

Milton Selectboard Meeting Minutes

September 26, 2016 at 6PM

Municipal Building Community Room

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

Selectboard Members Not Present: None

Staff Members Present: Erik Wells, Director of Administration; Dustin Keelty, DPW Supervisor; Jacob Hemmerick, Planning Director

Others Present: Courtney Lamdin, Tana Randall-Wolfe, Tiana Randall, Paula desJardins, Ami Randall, Curt Randall, Cindy Reid

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-** Town Manager’s Contract moved to 10/3/16 meeting

IV. **Public Forum-** None

V. **Permits and Appointments**

A. Monster Mile Entertainment Permit and Facility Use

Country Lamdin of the Milton Independent stated the event is scheduled to be held October 29th. Looking for the entertainment and facility use permit for use of the Town’s sidewalk for a segment of the run/walk. Encouraged people to sign up early, and bring a canned good to donate to MFCC. Bartlett moved to approved the entertainment permit for the 2016 Monster Mile, second by Cushing. **Approved unanimously.** Palasik moved to approve the facility use application for the 2016 Monster Mile, second by Cushing. **Approved unanimously.**

B. Appointment to the CCRPC Transportation Advisory Committee (TAC)

Director of Administration Erik Wells requested the board appoint him to represent the Town of this committee for an unexpired 2-year term. Palasik moved to appoint Wells to the CCRPC for an unexpired two-year term ending in FY ’18, second by Cushing. **Approved Unanimously.**

VI. **New Business**

A. Devino Road Maintenance Request

Wells explained a number of residents on Devino Road, a Class 4 Town Highway, had recently met with Town Manager Donna Barlow Casey and DPW Operations Supervisor Dustin Keelty to request the Town replace culverts as a means of the public good. A letter was submitted for the Selectboard to consider this request. Residents shared concerns regarding winter maintenance for their contractor, who stated would not perform it without road improved, and public safety for emergency vehicles to get up the road. Discussion took place regarding the Town Class 4 Road Policy 97-02 and the Town’s Public Works Specifications. The Public Works Specifications, adopted in October 1997 after the Class 4 Road Policy, states the Town is to maintain Class 4 Roads as dictated in State Statute. The Town is not obligated to provide maintenance on a Class 4 Road. After

48 discussion, the Board asked that staff worked with Hamlin Engineers, the preferred
49 contractor for the road and the residents
50 Nolan moved to authorize staff to work with Hamlin Consulting Engineers to look at the
51 need for culverts, come up with a design and a cost estimate; (staff) to consult with the
52 contractor the residents of Devino Road are using now to see what the cost would be, and
53 bring that back to the Selectboard at the next meeting. Bartlett added if a solution is
54 discovered that is less cost-prohibited that is shared. Bartlett seconded. Adams added the
55 driveway culverts are also assessed and their impact on the drainage to the road culverts.
56 Nolan and Bartlett approved the amendment to the motion. **Approved Unanimously.**
57

58 **B. Award Paving Bids for North Road, Middle Road and Sanderson Roads**

59 Ben Heath and Rick Hamlin of Hamlin Consulting Engineers discussed the process
60 undertaking for bidding on each project. Pike Industries, Inc. was the low bidder for each
61 project and the recommendation is to award all three contracts to Pike. Cushing moved to
62 approve the three paving award resolutions as presented, second by Palasik. **Approved**
63 **Unanimously.**
64

65 **C. Sanderson Road Project Update**

66 Keelty updated the Board that the project is off to a good start. The Highway Department
67 team is picking things up quickly and the detour and project outreach are working well.
68

69 **VII. Old Business**
70

71 **A. Impact Fee Payment Reconsideration**

72 Wells explained the information the Board has requested after last meeting on this item is in
73 the meeting packet. Language to consider on a possible impact fee ordinance change was also
74 provided. Hemmerick went through how impact fees collected in FY '17 for projected revenue
75 would be effected if the FY '16 rates were applied – estimated at \$96,000. Discussion on the
76 Capital Improvement Plan followed, and fairness since not all builders effected by impact fees
77 were aware of the FY '17 rate change beforehand, when FY '16 rates could have been paid.
78 Question raised whether retroactive fees can be applied without adjusting the ordinance.
79

80 Nolan moved that the Selectboard amend the impact fee ordinance. Adopt the language
81 contained in paragraph 2 of the memo received from Donna Barlow Casey on September 23rd
82 changing section 101 impact fee imposed not to include any retroactive assessment, second by
83 Palasik. Nolan stated the only thing trying to document pertains to paragraph 2 of the memo.
84 This would make the fee in place when someone pulls a permit what is due. **Approved**
85 **Unanimously.**
86

87 Cindy Reid of Cathedral squared discussion their process and impact fees in other communities.
88

89 Adams moved that any FY '16 permitted project that has not already paid the FY '16 impact fee
90 rate be allowed to do so, Cushing second. Discussion followed regarding Cathedral Square not
91 knowing the rate was going to increase in FY '17. Question whether retroactive language needs
92 to be included in ordinance for this motion or not. Adams rescinded his motion pending further
93 clarification from the Town Attorney whether the retroactive language was required in the
94 ordinance or not. Understanding from the first motion was changes would take effect when a
95 amended ordinance was in effect, and not retroactive. Possible reconsideration at next meeting

96 pending the clarification from Town Attorney. Adams withdrew his motion and Cushing
97 withdrew his second.

98
99 **VIII. Manager's Report**

100 Wells sitting in for Barlow Casey stated Town has received full grant funding for the Route 7
101 Sidewalk Project application submitted in July, up to \$850,000 in Federal Funds to fill in sidewalk
102 gaps from Haydenberry Drive to Nancy Drive on Route 7 South. The Touch a Truck Event held
103 last Saturday was a great success.

104
105 **IX. Town Warrant/Report #7**

106 Bartlett reviewed the FY17 Warrant/Invoice Report #7. The total was amount was \$152,072.92.

107
108 He mentioned a few items in random order:

- 109
110 - - BCBS VT, \$35,447-48 - Blue Cross Blue Shield VT premiums
111 - ELSAG North America, \$588.38 - repair of LPR (license plate reader) on 2016 Ford utility for
112 MPD
113 - Milton Historical Society, \$500 - FY17 annual allotment
114 - Milton Little League Baseball, \$500 - FY17 annual allotment
115 - Tech Group, \$3,045 - 3 replacement PCs and 3 27" monitors for MPD
116 - Town of Colchester, \$77,586.44 - FY17 installment one of three for MPD, MFD, MRD dispatch
117 services

118
119 Bartlett moved to approve Warrant #7 in the amount of \$152,072.92, second by Cushing.

120 **Approved Unanimously.**

121
122 **X. Adjournment**

123 Bartlett moved to adjourn, second by Nolan. **Approved unanimously.**

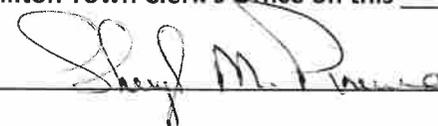
124
125 Adams adjourned the Selectboard meeting at 8:38 PM.

126
127 **Respectfully Submitted,**

128 **Date:** 10/17/16

129 
130 **John Bartlett, Selectboard Clerk**

131 **Filed with Milton Town Clerk's Office on this** 20 **day of** Oct, 2016

132
133 **ATTEST:**  **Milton Town Clerk**