i>	
Spot Paving - Over the Top	\$50,000
SUBTOTAL	\$50,000
<u>Sanderson Road</u>	
Overlay Paving	\$67,388
Saw Cut Existing	In house
Excavation of Pavement	In house
Excavation of New Subbase	In house
Excavation for Ditch	In house
Sand Borrow	\$2,500
Dense Graded Crushed Stone	\$11,500
Plant Mixed Gravel	\$4,500
Geotextile Fabric	\$300
2" Insulation Foam	\$21,000
Sur-Pak	\$245
Remove Existing Pipe	In house
Catch Basin	\$1,600
18" HDPE Drainage Pipe	\$3,000
Type I Rip-Rap	\$5,000
Seed, Fertilize, Lime and Mulch	\$2,000
Test Excavation for Ledge	In house
3 Changeable Message Boards	\$1,800
Traffic Control Signage	In house
Mobilization	In house
Bulldozer	\$4,000

	Roller	\$4,000
	Tree Removal	\$5,000
	Temporary Staffing	\$14,400
	SUBTOTAL SANDERSON RD.	\$148,233
	<u>North Road</u>	
	Overlay Paving	\$171,804
	SUBTOTAL	\$171,804
	<u>Middle Road</u>	
	Overlay Paving	\$310,687.50
	SUBTOTAL	\$310,687.50
	TOTAL EXPENSES	\$723,931.50
	TOTAL REVENUE	\$790,688.69
	DIFFERENCE	\$66,757.19

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please Reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont 05452

Tel. (802) 878-3956
Fax (802) 878-2679
HamlinEngineers@dlhce.net

September 23, 2016

Ms. Donna Barlow Casey
Town Manager
Town of Milton
43 Bombardier Road
Milton, VT 05468

Re: Middle Road – Roadway Resurfacing Project

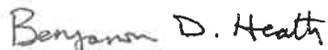
Dear Ms. Barlow Casey:

Please find enclosed a copy of the bid tabulation for the project, “Middle Road – Roadway Resurfacing Project”. We have reviewed all of the bids submitted and determined that the apparent low bidder, Pike Industries, Inc. is in fact the low bidder with a bid of \$310,687.50. We have reviewed their submitted bid package and found it to be complete.

We have spoken to Bob Lafont, Project Manager for Pike Industries, Inc. and he has assured us that his firm wishes to complete the project. We recommend they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Benjamin D. Heath, P.E.
Project Engineer

enc

WATER SUPPLY AND DISTRIBUTION
WASTE WATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI AREAS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

TRAFFIC STUDIES
PERMITTING ASSISTANCE
LAND SURVEYING
SOLID WASTE MANAGEMENT

**Town of Milton
Roadway Improvements FY '17
Bid Tabulation**

TOWN OF MILTON

Middle Road-Roadway Resurfacing Project

Hamlin Engineering

Pike Industries

SD Ireland

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Type IV Bituminous Concrete Pavement	2,405	Tons	\$ 67.00	\$ 161,135.00	\$ 53.90	\$ 129,629.50	\$ 62.90	\$ 151,274.50
2) Type III Bituminous Concrete Pavement	3,200	Tons	\$ 67.00	\$ 214,400.00	\$ 53.90	\$ 172,480.00	\$ 62.90	\$ 201,280.00
3) Cold Plane Pavement Up to 2'' Thick	130	sy	\$ 6.00	\$ 780.00	\$ 1.00	\$ 130.00	\$ 15.00	\$ 1,950.00
4) 4'' Yellow Stripe-Painted	26,320	lf	\$ 1.00	\$ 26,320.00	\$ 0.15	\$ 3,948.00	\$ 0.15	\$ 3,948.00
5) Traffic Control	1	ls	\$ 7,000.00	\$ 7,000.00	\$ 4,500.00	\$ 4,500.00	\$ 11,400.00	\$ 11,400.00

Subtotal \$ 409,635.00

Subtotal \$ 310,687.50

Subtotal \$ 369,852.50

RESOLUTION

Town of Milton Selectboard



BID AWARD FOR MIDDLE ROAD PAVING 2016

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton as amended November 2, 2015 requires competitive bidding and Selectboard approval for purchases over \$10,001 by the Town; and,

WHEREAS, Competitive bid proposals were solicited from qualified contractors to perform roadway paving and line striping as directed in the Middle Road project contract documents with qualified bidders responding on September 23, 2016; and,

WHEREAS, after reviewing the bids received, staff recommends that the bid be awarded to Pike Industries; and,

WHEREAS, Municipal Staff certifies that sufficient funds are available in the paving line item (10-30-430-540.10) and recommends awarding the contract to Pike Industries in the amount not to exceed \$310,687.50.

THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Pike Industries the contract for Middle Road paving and line striping in an amount not to exceed \$310,687.50.

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute the necessary documents related to award of this bid.

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

SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice Chair

John Bartlett, Clerk

John Cushing

John Palasik

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

Attestation: _____

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please Reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont 05452

Tel. (802) 878-3956
Fax (802) 878-2679
HamlinEngineers@dlhce.net

September 23, 2016

Ms. Donna Barlow Casey
Town Manager
Town of Milton
43 Bombardier Road
Milton, VT 05468

Re: North Road – Roadway Resurfacing Project

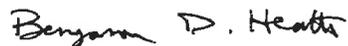
Dear Ms. Barlow Casey:

Please find enclosed a copy of the bid tabulation for the project, “North Road – Roadway Resurfacing Project”. We have reviewed all of the bids submitted and determined that the apparent low bidder, Pike Industries, Inc. is in fact the low bidder with a bid of \$171,804.00. We have reviewed their submitted bid package and found it to be complete.

We have spoken to Bob Lafont, Project Manager for Pike Industries, Inc. and he has assured us that his firm wishes to complete the project. We recommend they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Benjamin D. Heath, P.E.
Project Engineer

enc

WATER SUPPLY AND DISTRIBUTION
WASTE WATER COLLECTION AND TREATMENT
STREETS AND HIGHWAYS
AIRPORTS

SUBDIVISIONS
SKI AREAS
RECREATION AND INDUSTRIAL PLANNING
SOIL BORINGS

TRAFFIC STUDIES
PERMITTING ASSISTANCE
LAND SURVEYING
SOLID WASTE MANAGEMENT

**Town of Milton
Roadway Improvements FY '17
Bid Tabulation**

TOWN OF MILTON

North Road-Roadway Resurfacing Project

Hamlin Engineering

Pike Industries

SD Ireland

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Type IV Bituminous Concrete Pavement	1,505	Tons	\$ 67.00	\$ 100,835.00	\$ 53.90	\$ 81,119.50	\$ 62.90	\$ 94,664.50
2) Type III Bituminous Concrete Pavement	1,585	Tons	\$ 67.00	\$ 106,195.00	\$ 53.90	\$ 85,431.50	\$ 62.90	\$ 99,696.50
3) Cold Plane Pavement Up to 2'' Thick	270	sy	\$ 6.00	\$ 1,620.00	\$ 1.00	\$ 270.00	\$ 15.00	\$ 4,050.00
4) 4'' Yellow Stripe-Painted	13,220	lf	\$ 1.00	\$ 13,220.00	\$ 0.15	\$ 1,983.00	\$ 0.15	\$ 1,983.00
5) Traffic Control	1	ls	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00

Subtotal \$ 226,870.00

Subtotal \$ 171,804.00

Subtotal \$ 204,394.00

RESOLUTION

Town of Milton Selectboard



BID AWARD FOR NORTH ROAD PAVING 2016

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton as amended November 2, 2015 requires competitive bidding and Selectboard approval for purchases over \$10,001 by the Town; and,

WHEREAS, Competitive bid proposals were solicited from qualified contractors to perform roadway paving and line striping as directed in the North Road project contract documents with qualified bidders responding on September 23, 2016; and,

WHEREAS, after reviewing the bids received, staff recommends that the bid be awarded to Pike Industries; and,

WHEREAS, Municipal Staff certifies that sufficient funds are available in the paving line item (10-30-430-540.10) and recommends awarding the contract to Pike Industries in the amount not to exceed \$171,804.

THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Pike Industries the contract for North Road paving and line striping in an amount not to exceed \$171,804.

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute the necessary documents related to award of this bid.

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

SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice Chair

John Bartlett, Clerk

John Cushing

John Palasik

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

Attestation: _____

DONALD L. HAMLIN
CONSULTING ENGINEERS, INC.
ENGINEERS AND LAND SURVEYORS

Please Reply to:

P.O. Box 9
Essex Junction
Vermont 05453

136 Pearl Street
Essex Junction, Vermont 05452

Tel. (802) 878-3956
Fax (802) 878-2679
HamlinEngineers@dlhce.net

September 23, 2016

Ms. Donna Barlow Casey
Town Manager
Town of Milton
43 Bombardier Road
Milton, VT 05468

Re: Sanderson Road – Roadway Resurfacing Project

Dear Ms. Barlow Casey:

Please find enclosed a copy of the bid tabulation for the project, “Sanderson Road – Roadway Resurfacing Project”. We have reviewed all of the bids submitted and determined that the apparent low bidder, Pike Industries, Inc. is in fact the low bidder with a bid of \$67,388.00. We have reviewed their submitted bid package and found it to be complete.

We have spoken to Bob Lafont, Project Manager for Pike Industries, Inc. and he has assured us that his firm wishes to complete the project. We recommend they be awarded the contract.

If you have any questions regarding this matter, or if we may be of further service, please contact me.

Respectfully,



Benjamin D. Heath, P.E.
Project Engineer

enc

**Town of Milton
Roadway Improvements FY '17
Bid Tabulation**

TOWN OF MILTON

Sanderson Road-Roadway Resurfacing Project

Hamlin Engineering

Pike Industries

SD Ireland

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1) Type IV Bituminous Concrete Pavement	410	Tons	\$ 67.00	\$ 27,470.00	\$ 53.90	\$ 22,099.00	\$ 67.90	\$ 27,839.00
2) Type III Bituminous Concrete Pavement	605	Tons	\$ 67.00	\$ 40,535.00	\$ 53.90	\$ 32,609.50	\$ 67.90	\$ 41,079.50
3) Type II Bituminous Concrete Pavement	205	Tons	\$ 67.00	\$ 13,735.00	\$ 53.90	\$ 11,049.50	\$ 67.90	\$ 13,919.50
4) Cold Plane Pavement Up to 2'' Thick	130	sy	\$ 6.00	\$ 780.00	\$ 1.00	\$ 130.00	\$ 20.00	\$ 2,600.00
5) Traffic Control	1	ls	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00

Subtotal \$ 85,520.00

Subtotal \$ 67,388.00

Subtotal \$ 88,438.00

RESOLUTION

Town of Milton Selectboard



BID AWARD FOR SANDERSON ROAD PAVING 2016

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton as amended November 2, 2015 requires competitive bidding and Selectboard approval for purchases over \$10,001 by the Town; and,

WHEREAS, Competitive bid proposals were solicited from qualified contractors to perform roadway paving as directed in the Sanderson Road project contract documents with qualified bidders responding on September 23, 2016; and,

WHEREAS, after reviewing the bids received, staff recommends that the bid be awarded to Pike Industries; and,

WHEREAS, Municipal Staff certifies that sufficient funds are available in the paving line item (10-30-430-540.10) and recommends awarding the contract to Pike Industries in the amount not to exceed \$67,388.

THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Pike Industries the contract for Sanderson Road paving in an amount not to exceed \$67,388.

BE IT FURTHER RESOLVED, the Town Manager is authorized to execute the necessary documents related to award of this bid.

