

Milton Selectboard Meeting Minutes

July 11, 2016 at 6PM

Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director of Administration & Community Affairs; Paul Locke, Police Sergeant; Police Chief; Don Turner, Fire/Rescue Chief; Don Turner, Fire/Rescue Chief; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Mary Thompson, Administrative Assistant- Town Manager's Office

Others Present: Henry Bonges, Sally Nolan, Lynn Delaney, Jenn Taylor, Laurie DiCesare, Rich Castine, John Lindsey, Sharon Radtke, Rodney Tinker

I. **Call to Order** – Adams called the meeting to order at 6:00 PM

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

III. **Agenda Review**- MCYC Discussion to be rescheduled, Manager's Update added

IV. **Public Forum**- Sally Nolan questioned the procedure of requiring a criminal background check for board and commission applicants. Discussion held regarding the practice and what the policy was on performing the searches. Staff to report back to the Board and possible requirement change to be considered.

Lynn Delaney requested an update on the Vicious Dog hearing. Adams said counsel was retained by the owner and Town is awaiting if there would be appeal filed.

V. **Appointments**

A & B. Henry Bonges to the Planning Commission & CCRPC Alternate
Agenda items combined.

Nolan asked when a background check had been performed for the applicants. Wells stated being all incumbents for the positions assumed had been at first appointment, and would need to check personnel file to clarify specifics. Nolan requested that procedure is followed and all applicants are treated the same. Staff to follow up.

Bonges stated he has enjoyed serving on the Planning Commission and as the CCRPC alternate and would like to continue in each role. He is looking forward to the joint Planning Commission and Selectboard Meeting Saturday to discuss the interim zoning bylaws. Bartlett moved to reappoint Bonges to the four-year term to the Planning Commission and two-year term as CCRPC alternate, second by Palasik. **Approved Unanimously.**

48 **C. John Lindsey to the Recreation Commission**

49 Lindsey stated has served on the Recreation Commission for over 20 years and is seeking
50 reappointment. Bartlett moved to reappoint Lindsey to a three-year term to the Recreation
51 Commission, second by Palasik. **Approved Unanimously.**

52
53 **D. Sharon Radtke to the Recreation Commission**

54 Radtke stated she is seeking reappointment for a second term on the commission. Palasik
55 moved to reappoint Radtke to the Recreation Commission for a three-year term, second by
56 Bartlett. **Approved Unanimously.**

57
58 **E. Laurie DiCesare to the Conservation Commission**

59 DiCesare stated she seeks reappointment and shared with the Board the work the Commission
60 has been undertaking. Palasik moved to appoint DiCesare to the Conservation Commission for a
61 four-year term, second by Bartlett. **Approved Unanimously.**

62
63 **VI. Event Permit**

64 **A. Football Jamboree**

65 Applicant Tinker stated the jamboree is scheduled for August 27th with a high turnout
66 expected. He explained the costs to Broncos football to hold them event and another
67 municipality has expressed interest in hosting. Barlow Casey stated the field use fee had
68 been reduced by 1/3 to the organization to assist in lowering the cost to a long-time event.
69 She added a multi-year agreement for price could be explored with Broncos Football
70 moving forward. Bartlett moved to approve the football jamboree event permit, second by
71 Cushing. **Approved Unanimously.**

72
73 **B. Recreation Facilities Grant for Basketball Court Project**

74 Duchesneau explained this is a grant the Town has received in the past from the State of
75 Vermont. The project is in the adopted CIP for FY '17 from the earlier in the meeting to
76 resurface and improve the basketball court area in Bombardier Park. The grant requires no
77 matching funds from the Town and could provide up to \$11,000 for the project. Cushing
78 moved to approve the Recreation Facilities Grant Application. Second by Bartlett.
79 **Approved Unanimously.**

80
81 **VII. Discussions**

82 **A. Healthy Communities Initiative**

83 Wells stated this is an initiative brought to Town Staff by the Milton Community Youth Coalition
84 (MCYC) Executive Director Tony Moulton. Moulton then summarized the grant and objective is
85 to reduce substance use in the community and in public spaces. Successful communities have
86 tied this reduction to a value statement rather than a penalty for enforcement. He approached
87 Town staff to look at strategies to achieve these outcomes, including a work place health and
88 safety policy update and a value resolution by the Selectboard. Wells then presented redlined
89 policy edit ideas for the work place health and safety policy as a starting base of discussion. He
90 stated he would run the language by other staff and do some additional clean up and bring it
91 back for a future Selectboard Meeting.

