

POLICY

98-04

REVISED APRIL 1, 2013

TO: Selectboard
FROM: Brian M. Palaia
RE: Agenda Policy
DATE: April 1, 2013

Effective Date: Immediately

PURPOSE: To provide the public, Selectboard and Staff with a clear outline and timetable expectations for the planning and conduct of open public municipal business within the Town of Milton.

PROCEDURE: The agenda for regular Milton Selectboard Meetings will be structured according to the general outline formatted in the attached "sample agenda". Revisions to the Agenda Policy will be by affirmative action by the majority of the Selectboard. Each meeting agenda shall have an assigned time for a beginning based upon the time annually designated by the Selectboard.

- The Town Manager will prepare the agenda with an effort to keep the total meeting length to three (3) hours. Anticipated Executive Session will be the last item of business prior to adjournment. Each item to be placed on the agenda will be lodged with the Town Manager's Office no later than noon, at least four (4) business days prior to scheduled meeting (example: so for a Monday meeting, the prior Tuesday).
- A draft agenda will be provided to the Chair of the Selectboard the following day by noon. The Chair and Manager will have an agenda set within one business day. Every effort will be made to have a draft agenda to the Milton Independent or other official newspaper designated by the Selectboard at their organization meeting by the end of the business day three (3) days before the meeting, for a Monday meeting, this would be the preceding Friday.
- Background information is to be submitted on each agenda item as appropriate to its relative complexity. Each agenda item will include action being requested of the Selectboard by Staff/Participants and identification of who is requesting the item. The agenda will only thereafter be modified at the meeting by an affirmative vote of the Selectboard. Issues that arise after the agenda is set will be noted in the agenda packet for Selectboard action. These later developing issues may or may not be added to the agenda at the Selectboard's discretion. The staff will provide backup information in the regular agenda packet or a follow up packet to be distributed as soon as possible thereafter.
- Emergency/Special Meetings may be called by any Member of the Board. Upon receiving such request, the Town Manager will consult with the Chair to establish a meeting date, time, agenda item and required back up. In the absence of the Chair, the Vice Chair or in his/her absence, the Clerk will be notified of a meeting request. The agenda will be posted and transmitted immediately once a date and time is established.

Backup will be provided to the Board at least 1 hour prior to the meeting unless instructed otherwise.

SAMPLE AGENDA

Milton Selectboard Meeting

October 15, 2012

**6:00 p.m. – Tour of Rescue Building and Land Records Office
Selectboard Meeting Immediately Following Tour**

Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

AGENDA

I. Call to Order

II. Flag Salute

III. Agenda Review

IV. Public Forum

The Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).

V. Manager's Update

VI. Interview(s) and possible appointment(s)

VII. Presentation

A) Devino Farm Project

(Presentation of and Possible Decision on Preferred Alternatives)
Consultants and Staff

B) Milton 250th Celebration Report

(Report from Committee Chair on Progress)
John Lindsay, 250th Committee Chair

VIII. New Business & Department Items

C) Zoning Enforcement Policy Review

(Discussion on Zoning Enforcement Policy)
Brian Palaia, Town Manager and Taylor Newton, Zoning Administrator

D) VMERS C Plan for Non-represented Employees
(Discussion and Possible Adoption of Resolution)
Brian Palaia, Town Manager

E) Letter of Support for ECOS Grant
(Discussion and Possible Action on Grant Support)
Katherine Sonnick, Director of Planning and Economic Development

F) Grant Application from VTRANS
(Discussion and Possible Approval of Grant)
Craig Plumb, Public Works Director

IX. Old Business

G) Impact Fee Discussion
(Discussion and Possible Vote on Public Hearing)
Selectboard

X. Reconsideration

XI. Potential and/or Future Agenda Items

XII. Minutes of October 1, 2012 Selectboard Meeting
(To approve with or without corrections)

XIII. Warrant/Report #7
(To approve with or without corrections)

XIV. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313

XV. Adjournment

Posted October 12, 2012 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press Milton Independent Lake Champlain Access Television Fox 44 News posted in two other places within the Town of Milton and filed with the Town Clerk.

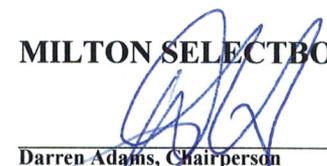
Signed: _____
Brian M. Palaia, Town Manager

POLICY: The Milton Selectboard, acting in regular session on April 1, 2013 voted in the favor of the following;

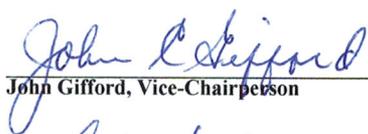
“Voted in the favor of the Agenda Policy, as outlined in Policy 13-03. Further that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.”

Dated at Milton, Vermont this 1st day of April, 2013

MILTON SELECTBOARD



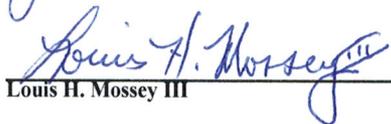
Darren Adams, Chairperson



John Gifford, Vice-Chairperson



Pam McKenna, Clerk

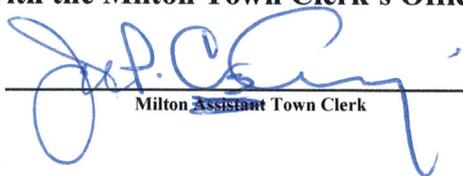


Louis H. Mossey III



John Bartlett

Filed with the Milton Town Clerk's Office this 30th day of April, 2013

Attest: 

Milton Assistant Town Clerk