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

SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice Chair

John Bartlett, Clerk

John Cushing

John Palasik

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

Attestation: _____



TOWN OF MILTON, VERMONT 05468-3205

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

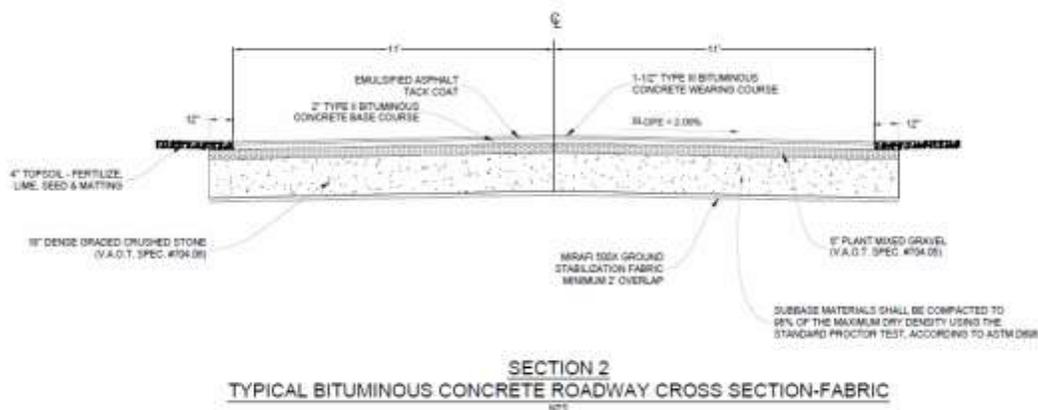
Selectboard Discussion Memo

Meeting Date: September 26, 2016

Agenda Item: Sanderson Road Improvement Project Update

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

The Sanderson Road Improvement Project is well underway. Major construction work began on Monday, September 19th with the advent of the road closure and detour in place. Ditching continued, an 18" culvert was replaced, and rebuilding the 200-foot section 2 between #444 Sanderson Road and Lamphere Road took place. For this section the road was excavated 18" and geofabric was laid down. From there, dense graded crushed stone was backfilled and 6" of plant mix gravel topped off the rebuilt area. Cross section below:

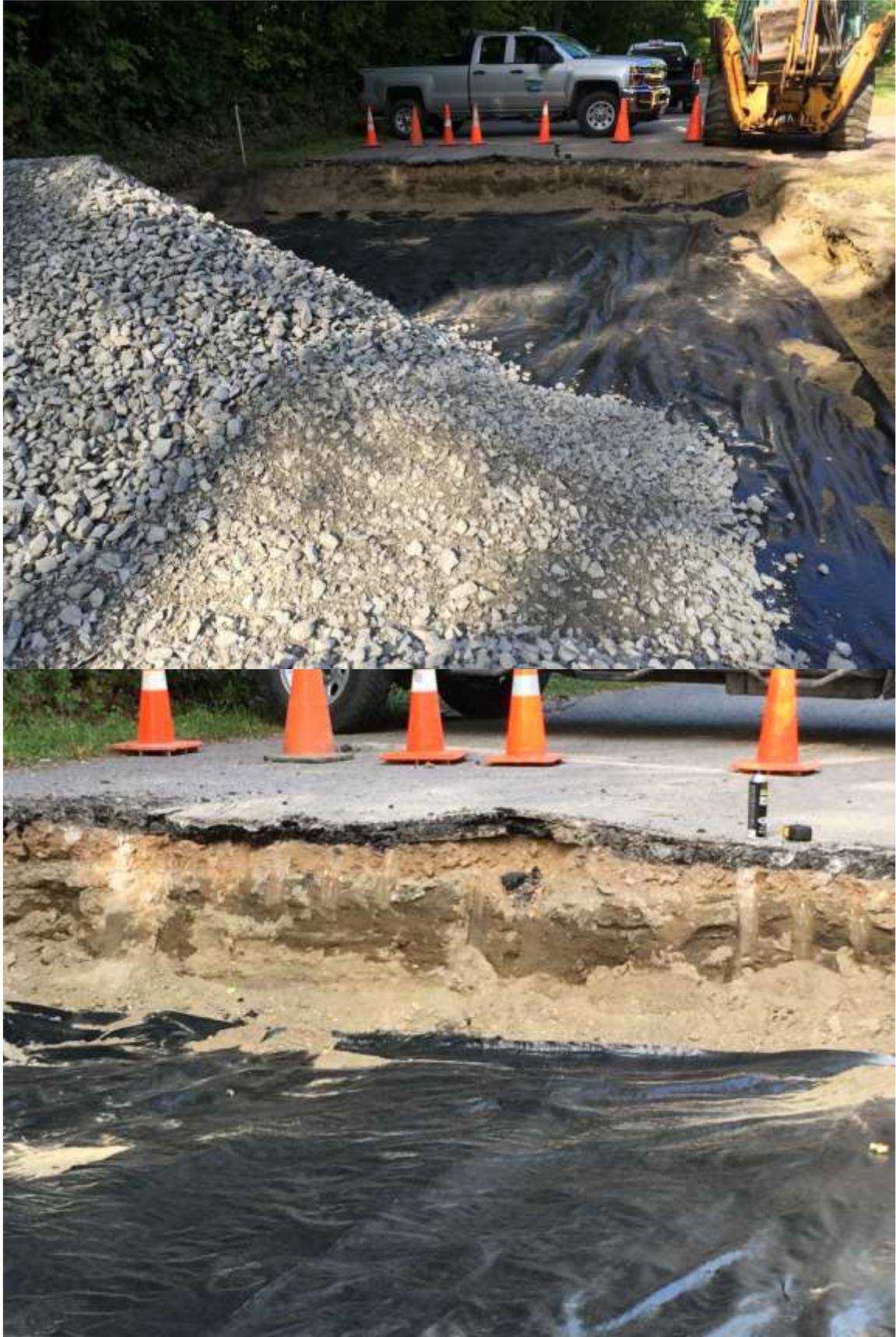


Starting the week of September 26th the rebuild for the 600-foot section 1 will get underway. This section will use foam insulation to help prevent the subbase from heaving in the future. If the subbase does heave it will do so uniformly which will prevent cracking from occurring. This is very technical work to ensure a correct process is followed. Ben Heath from Hamlin Consulting Engineers held a meeting with staff to go over the procedure and discuss everyone's role for this section.

I have provided daily emails updates with photos and videos to any residents interested and also shared this information using the Town's Facebook Page and Front Porch Forum. There are currently 19 residents who have signed up for the daily emails.

The following photos illustrate the process undertaken for the section 2 rebuild- from excavation to backfilling. Compaction will take place when our rental roller is on site.







Town Manager Contract for FY 2017 - 2019
Between the Town of Milton and Donna Barlow-Casey

Employment Agreement between the Town of Milton and Donna Barlow Casey

This agreement, is made and entered into this day of , 2016, by and between the Town of Milton, a Vermont municipality located in Chittenden County, a municipal corporation (hereinafter called "Employer") and Donna Barlow Casey (hereinafter called "Employee") both of whom agree as follows:

Section 1:

This agreement shall remain in full force in effect from July 20, 2016, until its termination by the Employer or the Employee as provided below.

Section 2: Duties and Authority

Employer agrees to employ Donna Barlow Casey as Milton's Town Manager as of the Start Date, and Employee accepts the employment and agrees to faithfully, diligently and conscientiously discharge and perform all of the functions and duties assigned to the Town Manager as specified in the Town of Milton Charter, the Town Manager's job description, the Town of Milton Administrative Code and the Vermont Statutes Annotated, and to perform other legally permissible and proper duties and functions assigned to Employee by the Selectboard.

Section 3: Compensation

- A. Base Salary: Employee's annual salary for the duties specified in Section 2 above shall be \$96,500 payable in equal periodic installments on the same schedule that the other management employees of the Employer are compensated.
- B. This agreement shall be automatically amended to reflect any salary adjustments approved by the Selectboard.
- C. Employer agrees to increase Employee's compensation by 5% upon Employee's employment anniversary date.
- D. Nothing shall preclude the Selectboard from awarding additional merit based compensation.

Section 4: Health, Vision, Disability and Life Insurance Benefits

During the term of the Employee's employment as Town Manager:

- A. Employer agrees to provide hospitalization, vision, dental and comprehensive medical insurance coverage for the Employee and her dependents in accordance with the Administrative Code;
- B. The Employer agrees to provide short term and long term disability insurance coverage for the Employee, in accordance with the Administrative Code.
- C. The Employer shall pay the premiums required to obtain term life insurance coverage equal in amount to three (3) times the Employee's annual salary. The Employee shall name the beneficiary of the life insurance policy.

Section 5: Vacation, Personal and Sick Leave

- A. Employee shall accrue vacation, personal and sick leave in accordance with the Administrative Code. The Employee will accrue vacation at the rate provided for employee with five to fifteen (5-15) years of service, and be provided 10 hours of Personal Leave per year in addition to the existing base rate of Personal leave provided all staff.

Town Manager Contract for FY 2017 - 2019
Between the Town of Milton and Donna Barlow-Casey

Section 6: Automobile

When Employee's duties require the use of an automobile and she chooses to use her personal vehicle, the Employee will be reimbursed at the standard IRS mileage rate then-prevailing, provided Employee submits adequate documentation to verify the requested expense reimbursement.

Section 7: Retirement

- A. The Employer agrees to enroll the Employee into the Employer's retirement system (VMERS) and to make all the appropriate employer contributions on the Employee's behalf.

Section 8. Expenses

- A. Employer agrees to budget for and to pay the professional dues and fees of the Employee to enroll as a full member in no more than two (2) national, regional, state, or local association or organizations desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.

- B. Employer agrees to budget for and to pay Employee's travel and subsistence expenses to attend meetings and events directly related to continuing her professional development in the position of Town Manager and official functions for or representing Employer, including but not limited to state government groups or committees on which Employee serves as a member. Employer also agrees to budget for and, with the Selectboard's prior approval, to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer.

- C. The Employer acknowledges the value to Employer of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay the reasonable membership fees or dues necessary for Employee to become an active member in no more than (2) two local civic clubs or organizations.

- D. The Employer shall make available for Employee's use a laptop computer, related software, iPad and fax/modem, to facilitate Employee's performance of her job duties and to communicate with respect to Employee business. Employer will provide Employee an allowance of \$65 per month to maintain a cell phone for personal and official use or integrate personal cell phone into the towns plan, (whichever is more cost effective).

- E. Any computer and/or tablet provided to Employee pursuant to subsection D above are and will remain at all times the property of Employer. Employer shall have access to its property at any time and from time to time as it wishes, and it shall have full right to inspect and interrogate the content and materials stored on those devices, and may review any material, content, documents or software on said devices and to make copies thereof or download the same as it sees fit. Upon termination of Employee's employment, she shall return all Employer devices in her possession, and all related and incidental accouterments.

Town Manager Contract for FY 2017 - 2019
Between the Town of Milton and Donna Barlow-Casey

Section 9: Termination

The employee's employment may be terminated as follows:

- A. If a majority of the Selectboard votes at a duly warned public meeting to remove the Employee from her position, provided Employee is afforded due process as required by applicable law, charter and the Administrative Code.
- B. The Employee resigns following a request to resign made by a representative of or representatives of a majority of the Milton Selectboard.
- C. If the Town's Charter or Administrative Code is amended so as materially diminish the role, powers, duties, authority, or responsibilities of the Employee as the Town Manager and the Employee notifies the Employer within 14 days of the effective date of such amendments that she considers the same to terminate her employment.

