

Town of Milton  
Selectboard Meeting Minutes  
November 3, 2014 6:00 PM Board Meeting  
Fire Station Training Room

**Selectboard Members Present:** Darren Adams, Chair; John Gifford, Vice Chair; Stuart King, and Brenda Steady

John Bartlett; Clerk arrived at 6:30 p.m.

**Selectboard Members Not Present:**

**Staff Members Present:** Brian Palaia, Town Manager; Ann Janda, Management Fellow; and Roger Hunt, Public Works Director

**Others Present:** Peter Bero, Project Manager, Dubois and King, Inc.; Jay Mitiguy, Planning Commission Applicant; Jon DosSantos, Planning Commission Applicant; Dan Gaherty, Conservation Commission Applicant; Sharon Radtke, Community Champion Awards Committee Applicant.

**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. Agenda Review** – Palaia added applicant John DosSantos to item A

**IV. Public Forum** –

**V. Appointments/Resignations/Recognition**

**A) Planning Commission – 4 Year Term to Expire June 30, 2018**

Applicant Jay Mitiguy and John DosSantos both explained their qualifications for the Planning Commission. Palaia stated there are alternate positions available on the Development Review Board and the Chittenden County Regional Planning Commission as well as an additional spot on the Community Champion Awards Committee.

Gifford motioned to appoint Jay Mitiguy to the Planning Commission for the unexpired portion of a 4-year term to expire June 30, 2018, second by King. **Approved Unanimously.**

Gifford motioned to appoint John DosSantos as an alternate to the Chittenden County Regional Planning Commission for the unexpired portion of a 2-year term to expire June 30, 2016, second by King. **Approved Unanimously.**

**B) Conservation Commission – 4 Year Term to Expire June 30, 2017**

Applicant Dan Gaherty was previously a member of the Conservation Commission, 2000 to 2004. Now he is retired and has more time. He is interested in assisting with land maintenance.

46 Gifford motioned to appoint Dan Gaherty to the Conservation Commission for the  
47 unexpired portion of a 4-year term to expire June 30, 2017, second by Steady.

48 **Approved Unanimously.**

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50 **C) Community Champion Award Committee – 1 Year Term to Expire June 30, 2015**

51 Applicant Sharon Radtke explained that she was the events and marketing coordinator  
52 in East Lansing, Michigan and worked on the Crystal Awards, which Milton's Community  
53 Champion program is based on.

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55 Gifford motioned to appoint Sharon Radtke to the Community Champion Award  
56 Committee for the unexpired portion of a 1-year term to expire June 30, 2015, second  
57 by Steady. **Approved Unanimously.**

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59 **VI. New Business**

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61 **D) East Road Bridge #6 Engineering Report**

62 Palaia stated that we received grant money from VTrans to fund design of an upgrade to  
63 East Road Bridge #6. The engineer identified that it needed to be replaced to be  
64 upgraded. Peter Bero, Project Manager at DuBois and King, Inc. explained that a new  
65 bridge will cost from \$400,000 to \$500,000. Public Works Director Roger Hunt said we  
66 put the bridge on VTrans' inspection schedule, and the Regional Planning Commission  
67 has added the project to the State's project list to be prioritized for funding. This should  
68 qualify us for grant money for the project. Bero said the major thing wrong is scour of  
69 the footings. King asked if the footings could be rebuilt. Bero replied that the problem  
70 with rebuilding the footings is the span is significantly too small, so it would be tough to  
71 get a permit to rebuild them. King asked if there were alternate designs being  
72 considered like multiple culverts. Bero explained that multiple culverts would incur a  
73 similar cost. Adams asked how long the road would be closed for the project. Bero said  
74 probably about three months. The bridge is not in imminent danger of collapse.

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76 **E) VTrans January 2013 Codes and Standards**

77 Palaia asked the Selectboard to authorize a Resolution to adopt the VTrans January  
78 2013 Codes and Standards. This had already been adopted but VTrans wanted it on a  
79 specific template.

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81 Gifford motioned to authorize the resolution to adopt the January 2013 VTrans Road  
82 and Bridge Standards, second by Bartlett. **Approved Unanimously.**

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84 **F) Private Fire Hydrant Maintenance Agreement with Bove's of Vermont**

85 Palaia stated that Bove's of Vermont is developing a lot in the Catamount Industrial Park  
86 and will have two fire hydrants. Bove's and the Town wish to enter into a Fire Hydrant  
87 Maintenance Agreement, which is binding and permanent upon the property.

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89 Bartlett motioned to approve the permanent Private Fire Hydrant Maintenance  
90 Agreement between Mark and Rick Bove and the Town of Milton as presented, second  
91 by Steady. **Approved Unanimously.**

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93 **G) Review Topics for Legislative Breakfast**

94 Palaia stated that we are planning another Legislative Breakfast on December 10, 2014.  
95 Some topics for this year's legislative session include: state permit reform, education  
96 property tax reform, and alternative economic development programs. Adams said to  
97 invite the School Board. Palaia said that was on the list. Palaia said he thinks there is  
98 going to be pushback on permit reform in the legislature. Steady would like to talk about  
99 how the mandatory pre-K education program will be funded.

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101 **H) Amendment to the Capital Plan to Adjust Impact Fee Allocation**

102 Palaia said we are proposing to amend impact fees by category in order to increase the  
103 allocation to transportation category because we are working on more sidewalk projects  
104 and will need to find more money for grant matches. The increase would be taken from  
105 the recreation allocation. The Recreation Department has other dedicated funding that  
106 is currently supporting some recreation capital improvements.