92
93 **VIII. New Business**

94 **A. Community Champion Update and Allocation Request**

95 Jenn Taylor and Rich Castine from the Community Champions Award Committee appeared to
96 update the Board on this year's process. Eight applications were received for consideration and

97 the Board had been notified of the selection for 2016. The plan is to keep it a surprise until
98 National Night Out when the award is given out. The Committee requested a \$42 allocation
99 from the FY '17 contingency budget to purchase an award for the winner. Bartlett moved to
100 approve the 2016 Community Champion Award Choice by the Committee and authorize a \$42
101 allocation from the FY '17 Contingency Budget to fund the purchase of an award, second by
102 Palasik. **Approved Unanimously.**
103

104 **B. VTrans Bike/Ped Grant Application for Rte. 7 South Sidewalk Gaps**

105 Wells explained this is a grant the Town has been fortunate to receive in the past from
106 VTrans, and the McMullen Road Sidewalk construction project currently underway is one of
107 these projects. The local match has increased to 20% this grant round and the State
108 anticipates making \$4 million dollars in awards.
109

110 The project Wells proposed for consideration is to fill in 3,800 linear feet of sidewalk gaps
111 the currently exist on US Route 7 South between Haydenberry Drive and Nancy Drive. The
112 completion of sidewalk in this section is identified in the 2013 Municipal Plan and called for
113 in the nearly final Rte. 7 Corridor Study. Crash data consulted for 2011 through 2015 along
114 that road segment identifies 55 accidents that took place, adding to the risk for pedestrians
115 walking on the road shoulder in places without sidewalk.
116

117 Wells shared his project budget and methodology for calculations put in place. The
118 construction estimate was part of the Milton 4D project by Dubois and King and he was able
119 to work from that using the recommended funding estimations from the VTrans Guide Book
120 and further follow up with Lucy Gibson at Dubois & King. The total project estimate is
121 \$962,961 and the Town's local share would be \$192,524. Wells proposed raising this
122 revenue through impact fees in FY '17 – FY '20. \$45,000 had been identified to collect in
123 impact fees toward a possible grant award for sidewalks in FY '17 CIP. The project
124 implementation schedule in the VTrans guide forecasts construction in 2020, so there
125 would be adequate impact fees collected for match obligations during the design,
126 permitting and ROW phases of the project.
127

128 Wells explained that partial project funding is also a possibility and it could be identified in
129 the application. He recommends the segments of sidewalk that would cross ravines at the
130 corner of Bombardier Road and next to Marty's Auto. Palasik requested that the Police
131 Department endorse this request (*they did on 7/14/16*).
132

133 Nolan asked that an inflation factor be included in the construction estimate to account for
134 2016 estimate numbers on a project slated for possible construction in 2020. Wells said he
135 would make that adjustment and all additional project components affected by that
136 change.
137

138 Bartlett moved to approve the 2016 VTrans Bike/Ped Grant Application with the change in
139 the project amounts to reflect construction inflation costs, second by Nolan. **Approved**
140 **Unanimously.**
141

142 **C. Authorize Transfer of FY '17 Contingency Funds to Capital Budget**

143 Barlow Casey stated this transaction would move the funds placed in contingency in the
144 approved FY '17 budget to the capital budget in the general fund. This was the intent stated
145 by the Board when the funds were placed in contingency during the FY '17 budget design

146 process since the CIP wasn't final the time. Bartlett moved to adjust the budget by moving
147 the budgeted amount, \$354,231, for Capital Projects currently in the Contingency area of
148 the budget to the Capital Improvements area of the budget and direct that the Town
149 Manager cause 1/12 (\$29,519.25) of this amount to be transferred from the General Fund
150 to the Capital Reserve Fund each month during this Fiscal Year. Second by Nolan. **Approved**
151 **unanimously.**

152

153 **D. Governor's Highway Safety Program Grant Award**

154 Van Noordt explained this is a \$10,000 grant from the State of Vermont with no local
155 match, to promote highway safety. MPD plans to use the funds to purchase radar speed
156 signs to be affixed in high speed locations. Cushing moved to accept the Governor's
157 Highway Safety Grant Award, second by Palasik. **Approved unanimously.**