Section 10: Severance

If the Employee's employment is terminated, the Employer shall provide a severance payment equal to six (6) months' salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

The Employee shall also be compensated for accrued vacation time.

Section 11: Resignation

In the event the Employee voluntarily resigns her position, she shall provide in writing a minimum of thirty (30) days written notice unless the parties agree otherwise.

Section 12: Performance Evaluation

Employer shall annually review the performance of the Employee. The evaluation process, at a minimum, shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Section 13: Hours of Work

Dutiful performance of the responsibilities of Town Manager routinely requires work beyond what can be accomplished within a conventional eight (8) hour workday or forty (40) hour workweek. Also, attendance at night meetings is a required component of the Town Manager's responsibilities, though attendance may, on limited occasions, be excused for significant cause, such as observance of religious holidays. The salary and other benefits provided to Employee as described herein constitute the full monetary compensation to be paid by the Employer for the Employee's performance of her duties. It is expressly understood that additional compensation in the form of compensatory time will not be provided to Employee.

Section 14: Outside Activities

The employment provided for this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities may provide indirect benefits for the Employer and the community, the Employee may accept limited teaching, consulting or other business opportunities provided that such arrangements do not interfere with Employee's discharge of her responsibilities as Town Manager or result in Employee having a conflict of interest with Employer. Prior to accepting any such engagement or opportunity, Employee shall consult with and obtain the permission of the of the Selectboard, which approval shall not be unreasonably withheld.

Town Manager Contract for FY 2017 - 2019
Between the Town of Milton and Donna Barlow-Casey

Section 15: Residency

Employee agrees to maintain residency within the Town for the duration of her employment by the Town.

Section 16: Indemnification

Beyond that required under Federal, State or local law, Employer shall defend, hold harmless and indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings, including reasonable attorney's fees incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties, unless the basis for the claim is an act or omission of Employee involving gross negligence or willful or wanton misconduct. Under no circumstances shall Employee be defended or indemnified against criminal liability or culpability, or penalties imposed therefore. Legal representation, provided by Employer for Employee shall extend until a final determination of the legal action including any appeals brought by either party. Any settlement of any claim must be approved in advance by the Employer in order for indemnification, as provided in this Section, to be available. Employee recognizes that Employer shall have the right to compromise and, unless the Employee is a party to the suit in which case Employee shall have input into the settlement, settle any claim or suit. If Employee is no longer employed by Employer, but litigation with respect to Employee's actions is still pending, and it is necessary or beneficial for Employer to have access to and the assistance of Employee to defend the suit, Employer agrees to pay Employee travel expenses for the Employee's time and travel in connection with the litigation.

Section 17: Bonding

Employer shall reimburse Employee for the cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 18: Other Terms and Conditions of Employment

Employer has adopted and from time to time amends Personnel Rules and Regulations pertaining to and affecting its employees. It also has authority to establish, modify, change, alter, extinguish or revoke workplace rules and regulations of general applicability to Town employees. Employer retains its full right and authority to make such rules and regulations and to alter, amend or revoke the same, at any time as it deems to be in the Town's interest. Except as otherwise provided in this Agreement, the Employee shall be entitled to the level of benefits provided to other appointed employees of the Employer as provided in the Charter, Administrative Code, or Personnel Rules and Regulations.

Section 19: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: Town of Milton, 43 Bombardier Rd., Milton, VT 05468-3205,
Attn: Selectboard Chair
- (2) EMPLOYEE: Donna Barlow Casey, 27 Turner Avenue, Milton, VT 05468-3205

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Town Manager Contract for FY 2017 - 2019
Between the Town of Milton and Donna Barlow-Casey

Section 20: General Provisions

- A. Integration. This Agreement sets forth the entire understanding between Employer and Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect. This agreement shall be binding on the Employer and the Employee. This contract may not be assigned by either party.
- C. Effective Date. This Agreement shall become retroactively effective to July 20, 2016 upon ratification by an affirmative vote of the Milton Selectboard.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

Executed in Milton, VT this _____ day of _____, 2016.

EMPLOYER – TOWN OF MILTON

By: Town of Milton Selectboard

Darren Adams, Chair, Milton Selectboard

Ken Nolan, Vice-Chair, Milton Selectboard

John Bartlett, Clerk, Milton Selectboard

John Cushing, Member, Milton Selectboard

John Palasik, Member, Milton Selectboard

EMPLOYEE _____, Donna Barlow Casey



TOWN OF MILTON, VERMONT 05468-3205

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

Selectboard Memo

Meeting Date: September 26, 2016

Agenda Item: Impact Fee Payment Reconsideration

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

To continue this discussion from the September 13, 2016 Selectboard meeting, the following information has been gathered:

- The current impact fee ordinance
- Possible language provided from legal counsel for an ordinance change
- Property Taxes for 60 Bombardier Road (Elm Place)
- Reductions to impact fees applied to Cathedral Square projects in other Towns
- Analysis of impact fee assessment methodology, time of collection and costs in other Vermont municipalities with impact fee ordinances in place

This information listed above is on the pages following this memo.

Resolution

RESOLUTION- Impact Fee Ordinance

WHEREAS, the Select Board of the Town of Milton held a duly warned Public Hearing on June 16, 2008 with regard the proposed amendments to the Impact Fee Ordinance ; and

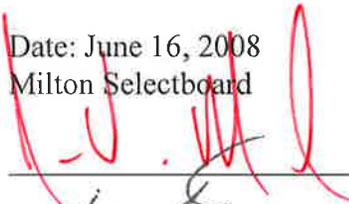
WHEREAS, the Select Board held said public hearing to consider and address comments received from the public; and

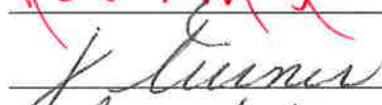
NOW, THEREFORE BE IT RESOLVED, the Selectboard hereby accepts the amendments to the Impact Fee Ordinance, as follows:

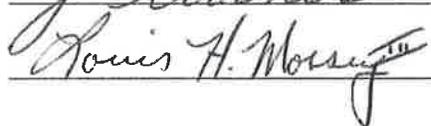
Section 100-3 & 4, 101, 107, 108 and 109 (amendments accepted as proposed attached hereto).

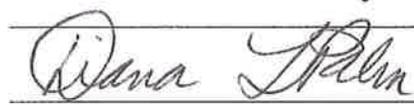
BE IT FURTHER RESOLVED, by the Selectboard of the Town of Milton adopts the amended Civil Impact Fee Ordinance to become effective July 26, 2008.

Date: June 16, 2008
Milton Selectboard

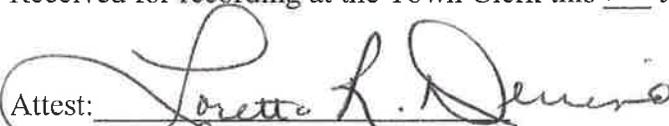
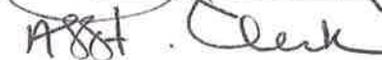








Received for recording at the Town Clerk this 17th June, 2008

Attest: 

Asst. Clerk

IMPACT FEE ORDINANCE

TOWN OF



MILTON, VERMONT

Authorized by the Milton Selectboard April 23, 1990

Amended June 16, 2008 by:
Jeffrey Turner, Chair
Diana L. Palm, Vice Chair
Louis H. Mossey III, Clerk
Randall Barrows
James V. Manley

Sanford I. Miller, Town Manager

IMPACT FEE ORDINANCE

TOWN OF



MILTON, VERMONT

Authorized by the Milton Selectboard April 23, 1990

Amended June 16, 2008 by:
Jeffrey Turner, Chair
Diana L. Palm, Vice Chair
Louis H. Mossey III, Clerk
Randall Barrows
James V. Manley

Sanford I. Miller, Town Manager

Town of Milton Impact Fee Ordinance

Pursuant to the provisions of 24 VSA, Chapter 131, the Town of Milton hereby ordains the following IMPACT FEE ORDINANCE, to be effective as of April 23, 1990; last amended June 16, 2008, to be effective July 26, 2008.

Section 100 Findings

- (1) The Town of Milton has adopted Zoning Regulations (April 22, 1972; last amended March 26, 2007) and Subdivision Regulations (August 14, 1969; last amended November 28, 2005) and is engaged in a planning process which has been certified by the Chittenden County Regional Planning Commission.
- (2) The Town of Milton has completed a Capital Improvement Program analyzing the costs of acquiring, constructing and improving capital projects necessary to maintain levels of municipal service deemed sufficient for public health, safety, welfare and convenience.
- (3) The impact fee herein established and the formula by which said fee shall be calculated are hereby found and determined to reflect the cost of maintaining an appropriate level of service consistent with the Comprehensive Plan, the Capital Improvement Program, and the various studies that have been conducted for the Town of Milton, to be provided by capital projects and expenditures resulting from development.
- (4) The Town of Milton, in its "Impact Fee Schedule" chapter of its Capital Improvement Plan, which is updated each fiscal year, has taken into consideration those factors set out in 24 VSA, Section 5203 in establishing and assessing impact fees imposed herein.

Section 101 Impact Fees Imposed

For any development, construction or project located within the Town of Milton for which a zoning permit for a principle structure, or addition thereof, is required, there is hereby assessed an impact fee which will be computed and assessed in accordance with the formula and methodology set out in the most recently adopted Capital Improvement Plan. Applicants for zoning permits shall have the option of paying the impact fee when the zoning permit is issued or upon application for a certificate of compliance/occupancy (CO). The impact fee assessed will be the impact fee in effect at the time of issuance of the zoning permit or CO, depending on when the Applicant chooses to pay the impact fee; provided, however, that if the impact fee is paid at the time of issuance of the zoning permit, and the zoning permit is later renewed, the renewal shall be assessed an impact fee reflecting the difference between the impact fee computed at the time of issuance of the renewal and the impact fee collected at the time of issuance of the original zoning permit. No refunds shall be issued as a result of the renewal of a zoning permit.

Section 102 Exemptions

Section 5205 of Title 24 VSA permits municipalities to exempt certain types of development from any part or all of the impact fee assessed. Therefore, elderly housing units and one-bedroom housing units, including accessory apartments, shall pay 75% of the total impact fee assessed for residential units. The purpose of this exemption is that these units are expected to have a lower overall impact on Town services, and to further the goals of the 2008 Comprehensive Plan to encourage affordable and moderate housing units and a mix of housing types that are affordable to a variety of income levels.

Non-residential development is hereby exempt from the assessment of impact fees. The purposes of this exemption are two-fold: (1) to further the goal of the Comprehensive Land Use Plan to “achieve a sufficiently diversified and healthy economy” so that the tax burden “will not fall disproportionately on the residential and agricultural property,” and (2) to provide for the retention and expansion of existing employment, and the generation of new employment in the Town.

Section 103 Accounting

All impact fees imposed and collected under Section 101 hereof shall be maintained in a segregated account and shall be used only to fund capital projects identified as related to the development for which the impact fees are collected. The Town of Milton shall produce annually an accounting identifying the source of each impact fee, the amount thereof, and the capital project attributable thereto.

Section 104 Use of Fees

All impact fees imposed and collected under Section 101 hereof, and all interest accretions, shall be expended only to those capital projects attributable to the impact fees imposed thereto.

Section 105 Refund of Fees

All applications for refund of any unexpended impact fees shall be made in writing to the Selectboard within twelve (12) months of the sixth anniversary of the date upon which such impact fee was paid. Thereafter, any claim for a refund shall be barred and of no force and effect.

