Milton Selectboard Meeting Minutes

Aug 3, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: Stuart King, Vice Chair/Acting Chair; John Bartlett, Clerk; John Cushing, Member

Selectboard Members Not Present: Darren Adams, Chair; Kenneth Nolan, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Joanne Davis, Financial; John Gifford, Treasurer, Roger Hunt, Public Works Director

Others Present: Courtney Lamdin, Milton Independent; Bryan Davis, CCRPC; Jenn Taylor, Sharon Radtke, Nicole Bushey, Jessica Groeling

I. Call to Order – King called to order at 6:00

II. Flag Salute – King led the attendees in a Salute to the Flag.

III. Agenda Review- none

IV. Public Forum

Railroad Street Rail Crossing Sidewalk – public information meeting.

Toole Design Group Scoping Study - Patrick Baxter, Senior Engineer presented alternative options for providing pedestrian and bicycle accommodations at the gap in the sidewalk on Railroad Street at the railroad crossing.

Open to address public concerns or other considerations.

King questioned proposed cost of project – Baxter stated currently developing 2-3 alternatives and then present costs on those options to SB within 4-6 weeks and then review process. Confirmed railroad involved in process.

Baxter confirmed within $22,000 estimate and 3-4 months to complete within construction season.

Cushing questioned money to carryout and that many project/studies on books unknown to when/how get done. Hunt stated study is being done to know for capital improvement plan and to apply grants next year, 3-4 opportunities. King indicated first designs seen by board although project listed on $65,000 listed on Capital improvement FY '15 YE already behind. Hunt realistically want scooping study done to identify all hidden costs before apply for grant with good numbers. Concern doing studies but not carrying out.

King inquired to easement waterline crossing railroad. Hunt stated Cherry St paid over 10 years. Another easement in '99 for sewer over Railroad St pay $100/yr

Baxter & Hunt offered contact for questions e-mail or call. Be back in 4-6 weeks.

V. New Business and Department Items

A) Milton Community Champion Awards Update

Jenn Taylor and Sharon Radtke request not disclose names before tomorrow the actual presentation of Awards. Have eight very good candidates great for first year. Difficult to decide but ended with two that really stuck out.

Bartlett to give informational speech on committee & Barlow Casey to present actual awards between 6:15-6:30 tomorrow night. Awards designed by Bill unique to Milton all candidates will receive a certificate of appreciation signed by board.

B) Entertainment permit for Highland Ave. Block Party

Donna Barlow Casey, Town Manager briefed – Wells handled. Reason before selectboard is actual portion of road blocked off. Fire, Rescue, Police have been contacted and no concerns. Adams agreed to waive fee. If any emergency, blocks (assistance by public works, maybe travel cones) need to be moved quickly.
Nicole Bushey, Jessica Groeling present to make request and answer questions.

King typical? Road blocked & liquor being served.
Barlow Casey feels will be presenting more & more with some modification to policy that Wells has encountered that need some adaptation.

Cushing made motion to approve request for entertainment permit of Highland Ave. Block Party. Second Bartlett
Discussion – advertised as block party coming and going of people that don't live there. Very restricted area between stop sign and Shannon Way still allow access middle. Talked to four driveway homeowners and approved.
All Approved.

C) Setting the tax rate for fiscal year 2016
John Gifford, Treasurer and Joanne Davis Finance Manager

Gifford explained two taxes: municipal & education tax and board is determining municipal. Recommend rate of .5188, which was also reviewed by state auditor coming up with nearly same rate using a different method recommend go with treasurer calculation.
Factors effecting slightly higher March estimated rate or.50 up from .48:

- Disabled Veterans exemption
- Fifty one muni exempt properties, several town owned – educational still due
- TIF district readjusted municipality payment separate from general fund
- Three historical Articles reserved .0075: Fire Rescue, Roads & Sidewalk, Recreation

The estimated proposed tax rate increase of .50, told to voters in March, is estimated too low in same manner .48 from previous year was too low. Town Manager used same methodology for .50 estimate proposed too low a rate not allowing for historical Articles.

King clarified established estimated proposed rate of .4926 in Jan. however, 'true rate' can't be determined until after Grand List established. Recommends support of treasurer recommendation of .5188. Rate required to achieve amount voter approved.

Bartlett suggested present primer on how calculated on tax bill for taxpayer education.
Calculate property value (Assessed Value/100)
x $1.4013 total for homestead education rate +
x .5188 for municipal. Add for Gross Tax (pre any state rebate).
or Property Value (assessed value/100) x combined muni & educ. Rate of 1.9201
(Non-residential higher Educational Rate 1.4575. ***Note: Only 2 acres is used for homestead rate.)***

Cushing questioned Grand List only increase by $100K if one particular building on last year recognized – maybe in prior year. Gifford verified he spoke with Assessor who confirmed correct as of 4/1. Should not be losing in Grand List. Auditor on TIF .75% not fully funded Assessor hasn't changed mind on how to handle. Two years rate under what should've been and should be considered during budget.

King recalled recommended by Assessor to board to remove or adjust valuation during year Tasked Barlow Casey to follow-up report on additions & deletions of Grand List Values.

Bartlett moved Municipal tax rate for FY '16 at .5188. Seconded by Cushing.
Discussion – Cushing because of situation ask Barlow Casey to review existing budget and see if cut up to $100K if can reduce. Highest increase on muni side in some time, almost .03, review would go into fund balance to level off next time. King SB mission is to spend less than proposed through effective management to hold spending. Opportunity to review start next years budget and look for options as Manager and department heads.

