

Milton Selectboard
January 20, 2015 Starting at 6:00 PM
Municipal Building Community Room

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. Appointments and/or Resignations

VI. New Business and Department Items

A) Unified Planning Work Program Grants – Lamoille Area Land Use & Planning Study and Route 7 Retail Assessment Study

(Consider Authorizing Grant Applications)

Brian Palaia, Town Manager and Katherine Sonnicks, Planning Director

B) Colchester Loop Road Name Change to Galvin Hill Road

(Consider Name Change)

Brian Palaia, Town Manager and Amanda Pitts, Zoning Administrator

C) Recreational Trails Program Grant Application

(Consider Authorizing Grant Application)

Brian Palaia, Town Manager and Jacob Hemmerick, Town Planner

D) Clearview Estates Surety Reduction

(Consider Accepting the Infrastructure, End Warranty Period and Release Surety, and Reduce Surety for Sidewalk, Phase I)

Brian Palaia, Town Manager and Katherine Sonnicks, Planning Director

E) Rescue Billing Rates

(Consideration of Updated Rates)

Brian Palaia, Town Manager and Don Turner, Fire Chief

F) Private Water Utility Maintenance Agreement – Husky Injection Molding

(Consider Authorizing Agreement)

Brian Palaia, Town Manager and Roger Hunt, Public Works Director

G) Amendment to Water Disconnection Rate Schedule

(Consider Authorizing Amended Rates)

Brian Palaia, Town Manager and Nate Lavalley, Water/Wastewater Superintendent

- H) Creation of Separate Account for Vermont Community Development Planning Grant Funds to Pass Through to Champlain Housing Trust**
(Consider Authorizing New Separate Account)
Brian Palaia, Town Manager
- I) Budget Discussion – Road and Sidewalk Funding Options**
(Review of Budget)
Brian Palaia, Town Manager and Roger Hunt, Public Works Director
- J) Approval of Paul Bohne’s Contract as Interim Manager**
(Consider Approving Contract)
Brian Palaia, Town Manager
- K) Town Manager Search**
(Update)
Town Manager and Selectboard
- VII. Old Business**
- VIII. Reconsideration**
- IX. Manager's Update**
- X. Potential and/or Future Agenda Items**
- XI. Minutes - To Approve With or Without Corrections**
 - 1) **Selectboard - Regular Meeting – January 5, 2015**
 - 2) **Selectboard – Budget Meeting – January 6, 2015**
 - 3) **Selectboard – Budget Meeting – January 7, 2014**
- XII. Warrant/Report - To Approve With or Without Corrections**
 - 1) **Warrant Report#14**
 - 2) **Supplemental Warrant #1 – Capital Interfund Borrowing Note - Ambulance**
 - 3) **Supplemental Warrant #2 – RF1-077 Principal Payment**
- XIII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313**
- XIV. Adjournment**
Posted 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, WPTZ, and WCAX; and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed:  _____
Brian Palaia, Town Manager



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Grant Opportunities for the Lamoille Area Land Use and Planning Study Chittenden County Regional Planning Commission Unified Planning Work Program

Date: 1/13/2015

Legislative Analysis: The proposal is to submit an application to the Chittenden County Regional Planning Commission's (CCRPC) Unified Planning Work Program (UPWP) for funding of a Land Use and Planning Study and Comprehensive Plan and Zoning Regulation revisions for the Lamoille Planning Area. The 2013 Comprehensive Plan description of the Lamoille Planning area is inconsistent with many of the uses permitted in the zoning regulations. This area consists of three very different zoning districts with different goals and uses: Agricultural Residential (R5), Interstate Commercial (C1) and the General Industrial (I2) districts. The Comprehensive Plan's goals only address future low to medium scale residential development. The study will involve a public engagement process to assist the Planning Commission in determining the appropriate future zoning and development goals for the area. The outcome will involve a revision of the Comprehensive Plan and/or Zoning Regulations to reflect the public and Planning Commission's desired future development of the Lamoille Planning area. As a result, the Comprehensive Plan and the Zoning Regulations will be consistent in description and goals for the area. Additionally, by completing the study and making appropriate changes to the guiding zoning documents, the town can request from ACT 250 that the restriction against providing sewer service to new development within the sewer service areas can be lifted. Final selection for inclusion in the UPWP will be made in mid-May 2015.

Fiscal Analysis: The total project cost is approximately \$3,300. This estimate is based on conversations with the Chittenden County Regional Planning Commission about their staff costs to assist town staff in conducting the study.

The UPWP requires that the Town provide an approximately 20% local match, or \$600, while the UPWP would fund the remaining \$2,400. Public engagement activities are often more effective when food and childcare are offered at the event, however, these costs are not eligible for UPWP funding. The request is for \$600 for the local 20% match and an additional \$300 for the public engagements costs (i.e. food, childcare, etc), for a total of \$900. The funding for the local match is from impact fees. Funding of the study would occur during FY 2016.

Attachments: Draft Selectboard Letter of Support

Prepared By: Katherine Sonnick, Planning Director

PROJECT APPLICATION FORM FY2016 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps, match commitment letter and public meeting documentation). **Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 23, 2015. Application forms should be emailed as a Word attachment to: bdavis@ccrpcvt.org.** This form can be downloaded from the CCRPC website at: <http://www.ccrpcvt.org/workplan/>.

NOTE: You must submit one application form per project. For data requests (e.g., sign inventories, culvert inventories, traffic counts, etc.) please use the appropriate form and submit one form per request.

1. GENERAL INFORMATION

Submitted by (Name, Title): *Katherine Sonnicks, Planning Director*

Municipality/Agency/Organization: *Town of Milton*

Telephone: *(802) 893-1186*

Email: *ksonnick@town.milton.vt.us*

2. PROJECT INFORMATION

Project Title: Lamoille Area Land Use Planning Study

Project Location (name of roadway, intersection, geographic area, etc.):

Attach map if needed

Lamoille Planning Area as described in the Town's Comprehensive Plan, area west of Interstate 89 and east of the Lamoille River. See Attached Map of the Town planning areas from the Comprehensive Plan and the official Zoning map.

Project Description (100 words max):

The 2013 Comprehensive Plan residential goals and description of the Lamoille Planning area is inconsistent with the uses permitted in the zoning regulations for the same area. This area consists of the Agricultural Residential (R5), Interstate Commercial (C1) and the General Industrial (I2) zoning districts. The study will involve a public engagement process to assist the Planning Commissions in determining the appropriate future zoning and development goals for the area. The final outcome will involve revisions to the guiding documents to reflect the comprehensive visioning of the area and bringing the Comprehensive Plan and the Zoning Regulations into consistency.

Scope of Work Outline:

CCRPC staff provide staff time to run approximately two to three public visioning sessions that will be hosted by the Planning Commission. Additional CCRPC staff time will be provided in Planning Commission meetings to assist in revising and writing the goals and zoning for the Lamoille planning area, through revisions to the Comprehensive Plan and/or the Zoning Regulations. Approximately 60 hours of CCRPC staff time is estimated for this proposal.

Expected Deliverables:

Revised Compressive Plan description and goals for the Lamoille planning area, updated Zoning Regulations to reflect the desired uses and requirements for the Lamoille area.

Other Project Participants (e.g., other agencies, non-profits, consultants, community groups):

N/A

Project Match Requirement:

Please attach a letter from the governing body/municipal manager/organization director documenting the availability of at least 20% non-federal local cash match (no in-kind match allowed), unless you are applying for projects that use CCRPC staff/intern resources to undertake the activity (see projects listed in "Transportation Services" under the Eligible Initiatives section in the Program Summary packet), or if it is a small technical assistance project. Additional consideration will be given to submissions that intend to provide an overmatch of local funds.

The project anticipates approximately \$300 in additional funds from the Town above the 25% match for additional public engagement costs such as food and childcare.

Public Meeting Requirement:

In order to apply, municipal projects must have been discussed as an agenda item at a warned public meeting within the last calendar year. Attach documentation of the meeting. Regional project requests will be addressed as part of the CCRPC's public process.

See attached publically warned Selectboard agenda and posting form.

Budget:

Requested UPWP Amount	\$2,400
Non Federal Cash Match	\$900
Other Funding	\$
Total Project Cost	\$3,300

Project Schedule (assume July 2015 start) – add more lines if needed

<i>Milestone</i>	<i>Month/Year</i>
Planning Commission Pre- Meeting	August 2015

Public Meeting #1	September 2015
Planning Commission #1 (discuss Public Meeting)	September 2015
Public Meeting #2 (Refine vision)	November 2015
Planning Commission #2 (discuss PM and refine)	December 2016
Public Meeting #3 (if needed)	January 2016
Planning Commission #3 (refine Comp Plan/ZR)	January 2016
Planning Commission #4 (refine CP/ZR, if needed)	February 2016
Final Documents before PC	March 2016

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

Identify which of the 8 strategies and general actions under each strategy from the ECOS Plan this project will address. (<http://www.ecosproject.com/plan> – see Chapter 3)

Strategy 3.2.2 –Action 1. Invest in Areas Planned or Growth – much of the Lamoille area is located within areas designated for growth and some is located in the rural area. This study will look at appropriate future growth in these areas. Action 2 Munipal Planning and Zoning – this project includes zoning and Comprehensive Plan updates through a thoughtful planning process.

Does this project address a need identified in a local planning document?

The Comprehensive Plan and the Zoning Regulations are inconsistent in the land uses for the area. This process will make the documents consistent. Additionally, by completing the study and making appropriate changes to the guiding zoning documents, the town can request from ACT 250 that the restriction against providing sewer service to new development within the sewer service areas can be lifted.

For transportation and land use projects, how will the project benefit the following:

N/A

- The safe, effective operation of the transportation system?
- Regional and/or local economic development?
- Multimodal travel options, connections, and/or reduce travel delays for people and goods?
- Increase the livability of local communities?
- Complement other local/regional activities or initiatives?

For other planning projects, please describe how the project benefits the local community.

The process will allow for community input on the planning process and will serve to more thoughtfully direct development in the Lamoille Planning area.

Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project? (see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/aboutus/public/>)

N/A

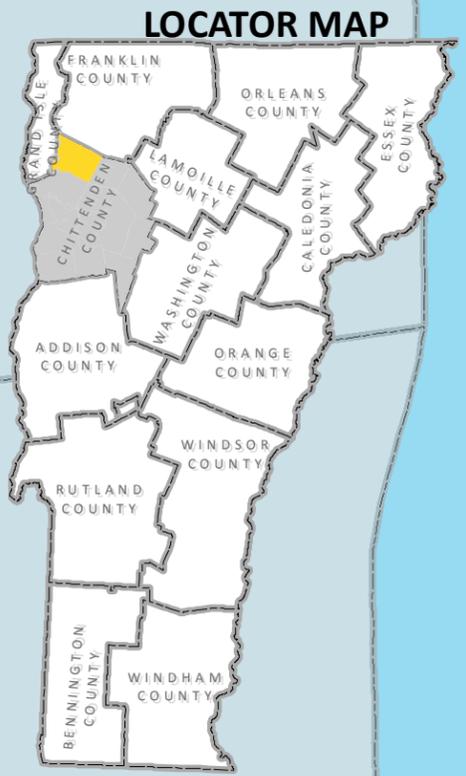
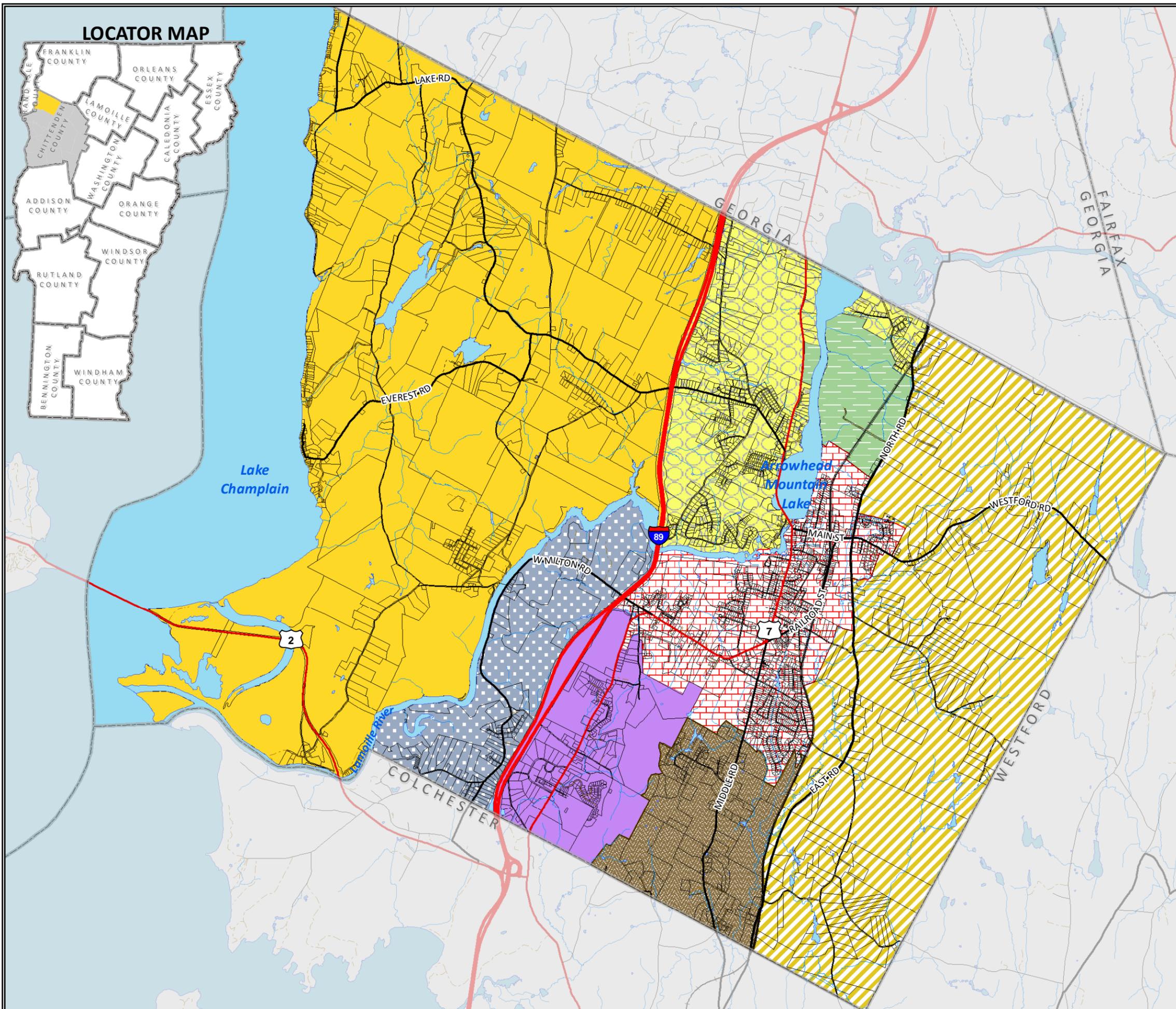
How does the project demonstrate a cost-effective solution to a potential or recognized problem?

The Planning Commission has been aware that the zoning and the Comprehensive Plan goals do not match in the Lamoille Planning area, this project aims to change that and to thoughtfully direct future growth in the area. This project uses town staff and Planning Commission time and money effectively with the assistance of staff from the CCRPC. This approach is more cost effective than hiring an outside consultant.

How will this project be implemented when planning is complete?

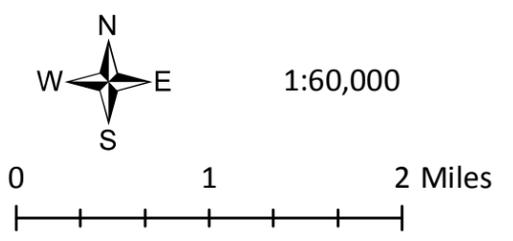
The Zoning Reputations and Comprehensive Plan will more thoughtfully guide future development in the Lamoille Planning area.

Map 2: Planning Areas Milton, Vermont 2013 Comprehensive Plan



Legend

- Planning Areas**
-  Arrowhead Lake
 -  Catamount
 -  Cobble Hill
 -  East Milton
 -  Lamoille
 -  North Road
 -  Town Core
 -  West Milton
 -  Tax Parcel Boundary



Source:
 Planning Areas - CCRPC w/guidance from Milton, 2003
 Road Centerline - CCRPC w/guidance from Milton, 2011 and e911, 8/2012
 Railroad - VTrans, 2003
 Surface Water - VHD, 2008 (VCGI)
 Map created by P. Brangan using ArcGIS. All data is in State Plane Coordinate System, NAD 1983.

Disclaimer:
 The accuracy of information presented is determined by its sources. Errors and omissions may exist. The Chittenden County Regional Planning Commission is not responsible for these. Questions of on-the-ground location can be resolved by site inspections and/or surveys by registered surveyor. This map is not sufficient for delineation of features on-the-ground. This map identifies the presence of features, and may indicate relationships between features, but is not a replacement for surveyed information or engineering studies.



TOWN OF MILTON, VERMONT 05468-3205

PLANNING & ECONOMIC DEVELOPMENT OFFICE • 43 BOMBARDIER ROAD •
802-893-1186 • FAX: 893-1005

January 20, 2015

Mr. Charles Baker
Chittenden County RPC
110 West Canal Street, Suite 202
Winooski, VT 05404-2109

Mr. Baker,

The Town of Milton Selectboard fully endorses the application for the Lamoille Area Planning Area Land Use and Planning Study and the study's inclusion in the Chittenden County RPC's Unified Planning Work Program (UPWP).

The Town of Milton acknowledges that if the planning study is included in the UPWP, a 20% local match is required. The Town of Milton further acknowledges the commitment of staff time to the aid in the completion of the planning study, as needed.

Sincerely,

Darren Adams
Chair
Milton Selectboard



Resolution

TOWN OF MILTON

Grant Opportunities for the Lamoille Area Land Use and Planning Study Chittenden Country Regional Planning Commission Unified Planning Work Program

WHEREAS, the Milton Selectboard requires all grants, grant applications, and offer of grants to be approved by the Selectboard at any regular or special meeting of the Selectboard; and,

WHEREAS, Staff requests that the Milton Selectboard approve the submission an application for the Lamoille Area Land Use and Planning Study with a project cost estimated to be \$3,300; and

WHEREAS, the Chittenden Country Regional Planning Commission (CCRPC) has advertised the Unified Planning Work Program, the annual regional work plan, and which is funded through 80/20 funding split, with 80% federal funds and 20% local matching funds; and,

WHEREAS, The Selectboard held a public meeting during their regularly scheduled meeting to inform and take input from the public on the Town's intent to apply for funding for the aforementioned project; and

WHEREAS, Staff has previously provided that sufficient funding is available to meet the 20% match requirements for the Lamoille Area Land Use and Planning Study and;

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton to authorize the Town Manager to execute the necessary documents to submit an application for funding from the CCRPC Unified Planning Work Program and to make the appropriate budget amendments.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

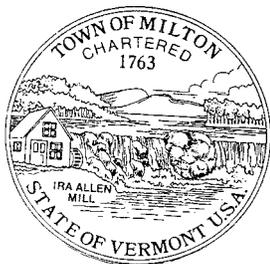
John Bartlett, Clerk

Brenda Steady

Stewart King

Filed with the Milton Town Clerk's Office this _____ day of _____, 2015

Attest: _____



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Grant Opportunities for the Route 7 Retail Assessment Study

Chittenden County Regional Planning Commission Unified Planning Work Program

Date: 1/13/2015

Legislative Analysis: The proposal is to submit an application to the Chittenden County Regional Planning Commission's (CCRPC) Unified Planning Work Program (UPWP) for funding of a Route 7 Retail Assessment Study. The Route 7 Improvement Committee's final report addressed the importance of targeted commercial development along the corridor. The desire is to see specific types of businesses that are lacking in the town. A Retail Assessment Study would be a valuable tool for the Town as a way to pursue these businesses. Additionally, with data to support the need for these businesses in town, it is more likely that they would not only come but also stay and become well established commercial operations. This study would be conducted by CCRPC staff with guidance from staff and the Economic Development Commission. The outcome will be a report showing the commercial needs of the town which will be a useful tool in attracting the desired businesses to town. Final selection for inclusion in the UPWP will be made in mid-May 2015.

Fiscal Analysis: The total project cost is approximately \$4,000. This estimate is based on conversations with the Chittenden County Regional Planning Commission about their staff costs to assist town staff in conducting the study.

The UPWP requires that the Town provide an approximately 20% local match, or \$800, while the UPWP would fund the remaining \$3,200. The request is for \$800 for the local 20% match. The funding for the local match is from impact fees. Funding of the study would occur during FY 2016.

Attachments: Draft Selectboard Letter of Support

Prepared By: Katherine Sonnicks, Planning Director

PROJECT APPLICATION FORM FY2016 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps, match commitment letter and public meeting documentation). **Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 23, 2015. Application forms should be emailed as a Word attachment to: bdavis@ccrpcvt.org.** This form can be downloaded from the CCRPC website at: <http://www.ccrpcvt.org/workplan/>.

NOTE: You must submit one application form per project. For data requests (e.g., sign inventories, culvert inventories, traffic counts, etc.) please use the appropriate form and submit one form per request.

1. GENERAL INFORMATION

Submitted by (Name, Title): *Katherine Sonnicks, Planning Director*

Municipality/Agency/Organization: *Town of Milton*

Telephone: *(802) 893-1186*

Email: *ksonnick@town.milton.vt.us*

2. PROJECT INFORMATION

Project Title: *Retail Assessment Study*

Project Location (name of roadway, intersection, geographic area, etc.):

Attach map if needed

Route 7 through the Town of Milton from the Colchester town line to the dam of Arrowhead Lake.

Project Description (100 words max):

Milton lacks the goods and services a town of its size should have to make it "complete". The Retail Assessment study would examine business opportunities in terms of the number and types of business the market could bear, total sales and the square feet of occupied and vacant and underutilized business space. A report would assemble this data to be used to recruit and retain businesses in town.

Scope of Work Outline:

CCRPC staff provide staff time to gather and analyze the data for the assessment study. Approximately 80 hours of CCRPC staff time is estimated for this proposal.

Expected Deliverables:

A Retail Assessment study document that includes the market demand and supply data.

Other Project Participants (e.g., other agencies, non-profits, consultants, community groups):

N/A

Project Match Requirement:

Please attach a letter from the governing body/municipal manager/organization director documenting the availability of at least 20% non-federal local cash match (no in-kind match allowed), unless you are applying for projects that use CCRPC staff/intern resources to undertake the activity (see projects listed in "Transportation Services" under the Eligible Initiatives section in the Program Summary packet), or if it is a small technical assistance project. Additional consideration will be given to submissions that intend to provide an overmatch of local funds.

See the attached letter from the Selectboard with a commitment to provide 20% in matching funds.

Public Meeting Requirement:

In order to apply, municipal projects must have been discussed as an agenda item at a warned public meeting within the last calendar year. Attach documentation of the meeting. Regional project requests will be addressed as part of the CCRPC's public process.

See attached publically warned Selectboard agenda and posting form.

Budget:

Requested UPWP Amount	\$3,200
Non Federal Cash Match	\$800
Other Funding	\$
Total Project Cost	\$4,000

Project Schedule (assume July 2015 start) – add more lines if needed

<i>Milestone</i>	<i>Month/Year</i>
Data gathering (assess demand, inventory supply)	September 2015
Forming conclusions	September 2015
Complete draft report	October 2015
Final Report	October 2015

3. BENEFITS TO REGIONAL AND LOCAL PLANNING

Identify which of the 8 strategies and general actions under each strategy from the ECOS Plan this project will address. (<http://www.ecosproject.com/plan> – see Chapter 3)

Strategy 3.2. 2

Action 1. Invest in Areas Planned or Growth – the Route 7 Corridor is both the main artery in town, but also the main area where the town wants to see future growth. Investment in developing existing and new businesses in vacant, underutilized and new buildings will improve economic opportunities for the town.

Action 4. Energy - Many people commute out of town for retail goods. With additional retail development in town will people will be able to shop locally, which will decrease greenhouse gas emissions.

Does this project address a need identified in a local planning document?

The Comprehensive Plan and the Zoning Regulations are inconsistent in the land uses for the area. This process will make the documents consistent. Additionally, by completing the study and making appropriate changes to the guiding zoning documents, the town can request from ACT 250 that the restriction against providing sewer service to new development within the sewer service areas can be lifted.

For transportation and land use projects, how will the project benefit the following:

N/A

- The safe, effective operation of the transportation system?
- Regional and/or local economic development?
- Multimodal travel options, connections, and/or reduce travel delays for people and goods?
- Increase the livability of local communities?
- Complement other local/regional activities or initiatives?

For other planning projects, please describe how the project benefits the local community.

Milton lacks the goods and services a town its size should have to make it “complete”. Such businesses in Milton would make accessing goods and services more convenient for Milton residents, improve the dynamics of the town, save energy as more goods will be available in town and add synergy – in addition to increasing the tax base.

Are there traditionally underserved populations in the project study area? How will this project help to achieve greater equity? How are disparities for disadvantaged communities improved through this project? (see the CCRPC's 2014 Public Participation Plan for resources:

<http://www.ccrpcvt.org/aboutus/public/>)

N/A

How does the project demonstrate a cost-effective solution to a potential or recognized problem?

Retail Assessment document will assist the Town in approaching new business with data in hand that shows the need and projected success of doing business in Milton, this is a much more cost and time effective way to induce economic development. As a result, additional jobs will likely be created for local residents.

How will this project be implemented when planning is complete?

The Town will use this assessment to recruit new businesses and to assist current business owners in making improvements to better serve the population of Milton.



TOWN OF MILTON, VERMONT 05468-3205

PLANNING & ECONOMIC DEVELOPMENT OFFICE • 43 BOMBARDIER ROAD •
802-893-1186 • FAX: 893-1005

January 20, 2015

Mr. Charles Baker
Chittenden County RPC
110 West Canal Street, Suite 202
Winooski, VT 05404-2109

Mr. Baker,

The Town of Milton Selectboard fully endorses the application for a Retail Assessment study for the Route 7 Corridor and the study's inclusion in the Chittenden County RPC's Unified Planning Work Program (UPWP).

The Town of Milton acknowledges that if the planning study is included in the UPWP, a 20% local match is required. The Town of Milton further acknowledges the commitment of staff time to the aid in the completion of the planning study, as needed.

Sincerely,

Darren Adams
Chair
Milton Selectboard



Resolution

TOWN OF MILTON

Grant Opportunities for the Route 7 Retail Assessment Study Chittenden Country Regional Planning Commission Unified Planning Work Program

WHEREAS, the Milton Selectboard requires all grants, grant applications, and offer of grants to be approved by the Selectboard at any regular or special meeting of the Selectboard; and,

WHEREAS, Staff requests that the Milton Selectboard approve the submission an application for the Route 7 Retail Assessment Study with a project cost estimated to be \$4,000; and

WHEREAS, the Chittenden Country Regional Planning Commission (CCRPC) has advertised the Unified Planning Work Program, the annual regional work plan, and which is funded through 80/20 funding split, with 80% federal funds and 20% local matching funds; and,

WHEREAS, The Selectboard held a public meeting during their regularly scheduled meeting to inform and take input from the public on the Town's intent to apply for funding for the aforementioned project; and

WHEREAS, Staff has previously provided that sufficient funding is available to meet the 20% match requirements for the Retail Assessment Study; and

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton to authorize the Town Manager to execute the necessary documents to submit an application for funding from the CCRPC Unified Planning Work Program and to make the appropriate budget amendments.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

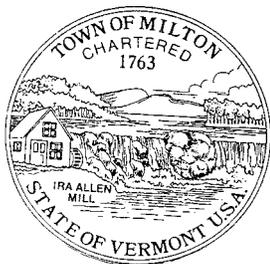
John Bartlett, Clerk

Brenda Steady

Stewart King

Filed with the Milton Town Clerk's Office this _____ day of _____, 2015

Attest: _____
Milton Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

PLANNING & ECONOMIC DEVELOPMENT OFFICE • 43 BOMBARDIER ROAD • 802-893-1186 • FAX: 893-1005

TO: Brian Palaia, Town Manager

FROM: Amanda Pitts, Zoning Administrator/E911 Coordinator

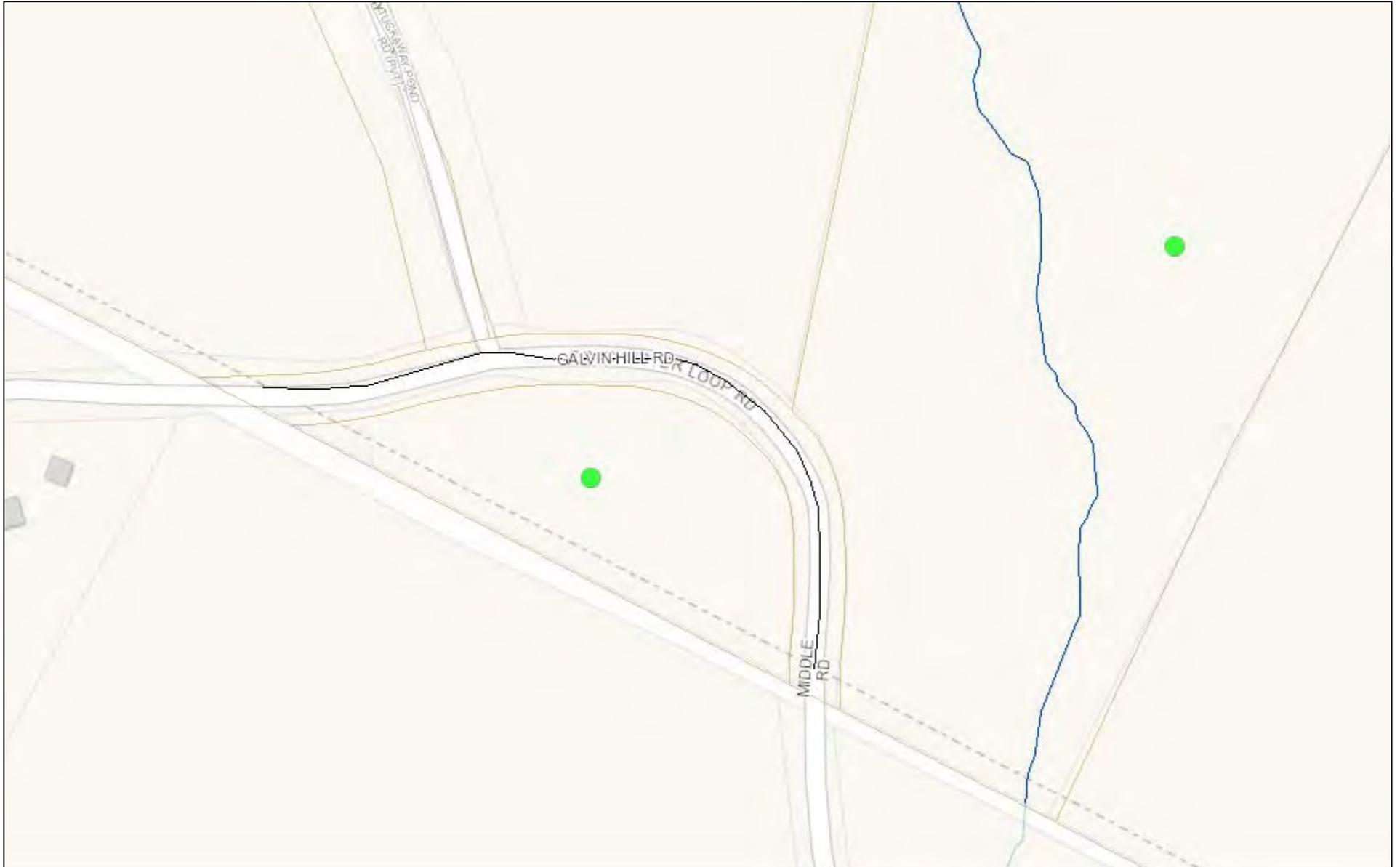
RE: Colchester Loop Road

DATE: January 13, 2015

The street name Colchester Loop Road is no longer used (also known as Galvin Hill Road and an extension of the Middle Road in Colchester or Town Highway 62). Our Town Road map and VTrans maps have this section of road listed as Galvin Hill Road (see attached road map). This change was requested by E911 as there is one parcel using the address 2996 Middle Road since it's an extension of Middle Road in Colchester. I confirmed with Bob Vickery, Colchester E911 Coordinator, that there were no issues for the Town of Colchester that would result in the name change.

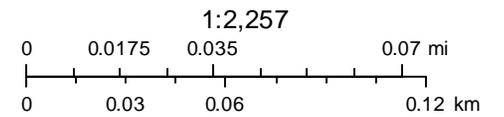
In order to eliminate confusion for rescue services, I recommend that the Selectboard dissolve the street name Colchester Loop Road and allow the entire 0.15 portion Milton portion of this road to be called Galvin Hill Road.

Galvin Hill Road



January 13, 2015

Road Centerline	—	Class 2 or 3	+	Railroad
—	—	Class 4	—	River or Stream Centerline
—	—	Private		



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL,

TOWN of MILTON
Planning & Economic Development
43 Bombardier Road
Milton, VT 05468-3205

www.miltonvt.org
(802) 893-1186



MEMO

TO: Selectboard and Town Manager
CC: Conservation Commission
FROM: Jacob Hemmerick, Town Planner & Ann Janda, Management Fellow
DATE: January 13, 2014

RE: Vermont Recreational Trail Programs (RTP) Grant Application

Grant applications exceeding \$5,000 require Selectboard approval according to Administrative Policy 2014-02.

Attached to this Memo is a draft 2015 Vermont Recreational Trails Program Grant Application to fund improvements to the Town Forest Bove Connector Trail, prepared in conformance with priorities identified in the Town Forest Management, Capital Improvement, and Comprehensive Plans.

The *Town Forest Management Plan* Recommendation 2.d.i, last amended by the Milton Selectboard in 2011, specifically calls for a multi-use path upgrade of the Bove Connector Trail as part of Phase III (2018-2021). This project is proposed out of sequence, because it was identified as an urgent need by the Conservation Commission (CC); the trail is currently unsustainable and unusable due to standing water and mud many times of the year.

In order to prepare for the RTP, the CC applied for and received an Association of Vermont Conservation Commissions Grant (\$600) to hire a trail professional to design and cost a portion of the proposed multi-use path. This served as the primary basis for the proposed budget.

The proposal before the board would authorize \$66,774 in improvements, \$49,959 of which would be funded by the State. The proposed local match consists of a \$15,000 from Capital Budget, as well as staff time for grant administration, construction oversight, and volunteer labor from the CC. The cash match is identified in the Capital Improvement Plan's Project #461-012-P and Project #461-013-P.

Finally, this project is consistent also with the following goals of the *Comprehensive Plan*:

- Goal 3.3.5: Utilize the Town's geographic location and natural resources to effectively market the Town and attract visitors [. . .];
- Goal 4.4.2: Promote public awareness of the benefits of multi-use pathways;
- Goal 4.4.6: Seek outside funding sources to help pay for feasibility studies, scoping studies and construction of prioritized pathways; and
- Goal 7.6: Pursue multi-use recreation paths in Milton.

RECOMMENDED MOTION:

Authorize the Town Manager to sign and submit the 2015 Recreational Trail Program Grant Application, as presented, to fund Town Forest Bove Connector Trail improvements.