158

159 **E. Purchase of Two New Police Cruisers**

160 Van Noordt stated this purchase in the approved capital plan for FY '17. He provided to the
161 Board a listing of the items that are included in the vehicles and their costs, along with the
162 striping and exterior vehicle preparation costs. They will be SUVs. Palasik moved to approve
163 the purchase of two new police cruisers, second by Cushing. **Approved unanimously.**

164

165 **F. Annual Financial Management Questionnaire**

166 Barlow Casey explained this is an annual requirement of the State Auditor's Office as a self
167 assessment questionnaire for financial controls. It was completed by Town Treasurer John
168 Gifford and requires the Selectboard's approval before submission. Nolan moved to
169 approve the annual financial management questionnaire, second by Palasik. **Approved**
170 **unanimously.**

171

172 **IX. Town Manager's Update**

173 Barlow Casey stated the McMullen Road Sidewalk Project is progressing. The joint meeting with
174 the Planning Commission is upcoming on Saturday, July 18th. A RFQ for pavement management
175 is being prepared in the coming weeks with the anticipation a decision could be made on a firm
176 at the August 1st meeting.

177

178 **X. Warrant Report #1**

179 Bartlett reviewed Warrant Report #1 in the amount of \$291,906.82, he mentioned a few items
180 in random order:

181

182 - Beauregard Equipment, \$4,226.30 (\$2,345.3- repair roadside mower boom, \$1,881 - repair 60"
183 hydraulic tilt ditch bucket on excavator)

184 - GMP, \$15,512.80 - last month's electricity

185 - NEMRC, \$3,030 - tax maps

186 - SHI International, \$2,750 - software upgrades to MS Office Pro Plus, 50 licenses @ \$55 each
187 (MSD discounted pricing)

188 - Stitzel, Page & Fletcher, \$4,401.20

189 -Third Sector Associates, \$1,500 - Planning department retreat

190

191 *** >\$10,000 - no Director review with Board necessary as there is precedent for these
192 payments

193

194 - Cathedral Square, \$140,000 - VCDP grant funds pass through for Elm Place construction

195 - Chittenden County Clerk, \$51,126.49 - annual County taxes
196 Bartlett moved to approve Warrant Report #1 in the amount of \$291,906.82, second by
197 Cushing. **Approved unanimously.**
198

199 **XI. Minutes June 21 and June 27**

200 Bartlett moved to approve the minutes of June 21 and June 27 as presented, second by Nolan.
201 **Approved unanimously.**
202

203 **XII. Executive Session**

204 Bartlett moved to find premature public knowledge about Human Resources and Legal would
205 cause the Town or person to suffer a substantial disadvantage. Second by Cushing. **Approved**
206 **unanimously.**
207

208 Bartlett moved to enter into Executive Session to discuss personnel to include the Town
209 Manager, and discuss a legal matter with the Selectboard Members under the provisions of
210 V.S.A. Title 1 Section 313. Second by Cushing. **Approved unanimously.**
211

212 **Entered Executive Session at 8:11 PM.**
213

214 Bartlett moved to close Executive Session at 10:39 PM, second by Cushing. **Approved**
215 **unanimously.**
216

217 Bartlett moved that the Selectboard affirms its decision made following the vicious dog hearing
218 held 6/27/16, and authorizes the Board Chair to notify the involved parties of that decision,
219 second by Cushing. **Approved unanimously.**
220

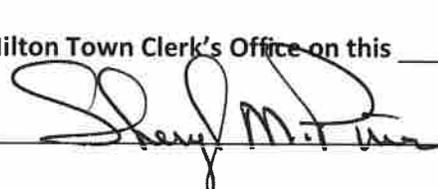
221 **XIII. Adjournment**

222 Bartlett moved to adjourn the Selectboard Meeting. Second by Palasik. **Approved unanimously.**
223

224 Adams adjourned the meeting at 10:41 PM.
225

226  Respectfully Submitted,
227 _____ Date: 8/1/16
228 **John Bartlett, Selectboard Clerk**

229
230 Filed with Milton Town Clerk's Office on this 1 day of Aug, 2016

231 
232 ATTEST: _____ Milton Town Clerk