Section 106 Utility Projects

Nothing herein shall be construed to impair the ability of the Town of Milton, acting by and through its Selectboard, to enter into independent contracts for the provision or extension of municipal water and sewer services, systems, and improvements; provided, however, that a reasonable proportion of the cost thereof attributable to and paid by any person otherwise subject to the impact fee imposed by Section 101 hereof, may be deducted from such impact fee.

Section 107 Full Payment of Impact Fee Required

No certificate of compliance/occupancy shall be issued until full payment of the impact fee imposed by Section 101 is paid.

Section 108 Administrative Appeals

In accordance with 24 VSA, Section 5203(f), there is hereby established a procedure for the administrative appeal of the impact fee assessed. The appeal board shall consist of three members: one appointed by the Milton Selectboard, one appointed by the Milton School Board, and one appointed by the Milton Planning Commission. Said appeal board shall have the authority to determine whether the impact fee assessed by the Zoning Administrator is in accordance with the formula and methodology set out in the most recently adopted Capital Improvement Plan. In reversing a decision of the Zoning Administrator, the appeal board shall fix the amount of the impact fee to be assessed to a particular project.

Section 109 Effective Date

This Ordinance shall be in full force and effect with respect to all zoning permits and/or certificates of compliance/occupancy duly issued by the Town of Milton forty (40) days after adoption by the Selectboard.

Section 110 Affect on Other Ordinances

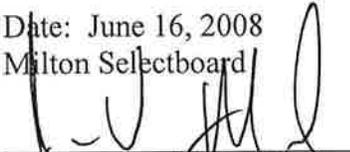
This Ordinance shall not be construed to repeal, modify, or amend any existing Ordinance of the Town of Milton.

Section 111 Failure to Comply

Any person commencing or undertaking development in the Town of Milton without first complying with the provisions of this Ordinance, including the payment of any impact fee imposed hereunder, shall be subject to a penalty, not to exceed \$500 per day for each day a violation of the Ordinance continues, to be recovered in a civil action commenced by and prosecuted in the name of the Town. The penalty imposed in this section shall not be in lieu thereof. In addition to the penalties provided for herein, the Town shall have the power to enjoin and abate any violations of this Ordinance.

Impact Fee Ordinance adoption

Date: June 16, 2008
Milton Selectboard



J. Turner

Louis H. Morsey III

Dana L. Palm

Filed with the Town Clerk: _____ Attest: _____

REC'D



TOWN OF MILTON, VERMONT 05468-3205

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

MEMO

9/23/2016

TO: Milton Selectboard

FROM: Donna Barlow Casey

RE: Language for Potential Revision to Impact Fee Ordinance

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

Section 101 Impact Fees Imposed

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

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

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



TOWN OF MILTON, VERMONT 05468-3205

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

MEMO

TO: Milton Selectboard

FROM: Donna Barlow Casey

RE: Property Taxes for 60 Bombardier Road

Handwritten signature and date: 9-23-16

The property upon which Cathedral Square is building Elm Place is 60 Bombardier Road.

- Taxes for this property as of 9/23/2016 were \$5,537.37.
- Once the project is complete in the Spring of 2017, the taxes are anticipated to be \$27,597. This number was arrived at by updating Cathedral Square's 2015 estimate for 2016-17 rates.

$$\$1,396,400 / 100 = \$13,964 * .4976 = \$6,948 \text{ (Town)}$$

$$\$1,396,400 / 100 = \$13,964 * .0212 = \$296 \text{ (Local)}$$

$$\$1,396,400 / 100 = \$13,964 * 1.4817 = \$20,690.46 \text{ (Education)}$$

Total Property Tax Estimate = \$27,934.99*

**This takes into account the rents and expenses as an affordable housing property to estimate the assessed value, and is applied to properties with Housing Subsidy Covenants that restrict rents in order to serve low income residents for public benefit.*

- The development of this parcel will generate an additional \$22,059.63 in taxes to the Town.

Attachments:

Property Tax Bill 2016-17 for 60 Bombardier Road, Milton, VT

Assessors card for same property

Milton 2016 Billed Grant List Parcel Report for same property

PAYABLE TO:
MAIL TO:

TOWN OF MILTON
PO BOX 18
MILTON, VT 05468

TAX BILL

802-893-4111

PARCEL ID	BILL DATE	TAX YEAR
227015.002000	09/23/2016	16-17

Description: 1.73A-MISC(PERMIT 03/08/2016)
Location: 60 BOMBARDIER RD

SPAN # 396-123-14174 SCL CODE: 123
TOTAL PARCEL ACRES 1.73

OWNER ELM PLACE LIMITED PARTNERSHIP
C/O CATHEDRAL SQUARE CORPORATION
412 FARRELL STREET SUITE 100
SO BURLINGTON VT 05403

FOR INCOME TAX PURPOSES

ASSESSED VALUE		NON RESIDENTIAL	
REAL	276,800		276,800
TOTAL TAXABLE VALUE	276,800		276,800
GRAND LIST VALUES	2,768.00		2,768.00
For more information about how education tax rates are determined, go online to: http://tax.vermont.gov/property-owners	TAX RATE NAME	TAX RATE x GRAND LIST =	TAXES
	Town	0.4976 x2,768.00=	1377.34
	Local	0.0212 x2,768.00=	58.68
	NON RESIDENTIAL EDUCATION	1.4817 x2,768.00=	4101.35
1st Payment 09/15/2016 1845.79	2nd Payment 02/15/2017 1845.79	3rd Payment 05/15/2017 1845.79	TOTAL TAX STATE PAYMENTS NET TAX DUE 5537.37

Revised Bill

DETACH THE STUBS BELOW AND RETURN WITH YOUR PAYMENT

TOWN OF MILTON
TAX YEAR 16-17

TOWN OF MILTON
TAX YEAR 16-17

TOWN OF MILTON
TAX YEAR 16-17

1ST PAYMENT DUE	
09/15/2016	
OWNER NAME	
ELM PLACE LIMITED	
PARCEL ID	
227015.002000	
AMOUNT DUE	1845.79
AMOUNT PAID	Revised Bill

2ND PAYMENT DUE	
02/15/2017	
OWNER NAME	
ELM PLACE LIMITED	
PARCEL ID	
227015.002000	
AMOUNT DUE	1845.79
AMOUNT PAID	Revised Bill

3RD PAYMENT DUE	
05/15/2017	
OWNER NAME	
ELM PLACE LIMITED	
PARCEL ID	
227015.002000	
AMOUNT DUE	1845.79
AMOUNT PAID	Revised Bill

OWNERSHIP
ELM PLACE LIMITED PARTNERSHIP
C/O CATHEDRAL SQUARE CORP
412 FARRELL ST STE 100
SO BURLINGTON, VT 05403

Tax ID 396-123-14174
TRANSFER OF OWNERSHIP

Printed 09/23/2016 Card No. 1 of 1

ADMINISTRATIVE INFORMATION
PARCEL NUMBER
227015.002000
Parent Parcel Number

03/15/2016 CATHEDRAL SQUARE CORPORATION Bk/Pg: 464, 115 \$265000
02/18/2016 HOUSTON COMMONS DEV LLC Bk/Pg: 463, 429 \$205000
07/20/2005 HUBERT RONALD E & CLARE C Bk/Pg: 317, 846 \$236500

Property Address
BOMBARDIER RD 60
Neighborhood
300 Commercial/Industrial
Property Class
852 Vacant Commercial Urban
TAXING DISTRICT INFORMATION
Jurisdiction
Area
123
Routing Number 27-015-002-000

COMMERCIAL

VALUATION RECORD

Assessment Year	04/01/2007	Worksheet	Act 68 Value Allocations
Reason for Change	2007		Housesite
VALUATION	L 196580	276800	276800
Market	B 0	0	0
	T 196580	276800	276800

Site Description
Topography:
Public Utilities:
Street or Road:
Neighborhood:
Zoning:
Legal Acres:
1.7300

Rating Measured Soil ID Acreage Table Prod. Factor -or- Depth Factor -or- Effective Depth Square Feet Base Rate Adjusted Rate Extended Value Influence Factor Value
1.7300 1.7300 1.00 800000.00 800000.00 138400 0 100% 276800

LAND DATA AND CALCULATIONS

CH07: CHANGE 2007 - NEW VALUE 07 MISSED FOR 06
CH16: CHANGE 2016 - ACREAGE INCREASE (0.97A TO 1.73A)
0.46A FROM PARCEL 227009.010000, 0.30A FROM PARCEL 227016.000000.
FC17: FIELD CHECK 17 - ZP 2016--023 03/08/2016
30 UNIT 3S ELDERLY HOUSING - SNO DATA
ALSO ZP 2016-028 03/16/2016 CONSTRUCTION SIGN 23.345F - \$100.
GEN: GENERAL NOTE
APPROVED FOR RESIDENTIAL CONDOMINIUM USE
2/18/2016 - easement see MI-16 030
2/18/2016 - partial land transfer (.30) from 227009.010000. see MI-16
2/18/2016 - partial land transfer (.46) from 227016.000000. see MI-16

Supplemental Cards
TRUE TAX VALUE
276800
Supplemental Cards
TOTAL LAND VALUE

09/23/2016
11:38 am

Milton 2016 Billed Grand List
Parcel Report

Page 1 of 1
acouture

For Parcel: 227015.002000 ELM PLACE LIMITED PARTNERSHIP

Name ELM PLACE LIMITED PARTNERSHIP
C/O CATHEDRAL SQUARE CORPORATION
412 FARRELL STREET SUITE 100
SO BURLINGTON VT 05403

Location (A) SLIDE D471A
(B) HWY: 49 UNITS: 000
911 60 BOMBARDIER RD
Tax Map 27-015-002-000
Desc. 1.73A-MISC(PERMIT 03/08/2016)

Codes: (1) (Category)C (Equipment) (Owner)C
Wood Crop Pasture Other Site Total
Acres: 0.00 0.00 0.00 0.00 1.73 1.73

Values: Real Equipment Inventory
276,800 0 0

Homestead Veterans Farm Stab. L.U. Acres Land Use
0 0.00 0.00 0.00 0.00

Contract Lease Prev. Eqpm Land Use Amt Prev. Real
0 0.00 0 0.00 196,580

Housesite Special Exmp Grand List
0.00 0.00 2,768.00

Misc: Status: T Updated: 06/17/2016

Last sale was: Valid on 03/15/2016 for \$265000 recorded on 464/115

Grievance Info: Flag: Y Remarks: (1) ACREAGE INCREASE/BOUNDARY LINE ADJUSTMNT
(2) 0.46A ACQUIRED FROM PARCEL 227009.010000
(3) 0.30A ACQUIRED FROM PARCEL 227016.000000

Misc Fields: (0): NEW LOT CREATED/SPLIT 23 AUGUST 2005
(1): PARENT LOT 227015.000000
(2): ZP 2016-023 03/08/16 ELDERLY HSG 30UNITS
(3): ZP 2016-028 03/16/16 CONST SIGN.
(9): TIF - TOWN CORE

SPAN: 396-123-14174



*Healthy Homes
Caring Communities
Positive Aging*

To: Darren Adams, Select Board Chair
From: Cindy Reid, Cathedral Square
Date: September 23, 2016
Re: Impact Fees

I wanted the Select Board to have some background about impact fees for affordable housing, and what other Vermont communities have done in order to incent affordable housing in their areas. Cathedral Square has been developing affordable senior housing in northwestern Vermont for 39 years. Reduction in impact fees has been a common, essential element to the affordability of our projects and an effective tool strategically used by municipalities to contribute to housing affordability. Fee reduction is critical to the viability of these projects. Following are some examples of impact fee reductions for our recent affordable senior housing developments.