Resolution

TOWN OF MILTON

FY2015 Recreational Trails Program Grant Application for Town Forest Bove Connector Trail Improvements

WHEREAS, the Administrative Policy 2014-02 requires all grant applications over \$5,000 be approved by the Selectboard;

WHEREAS, staff requests that the Milton Selectboard approve the submission of an application for the Vermont Department of Forests, Parks & Recreation Recreational Trails Program (RTP) Grant Application in the amount of \$66,774; and

WHEREAS, the voters of Milton have demonstrated broad support for gaining access to the Town Forest in the past and improved access to this property is an identified goal in Milton's Town Forest Management Plan and the Capital Improvement Plan, and the Town is committed to the ongoing maintenance of and public access to the Town Forest; and,

WHEREAS, the RTP Grant requires the Town meet a 20% match requirement, which includes in-kind labor and administrative costs; and

WHEREAS, staff has previously provided that sufficient funding is available in the Capital Plan to meet the \$15,000 cash match requirements of the RTP Grant;

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton to authorize the Town Manager to execute the necessary documents to submit a grant application to the Vermont Department of Forests, Parks & Recreation for a Recreational Trails Program (RTP) Grant in the amount of \$66,774.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

John Bartlett, Clerk

Brenda Steady

Stewart King

Filed with the Milton Town Clerk's Office this _____ day of _____, 2015

Attest: _____
Milton Town Clerk



Vermont Department of Forests, Parks & Recreation

RECREATIONAL TRAILS PROGRAM (RTP)

2015 Grant Application



Application Due Date: February 2, 2015

Before completing this application, please read application instructions in the 2015 RTP Supplement, available at: <http://www.vtfpr.org/recgrant/applicationmaterials.cfm>

Application Submission Requirements:

- Send (1) electronic set of all application materials by February 2, 2015;
- Email the application completely with all materials attached;
- Send with a subject title "2015 RTP Application" to: sherry.winnie@state.vt.us

Ineligible projects and incomplete or late applications will not be considered.

Evaluation: Eligible applications will be scored by a ranking committee according to established criteria with points as noted in the application.

Please use the application instructions found in the 2015 RTP Supplement when completing this application: <http://www.vtfpr.org/recgrant/applicationmaterials.cfm>

Cover Sheet

Project Sponsor (Municipality or Non-Profit Organization): **Town of Milton, Vermont**

Project Contact Person/Position: Jacob Hemmerick, Town Planner

Contact's Telephone: 802.893.1186

E-mail: jhemmerick@town.milton.vt.us

Project/trail name: Town Forest Bove Connector Trail

Location (City/Town) where work will be done: Milton, Vermont

Who owns the property? Town of Milton, Vermont

Evaluation Criteria/ Scoring Points

Sections A-F define the criteria to which your application will be scored.
Answer each question in 250 words or less.

SECTION A: PROJECT SUMMARY, WORK PLAN & BUDGET (30 possible points)

A1. Project Summary/Project Narrative (0-10 points): Tell us why you are applying for a grant for this project. Write a short project description (not a work plan, but a summary). In it tell why this project is needed, how it improves recreational opportunities for the general public, and whether there is a crisis, emergency, or safety issue that makes this project urgent.

The Town proposes to redevelop an existing hiking trail in Milton's Town Forest (TF) by constructing a universally accessible, unpaved, multi-use (shared-use) path between an existing parking lot and a proposed wetland viewing platform.

The land on which trail is located was purchased by the Town in 2007 (with voter approval) to add strategic access to the previously landlocked TF. In 2008, the Town adopted a TF Management Plan for the responsible stewardship of the land, which was amended in 2011. (The Management Plan is based on citizen participation and professional recommendations made in two natural resource assessments commissioned by the Town.)

In 2012, the Town installed an 8-space parking lot and the subject trail, projects prioritized in the Plan. In 2013, stakeholders realized that the trail base could not sustain user demand, and the layout of the narrow lot restricts the possibility of trail relocation to better soil. That year, the Conservation Commission installed puncheons over the wettest segment as a short-term measure.

While TF Management Plan calls for a multi-use path on the subject trail to accommodate higher impact uses in Phase III (2018-2021), the Selectboard, Conservation Commission and Staff have identified this project as an urgent public need, because:

- (1) The subject trail provides the only access to the TF from a public right-of-way;
- (2) The current trail conditions accelerate trail and soil degradation and discourage visitation; and,
- (3) There are increasing recreational demands from Milton's steadily growing population of 10,000+.

A1-a Attach (2) Maps:

A “**general topographical location map**” to show where in your region the project is located in context of city/town; show trail, how to get to the trail with roads, show landowner/parcel boundaries;

Also attach a “**specific location map**”, marking the trail, the proposed project area, site details; start & end points & trailhead/parking area(s) to show what work will be done where on the trail.

A1-b Attach photos:

Photos can be utilized to show the existing conditions. Attach photos if you have them as addendums to the application.

A1-c Attach engineering plans/construction designs to be used, if applicable;

A-2. Work Plan (0-10 points): Clearly state what will be accomplished with the grant. Include both grant and match-funded activities. This should directly reflect your budget. Describe how and where work will be done. Provide the nature and extent of the Sponsor’s obligations. Be concise. Summarize tasks to be done, unambiguously. See examples and instructions in the supplement.

The Town of Milton proposes to construct a 5-foot wide, ADA accessible, unpaved, non-motorized, multi-use path 3,290 feet in length, as generally depicted on the map. Phase A = 1,760'; Phase B = 1,530'.

The work includes:

- (1) phase A, re-location of existing trailhead and corridor clearing through mature fir trees to rejoin existing trail (370'L x 5'W);
- (2) phase A: re-construction and widening of existing hiking trail (1310' L x 5'W);
- (3) phase A: construction of a boardwalk with sleeper log foundations (80'L x 5'W);
- (4) phase B: construction of railings on existing 30'L x 5'W footbridge (length inclusive in total above);
- (5) phase B: re-construction and widening of existing hiking trail Phase B (1,000' L x 5'W)
- (6) phase B: construction of new trail connecting existing trail to Milton Swamp viewpoint which may need a culvert (500'L x 5'W, length inclusive of viewing platform); and,
- (7) phase B: construction of a 600 square foot viewing platform and access boardwalk offering southeasterly views of 10-acres of open wetland;

The work also includes: clearing the corridor to a width of 8' and a height of 10', removing organic soil down to mineral soil, trimming roots, installing non-woven geotextile fabric, adding crushed 1.5" stone at a depth of 6 to 10", and surfacing the trail with 3-4" of fine, compacted surfacing with a 2% outslope.

General construction of the entire project will be performed by a hired contractor. Corridor clearing, surfacing, and platform construction will be assisted by the Conservation Commission, Town Staff, and local volunteers.

A-3. Attach Budget (0-10 points): Attach a budget form (found online) to your application. A Standard Budget Form is online @: <http://www.vtfpr.org/recgrant/applicationmaterials.cfm> Your budget will indicate to reviewers how well thought out and realistic your project is. Using the Budget form, provide a detailed breakdown of estimated labor and material costs to complete your project. Include only expenditures considered eligible under the RTP. Be thorough and accurate. Provide the basis for costs (i.e. wage/hour X number of hours). Attach any corroborating estimates, but do not enter into any contracts or go out to bid.

SECTION B: RECREATION BENEFITS (20 Possible Points)

B1. Improved Linkages/Livability (0-10 points): In what ways will this project develop or strengthen linkages & connections with other existing trails, or fill critical gaps within an existing trail/trail system. Describe ways users will have improved access to natural, scenic, historic & agricultural destination areas, parks, forests, recreation areas, schools, developed growth centers and/or designated downtown areas?

Connections are critically important because they expand user access and choice.

The subject trail and parking lot, installed in 2012, opened the Town Forest to school groups, Recreation Department programming, and the broader public for the first time. Unfortunately, wear and tear combined with slow draining soils is taking its toll, creating new barriers to access.

The proposed improvements will strengthen linkages and livability because:

- (1) The subject trail provides the critical link between the TF parking lot and the broader trail network, which totals more than 7 miles;
- (2) The trail will be ADA accessible, making the TF open to populations who otherwise have limited opportunities to recreate outdoors;
- (3) There are few comparable trails like it in nearby communities, making it a valued regional amenity;
- (4) The proposed trail will pass through four unique zones: an abandoned tree farm, an open meadow, mature hardwood forest, and a large open wetland. These transitions will provide a unique setting for natural resource interpretation and programming; and
- (5) The improvements will provide the foundational trail surface to phase in future, higher impact recreational uses, such as mountain biking.

The subject trail, in this case, offers access to several other remarkable viewpoints, including Milton Pond -- a 28-acre pond with undeveloped shoreline.

B2. User ability/User Benefits (0-10 points): Describe the range of trail users this project will serve; Tell how this project will improve access and capacity for people of various ages or abilities to use the trail? What are the desired benefits that will result for users from this project?

Trail registers anecdotally show that the TF primarily attracts visitors from Milton and nearby towns. Current users include: hikers, dog walkers, trail runners, snowshoers, skiers, mountain bikers, picnickers and anglers. The trail wear suggests steady visitation year-round.

Unfortunately, the Town has received feedback that the severe muddiness of the subject trail discourages use many times of the year. This makes the TF a no-go destination for many groups and individuals, particularly those with reduced abilities, such as: children gaining coordination, the disabled, and seniors seeking to remain active despite physical challenges.

The proposed trail improvements will address the sections most in need of repair and provide a significantly more accessible space for most ages and abilities -- while also providing a beautiful wetland destination.

The improvements will help better accommodate current non-motorized recreational uses on the TF's busiest trail (including: hiking, running, walking, snowshoeing, and XC skiing) and make additional opportunities for planned uses (such as mountain biking).

Interpretive signs and rest benches are not included with this proposal, but the CC identifies these as priorities.

SECTION C: MANAGEMENT CONSIDERATIONS (30 possible points)

C1. Sustainable trails (0-10 points): What best practices in trail construction, trail maintenance or trail management will be used in this project to ensure sustainability, minimize environmental impact, and provide erosion control?

If awarded a grant, this project will be constructed by a contracted trail professional in the fall of 2015 and monitored by the Town's Planning and Public Works Departments as well as the Conservation Commissioners. Volunteer labor will be supplied by the Conservation Commission and other interested volunteers.

The Town will establish specific guidelines for best practices in sustainable trail construction in the bid documents, and will closely monitor the work to ensure that best practices are followed. Specifically, we will temporarily close the trail, limit the area of disturbance by heavy equipment, prevent waterway impact through erosion control measures, and restore vegetative cover after disturbance.

Because the proposal will require some State Permits (stream crossing, wetlands, etc.), we will work closely with State Permitting Specialists to ensure that these particularly ecologically sensitive portions of the project is designed and built in a manner consistent with State regulations and best practices.

C2. Future maintenance (0-10 points): Describe the degree of commitment to continue operation and maintenance of the trail(s) in this project after the project is completed. What provisions of financial, community & organizational support are in place for future trail maintenance and general upkeep to ensure the useful life of this project? Attach any relevant letters signed, dated and on letterhead or plans referencing agreed upon efforts approved by the land owner and/or trail managing entity. If on a town right-of-way, attach a letter from Town Select Board Chair or maintenance plan agreed upon by the Town;

In cooperation with Town Staff, the Milton Conservation Commission (CC) stewards natural areas and is charged with orchestrating trail maintenance at the Town Forest. The following plan applies to the proposed trail:

-Seasonal/Monthly: The trail will be monitored by a member(s) of the CC and Town Staff. As required, debris will be removed from the trail corridor. Plant growth encroaching into the 5-foot wide trail corridor will be clipped back. The Milton Public Works (PW) Department will be notified of any fallen trees obstructing the path that will require removal. The condition of the crushed stone surface layer will be monitored for erosion and material will be made available for any necessary spot repair work.

-Five - Ten Years: Surface- and melt-water runoff will be monitored closely by the CC to determine how the trail is wearing over time. The trail surface will be regularly checked and repaired as necessary.

Drainage conditions along the sides of the trail will be monitored to ensure surface water is directed away from the trail in order to minimize any effects of erosion. The boardwalk will be monitored for deterioration and replaced as necessary. Material and labor will be made available by the PW Department for any necessary repair work. Refer to letters of support in the appendix.

C3. Promoting stewardship (0-10 points): What measures are proposed or are in place to make the public more aware of trail opportunities, user-responsibilities, resource protection, landowner respect, trail-user relations, safe trail use and future stewardship opportunities? Describe how any youth groups or youth corps will be engaged in the project.

The TF Management Plan is based upon several professional natural resource assessments that identify uses that are suitable to this location. The Milton Conservation Commission will undertake the following stewardship activities with Staff support.

-In Progress/Ongoing: Finalize an updated Trail Map and Brochure with approved uses & guidelines; Continue to develop contact and volunteer list; Issue periodic Conservation Commission newsletter with Town Forest updates and volunteer opportunities (at least twice annual); Continue to maintain an informative website with Town Forest information (<http://miltonvt.org/government/boards/conservation.html>); Continue to host at least 2 recreational and interpretive walks in the Town Forest open to the public; Continue to periodically promote the Town Forest through social media; Maintain up-to-date kiosk signage on approved uses.

-Proposed: Install Vermont Trail Ethic Signage at trailhead; Reach out to the School Service Learning Coordinator to develop volunteer trail maintenance projects with students; Reach out to Eagle Scouts leaders to request that Scouts consider service project in the Town Forest; Host an annual Town Forest Trail volunteer day to perform trail maintenance; Improve way-finding signage in the TF.

SECTION D: COLLABORATION & LOCAL SUPPORT (20 possible points)

D1. Local support & involvement (0-10 points): Describe local citizen and community involvement in the proposed project. Also tell what commitments of labor, money, or materials to support the proposed project have been made by the municipality, community, public agency/ies or any non-profit group. Attach up to 3 letters of support, on letterhead and dated, as evidence of community involvement or support. Do not attach support letters from contractors or youth corps organizations who may be doing work on the project.

This particular access to the Town Forest has had continued support for 10 years. For instance, Milton voters supported the purchase of the land where this trail is located.

The Town Forest Management Plan, which identifies this project as a priority, underwent several public hearings with robust public and professional participation.

Milton voters also approved a 1/2 cent for recreation levy in 2013, which is the primary source of revenue for the Town's match and has been designated for this purpose in Milton's Capital Improvement Plan.

The Association of Vermont Conservation Commissions supported the proposed project by helping to fund the design of "Phase A" through their Tiny Grant program.

The Conservation Commission held several public meetings as well as a site visit discussing the proposal, this site visit was attended by an abutting property owner.

The Town will contribute \$15,000 cash match to the project.

The Town will donate 20 staff hours for construction oversight.

The Town will donate 10 staff hours for grant financial administration.

The Conservation Commission is committed to donating 100 hours in volunteer labor.

The Town will provide ongoing maintenance for the site.

The Town's Planning documents define this trail as a priority for future interpretive signs.

D2. Meeting town & regional goals (0-10 points): Tell how this project helps achieve a priority, goal and/or objective in the Town Plan. Include the town's recreation plan or forest management plan (if in a town forest) and the Regional Planning Commission's regional plan.

The proposed project is identified in the Town Forest Management Plan Recreational Activities and Trails Goal 2.d.i, which states, "Make improvements to the Bove Property main trail to allow for horseback riding and mountain biking and designate trails for these uses in the Municipal Forest." Full disclosure: horseback riding and mountain biking will remain restricted uses until 2018, and the CC intends to discuss these uses and their compatibility with a universally accessible trail from which possible amendments to the Plan could result. This proposal is also consistent with several goals of the Town's Comprehensive Plan: Goal 3.3.5: The Town should utilize its geographic location and natural resources to effectively market the Town and attract visitors [. . .]; Goal 4.4.2: Promote public awareness of the benefits of multi-use pathways; Goal 4.4.6: Seek outside funding sources to help pay for feasibility studies, scoping studies and construction of prioritized pathways; Goal 7.6: Pursue multi-use recreation paths in Milton.

SECTION E: PROJECT READINESS & COST EFFECTIVENESS (10 possible points)

E1. Project readiness & status of permits (0-10 points): In a sentence or two indicate the current status of the project listing any major planning that must still be accomplished before July 1, 2015. Attach a bulleted timeline to show how the project will be completed between July 1, 2015 and June 30, 2017.

There are two key elements that remain to be complete prior to being able construct.

- (1) State Permitting: The State Project Review sheet and associated contacts are attached.
- (2) The design work for Phase B, which is included in this grant proposal.

Please refer to the Project Timeline in Appendix E1.

E1-a Project Review Sheet & Status of Permits or clearances for this project:

Attach a Project Review Sheet (PRS), signed by a Permitting Specialist, from the Agency of Natural Resources Department of Environmental Conservation (DEC). The project work plan should be described in the PRS description.

Attach copies of any permits already in place for the project.

Attach good faith efforts of steps taken to obtain permits marked on the PRS.

Sponsors are responsible for contacting DEC and complying with all applicable requirements of DEC associated with this project.

The PRS provides a preliminary determination of what state, local & federal environmental permits or clearances this project may need. It lists agencies, departments & contact information for the Sponsor to follow up on. Download a PRS & contact a permit specialist from the website below to assist you: <http://www.anr.state.vt.us/dec/permits.htm>

Permits checked on the PRS are to help ensure your project will not impact rare, threatened & endangered species, protected wildlife habitat areas, rivers, streams, wetlands, archeological or historic resources, or negatively impact the environment.

SECTION F: SPECIAL CONSIDERATIONS (0-10 points) Grant reviewers will award up to ten bonus points for a complete and concise the grant application. It is important to be thorough, yet concise. Submit the application by the deadline with required attachments. Answers are to be no more than 250 words per question. Omit any text or other materials not requested.

All responses are no more than 250 words. Form was modified to accommodate responses prepared over 2 weeks by a sub-committee because the form allows, at most, 1,000 characters in fields. This would equal 250, three-letter words.

G. General Project Sponsor (Applicant) Information

Only municipalities or non-profit organizations may apply for competitive RTP grants.

Check Sponsor type below:

Municipality (City, Town) Non-Profit Organization

Sponsor: Town of Milton

Sponsor's Mailing Address: 43 Bombardier Road

Town/City, Zip Code: Milton, VT 05468

Sponsor's fiscal year starts on 7/1 **and ends on** 6/30

Have you previously applied for Recreational Trails Program funding? Yes No
If so when? 2005, 2006, 2011 (To the best of our knowledge.)

Years Funded? 2011

Is the Sponsor a member of the Vermont Trails & Greenways Council?

Yes No

Is the proposed project part of developing or maintaining a trail that is part of the Vermont Trail System? Yes No

Will the proposed trail project link to a trail that is part of the Vermont Trail System?

Yes No

H. Primary Use, Use Types, Project Components:

1. Check below the project's primary use:

Non-motorized for a Single Use – primarily intended to benefit only one mode of nonmotorized recreational use, such as hiking only, cross-country skiing only, or equestrian only

Non-Motorized Diverse Use – primarily intended to benefit more than one mode of non-motorized recreational use, such as hiking and biking

Diverse Use or Multiple Use – including both motorized and non-motorized recreational uses intended to benefit both motorized and non-motorized users, such as equestrian use in summer and snowmobile use in winter;

Motorized Single Use: primarily intended to benefit only one mode of motorized recreational use

Motorized Diversified Use – primarily intended to benefit more than one mode of motorized recreational use, such as: snowmobile use in winter and ATV use in summer.

2. Project's intended trail use types: (check all that apply):

- | | | | |
|--|--|---|--|
| <input checked="" type="checkbox"/> Hiking | <input checked="" type="checkbox"/> Accessible Access | <input checked="" type="checkbox"/> Snowshoeing | <input checked="" type="checkbox"/> Interpretive |
| <input checked="" type="checkbox"/> Running/Walking | <input checked="" type="checkbox"/> Equestrian | <input type="checkbox"/> In-Line Skating | <input type="checkbox"/> ATV |
| <input checked="" type="checkbox"/> Biking | <input checked="" type="checkbox"/> Cross Country Skiing | <input type="checkbox"/> Snowmobiling | <input type="checkbox"/> Other OHV |
| <input type="checkbox"/> Paddling/Canoeing <input type="checkbox"/> Other: Click here to enter text. | | | |

Full disclosure: the CC will be evaluating equestrian use compatibility on this trail in 2015.

3. Project components: Check all that apply. Be sure the work plan & budget address all items checked.

- | | |
|--|--|
| <input type="checkbox"/> Construction of a new trail | <input checked="" type="checkbox"/> Relocation of a section of existing trail |
| <input checked="" type="checkbox"/> Construction of a new section of trail | <input checked="" type="checkbox"/> Major restoration of an existing trail |
| <input checked="" type="checkbox"/> Construction or rehabilitation of a trailside amenity (viewing platform) | <input checked="" type="checkbox"/> Trail/trail corridor maintenance or restoration |
| <input type="checkbox"/> Develop new trailhead facilities/parking | <input checked="" type="checkbox"/> Upgrade trail to meet multiple use standards |
| <input checked="" type="checkbox"/> Accessible features | <input type="checkbox"/> Signage and/or kiosks |
| <input checked="" type="checkbox"/> Bridge construction (railings only) | <input checked="" type="checkbox"/> New culverts/drainage along existing trails |
| <input type="checkbox"/> Acquisition of trail corridor easement | <input type="checkbox"/> Educational trail project or educational components (i.e., trail safety, public trail/trail user information) |

4. Describe how this project furthers a specific goal, strategy, desired condition, or addresses key findings in the **Vermont Trails and Greenways Plan** in Vermont's Statewide Comprehensive Outdoor Recreation Plan (SCORP), Appendix C, available on line@ <http://www.vtfpr.org/recgrant/trgrant.cfm> Please refer to Appendix H4.

I. LANDOWNER PERMISSION & PUBLIC ACCESS REQUIREMENTS:

Check all boxes applicable and attach what is required. List here any individual or entity other than the landowner holding any easement, right-of-way, or any interest on the property:

- The proposed trail project is to **maintain existing public trails on private property:** Required written assurances: Sponsors must have written assurance from private landowner(s) that the landowner(s) will cooperate with the State, participate as necessary in activities proposed in this application, and provide public access for trail use(s) intended. Check this box to indicate the trail work being proposed is on trails already open and maintained for public use on privately owned property. Include a signed statement from the appropriate landowner or manager authorizing the project and ensuring "continuing public access". The sponsor must maintain the required written assurances from private landowners should a grant be awarded.
- The proposed trail project is to **construct/develop new trails on privately owned property:** **Requires a trail easement:** If a project will take place on private land, you must provide an easement as a legally binding assurance for public access over the private property prior to the award. Attach a copy of the trail easement to this application as an addendum. There must be a

trail easement filed of record for any new trail construction, trail structures, trailside amenities or trailhead facilities on private land which ensures the recreational trail(s) on the privately owned land is and will be made accessible for public use(s) indicated on this application for at least a length of time consistent with the useful life of the investment being made.

The proposed trail project is to construct/develop or maintain trails **on public property** – Requires landowner and/or land managing/trail managing entity’s permission and assurance of continued public access: Attach a letter from the landowner and designated land manager or trail management agency verifying their approval to perform the activities proposed in this application and their permission and assurance the trail will be open and maintained for public use for the intended purposes in this application upon completion.

Entities proposing work and/or providing future trail maintenance on public land should enter into a separate agreement with the public landowner/agency(s) to undertake their work. Letter of public access assurance in Appendix I.

I-1. Will any work being proposed be done on any Vermont Class IV roads? Yes No
If yes, you must attach a fully executed “Class IV Town Road Resolution of Commitment from Municipality” form, found on the last page of this grant application.

I-2. Will this project change access to the Class IV road or town? Yes No If yes, how so?

J. Historic Preservation Survey

The following questions will be helpful in the Section 106 review. Any projects receiving RTP funding must be reviewed in compliance with Section 106 of the National Historic Preservation Act, so all applicants are expected to familiarize themselves with the Section 106 review process. If your project has already received a Section 106 review, attach the archeologist’s review and report to this application.

1. Will all proposed trail work be done within the existing trail corridor/existing trail?
 Yes No If “No”, explain what work will be done and how far outside the existing trail. Mark area on the site map, and attach photo if possible to show where work outside the existing trail is to be done. Trail relocation <150' from existing trail & 500' linear feet of a new section of trail. See map & photos.
2. Describe excavation involved in this project in terms of depth, width, length.
Excavation: 9 to 14" deep, 8' wide, for a length of 2,310'.
3. Describe any work involving a stream crossing, or leading directly to a river:
Trail will cross one stream over an existing footbridge constructed by the VYCC in 2013.
4. Will your project involve any bridge construction, rehabilitation or replacement?
Project involves the construction of railings on existing bridge for universal accessibility.

Yes No If so, describe the activity, length, width and weight capacity of bridge; Include depth and width of soil excavation, type of tools and equipment to be used:

The activity is railing installation. The bridge is 30' in length and 5' in width. The weight capacity is unknown. No excavation needed. Normal carpentry tools will be used.

5. Will the project include excavation of any depth in a floodplain, or within 100 feet of a wetland or within 200 feet of a river or stream? Yes No If yes, specify depth of excavation in their locations, and show on map:

Includes excavation within 100' of a wetland and 200' of stream. Stream buffer excavation depth is 9 to 14" leading up to footbridge. Wetland buffer disturbance unknown at this time, pending design and Wetland permitting.

6. Does this project involve any rehabilitation, demolition, removal, or use of a structure or building more than 50 years old? Yes No Unsure

Assurances & Sponsor's Signature

The Sponsor shall assure that the recreational trail in this project shall remain open and available for public use consistent with the recreational trail purpose for the useful life of the investment. If the recreational trail ceases to remain open and available for public use for the useful life of the investment, the Sponsor shall be responsible for reimbursing the State and/or Federal funds to the State of Vermont.

The signature below indicates the sponsor's approval to submit this application to the Vermont Department of Forests, Parks & Recreation (FPR) for a federal Recreational Trails Program (RTP) grant for work proposed in this application, comply with RTP requirements and attests that the information in this application is true, accurate and complete. It is understood that in the event this project is to be funded, a grant agreement shall be prepared by FPR and the Sponsor and FPR must first sign the grant agreement in order for the grant to be authorized. A fully executed grant agreement, signed by FPR's Commissioner, will indicate final approval. Any work in this project started before project approval jeopardizes the grant.

Sponsor's Signature/Authorized Official Title and Date

Brian Palaia, Town Manager

Printed or typed name of authorized official/Title

APPENDIX INDEX

Appendix A1-a

General Topographical Map
Specific Location Map

Appendix A1-b

Photos

Appendix A1-c

Engineering Plans
Cost Estimates

Appendix A3

Budget

Appendix C2

Selectboard Resolution

Appendix D1

Conservation Commission Letter of Support
Town Manager Letter of Support
Milton Community Youth Coalition Letter of Support

Appendix D2

Town Forest Management Plan

Appendix E1

Project Timeline
State Project Review Sheet
Contacts with Permitting Officers

Appendix H4

Furtherance of Vermont Trails and Greenways Plan

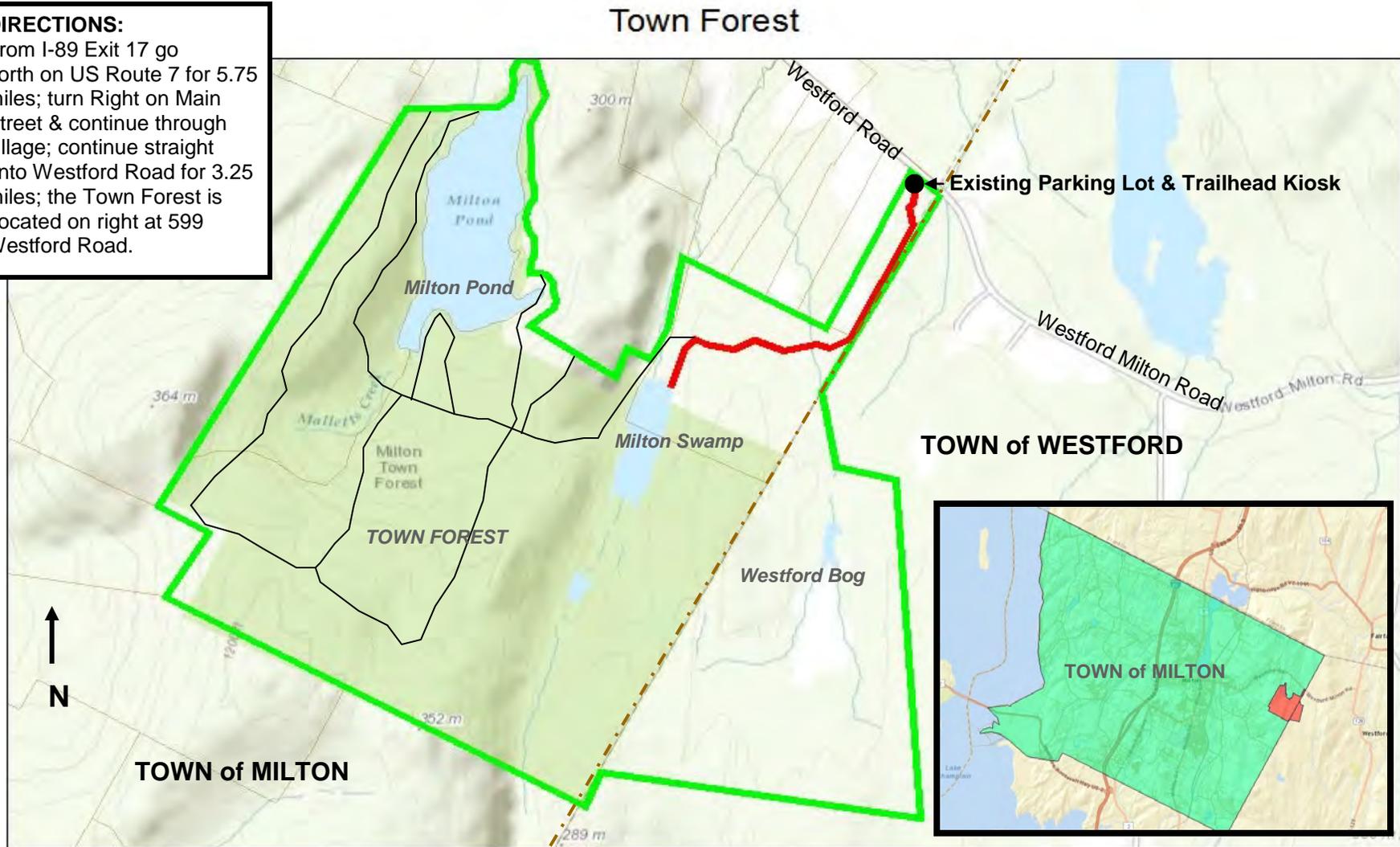
Appendix I

Assurance of Public Access

2015 Recreational Trails Program: General Topographical Location Map Milton Town Forest Bove Connector Trail Project

DIRECTIONS:

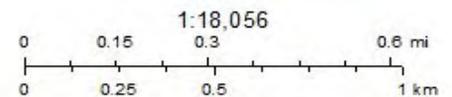
From I-89 Exit 17 go north on US Route 7 for 5.75 miles; turn Right on Main Street & continue through village; continue straight onto Westford Road for 3.25 miles; the Town Forest is Located on right at 599 Westford Road.



January 2, 2015

MAP LEGEND

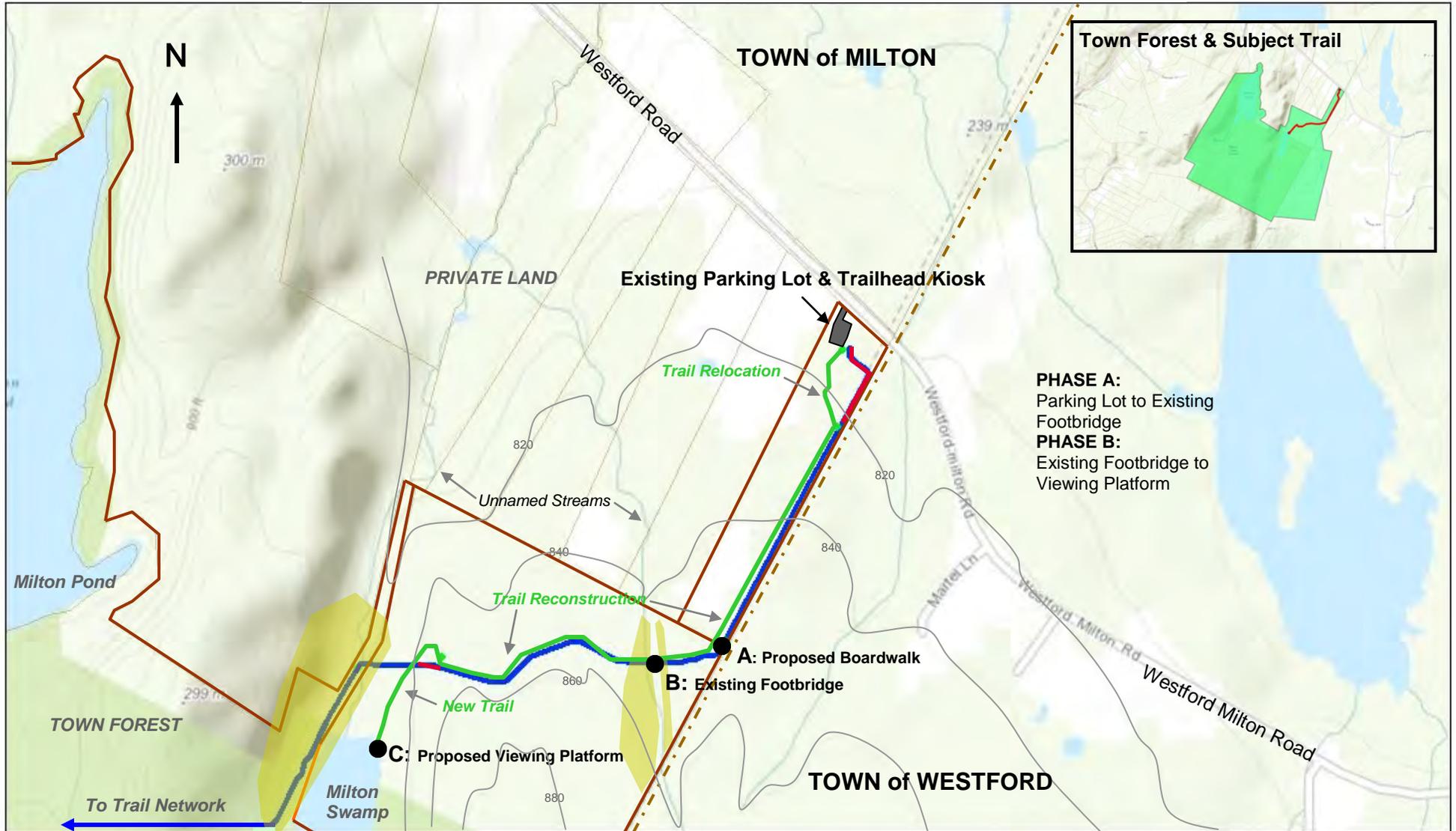
- Milton Town Forest Boundaries
- Subject Trail: Bove Connector Trail
- - - Milton/Westford Town Line
- Tax Map Parcel Boundaries
- Other Town Forest Trails



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL

2015 Recreational Trails Program: Specific Location Map

Milton Town Forest Bove Connector Trail Project



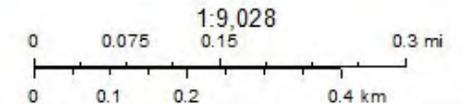
MAP LEGEND

- Existing Trail (Blue)
- Proposed Trail Improvements (Green)
- Proposed Closures of Existing Trail (Red)
- Milton/Westford Town Line
- Milton Town Forest Parcel Boundaries
- Milton Tax Map Parcel Boundaries

GPS Coordinates (at Parking Lot, 599 Westford Road)

Latitude: 44° 38' 8.203"
 Longitude: 73° 2' 59.826"

- Contour Lines
- A Proposed Boardwalk (80'x5')
- B Existing Footbridge (30'X5')
- C Proposed Viewing Platform (400 square feet)
- Potentially Significant Archeologically Sensitive Areas



Sources: Esri, HERE, DeLorme, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Appendix A1-c : Milton Town Forest Trail Photos : History, Seasonal Photos & Challenges



Fall 2012: Initial trail clearing (looking south).



