Milton Selectboard Meeting Minutes

November 2, 2015 6:00 P.M.

Municipal Building Community Room

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

Selectboard Members Not Present: none

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director Administration & Community Services; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director; Jeffrey Castle, Town Planner; Jacob Hemmerick, Planning Director (deliberation)

Others Present: Courtney Lamdin, Milton Independent; Robert Lombard & John Mayville, applicantscemetery committee

I. Call to Order – Adams called to order at 6:02 PM

II. Flag Salute – Adams led the attendees in a Salute to the Flag.
Welcome back and thanks to those who filled in as chair while gone.

III. Agenda Review- Letter E, skipped move items forward accordingly.

Bartlett requested a moment of silence for Barbara Snelling, former Lt Governor and Chittenden County State Senator, widow of Governor Richard Snelling who passed away earlier that day.
Moment of silence observed

IV. Public Forum – none

V. New Business and Department Items

A. Cemetery Advisory Committee Structure

Erik Wells, Director- Administration & Community Services, Need clarification of existing terms prior to appointments to expand members of Milton Cemetery Advisory Committee to five) with three year rolling terms as revised and accepted at September meeting. To be appointed by Cemetery Commission (Selectboard)

Clarification of term structure proposed as follows:
One staff member appointed annually
Two of remaining four members reappointed using alternating three-year rotation.
Currently:

- One Town Representative, Dustin Keelty, thus member in Dec. 2013 becomes an annual reappointment beginning in FY 2017
  Two existing appointed members, James Ballard & Alan Beaupre appointed in FY 2014 – positions to be reappointed in FY 2017
- Two new appointments for FY 2016 reappointment in FY '19

John Cushing made motion to accept proposed change in term structure for Cemetery Advisory Committee Structure. Bartlett seconded. No further discussion.
Independent Roll. Unanimously approved. **Motion passes.**

B. Appointments to Cemetery Advisory Committee –
Nominees Robert Lombard and John Mayville

Wells introduced two applicants to meet revised number of members of Milton Cemetery Advisory Committee.
Robert Lombard and John Mayville both previously involved.
Mayville' s father was involved from '54—'85 as wants to continue tradition.
Lombard prior Village Cemetery trustee.

Motion made by Bartlett to appoint two nominees, Robert Lombard and John Mayville to the Milton Cemetery Advisory Committee for three year unexpired terms through FY '18.
Seconded by King.
Independent Roll Unanimously approved. **Motion Passes.**

C. Appointment of Clean Water Advisory Committee Representative and Alternate to CCRPC ad Hoc Committee

Donna Barlow Casey, Town Manager, introduce two applicants, Roger Hunt, DPW Director; and Jeff Castle, Town Planner for appointment to Chittenden County Regional Planning Commission's Clean Water Advisory Committee as Representative and Alternate. Both nominees have technical knowledge. See this as great opportunity for Castle as new Town Planner.

Both gave short review of experience and desire.

Members of Board wanted to make clear charge of committee is advisory and not make Staff policies of board – Barlow Casey committed to staying involved and meet regularly with Hunt.

Bartlett made motion to accept applicants Roger Hunt and Jeff Castle to CCRPC Clean Water Advisory Committee as presented. Nolan Second. No Further discussion.
Independent Roll. Unanimously Approved. **Motion passes.**

D. Changes to Town's Procurement Policy in Administrative Code

Barlow Casey, Town Manger researched existing Procurement Policy and proposed strengthening by stating purchase exceeding $10,001 must have Selectboard approval no matter what other Administrative Code provisions may apply. Listed prior purchases or in process allowed via state bid or CIP, which did not seek board approval. Those in process have been asked to wait until Code Revision is adopted.

Board discussed past concerns of being in tune to purchases ahead of procurement rather than after. Board will continue to pull invoices not meeting satisfactory explanation for fiscal accountability not limit to $10,001 guide. Idea is to support department heads not micro manage professionals.

Adams stated Town Manager need to follow-up with Library to adopt administrative code as well but to move forward as board.

Bartlett made motion to accept amendments of Administrative Code Procurement Policy as presented. Seconded by Cushing. No further discussion.
Independent Roll. All Approved. **Motion Passes.**

E. Set Date for 2015 Legislative Breakfast

Wells researched and proposed available dates around Dec. 9th 10th after reviewing Selectboard budget meeting commitments. Try to attract as many stakeholders as possible.

Dec. 8th at 8:30AM. Wells & Thompson, Administrative Assistant to send out invites.

F. Set Date for Next Selectboard Meeting

Barlow Casey, Town Manager, stated in between dates were not scheduled.
Proposed possible extra meeting on Nov. 9th at 6PM if need be. Decide after Executive Session.

Leave normal scheduled Nov. 16th at 6 PM meeting as well.

VI. Old Business

A. Update on Milton 4D Project and Timeline: Consider Appointing Selectboard Member to Attend Staff Project Meeting with Consultants in December

Wells summarized activities to-date and timeline going forward.

Moved display on project from Hannaford's to front of Milton Municipality Buildings. Casting broad spectrum to get community engage. Wells available and welcomes comments/feedback. PSA done by himself and Barlow Casey airing soon. Community dinner on 17th will be present with table. Preliminary email communication with VTrans. Final public engagement meeting is Nov. 18th and consultants will meet in early Dec. with staff.

