

1 **Milton Selectboard Meeting Minutes**

2 **July 10, 2017 at 6:00 PM**

3 **Community Room of Municipal Building**

4 **43 Bombardier Rd Milton, VT 05468**

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6 **Selectboard Members Present:** Darren Adams, Chair; Kenneth Nolan, Vice Chair, John Palasik Clerk;
7 John Cushing, Member; Chris Taylor, Member

8 **Staff Members Present:** Don Turner, Acting Town Manager; Mary Thompson, TM Administrative
9 Assistant; Jacob Hemmerick, Director Planning and Zoning; Gina Clithero, Intern Planning and Zoning;
10 Kym Duchesneau and Ben Nappi, Recreation; Dustin Keelty, Supervisor Public Works

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12 **Others Present:** Cheryl Persitz, Jeff Persitz, Richard Jones, Drenna Jones, Boy Scout Troop 603;
13 Ben Heath, Hamlin Engineering; Tony Moulton, Milton Community Youth Coalition; Jennifer Taylor,
14 Rich Castine, Community Champion Awards Committee; Courtney Lamdin, Milton Independent;
15 LCATV Audio/Video Technician

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18 **I. Call to Order** – D. Adams called the meeting to order at 6:00 PM

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

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22 **III. Agenda Review** – No changes to Agenda

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24 **IV. Public Forum** - No one presenting for Public Forum

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26 **V. Business**

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28 **A. Milton Eagle Scout Project/ GaGa Ball Pit**

29 Rising Eagle Scout, Richard Jones presented to the Selectboard his proposal to construct
30 a GaGa Ball Pit in Bombardier Park East. The purpose of this project is for the
31 recreational use of the Milton community. RJ will fundraise to cover the costs of
32 materials/Town fees and provide volunteer labor. RJ reviewed the rules of GaGa Ball,
33 how other communities are utilizing this recreational sport, and answered questions
34 directed to him by the Selectboard. RJ was commended by members of the Selectboard
35 for pursuing the process of appearing before the Selectboard. Discussion was had by
36 Selectboard members that Town fees for project be waived. JP moved that the SB accept
37 the proposal as presented, with the Town of Milton to waive all fees in association with this
38 project, JC seconded. Approved Unanimously.
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41 **B. Community Champion Awards Recipient**

42 Selectboard acknowledged the New Community Award plaque on display in the
43 Community Room, and were appreciative of the time and effort put in by the
44 Committee. Jenn Taylor and Rich Castine presented the Nominee for the 2017
45 Community Champion Award. JT explained that the name was to remain confidential so
46 would not be mentioned aloud this evening. The Resolution to be signed at the
47 Selectboard meeting of July 31, 2017 prior to presentation at the National Night Out
48 event scheduled for Tuesday August 1, 2017. JP moved to approve the Nominee for the
49 Community Champion Award 2017, the Nominees' name to remain confidential, CT
seconded. Approved Unanimously.

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C. National Night Out Facility Use Permit Approval

Ben Nappi, Assistant Recreation Coordinator, and Tony Moulton, Director of Milton Community Youth Coalition, sought approval for the annual National Night Out event, Tuesday August 1, 2017. This event will be held on Municipal property. Event focus in on public safety and crime prevention education, to also include live music, concessions, demonstrations and exhibits. Associated organizations include Milton Police, Fire and Rescue as well as local community organizations. CT made a motion to accept the application as presented, seconded by JC. Approved Unanimously.

D. Website Project – Award Contract to CivicPlus

Ben Nappi gave overview to the Selectboard on the unanimously preferred vendor, CivicPlus, selected by the website selection team. Seeking approval of contract with CivicPlus to design, develop and implement a new Town website to enhance user experience, simplify content management and provide better customer service to the community, while meeting a high standard for design quality, information acuity and visual appeal. Contract for services was reviewed and questions were fielded by BN concerning training options, staff facilitator, and costs associated to yearly service fees. CT motioned to approve contract with CivicPlus, KN seconded. Approved Unanimously.

