

Milton Selectboard Meeting Minutes

May 2, 2016 Immediately Following the Liquor Control Board Meeting

Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; John Gifford, Interim Finance Director; Nathan Lavallee, Water/Wastewater Superintendent; Kym Duchesneau, Recreation Coordinator

Others Present: Peter Anthony

I. **Call to Order** – Adams called the meeting to order at 6:10 PM

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

III. **Agenda Review-** New Business Item B, Bombardier Property Financing & Extension was moved to become item A under discussions

IV. **Public Forum-** None

V. **Declarations**

A. **Kids to Parks Day Saturday, May 21st**

Duchesneau explained this resolution for national kids to parks day, encouraging youth in the community to use park facilities on May 21st. Bartlett moved to approve the resolution as presented, second by Palasik. **Approved unanimously.**

VI. **Discussions**

A. **Bombardier Property Financing**

Gifford provided a summary that financing options had been requested from three financial institutions. His recommendation is a bond anticipation note (BAN) from People's United Bank with a 1.35% interest rate. Cushing moved to finance the bond with Gifford's recommended action, second by Bartlett. **Approved unanimously.**

B. **Water Loss Mitigation Update**

Lavallee updated the Board that 130 of the 160 gallons of water that were being lost per minute have been identified and repaired or have repairs pending. Water loss will be at 9% which is excellent for the system. The SCADA system now has a touch screen which can assist in identifying leaks in the short term by pinpointing anomalies.

C. **Impact Fees- Recommendations Moving Forward**

Financial Consultant Peter Anthony provided the Board with recommendations to consider moving forward as a follow up to the April 25th Impact Fee presentation by the staff review committee. He stated there is a process issue to explore, and to examine the long view and what impact fees are meant to accomplish into the future for the community. Impact fees need to focus on mitigation and not replacement, therefore making sure a connection

48 between growth and the offset of the impact is crucial. He recommended a working group
49 of senior staff convene throughout the year to work through the capital planning process
50 and the revenue sources like impact fees that are tied to projects. The categories could be
51 removed from the impact fee collection methodology- the emphasis must be the projects
52 taking place during a fiscal year and why they are being undertaken. The Planning
53 Department is tasked with predicting growth and impact fee revenue from residential
54 development, and collecting and tracking the impact fees assessed. The pieces will
55 mechanically fall into place for administration, it's up to the Selectboard to set the policy
56 level decisions. Barlow Casey added further focus and clarity for the capital improvement
57 planning process and bigger picture are needed. A move needs to be made away from a
58 wish list concept and the 5 year CIP is hard to follow in its present state. Focus and strategic
59 work is needed.
60

61 **VII. New Business**

62 **A. Irrevocable Offer of Dedication, Pathway Easement**

63 Hemmerick explained this is a twenty-foot wide pathway easement prioritized in the *Town*
64 *Plan* and dedicated as a result of a Development Review Board Planned Unit Development
65 (PUD) Industrial Subdivision, Boundary Line Adjustment & Site Plan approval at 78 Precast
66 Road & 59 Catamount Drive from Camp Holdings, LLC, Owner/Applicant and Bellavance
67 Properties, LLC, Owner. There was discussion regarding who would pay for the fence on the
68 pathway. Bartlett moved to approve the resolution as presented, second by Nolan.

69 **Approved unanimously.**
70

71 **B. Finance Director Position and Wage Scale Classification**

72 Barlow Casey asked the Board to consider adjusting the Finance Director's classification on
73 the non-represented employee wage and salary schedule. She researched similar
74 communities and recommends an adjustment to grade 22 with a salary range of
75 approximately \$72,000 - \$92,000 in order to attract candidates to the position with the
76 level of qualifications and experience the Board has articulated. Discussion took place to
77 discuss a reclassification of the Finance Deputy Director classification, currently a created
78 but unfilled position in the Town. Barlow Casey explained depending on the pool of
79 candidates may want to hire someone at the Deputy level before promoting to Director
80 level. Bartlett moved to accept the resolution after striking clause five and the language to
81 reclassify the deputy finance director position, second by Palasik. **Approved unanimously.**
82 Discussion then took place regarding the Finance Director job description, the Board
83 suggested some minor edits that Barlow Casey will implement.
84

85 **VIII. Manager's Report**

86 Barlow Casey stated that Lindsey Sewasky is the new Administrative Assistant in DPW, the Town
87 is excited to have her on board. She attended the ground breaking for Elm Place, the new senior
88 housing community on Bombardier Road. Discussion took place regarding when to hold a
89 special meeting for the CIP, Monday, May 26th was decided upon. The Board asked for updates
90 regarding the security system in building, Beebe Hill road repair and fee schedule for
91 photocopier costs.
92

93 **IX. Warrant Report #24**

94 Bartlett reviewed warrant report #24 in the amount of \$108,875.81, he mentioned a few items
95 in random order.
96
97

98 - Business Credit Card Services
99 - \$53.45 iPhone case - "Emergency Purchase" - sales tax paid
100 - \$74.18 fifty feet Cat5 cable - "Emergency Purchase" - sales tax paid
101
102 - Mark & Jay Curtiss, \$600 - bought back cemetery plot purchased 2001
103 - Lacey's, \$347.60 - carpet needed for newly created Finance Office Space
104 - Landworks, \$11,752.12 - Services 1/8 - 2/18/16 (TIF, paid with BAN)
105 - Office Furniture Exchange, \$1,937 - used office furniture for Town Manager office and new
106 Finance office
107 - Sync/Amazon.com, \$859.90 - MPD purchase of new high res digital camera and 50-300mm
108 zoom lense ("paid for by \$4,000 GHSP grant")
109 - Vermont Trophy & Engraving, \$46.60 - signature stamps for executive staff
110
111 Bartlett moved to approve warrant report #24 in the amount of \$108,875.81, second by
112 Cushing. **Approved unanimously.**
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114 **X. Supplemental Warrant**
115 Bartlett reviewed the supplemental warrant in the amount of \$16,452.96. Bartlett moved to
116 approve the supplemental warrant, second by Cushing. **Approved unanimously.**
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118 **XI. Minutes of April 18 and April 25**
119 Bartlett moved to approve the meeting minutes from April 18 and April 25 as presented.
120 Second by Cushing. **Approved unanimously.**
121
122 **XII. Executive Session**
123 Bartlett moved to find premature public knowledge about Contract Negotiations and Real
124 Estate would cause the Town or person to suffer a substantial disadvantage. Second by Nolan.
125 **Approved unanimously.**
126
127 Bartlett moved to enter into Executive Session to discuss Contract Negotiations and Real Estate
128 under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey. Second by Nolan.
129 **Approved unanimously.**
130
131 **Entered executive session at 8:30 PM**
132
133 Cushing moved to close Executive Session at 10:02 PM. Second by Bartlett. **Approved**
134 **unanimously.**
135
136 Bartlett moved to extend the purchase and sales agreement expiration date to June 3, 2016 for
137 the Bombardier Property purchase and authorize the Town Manager to sign the paperwork,
138 second by Cushing. **Approved unanimously.**
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140 **XIII. Adjournment**
141 Bartlett moved to adjourn the Selectboard Meeting. Second by Cushing. **Approved**
142 **unanimously.**
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144 Adams adjourned the meeting at 10:05 PM.
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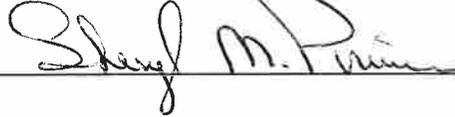
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Respectfully Submitted,
Date: 5/16/16

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 17 day of May, 2016

ATTEST:  Milton Town Clerk