

Milton Selectboard Meeting Minutes

May 16, 2016 at 6PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Kenneth Nolan, Vice Chair; John Bartlett, Clerk; John Palasik, Member

Selectboard Members Not Present: John Cushing, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; John Gifford, Interim Finance Director; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Dustin Keelty, Public Works Supervisor; Amanda Pitts; Zoning Administrator; Don Turner, Fire & Rescue Chief

Others Present: None

I. **Call to Order** – Adams called the meeting to order at 6:05 PM

II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

III. **Agenda Review-** None

IV. **Public Forum-** None

V. **Recognition & Event Permits**

A. **Milton Highway Department for Response to Main Street Fire**

The Selectboard thanked highway department staff members for their quick response to a fire that broke out on the exterior of the Clark Memorial Building. Fire Chief Don Turner said their quick action prevented much wider spread damage. Bartlett moved to approve the resolution as presented, second by Nolan. **Approved unanimously.**

B. **National Public Works Weeks Recognition Resolution**

Wells stated that May 15 to May 21st in National Public Works Week and an opportunity to recognize all the hard work our municipal public works staff does to maintain our infrastructure. Bartlett moved to approve the resolution as presented, second by Nolan. **Approved unanimously.**

C. **July 4th Entertainment Permit & Funding Allocation for Portable Toilets**

Turner presented the permit and overview of the annual July 4 event organized by the Milton Firefighter's Association, an event that keeps growing each year. Wells address the Board over concern with toilet facilities from last year and suggested an allocation from the contingency budget to pay for portable toilets to have at the event. Palasik asked that this expense is included in future budgets for the Town. Nolan clarified that the funds would be from the FY '17 budget. Bartlett moved to approve the Entertainment Permit for the July 4 Event and authorize the expense of \$1,720 in the FY '17 contingency budget for portable toilets for the event, second by Palasik. **Approved unanimously.**

48 VI. Policy Changes

49 A. Facility and Field Use Application Process

50 Duchesneau and Nappi provided an overview of a suggested policy change for field and
51 facility use applications- enabling the Recreation Department to approve smaller events
52 with projected 100 or fewer attendees without the final consent of the Town Manager and
53 other Department Heads. Looking for discussion and thoughts of the Board tonight. Nolan
54 advised that the cover memo needs to match the amended policy. Additional discussion
55 took place regarding process. Policy change seen as a means to achieve administrative
56 efficiency. The policy will be discussed further at a future Selectboard meeting.
57

58 VII. Discussions

59 A. Final Conversation of Impact Fees

60 Gifford addressed the Board that he and Nolan had spent time to go through the questions
61 from a previous meeting and the spreadsheet that Gifford had put together. There is
62 enough cash on hand to pay the School District the \$75,000 for FY '16. The information
63 used was based on the CIP narrative and not the project listing. The Board could decide to
64 tell the auditors of the correction and distribute the difference based on the table in the
65 narrative and not the projects listed in the spreadsheet. This would clear up the perception
66 that the School District owes the Town money. He also identified impact fee expenditures
67 that were not included in the CIP were \$10,500 for tax mapping in 2010 and \$11,881 in
68 2014 for interest on the tower truck authorized by a Board resolution instead of a radar
69 cart. Nolan stated setting allocation of impact fees funds based on percentage is the long
70 view of a 5 year CIP. The issue was the projects kept changing but the percentage allocation
71 didn't change with them. Impact fees funds can be spent on projects within the category
72 they were initially collected for. Barlow Casey said moving forward we need to pay
73 attention to the narrative in the CIP. The impact fees report will be finalized in the coming
74 weeks. Nolan moved to use the percentage distribution based on projects for distributing
75 impact fees into the correct categories and to direct the Town Manager to ensure that the
76 corrections are made and noted in the FY '16 audit, second by Bartlett. **Approved**
77 **unanimously.**
78

79 B. Interfund Loan Impact on FY '17 Capital Plan

80 Barlow Casey walked the Board through a memo that outlined three possible courses of
81 action to take regarding paying off the interfund loan used to purchase highway trucks. Her
82 preferred alternative would be to use unspent funds in the FY '16 budget to pay off the
83 remaining \$205,000 on the original \$405,000 interfund loan. The Board tasked Gifford with
84 proving that there would be enough money in the fund balance for this option and share
85 the findings at a future meeting. Barlow Casey went over the CIP adoption process moving
86 forward – a public hearing and planning commission input will be required and adoption
87 must take place before July 1.
88