E. MS4 Discussion – Stormwater Update

Ben Heath, Engineer from Hamlin Consulting Engineers, Inc., presented the MS4 Stormwater update. A conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, fabricated channels, or storm drains. Designed or used for collecting or conveying stormwater; yet not a combined sewer. Milton Town is required to be in stormwater compliance concerning town property. Milton participates in RSEP, the Regional Stormwater Education Program. Additional requirements exist that transitioning to a new Town website will address, aiding Town’s ability to be compliant. Stormwater system inspection process is underway, 20% of the system has been spot checked so far. Currently using an umbrella inspection process to establish overall condition and address immediate repair needs. On January 1, 2018, the Town of Milton will be required to extend stormwater practices to all town boarders. Gina Clithero, Intern for Planning and Zoning, has completed an interview project, gathering and coordinating information on the stormwater processes, other towns are initiating to address stormwater compliance. BH highly recommends we utilize GC detailed results for our considerations, as it is a thorough and well-developed collection of data. BH answered questions concerning violation processes, timelines and Milton’s wastewater treatment facility. BH informed the board that the sandy soil of Milton is useful in this challenge moving forward, Town will need to prove that the soil is doing its job in phosphorus removal. Selectboard asked to see a copy of the MS4 Emergency Plan, TM will provide to Selectboard. Update only, no vote.

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F. 2017 Paving Update

Ben Heath, Engineer from Hamlin Consulting Engineers, Inc., presented a paving update. BH included overview of roadway improvement process from data collection using actual field measurements of roadways, ditches, etc. cross section analysis and additional measures. This allows for extremely tight projections of cost. Increases optimization of resources, cost savings and proper tool utilization. BH gave a paving budget update including figures of billing-to-date figures. BH fielded questions from the Selectboard around traffic control during road repair, paving costs per ton, overlays, shim coats and current project list. BH outlined current projects including but not limited to Everest Road, Lake Rd & W. Milton Road Paving, McMullen Road, Hobbs Road and portion of Railroad Street. Selectboard asked about long range planning. D. Turner informed the Selectboard that conversations are being held with BH and D. Keely concerning a 10-year plan for paving. Selectboard shared that the process BH is describing sounds like a confident plan; DT acknowledged that within the next 30 days would have a solid plan to move forward. BH confirmed the price with Pike is solid through calendar year 2017. DT thanked BH for the expert job he is doing, very professional; additionally thanked BH for the grant work he had done. Update only, no vote.

G. Vermont Municipal Bond Bank – Authorize Signatures

KN moved the Selectboard approve signatures for Vermont Municipal Bond Bank forms as presented, JP seconded. Approved Unanimously.

H. Capital Improvement Plan Update

- Brandy Lane – working with Custom Concrete
 - Dog Park – process is moving ahead
 - Municipal Roof – getting an estimate
 - Grader – gathering information on borrowing or leasing for purchase. Trade in value does exist; loan investigation being done by Town Treasure. Town getting a loan must go before the voters for approval.
 - New municipality-wide phone system – gathering information to replace antiquated digital system (current) with Voice over IP.
- Block House Septic – engineer will be out next week, looking to confirm that it operates on own leach field

I. New Purchasing Policy Proposal

DT proposed updating the purchasing policy and process to improve efficiencies and utilize Department Head budgetary management. DT answered questions from the Selectboard concerning past practices, purchasing limits and change to internal processing. DT confirmed use of the PO process for capital purchases only. KN wants a financial discussion with a clear outline of where we stand added to the agenda once a month. DT confirmed that this would be established. DA added that the Library Trustees would also need to adopt this change after Selectboard approval. DT will address the Library Trustees. Selectboard asked for minor adjustment of terminology, DT agreed to

141 the adjustments before signature by the Selectboard. At first monthly meeting, DT will
142 provide to Selectboard the Town balance sheet, revenue report, and expenditure report.
143 JP moved to accept the purchasing policy as proposed with minor adjustments as
144 discussed tonight, JC seconded. Approved Unanimously.
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146 **J. Modify Employee Gift Policy**