Reductions in Municipal Impact Fees for Affordable Housing

Town of Shelburne, 2014. Impact fees assessed for 33 affordable and 3 unrestricted units:
90% reduction of recreation fee for units affordable at 60% of AMI (reduction in fee from \$756/unit to \$75.60/unit)

100% waiver of education fee (reduction in fee from \$822.74/unit to \$0)

Full fee for market units: \$1578.74/unit

Total impact fees initially \$59,303 reduced to \$7,231, a reduction of 88%

City of Burlington, 2012. Impact fees assessed for 33 affordable and 3 market units:

50% of impact fees waived for square footage of units affordable at 75% of AMI (Fees reduced from \$29,507 to \$17,587)

100% waiver of school impact fee (Reduction of \$17,004)

Total impact fees initially \$46,511 reduced to \$17,587, a reduction of 62%

City of Burlington, 2010. Impact fees assessed for 33 affordable units:

100% of impact fees waived for 8 units affordable at 50% of AMI (Fees reduced from \$7,608 to \$0)

50% of impact fees per 1000 sf waived for 21 units affordable at 75% of AMI (Fees reduced from \$20,432.46 to \$10,216.25)

25% of impact fees waived for 4 units affordable at <100% AMI (Fees reduced from \$4,696 to \$3,960)

100% waiver of school impact fee (Reduction of \$14,492).

Total impact fees initially \$47,228 reduced to \$14,176, a reduction of 70%

City of South Burlington, 2006. Impact fees assessed for 63 affordable units:

100% waiver of school impact fees

100% waiver of recreation impact fees

Road impact fee reduced to \$4,151

Fire protection fees reduced to \$5,440

Total impact fees initially \$108,958 reduced to \$9,591, a reduction of 91%



412 Farrell Street, Suite 100, South Burlington, VT 05403
P (802) 863-2224 • F (802) 863-6661 • TTY/TTD (800) 253-0191

www.cathedralsquare.org



The value of these waivers, from \$29,000 to \$99,000 per project, ranging from 62% to 91% of impact fees per schedule, was critical to the affordability of these projects.

Elm Place

The overall cost of Milton fees for the Elm Place project total \$183,161 (if the FY17 impact fee rate is charged), and over half, \$99,450, represent impact fees (we budgeted \$59,640 based on the FY16 rate). Though the impact fees for elderly and one-bedroom housing units already reflect a 25% reduction of total fee, presumably from the education component of the impact fee, the fees are still high, and do not address affordability.

Through land use restriction agreements, we have committed to make this housing permanently affordable for our neediest community members. The capital investments made in affordable housing today, combined with potential savings from impact fees, provide both short and long term benefit to the communities which support them. Cathedral Square's senior housing combines quality affordable housing with services through Support And Services at Home (SASH), a nationally recognized model piloted by Cathedral Square. SASH delivers care coordination, helping seniors to age in place safely. SASH has been evaluated by a national research firm who determined that each SASH participant reduces Medicare expenditures by \$1,536 annually (that's a per person savings; SASH is serving over \$5,000 participants statewide.) The contribution of stable high quality affordable housing with support services to assist senior residents in the community is of long lasting value.

In summary, we did not request an impact fee waiver for Elm Place. We budgeted the impact fees per the Town's impact fee assessment. I'm providing this context for information purposes only. We are requesting that Elm Place pay the fee calculated at the time of our zoning permit. Thank you for your consideration.



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 26, 2016

Agenda Item: Vermont Municipal Impact Fee Methodology Analysis

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

Legislative Analysis

At its September 13, 2016 meeting the Town of Milton Selectboard requested additional information that compared and contrasted the municipal impact fee assessment methodology and payment timeframes deployed by other Vermont Municipalities which have enacted impact fee ordinances. This analysis will outline the methodology used to identify those other communities, a qualitative analysis of assessment modes utilized and when fees shall be paid by a developer, and a quantitative analysis of rate structure amounts sorted by assessment mode.

Research Methodology

The Chittenden County Regional Planning Commission (CCRPC) was contacted to determine if a comprehensive list of each Vermont municipality with an impact fee ordinance was in existence. Presently, it was learned such a resource does not exist, so a listing for this research was compiled using a couple different means. A 2012 Vermont League of Cities and Towns publication "Vermont Municipal Land Use Regulation and Fees," contained a listing of adopted ordinances as of 2012. From there, staff researched other medium to larger scale municipalities statewide to determine if impact fee ordinances were in place. This research was conducted by consulting municipal websites and calling Planning Departments. Information from 11 municipalities was obtained. This information is not meant to be a complete and comprehensive listing; it was the best degree of information through available means in the amount of time between Selectboard meetings to conduct this research.

Information was obtained from the following municipalities: Middlebury, Montpelier, Shelburne, Colchester, St. Albans Town, Williston, Richmond, Jericho, Hartford, Hinesburg and South Burlington.

Montpelier rescinded its impact fee ordinance in 2014, and Middlebury does not currently assess impact fees. For the basis of this analysis the municipalities currently collecting impact fees were used for the methodology of collection and rates sections.

Qualitative Analysis

Municipal impact fee schedules were reviewed to determine the methodology used for assessment. These have been broken down into the following categorizations:

Category A- Assessed by impact category with fixed rate per unit:

St. Albans Town, Richmond, Jericho, Hartford, Colchester

Category B- Assessed by impact category using base rate per unit with adjustments based on past/future tax credits applied:

Hinesburg, Shelburne, South Burlington*, Williston*

Category C- Fixed total amount, then allocated by project by impact category
Milton

*Non-residential development impact fees are calculated using a formula that factors in base rate multiplied by the number of PM peak hour vehicle trip ends

Development Categories Assessed by Municipality:

St. Albans Town- New construction, Accessory Dwelling Units & Seasonal, Conversion

Richmond- Single Family Dwelling, Multi-Family Dwelling, Mobile Home, Non-residential

Jericho- Single Family Dwelling, Multi-Family Dwelling

Hartford- Residential, Non-Residential, Residential Addition by Heated Living Area Sq. Ft.

Colchester- New Residential Dwelling Unit Including Seasonal Conversion, Other

Hinesburg- New Structures*, Additions

Shelburne- Single Family Dwelling, Multi-Family Dwelling

South Burlington- Single Family Dwelling, Multi-Family Dwelling, Non-residential

Williston- Single Family Dwelling, Multi-Family Dwelling, All other uses

Milton- New Residential, Reduced (elderly housing & one-bedroom units)

*Fee structure formula differs from residential vs. non-residential

Impact Fee Categories by Municipality

Municipality	Fire/EMS	Police	Rec.	School	Road	Library	General Gov.
St. Albans (T)	x		x	x		x	x
Richmond	x			x			
Jericho			x		x		
Hartford	x		x	x		x	
Colchester			x	x			
Hinesburg	x	x					
Shelburne			x	x			
S. Burlington		x	x		x		
Williston			x	x	x		
Milton	x	x	x	x	x		x

Impact Fee Collection Point

Municipality	Pay at Zoning Permit	Pay prior to CO	Other
Milton			Pay at time of ZP or prior to CO.
St. Albans (T)	x		
Richmond	x		
Jericho	x		
Hartford	x		
Colchester	x		
Hinesburg	x		
Shelburne	x		
S. Burlington	x		
Williston	x		
Middlebury	x		
Montpelier	x		

Fiscal Analysis

Each municipality, by category, has a varying fee structure. This will examine the fees by category and as in entirety.

Category A- Assessed by impact category with fixed rate per unit

Municipality	Fire/EMS	Police	Rec.	School	Road	Library	Gen Gov.	TOTAL
St. Albans (T)	x		x	x		x	x	
New	\$250		\$152	\$1322	\$101	\$134	\$254	\$2213
Accessory	\$250		\$152		\$101	\$134	\$254	\$891
Conversion				\$1322				\$1322
Richmond	x			x				
Single	\$218.70			\$2828				\$3047
Multi/ Unit	\$153.09			\$1228				\$1381
Mobile	\$153.09			\$1776				\$1929
Non-Res	\$0.11/sq. ft gross floor			\$0				Varies
Jericho			x		x			
Single			\$150		\$2498			\$2648
Multi/ Unit			\$150		\$1667			\$1817
Hartford	x		x	x		x		
Res per unit	\$48.99		\$340.45	\$1315*		\$10.34		\$1715
Non-Res				\$1315*				\$1315
Res Addition	\$0.13 / sq. ft. leasable							Varies
Colchester			x	x				
All Res			\$735	\$600				\$1335
All Develop			x	\$600				\$600

*per sq. ft. of heated living area (\$1,315 cap)

Category B- Assessed by impact category using base rate per unit with adjustments based on past/future tax credits applied

Municipality	Fire/EMS	Police	Rec.	School	Road	Library	Gen Gov.	BASE TOTAL
Hinesburg	x	x						
New Additions	See appendix with formula tables and tax credit past and future application							
S. Burlington		x	x		x			
Single		\$504\$	\$1686^		\$1010			\$3190
Multi/ Unit		\$353%	\$1180#		\$670			\$2203
Non-Res		\$238@	x		\$1000*			\$1238
Shelburne			x		x			
Single			\$1864	\$3015				\$4879
Multi/ Unit			\$1017	\$1044				\$2061
Williston			x	x	x			
Single			\$1300	\$4070	\$707			\$6077
Multi/ Unit			\$1027	\$1388	\$546			\$2961
Non-Res			x	x	\$700			\$700+

*Multiplied by the number of PM peak hour vehicle trips ends and reduced by tax credit past and future application tables

^3 or fewer units less credits \$1686

4 or more units less credits \$1180

\$ 3 or fewer units less credits \$504

%4 or more units less credits \$353

@per 1000 feet or floor area less credits

+Per PM hour Trip End \$700

Category C- Fixed total amount, then allocated by project by impact category

Milton's Application

FY '17 Rates

\$4,392 per dwelling unit

\$3,294 per unit reduced for elderly and single bedroom dwellings

FY 2017 - Amount from Impact Fees Needed Per Category

Category:	Education Category	Transportation Category	Recreation/ Culture Category	Public Safety Category	General Administration/ Planning Category
Project Name & Amount:	Elementary School Addition - \$75,286	PW Repeater – \$3,500	Town Forest Improvements - \$7,815	Cherry Street RR Crossing – \$ 15,950	Municipal Complex - \$18,000
		M4D Street Improvements – \$20,000			Town Website – \$37,000
					Bombardier Property - \$20,000
Total Amount/ Category FY 2017:	\$75,286	\$23,500	\$7,815	\$15,950	\$75,000

History of Impact Fee Rates

	Full	Reduced
2016	\$ 2,651	\$ 1,988
2015	4,420	3,315
2014	4,420	3,315
2013	4,250	3,188
2012	4,250	3,188
2011	4,250	3,188
2010	4,250	3,188
2009	4,250	3,188
2008	4,160	3,120
2007	3,300	2,475

Police Impact Fee Calculations

Residential - New structures & Additions of more bedrooms

Base fee = # of bedrooms x \$156.45

Structure value (SV) = (\$120 x finished interior floor area) + (\$80 x garage floor area)

Past credit = lot acreage x 1.2 x past taxes (based on year built, see Table PP-4)

Future credit = [(SV x .2) + SV] x 0.001 x future taxes (based on year built, see Table PP-4)

Impact fee = base fee – past credit – future credit

Notes:

- 1) Fee is based on bedrooms. There is no fee for non-dwelling accessory structures (e.g., garages, barns, sheds) or for additions to existing dwellings that create no more bedrooms.
- 2) Fee does apply to accessory apartments that add more bedrooms.
- 3) "Finished interior floor area" shall be considered the same as "floor area, livable" as defined in the Zoning Regulations. Other finished interior areas that do not meet the definition of livable floor area (e.g., unheated porches, breezeways, etc.) shall be included in the Structure Value calculation, and be valued the same as garage floor area.
- 4) Exterior areas (e.g., deck, screened porch) are not included in the calculation of Structure Value.