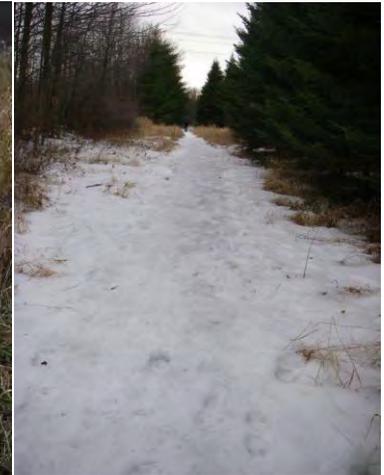
Spring 2013: First season of use (looking south). Note: The Conservation Commission [CC] posted a request that hikers not use the trail during mud season in 2014.



July 2013: Puncheons at trailhead. (The CC installed puncheons in the wettest segment of trail. The Town proposes to close this segment and relocate it to higher ground. The puncheons will be re-used.



Fall 2013: Trail immediately after a rainfall (looking south). Because the trail base is clay and the terrain flat, the surface drainage is slow.



Winter 2014: The subject trail shows steady use throughout winter and remains solid once frozen.



Spring 2014: Trail looking south from puncheons. The Town proposes to close this section of trail and relocate it to the right (west).



Spring 2014: Looking north towards field. This area is the proposed location for an 80'x5' boardwalk.



Summer 2014: Trail looking south towards edge of woods.



Fall 2014: Looking north. During dry periods, the trail looks like this.



Summer 2014: Stream crossing and footbridge built by VYCC. Beyond the panhandle lot, the trail is in good condition and the terrain is forested and predominantly level.

Appendix A1-c : Milton Town Forest Trail Photos : Use & Destinations



While not visible from the subject trail, the Bove Trail provides access to Milton Pond, a 28-acre pond and the Town Forest's signature destination.

Trailhead & Kiosk. The proposal would re-route the trailhead to the right (west) of the kiosk.



View of Milton Swamp looking south, slightly west of the proposed viewing platform site.



Summer 2014: School Group visiting the Town Forest on subject trail. The subject trail is also used by the Recreation Department as a Storywalk Destination combining literacy with natural resource themes in an outdoor setting.



Appendix A1-c: Milton Town Forest Trail Photos : Segmented Walk



Westford Road



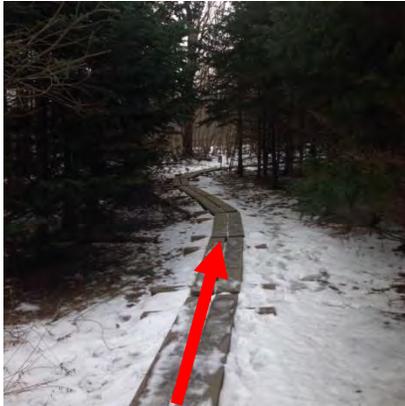
Parking Lot & Kiosk



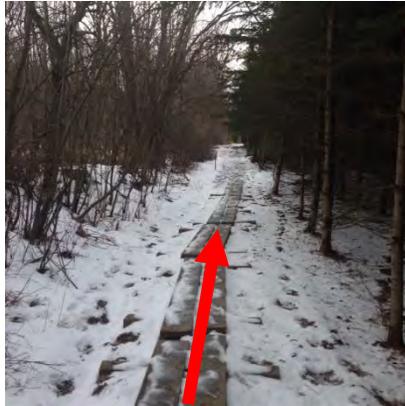
Kiosk Sign



Trailhead to Re-route



Puncheon Trail to Re-route



Puncheon Trail to Re-route



Re-route through Fir Trees



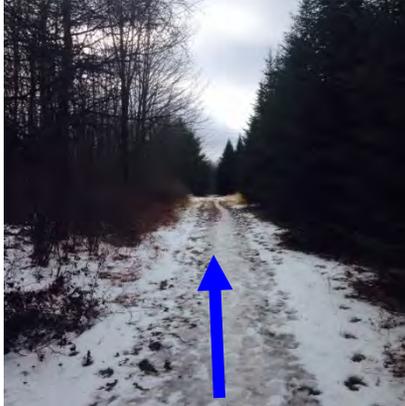
Re-Route



Re-Route



Re-Route



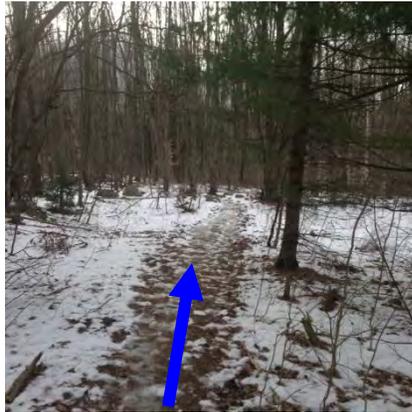
Junction w/ Existing Trail



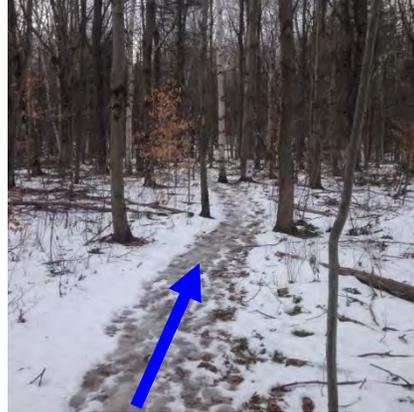
Existing Trail & Meadow



Existing Trail



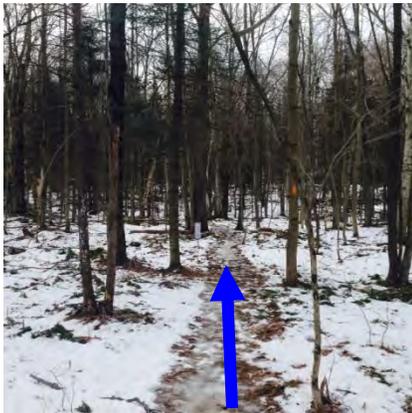
Proposed 80'x5' Boardwalk



Existing Trail



Existing Trail



Existing Trail



Existing Trail



Footbridge & Stream Crossing



Existing Trail



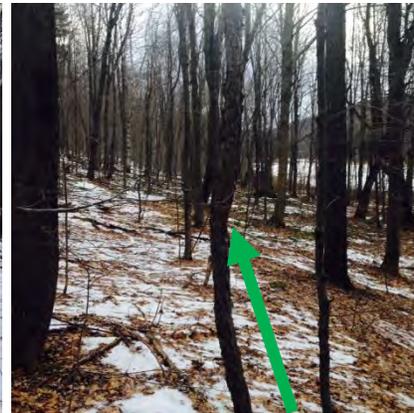
Existing Trail



New Trail



New Trail



New Trail



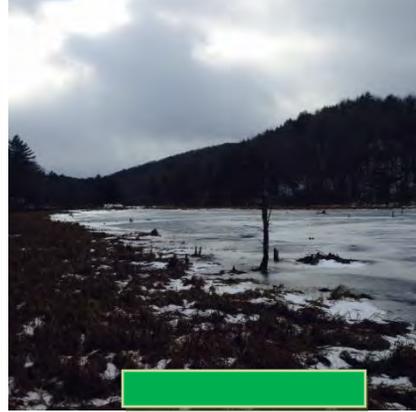
New Trail



New Trail



Proposed Boardwalk Approach



Proposed Viewing Platform

Appendix A1-c - Engineering Plans Cover Page

In the spring of 2014, the Conservation Commission received grant support from the Association of Vermont Conservation Commissioners to fund a design solution for the subject trail. The Town engaged Josh Ryan of Timber and Stone LLC to undertake the design and those engineering plans are attached to this application.

The readers should note that the design only covers Phase A (the first 1,760 linear feet of the proposed project from the parking lot to the footbridge). Phase B is an additional 1,530 linear feet (the footbridge to the Milton Swamp viewing platform). The design cost for Phase B of the trail design is included in the grant application, and therefore no engineering plans are included for Phase B.

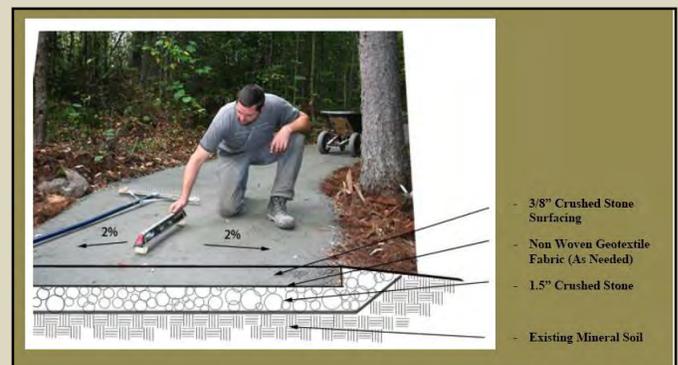
Timber and Stone presented two alternatives for Phase A. The Conservation Commission unanimously designated Option 2 as their preferred option, which was less expensive, involved less engineering, and was found to be more aesthetically pleasing.

The Engineering plans only include Option 2.



Milton Town Forest

Milton, VT



Multi-Use Accessible Trail Design

Prepared by:

Timber & Stone, LLC

December 9, 2014



Milton Town Forest

Multi-Use Accessible Trail Design Table of Contents

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Timber & Stone, LLC Supporting Documents

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Digital Documentation

Milton Town Forest

Multi-Use Accessible Trail Design

Milton, VT

Introduction

The Milton Town Forest plays host to a myriad of trails that introduces visitors to classic New England forest structure. Much of the woods show signs of previous use including farming, pasture, and logging. The land is open to the public yearround and provides great recreation for a wide range of users.

Unfortunately, as is the case with many trails located on clay rich soils, the entrance trail located on what is known as the Bove Property is unsustainable and unusable during many portions of the year. The clay soils hold the moisture and standing water leading to a very wide trail corridor where people migrate to avoid the troublesome areas. This has led to a trail that is mostly enjoyed during dry seasons and is heavily damaged during the wet seasons.

In the fall of 2014, Timber & Stone, LLC visited the trail and met with the Conservation Commission. The trail leading from the parking lot to the bridge was analyzed with an eye towards improving its drainage and tread structure. In the end, it was determined that improving the trail by means of installing a crushed stone surfacing to allow for better drainage would be the best avenue for success. Given the gentle grades of the property and the need to install crushed stone surfacing, it was recommended to construct the trail to adhere to the Federal Guidelines for Accessibility in Outdoor Areas.

Once constructed, this trail will allow all users to access the upper fields and woods no matter their physical ability. The trail will be constructed to shed water, remain firm and compacted, and provide access for all visitors.

The following report summarizes the design aspects of the trail and explores the recommended construction specifications to be followed. There are two options to consider when upgrading the current trail alignment and condition:

- **Option 1** – Upgrade the existing trail layout by following the details outlined in the Option 1 Trail Log. This will involve removing the puncheon bridging and elevating the tread using crib walls and trail turnpiking. As explained in the trail log, drainage will be needed along the right side of the trail to capture water and funnel it under the tread with a culvert.
- **Option 2** – Relocate the trail through the dense stand of Balsam fir trees and reconnect with the existing trail at point 370' of the original trail alignment. This will involve heavy corridor clearing and benching of the trail into the topography. The cross slope is gentle and will result in a sustainable trail.

Both options are feasible for this project. There is, however, a difference in price as indicated in the attached project estimate. Considerations for choosing which option include the introduction of a trail into the adjacent

stand of trees, abandonment of the already impacted trail alignment, and constructing the trail to meet the needs of the seasonal mower.

Timber & Stone, LLC supports either option for the rehabilitation of the trail to be both accessible and sustainable. In the end, we encourage discussion by the Conservation Commission to determine what the local preference would be for the trail's alignment.

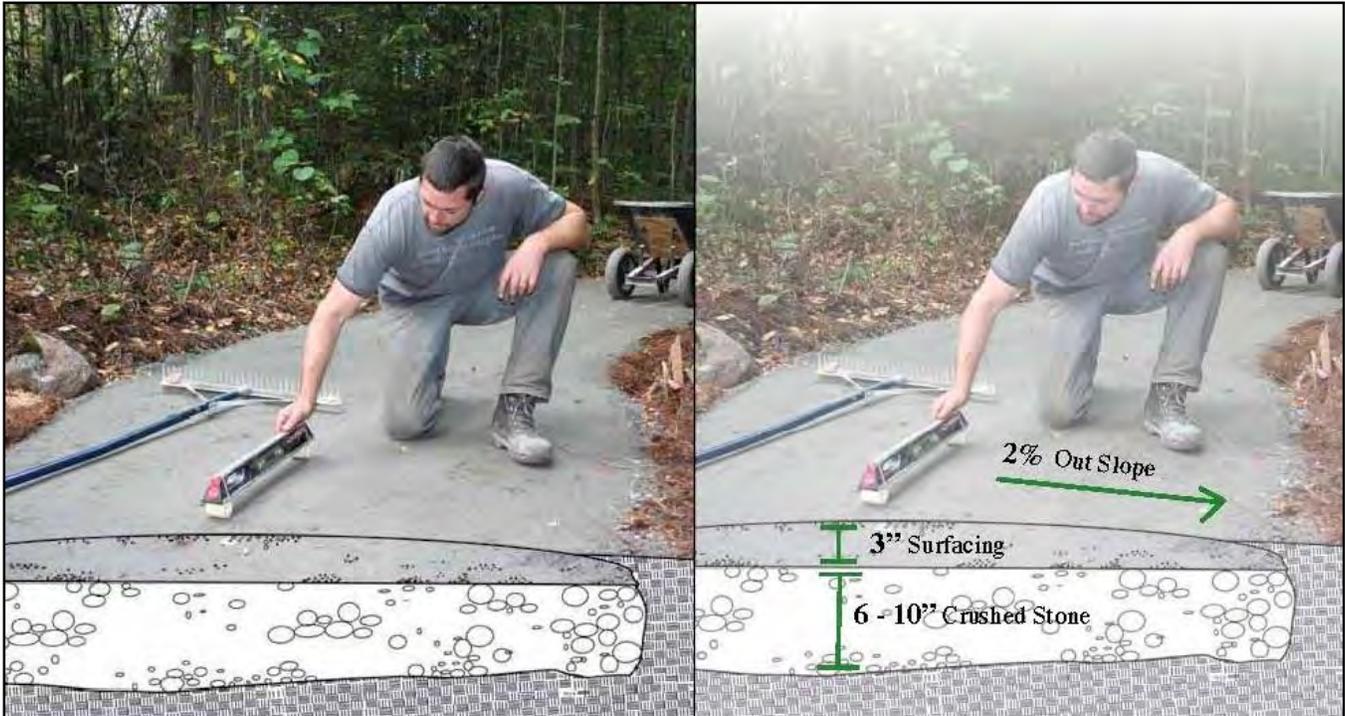
Accessible Trail Design

Some of the qualities of an Accessible Trail include gentle running grades, minimal cross slopes, and compacted trail surfacing. These factors work to allow wheelchairs to safely travel over the trail's tread.

The following table outlines the requirements for Running Grade of an Accessible trail. The trails of the Milton Town Forest were field tested to be less than 8%, with a majority of the trail being 5%.

Running Grade of Trail	Trail Length
0-5%	Trail can travel over any distance.
8.3%	Resting intervals required every 200 feet.
10%	Resting intervals required every 30 feet.
12%	Resting intervals required every 10 feet.

The following diagram depicts the appropriate outslope and a cross section of the trail structure.



Outslope is an essential component of sustainable trail construction. This figure outlines the cross section of a naturally surfaced trail. After the initial excavation and installation of crushed stone as needed, non-woven geotextile fabric is installed. This prevents the migration of surfacing into the crushed stone.

The 3/8" minus crushed stone surfacing is installed to a 4-6" depth. The surfacing is then graded using a 4' wide landscape rake to attain a 3-5% outslope. Compaction of the surfacing with a vibratory roller will reduce the outslope to an acceptable 2%.

As seen in the figure, the running grade and outslope is checked using a smartlevel. A smartlevel is a digital instrument that automatically measures percent grade.

The Use of This Document

This document is exceptionally field focused. The field work was conducted with an eye towards providing the reader with an ability to walk the trail and visualize what structures are needed and what they will look like. To use this document efficiently, please consider the following guidelines:

1. Use a Rolatape:

- This measuring wheel serves as a vital link to the trail log that documents each linear foot of the trail system. The rolatape guides the user of this document around the trail system. Please visit: <http://www.rolatape.com/> to learn more about this tool.

2. Trail Log Accuracy

- The Trail Log begins at set points along the trail system. Be sure to start the wheel at 00 while standing at the correct point described on the document.
- Each beginning and end point of the trail log is expected to change, depending on who is using the rolatape. Be prepared for the points to have a variance of 5-10 feet.
- The Trail Log cites reference points to help indicate where certain Design Directives are located. These reference points could change slightly over time due to the expected change of a forest's composition.

3. Analysis Sequence

- a) **Identify a Site:** Arrive at a proposed work site using the rolatape wheel.
- b) **Review the Reference Point:** The reference point identifies a local point that serves as an identifier that you are in the correct location.
- c) **Realize the Design Directive:** The directive will identify the proposed solution to the work site.
- d) **Check the Sitework Photopage:** Cross reference the photo number with the correct photo page for more detailed information on the work site.
- e) **Review the Construction Specification:** Most work sites have an associated Construction Specification. This letter (ie: A, B) relates to the attached documents that outline how to construct a crib wall or turnpike.

Conclusion

Once reconstructed, the Milton Town Forest Multi-Use Accessible Trail will serve as a magnet of use for the local community. Whereas users currently navigate around standing water, the reconstructed trail will serve all users and provide a clear and enjoyable path through the varied terrain. School groups will be more apt to visit the property as will users with limited mobility. All visitors will find an enjoyable path through a forest that tells a story of use and change.

Respectfully Submitted,

Joshua D. Ryan
Principal
Timber & Stone, LLC

Project: Milton Town Forest

Location: Milton, VT

Multi- Use Accessible Trail Design - Option 2

Begin	End	Length	Photo #	Reference Point	Design Directive	Construction Spec
0	0	0	1	Entrance to Trail		A
0	370	370		Trail Reroute	Relocate trail through abandoned tree farm, clear corridor, bench trail and install surfacing at 5' wide	A, D
370	590	220	5		Bench trail into slope, elevate tread to maintain drainage on right side of trail, trail width at 5'	A
590	935	345	6	Edge of Field	Bench trail, install 1/2" crushed stone under trail surfacing for drainage	A
935	1350	415	7	Field	Bench trail, install 1/2" crushed stone under trail surfacing for drainage	A
1350	1430	80	8	Low spot in alignment with small step stones	Remove step stones, install 5' wide boardwalk with sleeper log foundations	D,F
1430	1460	30	9	Stone wall crossing	Remove stones to provide a 5' wide entrance, remain character of stonewall intact	A,D
1460	1515	55	10,11	End of stonewall, near White birch	Bench trail by removing organic layer, trim roots, and install surfacing	A

Begin	End	Length	Photo #	Reference Point	Design Directive	Construction Spec
1515	1610	95	12	Red maple in trail alignment	Align trail to right of Red maple, bench trail by removing organic layer, trim roots, and install surfacing	A
1610	1640	30	13	Begin reroute of trail towards bridge	Bench trail by removing organic layer, trim roots, and install surfacing	A, E
1640	1685	45	14		Remove White birch, angle trail towards bridge, bench trail by removing organic layer, trim roots, and install surfacing	A, E
1685	1725	40	15	End of reroute at bridge	Bench trail by removing organic layer, trim roots, and install surfacing	A, E
1725	1760	35	16	Bridge	At end of bridge, install 5 x 5 pad to the left that will serve as a rest spot and turnaround	A, D

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 1

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 2

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 3

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 4

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**

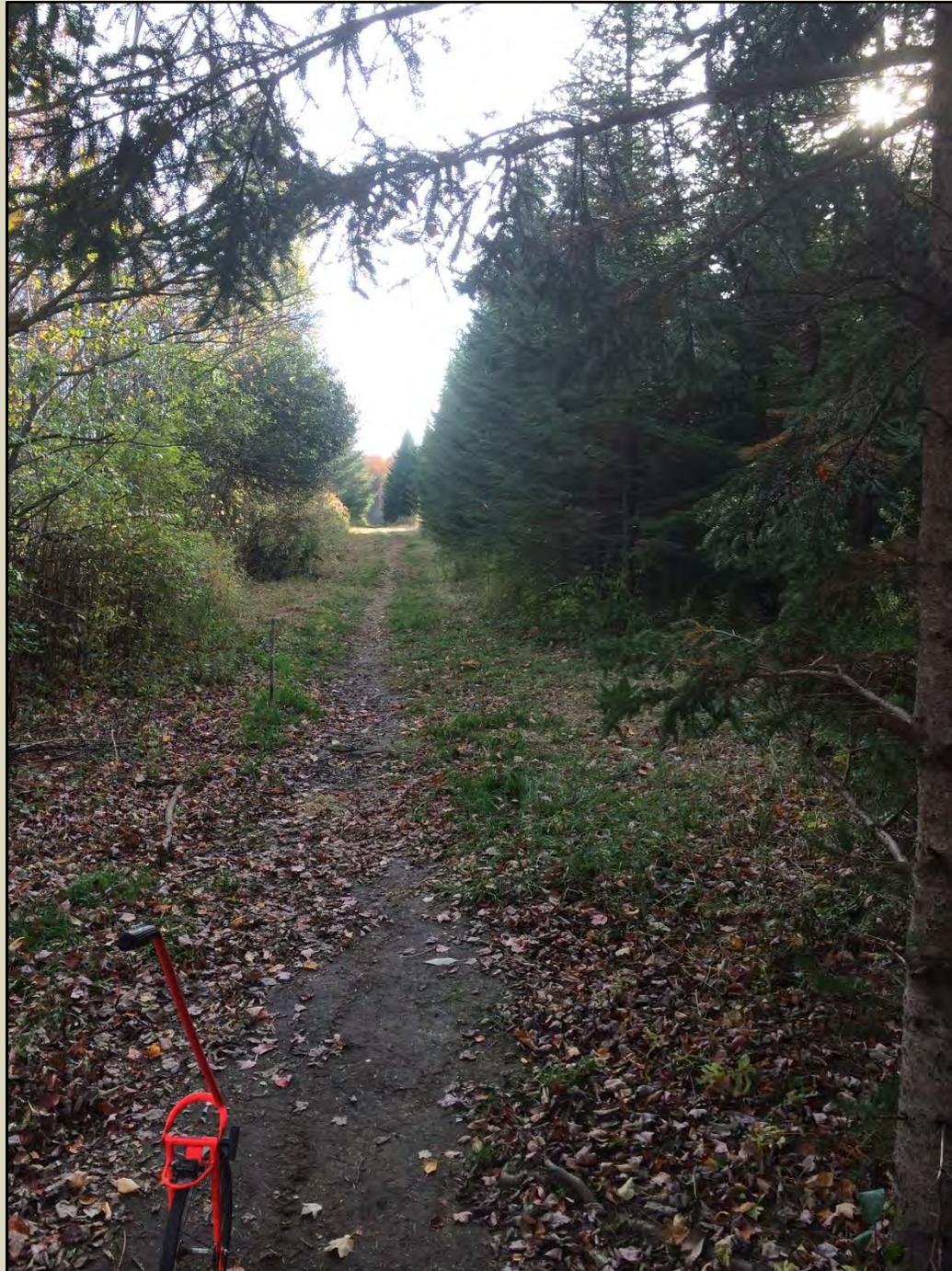


Photo 5

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 6

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 7

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 8

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 9

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 10

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 11

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 12

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 13

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 14

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 15

**Milton Town Forest – Milton, VT
Multi-Use Accessible Trail Design**



Photo 16

Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Trail Surfacing A:

Rationale: When native soils are not suitable for trail surfacing or when the trail's intended use requires a hardened surface, it is necessary to import and install surfacing. Often this is the case when the trail will be deemed accessible or when there will be extensive bike use. Typically, the cost per ton of crushed stone surfacing is reasonable. The cost for transporting the material is much higher. It is worth paying more to have the correct material transported from a longer distance than to use local material that is not sustainable.

Construction Specification:

Material: Trail surfacing typically conforms to a specific sieve analysis. Quarries produce crushed stone that conforms to a variety of sizes ranging from stone dust to small aggregates that are 3/8" in size. It is important to monitor the material as it is delivered from the quarry to ensure it complies with the intended sieve analysis.

Dimension: The size of the surfacing is often dependent on the quality of the parent stone that is crushed. The best material to use is a hard stone such as granite. The material is crushed to conform to a specific sieve analysis, or sizing chart. Please refer to Figure 1 for a suggested sieve analysis for crushed stone.

Installation:

Step 1: Before the surfacing is installed, the trail tread is to be excavated and cleared of any vegetative material. All roots are to be clipped flush with the ground. The excavated material is piled on the edges of the trail, this will be used later to support the trail surfacing.

Step 2: The trail is then monitored for running grade. A naturally surfaced trail is most sustainable at grades that remain between 5-8%. This will prevent migration and erosion of surfacing. To maintain a sustainable running grade, 1 1/2" washed crushed stone trail base may need to be installed to raise sections of the trail. This material should be installed and compacted to ensure the trails remains flat.

Step 3: A non-woven geotextile fabric should be installed on top of the excavated soil, as needed, and wherever 1 1/2" crushed stone is installed. The fabric allows the trail to float on top of the mineral soil, spreads out the weight of the surfacing, and prevents the surfacing from mixing with the mineral soil and crushed stone.

Step 4: Trail surfacing is typically installed at a depth of 5-6". Ultimately, it is compacted to a depth of 4". The surfacing is smoothed out using either hand tools or machinery. The surfacing's depth will vary on the terrain, but it should be no less than 4" in depth. While smoothing out the surfacing, it is important to maintain an outslope of 2%, ensure that grade reversals remain intact, and that the surfacing is flush with the top of stone walls to ensure proper drainage.

Step 5: After the surfacing has been installed, it is compacted with either a plate compactor or a vibratory roller. It is most effective to compact the surfacing after a rainfall. At minimum, the surfacing should be moist. Outslope and crowning can be monitored using a smartlevel. Please refer to Figure 2 for a detailed cross section of a naturally surfaced trail.

Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Figure 1: Crushed Stone Sieve Analysis for Naturally Surfaced Trail

3/8" Minus Crushed Stone

Sieve Designation	Percent Passing
3/8"	99%
No. 4	65-85%
No. 8	40-70%
No. 30	25-50%
No. 50	10-20%
No. 100	10-20%
No. 200	5-10%

Figure 2: Trail Tread Analysis



- 3/8" Crushed Stone Surfacing
- Non Woven Geotextile Fabric (As Needed)
- 1.5" Crushed Stone
- Existing Mineral Soil

Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Trail Spec B: Cribbing

Rationale: Cribbing is used to elevate a trail out of a wet area or to maintain a specific trail grade.

Construction Specification:

Cribbing:

Material: Stone for cribbing should be imported from FW Whitcomb Quarry and should be a Monkton Brown Stone. Each stone should be at least 1-3 cubic feet in size.

Dimension: A crib wall retains the trail tread. That said, hikers should never have to walk or bike on the crib wall as it is typically located far outside the designated trail. The crib walls of the Milton Town Forest Multi-Use Accessible Trail are to be located beyond the 5 foot trail width. It is critical that the stones lie outside the width of the Mowing Tractor's tires.

Installation:

1. *Crib Wall:* The height of the crib wall is determined by calculating how high the trail tread needs to be in order to keep hikers out of the wet area or to maintain grade. Once height is determined, stones are chosen that match the height plus an additional 1/3 that is dug into the ground for stability.
2. *Drainage Stone:* The center of the crib wall is filled with 1 1/2" – 4" crushed stone, leaving at least 4" for surfacing.
3. *Filter Fabric:* A non woven geotextile fabric is laid down on top of the drainage stone. The filter fabric will prevent the crushed stone surfacing from migrating into the crush. The filter fabric is essential for enhancing drainage. It must be installed at least 4 inches below the surfacing.
4. *Surfacing:* 4-6" of natural surfacing caps the drainage stone. The surfacing for the Milton Town Forest Multi-Use Accessible Trail should be 3/8" minus imported crushed stone.

Examples:



Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Trail Spec D: Coping Stone Installation

Rationale: Coping stones are found along the edge of a trail or are cap stones on a crib wall that purposefully rise above the trail tread. Their purpose is to provide a visual edge to the trail, serve as a guard rail for users, and to provide another aesthetic character to the trail. Coping stones can be installed during trail construction or afterwards.

Construction Specification:

Material: Coping stones are purposefully angular in shape and are selected to match the color and character of the trail system. It is ideal if the coping stones are made of the same parent material as the stone used in the crib wall.

Dimension: Coping stones are typically 2-3 cubic feet in size. They are installed to rise above the tread a minimum of 6" and a maximum of 1'.

Installation:

1. *Cap Stone Installation:* If the coping stones are installed as cap stones for a crib wall, follow the instructions for stone crib construction in order to build the wall to the intended height. The coping stones are incorporated into the wall so that their spacing is between 30-60" and their height remains between 6-12".
2. *Trail Tread Installation:* Coping stones can be added directly to the edge of a trail. If this method is used, the stones should be dug into the ground to avoid being disturbed.
3. *Stone wall Incorporation:* Coping stones can be installed to give both height and coping function to the stone wall. If this technique is used, the wall should be sturdily built around it while ensuring staggered joints and maximum contact.

Examples:



This figure, whose vantage is from outside of the crib wall, depicts proper installation of Coping Stones.

Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Trail Spec E: Trail Relocation

Rationale: A trail is subject to relocation when it comes in conflict with one or more of the following: land management changes, discovery of historic relics, excessive use, widening of trail corridor due to high running grades, excessive erosion due to poor trail layout. A trail should only be relocated after all corrective options have been considered.

Construction Specification:

Material: A trail relocation project involves only the material needed for the prescribed structures located along the reroute. The proposed relocation of the Milton Town Forest Multi-Use Accessible Trail will require the installation of 3/8" crushed stone as surfacing and will remain between 0-8.3% running grade.

Dimension: The dimension of the reroute should match the character and needs of the users. The Milton Town Forest Multi-Use Accessible Trail will play host to school groups, individuals, and a seasonal visit by a mowing tractor. That said, the dimension of the trail corridor should be 8' wide by 10' high. This will require the trimming and removal of many trees along the flag line.

Installation Sequence:

1. *Center Line Flag Trail Corridor:* After all maps have been reviewed and the property has been thoroughly explored, the trail's new corridor can be identified. The center line of the trail is flagged every 50-75'. The flags are hung in the center to clearly identify where the trail is to be located.
2. *Clear Trail Corridor:* Trail should be cleared in accordance with the dimensions prescribed for the intended user. The flagging should be a clear indication as to where the trail will be located. All limbs are to be cut flush with the tree. Trees larger than 3" should be cut 3' off the ground. This is to leave a stump long enough for winch removal of the entire root system.
3. *Pin Flag Uphill Edge of Trail Tread:* After the trail has been cleared, the uphill edge of the trail's tread should be clearly pin flagged. This is show where the bench cut of tread should begin. Pin flagging is an essential component of cutting new trail.
4. *Trail Construction:* The construction of the rest of the reroute should follow guidelines set forth in other Construction Specifications.

Examples:



Wilton, CT

Milton Town Forest Multi-Use Accessible Trail Trail Construction Specifications

Trail Spec F: Boardwalk

Rationale: Boardwalks are another option for elevating a trail tread above standing water or intermittent wet areas. Boardwalks are constructed out of rot resistant lumber and typically match the character of the trail system and surrounding environment.

Construction Specification:

Material: The material for boardwalks should be rot resistant (cedar, hemlock, white oak, locust, or PT.) The framing members should be sized appropriately for the spans associated.

Dimension: The dimension of the boardwalk should match that of the trail system. The boardwalk suggested for Milton Town Forest Multi-Use Accessible Trail should be 5' wide to match the existing trail's width.

Installation:

1. *Foundations:* The sleepers of a boardwalk are similar to that of a sill for a bridge or puncheon. The sleeper is typically a large log that is topped (flat) on one side. The sleeper has direct contact with the ground and is supported by 1 ½" crushed stone to assure stability and levelness. Sleepers can be installed with ½" x 3' rebar to ensure they do not move. Sleepers should be installed in respect to the stringers and the maximum span. These boardwalks should have a maximum span of 10'.
2. *Stringers:* For spans of 10', it is recommended to use 2 x 8 pressure treated lumber. The stringers are spaced 16" on center and are nailed directly to the sleepers.
4. *Blocking and Headers:* A header is placed at either end of the boardwalk and is nailed securely to the ends of each stringer. Blocking is installed between each stringer at a spacing of 5' on center. The blocking will prevent the stringers from twisting and add tremendous strength to the boardwalk.
5. *Decking:* It is recommended to use 1 ½" x 6 rough sawn white oak as decking. The decking should extend 1 ½" beyond the edge of the stringers. There should be not less than ½" spacing on the decking. This will allow for sufficient water drainage and a longer lasting structure.
6. *Bullrail:* This boardwalk is low to the ground. There is, however, a wide range of users who might stray to the edge of the boardwalk. A bullrail is a low railing that is rests only 2 inches off the decking. 4x4 white oak are attached directly to the decking and stringers. The bullrail is a visual and physical barrier to keep bikes, skiers, and small children on the boardwalk.

Examples:



Long Lake, NY



Jericho, VT

Timber & Stone, LLC
Conservation Minded Construction

Joshua D. Ryan
1820 County Road
East Calais, VT
05650

PHASE "A"

Phone: 802-522-9856
Email: joshryan@timberandstonellc.com
Web: www.timberandstonellc.com

Project Estimate: December 16, 2014

To:

Jacob Hemmerick
Town Planner
Town of Milton

Milton Town Forest
Milton, VT

Work Description –	
Naturally Surfaced Trail Construction – Option 2 1,760' x 5' Multi-Use Accessible Trail	
Construction Materials	\$ 10,308.96
• Crushed Stone Surfacing Delivered – 189 yards	
• 1.5" Crushed Stone – 41 yards	
• Geotextile Fabric	
• Conservation Mix Seeding	
• Straw Bales	
Boardwalk Construction	\$ 2,750.00
• Pressure Treated Sleepers and Framing	
• Hemlock Decking and Curbing	
Equipment Rental	\$ 10,065.00
• Excavator	
• Front End Loader	
• Material Hauler	
• Compactor	
• Ditch Witch SK650	
Fuel Expenses	\$ 750.00
Construction Labor	\$ 9,063.27
Estimate Total =	\$32,937.23

This quote is relevant to the 2014 Construction Season and includes the following:

Professional Trail Construction Labor
Timber & Stone, LLC Liability Insurance and Administrative Overhead
Crew Mobilization, Specialty Tools, and Equipment Expenses

This Quote is Subject to Change Based on the Following:

Change in Trail Design Before Start of Construction
Change Order of Trail Design After Start of Construction

Project Budget

See the RTP Grant Application Guidebook for what is eligible and instructions to help you complete the Project Budget and Sponsor Match section. Only eligible project costs will be allowed;

A. Environmental Permitting, Archeology and Engineering Costs	
Wetland Permitting (Municipalities Exempted from Permit Fee) Geotechnical Survey	\$500.00
Dept. of Public Safety (\$5.50 per 1,000)	\$300
Local Permits (Fees Waived)	\$0
State Permitting Contingency: Stream Crossing, Natural Heritage	\$300
Sub-Total:	\$ 1,100.00
B. Grant Administration	
2 Staff x 20 hrs & 10 hrs (respectively) @ \$30/hr. for Project Oversight & Financial Admin. (in kind)	\$ 900.00
Sub-Total:	\$ 900.00
C. Construction Design & Engineering	
Phase A: design of 1,760' of trail and boardwalk (Pre-Agreement Costs)	\$ 750.00
Phase B: design of 1,500' of trail, bridge railings, and 600 sf viewing platform and boardwalk access.	\$ 1,200.00
Sub-Total:	\$ 1,950.00
D. Construction On-Site Labor	
Paid Labor (Work Crews, Professional Contractors, Services):	
Phase A: Construction Crew Skilled Labor Costs	\$ 9,063.00
Phase B: Construction Crew Skilled Labor Costs (more carpentry/engineering in Phase B)	\$ 11,000.00
(Based on labor estimate from Timber & Stone LLC)	
Sub-Total:	\$ 20,063.00
Donated On-Site Labor (List what labor will be donated; Use skilled and unskilled wage rates & multiply by anticipated # of laborers as basis for the estimated amount of donated labor)	
5 unskilled volunteers x 20 hrs. ea. @ \$9.15/hr.	\$ 915.00
Sub-Total:	\$ 915.00

Sub-Total:	\$ 915.00
E. Hand Tool Purchase	
None	
Sub-Total:	\$ -
F. Construction Equipment Rental	
Excavator - three weeks	\$ 2,500.00
Front End Loader - four weeks	\$ 3,733.00
Material Hauler - four weeks	\$ 3,421.00
Compactor - three weeks	\$ 1,319.00
Ditch Witch SK650 - four weeks & Helical Anchor Installer - 1 week	\$ 3,743.00
Sub-Total:	\$ 14,716.00
G. Materials/Supplies	
80 yards crushed stone surfacing (\$35 per cubic yard)	\$ 2,800.00
500 yards 1.5" crushed stone (\$16 per cubic yard)	\$ 8,450.00
geotextile fabric (\$2.27 per linear foot)	\$ 7,000.00
conservation mix seeding and straw bales	\$ 380.00
lumber for framing, decking, curbing, railings and platform	\$ 8,500.00
Sub-Total:	\$ 27,130.00
H. Publications: Research & Design Fees	
None (The Conservation Commisison is undertaking a trail map & brochure update as a separate project.)	
Sub-Total:	\$ -
I. Other Eligible Project Expenses Not Listed Above	
None	
Sub-Total:	\$ -

Sub-Total:	\$ -

Total Project Costs (BUDGET) - Sections A-I	\$ 66,774.00
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Sponsor Match	\$ 16,815.00
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Total Grant Request (Total Project Costs minus Sponsor Match)	\$ 49,959.00
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Sponsor Match Summary

List all sources of match for this project. Specify where match is coming from. Enter the value of match in the "Value" column. Match should be secured by the time the application is submitted or as close to the application date as possible. If other funds or grants are pending, you need to say so and list the date when funds are expected to be determined. See the RTP Grant Application Guidebook.

Source of Sponsor's Match	Value
A. Other Federal Funds	
None	
B. State Funds	
None	
C. Local Funds (local government/public funding)	
Town of Milton Capital Improvement Budget - Half-Cent for Recreation Funds	\$ 15,000.00
Town of Milton Staff Labor (30 hrs @ \$30/hr.)	\$ 900.00
D. Private Funds (Sponsor's Direct Match: non-federal, non-state, non-governmental contributions; Donations of labor or materials are to be included as part of the Sponsor's Private Funds; When using donations for match, Sponsors are to list the type of donation (i.e., Donations from another organization's laborers, contractor, youth corps crews, private business, volunteers) and the source of the donation (i.e., federal, state, local, or private donation from the entity making the donation) See the RTP Grant Application Guidebook.	
5 unskilled volunteers x 20 hrs. ea. @ \$9.15/hr. (Primarily Conservation Commission Volunteers)	\$ 915.00
Total Sponsor Match	\$ 16,815.00

Town of Milton Conservation Commission
c/o Planning & Economic Development Department
43 Bombardier Road
Milton, VT 05468

January 8, 2015

Vermont Recreational Trail Program Grant

Dear Review Committee:

LETTER OF SUPPORT FROM THE MILTON CONSERVATION COMMISSION

Since its creation, the MCC has actively demonstrated its willingness to apply for grants, volunteer sweat equity, perform regular trail maintenance, and implement improvements to ensure an enjoyable experience for the Town Forest users, which we now hope to include those who otherwise might not be able to visit due to physical limitations. If funded, the Conservation Commission is dedicated to the long-term stewardship of this trail improvement and will actively implement the maintenance plan.

To offer some history, the Milton Conservation Commission was created in 1995 to manage the Milton Town Forest that includes Milton Pond, the former village water supply. In March of 2007 the Town purchased additional property to allow Town-owned access to the Town Forest, because all access was over privately owned VT Land Trust easement property.

The MCC has worked with the Vermont Youth Conservation Corp over the years to install bridges in the Town Forest, the latest being in July 2013. In September of 2012, Milton Public Works installed a gravel parking lot at 599 Westford Road (the land purchased in 2007 that has a trail connecting to existing trails in the Town Forest). By Spring of 2013 it became apparent that the wet clay soils and the location of the parking lot on a down slope from the forest was creating serious mud problems. The Milton Conservation Commission installed 200 feet of puncheon boardwalk in July of 2013, to address the muddiest areas, and realized that much more trail rehabilitation was needed.

In February 2014 the MCC requested an AVCC grant to evaluate this problem and get professional help in fixing the existing trail to the Town Forest. The grant money was awarded in the summer of 2014, and the trail professionals did a site visit in mid-October 2014. In conjunction with this site visit, the MCC members decided that because our Management Plan designates this connector trail for multiple uses, that it would best serve the community to upgrade this connector trail to ADA standards. It was further decided that this accessible access trail would include a new spur trail leading to a viewing platform over Milton Swamp, allowing all trail users a place to connect to the natural beauty of land.

The Milton Conservation Commission fully supports the RPT grant process as a way to implement these beneficial outcomes.

Sincerely,

Judith Kinner, Chair

Laurie DiCesare

Bonnie Pease

Jay Maurice

Dan Gaherty



Milton INDEPENDENT

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Grant awarded for trail study

Posted on June 4, 2014 by Courtney Lamdin

0

Tweet

There's a long, muddy road ahead, but Milton's Conservation Commission just got one step closer to making a waterlogged trail passable.

0

Like

Progress comes in the form of a \$600 grant, one of four awarded by the Association of Vermont Conservation Commissions' Tiny Grant program.

0

g+

"We are proud to be able to help advance, in a small way, conservation projects identified and carried out by local conservation commissions," said Jake Brown, AVCC chairman, in a press release. "Supporting this sort of work is what AVCC is all about."



Conservation Commission Chairwoman Judy Kinner and husband, Linus, carry a block of wood intended for a puncheon bridge at the Bove Property/Town Forest entrance last summer. The group is actively seeking new members – no heavy lifting required. (File photo courtesy of Bonnie Pease)

Milton's award, equal to the commission's total annual budget allotment, will fund a technical assessment of the Bove property entrance trail at 599 Westford Rd., which is plagued with water for three seasons.

This summer, a trail consultant will assess the clay soil and suggest mitigation measures beyond the short-term puncheon bridges built in conservation commissioners' spare time last July.

"It might just [be that we] put some drainage things in and a bunch of gravel, but I don't think it's that simple," Conservation Commissioner Bonnie Pease said, "but we don't know. We don't have the expertise.

"The idea is to get a permanent fix," she continued. "The main thing is right now, it's just really horrible for people."

Pease said she's heard visitors have turned back because the mud is so deep. That's not making the

most of the town's \$300,000 investment in the 135-acre parcel, purchased to afford access to the town forest, she said.

The Bove Property and the abutting Milton Town Forest's management plan deems the trails multiuse, allowing hiking, hunting, fishing, horseback riding and ATV usage in phases.

"Right away at the entrance to the forest, you're limiting the abilities that can access that area," Town Planner Jake Hemmerick said.

Neighbors warned the town about wetland issues before it approved the parking lot at the entrance, but Pease said a state specialist didn't raise major concerns about the trail being impassable. It's wetter than anticipated, she said, for at least a quarter mile on the path.

Hemmerick said the study will put the commission in a better position to ask for funding through the town's capital budgeting process. With such a small annual allocation, the group relies on public works to fund small infrastructure and maintenance so it can pay for outreach, programs and seed money for when grant opportunities arise, he said.

Though the Tiny Grant won't pay for any actual construction, Hemmerick said every bit helps.

For more information about the Conservation Commission, which is actively seeking members, visit www.miltonvt.org/government/boards/conservation.html.



Conservation Commissioner Bonnie Pease stands in the mud at the Bove Property entrance last July. She says the conditions are even worse this year. The commission just received a grant to hire a consultant to determine a long-term fix for the waterlogged trail that connects to the town forest. (File photo by Courtney Lamdin)



TOWN OF MILTON, VERMONT

Town Manager's Office, 43 Bombardier Road 05468-3205, 802-893-6655

January 19, 2014

Sherry Winnie
FPR Administration
Vermont Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Regarding: 2015 RTP Application Letter of Commitment for Continued Maintenance

Dear Ms. Winnie,

The Town of Milton is committed to continue the operation and maintenance of the Milton Town Forest trails described in this project, should it be approved. The Town is full service and has a large department programmed to public works and the maintenance of public property. The Town has a budget for property maintenance as well as for conservation efforts. The Town anticipates using impact fees to financially match any state financial resources that can be committed although the Town would not be able to complete these improvements with impact fees alone. The voters of Milton have demonstrated broad support for gaining access to this resource in the past. Improved access to this property is an identified goal in its Management Plan, the Town's Comprehensive Plan, and Capital Plan.

Sincerely,


Brian Palaia
Milton Town Manager

Selectboard



FOSTERING A COMMUNITY THAT VALUES YOUTH BY REACHING OUT TO, EDUCATING & SUPPORTING FAMILIES IN MAKING POSITIVE, HEALTHY & SUBSTANCE FREE CHOICES.

January 5, 2015

Commissioner Mike Snyder
Department of Forests, Parks and Recreation
National Life Building
Montpelier, Vermont

Dear Commissioner Snyder,

I write to you on behalf of the Milton Community Youth Coalition (MCYC) in support of the Town of Milton ~~and Milton Town School District~~ application for a grant to restore the Milton Town Forest multiuse path.

The MCYC often works alongside community partners, including the school district and Town of Milton, on healthy community design projects. A large component of this is walkability and bikeability of the town and promoting physical activity. This project directly relates to this work and supports it through continuing to make Milton a healthier place to live, work, and play.

Our organization believes that the development of a universally accessible trail will make it possible for more Milton residents to enjoy the outdoors while being physically active. Creating more access points to the Town Forest will allow for greater use and promote more physically activity among our community's residents. The MCYC looks forward to potential collaboration in relation to this project and would help to promote the newly developed path to its constituents.

If you have any questions regarding the Milton Community Youth Coalition or our support of this application, please do not hesitate to contact me at the information below.

Sincerely,

Katie Miller, MA

MILTON MUNICIPAL FOREST & BOVE PROPERTY MANAGEMENT PLAN

Submitted by
MILTON CONSERVATION and RECREATION COMMISSIONS
August 1, 2011

This Management Plan supersedes the Milton Municipal Forest Management Plan (MMFMP) approved on October 6, 2008. The Milton Municipal Forest was established in 1991, and is subject to protections as written within the Town Charter. The Bove Property was acquired by the Town in 2006 and is not part of the Municipal Forest as described in the Town Charter. The following documents were used in developing this management plan: The Milton Municipal Forest Inventory, Assessment, and Recommendations prepared by LIA Consultants, and Bove Property: Natural Resource Assessment and Land Use Planning Final Report prepared by Lamoureux & Dickinson.

VISION STATEMENT

The vision for the Milton Municipal Forest and the Bove Property is to preserve the ecological integrity for plants, wildlife and other cultural and natural features, including Milton Pond and a Red Maple-Sphagnum Acidic Basin Swamp, while enhancing the Town's recreational opportunities.

RECOMMENDATIONS

1. Natural Resource Protection and Management

a. Natural Plant Communities and Rare, Threatened & Endangered Species (includes bullets 1, 2, 3 and 4 from Section A of the MMFMP):

- i. Encourage hiring a qualified botanist to conduct a survey of rare plant species during the growing season.
 1. Monitor for invasive plants for conservation of the Prickly Hornwort species on the Bove Property.
- ii. Avoid clearing timber near the West Side Trail (Milton Municipal Forest) to prevent the spread of non-native, invasive Japanese knotweed.
- iii. Become informed about and involved in the Vermont Watershed Basin Planning Process:
 1. Work with the Vermont Department of Environmental Conservation (VTDEC) to determine a Water Quality Classification for Milton Pond.
 2. Develop watershed-based strategies to maintain the level of water quality required by the classification.
- iv. Consider working with the VTDEC to perform yearly Spring Phosphorus and Biocriteria Monitoring on Milton Pond. Volunteer efforts could be coordinated to perform this monitoring in partnership with VTDEC staff.

b. Wetland Protection:

- i. Conduct a survey of vernal pools.
- ii. Plan any development of recreational infrastructure to avoid or minimize impacts to wetlands and surrounding uplands.
 1. Impacts to Class 2 wetlands and their 50-foot buffer zones are under the jurisdiction of the State. Impacts to any of the wetlands (whether Class 2 or 3) are also under the U.S. Army Corps of Engineers.

2. Impacts within 100 feet of wetlands in the Town of Westford fall under the Town's Water Resources Overlay District for which there are significant restrictions regarding trail width, bridges, and permanent structures.
3. If any of the wetland areas are suspected of having vernal pools, the Army Corps of Engineers may require spring monitoring. If use by vernal pool dependent species is established, there could be a requirement to preserve an upland forested buffer around those wetlands.

c. Wildlife Habitat Protection (includes bullets 3 and 5 from Section C of the MMFMP):

- i. Establish a wildlife monitoring system.
- ii. Encourage keeping pets on leashes to protect wildlife and to protect pets from the abundant porcupine population.
- iii. Conduct periodic amphibian surveys.
- iv. Maintain a wooded corridor within the panhandle to allow wildlife coverage to cross Westford Road.

d. Archaeological Protection:

- i. Should any ground disturbing activities be planned around defined archeologically sensitive areas, phase I survey work should be considered in these areas. Sensitivity for historic Euroamerican remains is highest in the western portion of the property in the vicinity of the G.W. Crown/ Coburn and Perry cellar hole (ASA 10).

e. Forestry (Includes bullets 1, 2, and 4 from Section C of the MMFMP):

- i. Plan any timber harvest in consultation with the Chittenden County Forester to minimize soil compaction and erosion. Use only a certified logger who will carefully follow Vermont's Acceptable Management Practices (AMPs) for timber harvesting. Viability of timber harvesting was explored in 2009 and determined to not be an option at the time due to lack of trees of substantive size. Explore again in 15-20 years. Logging of the Westford portion of the Bove Property will be prohibited.
- ii. Preserve cavity trees, mast trees and snags.
- iii. Conduct apple tree release and pruning.

2. Recreation Activities and Trails (Includes Sections B & D from MMFMP)

a. Ongoing Tasks:

- i. Allow carry-in boat usage for treated, non-motorized watercraft on Milton Pond.
- ii. Encourage users to stay on trails to protect sensitive species.
- iii. Organize periodic volunteer efforts to remove litter from the forest.
- iv. Develop ordinances regarding accepted recreational uses, if necessary beyond this Management Plan.
- v. Maintain a well-designed, and marked, trail system to encourage users to stay on trails and avoid disturbing cultural features and natural communities of ecological significance.
- vi. Keep trails away from dens, vernal pools, riparian areas, and other fragile habitat features.
- vii. Uses currently allowed for: Hiking, Bird Watching, Snowshoeing, Cross Country skiing, Hunting, Fishing.

b. Phase I (estimated timeline is 2011 - 2013):

- i. Develop a map which accurately depicts the phases outlined in this Management Plan versus the Final Recommend Master Plan Concept – Phasing Plan found in the Bove Property: Natural Resource Assessment and Land Use Planning Final Report prepared by Lamoureux & Dickinson.
 - ii. Construct eight (8) space parking lot with associated signage to provide a public access to the Municipal Forest.
 - iii. Develop main trail with only passive recreational uses to connect parking lot to existing Municipal Forest trails.
 1. Construct two wooden bridges over streams on the Bove property and along the Old Town Road on the Municipal Forest, and trail signage.
 - iv. Repair and relocate trails within the Milton Municipal Forest with reference to the Trail Repair Map (Map 9) found in The Milton Municipal Forest Inventory, Assessment, and Recommendations prepared by LIA Consultants.
 - v. Re-blaze boundary lines and replace missing iron posts at boundary corners.
 - vi. Uses allowed for with this Phase: Hiking, Bird Watching, Snowshoeing, Cross Country skiing, Hunting, Fishing.
- c. Phase II (estimated timeline is 2014 - 2017):**
- i. This phase includes the trail loop off of the main trail, the primitive camping sites, and trail signage on the Bove Property. A portion of this trail will extend into Westford and will require DRB approval.
 - ii. Establish the interpretive walking/hiking trails, three boardwalks and observation platforms, trail signage and interpretive signage. A majority of these improvements will take place in Westford and will require DRB approval. The looped trail that connects the boardwalk/bird watching blind trails will be pulled back to address the Town of Westford's concerns as stated in their June 14, 2011 letter.
 - iii. Establish the interpretive walking/hiking trail on the Municipal Forest property that connects with the trails on the Bove Property.
 - iv. No additional recreational uses allowed for with this phase.
- d. Phase III (estimated timeline is 2018 - 2021):**
- i. Make improvements to the Bove Property main trail to allow for horseback riding and mountain biking and designate trails for these uses in the Municipal Forest. The necessary upgrades to accommodate for these uses should be done on both properties at the same time so as to avoid a confusing situation.
 - ii. Provide for motorized vehicle use along designated trails if and when VASA and/or VAST (or similar organization) establishes a trail system. The timing of this may be earlier or later depending on trail establishment by those organizations.
 - iii. Uses allowed for with this Phase: Hiking, Bird Watching, Snowshoeing, Cross Country skiing, Hunting, Fishing, Horseback Riding, Mountain Biking, Snowmobiling and ATVs.
- e. Phase IV (estimated timeline is 2022 - 2024):**
- i. This phase includes the parking lot expansion.
 - ii. No additional recreational uses allowed for with this phase although the parking lot expansion could accommodate school busses and possibly trailers.

3. Education (Includes Section E from the MMFMP):

- a. Develop an educational brochure for circulation in the community and distribution at the trailhead.
- b. Post signage at the trailhead with brochures, maps, rules and regulations, etc.
- c. Create educational programs (e.g., orienteering, wildlife surveying)
- d. Foster connections with local environmental education centers, local schools, Boy Scout and Girl Scout troops, etc.
- e. Provide information to users about the transmission of invasive species such as zebra mussels and Eurasian watermilfoil in bait buckets and on boats.
- f. Require users to pack out their trash.
- g. Require users to bury human waste more than 200 feet from any water source in a 6-8 inch deep hole.
- h. Encourage 'Leave No Trace' principles.

4. Public Safety and Signage (Includes Section F from the MMFMP and DRB conditions for the Bove Property parking lot):

- a. In accordance with Title 10 Chapter 113 § 4707 of the Vermont State Statutes, a person who intends to set a trap for any animal on the property shall, prior to setting the trap, notify the Selectboard of his intention to set the trap and of the prospective location of the trap. The Selectboard may, at any time, refuse to grant permission to set a trap or revoke the permission if previously granted.
- b. Encourage all visitors to wear safety orange during hunting season.
- c. Discourage swimming as elevated levels of *E. coli* and giardia are suspected.
- d. Monitor the integrity of the Milton Pond dam to prevent dam failure; consultation with an engineer is recommended.
- e. Encourage users to keep dogs on leashes at all times and pack out dog waste.
- f. The parking lot's visibility from Westford Road must be maintained through selective clearing/pruning as necessary.
- g. The Town shall implement measures to prohibit after-hours and non-authorized uses of the parking area, up to and including a lockable gate. If problems are encountered on a regular basis, the Town shall install a lockable gate.
- h. Signage must be installed indicating the hours of operation and delineating the boundaries of the adjacent properties in the vicinity of the parking area and along the trail along the eastern property boundary. The signage must include the telephone numbers of who to call if a problem is encountered (e.g. the Police Department and/or the Recreation Department).

Appendix A

Federal, State and Local Permits and Clearances

The following federal, state and local permits and clearances will most likely be needed for implementing components of the Preferred Conceptual Master Plan for the Bove Property and possibly for the Milton Municipal Forest as well. However, the Town should contact the respective permitting agencies during the next phase of design.

_ A State Stormwater Discharge Permit may be needed for future expansion of the parking area if the total disturbance is greater than one acre.

_ A State Erosion Prevention & Sediment Control Construction General Permit is not likely needed.

_ Municipalities usually don't need an Act 250 permit for projects disturbing less than 10 acres.

_ A State Stream Alteration Permit is not likely needed.

_ A Section 404 U.S. Army Corps of Engineers General Permit (wetlands) will possibly be needed if wetlands impacts exceed 3,000 square feet. If this permit is required, a Section 401 Water Quality, Rare, Threatened & Endangered Species and State Historic Preservation Office clearances will also be needed.

_ A State Conditional Use Determination (wetlands) would be needed for impacts to the Class II wetlands or their buffer areas.

_ State Agricultural Soils Clearance may be needed based on disturbance of prime agricultural soils on the site.

_ New Accessibility Rules from the Department of Justice to take effect March 15, 2011.

_ The Town will also need to work with the Town of Westford regarding the observation platforms. Currently, the Westford Zoning Regulations does not permit decks. There are numerous examples of similar observation platforms that have been built in similar natural areas.

Chapter	Ref #	Goal/Task	Timetable	Responsible Party	Project Type			
					M	I	Ed	En
Natural Resource Protection & Management	a.	Natural Plant Communities and Rare, Threatened & Endangered Species						
Natural Resource Protection & Management	a.i	Encourage hiring a qualified botanist to conduct a survey of rare plant species during the growing season.	2013	SLB & CC	X			
Natural Resource Protection & Management	a.ii	Avoid clearing timber near the West Side Trail (Milton Municipal Forest) to prevent the spread of non-native, invasive Japanese knotweed.	Ongoing	CC	X			
Natural Resource Protection & Management	a.iii	Become informed about and involved in the Vermont Watershed Basin Planning Process.	Now	CC	X			
Natural Resource Protection & Management	a.iv	Consider working with the VTDEC to perform yearly Spring Phosphorus and Biocriteria Monitoring on Milton Pond. Volunteer efforts could be coordinated to perform this monitoring in partnership with VTDEC staff.	Ongoing	CC	X			
Natural Resource Protection & Management	b.	Wetland Protection						
Natural Resource Protection & Management	b.i	Conduct a survey of vernal pools.	2012	CC	X			
Natural Resource Protection & Management	b.ii	Plan any development of recreational infrastructure to avoid or minimize impacts to wetlands and surrounding uplands.	Now/ Ongoing	CC & RC	X			
Natural Resource Protection & Management	c.	Wildlife Habitat Protection						
Natural Resource Protection & Management	c.i	Establish a wildlife monitoring system.	Now/ Ongoing	CC	X			
Natural Resource Protection & Management	c.ii	Encourage keeping pets on leashes to protect wildlife and to protect pets from the abundant porcupine population.	Now/ Ongoing					X
Natural Resource Protection & Management	c.iii	Conduct periodic amphibian surveys.	Ongoing & Biennial	CC	X			
Natural Resource Protection & Management	d.	Archaeological Protection						
Natural Resource Protection & Management	d.i	Should any ground disturbing activities be planned around defined archeologically sensitive areas, phase I survey work should be considered in these areas. Sensitivity for historic Euroamerican remains is highest in the western portion of the property in the vicinity of the G.W. Crown/ Coburn and Perry cellar hole (ASA 10).	ongoing	Staff			X	
Natural Resource Protection & Management	e.	Forestry						
Natural Resource Protection & Management	e.i	Plan any timber harvest in consultation with the Chittenden County Forester to minimize soil compaction and erosion. Use only a certified logger who will carefully follow Vermont's Acceptable Management Practices (AMPs) for timber harvesting. Viability of timber harvesting was explored in 2009 and determined to not be an option at the time due to lack of trees of substantive size. Explore again in 15-20 years. Logging of the Westford portion of the Bove Property will be prohibited.	2024-2029	CC & Staff			X	
Natural Resource Protection & Management	e.ii	Preserve cavity trees, mast trees and snags.	Ongoing	CC	X			

Project Types: M = Management; I = Improvement; Ed = Education; En = Enforcement

Chapter	Ref #	Goal/Task	Timetable	Responsible Party	Project Type			
					M	I	Ed	En
Natural Resource Protection & Management	e.iii	Conduct apple tree release and pruning.	Biennial	CC & PW	X			
Natural Resource Protection & Management	e. iv	Maintain a wooded corridor within the panhandle to allow wildlife coverage to cross Westford Road.	Ongoing	CC & PW	X			
		Recreation Activities & Trails						
Recreation Activities & Trails	a.	Ongoing Tasks						
Recreation Activities & Trails	a.i	Allow carry-in boat usage for treated, non-motorized watercraft on Milton Pond.	Ongoing	CC & Staff				X
Recreation Activities & Trails	a.ii	Encourage users to stay on trails to protect sensitive species.	Ongoing	CC & Staff			X	X
Recreation Activities & Trails	a.iii	Organize periodic volunteer efforts to remove litter from the forest.	Ongoing	CC & RC	X			
Recreation Activities & Trails	a.iv	Develop ordinances regarding accepted recreational uses, if necessary beyond this Management Plan.	As needed	CC & Staff		X		
Recreation Activities & Trails	a.v	Maintain a well-designed, and marked, trail system to encourage users to stay on trails and avoid disturbing cultural features and natural communities of ecological significance.	Ongoing	CC & Staff	X			
Recreation Activities & Trails	a.vi	Keep trails away from dens, vernal pools, riparian areas, and other fragile habitat features.	Ongoing	CC & Staff		X		
Recreation Activities & Trails	b.	Phase I						
Recreation Activities & Trails	b.i	Develop a map which accurately depicts the phases outlined in this Management Plan versus the Final Recommend Master Plan Concept – Phasing Plan found in the Bove Property: Natural Resource Assessment and Land Use Planning Final Report prepared by Lamoureux & Dickinson.	2011	CC & Staff	X			
Recreation Activities & Trails	b.ii	Construct eight (8) space parking lot with associated signage to provide a public access to the Municipal Forest.	2011-2012	Staff		X		
Recreation Activities & Trails	b.iii	Develop main trail with only passive recreational uses to connect parking lot to existing Municipal Forest trails.	2012	CC & Staff		X		
Recreation Activities & Trails	b.iii.1	Construct two wooden bridges over streams on the Bove property and along the Old Town Road on the Municipal Forest, and trail signage.	2012	CC & Staff		X		
Recreation Activities & Trails	b.iv	Repair and relocate trails within the Milton Municipal Forest with reference to the Trail Repair Map (Map 9) found in The Milton Municipal Forest Inventory, Assessment, and Recommendations prepared by LIA Consultants.	2013	CC & Staff	X	X		
Recreation Activities & Trails	b.v	Re-blaze boundary lines and replace missing iron posts at boundary corners.	2013	CC & Staff		X		

Project Types: M = Management; I = Improvement; Ed = Education; En = Enforcement

Chapter	Ref #	Goal/Task	Timetable	Responsible Party	Project Type			
					M	I	Ed	En
Recreation Activities & Trails	c.	Phase II						
Recreation Activities & Trails	c.i	This phase includes the trail loop off of the main trail, the primitive camping sites, and trail signage on the Bove Property. A portion of this trail will extend into Westford and will require DRB approval.	2014-2015	CC & Staff		X		
Recreation Activities & Trails	c.ii	Establish the interpretive walking/hiking trails, three boardwalks and observation platforms, trail signage and interpretive signage. A majority of these improvements will take place in Westford and will require DRB approval. The looped trail that connects the boardwalk/bird watching blind trails will be pulled back to address the Town of Westford's concerns as stated in their June 14, 2011 letter.	2015-2016	CC & Staff		X		
Recreation Activities & Trails	c.iii	Establish the interpretive walking/hiking trail on the Municipal Forest property that connects with the trails on the Bove Property.	2017	CC & Staff		X		
Recreation Activities & Trails	d.	Phase III						
Recreation Activities & Trails	d.i	Make improvements to the Bove Property main trail to allow for horseback riding and mountain biking and designate trails for these uses in the Municipal Forest. The necessary upgrades to accommodate for these uses should be done on both properties at the same time so as to avoid a confusing situation.	2018-2020	CC & Staff		X		
Recreation Activities & Trails	d.ii	Provide for motorized vehicle use along designated trails if and when VASA and/or VAST (or similar organization) establishes a trail system. The timing of this may be earlier or later depending on trail establishment by those organizations.	2021	CC & Staff		X		
Recreation Activities & Trails	e.	Phase IV						
Recreation Activities & Trails	e.i	This phase includes parking lot expansion.	2022-2024	CC & Staff		X		
		Education						
Education	a.	Develop an educational brochure for circulation in the community and distribution at the trailhead.	2012-2013	CC & Staff			X	
Education	b.	Post signage at the trailhead with brochures, maps, rules and regulations, etc.	2011-2012	CC & Staff			X	
Education	c.	Create educational programs (e.g., orienteering, wildlife surveying)	Ongoing	CC & Staff			X	
Education	d.	Foster connections with local environmental education centers, local schools, Boy Scout and Girl Scout troops, etc.	Ongoing	CC & Staff			X	
Education	e.	Provide information to users about the transmission of invasive species such as zebra mussels and Eurasian watermilfoil in bait buckets and on boats.	Ongoing	CC & Staff			X	
Education	f.	Require users to pack out their trash.	Ongoing	CC & Staff				X
Education	g.	Require users to bury human waste more than 200 feet from any water source in a 6-8 inch deep hole.	Ongoing	CC & Staff				X
Education	h.	Encourage 'Leave No Trace' principles.	Ongoing	CC & Staff				X

Project Types: M = Management; I = Improvement; Ed = Education; En = Enforcement

Chapter	Ref #	Goal/Task	Timetable	Responsible Party	Project Type			
					M	I	Ed	En
		Public Safety & Signage						
Public Safety & Signage	a.	In accordance with Title 10 Chapter 113 § 4707 of the Vermont State Statutes, a person who intends to set a trap for any animal on the property shall, prior to setting the trap, notify the Selectboard of his intention to set the trap and of the prospective location of the trap. The Selectboard may, at any time, refuse to grant permission to set a trap or revoke the permission if previously granted	Ongoing	SLB				X
Public Safety & Signage	b.	Encourage all visitors to wear safety orange during hunting season.	Ongoing	CC & Staff				X
Public Safety & Signage	c.	Discourage swimming as elevated levels of <i>E. coli</i> and giardia are suspected.	Ongoing	CC & Staff				X
Public Safety & Signage	d.	Monitor the integrity of the Milton Pond dam to prevent dam failure; consultation with an engineer is recommended.	Ongoing	CC & Staff	X			
Public Safety & Signage	e.	Encourage users to keep dogs on leashes at all times and pack out dog waste.	Ongoing	CC & Staff				X
Public Safety & Signage	f.	The parking lot's visibility from Westford Road must be maintained through selective clearing/pruning as necessary.	2008	SLB & PW	X			
Public Safety & Signage	g.	The Town shall implement measures to prohibit after-hours and non-authorized uses of the parking area, up to and including a lockable gate. If problems are encountered on a regular basis, the Town shall install a lockable gate.	Ongoing	Staff	X			
Public Safety & Signage	h.	Signage must be installed indicating the hours of operation and delineating the boundaries of the adjacent properties in the vicinity of the parking area and along the trail along the eastern property boundary. The signage must include the telephone numbers of who to call if a problem is encountered (e.g. the Police Department and/or the Recreation Department).	with parking area	Staff			X	

Project Types: M = Management; I = Improvement; Ed = Education; En = Enforcement

Appendix E1. Project Timeline

Pre-July

- Ascertain all State permitting requirements and conduct any required site visits.
- Prepare RFP and solidify exact dates for all project deadlines.
- Install "Vermont Trial Ethic "signage at trailhead.

July 1

- Go out to bid.
- Post notice of upcoming trial closure.

July/August

- Bid deadline.

August

- Review bid responses.
- Secure volunteer commitments.
- Select contractor.
- Apply for Phase "A" local and State permits.

August/September

- Phase "A" local and state permits obtained.
- Phase "A" clearing and construction preparation begin.
- Close trail to public use.
- Finalize Phase "B" design.
- Apply for Phase "B" local and State permits.

September

- Construction of Phase "A".
- Obtain local and state permits for Phase "B".
- Phase "B" clearing and construction preparation.

September/October:

- Finalize construction of Phase "A"
- Construction of Phase "B"

November

- Finalize construction of Phase "B".
- Site cleanup and full restoration.
- Grand opening and ribbon cutting.

Spring 2016

- Financial closeout.

Project Review Sheet

Date Initiated	<input type="text" value="1/7/2015"/>	ANR PIN#	<input type="text"/>	WW Project#	<input type="text"/>	Pre-application Review <input checked="" type="checkbox"/>
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Project Information

General Information

PROJECT NAME (if applicable) Milton Town Forest Trail Improvements	PROJECT TOWN Milton
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PROJECT LOCATION (911 address if available)
599 Westford Road

Contact(s)

CONTACT TYPE Landowner	NAME Jacob Hemmerick	ORGANIZATION NAME (if applicable) Town of Milton		
ADDRESS 43 Bombardier Road		TOWN Milton	STATE VT	ZIP 05468
PHONE 802.893.1186	CELL PHONE	EMAIL jhemmerick@town.milton.vt.us		

Project Description

ENTERED BY Jeffrey McMahon	INFORMATION SOURCE Individual	DATE ENTERED 1/7/2015 9:54 AM
--------------------------------------	---	---

PROJECT DESCRIPTION
A Trail Grant application for the town forest trails to be improved. The improvements will include; widening of existing trails, construction of a 500 linear foot trail, utilization of a fabric and crushed stone for the ADA compliant path, construction of a walkway over a drainage, and ADA conforming construction of a viewing platform. The project will take place on 2 parcels, one of 7.6 acres and the other 52.1 acres. There are no wastewater or water supplied structures nor are any proposed at this time.

DEC Prior Permits

PERMIT TYPE	PERMIT NUMBER
-------------	---------------

*Jurisdictional Opinion(s) for permits that may be needed from the District Environmental Office **PRIOR TO COMMENCEMENT OF CONSTRUCTION***

Act 250 Jurisdictional Opinion

This is a jurisdictional opinion issued pursuant to 10 V.S.A. § 6007(c) and Act 250 Rule 3(A). A request for reconsideration by the district coordinator, pursuant to Act 250 Rule 3(B), must be sent to the district coordinator at the address below within 30 days of the mailing of this opinion. Effective July 1, 2013, no appeal may be taken from a jurisdictional opinion or coordinator's decision on reconsideration without reconsideration by the Natural Resources Board. Requests for reconsideration by the Board must be submitted to the Board within 30 days of the mailing of this decision or a coordinator's decision on reconsideration.

PERSON REQUESTING JURISDICTIONAL OPINION Jeffrey McMahon	REQUESTOR TYPE Permit Specialist	ACT 250 PERMIT NUMBER (if any)	HAS THE LANDOWNER SUBDIVIDED BEFORE? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	--------------------------------	--

TYPE OF PROJECT (check all that apply)

Commercial
 Residential
 Agricultural
 Municipal
 State
 Federal

IS AN ACT 250 PERMIT REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COPIES SENT TO STATUTORY PARTIES? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

BASIS FOR DECISION
Less than 10 acres disturbed, Not a development pursuant to 10 VSA 6001(3)(A)(v)

DISTRICT COORDINATOR SIGNATURE Peter E. Keibel 2015.01.07 13:27:53 -05'00'	Peter Keibel, Coordinator [phone] 802-879-5658 [email] peter.keibel@state.vt.us Natural Resources Board District 4 Environmental Commission 111 West Street, Essex Junction, VT 05452
--	---

Drinking Water & Groundwater Protection Division Regional Office Permit Jurisdictional Opinion

IS A WASTEWATER SYSTEM & POTABLE WATER SUPPLY PERMIT/APPROVAL REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> Permit application currently under review <input checked="" type="checkbox"/> No <input type="checkbox"/> Permit issued on _____	PERMIT NOT REQUIRED? <input type="checkbox"/> Boundary Line Adjustment <input type="checkbox"/> Home Occupation <input type="checkbox"/> Clean Slate <input type="checkbox"/> Notice of Permit Requirement
--	--

BASIS FOR DECISION

REGIONAL OFFICE STAFF SIGNATURE 2015.01.07 12:16:05 -05'00'	Dolores M. Eckert, Assistant Regional Engineer [phone] 802-879-2341 [email] dolores.eckert@state.vt.us Department of Environmental Conservation Drinking Water & Groundwater Protection Division - Essex Regional Office 111 west Street, Essex junction, VT 05452
---	--

The following are preliminary, non-binding determinations made by DEC Permit Specialists identifying other permits that may be needed
PRIOR TO COMMENCEMENT OF CONSTRUCTION

Preliminary, Non-binding Determination of the Applicability of Other State Permits

Note: Fact Sheet numbers below refer to permit fact sheets available at: http://www.anr.state.vt.us/dec/permit_hb/tableofcontents.htm

Agency of Natural Resources - Department of Environmental Conservation

WATERSHED MANAGEMENT DIVISION

- Wetlands [Fact Sheet #29]
 - Northern Chittenden, Franklin, and Grand Isle Counties:
 Contact: Danielle Owczarski Email: danielle.owczarski@state.vt.us Phone: 802-490-6176
- Stream Alteration and Stream Crossing Structures [Fact Sheet #32]
 - For Northwestern Vermont:
 Contact: Chris Brunelle Email: chris.brunelle@state.vt.us Phone: 802-879-5631
- Stormwater: Developments [Fact Sheets #6.2 & 6.3]
 - Contact: Helen Carr Email: helen.carr@state.vt.us Phone: 802-490-6170

Agency of Natural Resources - Department of Fish & Wildlife

- Nongame & Natural Heritage Program (Threatened & Endangered Species) [Fact Sheet #47.4]
 - Animals:
 Contact: Mark Ferguson Email: mark.ferguson@state.vt.us Phone: 802-241-3295
 - Plants:
 Contact: Bob Popp Email: bob.popp@state.vt.us Phone: 802-476-0129

Department of Public Safety

- Construction Permit Fire Prevention, Electrical, Plumbing, Accessibility (ADA) [Fact Sheets #49, 50, 50.1, & 50.2]
 - Williston: 802-879-2300

Local Permits

- See your Town Clerk, Zoning Administrator, Planning Commission or Public Works

PERMIT SPECIALIST SIGNATURE 2015.01.07 15:40:51 -05'00'	Jeff McMahon, Permit Specialist [phone] 802-879-5676 [email] jeff.mcmahon@state.vt.us Department of Environmental Conservation Environmental Assistance Office - Essex Regional Office 111 West Street, Essex Junction, VT 05452
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WETLANDS

Jacob Hemmerick

From: Courage, Zapata [Zapata.Courage@state.vt.us]
Sent: Monday, January 12, 2015 12:04 PM
To: Jacob Hemmerick
Cc: Owczarski, Danielle
Subject: RE: Wetland Permit Costs
Attachments: wl_catwalk_bmp.pdf

Hello Jacob:

Municipalities are exempt from all wetland permitting fees, always. No loopholes. If they are the applicant, it is \$0.

With that said, if there are impacts to Class II wetlands or associated 50-ft. buffer an application needs to be submitted and the project design needs to be reviewed by the District Wetland Ecologist in order to approve the project and to make sure avoidance or minimization of impacts are applied.

There are some allowed uses, where a permit is not needed. I have attached the Boardwalk/Catwalk/Dock Allowed Use guidance document. These practices should be employed in construction of these structures. Clearing should be kept to a minimum wherever possible.

Danielle, your District Ecologist, will be returning at the end of the month and can review the project and/or set up a site visit if needed.

In the meantime, for your budgeting...the cost is zero.

Have a great week and let me know if I can be of further assistance.
Zapata

From: Jacob Hemmerick [jhemmerick@town.milton.vt.us]
Sent: Monday, January 12, 2015 11:12 AM
To: Courage, Zapata
Subject: Wetland Permit Costs

Zapata:

The Town is putting together a State RTP grant application, and we're working through the budget sheet. What is the cost for a wetland permit?

Attached: PRS & Specific Location Map.

Work Plan:

The Town of Milton proposes to construct a 5-foot wide, ADA accessible, unpaved, non-motorized, multi-use path 3,260 feet in length, as generally depicted on the Town Forest map.

The work includes:

- (1) re-location of existing trailhead and corridor clearing through mature fir tree stand to rejoin existing trail (370'L x 5'W);
- (2) re-construction and widening of existing hiking trail (2,310'L x 5'W);

- (3) construction of a boardwalk with sleeper log foundations (80'L x 5'W);
- (4) construction of railings on existing 30'L x 5'W footbridge;
- (5) construction of new trail connecting existing trail to Milton Swamp viewpoint (500'L x 5'W);
- (6) construction of a 400 square foot viewing platform and access boardwalk offering southeasterly views of 10-acres of open wetland;

The work also includes: clearing the corridor to a width of 8' and a height of 10', removing organic soil down to mineral soil, trimming roots, installing non-woven geotextile fabric, adding crushed 1.5" stone at a depth of 6 to 10", and surfacing the trail with 3-4" of fine, compacted surfacing with a 2% outslope.

General construction of the entire project will be performed by a hired contractor. Corridor clearing, surfacing, and platform construction will be assisted by the Conservation Commission, Town Staff, and local volunteers.

Jacob Hemmerick - Town Planner
Town of Milton, Vermont
802.893.1186 - jhemmerick@town.milton.vt.us
Planning & Economic Development Department - 43 Bombardier Road - Milton, VT 05468
www.miltonvt.org

Disclaimer, please be advised that your email communication to the Town may be considered public record and may be subject to disclosure under the Vermont Open Public Records Act.

STREAM CROSSING

Jacob Hemmerick

From: Jacob Hemmerick
Sent: Monday, January 12, 2015 11:10 AM
To: 'chris.brunelle@state.vt.us'
Subject: FW: Stream Crossing Permit
Attachments: MiltonTownForestTrailPRS.PDF; Specific Location Map.pdf

Chris,

The Town is putting together a State RTP grant application, and we're working through the budget sheet. What is the cost for your permit, and are there any timing considerations we should know as we develop a project timeline.

Attached: PRS & Specific Location Map.

Work Plan:

The Town of Milton proposes to construct a 5-foot wide, ADA accessible, unpaved, non-motorized, multi-use path 3,260 feet in length, as generally depicted on the map.

The work includes:

- (1) re-location of existing trailhead and corridor clearing through mature fir tree stand to rejoin existing trail (370'L x 5'W);
- (2) re-construction and widening of existing hiking trail (2,310'L x 5'W);
- (3) construction of a boardwalk with sleeper log foundations (80'L x 5'W);
- (4) construction of railings on existing 30'L x 5'W footbridge;
- (5) construction of new trail connecting existing trail to Milton Swamp viewpoint (500'L x 5'W);
- (6) construction of a 400 square foot viewing platform and access boardwalk offering southeasterly views of 10-acres of open wetland;

The work also includes: clearing the corridor to a width of 8' and a height of 10', removing organic soil down to mineral soil, trimming roots, installing non-woven geotextile fabric, adding crushed 1.5" stone at a depth of 6 to 10", and surfacing the trail with 3-4" of fine, compacted surfacing with a 2% outslope.

General construction of the entire project will be performed by a hired contractor. Corridor clearing, surfacing, and platform construction will be assisted by the Conservation Commission, Town Staff, and local volunteers.

Jacob Hemmerick - Town Planner
Town of Milton, Vermont
802.893.1186 - jhemmerick@town.milton.vt.us
Planning & Economic Development Department - 43 Bombardier Road - Milton, VT 05468
www.miltonvt.org

STORMWATER

Jacob Hemmerick

From: Calvi, Jenna [Jenna.Calvi@state.vt.us]
Sent: Tuesday, January 13, 2015 7:38 AM
To: Jacob Hemmerick
Subject: RE: Stormwater Permit

Great, thanks for clarifying. That being said, Chapter 18 of the Environmental Protection Rules, §18-304 (a)(4) states that "no state stormwater permit is required pursuant to this Rule for:... The expansion of an existing impervious surface, such that the total resulting impervious surface is equal to or greater than 1 acre if... the increase or addition of impervious surface is less than 5,000 square feet."

Therefore, no state stormwater discharge permit would be required for this work. Thank you for following up with me for a determination, and if anything changes with this project please let me know so I can update your determination.

Cheers,
Jenna



Jenna Calvi, Stormwater District Manager – Northern Chittenden County
1 National Life Drive, Main 2
Montpelier, VT 05620-3522
802-490-6166 / jenna.calvi@state.vt.us
www.watershedmanagement.vt.gov

From: Jacob Hemmerick [<mailto:jhemmerick@town.milton.vt.us>]
Sent: Monday, January 12, 2015 6:02 PM
To: Calvi, Jenna
Subject: RE: Stormwater Permit

Great question. I've revised to make this clearer. The 3,290 includes: proposed trail re-location, re-construction of existing trail, construction of new boardwalk, the existing footbridge, and construction of entirely new trail.

The Town of Milton proposes to construct a 5-foot wide, ADA accessible, unpaved, non-motorized, multi-use path 3,290 feet in length, as generally depicted on the map.

The work includes:

- (1) re-location of existing trailhead and corridor clearing through mature fir tree stand to rejoin existing trail (370'L x 5'W);
- (2) re-construction and widening of existing hiking trail (2,310'L x 5'W);
- (3) construction of a boardwalk with sleeper log foundations (80'L x 5'W);
- (4) construction of railings on existing 30'L x 5'W footbridge;

(5) construction of new trail connecting existing trail to Milton Swamp viewpoint (500'L x 5'W and inclusive of viewing platform and access);

(6) construction of a 400 square foot viewing platform and access boardwalk offering southeasterly views of 10-acres of open wetland;

The work also includes: clearing the corridor to a width of 8' and a height of 10', removing organic soil down to mineral soil, trimming roots, installing non-woven geotextile fabric, adding crushed 1.5" stone at a depth of 6 to 10", and surfacing the trail with 3-4" of fine, compacted surfacing with a 2% outslope.

General construction of the entire project will be performed by a hired contractor. Corridor clearing, surfacing, and platform construction will be assisted by the Conservation Commission, Town Staff, and local volunteers.

Jacob Hemmerick - Town Planner
802.893.1186 - jhemmerick@town.milton.vt.us

From: Calvi, Jenna [<mailto:Jenna.Calvi@state.vt.us>]
Sent: Monday, January 12, 2015 11:33 AM
To: Jacob Hemmerick
Subject: re: Stormwater Permit

Hi Jacob,

I am actually the district reviewer for Milton for the Stormwater Program – Helen and I split Chittenden County so there's always a little confusion!

I'm actually not sure you need an operational permit from us. Does the total 3,260' L x 5' W include all of the breakout calculations in your previous email to Helen? So is the total square footage of the trail 16,300, or is it 32,200 with the additional items you included?

Thanks!
Jenna



VERMONT DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
WATERSHED
MANAGEMENT DIVISION

Jenna Calvi, Stormwater District Manager – Northern Chittenden County
1 National Life Drive, Main 2
Montpelier, VT 05620-3522
802-490-6166 / jenna.calvi@state.vt.us
www.watershedmanagement.vt.gov

Disclaimer, please be advised that your email communication to the Town may be considered public record and may be subject to disclosure under the Vermont Open Public Records Act.

Jacob Hemmerick

NATURAL HERITAGE

From: Popp, Bob [Bob.Popp@state.vt.us]
Sent: Tuesday, January 13, 2015 12:13 PM
To: Jacob Hemmerick; Ferguson, Mark
Cc: Owczarski, Danielle
Subject: RE: F&W Permits

Jacob, thank you for contacting us. Please ignore the previous message that was sent prematurely.

Base on the current proposal, I see no need for a Fish & Wildlife Dept permit. There is one rare plant known from the property, Spineless Hornwort (*Ceratophyllum echinatum*) which was observed in the swamp in 2010. It could be impacted by the proposed viewing tower depending upon its location. The hornwort would be in the actual wetland so if there are no wetland impacts, there would be no concern. Please let me know whether that is the case or not. If you will impact the wetland, we will work with the wetland office to determine what is required.

You may want to have the parcel inventoried for rare, threatened and endangered plants as the information would be useful for planning and conservation purposes; however, due to the minor impact of widening existing trails, we are not requesting that you do so.

Thanks,
Bob

Bob Popp
Department Botanist
VT. Dept of Fish and Wildlife
Natural Heritage Inventory
(802) 476-0127

From: Popp, Bob
Sent: Tuesday, January 13, 2015 12:04 PM
To: 'Jacob Hemmerick'; Ferguson, Mark
Cc: Owczarski, Danielle
Subject: RE: F&W Permits

Bob Popp
Department Botanist
VT. Dept of Fish and Wildlife
Natural Heritage Inventory
(802) 476-0127

From: Jacob Hemmerick [<mailto:jhemmerick@town.milton.vt.us>]
Sent: Monday, January 12, 2015 11:01 AM
To: Ferguson, Mark; Popp, Bob
Subject: F&W Permits

Mark and Bob,

The Town is putting together a State RTP grant application, and we're working through the budget sheet. What is the cost for your permit, and are there any timing considerations we should know as we develop a project timeline?

Appendix H4

Furtherance of Vermont Trails and Greenways Plan in Statewide Comprehensive Plan 2014-2018

This project directly addressed conditions A-D of the Vermont Trails and Greenways Plan in the Statewide Comprehensive Plan's desired conditions (p.120).

The project ensures that (A) persons who wish to participate in appropriate outdoor recreation activities in Vermont have opportunities to do so, (B) that resources are appropriately maintained and managed, (C) that the quality of the site and facilities are high and satisfies the demand imposed upon it, and (D) that increasing demand is met by making more resources and diverse opportunities and programming available.

The proposal also meets conditions of Appendix C. Specifically, the project advances cross-country skiing by offering greater public access (p.211). The improvements would allow the Town to consider amendments to the Management Plan to accelerate the mountain biking use implementation and to meet the priority of gaining access for trail expansion (p.215). Finally, the project responds to the priority to respond to improved access to hiking trails (p.220).



TOWN OF MILTON, VERMONT

Town Manager's Office, 43 Bombardier Road 05468-3205, 802-893-6655

January 19, 2014

Sherry Winnie
FPR Administration
Vermont Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

Regarding: 2015 RTP Application Permission to Perform Trail Work and Assurance of Continued Public Access

Dear Ms. Winnie,

The Town of Milton approves the trail work in the Milton Town Forest described in the Town's RTP Grant Application, should it be approved. The Town is also committed to keeping the Town Forest trails open and maintained for ongoing public use for its intended purposes.

Sincerely,


Brian Palaia
Milton Town Manager

Selectboard



Vermont Department of Forests, Parks & Recreation

**Recreational Trails Program (RTP)
Application Supplement**

Grant Application Instructions



All RTP grant applicants are advised to read this supplement.

The Recreational Trails Program provides grants to municipalities and non-profit organizations to develop and maintain trails and trail systems throughout Vermont.

2015 RTP grants are intended for:

Well-planned (beyond the conceptual stage) needed trail projects in the State
With a start date to the project no sooner than the anticipated funding approval date of
July 1, 2015

Foreword

This supplement is designed to assist applicants in applying for federal funds available under the Federal Highway Administration's Recreational Trails Program (RTP). It consists of four parts:

- Part I: Program Introduction & Eligibility
- Part II: Completing the RTP Application
- Part III: Project Approval and Administration
- Part IV: Appendix.

Part I summarizes the program, presents the rules and regulations governing the program, provides information you need to know before you apply for funds, resources to assist you when you apply for a grant, provides information you need to know before you apply for funds, and provides information about who's eligible, what's eligible and what's not eligible.

Part II provides instructions for completing your application, discusses project selection criteria and describes the materials you are required to submit with your grant application.

Part III of the supplement provides an overview of the federal and state approval process, funding approval for the project, when a grant agreement is issued, when your project may begin, and grant reimbursement requirements.

Part IV is the Appendix which has a checklist of items to increase the likelihood of receiving RTP grant funds for your project and a sample grant agreement template for your reference.

It is hoped that the material presented will answer many questions about the RTP.

If further information or clarification is needed at any time during the application or administration stages of the grant process, please contact:

Sherry Winnie, RTP Administrator
Grant Programs Manager
Vermont Department of Forests, Parks and Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05604
802-760-8450
Sherry.winnie@state.vt.us

The Vermont Agency of Natural Resources is an equal opportunity agency and offers all persons the benefit of participating in its programs and in competing in all areas of employment regardless of race, color, religion, sex, national origin, age, disability, sexual preference, or other non-merit factors.

It is the aim of the RTP to design or rehabilitate trails to the highest level of sustainability and accessibility feasible. The capacity to increase accessibility may be limited by terrain, cost, & potential difficulties for construction in bringing in equipment & supplies. Be sure to address sustainability in your application and in the trail work you will do; for more information and guidelines, go to: <http://www.americantrails.org/resources/accessible>

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- A. About the Recreational Trails Program (RTP)
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 - 2. Eligible Project Categories / Limitations
 - 3. What's Eligible
 - 4. What's Not Eligible
- D. Important Items You Need to Know

Part II Completing the RTP Grant Application

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 - 2. Work Plan
 - 3. Budget Form – Assistance and Instructions
- B. Section B. Recreation Benefits (20 points)
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 - 2. Act 250 Permits and Recreation Trails
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- G. Section G. General Project Sponsor (Applicant) Information:
- H. Section H. Primary Use, Use Types, Project Components
- I. Section I. Landownership and Landowner Approvals
 - 1. Trail work on private land
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 - 3. Trail work on Class IV roads
 - 4. Policy for using RTP funds on Class IV roads
- J. Section J. Historic Preservation Survey
 - 1. Section 106 Historic Preservation/Archeology Clearance & Historic Preservation Survey
Certifying Signature

Part III Project Approval and Administration

- A. Funding Approval, Grant Agreement, When a Project can Begin, and Grant Reimbursement Requirements

Part IV Appendix

- A. Checklist of items to increase likelihood of receiving RTP grant funds for your project
- B. Sample Grant Agreement Template

PART I. PROGRAM INTRODUCTION & ELIGIBILITY

About the Federal Recreational Trails Program (RTP)

The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in July 2012, continued the Recreational Trails Program as part of Federal Surface Transportation Funding.

RTP is a set-aside program of the Federal Highway Administration's (FHWA) Transportation Alternatives Program providing financial assistance to States for the development and maintenance of motorized and non-motorized recreational trails and trail-related projects, using revenues from the Federal Highway Trust fund from off-road recreational fuel use.

Vermont uses half of its annual RTP apportionment to develop and maintain trails and trail systems in State Parks and State Forests, and the other half is allocated to communities and non-profit organizations in grants through a competitive process.

Recreational trails can help people develop a sense of place and connection to the land, and are integral to public and forest health. Contributing to livability, trails can provide economic and transportation benefits.

Funds can be used to maintain and develop trails for a wide range of trail activities including hiking, biking/mountain biking, running, walking, cross-country and back country skiing, snowmobiling, off-road all-terrain recreational vehicular riding, paddling, equestrian use, accessible trail-use, interpretive use, and in-line skating or roller blading,

Federal legislation under Title 23 U.S.C. Section 206, requires RTP be allocated to both motorized and non-motorized trail projects according to the distribution formula below:

30% for motorized trail uses
30% for non-motorized trail uses
40% for diverse trail uses

Diverse trail uses can be either:

- Diverse (more than one) non-motorized uses;
- Diverse (more than one) motorized trail uses (i.e., snowmobile and ATV); or,
- A combination of non-motorized and motorized uses;

For an overview of federal guidelines, go to:

http://www.fhwa.dot.gov/environment/recreational_trails/overview/program_brief/

Who Administers the Program

Each State administers its own RTP program using federal guidelines. In Vermont, the Agency of Natural Resources' Department of Forests, Parks & Recreation (FPR) administers RTP.

FPR provides an annual competitive grant cycle for municipalities and non-profit organizations to apply for grants for trail projects throughout Vermont (see timeline in appendix)

Resources to Assist You

The internet resources below provide access to federal and state rules, regulations, guidance and valuable resources to assist you in learning what is required if you receive a grant through the RTP:

- Federal RTP legislation 23 U.S.C. Section 206, Guidance: http://www.fhwa.dot.gov/environment/recreational_trails/guidance/
- State of Vermont Bulletin 3.5 Contracting Procedures (for all grants and contracts) – The Secretary of Administration is responsible for issuing and maintaining Administration Bulletins: <http://www.aoa.vermont.gov/bulletins>
- State & Local Permit Information - Vermont's Environmental Assistance Office will refer you to a permit specialist who serves as your initial state contact to give assistance in identifying any necessary permits or approvals for any given project. A Project Review Sheet (PRS), signed by a permit specialist, must be attached to your grant application. Go to: <http://www.anr.state.vt.us/dec/ead/pa/index.htm>
- Planning your project - The *Vermont Trails and Greenways Manual* is a great planning tool to use while you develop your project. To access this free manual, go to: <http://www.vermonttrailsandgreenways.org/resources/manual>
- Maps & Mapping – Vermont Agency of Natural Resources Natural Resources Atlas – Your primary resource for generating maps is the Natural Resources Atlas. Recommended to you for developing a map for your project: Go to: <http://www.anr.state.vt.us/site/html/maps.htm>
- Vermont Trails and Greenways (VTG) Plan (SCORP Appendix C: Trails Related Resources): <http://www.vtfpr.org/recgrant/trgrant.cfm> All RTP projects must further a strategy and help achieve goals and objectives outlined in the VTG Plan. In the grant application you must tell how your project helps further one of these strategies.
- Vermont Trails and Greenways Council (VTGC) is a group of individual trail users, trail organizations, businesses and municipalities in Vermont helping to promote state trail policy, disseminate trail information, and support educational efforts to help develop best practices in trail construction and trail maintenance for a wide variety of trail uses in the state. VTGC also serves as the RTP's advisory committee: <http://www.vermonttrailsandgreenways.org>

Project Eligibility

Who's Eligible to Apply for Grants?

Municipalities and non-profit organizations may apply for grants.

Eligible Project Categories/Limitations

- Maintenance and restoration of existing trails;
- Development and rehabilitation of trails, trailside and trailhead facilities, and trail linkages;
- Purchase and rental fees for trail construction and trail maintenance equipment or tools necessary to carry out eligible projects
- Construction of new trails (see below restrictions for new trails on some Federal lands) ;
- Acquisition of trail easements or property with existing recreational trail corridors ;

- Assessment of trail conditions for accessibility and maintenance ;
- Educational Programs : Limited to 5 percent of the State’s apportionment of RTP funds – Must be used for development or dissemination of trail-user educational materials or publications for trail users; statewide trail information, operation of educational programs to promote safety & environmental protection related to trails (non-law enforcement), trail safety efforts, trail use monitoring patrol programs, public education efforts to promote appropriate trail uses ;

What’s Eligible? - Examples of Eligible Projects and/or Eligible Costs in Projects

- Construction or reconstruction of trails (may include grooming and maintenance of trails across snow)
- Construction & installation of bridges, railings, ramps, retaining structures, gates, directional/location signage and informational kiosks along trails or at trailhead facilities;
- Relocation of recreational trails ; trail linkages ;
- Major trail maintenance and restoration of existing trails ;
- Development and rehabilitation of trails, trailhead parking facilities and trailside amenities (i.e., benches, compost toilets/privy, water fountains);
- Features facilitating access to, and use of, trails by persons with physical challenges ;
- Bank stabilization, re-vegetation, erosion control,
- Restoration of existing trails damaged by trail use ;
- Cost of labor; for on-the-ground direct project work (i.e., trail builders, project managers, trail crews, trail design consultants, project/structural engineers, contractors, equipment operators, project assessment and oversight, etc.)
- Youth Conservation Corps Crews: States are encouraged to use qualified youth conservation or service corps for construction and maintenance of recreational trails under this program ; Youth conservation service corps organizations in Vermont include : Vermont Youth Conservation Corps and North Woods Stewardship Center ;
- Purchase of trail tools and/or rental costs of essential trail construction equipment necessary to do the work proposed; Purchases are to be solely used for eligible trail project(s) ; Generally speaking, purchases may be allowable for tools and equipment under \$3500 ; Sponsors are asked to consider renting larger tools and equipment at daily or weekly rates to complete RTP trail projects.
- Environmental awareness and safety education programs related to safe, responsible trail use ; environmental resource protection aimed at educating trail users to help minimize impacts to natural and cultural resources, and resolving conflicts ; FHWA limits educational projects ;
- Acquisition of easements and fee simple title to property for recreational trails or trail corridors may be eligible. If you are requesting funds for an acquisition, you must meet federal appraisal requirements and other federal acquisition requirements. Intended solely for the purchases of existing trails/trail corridors for the preservation of existing trail systems. Call FPR for an acquisition supplement or referral to the federal guidelines ;
- Trail design costs, engineering plans and specs for your project can be considered part of the total project cost for new construction, reconstruction, or rehabilitation of trails, trailhead facilities, or trail structures.

- Trail assessments using the Universal Trails Assessment Process (UTAP), or equivalent method, to assess the condition of existing trails for improved accessibility, sustainability, and for provisions that facilitate access and use by persons with disabilities ;
- Publications: Grants may be used for layout and design costs associated with printing free publications, signage, or trail-related information and educational materials posted on kiosks, websites or disseminated to the public; Reprinting costs of publications are not eligible ; Sponsors using RTP funds to develop printed materials should acknowledge FPR, the RTP, and the Federal Highway Administration (FHWA). Written materials developed with RTP funds should be available to the general public.
- Trail related law enforcement educational assistance, in some cases, may be eligible (law enforcement is not eligible) ; for example :

A trailside or trailhead facility may be used as a base station by law enforcement officers using trail project funds, provided the facility is primarily a general public use trail facility, and not primarily a law enforcement facility ;

A trailside or trailhead booth providing trail-related information may be used by law enforcement officers (using educational funds);

A trail patrol primarily for educational purposes (i.e., providing information on the use of safety gear) may include appropriate law enforcement (using educational funds)

A project sponsor may provide an overall trail safety education seminar which includes a session on trail-related law enforcement (using educational funds).

What's Not Eligible?

Which projects are not eligible? Recreational Trails Program funds may not be used for:

- Advertising;
- Appraisal and legal fees related to acquisitions;
- Property Condemnation of any kind (eminent domain) ;
- Construction of trails in federally designated wilderness areas;
- Construction of trails within federally designated wilderness areas;
- Contingencies;
- Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by non-motorized recreational users, and on which, as of May 1, 1991, motorized use was prohibited or had not occurred ;
- Facilities that are ornamental and do not have a direct benefit to trail users;
- Feasibility studies (preliminary planning projects);
- Food for volunteers working on a project;
- Fund raising;
- General overhead costs;
- Law enforcement;
- Lodging;
- Payments which are not in compliance with relevant state or federal laws or regulations;

- Payments in conflict with 501(C)(3) regulations such as payment of board members;
- Promotional items (t-shirts, patches, caps, buttons, pens, etc. promoting an organization);
- Railroads: Before approving a trail on a railroad right-of-way, States must ensure that the railroad has been rail banked, and the trail project has a legal right to be located on the railroad right-of-way.
- Roads: RTP funds may not be used to improve roads for general passenger vehicle use.
- RTP funds should not be used to provide shoulders or sidewalks along roads unless the shoulders or sidewalks are necessary to complete a trail link.
- If towns in Vermont designate class IV roads to be used for recreational use(s), a completed Class IV road resolution form must accompany the grant application ;
- Sidewalks adjacent to public roads;
- Paved multi-use/bike paths;
- Publication reprints;
- Purchase of large multi-purpose power tools (i.e. brush hogs, lawn mowers, etc.);
- Trail work on land where landowner permission for public use of trails has not been granted;
- Value of citizen volunteer' time at public forums or public meetings;

If you are planning a trail project and you are not sure whether the project is the right fit for RTP funds, first contact the RTP Administrator and learn more about the RTP requirements before you apply. Discuss ways your project can meet RTP requirements and learn how to meet grant criteria.

Important Items You Need to Know
(Read more below before you apply for RTP grant funds)

Federal rules apply to projects funded.

It may take several months after the application due date to obtain grant funding approval for your project.

Once a Sponsor (the applicant) receives notification that their project is recommended a grant award, the Sponsor must wait for federal and state approval to take place before a grant agreement is prepared by the Vermont Department of Forests, Parks and Recreation (FPR).

Once the grant agreement is fully executed by both the Sponsor and FPR, the project may begin.

Sponsors must have sufficient funds to pay 100% of the project's cost before submitting a request for reimbursement of the grant for the eligible costs. Reimbursement of funds can provide up to 80% of a project's approved project cost, as approved in the grant agreement, but requires federal approval of the project granted before the project may begin.

Other important points:

- This grant round will not provide funding for projects beginning before July 1, 2015;
- RTP grant application deadline is February 2, 2015

- Sponsors may apply for up to \$50,000. Note: This can be raised by FPR's Commissioner to fulfill program requirements and policy.
- Cost-Share Program: 80% RTP Funds, 20% Sponsor Match; Sponsors must come up with a 20% match, meaning sponsors may receive up to 80% in RTP funds toward a project's total cost. The matching share may include volunteer labor, in-kind services, cash, and/or donations of materials or services.
- Pre-agreement assessment costs for permitting and engineering may be counted toward match. (See instructions in the budget section of this supplement)
- Project expenditures incurred prior to FPR fully executing a grant agreement (other than assessment costs for permitting and engineering) jeopardizes grant funds to a Sponsor and do not qualify for grant reimbursement.
- Once a sponsor receives a fully executed grant agreement from FPR, the sponsor may start the project, go out to bid, order supplies, bring in contractors & crews to do the work, etc.
- Sponsors will be given a (2) year grant term to complete a project.
- Each project must accomplish a specific strategy or desired condition in the Vermont Trails & Greenways Plan, found on line: <http://www.vtfpr.org/recgrant/applicationmaterials.cfm>

Considerations for a Strong Application:

- Plan your project months ahead of time.
- Find out how RTP funds are to be used & develop a workable project.
- Be clear and concise.
- Attach a map clearly labeling the trail, work area(s), and access areas/roads to the project;
- Make sure the application is comprehensible: Anyone should be able to read your maps and application and know what you will be accomplishing where with the grant you apply for;

To increase the likelihood of receiving a grant for your project, see the Appendix for a checklist of items you can incorporate into your grant application.

PART II. COMPLETING THE RTP APPLICATION

RTP Grant Application Instructions



Before completing the grant application read and study this supplement, information on the referenced websites, and these instructions.

Application due date: February 2, 2015.

- Carefully review the project eligibility section of this supplement to understand the different requirements and eligible expenditures.
- Type all responses within the blank boxes associated with each question.
- Insert and label attachments as instructed, in sequence.
- Do not change the format of this document.

Cover Sheet

Self-explanatory.

Maps: Attach maps to the cover sheet (a general location map and a specific location or site map). Your cover sheet and maps will be the first items the ranking committee will review.

Follow instructions in the application. Maps should clearly mark the trail(s) by name, and consist of a legend, or key, to indicate what work will be done where.

In the legend, or key, include work components shown on the map. It's a good idea to ask someone who knows nothing about your project if they can interpret your map.

Mapmaking Help and Tools:

There are many tools and resources for helping to make a good map found on the Vermont Center for Geographic Information (VCGI) website: <http://vcgi.vermont.gov/>.

VCGI also manages the Vermont Interactive Map Viewer, where you can make your own map via an easy online platform. See <http://maps.vermont.gov/vcgi/vtmapviewer/> to get started. You can add shapefiles, map layers and download your map in a number of file formats, as well as download all georeference data.

Regional Planning Commissions (RPC's): Each of the 11 RPC's in Vermont has at least one GIS specialist on staff. These staff members provide GIS expertise to their member towns as well as to support the planning function of the RPC. They are also invaluable resources to schools, nonprofits, and other government agencies working in that region. RPC's are also the best source for local GIS data. The Vermont Association of Planning and Development Agencies (VAPDA) provides a list RPC's and contacts on their website: <http://www.vapda.org/>.

General Location Map and Specific Location or Site Map

Basic Cartographic Elements for your maps:

- Map Title (see examples under General and Specific map types below)
- Date of Map
- North Arrow
- Appropriate Scale
- Map Legend (specify “existing” vs. “proposed”)

General Location Map Elements - A larger scale area map than a specific location or site map:

- Basic cartographic elements
- Map Title (“General Location Map for “Project Name”)
- Roads
- ≤ 100 ft contours
- Town/County Boundaries
- Potentially Significant Natural Communities (if known)
- Potentially Significant Archeological Areas (if known)
- Waterways/bodies
- Prominent landmarks
- Trail/trailhead locations
- Text box with simple directions to the project from a major highway

Specific Location Cartographic Elements or Site Map Elements –The site map shows a detailed layout of your project, with elements noted in your work plan.

- Basic cartographic elements
- Map Title (“Specific Location Map for “Project Name” or “Site Map for “Project Name”)
- Roads
- ≤ 100 ft contours
- Box with GPS (latitude/longitude) coordinates, in degrees, minutes, seconds format
- Ownership parcel boundaries
- Existing trails with areas to be worked on highlighted
- Proposed trail(s), structures and development
- Location of all proposed project work elements identified in the work plan (new trail, tread rehab, footbridges, boardwalks, re-routes, etc.)
- Potentially Significant Natural Communities (if known)
- Potentially Significant Archeological Areas (if known)
- Waterways/streams/wetlands/water bodies
- Trail/trailhead locations
- Ownership of the trail’s parcel boundary/ies

It is easier to develop an image of what your project will accomplish when details of your project are clearly shown on the site map. An accurate, complete & clear cartographic communication of your project in geographic and political context will allow the:

- RTP Ranking Committee to fully understand and fairly assess your project;
- Environmental, archaeological, and other technical reviews to occur efficiently;

Other Cover Sheet Attachments:

- Photos: Attach photos if you can; Photos provide visual support to your work plan.
- Engineering plans/construction designs: Attach for structures (bridges, etc.) in the project.

Evaluation Criteria / Scoring Points

Your application will be scored by a ranking committee using the established criteria in the application. Points are given to each section of your application. Grant applications consist of ten (10) sections, listed as Sections A-J. The points you earn will depend on how well you address each section in the application.

Applicants can score up to 120 points. Grants are competitive so it is critical your responses be well thought out, complete, and concise. Answer each question. Only include attachments or photos if asked for.

To evaluate and select project applications, FPR will use the criteria defined in the grant application to assess whether the proposed project in the application:

1. Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving trail issues.
2. Has a solid work plan and a realistic and appropriate budget.
3. Furthers a goal, strategy or desired outcome in the Vermont Trails & Greenways Plan.
4. Describes a realistic, tangible trail project that can be accomplished July 1, 2015 -June 30, 2017.
5. Creates, expands or enhances a trail system or new trail connections with long term public benefits.
6. Thoroughly considers ecological factors that address erosion control, water quality, impact to natural and cultural resources, environmental impact, permitting concerns, and social factors.
7. Creates partnerships among trail users, organizations or agencies.
8. Demonstrates community support for the project.
9. Along with its primary use actively facilitates a variety of compatible trail uses.
10. Has plans for future management and maintenance of the trail after project completion.

Below are instructions and helpful tips (bulleted) for each of the established sections of criteria:

SECTION A – Cover Sheet Project Summary, Work Plan and Budget (up to 30 points)

SECTION B – Recreation Benefits (up to 20 points)

SECTION C – Management Considerations (up to 30 points)

SECTION D – Collaboration and Local Support (up to 20 points)

SECTION E – Project Readiness (up to 10 points)

SECTION F – Special Considerations (up to 10 points)

SECTION A – Cover Sheet Project Summary, Work Plan and Budget (up to 30 points)

Cover Sheet Project Summary, Maps and Attachments (10 points)

Summarize the project and provide a brief background history of how the proposed project became a priority and a rationale as to why the work is needed. Maps should clearly show what work will be done with the RTP grant funds. Attach any engineering and trail design plans that will be used.

Project Work Plan (10 points)

- Tell/clarify what work will be done with the grant funds and how the work will be done.
- Work plan should provide sufficient enough detail so when the project is done, people will know how grant funds were used;
- The work plan is used in the grant agreement if your project is awarded a grant;
- Tell what tasks are entailed with major maintenance, restoration, trail rehabilitation or new trail construction; Tell what new structures, signs, kiosks, bridges, etc. will be built or installed;
- Include length/width of the new trails, sections to be worked on, approximate length of new switchbacks, number of switchbacks, total feet of trail to be worked on; number and type of structures to be installed (i.e. footbridges, culverts), labor, materials and equipment used;
- The work plan is to show what work will be done and how versus the cover letter which is to give any background history of the project or rationale why the work is needed.

Samples of Work Plans:

ABC town will construct a new hiking trail, approximately 2 miles long, with a trail tread of 18-24", from the ABC Trailhead parking area to the summit of ABC mountain, as generally depicted on the attached map. Work includes installation of (2) footbridges, each bridge 24 feet long x 5 feet wide, one approximately 1,000 feet from the trailhead, the other approximately 1,450 feet from the trailhead heading to the summit. Bridge locations are also shown on the attached map;

Sample:

Work that will be done with this grant includes reconstruction of the existing 25-year old multi-use trail, currently 6,000 feet long x 5 feet wide. Work includes removing organic soil down to mineral soils, approximately 6 inches deep, the entire length of the trail to a width of 8 feet and installing filter fabric, adding 2" +/- gravel with fines and 4" +/- crushed stone to match existing grade. The finished surface will have a maximum 3% cross-slope. Construction of the new trail will be performed by a hired contractor. A kiosk will be constructed and installed at the trailhead parking area which provides access directly to the trail and two trailside wooden benches will be installed, one approximately 2,000 feet from the trailhead, and the other at approximately 4,000 feet from the trailhead, as generally depicted on the attached map.

Budget (10 points)

The budget section of the application is set up to list the costs of supplies and labor needed to complete your project.

- Round each line item to the nearest dollar.
- List all materials to be purchased and their estimated costs.

- List labor costs that will go into the project.
- Identify in-kind labor and any donated materials or labor.
- Provide a brief description of each line item, explaining how you arrived at the estimates.
- Show hourly wage rates or weekly rates for labor.
- Show the number of hours or weeks used to arrive at estimated labor rates.
- List equipment to be rented and show rates for equipment rentals.
- If referencing a formal estimate provided by a vendor, attach copy of estimate. Do not enter into any contract arrangement with a vendor, it may disqualify you from receiving a grant.
- Be sure the budget includes all eligible project costs you anticipate incurring.
- Include costs of professional site assessments for permits, clearances and engineering, up to 18 months prior to the anticipated date of grant approval.
- Include construction costs and costs to make any repairs. Include labor, materials and supplies.
- Skilled labor is professional labor to be paid for at professional wage rates or a contractor's fees.
- Unskilled volunteer labor is non-professional labor and should be calculated using minimum wage rates; Vermont minimum wage rate for 2015 goes up to \$9.15/hour.

Materials, supplies, and labor donated are “costs” or “project expenditures” in a project. List all expected project costs. Include donations of supplies/materials and labor. The value of donated supplies/materials and labor must show up in the budget as both a project cost and as a part of the match.

Budget Form Instructions Line by Line:

A. Environmental Permitting, Archeology and Engineering Planning Costs

Include permitting fees, site inspections, professional surveys, professional engineering designs and site plans, trail design layouts, structural specs for trailhead and trailside facilities or amenities;

These costs are part of the cost of doing a project and may be applied to your match if incurred before grant approval.

Pre-project-approval planning costs incurred by the Sponsor are part of the cost of doing a project and cannot be reimbursed with the RTP grant, but these costs may be used toward the non-Federal share of a Sponsor's match, as pre-agreement planning and environmental assessment costs, so long as the costs are incurred no more than 18 months prior to project approval. If you choose to use pre-agreement planning and environmental assessment costs as part of your match, list the costs as “Pre-Agreement Costs” in this section of the budget form. Since costs are limited to be only those costs incurred less than 18 months prior to project approval, sufficient documentation (invoices and proof of payment) will need to be sent when the Sponsor submits a grant reimbursement.

B. Grant Administration (the estimated expenses a sponsor will incur AFTER grant approval) A small portion of the total project cost can be calculated for project record keeping,

preparing reimbursement requests, scheduling work crews, purchasing materials, etc. Specify wages that will be devoted to this administration.

Example : Administration time : 1 staff X 40 hours @ \$20.00/hour = \$800.00

C. Construction Design & Engineering

Document costs for design and engineering of trails, trailside amenities, or trailhead facilities such as bridges, boardwalks, toilets, kiosks, etc. Specify wage rates and estimated hours of work or professional fees to be charged ;

D. Construction/On-Site Labor

List labor costs for construction and maintenance here ; You will see separate line items for skilled labor (to use professional labor costs) and unskilled labor (to use minimum wage rates).

Include the value of donated labor and list as either :

- Donations of unskilled labor (calculate at the minimum wage rate for 2015 - \$9.15/hour)
- Donations of skilled labor (professional labor donated by someone professionally skilled to do the work)

For donations of skilled labor, the value calculated is the professional wage rates in the project locale for the labor being donated.

In other words, if someone donates professional labor with a set of skills they can be or are professionally employed for, then the value of their labor is to be calculated at skilled wage rates.

For donations of equipment rentals or equipment operators donating time to operate heavy equipment, equipment rental rates and skilled wage rates should be used in accordance with rates in a project's locale. For organizations who own & use their own equipment, federally acceptable equipment rates must be used.

Examples :

VYCC crew costs for 2 weeks at \$8,000/week	\$16,000.00
ABC Trail Building Co. Construction costs	\$10,000.00
(1) Trail Project Manager/Project Coordinator (80 hours @ \$20/hr.)	\$ 1,600.00
(10) Skilled Volunteer Trail Builders (20 hours each) @ \$15/hour	\$ 3,000.00
Equipment Operator (Excavator) \$ 22/hour @ 10 hrs.	<u>\$ 2,200.00</u>
Total Project Cost	\$32,800.00

E. Hand Tool Purchase

Purchase of small hand tools may be necessary for a project if it is more cost effective than renting equipment. List tools and cost.

F. Construction Equipment Rental

List each piece of equipment to be rented, list the rental rate and estimated number of hours to be rented for ; If a town or an individual is donating the use of their equipment, use current

federally acceptable rental rate for equipment. Remember that operators of equipment are also project costs and should be listed either here with equipment rentals or in Section D, as on-site labor costs.

G. Materials/Supplies Purchases

List all materials to be purchased or donated for the project.
If donated, list both here and in the Sponsor Match Summary Sheet.

Examples :

Donation of Lumber for bridge decking	\$1,500.00
Donation of Lumber for wooden staircase	\$1,000.00
Donation of Culverts (4) @ \$350/each	\$1,400.00
Donation of Posts, lumber for signage	\$ 300.00
Purchases of:	
Geotextile fabric	\$ 500.00
¾ inch gravel	\$ 300.00
¾ inch stamat	\$ 400.00

H. Publications Research & Design

Complete this section for any fees associated with research and design of a publication or kiosk materials included in your project.

I. Other Expenses Not Listed Above

If you have other expenses that you cannot list in sections above, list them here with sufficient enough information to support how you arrived at the estimated cost. Before listing additional items, be sure they are permissible and refer back to the Eligibility section of this guidebook.

Total Project Cost

Total all expenditures listed in the budget (Sections A – I). This is the total estimated project cost.

Sponsor Match

Sponsors must come up with a 20% Sponsor match (or greater). List the amount of Sponsor Match.

Total Grant Request

Subtract the Sponsor Match from the Total Project Cost.

Sponsor Match Summary Form

This section of the application is set up for sponsors to list all sources of match obtained for the trail project. RTP grants provide up to 80% of a total project’s cost. Sponsors must provide 20% match.

Match can come from multiple sources. FPR encourages Sponsors to garner match through a variety of sources.

Match categories:

Please list each source of match as a line item under the four categories listed on the match summary form, shown and defined below:

Federal Funds:

Sponsor match may include other federal funds. However, when using other federal funds such as the U.S. Forest Service, Land & Water Conservation Funds, Scenic Byways or other Surface Transportation Funds, the total federal share from all federal sources cannot exceed 95% of the total project cost. Please contact the RTP Administrator if you are considering matching RTP with other federal funds.

State Funds:

Match from state funds, state appropriations, state grants, etc.

Local Funds (local government/public funding):

Match using local funds set aside by the Town (or City) for the project.

Private Funds (Foundations, Cash Gifts):

A sponsor's direct cash match, from cash contributions, memberships, foundations or cash gifts for a project, fundraising events that raise money are a contribution of a cash match; town force/donated labor from the town, local business donations, trail project volunteers;

Donations in labor and materials can be private funds, but if organizations are donating labor, ask if the labor being donated is being paid for through federal, state, local or an organization's private funds.

If other grants are being used as match, specify if the grant has been awarded yet, or is still pending. If a grant is pending, please provide the estimated award date. Attach confirmation letters or memos from grant programs you list as match.

Donations of Equipment and Materials

If equipment or materials will be donated, records must be kept indicating what is donated, with the value of the donation.

Businesses donating materials or equipment must specifically list items being donated on an invoice, clearly marked 'donation' on an invoice signed by an authorized representative of the business who makes the donation.

Donations of Time and Labor (volunteers)

The time of a person donating services may be considered acceptable sponsor match. Their labor is valued as either skilled or unskilled labor.

Donations of unskilled labor is calculated at minimum wage rate which will be \$9.15/hour in 2015.

For donations of skilled labor (professional labor being donated by someone professionally skilled to do the work) the value calculated are the professional wage rates in the project locale for the labor being donated.

In other words, if someone donates professional labor with a set of skills they can be or are professionally employed for, then the value of their labor is to be calculated at skilled wage rates.

For donations of equipment operators donating time to operate heavy equipment, skilled wage rates should be used in accordance with wage rates in a project's locale. Please refer to: Vermont Highway Wage Rate Decisions (for Federal-Aid Projects), 2015 General Wage Decisions @: <http://www.aot.state.vt.us/civilrights/labor.htm>

Example of a trail project's budget :

Cost of materials :	\$ 5,000.00
Labor Costs (contractor)	\$10,000.00
Town Force/labor (in-kind)	\$ 5,000.00
Value of Volunteer labor	<u>\$ 5,000.00</u>
Total project cost :	\$25,000.00
(Minus) Sponsor Match (20%)	<u>\$ 5,000.00</u>
Grant Request	\$20,000.00
(Total project cost minus match amount)	

SECTION B – Recreation Benefits (up to 20 points)

Improved Linkages and Livability (10 points)

- How does your project help develop/strengthen connections or fill critical gaps in the existing trail system ?
- Describe places of interest (natural or developed) available for users ;
- Explain why linkages and connections are so crucial;
- How does this project improve livability for users ? Others ?

User ability/User Benefits (10 points)

- Who are the ranges of trail users ? Do you have real numbers from trail counters ?
- Consider user groups, ages, skills, current users and potential users ;
- How will this project improve current and expected populations using the trail ;
- Consider trail benefits ;
- What recreational, health, education, or economic opportunities exist ? Will exist ?

SECTION C – Management Considerations (up to 30 points)

Building Sustainable Trails (10 points)

- List best practices and techniques to be used to protect water quality and prevent erosion control ;
- What project oversight will be made by trail professionals, crews or contractors?
- Tell how equipment will be brought in ;

- Discuss any trail assessments made/permitting issues addressing
- Town Road foreman involvement with sponsor for recreational trails on Class IV roads?
- Any guidance from permitting specialists, engineers, or other professionals on minimizing environmental impact?

Future Maintenance (10 points) To maximize points, along with your narrative response attach the following:

- A letter or approved plan from landowner and/or trail managing organization with commitment for continued maintenance after project is completed;
- A letter from any entity providing future financial, organizational or community support;

Promoting Stewardship (10 points)

Self-explanatory, but to learn more what others are doing to promote stewardship and to obtain a template of the Vermont Trail Ethic, go to the Vermont Trails & Greenways Council's website @ : <http://www.vermonttrailsandgreenways.org/trailethic>

SECTION D – Collaboration and Local Support (up to 20 points)

Local Support & Involvement (0-10 points)

- Describe any assistance (donations or funds committed) to the project by public agencies, private industry and non-profit organizations.
- List dates of public meetings held, special committees formed, decisions made, partnerships and alliances or coalitions made to volunteer to work on this project;
- Attach up to 3 support letters.
- Do not attach any support letters from contractors or youth corps organizations who may be doing work on the project.

Town Plans/Regional Plans, Current Use Plans, Land & Forest Management Plans (10 points)

- Reference town plans, regional plans, forest management plans, long range land management plans; Reference regional plans through the Regional Planning Commission.

SECTION E – Project Readiness & Cost Effectiveness (up to 10 points)

Project Readiness and status of permits (0-10 points)

- Perform as much pre-project planning as possible. Contact permitting specialists and any designated permit contacts checked off on the Dept. Of Environmental Conservation's Project Review Sheet by grant deadline if at all possible.

- When indicating the status of the project, tell what permits and parts in the planning process still need to be done before the project actually begins. Project cannot begin before July 1, 2015 (that's the anticipated date of funding approval for this round of grants).
- Attach a bulleted timeline to show how the project start on or after July 1, 2015 and be completed by June 30, 2017 (see sample below)

Sample Project Timeline:

All permits except for the Section 106 clearance have been obtained.
106 Clearance is expected by July 1.

July 1: Sponsor goes out to bid/selects contractor to begin work Sept. 1, 2015.

Mid July: Sponsor secures other crews/volunteers for work the contractor will not be doing; Sponsor flags trail for crews and volunteers, orders supplies, coordinates project deliveries of tools and supplies for when crews & volunteers will arrive;

August 1 – August 15: Crews & volunteers perform their work, removing organic material down to mineral soils, performs bench-cutting and side-hilling.

August 21, 2015: Sponsor meets with contractor, reviews proposed work, flags site to mark areas where contractor will come in and perform work;

August 30, 2015: Stone and lumber delivered, materials brought into work site.

Sept. 1, 2015: Contractor begins. Sponsor to meet contractor on site at 8AM. Project manager is on site weekly to see the project progress as planned, assist as needed.

November 1, 2015: All project work is complete.

Nov. 1 - Dec 31, 2015 : Sponsor pays invoices; retains copies of invoices, cancelled checks, volunteer time sheets, donations, etc. to submit with reimbursement request to FPR.

Project Review Sheet and Status of Permits and Clearances for Your Project

The Environmental Assistance Office provides permit assistance and will refer you to your local Permitting Specialist. Permitting specialists are located within the Agency of Natural Resources' (ANR) at five regional offices and five satellite offices around the state.

To find out what permits you may need for your trail project, you will need to contact a Permit Specialist. A map of regional offices is found in this application and the website below provides you the link to each office: <http://www.anr.state.vt.us/dec/ead/pa/index.htm>

The goal of the Permit Specialist is to take the mystery, anxiety, and any frustration out of the permit process. Permit Specialists can provide you with advice about state permits required for your project and help you find the resources and staff to help you obtain your permit(s).

Please contact Permit Specialists as soon as you put together your work plan, before you apply for a grant in order to allow sufficient time to assist you in permits for your proposed trail project. The Permit Specialist will sign off on your Project Review Sheet (PRS), which you must attach to the RTP grant application. The PRS is a determination of the environmental and state permits your project may need. It lists the agencies, departments and contact information. Knowing all of the permits required before you begin your project can prevent costly delays, saving you time, money and frustration.

The Permit Handbook is a reference book that explains most of the states permit programs with summaries of permits, required fees, and contact persons within specific programs. The Permit Handbook is available on the website: http://www.anr.state.vt.us/dec/permit_hb/index.htm

For a sample Project Review Sheet, go to:
http://www.anr.state.vt.us/dec/permit_hb/prssample.pdf

If you have obtained any of the reviews below, attach them to your grant application:

- Act 250 Permit
- Section 106 Historic Preservation & Archeology Clearance
- US Fish & Wildlife Non-Game & Natural Heritage Program Rare & Threatened Endangered Species Review

Act 250 Permits and Recreation Trails

Whether a recreation trail requires an Act 250 permit can be a complex and sometimes confusing question. This is an attempt to provide at least general guidance for trail developers on the subject of Act 250 jurisdiction. Please consider this to be general guidance and not the final word. The single most important thing to remember is that one should always check with the local Act 250 District Coordinator for a jurisdictional ruling before any work begins. District Coordinators have the authority to decide whether a project requires a permit. Each trail project is unique, and there are a number of factors that will influence a District Coordinator's jurisdictional determination.

Construction of improvements Act 250 requires a permit for construction of improvements, not maintenance. While it is important to know this, the difference between the two, however, can be fuzzy and may require direction from the District Coordinator. The balance of this document assumes that a project has been determined to be construction rather than maintenance.

Private land If the proposed trail is on private land and is being developed by either a for-profit or a non-profit entity, a permit may be required if the project is on a tract or tracts of land over one acre in size, or if it "involves" a tract or tracts of land which, alone or when combined, are over ten acres in size in a town with municipal zoning and subdivision regulations, the length of the trail is not a factor in determining Act 250 jurisdiction; it is the size of the land on which the trail will run that controls the question of jurisdiction. (The exception to this general statement is trails that are part of the Vermont Trails System – see below.) If there has been a previous permit issued for a project on the land where the trail is proposed, an amendment to that permit may be required. This is because Act 250 has "continuing jurisdiction" over land once a permit has been issued for that land. Normally, Act 250 applies to the entire parcel being developed. Depending on the situation, however, the extent of Act 250 jurisdiction for a trail project may be limited to the area immediately

around the trail (and parking areas, etc.) and not to the entire tract or tracts. Because many landowners may hesitate to allow trails on their property for fear that all of their land will be subject to Act 250 jurisdiction, this is an important consideration. Please consult the District Coordinator about this limitation on jurisdiction.

Public (state and municipal) land If a trail is proposed on state or municipal land for public purposes, Act 250 jurisdiction is triggered when the construction of the trail and its related infrastructure (such as parking lots) will physically disturb ten acres or more. The size of the parcel is not relevant. Of course, because “continuing jurisdiction” also applies to public projects, an amendment to a previously issued permit may be required regardless of the amount of disturbance. Amendment jurisdiction depends on whether the proposed project has negative impacts on the existing permit or on the ten Act 250 criteria; it does not depend on the size of the parcel or the amount of land that is disturbed. Trails that connect public and private lands As a general rule, where proposed trails pass through both state and private lands, Act 250 jurisdiction on the state land is triggered if there is ten or more acres of disturbance (see above), and Act 250 jurisdiction is triggered on the private land if the parcel meets the acreage (one or ten acres) threshold. Trails which pass through municipal and private land are treated as private projects.

Vermont Trails System Trails that are part of a network that has been designated as part of the Vermont Trails System are treated as public projects and the public purpose test for jurisdiction (ten acres of disturbed land) applies, regardless of whether the trail is located on public or private land. The Vermont Trails System, established by statute, is made up of trail networks designated by the Secretary of Natural Resources upon recommendation of the Vermont Trails and Greenways Council. The designation acknowledges the trails as public assets, and they are therefore treated as public projects.

SECTION F – Special Considerations (up to 10 points)

Grant reviewers will award up to ten bonus points for the quality of the completeness of your grant application. Be sure to list any special or unique considerations about your project that should be considered.

SECTION G. Project Sponsor (Applicant) Information

Complete all sections. Remember: Incomplete applications will be considered ineligible.

Should your project be selected for funding, the information from Section G will be used to prepare a grant agreement, request federal approval of funds for your project, and fulfil processes.

The first part of Section G asks for the type of applicant/Sponsor, name of sponsor, sponsor’s mailing address, city/town & zip code, and the sponsor’s fiscal year. List prior RTP grants received for any other projects and then answer questions related to the Vermont Trails & Greenways Council and Vermont Trail System.

The Vermont Trails System (VTS) is the State’s officially recognized system of trails & trail networks in Vermont. Organizations and agencies managing trails or trail systems for public outdoor recreational use are encouraged to apply for admittance. A review committee from the Vermont Trails & Greenways Council (VT&GC) reviews applications received. For a list of trails in

the VTS, to apply, or to learn more contact the State's Recreation Coordinator, Jessica Savage @ Jessica.savage@state.vt.us or go to: <http://www.vermonttrailsandgreenwayscouncil.org>.

SECTION H. Primary Use, Use Types, Project Components, and SCORP references

Primary Use : Mark the type of primary use your project will primarily serve (motorized, non-motorized, or a combination of motorized and/or non-motorized uses). Each is clearly defined.

Trail Uses: Check off all trail uses intended resulting from this project; if there is another use and it is not appearing on the list, please type it in.

Project Components: Self explanatory. Check all that apply.

Vermont Trails & Greenways Plan: Consider the goals, strategies, desired conditions and/or key findings in the Vermont Trails & Greenways Plan and tell how your project helps further one of these elements.

SECTION I. LANDOWNER PERMISSION & PUBLIC ACCESS REQUIREMENTS:

Land ownership: RTP Grant recipients must assure the State that the investment of grant funds being used will result in recreational trail(s) being open, maintained and available for public use for the recreational uses intended in the grant application, for years to come.

Therefore, when applying for funds, applicants must provide assurances of continued public use and landowner permission for trail work and trail use. This is important for your project as you plan to bring in supplies and equipment to get the work done. Attach a trail easement to the application when requesting funds for trail construction over any private landowners. Private landowners with conservation easements over their properties are to provide legally binding assurances with a trail easement.

The Federal Highway Administration (FHWA) asks States to consider minimum time frames for public access to trails.

FPR will consider reasonable time frames for trail projects consistent with the amount of investment and type of project. For example, a tread surfacing maintenance project would have a useful life far shorter than, say, a bridge because of both longevity and total cost. The commitment will vary from one year for short term maintenance projects up to twenty five years for installation of permanent structures, generally as follows:

- Short term maintenance (i.e., snow-grooming, grading) : 1 year
- Major trail maintenance projects/rehabilitation : 5 years
- New trail construction : 10 years
- New permanent facilities/large scale structures : 25 years
(i.e., trailhead shelters, trailhead facilities, large scale bridges)

Landowner Approvals – Below explains the required landowner approvals
Maintaining Trails Crossing Private Land

Projects on private land, require Sponsors have written permission from the private landowner (s) that the landowner(s) will cooperate with the activities proposed in the work plan in this application.

Project Sponsors must obtain and maintain written assurances from private landowners that the landowners will cooperate with the State and participate as necessary in activities proposed in this application and provide public access for trail uses intended. Sponsors are to assure the State that appropriate permission is secured.

When maintaining existing public trails on private property, check this box and include with your application a signed statement from the appropriate landowner or land manager which authorizes the project and ensures “continuing public access”.

New Trails/Trail Construction on Private Land

Projects that will be constructing new trails or new trail segments over private land will require a trail easement for a minimum of ten years. Applicants applying for RTP funds for any new trail construction or development over privately owned lands (land owned by an entity other than federal, state, or local governmental entities), are required to attach a trail easement to the grant application to be considered eligible. Trail easements must ensure the trail project be open, maintained, and accessible to the public for the public recreational use(s) indicated on this application for a length of time consistent with the useful life of the investment being made, typically for a period no less than ten years.

If you are applying for funds to create a new trail over private property, check this box and attach trail easement(s) to your grant application. If you need a trail easement for your project and it is not attached to your grant application, your application will be ineligible.

Trail Work (Maintenance or Construction) on Public Property:

For projects on public property, applicants must attach a letter of public landowner approval indicating you the applicant/sponsor has:

- permission to perform activities proposed in the application and,
- assurance that the trail being worked on will be open, available and maintained for public access for the intended recreational use(s) listed in the grant application for the applicable time frame listed above.

If you are applying for funds to do trail work on public property, check this box and attach “Public Landowner Permission”.

Organizations receiving approval for work on public lands should enter into a separate agreement with the public landowner/agency(s) to undertake the work;

Class IV Roads:

RTP funds are to be used for public recreation trail projects, and are not to improve or maintain roads for low-clearance regular passenger vehicle use. However, there are certain circumstances where RTP funds may be used on Vermont’s Class IV Roads and to assure these circumstances, applicants who are applying for funds to do work on any Class IV road in Vermont must attach a Class IV road resolution form to the grant application.

Since a Town owns the Class IV Road right-of-way and has complete responsibility for it, FPR requires a commitment from the Town to protect, maintain and repair the recreational improvement and to keep it open for recreational use for the useful life of that investment.

A Class IV Road Town Resolution Form, signed by the Town Select board must accompany your grant application for projects on Town Class IV roads.

This commits the Town to protect, maintain and repair and keep the right-of-way open and available for the intended recreational use for a project's "useful life", consistent with the amount of investment and type of project.

Useful life time frames on Class IV roads:

A tread surface maintenance project would have a useful life far shorter than, say, a bridge because of both longevity and total cost. The commitment will vary from one year for short term maintenance projects up to twenty five years for installation of permanent structures. Also, the Town will have to commit to assuring the project will be kept in functional repair for that useful life repairing damage caused by either authorized or unauthorized use. The Town, of course, may not actually do or pay for the work but they must share in the commitment that it be done. It is more likely that their trail partner organization will perform the work, but the Town must share the commitment. Failure to live up to those commitments may result in the Town having to reimburse the state and/or federal grant funds.

With this approach, FPR may support recreational uses of the Class IV roads in the State, and use RTP funds where/when appropriate and recommended while at the same time satisfy legitimate vehicular use concerns of FHWA and FPR.

Attach Class IV Road resolution form to your grant application as instructed. If you are applying for a project on a Class IV road and you do not attach a Class IV road resolution form to your grant application, your application will be ineligible.

Eligible applications from sponsors proposing work on Class IV roads will require case-by-case consideration of the work and those Class IV roads associated to help assure a project does not result in a road suitable for regular passenger vehicular traffic. Such projects would not be eligible.

SECTION J. HISTORIC PRESERVATION SURVEY

Section 106 Historic Preservation & Archeology Clearance & the Historic Preservation Survey The Vermont State Historic Preservation Office (SHPO) is involved in project reviews in accordance with federal laws, primarily under Section 106 of the National Historic Preservation Act, referred to as "Section 106", and also under State Laws, such as Act 250.

All RTP trail projects are subject to Section 106 clearances through SHPO.

Federal and state law requires that significant historic & archeological resources be identified, considered, and, whenever possible, protected in the course of planning a project. It's important to

provide enough information in the grant application to help determine the extent of archaeological review needed for your project.

The trail project should not impact any historic properties. If the project area lies within an archaeologically sensitive area (which SHPO determines) the project may require an archaeological site assessment & a Phase I archaeology survey to receive a Section 106 clearance.

“Phase I” and “Phase II” site surveys are likely to be required by SHPO for projects in archeologically sensitive areas requiring sampling and test pits taken by a qualified archeologist before you begin your project work (an additional cost for the project sponsor). All efforts to preserve historical and cultural resources should be made. Please do as much preliminary research as you can before you request funds to see if your trail project lies within an archeologically sensitive area, by contacting the Vermont Division for Historic Preservation for assistance. Their web site is: <http://www.historicvermont.org/>

Complete the Historic Preservation Survey in the application.

If you already have had an archeological survey done, or have already been issues a Section 106 Clearance through SHPO, attach the archeologist’s report and/or the written Section 106 clearance to the grant application.

Certifying Signature

Be sure to obtain an authorized signature on the Certifying signature page; This may be the Select Board Chair, Town Manager, Trustee, Executive Director, or the designee of an authorized official.

PART III. PROJECT APPROVAL AND ADMINISTRATION

Funding Approval, Grant Agreement, When a Project can Begin, and Grant Reimbursement Requirements

Funding Approval and Your Grant Agreement

Once a project Sponsor is notified that RTP funds have been recommended for their project, projects then go through a federal and state approval process. This process may take up to 6 months, depending on the size and scope of a project, capacity and authority of administrative reviewers. Once FPR has received funding authorization from the Federal Highway Administration (FHWA), a grant agreement is prepared by the RTP Manager, sent to the Sponsor to confirm the scope of work, budget and maps for the project's final alignment, then it is routed through FPR to obtain final review and approval. It will then be sent from FPR's business office to the project sponsor for a signature and then fully executed by FPR's Commissioner.

When can I begin my project?

Only when a formal grant agreement has been signed by both the Sponsor and FPR, may the Sponsor may begin project work.

- The anticipated date of approval for the 2015 round of grants is July 1, 2015.

Plan your project accordingly. All efforts will be made by FPR to obtain RTP funding approval for competitive projects by July 1, 2015.

Once grant funds are approved, and a formal grant agreement is fully executed between both FPR and the project sponsor, the sponsor will have a couple years to complete the project.

It's encouraged to get projects done within one year, but two years are allotted for in the grant agreement. Once you complete a project, you may apply for more funds the next year!

NOTE: Engaging in project work prior to RTP funding approval & a fully executed grant agreement signed by both FPR's Commissioner and the project sponsor, jeopardizes funding for your project.

You may not purchase materials, secure trail crews and/or contractors, or perform any ground disturbing trail work until funding for your project is secured by FPR.

Only the allowable project expenditures incurred after final grant approval will be eligible for reimbursement. If you incur pre-agreement permitting, engineering, and site plan expenditures you may be able to use these as match: Please estimate these costs and include them in your cost estimate & match summary in the grant application.

While your grant award is in process of being approved, obtain any/all permits and clearances you need and have not yet obtained at this time. You are required to have all permits before beginning project work. Failure to do so jeopardizes reimbursement of the grant funds for your project.

Grant Reimbursement Requirements

Once a Sponsor receives a grant agreement, FPR will provide the project sponsor with grant reimbursement instructions to assist in the reimbursement process.

The Recreational Trails Program (RTP) is a reimbursable grant program. Before submitting a request for reimbursement, the Sponsor must pay 100% of the cost of any eligible items incurred under work plan in the grant agreement. Only eligible RTP project expenditures that contribute to the completion of the project listed in this agreement will be reimbursed.

Reimbursement requests will be authorized by the State for allowable activities under the federal Recreational Trails Program (RTP) in accordance with the State's review and authorization of each request. The State agrees to compensate Sponsors for work performed up to the maximum grant award provided such work is within the scope of the grant, is authorized as provided for under the terms and conditions of the grant agreement, and is approved by the State. A reimbursement request form and sponsor's performance report must be submitted to the State with each reimbursement request and shall include documentation of the Sponsor's match. Reimbursement forms and performance report templates can be found at:

<http://www.vtfpr.org/recgrant/sponsormaterials.cfm>

Supporting documentation shall accompany all items on reimbursement forms to verify project expenditures and payments to vendors. Such documentation shall include copies of invoices with cancelled checks or bank statements showing invoices have been paid; labor report forms, time sheets or other federally acceptable timekeeping records signed by individuals who are paid or who volunteer to attest to their labor on the project. Authorized representatives or owners of businesses donating services or materials shall sign any statement or invoice when it indicates a donation was made. Such statements or invoices should clearly show the donation was made to the specific trail project by either project name or identification number.

Payment provisions are made part of the grant agreement, as "Attachment B Payment Provisions" of the grant agreement, stipulating the terms of the RTP grant reimbursement for your project. A sample grant agreement is found below, in the Appendix.

PART IV. APPENDIX

The last pages of this supplement include a checklist of items to increase the likelihood of receiving RTP grant funds for your project and a sample grant agreement template for your reference.

Thank you for taking the time to read through the program requirements, and for your participation in making trails the very best in Vermont.

Checklist of items to increase likelihood of receiving RTP grant funds for your project:

It is more likely your project will be funded if you accomplish and incorporate the following items into your grant application:

- A community needs assessment to identify community trail needs;
- Public support and town funds for your project;
- Community members involvement in the proposed project;
- How the project helps achieve desired outcomes in the project's community;
- Public meetings held and community attending to learn about the work being proposed;
- Local support from individuals, businesses, schools and other organizations;
- Potential user conflicts recognized and addressed;
- Public opposition or conflicting views about your project proposal being addressed: Some people may oppose a project for various reasons, including concerns about property rights, liability, safety, security, noise, and ecological, historic or archaeological impacts;
- The work plan and its requirements can be realistically accomplished;
- Performance measures included help ensure sustainability;
- Soils, natural habitats, hydrology of nearby rivers & streams are considered;
- Public use requirements of the land on which the trail exists are considered;
- A sufficient work plan with details defining what work will be done with the grant funds;
- Landscape design, trailside amenities, user safety & enjoyment, trailhead parking areas, kiosks & signage are considered;
- Consideration of environmental effects (i.e., water, soil, vegetation, historic/cultural & archeological resources);
- Minimization of environmental impacts through alignment, design, and scope of work;
- Permits have been obtained; A Project Review Sheet, signed by a permit specialist from the VT Department of Environmental Conservation is attached to the grant application.
- Consideration is given to youth conservation corps, student service corps, or other youth organizations with trail crews to assist with your project;
- Trail professionals, trail organizations, and contractors are considered to assist and carry out work in the project;
- Professional assessment of the condition of existing trails is considered;
- Signage that provides user-safety, trail user ethics, and a system that informs users of the expected conditions of the trail;
- User needs and desires, include use by people of different ages, and with a variety of capacities/incapacities are considered;
- Legally binding agreements with private landowners, trail easements and permission from public land managers (see section on Landowner Requirements) are in place to ensure public access to RTP-funded recreational trails;
- Collaboration with civic organizations, businesses, schools, conservation organizations & volunteers are part of this project;
- Partnerships are included to strengthen support for your project, help build capacity;
- Project and matching funds are secured; Fundraising efforts have been underway and are mentioned in the application;
- Donations of materials and services, including volunteer labor are being considered;

CFDA Number	20.219
Award Name	Recreational Trails Program (RTP)
Award Number	Federal Project ID#: RECT-016
Award Year	FFY 2015
Federal Granting Agency	Federal Highway Administration
Research and Development Grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

7. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.

8. Cancellation: This Grant Agreement may be cancelled by either party by giving written notice at least 30 days in advance. Cancellation by either party may result in the requirement for the Subrecipient to reimburse all funds distributed under this agreement. If, through any cause, the Subrecipient shall fail to fulfill in a timely and proper manner its obligation under this agreement, or if the Subrecipient shall violate any of the stipulations of this agreement, the State shall thereupon have the right to terminate this agreement by giving the Subrecipient written notice of such termination and specify the effective date thereof and require reimbursement of funds distributed.

9. Fiscal Year: The Subrecipient's fiscal year starts in _____ and ends in _____.

10. Contact persons:

The Subrecipient's contact person(s) for this award is:

Name: «FirstName» «LastName»

Telephone: «Phone» E-Mail Address: «Email»

The State's contact person for this award is:

Name: Sherry Winnie

Telephone: 802-760-8450

E-mail: Sherry.Winnie@state.vt.us

11. Attachments: This grant consists of the following attachments that are incorporated herein:

Attachment A – Scope of Work to be Performed

Attachment B – Payment Provisions

Attachment C – Standard State Provisions for Contracts and Grants

Attachment D – Other Provisions

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT.

STATE OF VERMONT

SUBRECIPIENT

By:

By:

Michael C. Snyder, Commissioner

Name: (Print) _____

Department of Forests, Parks & Recreation

Title: _____

Date: _____

Date: _____

Attachment A - Scope of Work to be performed

1. The Subrecipient shall complete the project components below, in order to _____ on the _____ trail in _____, VT, as generally depicted on the attached map:
2. The Subrecipient is responsible for contacting the Agency of Natural Resources Department of Environmental Conservation (DEC) and complying with all applicable requirements of DEC associated with this project.
3. The Subrecipient shall submit upon completion of the project, the reporting documentation as outlined in Attachment B.
4. The Subrecipient shall submit a performance report with each request for reimbursement to report the progress and completion of the project components in Attachment A. The performance report form template can be found online at:
<http://www.vtfpr.org/recgrant/sponsormaterials.cfm>
5. The Subrecipient shall retain all pertinent records for the project, which shall include all documents, papers, accounting records, and other evidence pertaining to the costs incurred under this Agreement, and, the Subrecipient shall make such documents available to the State for inspection for a period of three years after the State's closing of the federal project with the Federal Highway Administration (FHWA).

Attachment B - Payment Provisions

The State agrees to pay Subrecipient a grant award according to the terms of this agreement and the payment provisions below.

The Recreational Trails Program (RTP) is a reimbursable grant program. The subrecipient must pay 100% of the cost of any eligible items incurred under the scope of work in Attachment A before submitting a request for reimbursement. Only eligible RTP project expenditures that contribute to the completion of the project listed in this agreement will be reimbursed.

The Subrecipient certifies that all project expenditures submitted to the State for reimbursement are for direct project costs on allowable activities for work specified in this agreement. Permissible uses of Recreational Trails Program funds are: environmental permitting, site planning, engineering/trail design costs, project oversight/administration, construction/labor costs, equipment rentals & equipment operators, materials/supplies. Additional information regarding allowable RTP activities is available at: http://www.fhwa.dot.gov/environment/recreational_trails/index.cfm.

The Subrecipient agrees to comply with State procurement procedures as per Bulletin 3.5: http://aoa.vermont.gov/sites/aoa/files/pdf/AOA-Bulletin_3_5.pdf. Monetary thresholds for purchases and contracts from Bulletin 3.5 are:

- Up to \$3,500 – Blanket delegation allowable;
- Less than \$15,000 – Competitive solicitation preferred, but may enter into a contract without a competitive solicitation process;
- Greater than \$15,000 and less than \$100,000 – Standard or simplified bid process required.

The Subrecipient agrees to comply with the Office of Management and Budget (OMB) federally acceptable cost principles and administrative regulations as referenced in the grant provisions found in Attachment D, numbers 11 and 12.

Reimbursement requests will be authorized by the State for allowable activities under the federal Recreational Trails Program (RTP) in accordance with the State's review and authorization of each request. The State agrees to compensate the subrecipient for work performed up to the maximum grant amount provided such work is within the scope of the grant, is authorized as provided for under the terms and conditions of this grant agreement, and approved by the State. A reimbursement request form and sponsor's performance report must be submitted to the State with each reimbursement request and shall include documentation of the subrecipient match. Reimbursement forms and performance report templates can be found at: <http://www.vtfpr.org/recgrant/sponsormaterials.cfm>

Supporting documentation shall accompany all items on reimbursement forms to verify project expenditures and payments to vendors. Such documentation shall include copies of invoices with cancelled checks or bank statements showing invoices have been paid; labor report forms, time sheets or other federally acceptable timekeeping records signed by individuals who are paid or who volunteer to attest to their labor on the project. Authorized representatives or owners of businesses donating services or materials shall sign any statement or invoice when it indicates a donation was made. Such statements or invoices should clearly show the donation was made to the specific trail project by either project name or identification number.

The State shall review and process invoices for payment. Payment terms will be net 30 from the invoice date in accordance with State of Vermont Finance and Management Policy #5.0 Dated June 2008. A project status report may be sent to the subrecipient after each payment is processed.

5% of the grant amount may be withheld from the Subrecipient until the project is completed and written confirmation of completion is received by the State. Failure to complete the project as specified in the scope of work outlined in Attachment A above may result in denial of payment.

All reimbursement requests, invoices and performance report forms should be submitted to:

Sherry Winnie
Vermont Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801

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**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS (updated 9/2/14)**

1. **Entire Agreement:** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law:** This Agreement will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
4. **Appropriations:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

8. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.
9. **Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must

be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

10. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

11. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.

12. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

13. Taxes Due to the State:

- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.)
Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in all subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.

16. No Gifts or Gratuities: Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

17. Copies: All written reports prepared under this Agreement will be printed using both sides of the paper.

18. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

19. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

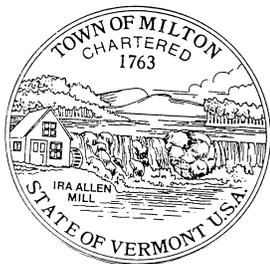
(End of Standard Provisions)

Attachment D

Other Grant Agreement Provisions (updated 9/2/14)

- 1. Federal Recreational Trails Program legislation and requirements:** The Subrecipient agrees to perform work outlined in this agreement in accordance with federal Recreational Trails Program (RTP) legislation, Title 23 U.S.C. 206, available on the Federal Highway Administration website:
http://www.fhwa.dot.gov/environment/recreational_trails/index.cfm
- 2. Federal laws, restrictions and requirements:** The Subrecipient acknowledges that the funds it is receiving under this agreement are proceeds from the RTP, which are subject to certain legal restrictions and requirements. The Subrecipient agrees to abide by those and all other relevant federal, state, and local laws and regulations in the fulfillment of the project described in Attachment A.
- 3. Compliance with Federal, State and Local Requirements.** The Subrecipient will comply with the requirements of all federal, state, and local laws, ordinances, and regulations applicable to the project.
- 4. Permits:** The Subrecipient shall secure any and all necessary State and local (city/town) permits or clearances for work outlined in this agreement prior to any work being done and pay for all required permits;
- 5. Fair Labor Wages (Davis-Bacon Act):** If an RTP project is within the right-of-way of a Federal-aid highway, Davis-Bacon wage rates under 23 U.S.C. 113 (a) must be followed. If an RTP project is not within the right-of-way of a Federal-aid highway, then 23 U.S.C. 113 (a) does not apply.
- 6. Signage:** Signs which function as traffic control devices must conform with the *Manual on Uniform Traffic Control Devices* (MUTCD). Part IX of the MUTCD, Traffic Controls for Bicycle Facilities, covers the bicycle related signs, pavement markings, and signals which may be used on highways or bikeways. Part IX is applicable to shared use paths (nonmotorized multiple-use trails which may provide a transportation purpose). The publication *Standard Highway Signs* has the detailed drawings for the highway signs prescribed in the MUTCD. These documents are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. See also:
http://mutcd.fhwa.dot.gov/ser-shs_millennium.htm.
- 7. Equal Opportunity Plan:** If they are required by the Federal Office of Civil Rights to have a plan, the subrecipient must provide a copy of the approval of their Equal Opportunity Plan.
- 8. Trail Standards:** Standards for design, construction, rehabilitation, and maintenance of trails shall be used and the state shall provide information to the recipient about available design guide resources for meeting trail standards.

- 9. State Historic Preservation Office (SHPO) Section 106 Archeological Clearance:** This grant agreement will be subject to the State Historic Preservation Office (SHPO) Section 106 archeology clearance including any conditions, to be determined by SHPO, pursuant to the Section 106 archeology clearance.
- 10. Assurance:** The Subrecipient shall assure that the recreational trail shall remain open, maintained and available for public use consistent with the recreational trail purpose for the useful life of the investment, which is a minimum of «Assurances» years for this project. If the recreational trail ceases to remain open, maintained and available for public use for the minimum of «Assurances» years, the Subrecipient shall be responsible for reimbursing the State and/or Federal funds to the State of Vermont.
- 11. Compliance with Cost Principles:** The Subrecipient shall comply with the requirements set forth in 2 CFR Part 225 (superseding OMB Circular A-87 for State and Local Governments including Schools), 2 CFR, Part 230 (superseding OMB Circular A-122 for Non Profit Organizations) as appropriate for the Subrecipient's type of organization.
- 12. Compliance with Administrative Regulations:** The Subrecipient shall comply with the requirements of OMB Circular A-102 (State & Local Governments and Schools) or 2 CFR Part 215 (superseding OMB Circular A-110) for Institutions of Higher Education, Hospitals, and Non Profit organizations) as appropriate for the Subrecipient's type of organization.



TOWN OF MILTON, VERMONT 05468-3205

PLANNING & ECONOMIC DEVELOPMENT OFFICE • 43 BOMBARDIER ROAD • 802-893-1186
• FAX: 893-1005

TO: Brian Palaia, Town Manager

FROM: Katherine Sonnick, Planning Director

RE: Clearview Estates Phase I and II – Accept the Infrastructure, End Warranty Period and Release Surety, and Reduce Surety for Sidewalk, Phase I

DATE: January 13, 2015

According to the Public Works Director, Roger Hunt, the public infrastructure associated with Phase I of the Clearview Estates subdivision (road, water and sewer) and Phase II (road, water, sewer, curbs and sidewalk) of Clearview Estates is complete, and the two year warranty period has run its course. A portion of the sidewalk on Westford Road associated with Phase I was constructed in the fall of 2013 and should remain be held in warranty for one additional year. Roger Hunt has recommended that \$8,800 in surety be held for the recommended one additional year.

At this time I'd like to request that the Selectboard consider the following recommendation at their January 20, 2015 meeting.

Recommend to the Selectboard to accept the Road, Sewer Line and Water Line Easement Deeds, end the warranty period and release the surety for the entirety of Phase II (\$140,200) for the public infrastructure associated with the Clearview Estates Phase II. Recommend to the Selectboard to accept the Road, Sewer Line and Waster Line Easement Deeds, end the warranty period and to release the surety (\$79,200 of the \$88,000 held) for the Phase I Clearview Estates infrastructure. Recommend to the Selectboard to continue to hold \$8,800 in surety for an additional one year of warranty for the Westford Road sidewalk.



Post Office Box 290184
Wethersfield, CT 06129
860-257-7080 X 106
866-435-7224 X 106
860-563-3403 Fax
mark@certambgroup.com

received
12-8-14

From the Desk of: Mark C. Gentile
President/C.E.O.

December 3, 2014

RE: 2015 Rates

Hello Everyone,

It is that time of year once again, the holidays are upon us. That means the year is coming to an end and we need to start processing your new rates for 2015. In years past, we have always recommended a percentage increase based on the Medicare evaluation of inflation. This year that number is once again 3 percent.

In previous years, you have always been given three options for your new rates:

1. Medicare Inflation Increase (3%)
2. Keep rates the same
3. Provide your own rates or increases

This year, there will be a fourth option. With almost a complete year in the books under the new Affordable Health Care Act, we can now see the effects of this new law on our client's revenue cycle. As we had indicated early on, there would be decreases in the revenue recovery. To compensate for the lower paying health care plans, we will be offering the opportunity to increase your rates by 22% for 2015. This will not completely solve the reductions as a result of the Affordable Health Care Act but can generate more funding from some insurance carriers. Medicare, Medicaid and the policies purchased through the new law may not provide any extra funding but other private insurance plans may offer higher reimbursement rates to help offset your losses.

Please complete the attached form and return it to Theo Bartkoski in our office as soon as possible.

Thank you and have a wonderful holiday season.

Sincerely,

Responding to your billing needs.



2015 Rate Application

Client: _____

Keep Rates at 2014 Levels:

Medicare Increase of 3% to 2014 Rates:

22% Increase of 2014 Rates:

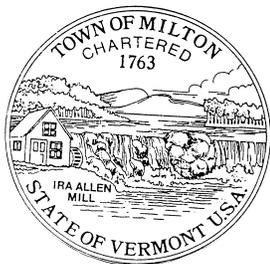
Please Institute the Following Rates:

- BLS Emergency: _____
- BLS Non Emergency: _____
- BLS Mileage: _____
- ALS 1 Emergency: _____
- ALS 2 Emergency: _____
- ALS Non Emergency: _____
- ALS Mileage: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Date:

Signature of Authorized Representative of Client

Name Printed:



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Husky Injection Molding Private Water System Maintenance Agreement

Date: January 20, 2015

Legislative Analysis:

In an effort to reduce privately owned Consecutive Water Systems, Statutes Annotated, Title 10 §1675a, was enacted to allow consecutive water systems that serve a population of less than five-hundred persons to be exempt from State water quality regulations. The Statute was enacted to better protect the quality of water delivered to the consumer. In order to qualify for the exemption, private water system owners must agree to a permanent maintenance agreement with the parent water system. If a maintenance agreement is not secured with the parent system, the privately owned system must demonstrate the capacity and be permitted by the State to operate a Public Water System.

In this case, Husky Injection Molding owns a consecutive private water system off North Road. The system includes 8 privately owned fire hydrants connected to the municipal water system. The agreement also includes inspecting and exercising valves. It does not include major repair or replacement of any of the private water system components, which remains the responsibility of the owner.

Fiscal Analysis:

Each hydrant requires approximately 0.5 hours of maintenance each year. This includes water main flushing which is required by the maintenance agreement. Our current annual fee is \$100 per year/per hydrant. When the build out of the private water system is complete, the annual revenue generated to offset the Town's operations and maintenance costs will be \$800.00.

Recommended Action:

Staff recommends the acceptance of the attached Private Water Utility Maintenance Agreement by the Selectboard and authorize the Town Manager to execute the necessary agreements.

Prepared By: Roger F. Hunt, Public Works Director



Resolution

TOWN OF MILTON

Husky Injection Molding Private Water System Maintenance Agreement

WHEREAS, Husky Injection Molding, herein after known as the Owner, owns a private consecutive water system to serve an existing industrial development, on North Road, Milton Vermont; and

WHEREAS, the Vermont Statutes Annotated, Title 10 §1675a, allows consecutive water systems that serve a population of less than five-hundred persons to be exempt from State water quality regulations if the Wholesale Water System, herein after known as the Town, includes the consecutive water system in their sampling, maintenance and notification plans; and,

WHEREAS, the Municipal Staff Certifies that the proposed owner’s water system meets the exemption criteria and,

WHEREAS, Husky Injection Molding and the Municipal Staff have prepared the attached permanent Private Water Utility Maintenance Agreement to protect and maintain the quality of potable water delivered by the Owner’s water systems.

NOW, THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton to authorize the Town Manager to execute the permanent Private Water Utility Maintenance Agreement between Husky Injection Molding and the Town of Milton, to maintain the potable water quality within the Husky Water system.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

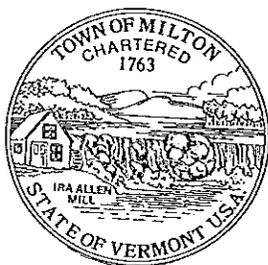
John Bartlett, Clerk

Brenda Steady

Stuart King

Filed with the Milton Town Clerk’s Office this _____ day of _____, 2015

Attest: _____
Milton Assistant Town Clerk



TOWN OF MILTON, VERMONT 05468-3205

WATER & WASTEWATER DIVISION



PRIVATE WATER UTILITY MAINTENANCE AGREEMENT

AGREEMENT by and between Husky Injection Molding, hereinafter referred to as **Owner** and the **Town of Milton**, hereinafter referred to as **Municipality**.

WITNESSETH:

WHEREAS, the **Owner** owns and operates a private water system, hereinafter known as **utilities**, located at Map 15-108-000-00 Parcel 215108.000000 on North Road, Milton, Vermont; and

WHEREAS, the **Owner** wishes to enter into a permanent maintenance agreement with the **Municipality** to operate and maintain certain portions of said **utilities** to maintain the utilities in accordance with accepted practices to protect the quality of the water delivered from the **Municipalities'** water system.

NOW, THEREFORE, in order to protect the quality of the potable water delivered to its users, the **Owner** and the **Municipality** enter into the following permanent maintenance agreement.

- a. The **Owner** grants an unrestricted easement to the **Municipality** for the purpose of operating & maintain fire hydrants, curb stops, and blow-offs.
- b. The **Owner** grants an unrestricted easement to the **Municipality** for the purpose of water quality testing.
- c. The **Owner** shall be invoiced by the **Municipality** and remit to the same annually, the annual maintenance fees established and/or amended by resolution of the Selectboard of the **Municipality**, per the requirements of the Water Ordinance.
- d. The **Municipality** shall perform the following maintenance under the supervision of a certified water system operator at least semiannually;
 - i. Inspect and flush each blow-off as necessary to clean the water mains.
 - ii. Inspect, flush and perform basic maintenance of each fire hydrant.
 - iii. Incorporate all Federal and State Water Quality testing into its water quality monitoring schedule.

- e. The **Municipality** shall perform the following maintenance & inspections at least annually:
 - i. Inspect, operate and clean each water main valve.
 - ii. Provide a written report to the **Owner** recommending any repairs or long term maintenance issues that need to be addressed that are not subject to this agreement.

- f. The **Municipality** shall perform the following maintenance on an as needed basis:
 - i. Paint blow-offs and hydrants.

- g. The **Owner** shall be responsible for the following:
 - i. The cost to repair or replace fire hydrants, blowoffs, curb stops, water main valves, and water mains on the **Owner's** property. The **Municipality** shall not be obligated to perform these services; however, the **Owner** may contract with the **Municipality** to perform these services by a separate agreement.
 - ii. Said repair or replacements shall be conducted under the supervision of the **Municipality** and are subject to the requirements of the Water and Public Works Ordinances of the **Municipality**.
 - iii. The cost of any water use by the **Municipality** while performing the maintenance subject to this agreement.

- h. The **Owner** shall hold the **Municipality** harmless for any property damage that may occur during the act of performing the inspections or maintenance as described above.

- i. The **Owner** shall not operate any blow-off without the written consent of the **Municipality**.
 - i. Any water consumed while the **Owner** is in the act of operating said blow-offs shall be metered and the **Municipality** reimbursed for the amount of water consumed.

The **Owner** and the **Municipality** agrees that said agreement is permanent; however the conditions may be subject to changes in State and/or Federal Regulations.

The maintenance agreement shall run with the land and shall be binding upon all assigns, grantees, successors and/or heirs of the **Owner**.

Notwithstanding anything to the contrary above, this agreement shall automatically terminate and be of no further force and effect in the event that (1) **Owner** is no longer deemed a public water supply system subject to the requirements of chapter 56 of Title 10 of the Vermont Statutes (the "Public Water Supply Requirements"); (2) the agreement is no longer required for **Owner** to qualify for the exemption from the Public Water Supply Requirements, as set forth in 10 V.S.A. § 1675a; or (3) **Owner** undertakes the responsibility for and obtains the certifications and licensing necessary to comply with the Public Water Supply Requirements.

IN WITNESS WHEREOF, we hereunto set our hands and seals this 6th day of January, 2014. RD

Lisa A. Tillotson
Lisa Tillotson

Geoff Glaspie
Geoff Glaspie

STATE OF VERMONT
COUNTY OF CHITTENDEN, ss

At Milton, VT, this 6th day of JANUARY, 2014, ^{5th}
Geoff Glaspie personally appeared, and acknowledged this instrument, by them sealed and subscribed, to be their free act and deed and the free act and deed of both 26 McMullen Road, LLC and the Dower Family Trust.

Before me: Carolyn J Jenko/Carolyn J Jenko
Notary Public
Commission expires: February 10, 2015

IN WITNESS WHEREOF, I hereunto set my hand and seal this _____ day of _____, 2014.

TOWN OF

Witness
Printed Name:

By: Brian M. Palaia, Town Manager
Its Duly Authorized Agent

STATE OF VERMONT
CHITTENDEN COUNTY, SS.

At Milton, this ___ day of _____, 2014, personally appeared _____, duly authorized agent of the Town of Milton, and he acknowledged this instrument by him signed and sealed to be his free act and deed and the free act and deed of the Town of Milton.

Before me: _____
Notary Public
Commission expires: _____



TOWN OF MILTON, VERMONT 05468-3205



WATER & WASTEWATER DIVISION
43 BOMBARDIER ROAD • 802-893-6030 • FAX: 893-1005

Memorandum

To: Brian Palaia, Town Manager

CC: Roger Hunt, Public Works Director
Joanne Davis, Finance Director
Paulette LaFond, Assistant Town Clerk/Treasurer
Ann Janda, ICMA Management Fellow

From: Nathan Lavallee, Water/Wastewater Superintendent

Date: 01/13/2015

RE: Amendment to Water Disconnection Rate Schedule

The number of disconnect notice door hangers per quarter has been gradually rising. Currently we have been handing out in excess of 150 per quarter. Though the door hangers are optional and not required per state statute, they are very effective in collecting from delinquent accounts.

Of the 150 plus door hangers, there is typically 10-20 that end up with disconnection, most of which are vacant/foreclosed properties. The Water/Wastewater Division staff spend a large amount of time hanging these door hangers. Typically 3 staff members hang them over a period of 2 to 3 days. Per quarter this equates to between 36 and 48 man hours spent hanging door hangers, in addition to a minimum of 6 hours staff time from the Finance Department preparing the delinquent accounts.

To recoup some of the cost of hanging the door notices and deter residents from relying on the door hanger as a last reminder, I propose we charge a \$25 dollar collection fee as allowed in 24 VSA CH 129 S 5151.



Resolution

TOWN OF MILTON

Amendment to Water Disconnection Rate Schedule

WHEREAS, The number of water disconnect notice door hangers distributed per quarter has been gradually rising, with currently more than 150 per quarter; and

WHEREAS, per quarter this equates to between 36 and 48 man hours spent hanging door hangers, in addition to a minimum of 6 hours staff time from the Finance Department preparing the delinquent accounts; and,

WHEREAS, of the 150 plus door hangers per quarter, typically only 10-20 end up with a disconnection, most of which are vacant/foreclosed properties.

NOW, THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton to authorize the Town Manager to amend the Water and Wastewater Schedule A to include a \$25 dollar collection fee as allowed in 24 VSA CH 129 S 5151 to discourage residents from relying on the door hanger as a last reminder.

Dated at Milton, Vermont this _____ day of _____, 2015

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

John Bartlett, Clerk

Brenda Steady

Stuart King

Filed with the Milton Town Clerk's Office this _____ day of _____, 2015

Attest: _____
Milton Assistant Town Clerk



BUSINESS DEPOSIT ACCOUNT CERTIFIED RESOLUTIONS

Legal Name of Business (the "Depositor")	Town of Milton	Public Funds
Trade Names of Depositor, If Any (i.e. Doing Business As)		
Primary Address of Depositor	Po Box 18 Milton VT 05468-0018	
Type of Legal Entity	Public Funds	
Owner, President, Chairperson, General Partner, Authorized Officer, Managing Member or Principal (Specify Name & Title)		
Account Number	6500140329	

The Certified Resolutions that appear in this document have been duly adopted by the owner(s) or the governing body of the Depositor whose identifying information appears above and which the signers below certify as correct. When the phrase "Deposit Accounts" appears in these Resolutions, it means any or all of the following People's United Bank deposit accounts: People's United Business Checking Accounts, People's United Business Savings Accounts, People's United Business Money Market Accounts, and People's United Commercial Certificates of Deposit or any additional accounts which may be established in the future.

When the phrase "Deposit Services" appears in these Resolutions, it means the following People's United Bank deposit services: People's United MasterMoney™ BusinessCard, People's United Business ATM Card, Telephone Banking, and Online Banking, or any additional service which may be requested.

The Certified Resolutions authorize and direct the Depositor: (i) to establish the Deposit Accounts with People's United Bank and to obtain the Deposit Services from People's United Bank; and (ii) to enter into and to be bound by the People's United Bank Business Deposit Account Contract (including the People's United Bank Business Schedule of Deposit Account Charges), in its current form and as it may be modified from time to time (the "Business Deposit Account Contract"). People's United Bank will open and maintain the Deposit Accounts and provide the Deposit Services for the Depositor in reliance on these Certified Resolutions.

Authorization of Deposit Accounts at People's United Bank

RESOLVED, That People's United Bank, an FDIC insured depository institution headquartered in Bridgeport, Connecticut, be, and it hereby is, designated a depository of funds of the Depositor, with authority to accept at any time for the credit of the Depositor deposits in the Deposit Accounts by any person or entity seeking to make such deposit and in whatever manner such deposit is endorsed or if unendorsed; and

RESOLVED, That the Depositor be, and it hereby is, authorized and directed to enter into and to be bound by the Business Deposit Account Contract and that all of the Deposit Accounts and Deposit Services shall be subject to such Business Deposit Account Contract, as modified from time to time and Depositor waives its right to jury trial in any action arising out of or connected with any account or service; and

Authorized Signers

RESOLVED, That each of the following named individuals, or persons from time to time holding the following offices of the Depositor, be, and each hereby is, designated as an Authorized Signer to act on behalf of the Depositor in accordance with these Certified Resolutions (fill in names and titles of individuals); and

Please Print Name of Authorized Signer	Please Print Title of Authorized Signer
Paulette Lafond	Signer
John P Cushing	Signer
Sheryl Prince	Signer



Use of Deposit Accounts

RESOLVED, That People's United Bank be, and it hereby is, authorized and directed to certify, pay, or otherwise honor all checks, drafts, notes, bills of exchange, acceptances, and other instruments (collectively, "Instruments") or orders for the payment, transfer, or withdrawal of money, including electronic orders or transfers, for whatever purpose and to whomsoever payable when such Instruments and/or orders are made, signed, or endorsed by the signature, the facsimile or specimen signature (actual or purported), or the oral direction of any ONE of the Authorized Signers, including payments and/or transfers to any one or more Authorized Signers and even if such payment, transfer, or withdrawal will create or increase an overdraft in the account on which it is drawn, although any such payment shall be permitted in the sole discretion of People's United Bank; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to open and close the Deposit Accounts, to apply for and to obtain any services related to those accounts (including the Deposit Services), to update information on any Deposit Account, and to endorse, negotiate, and collect any and all Instruments; and

RESOLVED, That each Authorized Signer be, and hereby is, individually authorized on behalf of the Depositor to instruct, orally or by such other means as People's United Bank may make available to the Depositor, People's United Bank to initiate the transfer of funds between any Deposit Account and any other Deposit Account; and

RESOLVED, That People's United Bank may rely on the signature, endorsement, order, facsimile signature, specimen signature, or oral instruction reasonably believed by People's United Bank to be made by any ONE Authorized Signer, and that People's United Bank may act on any direction of any ONE Authorized Signer without inquiry and without regard to the application of the proceeds thereof, provided that People's United Bank acts in good faith; and

RESOLVED, That the Depositor hereby acknowledges that People's United Bank will assign the Depositor a Business Personal Security Number and/or a Business Identification Number that any Authorized Signer will be able to use to access one or more of the Deposit Accounts via telephone, on the Internet, or through the use of a Business Card, if such a Card is issued to the Depositor; and

RESOLVED, That, if the Depositor receives a Business ATM Card or MasterMoney™ BusinessCard, the Depositor hereby authorizes each Authorized Signer to receive his or her own unique Personal Identification Number that will enable that Authorized Signer to utilize the Depositor's Business ATM card or MasterMoney™ BusinessCard to access some or all of the Deposit Accounts on behalf of the Depositor; and

Miscellaneous Resolutions

RESOLVED, That People's United Bank shall not be liable in connection with the collection of Instruments and/or orders that are handled by People's United Bank without gross negligence, and People's United Bank shall not be liable for the acts or failure to act of its agents or subagents, any networks, clearing houses, or other interchanges or devices used, or for any other casualty; and

RESOLVED, That the Depositor assumes full responsibility for and shall indemnify People's United Bank against all losses, costs, liabilities, and claims resulting from payments, withdrawals, transfers, or orders made or purported to be made in accordance with, or from actions taken in good faith and in reliance upon, these Resolutions; and

RESOLVED, That the Depositor shall notify People's United Bank promptly and in writing of any change in (a) these Resolutions; (b) the identity of the Authorized Signers; (c) the identity of persons authorized to obtain and use a Business ATM Card; (d) the identity of the persons authorized to use a MasterMoney™ BusinessCard on behalf of the Depositor; (e) the ownership of the Depositor; or (f) the Depositor's legal structure or status, including the Depositor's dissolution or bankruptcy; and

RESOLVED, That People's United Bank may rely on these Certified Resolutions and on any certification by any ONE Authorized Signer or authorized representative of the Depositor as to the names and signatures of the Authorized Signers of the Depositor until People's United Bank has actually received written notice, facsimile or otherwise, of a change and has had a reasonable period of time to act on such notice; and

RESOLVED, That each of the persons listed at the end of the Certified Resolutions as a signer of the Certified Resolutions be, and each hereby is, designated a duly authorized representative of Depositor for all matters related to these Certified Resolutions, including the execution of this document on behalf of the Depositor, and the certification to People's United Bank (a) of the name, office (if any), and signature of each of the Authorized Signers, (b) that the Resolutions set forth herein have been adopted in accordance with all applicable governing documents, third party agreements, and laws applicable to the Depositor, and (c) of all other matters to be certified herein.

Certifications

Each individual who signs this document hereby certifies and warrants to People's United Bank that:

- (a) The Resolutions set forth herein: (i) have been properly adopted by the Depositor in accordance and conformity with the Depositor's governing documents, all agreements with third parties, and all laws applicable to the Depositor; (ii) have not been modified or rescinded; and (iii) are in full force and effect and binding on the Depositor.
- (b) He or she is the duly authorized representative of the Depositor, authorized to act on behalf of the Depositor in all matters pertaining to its rights, responsibilities, and activities in connection with these Certified Resolutions including but not limited to executing this document on behalf of the Depositor;
- (c) The Depositor is duly organized and in good standing in the jurisdiction in which it is organized;
- (d) A current and complete copy of the Depositor's organizational document (for example, its certificate of incorporation, its articles of organization, its partnership agreement, its charter, or other similar document) has been provided herewith to People's United Bank. Sole proprietorships are not required to submit an organizational document;
- (e) If the Depositor is a corporation owned by one shareholder, the undersigned certifies to People's United Bank that he/she is the sole shareholder and officer of such corporation;
- (f) If a trade name is used by Depositor, the undersigned certifies that a duly certified Trade Name or Doing Business As Certificate or the equivalent has been delivered to People's United Bank;

- (g) If the Depositor is a limited liability company or partnership, the undersigned are all of its members, managers, or partners, as the case may be;
- (h) He or she understands that People's United Bank will rely on the truth of these certifications in conducting business with the Depositor;
- (i) If the Depositor, or any one individual listed as an authorized signer, should direct People's United Bank to make preauthorized transfers, to combine or to electronically deliver account statements, or to establish an internet banking relationship including the designation of an internet administrator that can entitle other individuals (who may or may not be signers) to view and have access to any and all accounts granted the right by People's United Bank at its sole discretion, the Depositor hereby agrees to be subject to the terms and conditions of the BDAC, the Business Deposit Account Schedule of Charges, the Business Electronic Banking Agreement, and any other agreements, as updated, with People's United Bank that apply to the depositor's accounts now or in the future;
- (j) The Depositor (and any current or future authorized signatories or otherwise designated individuals) hereby certifies that it does not, nor will it ever engage in restricted transactions, such as internet gambling. Such transactions are prohibited from being processed into or out of the Depositor's account(s) or relationship via any means, including but not limited to check or check collection systems, electronic money transmission, card-based transactions (ATM or MasterMoney™ BusinessCard), ACH (Automated Clearing House), Wire Transfers, or third-party processors; and
- (k) Each signature below represents the true and accurate signature of the named person and that such person holds the corresponding title (if any):

1 Town of Milton
2 Selectboard Meeting Minutes
3 January 5, 2015 6:00 PM Board Meeting
4 Community Room
5

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford (arrived at 6:55 p.m.), Vice Chair;
7 John Bartlett, Clerk; Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:**

9 **Staff Members Present:** Brian Palaia, Town Manager; Ann Janda, Management Fellow; Kym
10 Duchesneau, Recreation Coordinator; and Ed Clodfelter, Assessor

11
12 **Others Present:** Darrin Bennington, Haunted Forest and Jay Maurice, Haunted Forest

- 13
14 I. **Call to Order** – Adams called the meeting to order at 6:00 p.m.
15
16 II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.
17
18 III. **Agenda Review** – Palaia added the annual report as Item G
19
20 IV. **Public Forum** – Steady asked to take a tour of the new buildings sometime in the future.
21
22 V. **Appointments/Resignations/Recognition**

23
24 A) **Resignation of Development Review Board Alternate – Mitch McClellan**

25 Palaia said that Mitch McClellan is moving out of town so he will no longer be able to
26 serve on the Development Review Board.

27
28 Bartlett motioned to accept the resignation of Mitch McClellan from the Development
29 Review Board, second by Steady. **Approved Unanimously.**

30
31 B) **Acceptance of Town Manager Resignation**

32 Palaia said that he signed a contract to be the next town manager in the Town of
33 Oxford, Massachusetts and will be with Milton until the end of January. He said he will
34 help out with the transition and is able to come back for pre-Town Meeting if needed.

35
36 Bartlett motioned to accept the resignation letter from Town Manager, Brian Palaia,
37 with regrets, as presented, second by Steady. **Approved Unanimously.**

38
39 VI. **New Business**

40
41 C) **Haunted Forest Debrief**

42 Jay Maurice from the Milton Cub Scouts said that the Haunted Forest from October
43 2014 was put together by the Cub Scouts and Girl Scouts in cooperation with the Milton
44 Recreation Department and Buildings and Grounds. He said it was a massive
45 undertaking from the Milton scouting community because they only had two days to set
46 up and the weather was very challenging. They printed 400 tickets, and ran out, so not
47 sure how many people attended. Gross receipts were \$3,500 and expenses were
48 relatively low at \$1,324.55. The scouts were able to donate \$442 to the Milton Food

49 Shelf. All feedback has been overwhelmingly positive. Maurice said there is a desire to
50 do it again, however, next year it would be better to have an indoor venue that would
51 help with planning and not make the event weather dependent. The group would like to
52 ask for committee membership from multiple community groups so that it isn't just a
53 scouting event. Recreation Coordinator, Kym Duchesneau, said there are many groups
54 she thinks would be interested. Maurice said they are looking to the Selectboard for
55 encouragement and ideas for how the Town can support the event next year. One idea
56 is the Ice Barn if that is developed by that time. Adams suggested that Duchesneau
57 administer this event and help bring groups together.

58
59 **D) Vermont League of Cities and Towns (VLCT) Proposal to Provide Town Manager Search
60 Services and Review Job Posting**

61 Palaia said that this proposal is similar to what VLCT offered in the last Town Manager
62 search. Abigail Friedman, Director of the Municipal Assistance Center, said that the
63 services offered can be selected as needed. Friedman said that services range from
64 setting up appointments to doing background checks and assisting with the final
65 contract negotiations. Screening committees can be part of this process. Friedman said
66 the average is around 60 resumes for Town Manager roles and it is currently very
67 competitive. VLCT can do reference checks and utilize their private investigator, who can
68 do background checks. The cost of services is set not to exceed \$5,000. Generally, costs
69 for manager searches have been coming in around \$3,500. Bartlett asked how VLCT
70 gauges the effectiveness of the different advertising outlets. Friedman says they haven't
71 done a thorough job of looking into that. King asked how many potential applicants the
72 town might receive. Friedman said that 60 has been the average, but Chittenden County
73 is a draw.

74
75 Bartlett motioned to accept the Vermont League of Cities and Towns (VLCT) as the
76 contractor for Town Manager search services not to exceed \$5,000 not including the
77 cost of advertising, second by Steady. **Approved Unanimously.**

78
79 **E) Assessor Budget**

80 Palaia stated that the assessor's budget is about \$72,000. A long-time employee retired
81 so we are saving money in salary costs. The largest cost in the budget is our contract
82 with the assessor, Ed Clodfelter. Clodfelter said that there have been slight increases in
83 property values in town, which is nice and stable. He is concerned about the common
84 level for mobile homes, which right now appears overvalued, and that is a place where
85 people can be in need. Clodfelter said he would like to try to fix that over the next three
86 years. Milton has been using the Proval system, which is old technology. Clodfelter says
87 most towns in the state use the NEMRC Microsoft system. The sketch program within
88 that system cannot convert the sketches from the Proval system. So that conversion
89 would need to be done manually, which our new assessment clerk can help with. Palaia
90 proposes to use the Town's reappraisal money to pay for the conversion, so he didn't
91 include the \$4,000 for this work in the Assessor Budget.

92
93 **F) Planning Grant Agreement for Cathedral Square Feasibility Study on Affordable Senior
94 Rental Housing in Milton**

95 Palaia asked the Selectboard to authorize him to sign the Planning Grant Agreement for
96 the Cathedral Square Feasibility Study on Affordable Senior Rental Housing.
97

98 Gifford motioned to adopt the grant agreement resolution and agrees to the terms and
99 conditions of the grant as presented and make Brian Palaia the designee in both cases,
100 second by Bartlett. **Approved Unanimously.**

101
102 Gifford motioned to authorize Palaia to sign the Planning Grant Agreement and the
103 Administrative Services Agreement for the Cathedral Square Feasibility Study on
104 Affordable Senior Rental Housing in Milton, second by Bartlett. **Approved Unanimously.**

105
106 **G) Annual Report**

107 Adams asked the Selectboard to review the Selectboard's draft letter for the Annual
108 Report. Adams would like to add an introductory paragraph and make some edits.
109 Several edits were discussed. Adams will make revisions and send back to the
110 Selectboard for a vote on January 6th or 7th.

111
112 **VII. Old Business**

113
114 **VIII. Reconsideration – Nothing**

115
116 **IX. Manager's Updates**

- 117
118
 - 119 · New Recreation Program Guide Out - January 7th
 - 120 · Planning for Winter Festival February 13th, 14th, and 15th – looking for volunteers for the
121 celebrity breakfast
 - 122 · I had a follow up conversation with the Deputy VTrans Secretary following our meeting last
123 month, he committed to finding a way to do whole project, and he is consulting with staff
124 and legal counsel within the agency on what we can do and how much we can do in
125 advance of VTrans processes as far as acquisition discussions are concerned for portions or
126 all of the southern hourglass property. He is going to get back to us on this and other
127 details.
 - 128 · Ann and I were able to meet with Senator Ashe who was not able to make the legislative
129 breakfast. He offered his assistance getting better TIF rules, on our transportation needs,
130 and permitting reform.
 - 131 · Our highway fleet has been holding up and we have not had any major repair needs.
 - 132 · Various staff will be participating in a day-long training next week on the new TIF rules and
133 we hope to understand better what our reporting obligations are and if we are required to
134 submit a report for this year.
 - 135 · Waiting to hear on the Park & Ride Grant – we should see an announcement this week, a
136 decision on the transportation alternatives grant is also pending. We are working on a trails
137 program grant and we'll have that ready for your consideration at your next meeting
 - 138 · Cathedral Square would like to pursue, with Town support, an Implementation Grant from
139 the Vermont Community Development Program, in the amount of \$680,000. The
140 application deadline is early April. They would like to begin construction by November
141 2015.

142 **X. Potential and/or Future Agenda Items –**

143
144 **XI. Minutes of December 15, 2014 and December 22, 2014**

145

146 Bartlett moved to approve the December 15, 2014 minutes as presented, second by Steady.
147 **Approved Unanimously.**

148
149 Bartlett moved to approve the December 22, 2014 minutes as presented, second by Steady.
150 **Approved Unanimously.**

151
152 **XII. Warrant/Report #13 and Supplemental Warrants**
153 Gifford reviewed the FY15 Warrant/Invoice Report #13 for Board orders in the amount of
154 \$157,595.84 Gifford noted some items of interest:

- 155
- 156 · The largest single invoice is the monthly health insurance premium for \$30,203.22.
- 157 · Normal salt purchases for road salt for \$13,153.36.
- 158 · The auditors get \$27,148.00 from these orders.
- 159

160 Gifford moved to approve Warrant #13 for a total of \$157,595.84, second by Bartlett.
161 **Approved Unanimously.**

162
163 **XIII. Executive Session per V.S.A. Title 1 Section 313**

164
165 Gifford motioned that premature public knowledge about a personnel matter would cause the Town
166 or person to suffer a substantial disadvantage, second by Bartlett. **Approved Unanimously.**

167
168 Gifford moved to enter into executive session to discuss a personnel matter under the
169 provisions of 1 V.S.A. § 313 (a)(3) of the Vermont Statutes, second by Bartlett. **Approved**
170 **Unanimously.**

171
172 Executive session began at 7:30 p.m.

173
174 Gifford motioned to adjourn Executive Session at 8:32 p.m., second by Bartlett. **Approved**
175 **Unanimously.** There were no actions as a result of the session.

176
177 **XIV. Adjournment**

178
179 Gifford moved to adjourn the meeting at 8:35 p.m., second by Bartlett. **Approved**
180 **Unanimously.**

181
182 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

183
184 **Respectfully Submitted,**

185
186 _____ Date: _____

187 **John Bartlett, Selectboard Clerk**

188
189 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

190
191 **ATTEST: _____ Milton Assistant Town Clerk**

Town of Milton
Selectboard Meeting Minutes
January 6, 2015 6:00 PM Board Meeting
Community Room

Selectboard Members Present: Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk; Stuart King (via Skype), and Brenda Steady

Selectboard Members Not Present:

Staff Members Present: Brian Palaia, Town Manager; Ann Janda, Management Fellow; John Cushing, Town Clerk and Treasurer; Katherine Sonnicks, Planning Director; Amanda Pitts, Zoning Administrator; Don Turner, Fire & Rescue Chief; and Rod Moore, Assistant Rescue Chief

Others Present: VNA Representative; Fred Duplessis, CPA Sullivan, Powers & Co., P.C.

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

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

III. **Budget Review**

A) Health

A representative from the VNA presented a Care Report describing that the VNA had cared for 329 people in Milton in FY2014 regardless of their ability to pay. The report showed that the cost of providing care is not all reimbursed by Medicare, Medicaid and other sources, so there is a remaining balance of \$118,221. The VNA requests an allocation of 10% of this amount, which comes to \$11,822. Adams said he personally feels the Selectboard shouldn't make the decision for Milton Taxpayers on allocations to organizations that aren't based in Milton. King asked how the Champlain Valley Agency on Aging, which has been receiving \$5,000 a year, is different. Adams said it is because Milton doesn't have that service and other, larger Towns like Essex Junction and Colchester do.

Adams motioned to allocate zero dollars to the VNA in FY2016, second by King. King asked if he meant that we would allocate the same amount as last year. Adams said no, the motion is to allocate no money to the VNA in FY2016.

Adams – yes
Gifford– no
Bartlett– no
Steady– no
King– no

Gifford motioned to allocate \$500 to the VNA in FY2016, second by Steady.

Adams – no
Gifford– yes
Bartlett– no
Steady– yes

49 King- no
50
51 Steady motioned to allocate \$2000 to the VNA in FY2016, second by Bartlett.
52
53 Adams – yes
54 Gifford- no
55 Bartlett-yes
56 Steady- yes
57 King- yes
58

59 **B) Planning and Development**

60
61 Gifford motioned to reduce the Planning and Development Budget by \$2,000, from
62 280,802 to 278,802 and the Town Manager will determine which line items will be
63 reduced, second by Bartlett. **Approved Unanimously.**
64

65 **C) Economic Development Commission**

66
67 Gifford motioned to reduce the Economic Development Commission Budget by \$500,
68 from 13,350 to \$12,850 and the Town Manager will determine which line items will be
69 reduced, second by Steady. **Approved Unanimously.**
70

71 **D) Fire Department**

72 No change
73

74 **E) Rescue**

75 No change
76

77 **F) Legal**

78 No change
79

80 **G) Property Taxes & Assessments**

81
82 Steady motioned decrease the budget for county taxes by \$1,500, second by Gifford.
83 **Approved Unanimously.**
84
85

86 **IV. Review of Fiscal Year 2014 Audit**

87 Fred Duplessis reviewed the financial statements and audit report.
88

89 Gifford motioned to accept the Fiscal Year 2014 Audit Report as presented, second by Steady.
90 **Approved Unanimously.**
91

92 **V. Adjournment**

93
94 Gifford moved to adjourn the meeting at 8:15 p.m., second by Bartlett. **Approved**
95 **Unanimously.**
96

97 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*
98

99
100
101
102
103
104
105
106

Respectfully Submitted,

_____ Date: _____

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this _____ day of _____, _____

ATTEST: _____ Milton Assistant Town Clerk

1 Town of Milton
2 Selectboard Meeting Minutes
3 January 7, 2015 6:00 PM Board Meeting
4 Community Room
5

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford (arrived at 7 PM), Vice Chair; John
7 Bartlett, Clerk; Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:**

9 **Staff Members Present:** Brian Palaia, Town Manager; Joanne Davis, Finance Director; and John Cushing,
10 Town Clerk and Treasurer

11
12 **Others Present:**

13
14 I. **Call to Order** – Adams called the meeting to order at 6:00 p.m.

15
16 II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

17
18 III. **Budget Review**

19
20 A) **Town Clerk**

21 No change

22
23 B) **Elections**

24 No change

25
26 C) **Information Technology**

27 No change

28
29 D) **Town Manager**

30 King motioned decrease the Town Manager budget by \$5,000, second by Adams.

31 **Approved Unanimously.**

32
33 E) **Selectboard**

34 No change

35
36 F) **Contingency**

37 Steady motioned decrease the contingency budget by \$5,000, second by King. **Approved**

38 **Unanimously.**

39
40 IV. **Other Business**

41
42 A) **Finalize Annual Town Report Letter from Selectboard**

43 The Selectboard finalized their annual report submission by consensus.

44
45 B) **Finalize Job Posting for Town Manager Search**

46 The job posting was finalized for the Vermont League of Cities and Towns (VLCT)

47

48 **V. Executive Session per V.S.A. Title 1 Section 313**

49
50 Steady motioned that premature public knowledge about a personnel matter would cause the Town or
51 person to suffer a substantial disadvantage, second by Bartlett. **Approved Unanimously.**

52
53 Steady moved to enter into executive session to discuss a personnel matter under the
54 provisions of 1 V.S.A. § 313 (a)(3) of the Vermont Statutes, inviting the Town Manager and
55 Interim Manager candidates, second by Bartlett. **Approved Unanimously.**

56
57 Executive session began at 6:53 p.m.

58
59 Bartlett motioned to adjourn Executive Session at 8:28 p.m., second by Gifford. **Approved**
60 **Unanimously.**

61
62 There were no actions as a result of the session.

63
64 **VI. Adjournment**

65
66 Gifford moved to adjourn the meeting at 8:31 p.m., second by Steady. **Approved Unanimously.**

67
68 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

69
70 **Respectfully Submitted,**

71
72 _____ Date: _____

73 **John Bartlett, Selectboard Clerk**

74
75 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

76
77 **ATTEST: _____ Milton Assistant Town Clerk**

Reviewed 1-14-15
 jo gy 1-15-14

01/15/15
 09:29 am

TOWN OF MILTON Accounts Payable
 Warrant/Invoice Report # 14

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
17536 ADVANCE AUTO PARTS								
	00002907	4447	Vehicle Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	271.89	271.89	
	00003449	76195/2	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	27.98	27.98	
						299.87	299.87	
84319 ALDRICH & EILLOTT, PC								
	00004489	75358	Sidewalk, Plan Update	38-30-430-450.24	Cherry Street Sidewalk	1,378.00	1,378.00	
	00004489	75358	Sidewalk, Plan Update	38-30-430-450.25	McMullen Road Sidewalk	1,088.00	1,088.00	
	00004489	75358	Sidewalk, Plan Update	38-30-432-440.00	Facilities Plan Update	2,183.28	2,183.28	
						4,649.28	4,649.28	
21288 AMAZON.COM LLC								
	00051480	115-7770356	Books-Adult	10-50-451-640.10	BOOKS-ADULTS	263.98	263.98	
21526 AMERIGAS - SOUTH BURLINGTON								
		3036151408	Natural Gas / Propane	10-30-432-623.00	PROPANE	0.00	173.26	
12889 ASCAP								
	00005637	010215	Dues & Fees	10-50-452-810.00	DUES & FEES	335.00	335.00	
15472 BAILEY SPRING & GLASS INC								
	00003458	20820	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	253.53	253.53	
19000 BOND AUTO PARTS, INC.								
	00011809	17-314539/5	Vehicle/Equip.Maintenance	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	85.22	85.22	
	00003453	17-320378/5	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	89.78	89.78	
						175.00	175.00	
19190 BOUND TREE MEDICAL								
	00011844	46203	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	1,385.02	1,385.02	
	00011832	50217	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	921.19	12.86	
						2,306.21	1,397.88	
20668 BURKE, STEVE								
		1615	Vehicle Equipment	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	19.34	
27806 BUSINESS CREDIT CARD SERVICES								
	00051482	10409854	Dues and Fees	10-50-451-810.00	DUES AND FEES	137.00	137.00	
	00051483	20396304	Official/Administrative	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	169.86	169.86	
	00051481	5178173	Professional Development	10-50-451-820.00	PROFESSIONAL DEVELOPMENT	89.99	89.99	
	00001549	678020	Professional Development	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	45.00	45.00	
	00001549	678020	Professional Development	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	45.00	45.00	
	00001548	8850651	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	227.89	226.28	
	00001543	8893802	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	56.25	56.25	
						770.99	769.38	
35035 BUSWELL, CARLY								
		1515	Mileage Reimbursement	10-20-423-580.00	TRAVEL	0.00	7.95	

01/14/15
04:29 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 13

Page 2 of 7
mthompson

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
22750 CARGILL, INC	00003452	29020/2	Winter Salt	10-30-430-601.10	WINTER SALT	11,320.70	11,320.70	✓
54050 CASELLA WASTE SYSTEMS INC		2365178	Rubbish/Recycling Service	10-30-432-421.00	DISPOSAL & REFUSE	0.00	494.55	
		2365178	Rubbish/Recycling Service	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2365178	Rubbish/Recycling Service	55-20-420-421.00	DISPOSAL & REFUSE	0.00	501.83	
						0.00	1,028.38	✓
23262 CERTIFIED AMBULANCE GROUP, INC.		MIL-0115	Contracted Services	10-20-422-360.00	CONTRACTED SERVICES	0.00	725.64	✓
25190 CHAMPLAIN WATER DISTRICT		12312014	Water Purchase CWD	50-10-410-411.10	WATER PURCHASE CWD	0.00	31,757.98	✓
25194 CHARLEBOIS TRUCK PARTS, INC		00011852	87648 Vehicle/Equip.Maintenance	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	6.71	6.71	✓
25930 CHITTENDEN COUNTY REGIONAL		00008454	343 Office Supplies	10-10-410-611.00	OFFICE SUPPLIES	22.00	22.00	✓
26422 CHOICE COBRA, LLC		RC031277	Cobra Fees	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	✓
26450 CHUCK'S HEATING & A/C INC		00009213	W14212 Repair/Maintenance	10-30-432-430.00	REPAIR & MAINT-FACILITIES	600.72	600.72	✓
		00009195	W14304 Repair & Maint-Facilities	10-30-432-430.00	REPAIR & MAINT-FACILITIES	1,800.00	1,800.00	✓
						2,400.72	2,400.72	✓
27210 CLEAN WATERS, INC		00001540	6900 General Supplies	55-20-420-612.00	GENERAL SUPPLIES	7,720.00	7,832.46	✓
27380 COMCAST		121814	High Speed Internet	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	78.77	✓
28150 CROSS, WALTER JR		11315	Pound Quarterly	10-20-423-320.00	PROFESSIONAL SERVICES	0.00	560.00	
		11315	Pound Quarterly	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	597.00	
		11315	Pound Quarterly	10-20-423-510.00	CARE & KEEP-DOGS & CATS	0.00	450.00	
		11315	Pound Quarterly	10-20-423-580.00	TRAVEL	0.00	81.93	
						0.00	1,688.93	✓
29418 DESORCIE EMERGENCY PRODUCTS LLC		00010944	12046 Vehicle/Equip.Maintenance	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	847.95	847.95	✓
44527 EARTH WATER SPECIALISTS, INC.		00001546	1615 Professional Development	10-30-429-820.00	PROFESSIONAL DEVELOPMENT	420.00	420.00	

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TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 13

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00001546	1615	Professional Development	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	140.00	140.00	
	00001546	1615	Professional Development	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	140.00	140.00	
						700.00	700.00	✓
31009 ENDYNE, INC	00001496	163659	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	195.00	195.00	✓
32860 FIRE PROTEC	00010942	214678	Vehicle/Equip.Maintenance	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	47.58	47.85	✓
34350 GALE/CENGAGE LEARNING		5402446/2	Large Print	10-50-451-640.35	BOOKS-LARGE PRINT	0.00	148.64	✓
37600 GREEN MOUNTAIN POWER		12262014	Electricity	10-30-432-622.00	ELECTRICITY	0.00	20.48	
		12262014	Electricity	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	43.79	
		12262014	Electricity	55-20-420-622.00	ELECTRICITY	0.00	152.09	
						0.00	216.36	✓
37575 GREEN MOUNTAIN WATER ENVIRONMENT	00001550	12015	Dues & Fees	10-30-429-810.00	DUES & FEES	35.00	35.00	
	00001550	12015	Dues & Fees	50-10-410-810.00	DUES AND FEES	87.50	87.50	
	00001550	12015	Dues & Fees	55-20-420-810.00	DUES AND FEES	87.50	87.50	
						210.00	210.00	✓
37660 GRENIER, CHRISTOPHER		114115	Gym Membership	10-20-420-825.00	Gym Membership	0.00	90.00	✓
31751 HANDY CHEVROLET INC	00011848	36265	Vehicle/Equip.Maintenance	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	14.52	14.52	✓
60407 HAUN WELDING SUPPLY INC	00011850	3645170	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	61.79	61.79	✓
40100 HUMANE SOCIETY OF CHITTENDEN COUNT	00008450	182015	Care & Keep-Dogs/Cats	10-20-423-510.00	CARE & KEEP-DOGS & CATS	180.00	180.00	✓
40700 INGRAM LIBRARY SERVICES	00051466	60792825		10-50-451-640.10	BOOKS-ADULTS	99.49	65.77	
	00051452	60794107	Books-Juvenile	10-50-451-640.30	BOOKS-JUVENILE	31.80	31.80	
						131.29	97.57	✓
41074 INTERSTATE AUTO SERVICE, INC		12312014	Cruiser Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	68.80	
		12312014	Cruiser Maintenance	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	437.09	

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TOWN OF MILTON Accounts Payable
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00003356	71105	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	40.00	40.00	
	00004424	71148	Vehicle Maintenance	38-20-420-742.00	VEHICLES - POLICE	200.00	195.00	
						240.00	740.89	✓
41128 INTOXIMETERS INC	00002906	486896	General Supplies	10-20-420-612.00	GENERAL SUPPLIES	240.00	160.00	✓
33698 LAFAYETTE, FR INC	00003443	27542	Guardrails	10-30-430-730.00	GUARDRAILS	3,591.00	3,591.00	✓
39559 LAFOUNTAIN, GORDON	5914115		Gym Membership	10-20-420-825.00	Gym Membership	0.00	120.00	✓
45800 LAMPHERE, CHRISTOPHER	122914		CDL License Renewal	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	0.00	83.00	✓
46973 LOCKE, PAUL	172015		Gym Membership	10-20-420-825.00	Gym Membership	0.00	120.00	✓
48467 MILTON ACE HARDWARE LLC	00003428	11011/4-3	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	47.23	47.23	✓
	00009182	11071/4	Repairs Maintenance	10-30-430-430.00	REPAIRS MAINTENANCE	74.47	71.40	✓
	00001537	11104/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	31.70	31.70	✓
	00001537	11104/4	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	31.71	31.71	✓
	00003447	11184/4-2	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	28.97	28.97	✓
						214.08	211.01	✓
69870 MILTON BUILDING SUPPLY	00003338	81649	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	2.55	2.55	✓
53400 MILTON INDEPENDENT INC	00020015	40005/4	Advertising	10-30-429-540.00	ADVERTISING	225.26	225.26	✓
42072 PORTER, JASON	152015		Gym Membership	10-20-420-825.00	Gym Membership	0.00	159.80	✓
62761 QC SERVICES INC	00001531	46707	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	645.00	643.09	✓
24501 R.R. CHARLEBOIS INC	00003457	IC87361	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	400.00	369.61	
	00003422	IC87948	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	89.86	89.86	
						489.86	459.47	✓
63713 RADIO NORTH GROUP INC	00010931	33964	Vehicle/Equip.Maintenance	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	2,000.00	290.00	✓

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TOWN OF MILTON Accounts Payable
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
67325 ROUND HILL FENCE INC	00008447	8471	Contingency	10-10-415-850.00	CONTINGENCY	1,150.00	1,150.00	✓
70746 SHI INTERNATIONAL CORP	00002900	B02880129	Homeland Security	38-10-420-740.00	FY14 Homeland Security G	1,379.10	1,379.10	✓
71275 SIRCHIE FINGER PRINT LABS	00002896	019384	General Supplies	10-20-420-612.00	GENERAL SUPPLIES	242.47	242.47	✓
72658 SPECIALTY VEHICLES, INC	00011853	2676	Vehicle/Equip.Maintenance	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	402.33	403.22	✓
48700 SYMQUEST GROUP INC	871994		Photocopier Maintenance	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	225.39	
	874072		Photocopier Maint.	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	58.50	
						0.00	283.89	✓
76719 THE TECH GROUP, INC.	00011849	63433	Office Supplies	10-20-422-611.00	OFFICE SUPPLIES	8.00	8.00	
	00007158	66245	Technical	10-10-417-340.00	TECHNICAL	415.00	415.00	
	00007158	66245	Technical	10-10-417-340.00	TECHNICAL	699.48	699.48	
						1,122.48	1,122.48	✓
76452 TIMBER & STONE, LLC	00006447	552	Town Forest Multi Use	10-60-461-805.00	CONSERVATION COMMISSION	150.00	150.00	
	00006447	552	Town Forest Multi Use	30-60-461-392.00	VT COMM - BOVE	600.00	600.00	
						750.00	750.00	✓
76428 TOWN OF COLCHESTER	00011854	1115	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	225.00	225.00	✓
78210 UNIFIRST CORP	123014		Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	29.16	
	123014		Rags/Mats/Uniforms	10-30-432-442.20	BUILDING MAT RENTALS	0.00	41.31	
	123014		Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	123014		Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	36.30	
	123014		Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	36.30	
	1655506/3		Rags/Mats/Uniform Rentals	10-30-430-612.00	GENERAL SUPPLIES	0.00	18.16	
	1655506/3		Rags/Mats/Uniform Rentals	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	81.46	
	1655506/3		Rags/Mats/Uniform Rentals	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
	1656768		Rags/Mats/Uniform Rental	10-30-430-612.00	GENERAL SUPPLIES	0.00	12.16	
	1656768		Rags/Mats/Uniform Rental	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	40.73	
	1656768		Rags/Mats/Uniform Rental	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
						0.00	346.73	✓
79150 UNIVERSITY OF VERMONT TSP/IMF	00011851	29242	General Supplies	10-20-422-612.00	GENERAL SUPPLIES	61.00	61.00	✓

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
49013 VERIZON WIRELESS								
		011715	Homeland Security Grant	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	200.05	✓
81055 VERMONT LEAGUE OF CITIES & TOWNS								
		00008452 1515	Vehicle Insurance	10-10-404-520.20	VEHICLE INSURANCE	25.00	25.00	
		00008453 19682	Vehicle Insurance	10-10-404-520.20	VEHICLE INSURANCE	547.00	547.00	
						-----	-----	
						572.00	572.00	✓
81317 VERMONT STATE TREASURER								
		00004488 123114	Due to state/Marriage lic	10-00-000-252.01	DUE TO STATE/MARRIAGE LIC	280.00	280.00	✓
81553 VERMONT TONER RECHARGE, INC.								
		00005632 71141	Office Supplies	10-50-452-611.00	OFFICE SUPPLIES	54.00	54.00	✓
81900 VERMONT TROPHY & ENGRAVING CORP								
		00011855 63731	Donation Expense	10-20-422-850.00	DONATION EXPENSE	150.00	146.20	✓
86543 WEX BANK								
		39293835	Fuel Purchases	10-10-410-626.00	GASOLINE	0.00	48.74	
		39293835	Fuel Purchases	10-20-420-626.00	GASOLINE	0.00	4,462.79	
		39293835	Fuel Purchases	10-30-429-626.00	GASOLINE	0.00	48.44	
		39293835	Fuel Purchases	10-30-430-626.00	GASOLINE	0.00	29.74	
		39293835	Fuel Purchases	10-30-432-626.00	GASOLINE	0.00	162.08	
		39293835	Fuel Purchases	50-10-410-626.00	GASOLINE	0.00	170.49	
		39293835	Fuel Purchases	55-20-420-626.00	GASOLINE	0.00	170.49	
						-----	-----	
						0.00	5,092.77	✓
67524 WINTER EQUIPMENT COMPANY INC								
		00003442 IV24841	Plow Supplies	10-30-430-612.10	FLOW SUPPLIES	11,940.00	11,940.00	✓
87159 XEROX BUSINESS SERVICE LLC								
		1108321	Recording System	10-10-412-340.10	TECHNICAL/ACS	0.00	1,222.27	
		1108321	Recording System	10-60-461-341.00	RECORDING FEES	0.00	20.00	
		1108321	Recording System	38-30-430-500.00	Beebe Hill Slope Failure	0.00	10.00	
						-----	-----	
						0.00	1,252.27	✓

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TOWN OF MILTON Accounts Payable
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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 01/20/15 thru 01/20/15

Vendor									
PO	Invoice	Invoice	Account	Account		PO	Invoice		
Number	Number	Description	Number	Description		Amount	Amount	Check	

Report Total								100,361.94	
							-----	*****	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

APPROVED ON ____/____/____
Brian M. Palala, Town Manager

To the Treasurer of the TOWN OF MILTON:

We Hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendors.

Let this be your order for the payments of the amounts totaling \$ ***100,361.94

SELECTBOARD:

Darren Adams, Chair John C. Gifford, Vice Chair John W. Bartlett, Clerk Brenda Steady Stuart King

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
ASSET		
10-00-000-101.00 PEOPLE'S UNITED BANK CK	0.00	1,199,689.01
10-00-000-106.00 MILTON EMS RECEIPTS	0.00	367,423.55
10-00-000-110.00 PAYROLL CHECKING ACCOUNT	0.00	-112,130.78
10-00-000-111.00 PETTY CASH-LIBRARY	0.00	25.00
10-00-000-112.00 CASH CHARGED FOR EVENTS	0.00	335.00
10-00-000-113.00 CHOICE CARE CHECKING	0.00	36,591.00
10-00-000-117.00 UTILITY CONTROL ACCT	0.00	1,725.51
10-00-000-119.00 UTILITY OVER PAYMENT	0.00	-391.45
10-00-000-120.00 Credit Card Checking Acct	0.00	6,041.51
10-00-000-122.00 PENALTIES REC-DEL TAXES	0.00	18,263.25
10-00-000-123.00 INTEREST REC-DEL TAXES	0.00	22,277.39
10-00-000-124.01 POLICE CONTRACTS RECEIVAB	0.00	27,450.50
10-00-000-124.10 CCTA BUS PASS RECEIVABLE	0.00	1,413.00
10-00-000-129..1 Allowance for Ambul	0.00	-86,000.00
10-00-000-129.10 ACCOUNTS REC - AMBULANCE	0.00	168,799.95
10-00-000-129.30 ACCTS REC-POLICE COPS GRA	0.00	-36,868.30
10-00-000-131.00 TAXES CURRENT	0.00	14,003,126.20
10-00-000-132.00 Inventory	0.00	38,708.35
10-00-000-140.00 PRIOR YR DEL TAXES TOWN	0.00	244,224.10
10-00-000-143.00 DEL TAX PROPERTY SALES	0.00	-400.81
10-00-000-144.00 RESERVE-UNCOLLECTED TAXES	0.00	-19,000.00
10-00-000-146.00 DEFERRED TAX REVENUE	0.00	-350,000.00
10-00-000-170.00 DUE FROM/TO OTHER FUNDS	158,420.46	-1,005,637.50
10-00-000-190.00 PREPAID POSTAGE	0.00	6,607.39
10-00-000-192.00 PREPAID TAXES	0.00	-0.02
Total Asset	158,420.46	14,532,271.85
LIABILITY		
10-00-000-200.00 ACCRUED PAYROLL	0.00	-147,168.02
10-00-000-201.15 FICA PAYABLE	0.00	-9,662.90
10-00-000-201.25 PENSION PAYABLE	0.00	-7,740.92
10-00-000-201.30 MEDI PAYABLE	0.00	-2,259.87
10-00-000-210.00 ACCOUNTS PAYABLE	0.00	-46,278.78
10-00-000-222.15 Def Rev - Ambulance	0.00	-69,000.00
10-00-000-250.02 DUE TO SCHOOL CURRENT TAX	0.00	-10,131,542.74
10-00-000-250.09 DUE TO FLAG TRUST	0.00	-1,000.21
10-00-000-250.10 DUE TO CSWD-BINS/TIRES	0.00	-170.12
10-00-000-250.11 DUE TO REC SCHOLARSHIPS	0.00	-1,785.51
10-00-000-252.01 DUE TO STATE/MARRIAGE LIC	280.00	-315.00
10-00-000-252.02 DUE TO STATE/DOG LICENSE	0.00	118.00
10-00-000-253.01 DUE TO GERMAINE TAX	0.00	-194.63
10-00-000-254.00 DUE TAXPAYER-TAX OVERPMT	0.00	-3.09
10-00-000-255.00 DUE TO HIGHWAY PERMITS	0.00	-400.00
10-00-000-256.00 DUE TO DEVELOPERS	0.00	-13,230.57
10-00-000-258.00 Due to Highway	0.00	-2,159.00

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
10-00-000-259.00 Due to Hookup- Water/Sewe	0.00	600.00
10-00-000-299.00 ENCUMBRANCE	-426,522.93	0.00
Total Liability	-426,242.93	-10,432,193.36
RESERVES		
10-10-000-321.40 1/2 Penny for Recreation	640.76	22,546.36
Total Reserves	640.76	22,546.36
BUDGETARY		
Total Budgetary	0.00	0.00
FUND BALANCE		
10-00-199-000.00 FUND BALANCE	0.00	-605,944.57
10-00-199-000.10 EMERGENCE MANAGMENT RESER	0.00	-71,474.34
10-00-199-000.20 RESERVED RESCUE	0.00	-1,184.27
10-00-199-000.30 HEALTH INS STABILIZATION	0.00	-156,721.87
10-00-199-000.40 RESERVED FUND BALANCE	0.00	-330,000.00
10-00-199-000.50 FD Equip-Village	0.00	-5,783.19
10-00-199-000.55 Riley Fund-Village	0.00	-525.99
Total Prior Years Fund Balance	0.00	-1,171,634.23
Fund Balance Current Year	267,181.71	-2,950,990.62
Total Fund Balance	267,181.71	-4,122,624.85
Total Liability,Reserves,Fund Balance	-158,420.46	-14,532,271.85

TOWN OF MILTON SUPPLEMENTAL WARRANT

<u>Vendor</u>	<u>Account Number</u>	<u>Amount</u>
People's United Bank		
Principal Payment	25-00-000-125.10	\$35,084.97
Interest Payment	25-00-000-125-15	<u>\$ 1,765.52</u>
	<i>(Ambulance Replacement)</i>	<u>\$36,850.49</u>

To the Treasurer of the Town of Milton:

We hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendor. Let this be your order for the payment of the amount totaling \$36,850.49. Payment for the above will be wired directly.

Dated this 20th day of January, 2015

Darren Adams, Chair

John Gifford, Vice-Chair

John Bartlett, Clerk

Brenda Steady

Stuart King

Town of Milton

CAPITAL INTERFUND BORROWING NOTE-AMBULANCE

On the 16th of January 2012 for value received, the Town of Milton promises to re-pay the Town of Milton Tax Incremental District the principal sum of:

ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS
(\$175,000.00)

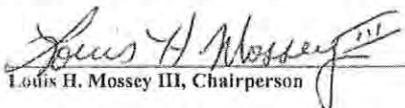
The interest will be paid at an adjusted rate of 1.65% per annum, calculated on the basis of an actual 365 day year from the date of this Selectboard meeting August 20, 2012. Repayment of principal and interest will occur in annual installments over a five year term. Principal and interest payable in lawful money of the United States at the Municipal Office of The Town of Milton, Vermont. Principal and interest may be prepaid in whole or in part prior to the January 16, 2017 maturity date.

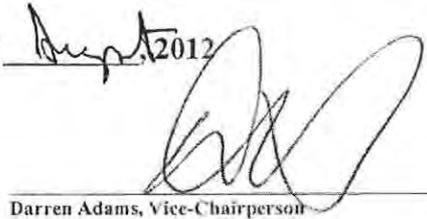
The note is given for money borrowed for the purpose of financing a replacement ambulance by resolution of the Select Board of the Town of Milton duly adopted at a meeting thereof held on the 3rd day of October 2011.

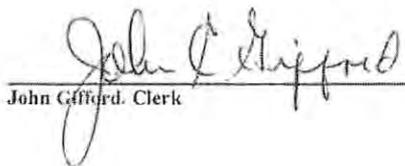
It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened and have been performed in regular and due form as required by law and that the full faith and credit of the said Town of Milton are hereby irrevocably pledged for the payment of this note.

Dated at Milton, Vermont this 20 day of August, 2012

MILTON SELECTBOARD


Louis H. Mossey III, Chairperson


Darren Adams, Vice-Chairperson

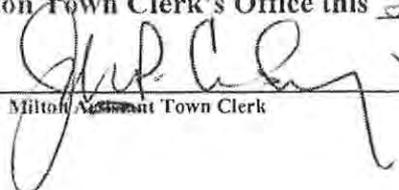

John Gifford, Clerk


Todd Shepard

John Bartlett


John Cushing, Town Treasurer

Filed with the Milton Town Clerk's Office this 21st day of August, 2012

Attest: 
Milton Assistant Town Clerk

TOWN OF MILTON SUPPLEMENTAL WARRANT

<u>Vendor</u>	<u>Account Number</u>	<u>Amount</u>
People's United Bank		
Principal	55-00-000-219.00	<u>\$258,208.31</u>
	<i>(Village Core RF1-077)</i>	<u>\$258,208.31</u>

To the Treasurer of the Town of Milton:

We hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendor. Let this be your order for the payment of the amount totaling \$258,208.31. Payment for the above will be wired directly.

Dated this 20th day of January, 2015.

Darren Adams, Chair

John Gifford, Vice-Chair

John Bartlett, Clerk

Brenda Steady

Stuart King



MT05

TOWN OF MILTON
(RF1-077)

01/08/2015

NOTICE OF PAYMENT DUE 02/01/2015

PRINCIPAL PAYMENT \$258,208.31

TOTAL CHARGES **\$258,208.31**

*PLEASE RETURN A COPY OF THIS NOTICE WITH YOUR REMITTANCE

MAILING ADDRESS

PEOPLE'S UNITED BANK
ATTN- INST TRUST SVCS, 5th FLOOR
2 BURLINGTON SQUARE
BURLINGTON, VT 05401

WIRE INSTRUCTIONS

PEOPLE'S UNITED BANK
ABA NO. 221172186
ACCT NO. 0019100316
F/F/C TOWN OF MILTON

TOWN OF MILTON
ATTN: TREASURER
P.O. BOX 18
MILTON, VT 05468

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