

Milton Selectboard Special Meeting

December 28, 2015 at 6:00 p.m.

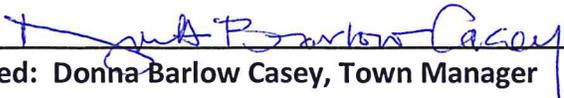
Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

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. **New Business and Department Items**
 - A. **Fiscal Year 2015 Audit**
Review and Discussion
Representatives from Sullivan & Powers, Town Auditors
 - B. **Fiscal Year 2017 Budget**
Discussion and Possible Action for Line Item Allocation Amounts
Donna Barlow Casey, Town Manager; John Gifford Interim Finance Director; Erik Wells, Director Administration & Community Services
- VI. **Minutes Meeting December 8** (To approve with or without corrections)
- VII. **Minutes Meeting December 9** (To approve with or without corrections)
- VIII. **Minutes Meeting December 10** (To approve with or without corrections)
- IX. **Minutes Meeting December 14** (To approve with or without corrections)
- X. **Possible Executive Session for Real Estate per V.S.A. Title 1 Section 313**
- XI. **Adjournment**

Posted December 21, 2015 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.


Signed: Donna Barlow Casey, Town Manager

1 **Milton Selectboard Legislative Breakfast**

2 **December 8, 2015 8:30 AM**

3 **Municipal Building Community Room**

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

6 **Selectboard Members Not Present:** Stuart King; Vice Chair, John Cushing; Member

7 **Staff Members Present:** John Gifford, Interim Finance Director; Erik Wells, Director- Administration &
8 Community Services; Dustin Keely, Public Works Supervisor; Nate Lavallee, Water/Wastewater
9 Superintendent; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation
10 Coordinator; Jacob Hemmerick, Planning Director; Brett Van Noordt; Police Chief

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12 **Others Present:** Rep. Don Turner, Rep. Ron Hubert, Rep. Mitzy Johnson, Sen. Tim Ashe, Sen. Ginny
13 Lyons, Sen. David Zuckerman; Lori Donna, Chair, Planning Commission/ Chair School Board; Henry
14 Bonges, Planning Commission/DRB; Julie Rutz, Planning Commission; Cathy Vadnais, School Board; Pat
15 Moulton, Secretary of Commerce, Dan Gaherty, Conservation Commission, Courtney Lamdin, Milton
16 Independenet.

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18 **I. Call to Order** – Adams called to order at 8:30 AM

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20 **II. Flag Salute-** Adams led attendees in a salute to the flag

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22 **III. Introductions-** Attendees shared who they are and why they are there

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24 **IV. Legislative Breakfast**

25 Board members, staff, commission members and guests discussed public policy items in
26 preparation for the 2016 Legislative Session. Topics covered were: Affordable Housing
27 Covenant, Alternative Economic Development and Act 46 Education Reform.

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29 **V. Adjournment**

30 Adams adjourned the breakfast at 10 AM.

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32 *These proceedings were live-streamed and filmed by LCATV.*

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35 **Respectfully Submitted,**

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37 _____ **Date:** _____

38 **John Bartlett, Selectboard Clerk**

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

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42 **ATTEST:** _____ **Milton Town Clerk**

Milton Selectboard Special Meeting

December 9, 2015 6:00 PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Stuart King; Vice Chair (via video conference); John Bartlett, Clerk; Kenneth Nolan, Member, John Cushing; Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; John Gifford, Interim Finance Director; Erik Wells, Director- Administration & Community Services; Jacob Hemmerick, Planning Director; Sheryl Prince, Town Clerk; Paulette LaFond, Asst. Treasurer; Ed Clodfelter, Assessor

Others Present: Gisela Alpert, Milton Artists' Guild; John Sharrow, Milton Rep. to CCTA; Curt Carter, GBIC

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

II. **Flag Salute**- Adams led attendees in a salute to the flag

III. **Agenda Review**- Wells asked to move the Administrative Services budget discussion to December 10 meeting

IV. **Public Forum**- none

V. **Budget Hearings**

The Board reviewed and discussed the following FY '17 budgets with staff: Economic Development, Assessor, Planning, Town Clerk & Treasurer, Elections, Information Technology, Town Manager, Insurance/Risk Management, Administrative Services, Property Taxes and Assessments.

Gisela Alpert addressed the Board on behalf of the Milton Artists' Guild (allocation is part of Health Budget). John Sharrow provided the Board an update on CCTA operations and Board discussions. Curt Carter provided the Board with an update to GBIC's work and Catamount Industrial Park.