89 C. FY 2016 Audit

90 Barlow Casey stated a copy of a signed contract with Sullivan Powers cannot be located. She
91 stated finding a different auditing firm to use would be very challenging at this point in the
92 year. Barlow Casey said the staff would manage the auditors to ensure the audit is
93 completed this fall. Sullivan & Powers will be engaged to perform the FY '16 audit.
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- 97 **VIII. Old Business**
- 98 **A. Bond Anticipation Note (BAN) for Bombardier Property Purchase**
- 99 Gifford stated this is the note and financing mechanism the Board approved using at its last
- 100 meeting. A motion is required. Palasik moved to approve the BAN with People's United
- 101 Bank in the amount of \$390,000 to purchase the Bombardier Property as approved by the
- 102 voters of Milton on March 1, 2016, second by Bartlett. **Approved unanimously.**
- 103
- 104 **IX. New Business**
- 105 **A. McMullen Sidewalk Construction and Construction Inspection Awards**
- 106 Wells explained the project is ready for construction. A bid process was undertaken and All
- 107 Seasons Excavating was the lower bidder at \$267,544- the bid was certified by design
- 108 engineering firm Aldrich + Elliot and VTrans. This project is a 90/10 funding split with
- 109 reimbursement from the grant. Wells provided a project budget to date. VTrans requires
- 110 construction inspection to take place. A RFP was sent out and Wells led a proposal review
- 111 committee comprised of Barlow Casey and Keelty. Each independently scored the proposals
- 112 using the VTrans rubric. Donald J. Hamlin Consulting Engineers received the highest score
- 113 and Wells recommends that firm receive the inspection bid. Wells stated they had to
- 114 estimate their costs based on an unknown construction schedule at the time- the schedule
- 115 will be determined after the award of the bid. The project must be completed by
- 116 September 1. Palasik stated that the inspection bid proposal amount of \$44,814 should not
- 117 be exceeded. Bartlett moved to approve the McMullen Road Sidewalk Construction bid
- 118 award as presented, second by Nolan. **Approved unanimously.** Bartlett moved to approve
- 119 the McMullen Road Sidewalk Construction Inspection resolution with the addition of the
- 120 phase "not to exceed their bid proposal," second by Nolan. **Approved unanimously.**
- 121
- 122 **X. Manager's Report**
- 123 Barlow Casey stated culvert replacements in preparation for paving have taken place on North
- 124 Road. The Finance Director Ad has been placed in a number of media outlets. Taxes were due
- 125 today. There was a great turnout at the health and safety fair this past weekend. The cemetery
- 126 maintenance bid is out and proposals are due this week.
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- 128 **XI. Warrant Report #25**
- 129 Bartlett reviewed warrant report #25 in the amount of \$152,881.78, he mentioned a few items
- 130 in random order.
- 131
- 132 - Calkins Network, LLC - \$2,364 - 3 new public use computers for library. Acct 10-40-451-613
- 133 "overspent" - what Library account name/number is going to balance this?
- 134 - Defender Industries - \$8,951.99 (from 3/4 cent reserve fund) - MFD new 19' inflatable boat
- 135 and 25 hp motor to replace rescue boat.
- 136 - Gray Rock Quarry - \$5,682.08 - gravel - holding payment due to delinquent taxes - what is
- 137 dollar amount of delinquency that will remain after applying these funds?
- 138 - GMP - \$17,089.14 - electricity 3/25-4/23/16
- 139 - Weststaff - \$1,437.76 - temp in Finance office - Acct 10-10-413-330 "overspent" - what
- 140 account name/number is going to balance this?
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- 142 *****OVER \$10,000*****
- 143 Engineers Construction - \$12,967.51 - "emergency" repairs to Cherry/Railroad street water line.
- 144 Acct 50-10-410-450 "overspent" - note says "balance to be covered by salary reductions at end
- 145 of year"

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Bartlett moved to approve warrant report #25 in the amount of \$152,881.78, second by Nolan.
Approved unanimously.

XII. Minutes of May 2, 2016

Bartlett moved to approve the meeting minutes from May 2 as presented. Second by Nolan.
Approved unanimously.

XIII. Executive Session

Bartlett moved to find premature public knowledge about Real Estate 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 Real Estate under the provisions of V.S.A. Title 1 Section 313 and include Wells and Barlow Casey. Second by Nolan. **Approved unanimously.**


Bartlett moved to close Executive Session at 10:00 PM. Second by Palasik. **Approved unanimously.**

There was no action as a result of executive session.

XIV. Adjournment

Bartlett moved to adjourn the Selectboard Meeting. Second by Palasik. **Approved unanimously.**

Adams adjourned the meeting at 10:05 PM.


Respectfully Submitted,
Date: 6/16/16
John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 7 day of June, 2016

ATTEST:  Milton Town Clerk