

Milton Selectboard
February 2, 2015 After Liquor Board Meeting 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**
 - A. Chittenden County Regional Planning Commission Alternate Resignation – John Dos Santos**
(Accept Resignation)
Paul Bohne, Interim Town Manager
 - B. Planning Commission Resignation – Jay Mitiguy**
(Accept Resignation)
Paul Bohne, Interim Town Manager
- VI. New Business and Department Items**
 - C. Review and Feedback on Memo of Future Regulations Changes from Planning Commission**
(Discuss Possible Future Regulations Changes)
Paul Bohne, Interim Town Manager and Katherine Sonnick, Planning Director
 - D. Certificate of Highway Mileage**
(Consider Approving Certificate of Highway Mileage)
Paul Bohne, Interim Town Manager and Roger Hunt, Public Works Director
 - E. Law Enforcement Terrorism Prevention Program (LETPP) Grant for License Plate Reader**
(Consider Authorizing LETPP Grant)
Paul Bohne, Interim Town Manager and Brett Van Noordt, Police Chief
 - F. Tax Sales, Authorization to Hire Attorney**
(Consider Authorizing Interim Manager)
Paul Bohne, Interim Town Manager

G. Authorize Interim Manager to Assume Role of Authorizing Official on Vermont Community Development Program (VCDP) Grants

(Consider Motion to Authorize Interim Manager to Execute VCDP Grant Agreements)

Paul Bohne, Interim Town Manager

H. Authorize Line of Credit/Business Card in Interim Manager's Name

(Consider Authorizing Interim Manager)

Paul Bohne, Interim Town Manager and Erik Wells, HR Coordinator

I. Town Manager Transition Status

(Discuss Transition)

Paul Bohne, Interim Town Manager

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 – Budget Meeting – January 26, 2015

2) Selectboard – Budget Meeting – January 24, 2015

3) Selectboard - Regular Meeting – January 20, 2015

4) Selectboard – Budget Meeting – January 13, 2015

5) Selectboard – Budget Meeting – January 14, 2014

XII. Warrant/Report - To Approve With or Without Corrections

1) Warrant Report#15

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

From: [Brian Palaia](#)
To: [Ann Janda](#)
Cc: [Erik Wells](#)
Subject: FW: Mtg
Date: Monday, January 12, 2015 10:19:59 AM

Ann, for a future agenda. Erik, for updating our records.

From: DosSantos, John [mailto:John.DosSantos@state.vt.us]
Sent: Monday, January 12, 2015 9:58 AM
To: Brian Palaia; Lou Mossey; Louis Mossey
Subject: RE: Mtg

Lou and Brian,

After some serious thought and new realities, before any more time and energy is invested into me as the Alternate for the RPC, I am scheduled to be moving out of Milton within the next month or so as well as have begun pursuing my Master's degree, which unfortunately mean I need to resign from being the Alt. Milton RPC member. I apologize for any inconveniences this may cause either of you, but think it's best to tell you both now. I hope another volunteer will be able to step up where I cannot, and again thank you both for your time.

Sincerely,

John

From: Brian Palaia [mailto:bpalaia@town.milton.vt.us]
Sent: Monday, January 12, 2015 9:48 AM
To: Lou Mossey; Louis Mossey; DosSantos, John
Subject: Mtg

Are we meeting tonight? I recall Lou proposing this date with 6 pm time but don't recall hearing back from John on the date/time.

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.

1/19/2015

To: Katherine Sonnick, Lori Donna, and the Milton Planning Commission
From: Jay Mitiguy
Re: Resignation from Milton Planning Commission

Dear Katherine, Lori and The Milton Planning Commission:

Due to unforeseen changes in my professional life, I regretfully have to resign my position from the Planning Commission. I wish I could continue to serve, but given the travel/time constraints I will be taking on, I don't feel I can serve the Commission in the capacity that is needed to dutifully fulfill the requirements of this position.

While my tenure was short, it was a great pleasure getting to know each of you personally. I wish you all the best of luck, and if I can provide any insight or be of limited assistance from a citizen/business owner's perspective, please feel free to reach out to me.

Sincerely,

Jay Mitiguy

Milton Interim Zoning

Proposed for Adoption to the Milton Selectboard on February 17, 2015

I. Area & Rationale

These interim zoning regulations shall remove all residential uses from the Checkerberry (M4) zoning district, remove multi-family residential uses from the MCMP Center (M1), the Old Towne Residential/Commercial (M5), and the Main Street (M6) Zoning districts and remove the Public Warehousing use from all districts. All other regulations in the Town of Milton Zoning Regulation, last updated January 5, 2015 remain in effect.

The Milton Selectboard proposes to adopt the above interim zoning for the Town of Milton, pursuant to VSA Title 24, Chapter 117, § 4415 (Interim Bylaws). The Selectboard authorizes the Development Review Board to review applications under this interim zoning. This regulation shall take effect upon adoption by the Select board and will remain in effect for two (2) years or until repealed by a vote of the Select board. This regulation may be extended or reenacted for a one year period beyond the initial two year period as authorized by §4415(a) of the Act.

This Interim zoning is necessary to allow the Planning Commission and community time to adequately plan for the orderly physical and economic growth in the Town Core area.

II. Purpose

The purpose of the Interim Zoning is to provide for the time for further study, without eliminating the chance to implement the goals of recent studies, expand the Town's tax base and address the growing school space issues. There are eight primary goals for the interim zoning:

1. Identify areas to locate and promote commercial development.
2. Pause multi-family development in the M1, M2, M4 and M6 districts to properly study, asses and plan for school space and infrastructure needs.
3. Plan for a heterogeneous mix of residential development to attract retail businesses that the community has identified it needs.
4. Address traffic safety and transportation issues in the Route 7 corridor.
5. Evaluate and implement the recommendations of the Route 7 Improvement Committee and the US Route 7 Corridor study.
6. Incorporate a study of the adjacent sewer service area to remove the ACT 250/CLF restriction on development in unserved areas.
7. Adjust dimensional requirements for the M4 District which are not allowing for the maximum use in a crucial area.
8. Evaluate the appropriate location for Public Warehousing/Storage units, which have been identified as occupying valuable land and precluding development. Carefully planned development could add jobs, etc. which adds jobs, services and connections especially in the Town Core.

While the interim zoning is in effect, the Planning Commission with develop permanent zoning to reflect the vision, needs and feedback from the community.

1/20/15

TO: Milton Selectboard

FROM: Milton Planning Commission

RE: Interim Zoning Proposal

The Planning Commission urgently requests that the Select Board enact Interim Zoning per VSA Title 24, Chapter 117, Section 4415 "in order to protect the public health, safety and general welfare and to provide for orderly physical and economic growth." Interim zoning is the tool we need to pause and re-visit key areas in the Town Core for sustainable, smart growth and to properly plan for an expected school population increase. Interim Zoning is necessary to ensure that future development creates economic opportunity and provides a safe, vibrant and attractive community Milton of which residents will be proud.

It is time to take action and re-create Milton as a desired destination in Chittenden County.

If we do not act now, development will occur that may reduce the ability to implement the goals of recent studies, to expand our tax base and to address the school space issue. Additionally, the Planning Commission in its study will incorporate the adjacent Lamoille Planning area to address the concerns of CLF, paving the way to request the restrictions be lifted on sewer expansion.

The Planning Commission's proposal for Interim Zoning is summarized as follows: **Remove residential uses from the Checkerberry (M4) zoning district, remove multi-family residential uses from the MCMP Center (M1), the Old Towne Residential/Commercial (M5), and the Main Street (M6) Zoning districts, and remove the public warehousing use from all districts.**

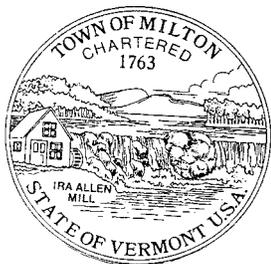
Reasons for the proposal are summarized below and are supported with additional information:

- Ø **Identify areas to locate and promote commercial development.** Between 2012 and 2014 there were 10 Permits for New Commercial with an estimated addition to the grand list of \$10.43 million compared to permits for 37 new multi-family units with an estimated value of \$1.69 million. We need to re-envision the M4 District to attract desirable commercial development for local jobs and a better tax base. Esther Lotz and other respected individuals in the business community have

concerns about development patterns in the M4 Zoning District and along the Route 7 corridor. As Esther has indicated “commercial likes to be with commercial”. Our current zoning allows multiple uses almost everywhere in the Route 7 corridor and has not given clear direction to help encourage investment. <https://www.youtube.com/watch?v=0kmlZBK6Sp8&feature=c4-overview&list=UU2qBxTYGzJpsB4I6ZoQFoXg> (Link sent from Esther)

- Ø **Pause multi-family development in M1, M4, M5, & M6 Districts to properly study, assess and plan for school space and infrastructure needs.** School enrollment is increasing contrary to current trends statewide. The School district has identified 160 additional students eligible for pre-school services under the new Universal Pre-K law effective for the 2016-2017 school year. The Planning Commission is eager to have an open dialogue with the Milton School District as we develop permanent zoning. Multi-family development has put a strain on Town services including tying up staff time with the billing and collection of water and sewer bills and a greater use of emergency services.
- Ø **Plan for a heterogeneous mix of residential development to attract retail businesses that the community has identified it wants.** This was confirmed on a recent Selectboard Zoning Bylaw public hearing.
- Ø **Address Traffic safety and transportation issues (need to be addressed).** Three Intersections in the M4 District have been identified as failing; Route 7 at West Milton Road, Landfill Road and Bombardier Road. Alternate Routes must be identified in permanent zoning regulations for traffic and pedestrian safety, as well as emergency access.
- Ø **Evaluate and implement the recommendations of the Route 7 Improvements Committee and the US Route 7 Corridor Study.** The Corridor Study projects the “Largest 2015-2035 *absolute* increase in traffic volume occurring in southern part of the corridor between Forbes Rd. and W. Milton Rd.”
- Ø **Incorporate a study of the adjacent sewer service area to remove the Act 250/CLF restriction.** The restriction on sewer expansion requires Milton to study and implement zoning bylaws and/or changes to the Comprehensive Plan which address what they believe is over-zoning and sprawl. Lifting this restriction is crucial for expanding commercial development to create local jobs.
- Ø **Adjust Dimensional requirements for the M4 District which are not allowing for the maximum use in a crucial area.** These need to be re-evaluated to allow for greater lot coverage and lesser setbacks before further development occurs.

- Ø Public Warehousing/Storage units have been identified as occupying valuable land and precluding development. Carefully planned development could add jobs, services and connections especially in the Town Core.



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Annual Certificate of Highway Mileage for 2015

Date: February 2, 2015

Legislative Analysis:

The Certificate of Highway Mileage for 2015 is attached. The completed certificate is due no later than February 20, 2015.

We have accepted two new roads, Horseshoe Circle and Dustin Drive this past year resulting in the addition of 0.25 miles of Class 3 Highway. The State has remeasured and reduced the mileage for Lake Road (-0.01 mi) and Kilburn Road (-0.02 mi) due to the intersection realignment.

The addition of the new roads and reductions for the intersection realignment brings the Towns total Class 2 & 3 Highway Mileage from 100.96 to 101.18.

Also attached is a Certificate of Completion and Opening of a Highway for Public Travel for Dustin Drive and Horseshoe Circle, which were accepted as public infrastructure by the Selectboard on January 20, 2015.

Fiscal Analysis:

None.

Recommended Action:

The completed certificates are attached. They require the signature of the Selectboard and Town Clerk. I recommend the Selectboard sign the certificates and upon their signatures, forward to the Town Clerk for signature and filing with the state.

Prepared By: Roger Hunt, Public Works Director.

State of Vermont

Division of Policy, Planning and Intermodal Development - Mapping Section

One National Life Drive

Montpelier, VT 05633-5001

<http://vtrans.vermont.gov>

Telephone: 802-828-2600

Fax: 802-828-2334

Email: johnathan.croft@state.vt.us

Agency of Transportation

RECEIVED

JAN 14 2015

Town Manager's Office
Milton, VT

January 9, 2015

Chair, Selectboard
Milton
c/o Town Clerk
PO Box 18
Milton, VT 05468

TO: TOWN / CITY / VILLAGE CLERK AND SELECTBOARD / ALDERMEN / TRUSTEES

Due to a clerical error, the **Certificates of Highway Mileage** that was sent earlier this month was dated as 2014 instead of 2015. For our record keeping in the Mapping Section and for clarity, a new **2015 Certificate of Highway Mileage** is being sent.

Please replace the previous Certificate with the corrected 2015 Certificate of Highway Mileage that is enclosed.

Please refer to the previously sent guidance documents, checklist, instructions, and guidelines regarding the processing of the Certificates.

To effectively process all the mileage certificates in a timely manner and to assure the completion of the mileage summaries, it is important that towns submit the certificates on time. **Certificates must be postmarked on or before February 20, 2015. Certificates that are postmarked after February 20, 2015 may not be processed.**

Thank you for your assistance and please feel free to contact me with any questions or comments regarding the Mileage Certificates, or mapping general.

