# Milton Selectboard Meeting Minutes

**September 10, 2015 6:00 P.M.**

**Municipal Building Community Room**

**Selectboard Members Present:** Darren Adams, (via phone) Stuart King, Vice Chair/ Acting Chair; John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

**Selectboard Members Not Present**: None

**Staff Members Present:** Donna Barlow Casey, Town Manager; Erik Wells, HR Coordinator; Jacob Hemmerick, Planning Director; Dustin Keelty, Public Works Supervisor

**Others Present:** Courtney Lamdin, Henry Bonges, Jim Ballard, Robert Lombard, Allen Beaupre

**I. Call to Order -** King called meeting to order at 6:03 PM

**II. Flag Salute -** King led the attendees in a Salute to the Flag

**III. Agenda Review** – None

**IV. Public Forum –** Donna Barlow Casey and Erik Wells presented to the Selectboard a portrait of John Cushing, who formerly served as Town Clerk and Treasurer for 46 years. The portrait was painted by staff member Paulette LaFond. It will be hung in the Community Room to recognize John's service to the people of Milton.

**V. New Business and Department Items**

**A. Entertainment Permit for "The Monster Mile" Fun Run**

Courtney Lamdin of the Milton Independent, event organizer, provided an overview of the 1.1 mile fun run/walk in costumes to take place Saturday, October 24.

Cushing moved to approve the Entertainment Permit for The Monster Mile event. Second by Adams. **Approved 5-0 Roll Call Vote.**

**B. Introduction to Municipal Planning Grant Program**

Planning Director Jacob Hemmerick provided an overview of the municipal planning grant program. If obtained, the grant would assist in supporting research and development of bylaw adjustment under interim zoning. Hemmerick will bring a grant application to the Selectboard for approval at the September 21 meeting.

*(Darren Adams left the meeting via phone due to technical difficulties)*

**C. Acceptance of the Milton Village Cemetery Property & Assets**

Wells stated this is the final step in the process initiated over a year ago. The Selectboard moved in June to express intent for the Town to accept the Village Cemetery and its assets, provided the Village Cemetery Association dissolve. This condition is referenced in State Statute for this property acquisition to occur. The Village Cemetery Association dissolved on September 1, 2015. Wells explained all vested parties in Town Administration had recently met and the capacity exists to manage the Village Cemetery now and into the future. The Town is also prepared to construct an

access road to the new section on the hill. Public Works Supervisor Dustin Keelty affirmed the management of the cemetery, and stated maintenance work will look to continue to be contracted out, as is current practice. Robert Lombard of the former Village Cemetery Association stated all the outstanding debts will be paid in full before the financial assets are transferred to the Town. There will likely be $6,000 - $7,000 of financial assets to turn over to the Town. Lombard added the Association will provide the Town with all the documentation for the cemetery, including the historic book recording burial rights from the 1800s to present. Wells stated the cost to insure the property with VLCT PACIF will likely be $200 a year. He along with Keelty inspected the vault on the property with the Town's PACIF consultant and the structure is in very good condition. He has set a tentative closing for the property on Tuesday, September 15th pending the Selectboard's approval this evening.

Cushing moved to accept the Village Cemetery Property and its Assets for the Town of Milton. Second by Bartlett. **Approved Unanimously.**

**D. Administrative Code Revisions- Relationship with Vendors**

Wells explained this is a housekeeping item in accordance to FEMA requirements. The language change is in a redlined document provided to the Selectboard. The Town will be filing an application for FEMA aid from a summer storm, and to do so it must prove that a clause in its purchasing policy that directly states no favoritism with vendors. This adds that clause to the policy directly, and is overall a good item to have in the Town's purchasing policy.

Bartlett moved to accept the Administrative Code changes to the purchasing policy as presented. Second by Cushing. **Approved Unanimously.**

**E. Set Date for Next Selectboard Meeting**

The next scheduled Selectboard Meeting is September 21. There are no Selectboard member conflicts that day. The meeting will be held as scheduled.

**VI. Old Business**

**A. Finalize Town Manager Search Procedure**

Barlow Casey stated the changes suggested in the procedure have been made. The Selectboard stated this will serve as a guidance document in future Town Manager searches and the timeline it provides is helpful.

