

Milton Selectboard Meeting

December 19, 2016 at 6:00 p.m.
Community Room of the Municipal Complex

Selectboard Members Present: Kenneth Nolan, Vice Chair; John Bartlett, Member (arrived late); John Palasik, Clerk, John Cushing, Member

Selectboard Members Not Present: Darren Adams; Chair

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director of Administration; Nathan Lavallee Water/Waste Water Superintendent; Sarah Macy, Finance Director; Don Turner, Fire/Rescue Chief; Jacob Hemmerick, Planning Director

Others Present: Mary Pratt, Peter Hayes, Nathaniel Carner

I. Call to Order

Nolan called the meeting to order at 6:03 PM

II. Flag Salute

Nolan led attendees in a salute of the flag

III. Agenda Review

None

IV. Public Forum

None

V. Appointment

A. Conservation Commission 4-year unexpired term

Cushing moved to appoint Nathaniel Carner to the Conservation Commission to an unexpired 4-year term, second by Bartlett. **Approved Unanimously.**

VI. New Business and Department Items

A. Acceptance of Municipal Planning Grant

Hemmerick announced that the Municipal Planning Grant request had been fully funded. The Board asked to be kept updated on the progress of its implementation. Cushing moved to authorize the Town Manager to sign the necessary documentation to accept the planning grant on behalf of the Town of Milton, second by Palasik. **Approved Unanimously.**

B. Assessor's Office

Barlow Casey provided the Board with an overview of the staffing situation in the Assessor's Office and the need to mobilize resources to work on filling a backlog of grandlist updates. Town Assessor Ed Clodfelter would be able to have NEMRC staff assist in this piece and work to provide training to current staff and a future

44 addition to the Department. Clodfelter estimated it would cost \$5,000 for 10
45 days of work, the timeline is tight. The Board requested an estimate that
46 reflected what it would take to get the Town to 100% of the backlog taken care
47 of. Palasik moved to accept the recommendation of the Town Manager to
48 increase the hiring range for an Assistant Assessor to \$19.35 to \$23 per hour,
49 second by Cushing. **Approved Unanimously.**

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51 **C. Authorize CAG Uncollectible Debt Write off and New Rates**

52 Macy and Turner explained it is recommended to increase the EMS recovery rate
53 structure to the proposed new amounts. This is something that staff reviews on
54 a regular basis. Macy stated large sums of receivables remain uncollected year
55 after year. Staff recommends that the Selectboard approve a write off the
56 following: FY13 \$31,046.53 and FY14 \$76,454.57 for a total of \$107,501.10 as
57 uncollected receivables. Bartlett moved to approve the resolution as presented,
58 second by Cushing. **Approved Unanimously.**

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60 **VII. Old Business (taken up first on agenda)**

61 **A. Ellison Street Odor Issue Update**

62 Lavallee stated readings continue at the manholes every two minutes in front of the
63 Pratts and the Ellison/Edward Street intersection. Levels are shown to be down in
64 the manhole, but the odor is still intermittently present in the residents homes.
65 Nolan requested that an engineer provide pricing for an infrastructure fix, or attend
66 the next meeting. In addition, he asked that Lavallee reach out to colleagues
67 nationally and look for feedback on experiences similar to this.

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69 **B. Staff Sick Leave Policy**

70 Wells presented a revised amendment to the Administrative Code in accordance to
71 Vermont Act 69. He included a verbatim listing of sick leave uses per the final law.
72 He recommends part time regular staff receive 3 hours of sick leave per month
73 effective January 1, 2017. The Town Labor Attorney reviewed the redlined policy
74 change and had no further revisions. Cushing moved to approve the sick leave policy
75 change, second by Bartlett. **Approved Unanimously.**

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77 **C. Criminal Background Check Policy**

78 Barlow Casey provided a draft revised employment/volunteer criminal records check
79 policy. Currently, Town practice is to perform Vermont criminal record checks for all
80 incoming employees and volunteers, and to perform national checks for volunteers
81 and staff working with vulnerable populations. The Board asked that further work be
82 done on the policy and that checking the criminal record history for all volunteers
83 and staff is something to further explore. Palasik offered to assist Barlow Casey in
84 further work on this policy. The Board requested that the employment/volunteer
85 groups are clearly defined and the policy isn't a blanket overview.

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VIII. Manager’s Report

Barlow Casey provided an update on the CCRPC dispatch study. It is scheduled to be completed in the coming months. There has been further discussion among Towns about looking to implement something sooner rather than later for a regional dispatch center. Barlow Casey will continue to keep the Board updated.

IX. Potential and/or Future Agenda Items

None

X. Warrant #14

Palasik moved to approve warrant # 14, second by Cushing. **Approved Unanimously.**

XI. Approval of Minutes from 11/28, 11/30; 12/5, 12/6, 12/7, 12/12, 12/14

Palasik moved to approve the minutes as presented, second by Bartlett. **Approved Unanimously.**

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

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

Palasik moved to enter into Executive Session to discuss contract negotiations under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey. Second by Bartlett. **Approved unanimously.**

Entered executive session at 8:01 PM.

Bartlett moved to close executive session, Second by Cushing. **Approved unanimously. Nolan closed executive session at 9:26 PM.**

There was no action as a result of executive session.

XIII. Adjournment

Bartlett moved to adjourn, Second by Palasik. **Approved unanimously. Nolan adjourned the meeting at 9:27 PM.**

Respectfully Submitted,

_____ Date: _____
John Palasik, Selectboard Clerk

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

ATTEST: _____ **Milton Town Clerk**