Sincerely,



Johnathan Croft
AOT GIS Database Administrator
VTrans Mapping Section

RECEIVED
JAN 15 2015

PUBLIC WORKS DEPARTMENT
MILTON, VERMONT

JFC/jfc

Enclosures



**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2015**

R
JAN 15 2015
PUBLIC WORKS DEPARTMENT
MILTON, VERMONT

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2015 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development,
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of MILTON in CHITTENDEN County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000				0.000
Class 2	33.570		0.01	33.56	0.000
Class 3	67.39	0.25	0.02	67.62	0.000
State Highway	18.117				0.000
Total	119.077				0.000
* Class 1 Lane	0.000				
* Class 4	5.55				0.000
* Legal Trail	1.61				
* Unidentified Corridor	0.00				

* Mileage for Class 1 Lane, Class 4, Legal Trail, and Unidentified Corridor classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

0.157 mi CL3 Horseshoe Circle
0.093 mi CL3 Dustin Drive

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

-0.01 mi CL2 TH-3 (Lake Rd) realignment of intersection with US7
-0.02 mi CL3 TH-80 (Kilburn Rd) realignment of intersection with US7

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below. []

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____

Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____

Representative, Agency of Transportation

DATE: _____



Resolution

TOWN OF MILTON

CERTIFICATE of COMPLETION and OPENING of a HIGHWAY for PUBLIC TRAVEL

WHEREAS, Title 19 Section 305 of the Vermont Statutes Annotated requires the Selectboard to make a certificate of completion and acceptance; and

WHEREAS, the following Warranty Deeds have been presented to the Selectboard for acceptance; and

WHEREAS, the Town Attorney has reviewed the Warranty Deeds and determined that they are in acceptable form; and

WHEREAS, the Public Works Director has reviewed the infrastructure and found it to be in acceptable condition at the end of the two year warranty period as required by the Milton Public Works Specification; and

WHEREAS, Horseshoe Circle and Dustin Drive are Class III Roads; and

WHEREAS, said Warranty Deeds were accepted by the Selectboard on January 20, 2015; and

THEREFORE, BE IT RESOLVED, that on the 2nd day of February, 2015, at a duly warned Selectboard meeting, we officially accept this Certificate of Completion and Opening of a Highway for Public Travel effective February 2, 2015 for the following highways:

1. Warranty Deed dated 24 November 2008, from Steven L. Reynolds to the Town of Milton for Town Highway Horseshoe Circle that is 830' long.
2. Warranty Deed dated 24 November 2008, from Steven L. Reynolds to the Town of Milton Town Highway Dustin Drive that is 490' long.

BE IT FURTHER RESOLVED, that this certificate will be recorded in the Land Records of the Town of Milton along with the Warranty Deed.

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

MILTON SELECTBOARD

Darren Adams, Chairperson

John Gifford, Vice-Chairperson

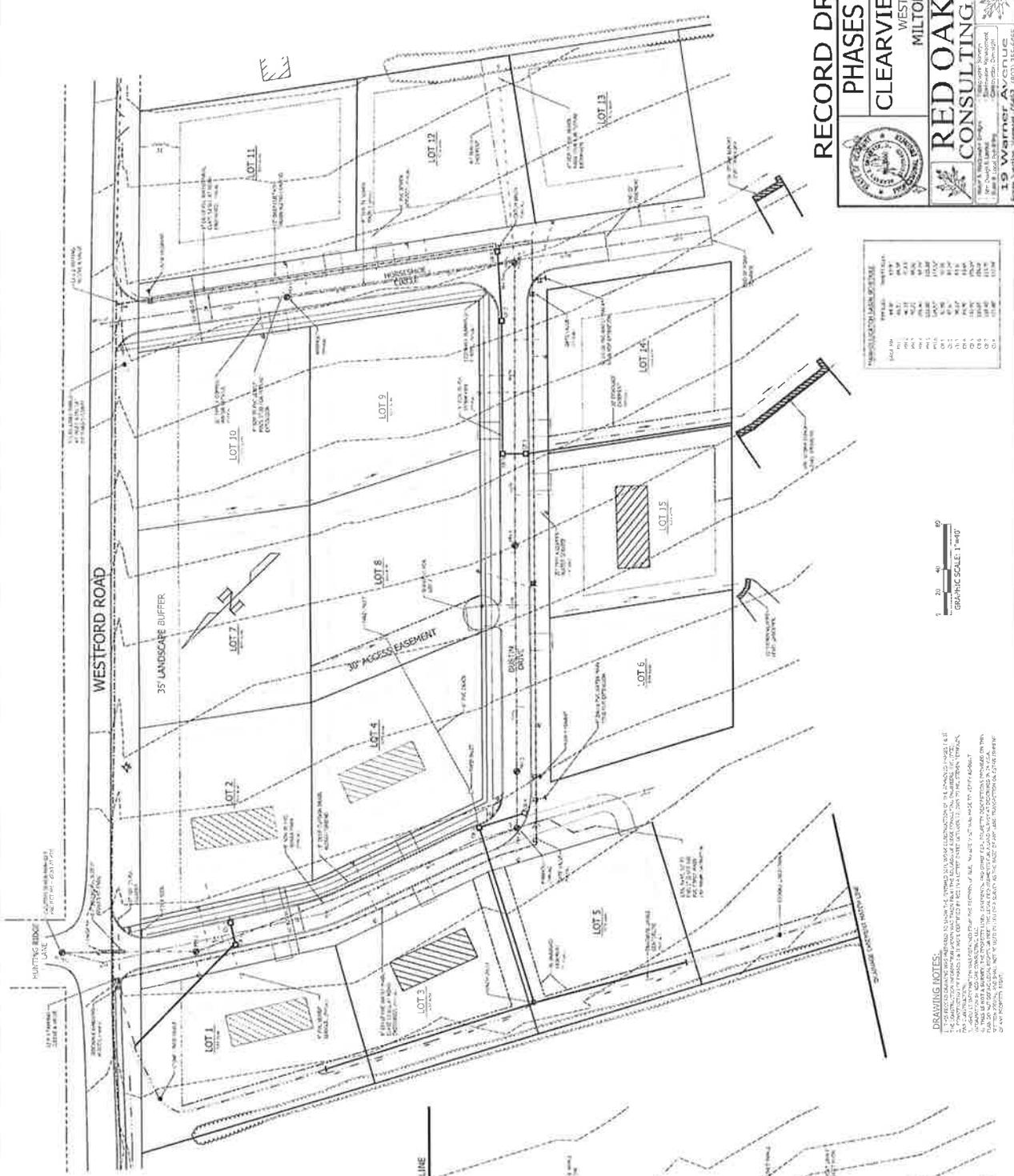
John Bartlett, Clerk

Stuart King

Brenda Steady

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

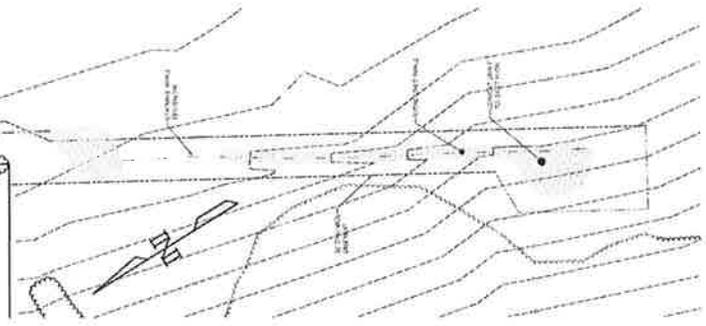
Attest: _____
Milton Assistant Town Clerk



LEGEND

	BOUNDARY OF WATER AREA
	FENCE LINE
	10' SETBACK
	20' SETBACK
	30' SETBACK
	35' SETBACK
	40' SETBACK
	50' SETBACK
	60' SETBACK
	75' SETBACK
	100' SETBACK
	150' SETBACK
	200' SETBACK
	250' SETBACK
	300' SETBACK
	350' SETBACK
	400' SETBACK
	450' SETBACK
	500' SETBACK
	550' SETBACK
	600' SETBACK
	650' SETBACK
	700' SETBACK
	750' SETBACK
	800' SETBACK
	850' SETBACK
	900' SETBACK
	950' SETBACK
	1000' SETBACK

DRAINAGE EASEMENT MATCH LINE



PROPOSED LOT AREA SCHEDULE

LOT NO.	AREA (SQ. FT.)	AREA (AC.)
LOT 1	10,000	0.23
LOT 2	10,000	0.23
LOT 3	10,000	0.23
LOT 4	10,000	0.23
LOT 5	10,000	0.23
LOT 6	10,000	0.23
LOT 7	10,000	0.23
LOT 8	10,000	0.23
LOT 9	10,000	0.23
LOT 10	10,000	0.23
LOT 11	10,000	0.23
LOT 12	10,000	0.23
LOT 13	10,000	0.23
LOT 14	10,000	0.23
LOT 15	10,000	0.23
TOTAL	150,000	3.45



DRAWING NOTES:

1. ALL DISTANCES ARE APPROXIMATE AND SHOULD BE VERIFIED BY SURVEY OR BY MEASUREMENT OF THE PROPERTY TO BE DEVELOPED.
2. THE PROPERTY IS TO BE DEVELOPED IN ACCORDANCE WITH THE ZONING REGULATIONS OF THE TOWN OF MILTON, VERMONT.
3. THE PROPERTY IS TO BE DEVELOPED IN ACCORDANCE WITH THE ZONING REGULATIONS OF THE TOWN OF MILTON, VERMONT.
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10. THE PROPERTY IS TO BE DEVELOPED IN ACCORDANCE WITH THE ZONING REGULATIONS OF THE TOWN OF MILTON, VERMONT.

RECORD DRAWING
PHASES I & II PLAN
CLEARVIEW ESTATES
 WESTFORD ROAD
 MILTON, VERMONT

RED OAK CONSULTING LLC
 150 W. MAIN ST. APT. 100
 MILTON, VT 05470
 TEL: 802.885.1111
 FAX: 802.885.1112
 WWW.REDOAKCONSULTING.COM

DATE: 12/12/2014
 D.W.F. 14004
 D.W.F. B.X.C.
 SHEET NO. 3

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS THAT, I, Steven L. Reynolds,
of Milton, County of Chittenden and State of Vermont, Grantor, in the consideration of TEN
AND MORE Dollars paid to my full satisfaction by the **Town of Milton**, a Vermont
Municipality, Grantee, by these presents, do freely **GIVE, GRANT, SELL, CONVEY AND**
CONFIRM unto the said Grantee, the **Town of Milton**, its successors and assigns forever, a
certain piece of land in the Town of Milton, County of Chittenden, and State of Vermont,
described as follows, viz:

Being a sixty-foot (60') wide strip of land depicted on a final approved subdivision plat entitled: "Clearview Estates Boundary Survey Steven Reynolds, Westford & East Roads, Milton, Vermont," dated July 8, 2002, prepared by Warren A. Robenstien, L.S., and recorded at Map Slide No. 394 of the Town of Milton Land Records and described as follows:

Beginning at a concrete monument located on the south side of Westford Road, said point being the northeast corner of Lot No. 1; thence proceeding S 32° 45' 35"W a distance of 173.73 feet to a concrete monument; thence proceeding S 19° 40' 45"W a distance of 149.56 feet to a concrete monument; thence proceeding S 28°35'15"W a distance of 59 feet, more or less to a point; thence turning to the left and proceeding S 44° 47' 50" W a distance of 60 feet to a concrete monument located on the north west corner of Lot No. 6; thence proceeding along the northerly line of Lot No. 6 S 44° 47' 50" E a distance of 145 feet to an iron pin; thence proceeding in the same direction 70 feet along the northerly line of Lot No. 15 to a point; thence turning at a right angle and proceeding in a northerly direction sixty (60') feet to a point in the southerly line of Lot No. 8; thence proceeding N 44° 47' 50"W along the southerly line of Lot No. 8 to an iron pin; thence proceeding in the same direction 148.08 feet and Lot No. 4 to the southwest corner of Lot No. 4 marked by a concrete monument ; thence proceeding N 19° 40' 45"E a distance of 166.22 feet to a concrete monument; thence N 32° 45' 35"E a distance of 153.61 feet to a concrete monument on the southerly line of Westford Road; thence turning to the west and proceeding sixty (60') feet along the southerly side of Westford Road to the point of beginning.

Also included are all improvements located within the above described sixty (60') foot wide strip of land, excluding street lights.

Being a portion of the land and premises conveyed to Stephen L. Reynolds by Warranty Deed of Harold S. Cadreact and Eleanor B. Cadreact dated July 11, 2005, recorded in Volume 317 at Page 522 of the Town of Milton Land Records.

Reference is hereby made to the above-mentioned deeds, the records thereof and to the references therein contained, all in further aid of this description

TO HAVE AND TO HOLD all said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, the **Town of Milton**, its successors and assigns, to its own use and behoof forever; And the said Grantor, **Steven L. Reynolds**, for himself and his heirs and assigns and administrators, does covenant with the said Grantee, the **Town of Milton**, its successors and assigns that until the ensealing of these presents he is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that it is **FREE FROM EVERY ENCUMBRANCE**: except as aforesaid; And he hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, I, Steven L. Reynolds, hereunto set my hand and seal this

24th day of November, 2008

In Presence of:

Regina Mahoney
Witness

Steven L. Reynolds
Steven Reynolds

STATE OF VERMONT)
COUNTY OF CHITTENDEN, ss.)

At Milton, in said County and State this 24th day of Nov, 2008, **Steven Reynolds**, personally appeared, and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed.

Before me Loretta R. DeLuca
Notary Public

My Commission Expires: 2/10/2011

WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS THAT, I, Steven L. Reynolds, of Milton, County of Chittenden and State of Vermont, Grantor, in the consideration of TEN AND MORE Dollars paid to my full satisfaction by the **Town of Milton**, a Vermont Municipality, Grantee, by these presents, do freely **GIVE, GRANT, SELL, CONVEY AND CONFIRM** unto the said Grantee, the **Town of Milton**, its successors and assigns forever, a certain piece of land in the Town of Milton, County of Chittenden, and State of Vermont, described as follows, viz:

Being a sixty-foot (60') wide strip of land depicted on a final approved subdivision plat entitled: "Clearview Estates Boundary Survey Steven Reynolds, Westford & East Roads, Milton, Vermont," dated July 8, 2002, prepared by Warren A. Robenstien, L.S., and recorded at Map Slide No. 394 of the Town of Milton Land Records and described as follows:

Beginning at a point on the southerly side of Westford Road, said point being the northwest corner of Lot No. 11 marked by a concrete monument; thence proceeding S 36° 38' 30"W along the westerly line of Lot No. 11 and Lot 12 a distance of 351.99 feet, to the southwest corner of Lot 12 marked by an iron pin; thence turning to the right and proceeding N 53° 21' 30"W a distance of 60 feet to a concrete monument located at the northeast corner of Lot No. 14; thence proceeding N 44° 47' 50"W along the northerly line of Lot 14 a distance of 145 feet to an iron pin; thence proceeding in the same direction 75 feet along the northerly boundary of Lot 15 to a point marking the easterly portion of said 60 foot wide strip conveyed in Phase I; thence turning to the right and proceeding 60 feet in a northerly direction along the easterly line of said sixty 60 foot strip conveyed in Phase I to a point in the southerly line of Lot 8; thence turning to the right and proceeding S 44° 47' 50"E along the southerly line of Lot 8 to an iron pin marking the southeast corner of Lot 8; thence proceeding in the same direction a distance of 132.0 feet to the south east corner of Lot 9 marked by a concrete monument; thence proceeding N 36° 38' 30"E along the easterly line of Lot 9 a distance of 150.14 feet to an iron pin; thence proceeding in the same direction a distance of 151.99 feet to the south line of Westford Road marked by a concrete monument; thence turning to the right and proceeding 60 feet along the southerly line of Westford Road to the point of beginning.

Also included are all improvements located within the above described sixty (60') foot strip of land, excluding street lights.

Being a portion of the land and premises conveyed to Stephen L. Reynolds by Warranty Deed of Harold S. Cadreact and Eleanor B. Cadreact dated July 11, 2005, recorded in Volume 317 at Page 522 of the Town of Milton Land Records.

Reference is hereby made to the above-mentioned deeds, the records thereof and to the references therein contained, all in further aid of this description

TO HAVE AND TO HOLD all said granted premises, with all the privileges and appurtenances thereof, to the said Grantee, the **Town of Milton**, its successors and assigns, to its own use and behoof forever; And the said Grantor, **Steven L. Reynolds**, for himself and his heirs and assigns and administrators, does covenant with the said Grantee, the **Town of Milton**, its successors and assigns that until the en sealing of these presents he is the sole owner of the premises, and has good right and title to convey the same in manner aforesaid, that it is **FREE FROM EVERY ENCUMBRANCE**: except as aforesaid; And he hereby engages to **WARRANT AND DEFEND** the same against all lawful claims whatever, except as aforesaid.

IN WITNESS WHEREOF, I, Steven L. Reynolds, hereunto set my hand and seal this

24th day of November, 2008

In Presence of:

Regina Mahony
Witness

Steven L Reynolds
Steven Reynolds

STATE OF VERMONT)
COUNTY OF CHITTENDEN, ss.)

At Milton, in said County and State this 24th day of Nov, 2008, **Steven Reynolds**, personally appeared, and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed.

Before me Loretta F. Dennis
Notary Public

My Commission Expires: 2/10/2011



Milton Police Department
37 Bombardier Road
Milton, VT 05468
(802) 893-6171 Voice
(802) 893-6032 Fax



MEMO

TO: Brian Palaia, Town Manager
FROM: Chief Brett Van Noordt BVN
DATE: January 26, 2015
SUBJECT: Homeland Security Grant Program (HSGP)
Law Enforcement Terrorism Prevention Program (LETPP)

The Vermont Homeland Security Unit (HSU) is seeking applications for 3 camera License Plate Readers (LPR).

The funding will be through the Law Enforcement Terrorism Prevention Program ("LETPP") of the FY15 Homeland Security Grant Program (HSGP) Program. This funding will allow local law enforcement agencies to enhance their capabilities in Information Sharing and Analysis.

Please find attached a Resolution, Legislative and Fiscal Analysis and supporting documents requesting the Milton Selectboard approve the submission of an application to the Vermont Homeland Security Unit (HSU) for this grant. No matching funds from the Town of Milton are required for this grant.

These grants will be awarded on a statewide competitive basis. It is expected that requests will exceed funding capabilities; therefore, not all applicants will receive funding for their proposals. Please note that this funding opportunity is for Federal Fiscal Year 2015, which will not be awarded to the DEMHS until sometime in mid-fall, calendar year 2015.

Applications will be reviewed for geographical location and crime and traffic statistics. A three year maintenance contract will be included. Maintenance will be the responsibility of the Recipient after the initial three year contract expires.

ALL COMPLETE APPLICATIONS ARE DUE NO LATER THAN Friday, February 27, 2015 at 3:00 p.m. APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Legislative Analysis:

"HOW THIS WILL IMPACT THE TOWN."

This funding is through the Law Enforcement Terrorism Prevention Program ("LETPP") of the FY15 Homeland Security Grant Program (HSGP). This funding allows local law enforcement agencies to enhance our capabilities in information sharing and analysis.

The License Plate Reader (LPR) will be beneficial to the Town of Milton because LPR is a way to enable police to detect vehicles whose registered owner is under suspension, wanted or if the vehicle is stolen. The cameras are able to read registration plates and feed them through a data base. The plates can be processed thousands per second.

This technology automatically triggers "in-car" audio/visual alarms based on LPR "Hot-Lists" (kept at the Department of Public Safety) associated with stolen autos, illegal drugs and other criminal activities by matching the plates against a state database. All LPR data is forwarded to a Department of Public Safety server. The LPR will aid in officer safety and will greatly enhance information sharing terrorist watch lists.

Fiscal Analysis:

"HOW THIS WILL IMPACT THE TOWN FINANCIALLY."

The License Plate Reader (LPR) is a state bid item. Ongoing service/maintenance expenses for the LRP is about \$3,400 per year. The first 3 years are paid for by the grant. There are no matching funds required for this license plate reader valued at approximately \$25,450.



Resolution

TOWN OF MILTON

Law Enforcement Terrorism Prevention Program (LETPP) Grant
Authorization to submit application, accept and expend the funds awarded,
and make the necessary budget amendments

WHEREAS, the Milton Selectboard accepted Policy 96-01 which requires a resolution be adopted by them at a duly scheduled Selectboard meeting for acceptance and expenditure of federal funds; and,

WHEREAS, the Staff requests the Milton Selectboard approve the submission of an application to the Vermont Homeland Security Unit (HSU) to secure approximately \$25,450 for a License Plate Reader (LPR). Applications will be reviewed for geographical location and crime and traffic statistics. A three year maintenance contract will be included. Maintenance will be the responsibility of the Recipient after the initial three year contract expires; and,

WHEREAS, there are no matching funds required by the Town of Milton, the vendor, ELSAG North America Law Enforcement Systems, LLC, is a sole source vendor and is the state bid price. The grants will be awarded on a state-wide competitive basis and all applications are due on February 27, 2015; and,

WHEREAS, Staff requests the Selectboard to authorize the Town Manager to execute the necessary documents to apply for, accept and expend the grant funds if awarded, and make the necessary budget amendments.

NOW THEREFORE BE IT RESOLVED, the Milton Selectboard authorizes the Town Manager to execute the necessary documents to apply for the LETPP Grant funds through the VT Homeland Security Unit, upon receipt accept said funds, approve the expenditure of said funds for License Plate Reader and make the necessary budget amendment(s).

Dated at Milton, Vermont this 2nd day of February, 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

DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
MEMORANDUM



TO: Vermont's Law Enforcement Community
FROM: Joe Flynn, Director, Division of Emergency Management and Homeland Security
DATE: January 16, 2015
SUBJECT: Homeland Security Grant Program (HSGP) - Law Enforcement Terrorism Prevention Program (LETPP)

The Division of Emergency Management and Homeland Security (DEMHS) is seeking applications for the items listed below. This funding, provided through the Law Enforcement Terrorism Prevention Program (LETPP) Homeland Security Grant Program (HSGP) Program, will allow local law enforcement agencies to enhance their Capabilities in Intelligence & Information Sharing. DEMHS review of applications will be in coordination with the Law Enforcement Working Group,

Please note that this funding opportunity is for Federal Fiscal Year 2015, which will not be awarded to the DEMHS until sometime in mid-fall, calendar year 2015. FEMA has modified the way in which States apply for funding which requires States to provide detailed information as to who the sub-recipients of the funding will be at the time of application. This changes our methodology of how we award grants and causes us to release an RFP, review applications from local and state entities and make decisions on potential subgrants prior to the DEMHS applying for the funding. This means that as a local or state entity, you will not receive a grant agreement for items approved for purchase until mid-fall, calendar year 2015 when we receive the funding. The grant agreement will need to be executed **BEFORE** any equipment can be ordered or purchased, as is currently the practice.

DEMHS will be holding several grant outreach meetings in late January and early February 2015 to provide program updates, answer questions on allowable items for application, and to assist in the development of applications. Dates and locations are being finalized. As soon as this is done, the schedule will be emailed out to all parties.

*****Applications will not be reviewed unless all requirements are met at the time of application review. This includes signatures by all appropriate parties on the cover page;** assistance in completing the application can be obtained by contacting Jessica Stolz, Jessica.stolz@state.vt.us or (802) 241-5094.

The Law Enforcement Working Group will consider requests for items detailed below. The Working Group will prioritize requests based on the need outlined in the grant application.

a) **New Mobile Data Terminals (MDT) or Tablets, Training, with One Additional Cruiser Mount**

- If provided this equipment, agencies agree to participate in sharing of information and agree to abide by the state and federal information exchange standards and regulations. The executive officer of each agency will work with the Vermont Intelligence Center to determine how best their agency can assist in the sharing of criminal information.
- The Department of Public Safety, Office of Technology Management (OTM) coordinates the Mobile Data Terminal Program. In an effort to make the Program uniform to one platform, be more efficient, and streamline data collection, OTM recommends the Panasonic Toughbook Model CF-532ULZLCM, which includes: touch

screen, back lit keyboard and multi-carrier integrated cellular modem or the Panasonic Toughpad Model FZ-G1FA3GFCM, which includes: multi-carrier integrated cellular modem and integrated Ethernet adapter. If other models of computers or tablets are chosen, they will be provided limited OTM software support only.

- If provided equipment, the Subrecipient agrees that their respective IT support will work with the OTM Mobile Data Program Coordinator to bring their new units online.
- It is permissible for agencies to apply for one additional MDT or Tablet mounting hardware for an additional cruiser.
- MDTs and Tablets must be assigned to a cruiser and NOT to an individual officer. It is not allowable to have both an MDT and a Tablet in a single cruiser.
- Only replacement of MDTs or Tablets over 4 years old or that prohibit current software downloads that assist in information sharing efforts, are allowable. Usage of MDTs or Tablets will be monitored and assessed by the Law Enforcement Working Group for need. When replacing an MDT or Tablet, an asset list must be provided including make, model and serial number of unit being replaced. This must accompany the application.
- MDTs being replaced will have their mobile and net motion licensing transferred to the new equipment and no further support will be provided by OTM on the older equipment.
- OTM recommends that strong consideration be given when considering moving to a tablet. With the e-citation program coming online, a need will be created for windows based software system with the ability to have a thermal printer and driver's license barcode reader hooked up to the Tablet. Currently, not all Tablets have this functionality. Departments with Automatic License Plate Readers (ALPR) will need a Windows-based operating system in the cruiser to be compatible with the plate reader software.

b) License Plate Readers (LPR) with Three Year Maintenance Cost and Training

- Applications will be reviewed for geographical location and crime and traffic statistics.
- A three year maintenance contract will be included. Maintenance will be the responsibility of the Recipient after the initial three year contract expires.
- Training in the use of the LPR will be mandatory as a condition of award.
- Recipients of an LPR must agree to the model Policy for LPRs ensuring standard Civil Rights and Privacy.
- Only applications for three (3) camera systems will be reviewed.
- Server and storage fees associated with LPR operation are the responsibility of the receiving agency. Grant funds may not be used to pay for these.

c) MorphoTrak Fingerprint Scanning Machines with Printer, Training and First Year Maintenance Costs

- Priority shall be given to those agencies that generate the largest amount of fingerprint submissions, based on percentage of arrests with fingerprints. Vermont Crime Information Center (VCIC) has identified those agencies and this list will be provided to the reviewers of the proposals.
- All law enforcement agencies that receive a MorphoTrak fingerprint scanning machine will be required to allow other law enforcement agencies in surrounding communities to access the machine 24/7/365 as a condition of award.
- Training on the use of the MorphoTrak will be required.

GRANT APPLICATION GUIDELINES & REQUIREMENTS:

Application Guidelines:

Departments that wish to apply for HSGP funding must review the Guidelines and Requirements outlined below prior to completing the application documents. All application packages must include the following documents:

A. Vermont Subgrant Application

- i. See instructions on pages 6-8 completing the application.
- ii. Please make sure to complete, sign the cover page, initial and date page 5 for submittal on HSGP Eligibility Requirements.
- iii. The Application can be found by accessing the following link:
www.hsu.vermont.gov/funding

B. Cash Advance

- i. If your project is too large for your agency to accomplish in a Reimbursement (after-the-fact) in arrears of expenses, you may request pre-payment on a “Limited Cash Advance” basis. Check the box in 8a and provide justification for consideration. A possible justification may be a large required purchase by a low-budget agency or organization. Large purchases as the sole justification will not be approved.
- ii. You must provide a copy of your Agency’s Cash Advance Policy if you are requesting a Cash Advance.

C. Quotes

- i. Three (3) quotes or justification as to why three (3) quotes could not be obtained.

D. Memorandum of Endorsement

- i. A memorandum of endorsement from a public safety agency within the community applying must be included in the application package providing acknowledgement that the primary purpose of the project is to enhance public safety communications within the community, as outlined in the application.
- ii. This is only necessary if the entity applying for the funds is not a public safety agency within the community where the equipment is going to be located.

E. Completed HSGP Asset List

- i. The asset list should include all Homeland Security Grant Program funded purchases that have not exceeded their useful life. If you are requesting new equipment, no Asset List is required.
- ii. A template for the asset list can be found by accessing the following link:
www.hsu.vermont.gov/funding.

F. Department Roster

- i. A complete department roster should be provided including name, rank and call number, where applicable.

G. FCC License

- i. A copy of your valid narrowband FCC License or application
- ii. If a narrowband license has been applied for but not received proof of the license, application must be provided with the application documents. In this scenario the Vermont Communications Board will review the request; however, if the request is approved an award will not be issued until a copy of the approved narrowband FCC license is provided. Ask your radio vendor or visit www.fcc.gov for more information.

H. Procurement Standards

- i. Subrecipients will use their own procurement procedures which reflect applicable local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in **2 CFR part 200**

<http://www.ecfr.gov/cgi-bin/text-idx?SID=289fd4edcc40f3b0cb6a4bd62aa39dbf&node=pt2.1.200&rgn=div5>

I. Certificate of Insurance

- i. A copy of your Certificate of Insurance validating current insurance coverage.
- ii. 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

J. Necessary Permits

- i. A copy of necessary permits, where applicable
- ii. Local and state permitting requirements must be met prior to submitting an application

Eligibility Requirements Include:

1. Complete Application Submitted

No application will be reviewed by the Steering Committee if **all** requirements under "Application Guidelines" and "Eligibility Requirements" are not submitted and complete. Assurances in completing the application can be obtained by contacting Jessica Stolz, Jessica.stolz@state.vt.us or (802) 241-5094.

2. National Incident Management System

All agencies applying for Homeland Security funds must be in compliance with National Incident Management System (NIMS) activities set forth in Vermont's NIMS Implementation Plan, including having a current local Emergency Operations Plan on file at the Division of Emergency Management & Homeland Security. Applications received by agencies not in compliance will not be reviewed. The Division of Emergency Management & Homeland Security will validate each agency's compliance for meeting NIMS Objectives by referencing the Vermont NIMS Implementation Plan and FEMA NIMS Implementation Objectives documents. The Vermont NIMS Implementation Plan can be found here:

www.hsu.vermont.gov/NIMS

3. **National Incident Based Reporting System**

Pursuant to *VSA Title 20, Section 2054*, all state law enforcement agencies, sheriff departments, and municipal police departments shall report their crime statistics to the Vermont Criminal Information Center in compliance with the National Incident Based Reporting System (NIBRS) and in a format prescribed by VCIC as a condition for any and all grant awards.

4. **National Suspicious Activity Initiative**

In an effort to support the national priority to sustain the Special Operations terrorism prevention capability, DHS has established a top priority to educate Special Operations on the National Suspicious Activity Initiative (NSI). This initiative standardizes suspicious activity reporting nationwide. In collaboration with the DHS, the IACP has created a one hour on-line training to ensure standardized identification and reporting of suspicious criminal activity. It is recommended that all Vermont law enforcement agencies' sworn personnel (part and full time) participate in this one hour online training. Agencies may access the Vermont training via the following link: <https://www.jpmaweb.com/etrain/index.asp?o=162>. Should you have any questions please contact Captain Rick Hopkins, Richmond.hopkins@state.vt.us.

5. **National Fire Incident Reporting System**

Pursuant to *VSA Title 20, Section 2833 - Reports to fire marshal*, incident reports must be submitted to the National Fire Incident Reporting System (NFIRS) within 15 days after the end of the previous month as a condition for any and all grant awards. All agencies applying for Division of Emergency Management and Homeland Security funds must submit a current copy of their completed NIFRS report with their application. Instructions on how to print this report can be found online at

<http://hsu.vermont.gov/sites/vhs/files/Using%20web%20based%20reports.pdf>

6. **Financial Risk Assessment Survey**

To meet the Code of Federal regulations, the Vermont Department of Public Safety requires all agencies to complete a financial risk assessment survey (<https://www.surveymk.com/s/SFVZSTB2013>). This should be completed by your agency's fiscal agent annually.

7. **System for Award Management**

Applicants must have a valid DUNS number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA).

8. **Plans and Procedures**

Please ensure that your equipment proposal matches your organization's plans and procedures for response to and/or prevention of WMD incidents. The Division of Emergency Management and Homeland Security requires local response organizations to coordinate equipment

proposals with the appropriate departments in their mutual aid district and other regional response entities.

9. Procurement Policy

Agencies receiving funding must follow their own established procurement policies or revert to the State of Vermont’s procurement policy. The agency’s policy must be in writing and submitted to the Division of Emergency Management and Homeland Security.

10. Funding Opportunities

Those wishing to apply for HSGP funds should visit the Funding Opportunities section of the Division of Emergency Management & Homeland Security web site at www.hsu.vermont.gov/funding.

11. SUBMISSION OF APPLICATION

All applications must be RECEIVED at the Division of Emergency Management & Homeland Security office by **Friday, February 27, 2015 at 3:00 p.m.** **Proposals received after this date and time will NOT be eligible for consideration.** To facilitate processing, grant applications should be sent electronically to Deb Hamilton at deb.hamilton@state.vt.us. If you are unable to send your application electronically, you may mail it to the Grants Management Unit, 103 South Main Street, Waterbury, VT 05671-2101. **It must be received at our office no later than the due date and time listed above.**

Applicants must submit separate applications for each equipment category, i.e. Morphotrack, MDTs, Tablets, or LPRs.

Application Evaluation Criteria:

- 1) Each member of the Law Enforcement Working Group will review each application independently.
- 2) The Law Enforcement Working Group will award a score of 1 to 5 to each evaluation criteria outlined in the table below. One (1) is not at all, three (3) is no opinion, and five (5) is excellent.
- 3) A score will be taken for each application. If the Criteria is not applicable to the agency applying, then the total possible points will be adjusted accordingly.
- 4) A score of 50 or below will result in an award NOT being issued. A score greater than 50 does not guarantee an award.
 - a. The Law Enforcement Working Group may choose to ask for additional documentation for review, as they see appropriate, to assist in the review and award process.

<u>Evaluation Criteria</u>	<u>Possible Points</u>
Complete Vermont Subgrant Application	5
Copy of agency’s Cash Advance Policy (if applying for Limited Cash Advance)	5
Three (3) quotes or justification as to why three (3) quotes could not be obtained	5
Complete HSGP Asset list provided and complete	5
Procurement Standards provided	5
Copy of Certificate of Insurance with current coverage	5
NIMS Compliant based on the 2014 Vermont NIMS Implementation Plan	5
NIBRS up to date	5
NSI up to date	5
NFIRS up to date	5

Financial risk assessment survey complete	5
Valid DUNS number and registration with SAM complete	5
The application identifies and quantifies the need for the proposed equipment (Problem Statement).	5
The application identifies the acquisition proposed to improve the need identified (Proposed Countermeasure).	5
The application identifies the link between the proposed acquisition and the identified need (Linkage).	5
The application identifies the data to be collected to evaluate the success of the acquisition (Measurement/evaluation).	5
Reviewer is confident in the applicant's proposed acquisition will contribute to progress in the State's goals and objectives.	5
The applicant has demonstrated a willingness to participate and cooperate in the State's effort to improve Capabilities.	5
The use of this subgrant opportunity will increase the applicant's ability to better deliver services to constituents.	5
Reviewer is confident in the applicant's ability to properly use, report and document the funds to be subgranted.	5
TOTAL POINTS	100

Applicants must submit separate applications for each equipment category, i.e. Morphotrack, MDTs, Tablets, or LPRs. If you have questions or require additional information regarding this funding, please contact Jessica Stolz at Jessica.stolz@state.vt.us or at (802) 241-5094.

ALL COMPLETE APPLICATIONS ARE DUE NO LATER THAN Friday, February 27, 2015 at 3:00 p.m.. APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE CONSIDERED.



Resolution

TOWN OF MILTON

Tax Sales, Duty of Town Manager

WHEREAS, the Milton Selectboard recognizes a need for the Interim Town Manager, or his/her Agent, acting as Delinquent Tax Collector for the Town of Milton to pursue collection of real estate taxes through tax sales and utility billings in the same manner; and

WHEREAS, the Selectboard further recognizes that such action may be necessary on a case by case basis.

NOW THEREFORE BE IT RESOLVED that the Milton Selectboard hereby authorize the following:

The Interim Town Manager, Paul Bohne may hire an Attorney to prepare and/or conduct tax sales pursuant to Title 30, VSA, Chapter 133 and to prepare and/or conduct property sales for unpaid utility bills in the same manner as provided by law for the collection of taxes under subchapter 9 of chapter 133 of Title 32.

The Interim Town Manager may take tax sale action, pursuant to Title 30, VSA, Chapter 133, Subsection 5258 and 5259 and for unpaid utility bills in the same manner as provided by law for the collection of taxes under subchapter 9 of chapter 133 of Title 32, on a case by case basis as it relates to purchasing and/or disposal property as a result of tax/property sale, on behalf of the Town of Milton;

The Interim Town Manager is authorized to sign necessary documents as it relates to purchase/disposal of such property.

Dated: February 2, 2015
Milton Selectboard

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

MILTON SELECTBOARD

Darren Adams, Chair

John Gifford, Vice-Chair

John Bartlett, Clerk

Brenda Steady

Stuart King

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

Attest: _____
Milton Assistant Town Clerk

The Vermont Statutes Online

Title 32: Taxation and Finance

Chapter 133: ASSESSMENT AND COLLECTION OF TAXES

32 V.S.A. § 5258. Fees and costs allowed after warrant and levy recorded

§ 5258. Fees and costs allowed after warrant and levy recorded

The fees and costs allowed after the warrant and levy for delinquent taxes have been recorded shall be as follows: Levy and extending of warrant, \$10.00; recording levy and extending of warrant in town clerk's office, \$10.00, to be paid the town clerk; notices and publication of notice, actual costs incurred; and expenses actually and reasonably incurred by the tax collector for legal assistance in the preparation for or conduct of said sale when authorized by the selectboard, provided that such expenses shall not exceed 15 percent of the uncollected tax; travel, reimbursement at the rate established by the contract governing state employees; attending and holding sale, \$10.00; making return \$10.00 and recording same in town clerk's office, to be paid town clerk \$10.00; collector's deed, \$30.00; which fees and costs, together with the collector's fee of eight percent shall be in lieu of any or all other fees and costs permitted or allowed by law. (Amended 1963, No. 124; 1983, No. 11

6 (Adj. Sess.); 1985, No. 264 (Adj. Sess.), § 4; 1995, No. 106 (Adj. Sess.), § 3.)

Memorandum

To: Selectboard

From: Ann Janda, Management Fellow

Date: 02/02/15

Re: **Authorize Interim Manager to Assume Role of Authorizing Official (AO) on Vermont Community Development Program (VCDP) Grants**

The Selectboard recently authorized the Town Manager to execute two grant agreements with the Vermont Community Development Program (VCDP).

The first grant (07110-55-2013-Milton-00006) was awarded to the Town of Milton to pass through to the Champlain Housing Trust for its regional Housing Rehab Revolving Loan Fund in Chittenden, Franklin and Grand Isle counties in the amount of \$875,500.

The second grant (07110-PG-2014-Milton-00001) was awarded to the Town of Milton to pass through to Cathedral Square Corporation for a feasibility study of affordable age-restricted housing in Milton in the amount of \$30,000.

Included in the agenda packet are the PM-1 forms for both grants, which name Town Manager, Brian Palaia as the Authorizing Official (AO) to execute documents that may be necessary to secure these funds.

As overall administrator of both of these grants, and at the direction of the Vermont Community Development Program, I am requesting that the Selectboard make a motion to authorize Paul Bohne, Interim Manager, to take over the role of Authorizing Official (AO) to execute the Grant Agreements and other Documents necessary to secure the grant funds for all current VCDP grant agreements with the Town of Milton.

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE

Form PM-1

WHEREAS, the (check one) Town City Village of Milton
has applied for funding under the Vermont Community Development Program, as provided for in 10
VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant
Agreement
07110-P6-2014 - Milton-00001 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Ann Janda Title Management Fellow
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) Brian Palala Title Town Manager
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 5th day of JANUARY, 2015.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Daran Adams
JOHN C. GIFFORD
JOHN W. BARTLETT
Brenda K Steady

[Signature]
John C Gifford
John W. Bartlett
Brenda K Steady

For Agency Use:
 Processed By: _____ Date: _____

GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE

Form PM-1

WHEREAS, the (check one) [] Town [] City [] Village of Milton
has applied for funding under the Vermont Community Development Program, as provided for in 10
VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant
Agreement # 07110-55-2013 - MILTON-00006 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Ann Janda Title Management Fellow is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) Brian Palcia Title Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 1st day of December, 2014.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Darren Adams
Stuart N King
JOHN W. BARTLETT
JOHN C GIFFORD
Brenda Steady

[Signature]
[Signature]
John Wm
John C Gifford
Brenda Steady

For Agency Use:

Processed By: _____ Date: _____



TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • Fax: 893-1005

MEMORANDUM

TO: Town of Milton Selectboard

FROM: Erik Wells, Exe. Assistant to the Town Manager / HR Coordinator

RE: Line of Credit in Interim Town Manager Paul Bohne's Name

DATE: February 2, 2015

The Town Credit Card managed through the Business Credit Card Services division of People's United Bank is required to be open in the name of the current Town Manager. Presently the card is in Brian Palaia's name.

I request the Board authorize opening a line of credit in Interim Town Manager Paul Bohne's name in the amount of \$1. Peoples United Bank informed me once this line of credit is established the account in Brian Palaia's name can be closed out. Once the billing cycle is complete and the outstanding balance in Brian Palaia's name is paid off later this month, we can then request that our authorized limit of \$7,500 be placed on the line of credit in Paul Bohne's name.

This action by the Board is an administrative task for which its authorization is necessary.



Resolution

TOWN OF MILTON

Line of Credit/Business Card in Interim Town Manager Paul Bohne's Name

WHEREAS, the Selectboard of the Town of Milton oversees the credit limits for the Town; and,

WHEREAS, the Town Credit Card managed through the Business Credit Card Services division of People's United Bank is required to be open in the name of the current Town Manager.

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes a line of credit with the Business Credit Card Services division of People's United Bank in the name of Interim Town Manager Paul Bohne in the amount of \$1 and authorizes the Town's Business Card be in Paul Bohne's name.

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
Selectboard Meeting Minutes
January 26, 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: none

Staff Members Present: Brian Palaia, Town Manager; Erik Wells, Executive Assistant/HR Coordinator; Jake Hemmerick, Town Planner

Others Present: Henry Bonges, Planning Commission Member; Julie Rutz, Planning Commission Member; Tony Micklus, Planning Commission Member

I. **Call to Order** – Adams called the meeting to order at 6:05 p.m.

II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

III. **Budget Review**

A) **Discussion and Finalization of FY 2016 Budget, Ballot Items, and Town Meeting Warning**

Palaia stated the revised FY '16 budget reflects the additional changes the Board requested last week with a \$120,000 increase to the paving line item followed by a 1% reduction in the budget overall. This is a 2 cent tax rate increase, with a 4.1% budget increase overall. Adams asked if additional savings could be found to set the budget increase at 3.9% from FY '15 by cutting an additional \$10,000. After discussion, it was determined an additional \$7,500 would be cut from the contingency budget and the \$2,500 allocated to cover membership to the National League of Cities & Towns line item would be cut from the Selectboard budget to achieve the additional \$10,000 in savings.

Gifford motioned to adopt a budget for Fiscal Year 2016 in the amount of \$7,519,071 of which to be raised by taxes is \$5,391,568. Second by Bartlett. **Approved unanimously.**

Palaia stated the Articles to be approved for the Town Meeting Warning: 1) Acceptance of the Town Report; 2) Election of Town/School Officials; 3) The FY '16 Budget; 4) Tax exempt status for the Milton Family Community Center for five years; 5) Acceptance of general obligation bonds to not exceed \$2,400,000 to finance Route 7 Corridor improvements in the Town Core.

Gifford motioned to adopt the resolution of the certificate for the indebtedness as presented. Seconded by Bartlett. **Approved unanimously.**

Gifford motioned to adopt the declaration of the official intent of the Town of Milton to reimburse certain expenditures from proceeds of indebtedness. Seconded by Bartlett. **Approved unanimously.**

48 Gifford motioned to warn Town Meeting by accepting the agenda of Articles 1-5.
49 Seconded by Bartlett. **Approved unanimously.**
50

51 **B) Town Manager Transition Status**

52 Palaia stated that he is working on a transition memo to provide Interim Town Manager
53 Paul Bohne. He participated in meetings with staff last week addressing the bid award
54 selection for the solar projects and current litigation suits the Town is involved in. The
55 memo gives high level background of ongoing Town projects, next steps and where to
56 go to find resources. Palaia said he is hoping to get a meeting with VTrans by the end of
57 the week if possible. It was discussed that the Board can reappoint the Interim Manager
58 to take the place of Palaia on Boards and Commissions or advertise so other members of
59 the community can take part. Adams said this could be addressed at the next Board
60 meeting or staff members could be assigned as this could take away from Bohne's time.
61 Bartlett affirmed that emergency operations protocols were in place during this
62 transition. Bohne will begin serving as Interim Town Manager on Monday, February 2nd.
63

64 **C) Possible Reconsideration of Public Hearing for Interim Zoning on February 17th**

65 Adams stated since this item was added to the agenda at the January 20th meeting after
66 the agenda was posted charter requires it to be warned by the Board again so comment
67 can be heard from the public in a transparent process.
68

69 Palaia stated this notice would put interim zoning in place that could last up to two
70 years. Currently there are a number of developments in different stages of their
71 approval process. It may deter developers from wanting to pursue projects in Milton
72 during this period. This notice could potentially invalidate approvals that were already
73 made. Gifford stated holding a public hearing enables the Board to step back and listen
74 to public input regarding this matter and the direction for the zoning it affects.
75

76 Planning Commission Members present stated development could still take place in the
77 M4 District if it followed the Interim Zoning Guidelines. The Commission is unanimously
78 in favor of interim zoning because there is a serious problem with commercial
79 development in the M4 district due to residential development. The Commission wants
80 to reevaluate based on new information that has recently come in, and correct what is
81 happening in the M4 district if Milton is to grow in the way envisioned. It was stated
82 there are no conflicts of interest held by Commission Members. *(Note: The M4 District
83 stretches roughly along Route 7 in the town core from West Milton Rd. to Bombardier
84 Rd.)*
85

86 Adams stated he doesn't want to be in a situation where displeasure with the direction
87 the M4 district's development is headed is ongoing. The Town is riding on the success of
88 this downtown area, and if it is filled with just residential or multi-family development
89 then the plans for the future will not happen, he added. The Board hopes it would not
90 take two years to make the changes. The Planning Commission is seeking additional
91 public comment and insight from developers on this and views a public hearing as the
92 means to accomplish this. Adams stated the public hearing on February 17th opens the
93 door on this process.
94

95 Gifford motioned to reaffirm the public hearing for interim zoning on Feb 17th as
96 presented at the January 20th meeting. Second by Bartlett. **Approved unanimously.**
97

98 IV. Adjournment

99

100 Gifford motioned to adjourn the meeting at 7:43 p.m. Second by Barlett. **Approved**
101 **unanimously.**

102

103 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

104

105 **Respectfully Submitted,**

106

107 _____ Date: _____

108 **John Bartlett, Selectboard Clerk**

109

110 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

111

112 **ATTEST: _____ Milton Assistant Town Clerk**

1 Town of Milton
2 Selectboard Meeting Minutes
3 January 24, 2015 6:00 PM Board Meeting
4 Community Room
5

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk; and
7 Brenda Steady

8 **Selectboard Members Not Present:** Stuart King

9 **Staff Members Present:** Brian Palaia, Town Manager; Paul Bohne, Interim Town Manager; Ann Janda,
10 Management Fellow; Don Turner, Fire & Rescue Chief; Jacob Hemmerick, Town Planner; Kym
11 Duchesneau, Recreation Coordinator; Roger Hunt, Public Works Director; Nathan Lavallee,
12 Water/Wastewater Superintendent; Dustin Keelty, Public Works Supervisor; Meghan Bellavance, Library
13 Director; and Robert Ware, Assistant to the Assessor
14

15 **Others Present:** John Barone, Milton School District Superintendent; Don Johnson, Milton School District
16 Business Manager; Mary Knight, School Board Member; Eric Houghton, School Board Member;
17 Catharine Vadnais, School Board Member; Portia Renaud Smith, School Board Member; Karen LaFond,
18 School Board Member; and Ron Hubert, Milton Representative
19

20 I. **Call to Order** – Adams called the meeting to order at 10:05 a.m.
21

22 II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.
23

24 III. **Budget Review**
25

26 **A) Fiscal Year 2016 Proposed Municipal Budget**

27 The Selectboard presented the Town of Milton's FY2016 Budget and Capital Plan,
28 including a Route 7 Improvement TIF Article. The plan calls for a 4.1% budget increase,
29 which would mean a 2 cent increase on the tax rate. For a homestead assessed at
30 \$250,000, this would be about a \$50 increase in property taxes. School Board Member,
31 Catharine Vadnais asked what type of signage was planned for the Route 7
32 Improvement TIF Article. Gifford said the signs will be similar to the one in front of the
33 Municipal Building.
34

35 **B) Fiscal Year 2016 Proposed School District Budget**

36 John Barone, Milton School District Superintendent, presented the Superintendent's
37 Recommended Milton Town School District FY16 School Budget Plan. This plan calls for
38 a 5.52% increase. Barone also stated that if the FY14 surplus was added back into the
39 FY16 budget, the plan would then call for a 3.32% increase. However, if the FY14 surplus
40 was put towards capital improvements and/or to offset the implementation of Universal
41 Pre-K, the revised percentage increase for the FY16 School Budget would be 8.84%. He
42 also presented a budget with additional reductions that are not supported by the
43 Leadership Team, which would result in a 3.46% total increase. Selectboard member
44 John Gifford asked for the tax rate increase that would be associated with each
45 potential budget number. Barone said he did not have that information, but would get it
46 to him and the School Board at the next School Board Meeting. There were several
47 comments about the cuts that are not supported by the Leadership Team. All of the
48 comments were against the additional cuts. Milton Representative Ron Hubert asked

49 that Don Johnson call Beth Pearce, the State Treasurer, about billing back for grant
50 money. He also warned that the school needs to be ready for potential penalties for
51 having platinum health plans in the Affordable Care Act, which could affect the FY17
52 budget.

53
54 **IV. Adjournment**

55
56 The meeting ended at 1 p.m.

57
58 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

59
60 **Respectfully Submitted,**

61
62 _____ Date: _____

63 **John Bartlett, Selectboard Clerk**

64
65 Filed with Milton Town Clerk's Office on this _____ day of _____, _____

66
67 **ATTEST: _____ Milton Assistant Town Clerk**

Town of Milton
Selectboard Meeting Minutes
January 20, 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; Katherine Sonnick, Planning Director; Amanda Pitts, Zoning Administrator; Jacob Hemmerick, Town Planner; Don Turner, Fire and Rescue Chief; Roger Hunt, Public Works Director; and Nate Lavalley, Water/Wastewater Superintendent

Others Present:

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. **Agenda Review** – Adams added a public hearing as item A

IV. **Public Forum** –

V. **Appointments/Resignations/Recognition**

VI. **New Business**

A) **Public Hearing Date set for Tuesday February 17 – Amendments to the Zoning Ordinance**

Gifford motioned to set a hearing for Amendments to the Zoning Ordinance on February 17, 2015 at 6 p.m., second by Bartlett. **Approved Unanimously.**

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

Katherine Sonnick, Planning Director, explained that a Lamoille Area Land Use and Planning Study requires a grant application to the Chittenden County Regional Planning Commission (CCRPC). The grant is for staff time to hold public meetings. Adams asked why we would want to eliminate the Conservation Law Foundation (CLF) limitations that we have. Sonnick said that right now we are not able to do more water and sewer hook-ups in the Catamount area until we have a study to better define our zoning regulations for that area.

Gifford motioned to authorize the Town Manager to execute the necessary documents to submit an application for funding from the CCRPC for the Lamoille Area Land Use & Planning Study Unified Planning Work Program Grant with a limit of \$900 total out of pocket costs by the Town, second by Bartlett. **Approved Unanimously.**

49 Sonnick explained that the Route 7 Assessment grant would be to have the CCRPC do a
50 data assessment that would help us to sell Milton to the business community. Again the
51 grant is for their staff time.

52
53 Gifford motioned to authorize the Town Manager to execute the necessary documents
54 to submit an application for funding from the CCRPC for the Route 7 Retail Assessment
55 Study Unified Planning Work Program Grant with an out of pocket limit of \$800, second
56 by Bartlett. **Approved Unanimously.**

57
58 **C) Colchester Loop Road Name Change to Galvin Hill Road**

59 Amanda Pitts, Zoning Administrator, said that Colchester Loop Road is listed as a road
60 name but is not listed on any of Milton's maps. In order to eliminate confusion by
61 rescue services, she recommended that we dissolve the name of Colchester Loop Road
62 and officially change the name to Galvin Hill Road.

63
64 Gifford motioned to change the name of Colchester Loop Road within Milton to Galvin
65 Hill Road, second by Bartlett. **Approved Unanimously.**

66
67 **D) Recreational Trails Program Grant Application**

68 Jacob Hemmerick, Town Planner, explained that this application would fund a little
69 more than a half mile of trail improvements in the Town Forest. The grant is for
70 \$66,774. In kind costs for the Town are \$15,000, and have been designated in the
71 Capital Improvement Plan.

72
73 Gifford motioned to authorize the Town Manager to execute the necessary documents
74 to submit a grant application to the Vermont Department of Forests, Parks & Recreation
75 for a Recreational Trails Program (RTP) Grant for Bove Trail improvements in the
76 amount of \$66,774, second by Bartlett. **Approved Unanimously.**

77
78 **E) Clearview Estates Surety Reduction**

79 According to Public Works Director, Roger Hunt, the public infrastructure associated
80 with Phase I of the Clearview Estates subdivision (road, water and sewer) and Phase II
81 (road, water, sewer, curbs and sidewalk) of Clearview Estates is complete, and the two
82 year warranty period has run its course. Amanda Pitts, Zoning Administrator, said that
83 there are several steps to take regarding Clearview Estates which are explained in the
84 memo.

85
86 Gifford motioned to approve the irrevocable offer of dedication for Phase II, accept the
87 Road, Sewer Line and Water Line Easement Deeds, end the warranty period and release
88 the surety for the entirety of Phase II (\$140,200) for the public infrastructure associated
89 with the Clearview Estates Phase II, second by Bartlett. **Approved Unanimously.**

90
91 Gifford motioned to accept the Road, Sewer Line and Waster Line Easement Deeds, end
92 the warranty period and to release the surety (\$79,200 of the \$88,000 held) for the
93 Phase I Clearview Estates infrastructure, second by Bartlett. **Approved Unanimously.**

94
95 Gifford motioned to continue to hold \$8,800 for the sidewalk in surety for an additional
96 one year of warranty for the Westford Road sidewalk, second by Bartlett. **Approved**
97 **Unanimously.**

99 Gifford motioned to approve the irrevocable offer of dedication to the sidewalk for
100 Phase I, second by Bartlett. **Approved Unanimously.**

101
102 **F) Rescue Billing Rates**

103 Palaia said that the Town bills for rescue services to those who have private insurance,
104 Medicare or Medicaid. We can increase our Medicaid by 3% to match what we believe
105 the increases in health care will be.

106
107 Bartlett motioned to raise rescue billing rates by 3% starting immediately, second by
108 Gifford. **Approved Unanimously.**

109
110 **G) Private Water Utility Maintenance Agreement – Husky Injection Molding**

111 Roger Hunt, Public Works Director, said that Husky has asked us to provide the
112 maintenance service for them. The Town is going through the process of getting them
113 on the consecutive service status. They are similar to the GBIC area.

114
115 Bartlett motioned to authorize the Town Manager to execute the permanent Private
116 Water Utility Maintenance Agreement between Husky Injection Molding and the Town
117 of Milton, to maintain the potable water quality within the Husky Water system as
118 presented, second by Gifford. **Approved Unanimously.**

119
120 **H) Amendment to Water Disconnection Rate Schedule**

121 Nate Lavallee, Water/Wastewater Superintendent, said there has been more and more
122 pink slips handed out as a last notice before water is disconnected. This takes up a lot of
123 staff time. Lavallee recommends charging \$25 for the pink notices to discourage reliance
124 on those slips as a last notice. Adams asked if we could work toward automatic billing.
125 Palaia said that NEMRC has the ability to do that, and suggested that our Treasurer set
126 that up. Adams said that would be beneficial for users and the Town. Palaia said that
127 Shelburne is already doing it, but we were waiting until the Town has a new Treasurer.
128 King said the implication is that we would charge \$25 if we have to use a hanger.
129 Lavallee said that is correct. King asked how we can prove that the notice was put in
130 place. Hunt said that certain protocols can be put in place.

131
132 Gifford motioned to authorize the Town Manager to amend the Water and Wastewater
133 Schedule A to include a \$25 dollar collection fee as allowed in 24 VSA CH 129 S 5151 to
134 discourage residents from relying on the door hanger as a last reminder as presented,
135 second by Bartlett.

136
137 King – no

138 Steady – no

139 Gifford – yes

140 Bartlett – yes

141 Adams – yes, but asked us to get auto-pay set up.

142
143 **I) Creation of Separate Account for Vermont Community Development Planning Grant
144 Funds to Pass Through to Champlain Housing Trust**

145 Palaia said that this grant is federal money and they require that the money flow
146 through a non-interest bearing account.

147

148 Gifford motioned to authorize the creation of a separate cash account for Vermont
149 Community Development Planning Grant Funds to pass through, second by Bartlett.

150
151 King – abstained because he couldn’t hear the motion clearly
152 Steady – yes
153 Gifford – yes
154 Bartlett – yes
155 Adams – yes

156
157 **J) Budget Discussion – Road and Sidewalk Funding Options**

158 Palaia said that last week we talked about different options for meeting our paving
159 needs, such as issuing a bond or adding a special tax rate. Another option is to just set
160 aside more money in the budget for paving incrementally each year. Palaia recommend
161 the incremental approach rather than the other options. Gifford asked if we could add
162 \$120,000 to paving this year. Palaia said that would turn our 6 year paving plan into a 5
163 year paving plan. Gifford asked how we could pay for this with the least impact on the
164 town. Hunt explained that his plan would raise the paving amount \$20,000
165 incrementally each year, but we would still end up with a large deficit in 2022. Gifford
166 suggested that we make the amount \$400,000 in FY16, \$450,000 in FY17, \$500,000 in
167 FY18 and forward. Palaia said this plan would bring the tax rate up by about 4%. That
168 would be about a \$50 increase in taxes on a \$250,000 house. Adams said he
169 recommended that the Town amend its TIF plan to include paving. He also
170 recommended that the Town include the Recreation and Public Works facility when we
171 make that amendment. King asked how many miles of paved roads we have. Hunt said
172 just under 90. Adams asked if Palaia could find savings elsewhere in the budget. Palaia
173 said we could eliminate some money for guard rails, route 7 committee improvements,
174 especially if we do a bond. There is a laundry list of other, smaller items which could
175 come up to about \$56,000 in savings. Adams asked if we could shave more off of
176 contingency? Gifford said our target tax rate increase would be 2 cents.

177
178 Gifford motioned to direct the Town Manager to add \$120,000 to the paving budget in
179 FY16 and come up with sufficient cuts to arrive at a target 2 cent tax rate increase,
180 second by Steady. **Approved Unanimously.**

181
182 Palaia said that one of the projects in the Capital Plan was to finance Route 7 corridor
183 improvements, which was a part of our Town Core financing plan. The Board reviewed
184 the language in the \$2.4 million bond notice to voters. Palaia explained that there is
185 currently a \$500,000 balance in that TIF fund currently. It would be about a \$200,000
186 bond payment annually.

187
188 Gifford moved to direct Town Manager to incorporate Article V regarding a \$2.4 million
189 bond notice as written to the Town Warning, second by Steady. **Approved**
190 **Unanimously.**

191
192 **K) Approval of Paul Bohne’s Contract as Interim Manager**

193 Palaia said the contract is for 20 hours a week plus additional hours as necessary plus
194 Selectboard meetings. The Town will pay him a rate of \$55 an hour. Steady said that we
195 need to put something in there that he is pre-approved for two weeks off, unpaid, in
196 February.

197

198 Gifford motioned to approve the agreement with Paul Bohne with the following
199 changes, that he is pre-approved for two weeks off, unpaid, in February, second by
200 Bartlett. **Approved Unanimously.**

201
202 **L) Town Manager Search**

203 Adams said there is no update.

204
205 **VII. Old Business**

206
207 **VIII. Reconsideration – Nothing**

208
209 **IX. Manager’s Updates**

- 210
211
 - 212 · Annual TIF reports are being wrapped up
 - 213 · A legislative change has been initiated to address the TIF issue and special tax rates
 - 214 · We are meeting with two vendors this week on the solar project

215 **X. Potential and/or Future Agenda Items –**

216
217 **XI. Minutes of January 5, 2015, January 6, 2015, and January 7, 2014**

218
219 Gifford moved to approve the January 5, 2015 regular meeting, the January 6, 2015 budget
220 meeting, and the January 7 budget meeting minutes as presented, second by Steady. **Approved**
221 **Unanimously.**

222
223 **XII. Warrant/Report #14 and Supplemental Warrants**

224 Bartlett reviewed the FY15 Warrant/Invoice Report #14 for Board orders in the amount of
225 \$100,361.94 Bartlett noted some items of interest:

- 226
227
 - 228 · \$36,090 to Cargill, Inc. for 500 tons road salt @ \$72.18/ton
 - 229 · \$31,757.98 to Champlain Water District for Town water purchase, December
 - 230 · \$5,092.77 to WEX Bank for town vehicle fuel charge card
 - 231 · \$11,940 to Winter Equipment Company for 3 sets of plow blades

232 Bartlett moved to approve Warrant #15 for a total of \$100,361.94, second by Gifford.
233 **Approved Unanimously.**

234
235 There are two supplemental warrants:

236
237 #1 - Capital Interfund Borrowing Note - Ambulance - \$36,850.49

238
239 Bartlett moved to approve Supplemental Warrant #1 for a total of \$36,850.49, second by
240 Gifford. **Approved Unanimously.**

241
242 #2 - RF1-077 Principal Payment for Village Core - \$258,208.31

243
244 Bartlett moved to approve Supplemental Warrant #2 for a total of \$258,208.31, second by
245 Gifford. **Approved Unanimously.**

246
247

248 **XIII. Executive Session per V.S.A. Title 1 Section 313**

249
250 There was no executive session.

251
252 **XIV. Adjournment**

253
254 Bartlett moved to adjourn the meeting at 8:05 p.m., second by Gifford. **Approved**
255 **Unanimously.**

256
257 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

258
259 **Respectfully Submitted,**

260
261 _____ Date: _____

262 **John Bartlett, Selectboard Clerk**

263
264 Filed with Milton Town Clerk's Office on this _____ day of _____, _____

265
266 **ATTEST: _____ Milton Assistant Town Clerk**

1 Town of Milton
2 Selectboard Meeting Minutes
3 January 13, 2015 6:00 PM Board Meeting
4 Community Room
5

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk;
7 Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:**

9 **Staff Members Present:** Brian Palaia, Town Manager; Ann Janda, Management Fellow; Joanne Davis,
10 Finance Director; Kym Duchesneau, Recreation Coordinator; Roger Hunt, Public Works director; Dustin
11 Keely, Public Works Supervisor; and Nate Lavallee, Water/Wastewater Chief Operator/Superintendent
12

13 **Others Present:**

14
15 I. **Call to Order** – Adams called the meeting to order at 6:00 p.m.
16

17 II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.
18

19 III. **Budget Review**
20

21 A) **Recreation**

22 No change
23

24 B) **Public Works Administration**

25 Palaia...
26

27 King motioned to decrease the Public Works Budget by \$5,000, second by Adams.
28

29 King- yes

30 Steady-no

31 Gifford-no

32 Bartlett-no

33 Adams-no
34

35 Steady motioned to decrease the Public Works Budget by \$2,000, second by Gifford.
36

37 **Approved Unanimously.**

38 C) **Highway and Buildings & Grounds**

39 No change
40

41 D) **Water**

42 No change
43

44 E) **Waste Water**

45 No change
46

47 IV. **Executive Session per V.S.A. Title 1 Section 313**
48

49 Steady motioned that premature public knowledge about a personnel matter would cause the Town or
50 person to suffer a substantial disadvantage, second by Bartlett. **Approved Unanimously.**

51
52 Gifford moved to enter into executive session to discuss a personnel matter under the
53 provisions of 1 V.S.A. § 313 (a)(3) of the Vermont Statutes, inviting the Town Manager and
54 Interim Manager candidates, second by Bartlett. **Approved Unanimously.**

55
56 Executive session began at 8:00 p.m.

57
58 Gifford motioned to adjourn Executive Session at 8:18 p.m., second by Steady. **Approved**
59 **Unanimously.**

60
61 Gifford motioned to authorize Board Chair to negotiate an agreement with Paul W. Bohne, III of
62 Shelburne to serve as Milton Interim Town Manager in accordance with terms discussed and agreed
63 to by Selectboard in executive session, second by Steady. **Approved Unanimously.**

64
65 Bartlett motioned for John Gifford to chair Town Manager Search Committee and to solicit resident
66 volunteers drawing from list of names decided upon by Selectboard in executive session, second by
67 Steady. **Approved Unanimously.**

68
69 **V. Adjournment**

70
71 Gifford moved to adjourn the meeting at 8:27 p.m., second by Bartlett. **Approved**
72 **Unanimously.**

73
74 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

75
76 **Respectfully Submitted,**

77
78 _____ Date: _____

79 **John Bartlett, Selectboard Clerk**

80
81 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

82
83 **ATTEST: _____ Milton Assistant Town Clerk**

Town of Milton
Selectboard Meeting Minutes
January 14, 2015 6:00 PM Board Meeting
Community Room

Selectboard Members Present: Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk; and Stuart King (via Skype)

Selectboard Members Not Present: Brenda Steady

Staff Members Present: Brian Palaia, Town Manager; Joanne Davis, Finance Director; Meghan Bellavance; Library Director; and Brett Van Noordt, Police Chief

Others Present: Jennifer Dooley, Library Trustee Chair; Gail Wixson, Library Trustee Vice Chair; Tracey Hempstead, Library Trustee Secretary; Tom Frank, Library Trustee; and Veronica Valz, Library Trustee

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) **Library**

No change

B) **Police**

No change

C) **Animal Control**

No change

D) **Finance**

No change

E) **Insurance/Risk Management**

No change

F) **Debt Service**

There was discussion concerning paving needs and bonding potential versus increasing the budget or requesting a special tax rate for paving on the ballot. Further discussion deferred until the meeting on January 20th.

IV. **Adjournment**

Gifford moved to adjourn the meeting at 7:45 p.m., second by Bartlett. **Approved Unanimously.**

These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.

48
49
50
51
52
53
54
55

Respectfully Submitted,

_____ Date: _____

John Bartlett, Selectboard Clerk

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

ATTEST: _____ Milton Assistant Town Clerk

01/28/15
03:46 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 15

Re-record
1-28-15
1-29-15
Page 1 of 9
mthompson

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/03/15 thru 02/03/15

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

17536 ADVANCE AUTO PARTS								
	00003449	761950143543	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	43.96	43.96	
21288 AMAZON.COM LLC								
	00008451	011015	Office Supplies	10-10-401-611.00	OFFICE SUPPLIES	14.06	14.06	
	00051485	10762183	Videos	10-50-451-640.50	VIDEOS	288.80	288.80	
	00008442	122014	Contingency	10-10-415-850.00	CONTINGENCY	429.36	429.36	
	00008462	12215	Contingency	10-10-415-850.00	CONTINGENCY	98.36	98.36	
						830.58	830.58	

21526 AMERIGAS - SOUTH BURLINGTON								
		3036703048	Propane	10-30-432-623.00	PROPANE	0.00	210.08	
13563 AQUAPLATES INC								
	00001505	I8010	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	105.57	105.57	
15097 BACHAND LLOYD								
		012015	due-to-developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	395.00	
27049 BARTLETT, JOHN								
		1262015		10-10-401-612.00	OTHER SUPPLIES	0.00	87.57	
17950 BCBSVT								
		02012015	Group Health Insurance	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,463.12	
		02012015	Group Health Insurance	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	2,304.12	
		02012015	Group Health Insurance	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	2,231.16	
		02012015	Group Health Insurance	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	11,082.84	
		02012015	Group Health Insurance	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	335.72	
		02012015	Group Health Insurance	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	743.38	
		02012015	Group Health Insurance	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,536.08	
		02012015	Group Health Insurance	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	3,932.37	
		02012015	Group Health Insurance	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	192.01	
		02012015	Group Health Insurance	10-40-441-210.00	Group Health Ins	0.00	52.80	
		02012015	Group Health Insurance	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	1,536.08	
		02012015	Group Health Insurance	10-50-452-210.10	Group Health Insurance	0.00	1,079.10	
		02012015	Group Health Insurance	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	2,562.38	
		02012015	Group Health Insurance	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
		02012015	Group Health Insurance	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	576.03	
						0.00	30,203.22	

19000 BOND AUTO PARTS, INC.								
	00003453	020315	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	294.46	294.46	
	00001476	17-322487	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	3.99	3.99	
	00001476	17-322487	General Supplies	55-20-420-612.00	GENERAL SUPPLIES	3.99	3.99	
						302.44	302.44	

27806 BUSINESS CREDIT CARD SERVICES								
	00008457	011415	Contingency	10-10-415-850.00	CONTINGENCY	2,499.99	2,499.99	

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	00008467	012015	Other Professional	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
	00051487	381059	Office Supplies	10-50-451-611.00	OFFICE SUPPLIES	138.85	138.85	
	00051488	Y50267	Office Supplies	10-50-451-611.00	OFFICE SUPPLIES	226.60	226.60	
						-----	-----	
						2,895.44	2,895.44	
22750 CARGILL, INC	00003452	290209/2	Winter Salt	10-30-430-601.10	WINTER SALT	9,639.63	9,639.63	
25930 CHITTENDEN COUNTY REGIONAL	00008465	15-12-105	Rt 7/Middle Road/Railroad	38-30-430-450.23	RT 7/MIDDLE/RAILROAD ST	40.71	40.71	
	00008466	15-12-106	Milton Sidewalk Scoping	38-30-430-450.27	Milton Sidewalk Scoping	1,141.76	1,141.76	
						-----	-----	
						1,182.47	1,182.47	
25760 CHITTENDEN COUNTY SUPERIOR COURT	00002918	012215	Other Professional	10-20-420-330.00	OTHER PROFESSIONAL	60.00	60.00	
26250 CHITTENDEN SOLID WASTE DISTRICT		021401	Biosolids Disposal	55-20-420-340.00	TECHNICAL SERVICES	0.00	2,262.02	
26928 CIVES CORPORATION, DBA	00003348	4460309	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	79.00	79.00	
26950 CLARK'S TRUCK CENTER	00003451	3451	Vehicle Maintenance	10-30-430-430.10	VEHICLE MAINTENANCE	125.00	125.00	
27380 COMCAST		010915	High Speed Internet	10-20-420-340.00	TECHNICAL	0.00	143.63	
		12015	Internet Provider	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
						-----	-----	
						0.00	163.63	
27785 CONWAY OFFICE SOLUTIONS	00051489	547602	Printing/Binding	10-50-451-550.00	PRINTING AND BINDING	79.83	79.83	
43491 DUCHESNEAU, KIMBERLY		01262015	Town Events/Winter Fest.	10-50-452-830.16	TOWN EVENTS	0.00	23.56	
26423 DUPONT DAWN		012115	Recreation Reimbursement	10-50-000-347.00	RECREATION FEES	0.00	70.00	
36213 GIFFORD, JOHN		0101915	Recreation Fees	10-50-000-347.00	RECREATION FEES	0.00	100.00	
51631 HAMPTON INN	00011857	320335	Donation Expense	10-20-422-850.00	DONATION EXPENSE	1,600.00	1,456.04	
37858 HW VENTURES		012015	Due to Developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	395.00	

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40724 INFINITE LASER TAG, LLC								
	00005601	012315	Recreation Donation	10-50-452-831.05	From Rec Donations	100.00	100.00	
40700 INGRAM LIBRARY SERVICES								
	00051484	60799319	Books-Adults	10-50-451-640.10	BOOKS-ADULTS	30.90	30.90	
	00051452	60800619	Childrens Books	10-50-451-640.25	BOOKS-CHILDRENS	10.49	10.49	
	00051452	6655/3	Books-Childrens	10-50-451-640.25	BOOKS-CHILDRENS	692.78	692.78	
	00051484	66554/2	Books-Adult	10-50-451-640.10	BOOKS-ADULTS	552.78	552.78	
						-----	-----	
						1,286.95	1,286.95	
61047 KIRBY PAUL & PATRICIA								
		01202015	Due -to- Developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	500.00	
46556 LENNYS SHOES								
	00001499	158749	Other Employee Benefits	50-10-410-290.00	OTHER EMPLOYEE BENEFITS	92.50	92.50	
	00001499	158749	Other Employee Benefits	55-20-420-290.00	OTHER EMPLOYEE BENEFITS	92.50	92.50	
						-----	-----	
						185.00	185.00	
32462 LEVY VIVIANE								
	00051490	272015	Professional Services	10-50-451-330.10	PROFESSIONAL PROGRAMS	88.00	88.00	
41451 LINCOLN NATIONAL LIFE INS CO								
		02012015	Long/Short Disability	10-10-404-520.60	LONG TERM DISABILITY	0.00	578.09	
		02012015	Long/Short Disability	10-10-404-520.70	SHORT TERM DISABILITY	0.00	482.83	
		02012015	Long/Short Disability	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	43.44	
		02012015	Long/Short Disability	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	43.44	
						-----	-----	
						0.00	1,147.80	
47809 MAGAZINE SUBSCRIPTION SERVICE								
	00051491	012741	Periodicals	10-50-451-640.40	PERIODICALS	602.46	602.46	
47941 MAINE ENVIRONMENTAL LAB								
	00001497	54096	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	477.00	477.00	
49500 MCRAE AUTO SERVICE								
	00002917	12431	Technical	10-20-420-340.00	TECHNICAL	150.00	150.00	
73135 MESSENGER PRINT & DESIGN								
	00005609	18105	Printing/Binding	10-50-452-550.00	PRINTING & BINDING	1,376.00	1,376.00	
32590 MIKE ALBERT LEASING INC								
		INV00566966	Vehicle/Equipment Maint.	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
32697 MILLER REALTY GROUP LLP								
		01202014	due-to-developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	320.00	

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48467 MILTON ACE HARDWARE LLC								
	00003428	11221/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	28.44	28.44	
	00009192	11222/4	General Supplies	10-30-432-612.00	GENERAL SUPPLIES	7.28	7.28	
	00003447	11235/4	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	8.98	8.98	
	00001537	11249/4	General Supplies	50-10-410-612.00	GENERAL SUPPLIES	29.10	10.98	
						-----	-----	
						73.80	55.68	
52645 MILTON FAMILY COMMUNITY CENTER								
	00008460	012115	Professional Services	10-10-410-330.00	OTHER PROFESSIONAL SERVIC	75.00	75.00	
53400 MILTON INDEPENDENT INC								
	00020015	40998	Advertising	10-30-429-540.00	ADVERTISING	25.50	25.50	
	00006448	41009	advertising	10-60-461-540.00	ADVERTISING	26.85	26.85	
						-----	-----	
						52.35	52.35	
54180 MINNESOTA LIFE INSURANCE CO								
	02012015		Group Life Insurance	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.01	
	02012015		Group Life Insurance	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	49.82	
	02012015		Group Life Insurance	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	42.25	
	02012015		Group Life Insurance	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	263.66	
	02012015		Group Life Insurance	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	6.09	
	02012015		Group Life Insurance	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	13.54	
	02012015		Group Life Insurance	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	36.01	
	02012015		Group Life Insurance	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	76.24	
	02012015		Group Life Insurance	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	28.05	
	02012015		Group Life Insurance	10-40-441-210.30	Group Life & AD&D	0.00	1.41	
	02012015		Group Life Insurance	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	28.38	
	02012015		Group Life Insurance	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	59.60	
	02012015		Group Life Insurance	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	25.76	
	02012015		Group Life Insurance	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	25.75	
						-----	-----	
						0.00	711.57	
57408 NEW ENGLAND ASSOC. CHIEFS OF POLIC								
	00002914	1790-2015	Dues and Fees	10-20-420-810.00	DUES AND FEES	60.00	60.00	
57350 NEW ENGLAND MUNICIPAL RESOURCE								
	00014350	33707	Professional Development	10-10-414-820.00	PROFESSIONAL DEVELOPMENT	50.00	50.00	
		33735	Official/Administrative	10-10-414-310.00	OFFICIAL/ADMINISTRATIVE	0.00	500.00	
						-----	-----	
						50.00	550.00	
57413 NEW HORIZON COMMUNICATIONS CORP								
	01012015		Communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.19	
	01012015		Communications	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.39	
	01012015		Communications	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.39	