VI. **Adjournment**

Bartlett moved to adjourn. Second by Cushing. Independent roll, **all approved.**

Adams adjourned the meeting at 8:50 PM.

These proceedings were live-streamed and filmed by LCATV.

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Respectfully Submitted,

_____ Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT

Milton Selectboard Special Meeting

December 10, 2015 6:00 PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Stuart King; Vice Chair (via video conference); John Bartlett, Clerk; Kenneth Nolan, Member, John Cushing; Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; John Gifford, Interim Finance Director; Erik Wells, Director- Administration & Community Services; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Meghan Bellavance, Library Director

Others Present: Ted Beaudoin, Jim Ballard, Kate Caderact, Jen Dooley, Tom Frank, Tracy Hempstead, Veronica Valz, Gail Wixson, John Lindsay, Betsy Hoffmeister

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

II. **Flag Salute**- Adams led attendees in a salute to the flag

III. **Agenda Review**- Wells asked to add the Administrative Services budget discussion and discuss staff health care for calendar year 2016 be added to the budget hearings item

IV. **Public Forum**- none

V. **Budget Hearings**

The Board reviewed and discussed the following FY '17 budgets with staff: Health, Library, Recreation, Finance and Selectboard. Legal and contingency budgets will be discussed later in the FY '17 budget process.

Representatives from outside agencies and groups were given up to 5 minutes to discuss funding requests as components of the FY '17 budget (these are allocations within the health budget). Requests discussed were from: Arrowhead Senior Center, General Stannard House Restoration Committee, COTS, Howard Center, Visiting Nurses' Association, Hope Works, Green Up Vermont, Milton Family Community Center, VT Association for the Blind and Visually Impaired, Champlain Valley Agency on Aging, VT Center for Independent Living, Milton Grange, American Red Cross, Milton Community Youth Coalition.

Wells briefed the Board that the Town's Health Plan offering for staff in 2016 should be adjusted due to a major change in 2016- the deductibles are doubling. Wells explained the current structure of the high deductible plan offered including health saving account and health reimbursement arrangements funded by the Town. He is preparing a recommendation for a change and discussing this with union leadership. By reallocating funds from the health reimbursement arrangement budget, which are budgeted based on potential use for co-insurance which is dependent on need, a move could be close to cost neutral and provide a better overall offering for staff to close out FY '16 and in FY '17.

The Board asked Wells and Barlow Casey to work with staff and union leadership to arrive at a decision for how to proceed on health care, and look into other carriers for costs.

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VI. Adjournment

Cushing moved to adjourn. Second by Bartlett. Independent roll, **all approved.**

Adams adjourned the meeting at 9:30 PM.

These proceedings were live-streamed and filmed by LCATV.

Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ **Milton Town Clerk**

DRAFT

Milton Selectboard Special Meeting

December 14, 2015 6:00 PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Stuart King; Vice Chair (via video conference); John Bartlett, Clerk; Kenneth Nolan, Member, John Cushing; Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; John Gifford, Interim Finance Director; Erik Wells, Director- Administration & Community Services; Brett Van Noort, Police Chief; Don Turner, Fire/Rescue Chief

Others Present: None

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

II. **Flag Salute**- Adams led attendees in a salute to the flag

III. **Agenda Review**- Wells asked that the schedule for budget meetings moving forward is discussed

IV. **Public Forum**- none

V. **Budget Hearings**

The Board reviewed and discussed the following FY '17 budgets with staff: Police, Fire, Rescue, Animal Control and Administrative Services.

VI. **Town Employee Health Care Update**

Wells updated the Board after research, analysis and discussions with union leadership he is recommending a switch to the Blue Cross/Blue Shield Rewards Gold CDHP Plan for employees in 2016. He is holding information meetings with staff on Tuesday and both unions will be discussing memorandums of understanding to ratify this week. This move is expected to have a low impact on the FY '17 budget and can be sustained with remaining funds in FY '16 for the first half of the plan year.

VII. **Budget Schedule**

The Board discussed the schedule moving forward. It will discuss the capital improvement budget and debt service on December 21st, and begin to discuss possible line item adjustments at a budget meeting to be scheduled December 28th.

VIII. **Adjournment**

Cushing moved to adjourn. Second by Bartlett. Independent roll, **all approved**.

Adams adjourned the meeting at 8:00 PM.

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Respectfully Submitted,

_____ **Date:** _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Town Clerk

DRAFT