147 DT proposed updating the Employee Gift Policy to allow Town employees to receive
148 gifts/donations. Promote a simplified process to allow acknowledgment and retention of
149 these gifts/donations. Selectboard was open to this change and asked that they be
150 appraised of any changes due to this process that included municipal property. KN
151 moved to approve the modified gift policy with minor changes as outlined, JP seconded.
152 Approved Unanimously.
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154 **K. Town Government Re-Structure Approval**

155 DT proposed a restructure of town personnel to better serve the towns needs going
156 forward, adding a layer of checks/balances and establishing span of control. Necessary to
157 put a structure in place for the next 10 years and going forward. No changes proposed
158 represent new money, and are within the approved budget. We needed to make sure the
159 numbers work. Restructure includes transition to a Public Safety Director position and
160 Public Safety Administrative Assistant; Director of Administration & Human
161 Resources/IT and Director of Public Works/Town Engineer. DT fielded questions from
162 the Selectboard regarding restructured positions, job responsibilities, and flow of process
163 for cross training due to retiring personnel. JP motioned to approve TM proposal of Town
164 Government Re-structure, motion seconded. Approved Unanimously.
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166 **L. Manager Update**

167 DT gave update on current status of town projects.

- 168 • Vermont League of Cities and Towns will provide defense of Town legal
169 interest in association case with the Milton Town School District
- 170 • Overlake Subdivision has satisfied all acceptance conditions as approved by
171 SLB on April 10, 2017. The documents have been recorded and the Town now
172 has formally accepted all public infrastructure
- 173 • River Street sidewalk restoration work has been completed
- 174 • Gravel path will be constructed in the coming weeks
- 175 • Visited with two of three homeowners on Brandy Lane informing them of the
176 sidewalk project we will working on later this summer
- 177 • Randy Lane work should be done before school starts
- 178 • Odor unfortunately has returned to Ellison Street, the homeowner was visited by
179 TM on 7/2/17 to discuss the issue. W/WW is exploring other options for this
180 situation
- 181 • July 27 staff photo, BBQ and In-Service Training/Goal Setting. Town will be
182 closed from 12-3 for this purpose we will post notices so public is aware
- 183 • Thank you to SLB for their continued support of the Fourth of July Celebration
184 each year

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- Dog Bite on Trayah Drive 7/6/17, a juvenile was injured and the Selectboard may be asked to take action.
- Mike McCormick would like to ask the board for time in executive session at the 7/17/17 Selectboard meeting.
- Joint Selectboard meeting with School Board on Monday 7/31/17 at Municipal Community Room, 6pm.
- Green Mountain Transit representative invited to talk with Selectboard about ridership.
- Dustin Keely will be Acting TM while Don Turner is away 7/13 – 7/16. Additional time away Saturday 7/22 – Wednesday 7/26.
- Jessica Morris, the new Finance Director starts 7/17/17
- John Bartlett, the new Director of Administration & HR/IT starts 7/17/17
- A staff member was injured over the weekend; a current, part-time staff member will be filling in while they are out of work.

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VI. Warrant #1

JP moved to approve Warrant #1 for \$188,739.46, seconded. Approved unanimously.

VII. Approval of Minutes of 6/12, 6/19

J. Palasik moved to approve the minutes as presented; seconded. Approved unanimously.

VIII. Adjournment

Palasik moved to adjourn, seconded. A. Adams adjourned the meeting at 9:53 pm.

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Respectfully Submitted,



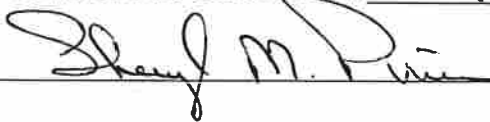
Date: 7/17/17

John Palasik, Selectboard Clerk

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Filed with Milton Town Clerk's Office on this 18 day of July, 2017

ATTEST:



Milton Town Clerk