



PLANNING COMMISSION

Meeting Type:..... **Regular**
Date:..... **Wednesday, June 1, 2016**
Time:..... **7:00 p.m.**
Place:..... **Municipal Building Community Room**
Address:..... **43 Bombardier Road Milton, VT 05468**
Contact:..... **(802) 893-1186**
Website: **www.miltonvt.org**

MEETING MINUTES

1 **1. CALL TO ORDER**

2 The Chair called the meeting to order at 7:04 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; John Lindsay; Henry
6 Bonges (arrived approximately 7:10 p.m.).

7 **Members Absent:** None.

8 **Staff Present:** Jacob Hemmerick, Planning Director; Erik Wells, Director of Administration &
9 Community Affairs.

10 **Public Present:** None.
11

12 **3. AGENDA REVIEW**

13 **Additions:** None.

14 **Deletions:** None.
15

16 **4. PUBLIC FORUM**

17 None.
18

19 **5. STAFF UPDATE**

20 Staff shared two pieces of good news:

- 21 • Summary judgment in favor of the Town was issued by the Environmental Division of the
22 Superior Court in the appeal case of Southerly Side of Route 7, LLC.
- 23 • Planning & Zoning revenue has exceeded the forecasted budget by approximately 50%; this is
24 likely as a result of the fee schedule amendment's success in recovering costs for services
25 rendered.

26 The group briefly discussed these items and the Commissioner's commended Staff on both successes.
27

28 **6. BUSINESS**

29 **6(A). Annual Pre-Adoption Review of Fiscal Years 2017-2022 Capital Improvement Plan (CIP)**

30 Staff gave an overview of the CIP review process, explaining that the purpose tonight is to have the
31 Planning Commission review the CIP and share any thoughts, concerns and ideas. Staff will gather
32 comments and present them to the Selectboard. Staff also detailed plans to revise the CIP process next
33 year to encourage a better process and greater follow-through on realistic and attainable projects. Donna
34 shared some of her past experiences with the CIP process where Chairs of the Boards and Commission
35 Chairs were involved in a review committee prior to the CIP being packaged and presented to the
36 Planning Commissions and Selectboard. The Commissioners were favorable to a more collaborative
37 process.
38

39 Bonges inquired about the current grants. Grants that the Town has already been awarded have been
40 reorganized by Staff and are being closely examined. Skill-sharing between the Town and the School
41 District was discussed, as were many opportunities for saving money, and the resources required to

1 identify and secure grants to leverage public resources to finish projects. Commissioners expressed
2 concern about there being adequate personnel resources to effectively manage these projects.
3

4 Bonges inquired about projects shown in the CIP that do not indicate a funding source; Staff explained
5 that these are included because they are previously identified capital projects, but funding is not yet
6 finalized. Bonges also inquired about the small and large line items for the Town Forest. Staff explained
7 the smaller line is for trail improvements, specifically the main entrance trail; while the large line is more
8 conceptual representing an ambitious recreational infrastructure development plan with quotes prepared
9 by an engineering firm linked the Forest's management plan. The Town Forest was discussed in general,
10 with the group agreeing that it's a valuable resource that is under-maximized. Bonges also inquired
11 about electric vehicle charging stations; Staff took note of this inquiry and will look in to it.
12

13 The following topics were all discussed in relation to the CIP:

- 14 • Municipal Solar Array
- 15 • Public Works Department structure, personnel resources, and responsiveness for buildings and
16 grounds needs since merger of B&G and Highway.
- 17 • Part-time or contracted Town engineer
- 18 • New Town website that's easy to access and use, with interactive functions.
- 19 • The Public Works Garage & Recreation Facility
- 20 • McMullen Road sidewalk installation
- 21 • Potential uses of the Bombardier property
- 22 • Equipment including 2 police cruisers, a dump truck, and a loader
- 23 • Bombardier Park East bathrooms
- 24 • Dog Park

25
26 Regarding the Bombardier property: the Manager's Office is planning to do extensive value-based
27 outreach. For example, instead of asking, "What do you want to see happen on this property?" the
28 question would be geared toward "What do you value in your community?" This is an effort to gauge
29 what the community values most, gather as many voices as possible, and present a cohesive plan.
30

31 Regarding the McMullen Road sidewalk project: All Seasons excavation was awarded the contract and
32 Hamlin Consulting Engineers will be doing construction inspection and public outreach. Start date is
33 estimated as June 20, 2016 and work should be completed by September 1, 2016. The Commission
34 emphasized the need for close oversight of construction quality to ensure a lasting project, expressing
35 concern that Public Works may not have the bandwidth available.
36

37 Donna inquired about road paving and the lack of expenditure in this area. Staff replied that paving does
38 not qualify as a capital expense because it is an improvement to existing infrastructure and managed
39 through a separate budget. The Commission noted, that there are some infrastructure maintenance items
40 that may evaluation. Donna relayed concerns she's heard from residents about road conditions. Paving
41 was briefly discussed, as was Route 7 in general and the "hourglass" configuration planned for the Route
42 7/Railroad Street/Middle Road intersection.
43

44 Bonges noted a couple of errors in the spreadsheet presented; Staff made notes and will correct.
45

46 7. MINUTES

47 7(A). Approval of Minutes of May 17, 2016

48 MOTION by Lindsay to APPROVE the Minutes of May 17, 2016 as written; SECOND by Micklus.
49 Unanimously APPROVED.
50

51 9. ADJOURNED

1 MOTION by Bonges to ADJOURN at 8:07 p.m.; SECOND by Rutz. Unanimously APPROVED.
2

3 Minutes approved by the Commission this _____ day of _____, 2016.
4
5

6
7 _____
8 Lori Donna, Chair

/kt

9 Draft filed with the Town Clerk this 3rd day of June, 2016.
10

11 Filed with the Town Clerk this _____ day of _____, 2016.