Roll Call vote. All approved.

Appreciate willingness to incorporate Town Manager in process. Teamwork special thanks.

D) Public Works Update on Summer Projects
Roger Hunt, Public Works Director
Being first PW update Hunt request from SB what they want to see.

Bartlett multiple projects, a visual representation that lines up projects and quantifies where each project is at. Visual, updated timeline – projects, grant funding -moved or why it hasn't.

King –recommend meeting attendance to answer unknown status, complaints because you deal directly. Meeting every two weeks can't wait for answer on what comes up during meeting.

Cushing desire is to now how many projects studied, including public works garage. How much for each study, when anticipate completion or if it's going to done. Capital plan staff puts together and board approves then no updates to answer to people. Board, manager, people need to know. Report on when last time blacktop laid on state aid highway how much, when, and where.

Ex. Duffy culvert East Rd bridge #6 3 yrs. Hunt stated study complete determined unable to complete project – grant was for study not work. Study on Lake rd culvert grant for State help right size of culvert when? Next summer.
Ditching? Last fall last summer and this fall. Hunt started program last year before pave going out to cut shoulders – dirt roads wash out if 3" of rain.

Hunt established own spreadsheet.

Bartlett request that arm mower be discontinued for trimming tree lines. Benefit does not outweigh method. Mowing maintain site of safety visibility by certain distance.

Establishing sign policy on task list. In budget to update Route 7 signage.

Suggest staff responsibility of plowing "route" take ownership of upkeep. Believe want to do right thing. Hunt does take input – did in 2013 carryover to pavement plan which need reconstruction due to funding. King do now vs. spring. Hunt need to properly prep, ditching. Barlow Casey work with Hunt going through fall more real time reporting focus on items and efficiencies.

Bartlett posed question if plowing season comp time effects productivity during summer. Comp time in lieu of OT for exempt employees.

Hunt wanted to follow-up on McMullen road – still in right of way. Three temporary easements all signed submitted to state, 1 permanent easement – compensation request – federal rules require property values under $10K waiver by Assessors, reviewed by state 3 weeks just for that one property. Then goes back to state for review before go ahead. Plan at 90% before property acquisition to get done. Going on two years for simple, not done before '16. May or May not get done before Oct., if not be mess all winter long. North Rd is going to cost around $330K have now spent part.

A lot of information but need to speak with every meeting.

VI. Old Business

A) Authorize Purchase of New furnishings of Town Manager's Office
Donna Barlow Barlow Casey, Town Manager

Cushing moved to approve authorization of presented proposal to replace furnishings in Town Manager's Office. Bartlett Seconded. Discussion –none. **All Approved.**

King mentioned only $375 in budget find somewhere –Barlow Casey & Cushing said it's in proposal.

VII. Reconsideration

VIII. Manager's Report
Donna Barlow Barlow Casey, Town Manager

- Planning now 100% staffed – New Planner position to start next couple weeks.
- Wed. night 'Meet Manager' offers excellent opportunity to stop by every Wednesday through Sept. 9th. Committed to open door policy and others stopping by office.
- Meeting with dept. heads follow-up talk with Bohne – Interim Manager.
- Bohne's recommend formulating Town Manager search policy moving forward.

Barlow Casey to put "goal setting session" with selectboard on calander sooner the better, review availability with Adams. Bartlett suggested utilizing '5th Monday' as regular slot for review.

King inquired to replacing staff opening in town office and Barlow Casey has discussed having former fellow in office with Herrick – in process.

Note Resolution still have John Gifford as vice chair in template – need to correct.

IX. Potential and/or Future Agenda Items

X. Warrant/Report # 3 (To approve with or without corrections)

Bartlett said he reviewed the Warrant #'s and the Special Warrant did not need # so this is truly Warrant #3

The amount of these orders is $59,991.50

A few items of mention, in random order:

- Place Sense, $2,017.20 – consulting services, tech review of Milton's adopted zoning focusing on area subject to interim zoning bylaws, contract term 6/19-10/31/15, NTE $3,140.
- Stitzel, Page, Flectcher, $43,349.22 (April/May $31,898.99, June $11,450.23). Bartlett to photocopy these invoices and provide to Selectboard members for discussion.
- US Bank Leasing, $711.48 – new shared Kyrocera copier/printer for Town office includes some transitional fees and an origination fee. Future monthly rental $498.93. Lease to purchase? Heavy duty hopefully providing efficiencies. It's cost of Capital Budget Item.

Cushing questioned legal fees over 3-4 yrs. King spend time on couple of cases. Bartlett asking for synopsis, 15 min add up quickly. Barlow Casey to meet with Fletcher attorney to get handle for next meeting.

Bartlett Move to recommend approval of warrant # 3 in the amount of $59,991.50. Seconded by Cushing. No discussion. **All approved.**

Bartlett stated no supplemental warrants.

XI. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313 - none

XII. Adjournment

Motion made by Cushing to adjourn. Second by Bartlett. All Approved.

King adjourned meeting at 7:10PM

These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.

Respectfully Submitted,

_____ **Date:** 8/17/15

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 24 **day of** Aug., 2015

ATTEST: _____ **Milton Town Clerk**