Non-residential - New structures & Additions

Base fee = square feet of floor space x \$0.2235

Post development value (PDV) = square feet of floor space x value estimate (based on use & type of construction, see Table PP-7)

Past credit = PDV x 0.0001 x past taxes (based on year built, see Table PP-4)

Future credit = PDV x 0.001 x future taxes (based on year built, see Table PP-4)

Impact fee = base fee – past credit – future credit

**TABLE PP-4
IMPACT FEE CREDIT
FOR TAX PAYMENTS**

DWELLING YEAR	ANNUAL EXPENSE	TAX RATE NEEDED	TAX ON \$1,000	CREDITS FOR PAST TAXES ON \$1,000 OF LAND	CREDITS FOR FUTURE TAXES ON \$1,000 OF VALUE
2009	\$0	\$0.000	\$0.00	\$0.00	\$0.61
2010	\$0	\$0.000	\$0.00	\$0.00	\$0.64
2011	\$20,618	\$0.004	\$0.04	\$0.00	\$0.67
2012	\$34,363	\$0.007	\$0.07	\$0.01	\$0.67
2013	\$33,676	\$0.006	\$0.06	\$0.08	\$0.64
2014	\$32,989	\$0.005	\$0.06	\$0.15	\$0.60
2015	\$32,301	\$0.006	\$0.06	\$0.22	\$0.57
2016	\$31,614	\$0.006	\$0.06	\$0.29	\$0.54
2017	\$30,927	\$0.005	\$0.05	\$0.36	\$0.52
2018	\$30,240	\$0.005	\$0.05	\$0.44	\$0.49
2019	\$29,553	\$0.005	\$0.05	\$0.51	\$0.46
2020	\$28,865	\$0.005	\$0.05	\$0.59	\$0.43

**TABLE PP-7
ESTIMATED POST DEVELOPMENT VALUES PER SQUARE FOOT OF FLOOR SPACE**

TYPE AND QUALITY OF CONSTRUCTION	TYPE OF USE							
	INDUSTRIAL/ MANUFACTURING	ENGINEERING AND RESEARCH	OFFICE (GENERAL)	MEDICAL OFFICE	GENERAL RETAIL	AUTO SERVICE FACILITY	ELDERLY CARE FACILITIES	MOTELS
FIREPROOFED STEEL SKELETON OR REINFORCED CONCRETE STRUCTURE	\$70.00	\$84.00	\$131.00	\$142.00	\$89.00	NA	\$109.00	NA
MASONRY OR CONCRETE BEARING WALL STRUCTURE	\$82.00	\$73.00	\$102.00	\$120.00	\$76.00	\$57.00	\$99.00	\$79.00
WOOD FRAME STRUCTURE	\$48.00	\$69.00	\$99.00	\$117.00	\$73.00	\$54.00	\$96.00	\$77.00
PRE-FAB STEEL STRUCTURE	\$43.00	\$68.00	\$94.00	\$111.00	\$71.00	\$44.00	\$83.00	\$77.00

Fire Impact Fee Calculations – Residential

New structures

Structure value (SV) = (\$120 x finished interior floor area) + (\$80 x garage floor area)

Base fee = SV x 0.00576

Past credit = lot acreage x 1.2 x past taxes (based on year built, see Table FP-6)

Future credit = [(SV x .2) + SV] x 0.001 x future taxes (based on year built, see Table FP-6)

Impact fee = base fee – past credit – future credit

Additions

Structure value (SV) = (\$120 x finished interior floor area) + (\$80 x garage floor area)

Base fee = SV x 0.00576

Past credit = 0

Future credit = SV x 0.001 x future taxes (based on year built, see table FP-6)

Impact fee = base fee – future credit

Notes:

- 1) Additional credits available for sprinkler systems.
- 2) “Finished interior floor area” shall be considered the same as “floor area, livable” as defined in the Zoning Regulations. Other finished interior areas that do not meet the definition of livable floor area (e.g., unheated porches, breezeways, etc.) shall be included in the Structure Value calculation, and be valued the same as garage floor area.
- 3) Non-garage accessory structures (e.g., barns, sheds) and accessory structures without fully enclosed floor area (e.g., pergola, carport) do not pay impact fees because the ordinance and analysis doesn’t indicate how to calculate structure value or contents value.
- 4) Area used for home occupations shall be considered residential with regard to this impact fee.
- 5) Exterior areas (e.g., deck, screened porch) are not included in the calculation of Structure Value.

**TABLE FP-6
IMPACT FEE CREDIT FOR PAST TAX PAYMENTS**

ASSUME 2006 MUNICIPAL GRAND LIST EQUALS \$4,950,396
Grand List has grown at 1.9 % and will continue to grow at 1.90%
Unit of land value \$1,000
Unit of total value \$1,000

DWELLING YEAR	ANNUAL EXPENSE	TAX RATE NEEDED	TAX ON \$1,000	CREDITS FOR PAST TAXES ON \$1,000 OF LAND	CREDITS FOR FUTURE TAXES ON \$1,000 OF TOTAL VALUE
2009	\$0	\$0.000	\$0.00	\$0.00	\$0.41
2010	\$0	\$0.000	\$0.00	\$0.00	\$0.43
2011	\$5,411	\$0.001	\$0.01	\$0.00	\$0.45
2012	\$8,869	\$0.002	\$0.02	\$0.00	\$0.46
2013	\$34,338	\$0.006	\$0.06	\$0.02	\$0.46
2014	\$33,308	\$0.006	\$0.06	\$0.09	\$0.42
2015	\$32,277	\$0.006	\$0.06	\$0.16	\$0.38
2016	\$31,247	\$0.006	\$0.06	\$0.23	\$0.34
2017	\$30,217	\$0.005	\$0.05	\$0.30	\$0.31
2018	\$29,186	\$0.005	\$0.05	\$0.37	\$0.27
2019	\$28,156	\$0.005	\$0.05	\$0.44	\$0.23
2020	\$27,126	\$0.004	\$0.04	\$0.51	\$0.20

Fire Impact Fee Calculations – Non-Residential

New structures

Structure value (SV) = square feet of floor space x value estimate (based on use & type of construction, see Table FP-4)

Base fee = SV x 0.008

Post development value (PDV) = square feet of floor space x value estimate (based on use & type of construction, see Table FP-9)

Past credit = PDV x 0.0001 x past taxes (based on year built, see Table FP-6)

Future credit = [(PDV x .1) + PDV] x 0.001 x future taxes (based on year built, see Table FP-6)

Impact fee = base fee – past credit – future credit

Additions

Structure value (SV) = square feet of floor space x value estimate (based on use & type of construction, see Table FP-4)

Base fee = SV x 0.008

Post development value (PDV) = square feet of floor space x value estimate (based on use & type of construction, see Table FP-9)

Past credit = 0

Future credit = PDV x 0.001 x future taxes (based on year built, see table FP-6)

Impact fee = base fee – future credit

Notes:

- 1) Additional credits available for sprinkler systems.
- 2) Area used for home occupations shall be considered residential with regard to this impact fee.

**TABLE FP-4
ESTIMATED STRUCTURE VALUES PER SQUARE FOOT OF FLOOR SPACE**

TYPE AND QUALITY OF CONSTRUCTION	TYPE OF USE							
	INDUSTRIAL/ MANUFAC- TURING	ENGINEERING AND RESEARCH	OFFICE (GENERAL)	MEDICAL OFFICE	GENERAL RETAIL	AUTO SERVICE FACILITY	ELDERLY CARE FACILITIES	MOTELS
FIREPROOFED STEEL SKELETON OR REINFORCED CONCRETE STRUCTURE	\$67.00	\$90.00	\$128.00	\$138.00	\$86.00	NA	\$105.00	NA
MASONRY OR CONCRETE BEARING WALL STRUCTURE	\$49.00	\$70.00	\$99.00	\$117.00	\$70.00	\$54.00	\$86.00	\$78.00
WOOD FRAME STRUCTURE	\$46.00	\$66.00	\$96.00	\$114.00	\$70.00	\$51.00	\$83.00	\$73.00
PRE-FAB STEEL STRUCTURE	\$45.00	\$65.00	\$90.00	\$107.00	\$68.00	\$48.00	\$80.00	\$73.00

**TABLE FP-9
ESTIMATED POST DEVELOPMENT VALUES PER SQUARE FOOT OF FLOOR SPACE**

TYPE AND QUALITY OF CONSTRUCTION	TYPE OF USE							
	INDUSTRIAL/ MANUFAC- TURING	ENGINEERING AND RESEARCH	OFFICE (GENERAL)	MEDICAL OFFICE	GENERAL RETAIL	AUTO SERVICE FACILITY	ELDERLY CARE FACILITIES	MOTELS
FIREPROOFED STEEL SKELETON OR REINFORCED CONCRETE STRUCTURE	\$70.00	\$94.00	\$131.00	\$142.00	\$89.00	NA	\$109.00	NA
MASONRY OR CONCRETE BEARING WALL STRUCTURE	\$52.00	\$73.00	\$102.00	\$120.00	\$76.00	\$57.00	\$89.00	\$79.00
WOOD FRAME STRUCTURE	\$49.00	\$69.00	\$99.00	\$117.00	\$73.00	\$54.00	\$86.00	\$77.00
PRE-FAB STEEL STRUCTURE	\$48.00	\$68.00	\$94.00	\$111.00	\$71.00	\$44.00	\$83.00	\$77.00