Wells asked if Selectboard would like to appoint member to attend meeting between staff and consultants to share historical knowledge of Board.

Cushing reminded to add to timeline need vote for bonding – involve Clerk & Civil Board as busy election year with Presidential election.

Board expressed concern to appoint one Board member to attend as representing entire Board when they aren't. Rather Board would like to see before finalized portions of the conceptual design.

Wells to create some more check-in points with Board.

B. Authorize Town Manager to Sign Agreement with State of VT to Develop Rte. 7 Intersection Improvement Project Conceptual Construction Cost Estimate

Barlow Casey thanked Paulette LaFond who helped access historical documents of previous Town Manager not previously accessed re discussions of this project.

VTrans doing Northern portion. Hunt believes contract says Town decides by April to move ahead with Southern section or Northern or both and state proceeds working on estimate. The estimate would cover the cost to build the Southern section.

Board discussed concerns of loosening any leverage by signing contract and putting onus on town rather than keeping negotiations/options open for state funding.

Board decided to get estimates without signing contract. Readdress southern sector after.

Get VTrans attend legislature breakfast. Route 7 not Town but State Road. Understand what funding looks like for TIF area.

C. Purchase of Pickup Trucks for Public Works –

Discussion on why extras are needed and whether included in package price. CIP & budget in FYE'16 had amount budgeted.

Going forward connect totals of all purchase orders pertaining to singular purchase.

Invoices previously pulled placed in this weeks warrant package.

VII. Reconsideration - none

VIII. Manager's Report

Barlow Casey consumed with budget process - finished first round last Fri. with department heads.

Will readdress past conversations of funds, emergency service fund soon.

Appreciates Boards discussions of agenda items and plan to table Consent agenda previously proposed as finding conversations important information gathering tool for now.

Discussed with Adams re moving up submitting agendas on Fri. afternoon at a point tentatively to Wed. evening giving Board opportunity to review to submit changes-2 or 3 meetings to implement. Bartlett suggested submitting minutes to all board members earlier as well to review draft and give opportunity to correct.

IX. Potential and/or Future Agenda Items –

Bartlett questioned new town signs utilizing old bases. Installation scheduled – two coordinating two existing replacements and one new.

Cushing asked if Treasurer's Report could have a breakdown of restricted funds with monthly Finance report second meeting of month. What & how restricted.

X. Warrant/Report #9

After review Bartlett presented Warrant/Report #9 for Board orders in the amount of $169,916.10

Line items mentioned in random order.

Champlain Water District $38,058.63 – Sept. water purchase of 18,766,580 gallons.

Northeast mailing systems, $1,230 annual maintenance contract for Neopost S162 folder/sealer

Two Chevys from last warrant combined $67,640

Yipes Stripes $1,599.77 – purchase and installation of sidesteps, cab rack, vent visors & spotlight on one of new trucks.

Bartlett made motion to approve amended orders for $169,916.10. Seconded by King. No further discussion. Independent Roll. Unanimously Approved. **Motion passes.**

XI. Minutes of the Selectboard Meeting of October 19, 2015.

King noted correction to minutes noting amount of 2015 Chevy Silverado 2500 Crew Cab diesel truck invoice pulled from previous warrant and now added to this warrant is actually $39,172 vs. $34,076.95

Bartlett moved to accept Minutes of Selectboard Meeting of October 19,2015 as submitted with correction as mentioned above. Cushing Second. Independent Roll. Unanimously Approved. **Motion passes.**

XII. Deliberative Session

Bartlett made motion to move to Deliberative Session to discuss results from the Public Hearing held during Selectboard meeting of October 19, 2015.

Adams stated once come out and then anticipate going directly to Executive Session.
Invite Jacob Hemmerick, Planning Director; Donna Barlow, Town Manger; Erik Wells, Director Administration & Community Services to join.

Seconded by Nolan.
Independent Roll. Unanimously Approved. **Motion passes.**

Adams recess Selectboard meeting at 8:16 PM to begin Deliberative Session.

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

Barlow Casey and Wells were asked to join executive session.

Bartlett moved to find premature public knowledge about <u>Human Resources and Real Estate,</u> would cause the Town or person to suffer a substantial disadvantage. Second by King.
Independent Roll. Unanimously Approved. **Motion passes.**

Bartlett moved to enter into executive session to discuss Human Resources and Real Estate, under the provisions of V.S.A. Title 1 Section 313. Second by Nolan. Independent Roll. Unanimously Approved. **Motion passes.**

Entered Executive Session at 9:03 PM.

Bartlett motioned to close Executive Session at 10:06 PM. Second by Cushing. Independent Roll. Approved Unanimously. **Motion passes.** There was no action as a result of Executive Session.

XIV. Adjournment

Bartlett made motion to adjourn Selectboard meeting. Second by Cushing. Independent Roll. Unanimously Approved. **Motion passes.**

Adams adjourned meeting at 10:06 pm

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

Respectfully Submitted,

_____ **Date:** 11/16/15

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 17 **day of** Nov., 2015

ATTEST: _____ **Milton Town Clerk**