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108 Gifford motioned to adopt the Resolution for the amendment to the Capital Plan to  
109 adjust impact fee allocations as presented, second by Bartlett. **Approved Unanimously.**

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111 **I) Business Card Limit Increase**

112 Palaia said the Town recently hit a bottle neck with its current business card limit of  
113 \$5,000, and requests that the Selectboard support a limit increase to \$10,000. Adams  
114 asked how many times the Town has reached the limit. Palaia said a couple. King  
115 suggested that \$7,500 would be better for now.

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117 Gifford motioned to authorize the Resolution to increase the Town's Business Card limit  
118 to \$7,500, second by Steady. **Approved Unanimously.**

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120 **VII. Old Business**

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122 **J) Update on US-7 / Middle Road / Railroad Street Intersection**

123 Palaia said there is nothing new to report.  
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125 **VIII. Reconsideration – Nothing**

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127 **IX. Manager's Updates**

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129 Public Works

- 130 • Algonquin Reef Intersection, Omega Construction – The project is 99% complete.
- 131 • Everest Road Reconstruction, Ormand Bushey & Sons – The project is 99% Complete. Just line  
132 painting remains
- 133 • McMullen Road Sidewalk –
  - 134 ○ A+E has provided a revised cost opinion based on the final review plan submittal. The  
135 current opinion is \$373,000.00.
  - 136 ○ The plans are now at the 85% stage and A+E are submitting them to the State for  
137 review.
- 138 • Cherry Street Sidewalk – Railroad has added some costs to the project, determining whether  
139 these will be eligible under the sidewalk grant, based on guidance provided by the railroad,  
140 our engineer is starting conceptual design work. – relocate signal gate and remove  
141 abandoned rails
- 142 • We have not received the signed contract agreement from Vtrans to move ahead with the

- 143 Railroad Street Sidewalk Scoping Study. This is unchanged from my last update.
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- Meeting w/consultant on facility study next week - PW/Rec/Muni Study team meeting in the next couple of weeks. Hope to have update for first December meeting
  - Gravel Roads continue to be maintained, new gravel mixture appears to be working, we are now working with the Rainville Quarry in Georgia using a custom blend of materials, and this appears to be holding up fairly well. Grading of the roads should start again next week.
  - Removing shoulders continues, working in areas that tend to wash out, or have standing water in the roadway, still ongoing. This will continue into the start of the winter season.
  - Winter Sand hauling is complete.
  - Street sign installations are almost complete.
  - Clearing roadside debris will continue as we transition into checking the routes for winter preparedness
  - Single axle is being built, delivery is still scheduled for the end of November
  - Replacement for unmarked police car has been delivered

158 Other

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- Winter Festival: The dates will be Feb. 13, 14 & 15.
  - Mandatory Reporting –DCF: A meeting Doodle has gone out to Milton Library, Fire, Police, Rescue, Buildings & Grounds, Town Clerk’s Office, MCYC from Milton Recreation (coordinator). The Mandatory Reporting Presentation will be held on Wed, Nov. 5 at 2pm.
  - Cathedral Square has brought some preliminary plans for their development
  - We have been told to expect some site work this fall on the housing development behind Rick’s Grill but don’t expect any structure until spring
  - Treasurer’s Local Investment Advisory Committee – I asked to give feedback on economic development and municipal infrastructure
  - TIF, Vermont Economic Progress Council has been unresponsive to requests to meet on the rules – I may prepare something official to preserve our objections.

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

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173 **XI. Minutes of October 20, 2014**

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175 Bartlett moved to approve the October 20, 2014 minutes as presented, second by Steady.  
176 **Approved Unanimously.**

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178 **XII. Warrant/Report #9 and Supplemental Warrants**

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180 Bartlett reviewed the FY15 Warrant/Invoice Report #9 for Board orders in the amount of  
181 \$156,315.29. Bartlett noted some items of interest:

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- \$ 3,640 for Apple iPad Air2 (5) @ \$629 each & AppleCare for Ipad (5) @ 99 each.
- \$36,090 to Cargill, Inc for 500 tons of road salt @ \$72.18/ton
- \$21,966 to Formula Ford for 2015 Ford Interceptor AWD sedan, unmarked cruiser
- \$35,410.90 to SD Ireland for Fall Paving (\$24,000 Railroad St "shim", \$5,252 Main St, \$6,150 "milling")

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188 Bartlett moved to approve Warrant #9 for a total of \$\$156,315.29, second by Gifford.

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189 **Approved Unanimously.**

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• **Supplemental Warrant - Debt Service Revision due to Federal Sequestration**

Bartlett moved to approve the Supplemental Warrant for Debt Service Revision due to the Federal Sequestration in 2014, second by Gifford. **Approved Unanimously.**

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

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

Gifford moved to enter into executive session to discuss a personnel matter under the provisions of 1 V.S.A. § 313 (a)(3) of the Vermont Statutes, second by Bartlett. **Approved Unanimously**

Executive Session was entered into at 7:04. There were no actions as a result of the session.

**XIV. Adjournment**

Bartlett moved to adjourn the meeting at 8:40 p.m., second by Gifford. **Approved Unanimously**

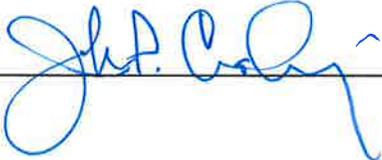
*These proceedings were filmed by LCATV and audio-recorded by the Town.*

**Respectfully Submitted,**

  
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**John Bartlett, Selectboard Clerk**

Date: 11/17/14

Filed with Milton Town Clerk's Office on this 18th day of Nov, 2014

ATTEST:   
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**Milton Assistant Town Clerk**