09/23/16
12:16 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 7

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
17536 ADVANCE AUTO PARTS							
00001826	619625138670	pump & therm E-450 rpr	50-10-410-430.10	VEHICLE REPAIR AND MAINTENANCE	99.82	99.82	
00001826	619625138670	pump & therm E-450 rpr	55-20-420-430.10	VEHICLE REPAIR & MAINTENANCE	99.83	99.83	
	619625238709	ret prts p.o.1826 inv8670	50-10-410-430.10	VEHICLE REPAIR AND MAINTENANCE	0.00	-3.04	
	619625238709	ret prts p.o.1826 inv8670	55-20-420-430.10	VEHICLE REPAIR & MAINTENANCE	0.00	-3.04	
					199.65	193.57	
16285 BARTOL, CURT PHD							
00200189	091416	3 MMPI's prospective PD	10-20-420-330.00	OTHER PROFESSIONAL	75.00	75.00	
17950 BCBSVT							
	54730001622	October Health Insurance	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,929.08	
	54730001622	October Health Insurance	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	3,448.04	
	54730001622	October Health Insurance	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	3,979.68	
	54730001622	October Health Insurance	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	11,731.44	
	54730001622	October Health Insurance	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	54730001622	October Health Insurance	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	54730001622	October Health Insurance	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,518.96	
	54730001622	October Health Insurance	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	4,268.28	
	54730001622	October Health Insurance	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	253.16	
	54730001622	October Health Insurance	10-40-441-210.00	Group Health Ins	0.00	195.63	
	54730001622	October Health Insurance	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	1,012.64	
	54730001622	October Health Insurance	10-50-452-210.10	Group Health Insurance	0.00	2,941.72	
	54730001622	October Health Insurance	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	1,733.45	
	54730001622	October Health Insurance	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
	54730001622	October Health Insurance	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
					0.00	35,447.48	
19000 BOND AUTO PARTS, INC.							
00001793	17IV062231	transfr pump E450 rplc	50-10-410-612.00	GENERAL SUPPLIES	4.94	4.94	
00001793	17IV062231	transfr pump E450 rplc	55-20-420-612.00	GENERAL SUPPLIES	4.95	4.95	
00001793	17IV062321	oil for trash pump	50-10-410-612.00	GENERAL SUPPLIES	2.00	2.00	
00001793	17IV062321	oil for trash pump	55-20-420-612.00	GENERAL SUPPLIES	1.99	1.99	
					13.88	13.88	
19190 BOUND TREE MEDICAL							
00012069	82263849	Curaplex ob kit	10-20-422-612.00	GENERAL SUPPLIES	30.36	30.36	
00012069	82265213	Curaplex oral airway	10-20-422-612.00	GENERAL SUPPLIES	3.16	3.16	
					33.52	33.52	
27806 BUSINESS CREDIT CARD SERVICES							
00008724	11677847320	Conference Travel - TM	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	396.20	396.20	
00001825	1229571	rbld kit wtr prssr rdc vl	55-20-420-612.00	GENERAL SUPPLIES	198.10	198.10	
00008723	702544	Community Tourism Dev.	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	144.45	144.45	
					738.75	738.75	
54050 CASELLA WASTE SYSTEMS INC							
	2570109	August Trash/Recycling	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		2570109	August Trash/Recycling	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2570109	August Trash/Recycling	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						0.00	1,035.81	
26422 CHOICE COBRA, LLC		RC040309	July Cobra Admin. Fee	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
		RC041193	Sept Cobra Admin. Fee	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
						0.00	76.50	
27380 COMCAST		82389SEP16	9/16-10/15 pd	10-20-420-340.00	TECHNICAL	0.00	144.85	
29401 DICESARE, LAURIE		00051834	092016 intro Mah Jongg 9/17/16	10-50-451-330.10	PROFESSIONAL PROGRAMS	50.00	50.00	
30179 DUBOIS & KING INC		00006664	916100 Wetland Delineation	38-60-461-330.06	RTP Prof Services	2,235.00	2,319.50	
43491 DUCHESNEAU, KIMBERLY			09/10/16 Labels for kids stickers	10-50-452-830.16	TOWN EVENTS	0.00	18.79	
30229 EAGLE POINT GUN		00200185	107890 ammo acdmy traing Scalise	10-20-420-612.00	GENERAL SUPPLIES	130.00	139.00	
30576 ELSAG NORTH AMERICA		00200186	21099 rpr LPR camera '16 Ford	10-20-420-430.10	VEHICLE MAINTENANCE	588.38	588.38	
85900 FRANK W. WHITCOMB CONSTRUCTION COR		00003678	00672820 Gravel	10-30-430-602.20	PLANT MIX / GRAVEL	1,143.82	1,143.82	
34350 GALE/CENGAGE LEARNING		00051831	58834837 lg prnt Adlt Sept	10-50-451-640.35	BOOKS-LARGE PRINT	26.24	26.24	
		00051831	58879691 lg prnt Adlt Sept	10-50-451-640.35	BOOKS-LARGE PRINT	272.71	272.71	
						298.95	298.95	
64708 HAMILTON, RACHEL		440322B-A	440322B-a cancelled rowng	10-50-000-347.00	RECREATION FEES	0.00	20.00	
36691 HD SUPPLY WATERWORKS, LTD		00001801	G036304 rplnsh stk rpr wtr lines	50-10-410-612.00	GENERAL SUPPLIES	772.49	772.49	
		00001801	G036304 rplnsh stk rpr wtr lines	55-20-420-612.00	GENERAL SUPPLIES	772.49	772.49	
		00001801	G067702 50 dual chk stk prts rpln	50-10-410-612.00	GENERAL SUPPLIES	681.09	745.24	
		00001801	G067702 50 dual chk stk prts rpln	55-20-420-612.00	GENERAL SUPPLIES	681.10	745.26	
						2,907.17	3,035.48	
64706 HEUER, WOLFGANG & NOELLA		091416	8/15 zoning permit appl	10-10-000-341.00	RECORDING FEES	0.00	6.50	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		091416	8/15 zoning permit appl	10-60-000-341.00	ZONING PERMIT FEES	0.00	41.00	
		091416	8/15 zoning permit appl	23-10-000-341.00 ✓	RECORDING FEES	0.00	3.50	
						-----	-----	
						0.00	51.00	✓
40700 INGRAM LIBRARY SERVICES								
	00051816	61081232	Adult Books	10-50-451-640.10	BOOKS-ADULTS	32.82	32.82	✓
	00051789	61081334	child July bks	10-50-451-640.25	BOOKS-CHILDRENS	41.39	32.83	-
	00051789	61081334	child July bks	10-50-451-640.30	BOOKS-JUVENILE	7.55	0.00	
	00051816	61081335	Adult Books	10-50-451-640.10	BOOKS-ADULTS	14.95	14.95	✓
	00051816	61082069	Adult Books	10-50-451-640.10	BOOKS-ADULTS	66.20	66.20	✓
	00051804	61085379	Adult bks Aug	10-50-451-640.10	BOOKS-ADULTS	36.01	26.61	-
	00051816	61085869	Adult Sept bks	10-50-451-640.10	BOOKS-ADULTS	19.29	19.29	✓
	00051815	61087029	child's bks Sept	10-50-451-640.25	BOOKS-CHILDRENS	198.17	198.17	✓
	00051810	61087377	Sept Audio bks	10-50-451-640.15	AUDIOS	233.45	244.18	✓
	00051816	61087378	sept Adult bks	10-50-451-640.10	BOOKS-ADULTS	16.67	16.67	✓
	00051816	61088295	sept adult bks	10-50-451-640.10	BOOKS-ADULTS	38.98	38.98	✓
	00051816	6183562	Adult Sept bks	10-50-451-640.10	BOOKS-ADULTS	32.24	32.24	✓
	00051815	66749082	juv bks Sept	10-50-451-640.30	BOOKS-JUVENILE	20.66	20.66	✓
	00051816	66749083	Adult Books	10-50-451-640.10	BOOKS-ADULTS	31.65	31.65	✓
	00051810	66752257	Sept adudio bks	10-50-451-640.15	AUDIOS	48.26	48.26	✓
	00051815	66752316	child's bks Sept	10-50-451-640.25	BOOKS-CHILDRENS	9.77	9.77	✓
	00051815	66752447	child bks Sept	10-50-451-640.25	BOOKS-CHILDRENS	21.26	21.26	✓
						-----	-----	
						869.32	854.54	
40726 INNOVATIVE SURFACE SOLUTIONS								
	00003698	INV34272	Road Chloride	10-30-430-602.10	CHLORIDE	3,687.54	3,687.54	✓
47823 MAILFINANCE INC.								
		N6121169	10/8/16-1/7/17	10-10-416-610.10	POSTAGE MACHINE RENTAL	0.00	422.82	✓
49500 MCRAE AUTO SERVICE								
	00011055	13504	E-5 Throttle rpr	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	180.56	95.00	✓
	00011055	13541	U-1 oil, filter inspect	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	270.64	270.64	✓
	00011055	13542	E-1 oil, fluids	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	348.80	348.80	✓
	00011061	13544	Rpr Brakes Eng 1	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,200.00	1,539.52	✓
						-----	-----	
						2,000.00	2,253.96	
73135 MESSENGER PRINT & DESIGN								
	00005792	20092	FallWinterRecProgramGuide	10-50-452-550.00	PRINTING & BINDING	1,400.00	1,400.00	✓
53260 MILTON HISTORICAL SOCIETY C/O GEN'								
		2017-01	Fy '17 allocation	10-40-441-830.01	General Stannard House	0.00	500.00	-
53475 MILTON LITTLE LEAGUE BASEBALL								
	00005785	20160918	FY'17 allocation	10-50-452-830.04	LL BASEBALL & SOFTBALL	500.00	500.00	✓
57350 NEW ENGLAND MUNICIPAL RESOURCE								
		37246	Assessor Work	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	350.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		37248	Assessor Work	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	425.00	
		37249	Assessor Work	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	575.00	
						0.00	1,350.00	
57413 NEW HORIZON COMMUNICATIONS CORP								
		011393-AUG16	August Communication Serv	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.38	
		011393-AUG16	August Communication Serv	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.82	
		011393-AUG16	August Communication Serv	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.82	
		011393-AUG16	August Communication Serv	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.68	
		011393-AUG16	August Communication Serv	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.68	
		011393-AUG16	August Communication Serv	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
		011393-AUG16	August Communication Serv	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	193.82	
		011393-AUG16	August Communication Serv	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.58	
		011393-AUG16	August Communication Serv	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	107.56	
		011393-AUG16	August Communication Serv	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.76	
		011393-AUG16	August Communication Serv	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.55	
		011393-AUG16	August Communication Serv	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.41	
		011393-AUG16	August Communication Serv	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.80	
		011393-AUG16	August Communication Serv	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.14	
		011393-AUG16	August Communication Serv	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.27	
		011393-AUG16	August Communication Serv	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	37.32	
		011393-AUG16	August Communication Serv	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.14	
		011393-AUG16	August Communication Serv	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.14	
		011393-AUG16	August Communication Serv	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.14	
		011393-AUG16	August Communication Serv	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.82	
		011393-AUG16	August Communication Serv	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.07	
		011393-AUG16	August Communication Serv	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.88	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	69.29	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.86	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.07	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.85	
		011393-AUG16	August Communication Serv	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.74	
						0.00	1,283.19	
57495 NEW YORK CLEANERS								
		83116	August PD Dry Cleaning	10-20-420-650.00	UNIFORMS	0.00	333.10	
58200 NORTHEAST DELTA DENTAL								
		925-OCT'16	Oct dental prem	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56	
		925-OCT'16	Oct dental prem	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	
		925-OCT'16	Oct dental prem	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	195.87	
		925-OCT'16	Oct dental prem	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	994.21	
		925-OCT'16	Oct dental prem	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
		925-OCT'16	Oct dental prem	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
		925-OCT'16	Oct dental prem	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	34.27	
		925-OCT'16	Oct dental prem	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	632.85	