Cushing moved to adopt the Town Manager Search Process as presented and make it part of the Administrative Code. Second by Nolan. **Approved Unanimously.**

**VII. Reconsideration-** none

**VIII. Manager's Report**

Barlow Casey provided the Selectboard with an update on items that had been previously discussed and some of her work the past two weeks. Provided with this week's agenda was also an example agenda which included items in a consent agenda format. She had a very productive and informative meeting and discussion with the Highway Department staff and will continue to meet with them. Water disconnects recently occurred, and she will be looking at strategies and methods to improve customer service during that process.

## IX. Potential and/or Future Agenda Items

King requested a discussion regarding fees charged by the Town. Cushing asked that during the budget process documentation be provided for each paved Town road relaying its paving history.

## X. Warrant/Report # 5 & Supplemental Warrant

Bartlett reviewed the FY16 Warrant/Invoice Report #5 for Board orders in the amount of $564.739.00.

He mentioned the following items:

- CCTA, $29,784 - annual membership municipality assessment for FY16 (would be nice to get a ridership update month preceding this invoice)
- Cobble Hill Trailer Sales, $3,580.83 - emergency repair of equipment trailer
- GBIC, $10,000 - FY16 annual municipal contribution
- NEMRC, $1,887.50 - Fees for Ed as municipal assessor ($500 fuel, $1,387.50 services)
- Northeast Woodland Training, $1,046.50 - additional chainsaw training = $115 x 8 for $920 & $126.50 mileage fee for vendor
- Peter Rysz, $77,449.42 - 171 Murray Avenue Property Redemption
- SD Ireland, $229,232.07 - FY15 paving contract, small amount of additional paving, pavement markings (will hand out invoice for reference)
- Stizel, Page & Fletcher, $20,438.41 - legal representation on 9 issues, including $8,980 Brisson Health Order & $6,029 Solar Review
- Tech Guy, $775 - replacement computer for Finance Director
- Town of Colchester, $66,747.67 - $FY16 dispatch services, 1st installment of 3
- US Bank Equipment Finance, $1,608.03 lease for 2 photocopiers plus copy count overage fees
- Ye Olde Sign Shoppe, $14,438 - new signs for multiple Town building/facility locations per previous approval

Bartlett recommends approval of these orders at the meeting on September 10, 2015.

Board members raised for future review dues that Departments pay and their value, having CCTA come to meeting to discuss the Town's ridership, invite GBIC to a meeting as well, and also track utility usage and look for potential savings opportunities. Nolan asked that auto services all be combined into a single RFP next time services are bid out.

Bartlett moved to approved Warrant #5 in the amount of $564.739.00. Second by Nolan. **Approved Unanimously.**

Bartlett moved to approve the Supplemental Warrant in the amount of $222,408.94. Second by Nolan. **Approved Unanimously.**

## XI. Minutes from August 17th and August 31st (To approve with or without corrections)

Bartlett moved to approve the minutes of the August 17th Selectboard Meeting as presented. Second by Cushing. **Approved Unanimously.**

Bartlett moved to approve the minutes of the August 31st Selectboard Meeting as presented. Second by Cushing. **Approved Unanimously.**

**XII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**

Barlow Casey was asked to join executive session.

Bartlett moved to find premature public knowledge about Human Resources, Real Estate, and Legal Matters 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 Human Resources, Real Estate, and Legal Matters under the provisions of V.S.A. Title 1 Section 313. Second by Nolan. **Approved Unanimously.**

Entered Executive Session at 7:38 PM. Adams rejoined via phone.

Bartlett motioned to close Executive Session at 9:02 PM. Second by Cushing. **Approved Unanimously.** There was no action as a result of Executive Session. Adams left Executive Session via phone before it was closed.

**XIII. Adjournment**

Motion made by Bartlett to adjourn. Second by Cushing. **All approved.**

King adjourned meeting at 9:04 PM

**Respectfully Submitted,**

John W Bartlett **Date:** 9/21/15

**John Bartlett, Selectboard Clerk**

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

**ATTEST:** Sheryl Pinn **Milton Town Clerk**