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		01012015	Communications	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.32	
		01012015	Communications	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.32	
		01012015	Communications	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
		01012015	Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	105.68	
		01012015	Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	152.62	
		01012015	Communications	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.24	
		01012015	Communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.70	
		01012015	Communications	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.26	
		01012015	Communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.59	
		01012015	Communications	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.19	
		01012015	Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	32.19	
		01012015	Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.13	
		01012015	Communications	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.06	
		01012015	Communications	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.06	
		01012015	Communications	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	33.89	
		01012015	Communications	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.06	
		01012015	Communications	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.06	
		01012015	Communications	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.39	
		01012015	Communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.03	
		01012015	Communications	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.59	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.03	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.97	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	67.45	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.59	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.57	
		01012015	Communications	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.71	
						0.00	1,230.51	
58200 NORTHEAST DELTA DENTAL								
		02012015	Group Dental Insurance	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	160.60	
		02012015	Group Dental Insurance	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	199.65	
		02012015	Group Dental Insurance	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	227.15	
		02012015	Group Dental Insurance	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	1,139.06	
		02012015	Group Dental Insurance	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	38.96	
		02012015	Group Dental Insurance	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	86.71	
		02012015	Group Dental Insurance	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	101.48	
		02012015	Group Dental Insurance	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	564.37	
		02012015	Group Dental Insurance	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	215.25	
		02012015	Group Dental Insurance	10-40-441-210.15	Group Dental Ins	0.00	9.15	
		02012015	Group Dental Insurance	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	133.10	
		02012015	Group Dental Insurance	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	284.55	
		02012015	Group Dental Insurance	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	148.51	
		02012015	Group Dental Insurance	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	148.50	
						0.00	3,457.04	
60940 PALAIA, BRIAN								
		4071	Professional Development	10-60-463-820.00	PROFESSIONAL DEVELOPMENT	0.00	40.71	

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60199 PEAK ELEC MORTOR & PUMP SERV								
	00001542	20619	Machinery & Equipment	55-20-420-740.00	MACHINERY AND EQUIPMENT	600.00	589.00	
61988 PIONEER TELEPHONE SALES & SERV. IN								
	00002903	9263	Communications/Tele	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	421.00	348.00	
63300 QUEEN CITY STEEL COMPANY CORP								
	00009209	212039		10-30-432-430.00	REPAIR & MAINT-FACILITIES	325.00	270.31	
24501 R.R. CHARLEBOIS INC								
	00003456	IC88005	General Supplies	10-30-430-612.00	GENERAL SUPPLIES	907.00	880.00	
65050 REPROGRAPHICS OF NEW ENGLAND INC								
	00008458	83693	Office Supplies	10-10-410-611.00	OFFICE SUPPLIES	217.00	217.00	
	00008456	83698	Office Supply/Printing	10-10-410-611.00	OFFICE SUPPLIES	90.00	90.00	
	00008456	83698	Office Supply/Printing	50-10-410-550.00	PRINTING AND BINDING	22.50	22.50	
	00008456	83698	Office Supply/Printing	55-20-420-550.00	PRINTING & BINDING	22.50	22.50	
						352.00	352.00	
67449 RUGG, ROGER G.								
	012015		Due-to-Developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	350.00	
57181 RYAN, WILLIAM & SALLY								
	00011858	1/17/15	Donation Expense	10-20-422-850.00	DONATION EXPENSE	125.00	125.00	
60369 SEVEN DAYS NEWSPAPER								
	00008463	147954	Advertising	10-10-416-540.00	ADVERTISING	41.25	41.25	
	00008449	35493	Advertising	10-10-416-540.00	ADVERTISING	41.25	41.25	
						82.50	82.50	
72145 SNYDER GROUP, INC								
	01202015		due-to-developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	1,005.00	
72504 SOUTHWORTH-MILTON, INC								
	00001556	SCINV033367	Technical Services	55-20-420-340.00	TECHNICAL SERVICES	1,377.67	1,377.67	
72565 STITZEL, PAGE & FLETCHER, P.C.								
	24479		Legal Work	10-00-000-256.00	DUE TO DEVELOPERS	0.00	90.00	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	494.38	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,098.75	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	35.00	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	140.00	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	84.25	
	24479		Legal Work	10-10-405-330.10	GENERAL GOVERNMENT	0.00	72.15	
	24479		Legal Work	10-10-405-330.70	APPEALS	0.00	323.75	
	24479		Legal Work	10-10-405-330.70	APPEALS	0.00	352.50	

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		24479	Legal Work	10-10-405-330.70	APPEALS	0.00	60.00	
		24479	Legal Work	10-10-405-330.70	APPEALS	0.00	1,400.00	
		24479	Legal Work	38-40-441-330.10	BRISSON PROPERTY	0.00	320.00	
		24479	Legal Work	38-30-430-450.25	McMullen Road Sidewalk	0.00	135.00	
		24479	Legal Work	10-10-405-330.80	VCDP Grant CHT	0.00	2,108.75	
						0.00	6,714.53	
61943 SWISH KENCO LTD								
	00009211	B082834/S	General Supplies	10-30-432-612.00	GENERAL SUPPLIES	368.42	371.42	
	00009210	B082935/S	General Supplies	10-30-432-612.00	GENERAL SUPPLIES	26.00	26.00	
						394.42	397.42	
76719 THE TECH GROUP, INC.								
	00007152	66101	Technology	10-10-412-613.00	TECHNOLOGY	990.00	990.00	
	00007152	66101	Technology	10-10-413-613.00	TECHNOLOGY	990.00	990.00	
	00007152	66101	Technology	10-60-461-613.00	TECHNOLOGY	1,035.00	1,035.00	
						3,015.00	3,015.00	
76450 TOWN OF MILTON								
		021815	Water/Sewer Quarterly	10-30-432-411.00	WATER/SEWER	0.00	565.01	
		021815	Water/Sewer Quarterly	50-10-410-411.00	WATER/SEWER	0.00	45.25	
		021815	Water/Sewer Quarterly	55-20-420-411.00	WATER/SEWER	0.00	340.70	
						0.00	950.96	
52904 TURNER, ARMAND								
		012015	Due-To-Developers	10-00-000-256.00	DUE TO DEVELOPERS	0.00	80.00	
76960 U.S. BANK EQUIPMENT FINANCE								
		269520763	Police Copier Rental	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP								
		1658042	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		1658042	Rags/Mats/Uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	40.73	
		1658043/3	Rags/Mats/Uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	29.16	
		1658043/3	Rags/Mats/Uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	17.05	
		1658043/3	Rags/Mats/Uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	33.27	
		1658043/3	Rags/Mats/Uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	33.28	
						0.00	159.49	
79800 VAN NOORDT, BRETT								
		011415	Prof. Development	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	228.64	
79975 VERMONT ASSOCIATION - POLICE CHIEF								
		00002925	INV2015 Dues/Fees	10-20-420-810.00	DUES AND FEES	100.00	100.00	

01/28/15
03:46 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 15

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/03/15 thru 02/03/15

Vendor						
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount Check
81600 VERMONT POLICE ASSOCIATION						
00002920	DUES2015	Dues/Fees	10-20-420-810.00	DUES AND FEES	190.00	190.00
81900 VERMONT TROPHY & ENGRAVING CORP						
00002909	63714	Other Professional	10-20-420-330.00	OTHER PROFESSIONAL	125.95	125.95
82994 VISION SERVICE PLAN-CONNECTICUT						
	02012015	Vision Service Plan	10-10-404-520.80	VISION SERVICE PLAN	0.00	700.82
	02012015	Vision Service Plan	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	28.14
	02012015	Vision Service Plan	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	28.13
					-----	-----
					0.00	757.09
84400 VLCT PACIF, INC.						
00008464	15675	Professional Development	10-10-416-820.00	PROFESSIONAL DEV.	415.00	415.00
57039 VT RURAL WATER ASSOCIATION						
00001557	DTD	Dues & Fees	50-10-410-810.00	DUES AND FEES	237.50	237.50
00001557	DTD	Dues & Fees	55-20-420-810.00	DUES AND FEES	237.50	237.50
					-----	-----
					475.00	475.00
83844 W.B. MASON CO INC						
00008448	I22896140	Office Supplies	10-10-416-611.00	OFFICE SUPPLIES	199.14	199.14
00005636	I22953061	Office Supplies	10-50-452-611.00	OFFICE SUPPLIES	23.00	19.97
					-----	-----
					222.14	219.11
59302 WALSH ELECTRIC SUPPLY, INC.						
00009206	1500745-00 0	Repair/Maintenance Fac.	10-30-432-430.00	REPAIR & MAINT-FACILITIES	2,086.00	2,086.00
68969 WIEMANN - LAMPHERE ARCHITECTS						
00004490	11596	Facilities Plan Update	38-30-432-440.00	Facilities Plan Update	600.00	600.00
87182 YE OLDE SIGN SHOPPE						
00008455	1506	Advertising	10-10-402-540.00	ADVERTISING	1,302.00	1,302.00

01/28/15
03:46 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 15

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 02/03/15 thru 02/03/15

Vendor			Account		PO	Invoice	Check
PO Number	Invoice Number	Invoice Description	Account Number	Account Description	Amount	Amount	
Report Total						86,681.88	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

APPROVED ON ____/____/____
Brian M. Palaia, 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 \$ ****86,681.88

SELECTBOARD:

Darren Adams, Chair John C.Gifford, Vice Chair John W. Bartlett,Clerk Brenda Steady Stuart King

01/29/15
08:30 am

TOWN OF MILTON General Ledger
Balance Sheet Current Year - Period 7 Jan
GENERAL FUND

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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	902,608.85
10-00-000-105.50 VCDE Grant	0.00	1.00
10-00-000-106.00 MILTON EMS RECEIPTS	0.00	368,470.32
10-00-000-110.00 PAYROLL CHECKING ACCOUNT	0.00	-78,229.94
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	35,693.44
10-00-000-117.00 UTILITY CONTROL ACCT	0.00	1,725.51
10-00-000-119.00 UTILITY OVER PAYMENT	0.00	-636.19
10-00-000-120.00 Credit Card Checking Acct	0.00	169.95
10-00-000-122.00 PENALTIES REC-DEL TAXES	0.00	18,001.39
10-00-000-123.00 INTEREST REC-DEL TAXES	0.00	24,415.18
10-00-000-124.01 POLICE CONTRACTS RECEIVAB	0.00	15,525.50
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	40.00
10-00-000-129.40 A/R - SRO Officer Grant	0.00	21,061.59
10-00-000-131.00 TAXES CURRENT	0.00	13,788,069.21
10-00-000-132.00 Inventory	0.00	38,708.35
10-00-000-140.00 PRIOR YR DEL TAXES TOWN	0.00	243,013.48
10-00-000-143.00 DEL TAX PROPERTY SALES	0.00	231.34
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	146,372.14	-1,064,314.83
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	146,372.14	14,036,734.47
LIABILITY		
10-00-000-200.00 ACCRUED PAYROLL	0.00	-147,168.02
10-00-000-201.05 FEDERAL WITHHOLDINGS	0.00	-11,750.55
10-00-000-201.10 STATE WITHHOLDINGS	0.00	-3,297.60
10-00-000-201.15 FICA PAYABLE	0.00	-23,364.56
10-00-000-201.25 PENSION PAYABLE	0.00	-24,275.66
10-00-000-201.30 MEDI PAYABLE	0.00	-5,464.29
10-00-000-201.40 POLICE DUES WITHHOLDINGS	0.00	-312.00
10-00-000-201.41 PUBLIC WORKS DUES	0.00	-314.50
10-00-000-201.50 457 ANNUITY WITHHOLDINGS	0.00	-941.27
10-00-000-201.60 MISCELLANEOUS DEDUCTION	0.00	-829.29
10-00-000-210.00 ACCOUNTS PAYABLE	0.00	-67,797.70
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
10-00-000-250.03 DUE TO SCHOOL-LIQUOR LIC	0.00	-395.00
10-00-000-250.09 DUE TO FLAG TRUST	0.00	-1,000.21

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
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	0.00	-70.00
10-00-000-252.02 DUE TO STATE/DOG LICENSE	0.00	58.00
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	-10,095.57
10-00-000-258.00 Due to Highway	0.00	-2,159.00
10-00-000-299.00 ENCUMBRANCE	-424,275.27	0.00
Total Liability	-424,275.27	-10,502,273.31
RESERVES		
10-10-000-321.40 1/2 Penny for Recreation	640.76	0.00
Total Reserves	640.76	0.00
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	277,262.37	-2,362,826.93
Total Fund Balance	277,262.37	-3,534,461.16
Total Liability, Reserves, Fund Balance	-146,372.14	-14,036,734.47