09/23/16
12:16 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 7

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	925-OCT'16	Oct dental prem	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	128.76	
	925-OCT'16	Oct dental prem	10-40-441-210.15	Group Dental Ins	0.00	8.98	
	925-OCT'16	Oct dental prem	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
	925-OCT'16	Oct dental prem	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
	925-OCT'16	Oct dental prem	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-OCT'16	Oct dental prem	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-OCT'16	Oct dental prem	10-50-452-210.15	Group Dental Insurance	0.00	157.56	
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					0.00	3,199.77	
64706	PARADEE, BEVERLY						
	091216	Plot #1461 bybck V Cem	60-30-432-990.00	Refund Plot Fees	0.00	400.00	
62520	PREMIER TIRE & AUTOMOTIVE CORP						
	00200184	72517 Tail Light Bulb-Cruiser	10-20-420-430.10	VEHICLE MAINTENANCE	22.21	22.21	
	00003701	72834 2 trailer tires- hydro sd	10-30-430-430.10	VEHICLE MAINTENANCE	145.00	146.00	
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					167.21	168.21	
62670	PRIMMER PIPER EGGLESTON & CRAMER P						
	142254	Bombardier Land Financing	10-10-405-330.10	GENERAL GOVERNMENT	0.00	750.00	
65050	REPRO						
	00006670	94890 500 zoning permit signs	10-60-461-550.00	PRINTING & BINDING	173.00	148.00	
67325	ROUND HILL FENCE INC						
	00009379	10664 8/29/16 svcs call	10-30-432-430.00	REPAIR & MAINT-FACILITIES	763.00	763.00	
71797	SCALISE, FRANK						
	0704-082716	2016 TuitionReimbursement	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	1,200.00	
70769	SHERWIN WILLIAMS CO						
	00009368	5372-9 field marking paint	10-30-432-612.10	PLAYING SURFACE SUPPLIES	251.64	251.64	
48700	SYMQUEST GROUP INC						
	1063657	Sept. Copier Bill - TC	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	39.60	
21288	SYNCE/AMAZON						
	00200179	1347400 SS pin kit Glock Coulombe	10-20-420-612.00	GENERAL SUPPLIES	21.41	19.99	
	00200179	5916266 gun cleaning patches	10-20-420-612.00	GENERAL SUPPLIES	13.61	13.61	
	00051835	6400248 Aulld DVD's Oct	10-50-451-640.50	VIDEOS	14.79	14.79	
	00051817	6877829 Adutl DVD's	10-50-451-640.50	VIDEOS	83.86	83.86	
	00051817	6877829B Adult DVD's	10-50-451-640.50	VIDEOS	16.99	15.00	
	00051817	7429838 Adult DVDs	10-50-451-640.50	VIDEOS	105.72	105.72	
	00200179	7693868 Coulombe glock rpr	10-20-420-612.00	GENERAL SUPPLIES	36.80	36.80	
	00200179	7867444 vise block Glock	10-20-420-612.00	GENERAL SUPPLIES	61.95	61.95	
	00200179	8900265 Kroil	10-20-420-612.00	GENERAL SUPPLIES	26.23	26.23	
	00051817	9710648 Adlt DVD	10-50-451-640.50	VIDEOS	13.43	13.43	
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					394.79	391.38	
76719	THE TECH GROUP, INC.						
	00200182	71580 Replacement Computers-3	10-20-420-613.00	TECHNOLOGY	3,045.00	3,105.00	

09/23/16
12:16 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 7

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 09/27/16 thru 09/27/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
76428 TOWN OF COLCHESTER								
	00200187	091316	1/3 7/1-6/30/17 dsptch sv	10-20-420-340.00	TECHNICAL	38,793.22	38,793.22	
	00200187	091316	1/3 7/1-6/30/17 dsptch sv	10-20-421-340.00	TECHNICAL	19,396.61	19,396.61	
	00200187	091316	1/3 7/1-6/30/17 dsptch sv	10-20-422-340.00	TECHNICAL	19,396.61	19,396.61	
						-----	-----	
						77,586.44	77,586.44	
76960 U.S. BANK EQUIPMENT FINANCE								
		313322422	9/10-10/10/16 muni copier	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	479.43	
78210 UNIFIRST CORP								
	036	1766920	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036	1766920	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036	1766920	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036	1766921	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036	1766921	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036	1766921	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036	1766922	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036	1766922	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
	036	1766922	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	18.48	
						-----	-----	
						0.00	119.65	
71063 US POSTAL SERVICE(NEOPOST POSTAGE-								
		091916	mtr #08016151 replnsh	10-00-000-190.00	PREPAID POSTAGE	0.00	2,500.00	
82984 VCJTC								
	00200154	160912054	9/15 VT Chief's mtg	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	11.00	11.00	
80060 VERMONT CENTER FOR INDEPENDENT LIV								
		2017-09	Support FY17	10-40-441-830.27	VT Ctr for Indep Living	0.00	250.00	
70301 VERMONT HUMANITIES COUNCIL								
	00051836	SB-8709	Adlt program Skiffs-Sail	10-50-451-330.10	PROFESSIONAL PROGRAMS	75.00	75.00	
75680 VERMONT INFORMATION CONSORTIUM LLC								
		382458	Bounced CC - Hempstead	10-10-413-830.00	Credit Card Pass Through	0.00	35.00	
82994 VISION SERVICE PLAN-CONNECTICUT								
		0011797OCT16	Oct vision premiums	10-10-404-520.80	VISION SERVICE PLAN	0.00	661.19	
		0011797OCT16	Oct vision premiums	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
		0011797OCT16	Oct vision premiums	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
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						0.00	727.45	
81055 VLCT / VERMONT LEAGUE OF CITIES &								
	00008732	2016-17713	6/14 WH consult	10-10-416-330.00	OTHER PROFESSIONAL	66.00	66.00	
84400 VLCT PACIF, INC.								
	00006672	091116	10/6 Town Fair '16 Pitts	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	70.00	60.00	

1 **Milton Selectboard Meeting**
2 **September 13, 2016 at 6:00 p.m.**
3

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

7 **Selectboard Members Not Present:** None
8

9 **Staff Members Present:** Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; Erik Wells,
10 Director of Administration; Jacob Hemmerick, Planning Director
11

12 **Others Present:** Cindy Reed; Rachel Schelz; Tana Randall Wolfe; John Messier, Armand Turner
13

14 **I. Call to Order**
15

16 **II. Flag Salute-** Darren Adams led the attendees in a Salute to the flag
17

18 **III. Agenda Review- none**
19

20 **IV. Public Forum**

21 Tana Randall Wolfe a resident of the road invited the Selectboard to go to Devino Road to see it for
22 themselves. Residents will be asking for the board to reclassify the road and request the Town to
23 perform maintenance on the Class 4 Road. Other residents spoke and expressed their concern with
24 the condition of the road, especially the culverts. The next meeting on Sept 26 will discuss Devino
25 Road in detail.
26

27 **V. New Business and Department Items**

28 **A. Impact Fee Ordinance Amendment**

29 Donna Barlow Casey asked the board to look at the Impact Fee Ordinance and to revise how the
30 Town collects funds. Cindy Reid of Cathedral Square explained that they were aware of the impact
31 fee amount in FY '16 but were not aware of the fee change for fiscal year '17. The fee change
32 increased the Elm Place project's fee an additional \$40,000.00. Cindy asked if the board would be
33 willing to waive that amount since it would cut into the budget of the energy efficiency work they
34 had planned to do on the building. This will be a high performance energy efficient housing
35 development for low income seniors, which is the first in Milton. Their expected date of occupancy is
36 March 1 2017.
37

38 The board first wants to look to see if it can legally can make these kind of impact fee changes and
39 then bring this topic back up next meeting.
40

41 **B. Update on FY '17 Paving Projects**

42 Erik Wells and Dustin Keelty gave an update letting the board know that the paving bids have gone
43 out and they are due by Sept 23, 2016 by 11:00am to be considered. These bids include the paving
44 sections of Sanderson Road, North Road and Middle Road. The estimated cost for Sanderson Road
45 right now is \$205,104.00 plus the amount of paving that they will need as well. Wells and Keelty
46 expressed savings would be achieved by using Town staff to perform the work and this figure
47 reflected the estimated cost for contracting the work out. The board mentioned that if all three
48 roads weren't able to be finished by the end of the year, that they would push back the Middle Road
49 paving.
50

51 Adams asked about the message boards costs as there are only three signs and it is costing
52 \$23,000.00 with the estimate. Keelty explained that the cost of renting 3 message board signs for
53 one month was cheaper than purchasing them. The message boards cost \$18,000.00 to buy just one
54 message board.

55
56 **C. Sanderson Road Project Exception to \$10,000 Notification**

57 The Selectboard agreed unanimously that the project amount can be spent up to \$104,000.00
58 without having to bring it to the board for approval. They asked that if the amount went over that a
59 discussion is had.

60
61 **D. McMullen Road Sidewalk Project Update**

62 Erik Wells informed the board that the project was substantially completed before the projected
63 finish date of September 1, 2016. VTrans went out and inspected the sidewalk and was pleased with
64 the work and signed off on it. The project management team and the contractor All Seasons
65 Excavating identified a punch list of small items to complete to get the project completely finished.
66 Wells stated that since there was extra money left over from the grant that the board consider a
67 value add to the project of a drywell stormwater drain in the Town easement adjacent to #127
68 McMullen. This would be covered by the grant cost share. This would solve an ongoing issue on the
69 roadway. In addition, there are funds available to replace some old worn out sidewalk panels at the
70 Hobbs Road end, and add a crosswalk to the project. He also explained that due to an error when the
71 project was bid out, the hydroseed mulch quantity was way off. There are enough funds in the
72 project budget to cover it, but they are bringing the change order to the board since it exceeds
73 \$10,000. Wells also explained that with added duration of this work it is also necessary to amend the
74 contract with Hamlin Consulting Engineers. To date, they have exceeded their contract by
75 approximately \$3,000 due to unanticipated design issues during the project.

76
77 A discussion was held regarding the hydroseed mulch quantity overage. Wells explained why this
78 resulted and that the budget for the project covered this. He stated the project is a 90/10 split with
79 VTrans up to \$423,000 and even with these changes tonight the Town's budgeted match was still
80 under. The Town's match of up to \$42,300 was funded through the collection of impact fees.

81
82 A discussion was held regarding the engineering for the project. Wells explained the procurement
83 process required by VTrans asked the construction inspection firm to provide a best estimate for the
84 cost. There were a number of unknown variables when that occurred. As the project went on there
85 were a number of design issues that had to be corrected, and added meetings and tasks that were
86 unanticipated when the project estimate was submitted. Since the board had asked for a not to
87 exceed contract with Hamlin, Wells is bringing it back for an amended total. The time added is
88 intended to be more than enough to complete the oversight necessary for this project. The board
89 requested that Hamlin's time be monitored closely, and contract amendments of not to exceed
90 dollar amount should be brought for approval before the overage occurs. It supports authorizing the
91 added time but not to pay the overage that already occurred.

92
93 Bartlett moved to authorize the Town Manger to approve change order #1 for a storm water
94 drainage system to be installed in the town right-of-way between #127 and #133 McMullen Rd.,
95 second by Cushing. **Approved Unanimously**

96
97 Bartlett moved to authorize the Town Manager to approve change order #3 for the increased
98 quantity cost of hydroseed mulch for the McMullen Road Sidewalk Project. Cushing second.
99 **Approved Unanimously**

100
101 Bartlett moved to amend the services with Donald L Hamlin Consulting Engineers Inc. to an amount
102 not to exceed an additional 140 billable hours, second by Cushing. **Approved Unanimously**

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VII. Reconsideration

A. CCRPC Dispatch Study

Palasik made a motion not to exceed \$5,000.00 in the contribution for research for a dispatch center. Adams second. **Approved Unanimously**

X. Warrant/Report #6

Bartlett moved to approve warrant #6 in the amount of \$428,167.85, Nolan second. **Approved Unanimously**

XI. Meeting Minutes from August 24th and August 29th

Bartlett moved to approve the meeting minutes of August 24th and August 29th as presented, Nolan second. **Approved Unanimously**

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

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

Bartlett moved to enter into Executive Session to discuss Real Estate and Human Resources under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey, Wells, Jake Hemmerick and Armand Turner for the Real Estate discussion; Finance Director Sarah Macy and Barlow Casey for the Human Resources discussion. Second by Nolan. **Approved unanimously.**

Entered Executive Session at 7:52 PM

Bartlett moved to close Executive Session, Cushing second. **Approved unanimously.**

Cushing moved to accept option one for finance office staffing as presented by Sarah Macy. Second by Nolan. **Approved Unanimously**

Closed Executive Session at 10:09pm

XI. Adjournment

Bartlett moved to adjourn at 10:11pm, Cushing second. **Approved Unanimously**

Respectfully Submitted,

Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk