

1 **Milton Selectboard Meeting**
2 **September 13, 2016 at 6:00 p.m.**
3

4 **Selectboard Members Present:** Kenneth Nolan, Vice Chair; Darren Adams, Chair; John Bartlett, Clerk; John
5 Palasik, Member; John Cushing, Member
6

7 **Selectboard Members Not Present:** None
8

9 **Staff Members Present:** Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; Erik Wells,
10 Director of Administration; Jacob Hemmerick, Planning Director
11

12 **Others Present:** Cindy Reed; Rachel Schelz; Tana Randall Wolfe; John Messier, Armand Turner
13

14 **I. Call to Order**
15

16 **II. Flag Salute-** Darren Adams led the attendees in a Salute to the flag
17

18 **III. Agenda Review-** none
19

20 **IV. Public Forum**

21 Tana Randall Wolfe a resident of the road invited the Selectboard to go to Devino Road to see it for
22 themselves. Residents will be asking for the board to reclassify the road and request the Town to
23 perform maintenance on the Class 4 Road. Other residents spoke and expressed their concern with
24 the condition of the road, especially the culverts. The next meeting on Sept 26 will discuss Devino
25 Road in detail.
26

27 **V. New Business and Department Items**

28 **A. Impact Fee Ordinance Amendment**

29 Donna Barlow Casey asked the board to look at the Impact Fee Ordinance and to revise how the
30 Town collects funds. Cindy Reid of Cathedral Square explained that they were aware of the impact
31 fee amount in FY '16 but were not aware of the fee change for fiscal year '17. The fee change
32 increased the Elm Place project's fee an additional \$40,000.00. Cindy asked if the board would be
33 willing to waive that amount since it would cut into the budget of the energy efficiency work they
34 had planned to do on the building. This will be a high performance energy efficient housing
35 development for low income seniors, which is the first in Milton. Their expected date of occupancy is
36 March 1 2017.
37

38 The board first wants to look to see if it can legally can make these kind of impact fee changes and
39 then bring this topic back up next meeting.
40

41 **B. Update on FY '17 Paving Projects**

42 Erik Wells and Dustin Keelty gave an update letting the board know that the paving bids have gone
43 out and they are due by Sept 23, 2016 by 11:00am to be considered. These bids include the paving
44 sections of Sanderson Road, North Road and Middle Road. The estimated cost for Sanderson Road
45 right now is \$205,104.00 plus the amount of paving that they will need as well. Wells and Keelty
46 expressed savings would be achieved by using Town staff to perform the work and this figure
47 reflected the estimated cost for contracting the work out. The board mentioned that if all three
48 roads weren't able to be finished by the end of the year, that they would push back the Middle Road
49 paving.
50

51 Adams asked about the message boards costs as there are only three signs and it is costing
52 \$23,000.00 with the estimate. Keely explained that the cost of renting 3 message board signs for
53 one month was cheaper than purchasing them. The message boards cost \$18,000.00 to buy just one
54 message board.

55

56 **C. Sanderson Road Project Exception to \$10,000 Notification**

57 The Selectboard agreed unanimously that the project amount can be spent up to \$104,000.00
58 without having to bring it to the board for approval. They asked that if the amount went over that a
59 discussion is had.

60

61 **D. McMullen Road Sidewalk Project Update**

62 Erik Wells informed the board that the project was substantially completed before the projected
63 finish date of September 1, 2016. VTrans went out and inspected the sidewalk and was pleased with
64 the work and signed off on it. The project management team and the contractor All Seasons
65 Excavating identified a punch list of small items to complete to get the project completely finished.
66 Wells stated that since there was extra money left over from the grant that the board consider a
67 value add to the project of a drywell stormwater drain in the Town easement adjacent to #127
68 McMullen. This would be covered by the grant cost share. This would solve an ongoing issue on the
69 roadway. In addition, there are funds available to replace some old worn out sidewalk panels at the
70 Hobbs Road end, and add a crosswalk to the project. He also explained that due to an error when the
71 project was bid out, the hydroseed mulch quantity was way off. There are enough funds in the
72 project budget to cover it, but they are bringing the change order to the board since it exceeds
73 \$10,000. Wells also explained that with added duration of this work it is also necessary to amend the
74 contract with Hamlin Consulting Engineers. To date, they have exceeded their contract by
75 approximately \$3,000 due to unanticipated design issues during the project.

76

77 A discussion was held regarding the hydroseed mulch quantity overage. Wells explained why this
78 resulted and that the budget for the project covered this. He stated the project is a 90/10 split with
79 VTrans up to \$423,000 and even with these changes tonight the Town's budgeted match was still
80 under. The Town's match of up to \$42,300 was funded through the collection of impact fees.

81

82 A discussion was held regarding the engineering for the project. Wells explained the procurement
83 process required by VTrans asked the construction inspection firm to provide a best estimate for the
84 cost. There were a number of unknown variables when that occurred. As the project went on there
85 were a number of design issues that had to be corrected, and added meetings and tasks that were
86 unanticipated when the project estimate was submitted. Since the board had asked for a not to
87 exceed contract with Hamlin, Wells is bringing it back for an amended total. The time added is
88 intended to be more than enough to complete the oversight necessary for this project. The board
89 requested that Hamlin's time be monitored closely, and contract amendments of not to exceed
90 dollar amount should be brought for approval before the overage occurs. It supports authorizing the
91 added time but not to pay the overage that already occurred.

92

93 Bartlett moved to authorize the Town Manger to approve change order #1 for a storm water
94 drainage system to be installed in the town right-of-way between #127 and #133 McMullen Rd.,
95 second by Cushing. **Approved Unanimously**

96

97 Bartlett moved to authorize the Town Manager to approve change order #3 for the increased
98 quantity cost of hydroseed mulch for the McMullen Road Sidewalk Project.Cushing second.

99 **Approved Unanimously**

100

101 Bartlett moved to amend the services with Donald L Hamlin Consulting Engineers Inc. to an amount
102 not to exceed an additional 140 billable hours, second by Cushing. **Approved Unanimously**

- 103
 104 **VII. Reconsideration**
 105 **A. CCRPC Dispatch Study**
 106 Palasik made a motion not to exceed \$5,000.00 in the contribution for research for a dispatch center.
 107 Adams second. **Approved Unanimously**
 108
 109 **X. Warrant/Report #6**
 110 Bartlett moved to approve warrant #6 in the amount of \$428,167.85, Nolan second. **Approved**
 111 **Unanimously**
 112
 113 **XI. Meeting Minutes from August 24th and August 29th**
 114 Bartlett moved to approve the meeting minutes of August 24th and August 29th as presented, Nolan
 115 second. **Approved Unanimously**
 116
 117 **XII. Executive Session Per V.S.A. Title 1 Section 313**
 118 Bartlett moved to find premature public knowledge about Real Estate and Human Resources
 119 would cause the Town or person to suffer a substantial disadvantage. Second by Nolan.
 120 **Approved unanimously.**
 121
 122 Bartlett moved to enter into Executive Session to discuss Real Estate and Human Resources
 123 under the provisions of V.S.A. Title 1 Section 313 and include Barlow Casey, Wells, Jake
 124 Hemmerick and Armand Turner for the Real Estate discussion; Finance Director Sarah Macy and
 125 Barlow Casey for the Human Resources discussion. Second by Nolan. **Approved unanimously.**
 126
 127 **Entered Executive Session at 7:52 PM**
 128
 129 Bartlett moved to close Executive Session, Cushing second. **Approved unanimously.**
 130
 131 Cushing moved to accept option one for finance office staffing as presented by Sarah Macy. Second
 132 by Nolan. **Approved Unanimously**
 133
 134 **Closed Executive Session at 10:09pm**
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 136 **XI. Adjournment**
 137 Bartlett moved to adjourn at 10:11pm, Cushing second. **Approved Unanimously**
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Respectfully Submitted,
 Date: 9/26/16

 John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 27 day of Sept, 2016

ATTEST: 
 Milton Town Clerk

