

**Town of Milton**

**Special Selectboard Meeting  
Joint Discussion with Milton School Board**

**Monday, October 30, 2017 at 6 PM**

**MEMS Library**

**42 Herrick Avenue, Milton VT 05468**

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

**AGENDA**

	<b>Estimated Time</b>
<b>I. Call to Order</b>	<b>6:00</b>
<b>II. Agenda Review</b>	<b>6:02</b>
<b>III. Facilities Use Agreement</b>	<b>6:05</b>
<b>IV. Capital Improvement Plan</b>	<b>6:30</b>
<b>V. Space Issues</b>	<b>6:45</b>
<b>VI. Financial Services Agreement</b>	<b>6:55</b>
<b>VII. Motion to Adjourn</b>	
<b>VIII. Selectboard Executive Session per 1 V.S.A. § 313</b>	
<ul style="list-style-type: none"><li>• <b>Personnel</b></li><li>• <b>Contracts</b></li><li>• <b>Negotiations</b></li></ul>	

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:   
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**Don Turner, Town Manager**

**MILTON TOWN SCHOOL DISTRICT**  
**SPECIAL SCHOOL BOARD MEETING**  
**JOINT DISCUSSION WITH MILTON SELECTBOARD**

**MONDAY, OCTOBER 30, 2017, 6:00 PM**

**MEMS LIBRARY**  
**42 HERRICK AVENUE, MILTON**

**AGENDA**

- 1. CALL TO ORDER (6:00 PM)**
- 2. AGENDA REVIEW (6:02 PM)**
- 3. FACILITIES USE AGREEMENT (6:05 PM)**
- 4. CAPITAL IMPROVEMENT PLAN (6:30 PM)**
- 5. SPACE ISSUES (6:45 PM)**
- 6. FINANCIAL SERVICES AGREEMENT (6:55 PM)**
- 7. MOTION TO ADJOURN**

Report to School Board and Select Board

DRAFT  
October 18, 2017

Latest version  
10/27/17 DT.

## Facilities Efficiencies through Collaboration

### Current Status

The schools and town work well together in informal ways now, helping as needed. For example, heavy equipment is shared from time to time at times of high need or breakdowns. The schools buff strip, wax and buff the town offices floors and have sent a licensed tradesman over to help on a quick project. The town shares its supply of salt with the schools.

### Short Term Ideas

1. Joint purchasing of fuel, custodial supplies
2. Staff training on topics such as OSHA, vendor products
3. Volume purchasing: Communication on purchases and services to get a better price (examples include paving, window replacements, carpet replacement and cleaning, roof repairs, painting, stucco repair, patching brick, door replacements, painting, fire alarm and extinguisher inspections.

NOTE: VENDOR SERVICES WOULD BE MANAGED INDEPENDENTLY-FOR EXAMPLE, A CARPETING PROJECT WOULD HAVE SCHOOL STAFF MANAGE SCHOOL VENDOR CONTACT, APPOINTMENT FOR MEASURING, AND OVERSIGHT OF PROJECT. TOWN STAFF WOULD MANAGE TOWN VENDOR CONTACT, ETC.

4. School access to town space and collaboration on maintenance of vehicles and equipment.

### Longer Term Ideas

1. A custodian employed and supervised by the schools cleans town buildings.
2. IT services: the town already outsources IT services, a joint town/school contract could reduce costs for both
3. Shared preventative maintenance contracts-town and schools contract with same vendor for a better price. HVAC is one example.
4. Shared public works facility

## Proposal for Facilities Use Agreement Schools and Town

### Proposed Alternatives in order of Town preference:

- 1) The Town Recreation program will continue to use the Schools space day/evening at no charge in accordance with the Schools facilities use policy dated FY09/10. However, weekend use of space will be charged at \$25 per hour to include 30 minutes before and after the event.
- 2) Net revenue from recreation programs that use school facilities will be divided equally between the school district and the town. (See attached FY17 Net Revenue-\$1407.50)
  - The recreation department will keep a record of the net revenue.
  - At the end of the fiscal year, the school district's share of net revenue will be used as an offset for financial services provided by the town.
  - This arrangement is expected to result in little to no cost increase for participants in recreation programs.
  - This proposal applies to activities that include fees for participants. In the case of events such as Winter Festival, there are no fees and therefore no net revenue.
  - The schools will continue to use town facilities for activities such as Color Run and field trips to Bombardier Park.
- 3) The Town Recreation Department agrees to pay an annual assessment of \$2000 for use of the Schools indoor facilities. Since both entities utilize the others outdoor facilities, there will be no charge for outdoor facility use to either entity.
- 4) The Town Recreation Department ceases use of the Schools indoor facilities and conducts its programs at an alternate location.

**\* The schools will continue to use town facilities for activities such as Color Run and field trips to Bombardier Park with no facility/field use fees.**

### Options proposed by the school district

There will be no exchange of funds; fees incurred by use of school buildings and grounds will be calculated at the end of the fiscal year and then applied to financial services performed by the town on behalf of the schools. This will not result in increased fees for recreation program users.

- 1.) The town will be assessed for
  - the use of fields @\$50/hour (approximately \$1,500-\$2,500)
  - 50% of net revenue from programs held in school facilities (approximately \$1,400)
  - the cost of custodial/cafeteria/maintenance service for programs held outside of the normal staff time, including the length of the event plus 30 minutes before and 60 minutes after the event.
  - an annual assessment of \$2,000

## Joint Capital Improvement Plan

Dustin Keelty, Bruce Cheeseman and Don Johnson discussed school projects to be included in the Town's five year Capital Improvement Plan. A review draft will be ready for discussion by the school board facilities committee by December 1.

#### **SRO Agreement**

Ann Bradshaw and Don Turner will develop a five-year agreement for a school resource officer by January 1, 2018.

#### **Financial Services**

The town and school district will agree on a multi-year agreement for financial services provided by the town on behalf of the school district. The report and recommendations of town and school financial services is expected by October 30, 2017.