

Town of Milton  
Selectboard Meeting Minutes  
December 1, 2014 6:00 PM Board Meeting  
Community Room

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

**Selectboard Members Not Present:**

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

**Others Present:** Joe Duncan, Aldrich+Elliot Water Resources Engineers; Charlie Baker, Executive Director of Chittenden County Regional Planning Commission; and Michele Boomhower, Assistant/MPO Director of Chittenden County Regional Planning Commission

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 asked to take E and C out of order. Adams asked to add item I regarding the Town’s Legislative Breakfast on December 10.

IV. **Public Forum** –

V. **Appointments/Resignations/Recognition**

VI. **New Business**

**A) Water Rate Study Report**

Palaia said that the Town Staff and Board authorized a rate study earlier in the year to take a holistic look at the rate structure of Milton’s Water utility now that we have gotten away from using the General Fund balance to sustain the Water Fund. Joe Duncan from Aldrich+Elliot Water Resources Engineers said Milton currently has a traditional set-up with a base rate and a quarterly reading. This is a pretty consistent method and he recommends that the Town stay with that. The study also found that 70% of the Water Utility costs are fixed. Duncan said that 30% of costs are recovered by base fees. About 10 to 15% comes in from connection fees. The rest comes from revenue. So the revenue is about 55% variable. If possible, it would be ideal to increase the base rate from 30% guaranteed revenue to more like 35 or 40% guaranteed revenue. Up until now, the Town has been using connection fees to make up the difference, but that should really be put into reserves in case of some major catastrophe or for use as capital reserves to fix capital deficiencies. Currently Milton’s rates are in the middle of the pack compared to other nearby water service systems.

**B) Everest Road Reconstruction Balancing Change Order, Certification of Work and Everest Road closeout**

47 Public Works Director Roger Hunt stated that the Everest Road project exceeded the  
48 approved contract price by \$17,333.30 due to the unexpected removal and replacement  
49 of unsuitable materials. Also on the upper part of the curve there were several large  
50 tree stumps that had root systems intact, so when those were removed there was more  
51 area that needed to be filled. However, overall both projects moved quickly and caused  
52 a minimum of disturbance to residents. Hunt has received several compliments about it.  
53 The project still came in under budget.  
54

55 Bartlett motioned to authorize the Town Manager to execute change Order #2, issue  
56 final payment in the amount of \$156,020.30 to Ormand Bushey & Sons, Inc., and sign  
57 the Final Acceptance Certification, second by King. **Approved Unanimously.**  
58

59 **C) Chittenden County Regional Planning Commission Presentation**

60 Charlie Baker and Michele Boomhower reviewed the services that the Chittenden  
61 County Regional Planning Commission (CCRPC) performs for Milton. Services include  
62 emergency planning, stormwater education, GIS assistance, byways, and transportation  
63 projects, which includes studies and project management. Baker said the CCRPC is  
64 interested in looking at Milton's proposals for projects in FY16 – due January 23<sup>rd</sup>. The  
65 CCRPC recently adopted a public participation plan that is federally mandated. The plan  
66 has a focus on low income and other underrepresented communities. In the next week  
67 or so, the CCRPC will send Town Selectboard Chairs an inquiry about interest in regional  
68 services to learn how the CCRPC can best serve municipalities. Boomhower spoke about  
69 the Neighbor Rides program that coordinates volunteers to assist with transportation  
70 needs for disadvantaged older adults and persons with disabilities. Bartlett asked about  
71 new state road signs that are being hit by snow plows or are hidden by weeds, which he  
72 said makes us look bad as a state and wondered if there was a budget to address this.  
73 Boomhower said yes there is a budget, and she will bring that message back to VTrans.  
74 CCRPC's agenda for their legislative breakfast includes stormwater issues, the economy,  
75 workforce development, smart growth – the permitting system, and regional services  
76 sustainability. Adams asked about the timeline for the Hourglass decision. Boomhower  
77 said she thinks we will hear by the end of the month. The construction will take 4 to 5  
78 years to complete. Boomhower said if it is an LTF project, it could move faster.  
79

80 **D) Water Storage Facility Plaque-Dedication Request**

81 Palaia stated that Champlain Water District requested a plaque in honor of George  
82 Nelson, the long-time Water Commissioner for the Champlain Water District, be  
83 approved. The dedication is planned for December 19<sup>th</sup> at 2pm.  
84

85 King motioned to authorize the new plaque honoring George Nelson, second by Steady.  
86 **Approved Unanimously.**  
87

88 **E) Request for \$2,500 Line of Credit with Amazon Corporate Credit Account**

89 Palaia stated that the Library Trustees requested a line of credit to realize cost savings  
90 through Amazon. The Town also makes a few purchases on Amazon and a line of credit  
91 would just simplify the process.  
92

93 Gifford motioned to authorize a \$2,500 line of credit with Amazon Corporate Credit for  
94 the Library, second by Bartlett. **Approved Unanimously.**  
95

96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143

**F) Vermont Community Development Grant Agreement**  
Palaia stated that the Champlain Housing Trust has set up a housing rehabilitation fund. Because the grant will pass through the Town of Milton, the Selectboard needs to authorize the Town Manager to sign the grant agreement paperwork.

Gifford motioned to adopt the resolution PM-1 to authorize the grant agreement for Vermont Community Development Grant and authorize the Town Manager to sign all the associated paperwork, second by Bartlett. **Approved Unanimously.**

**G) Certificate of Project Completion – Bond for Village Sewer Expansion and 2001 Sutphan Tower Truck**

Palaia said that this is a request to approve the completion of these projects and the associated paperwork for Vermont Bond Bank.

Gifford motioned to approve Vermont Municipal Bond Bank Certificate of Project Completion for the Village Sewer Expansion and the 2001 Sutphan Tower Truck as presented, second by Steady. **Approved Unanimously.**

**H) Improvement Committee Resolution**

Palaia said that this is a request for a resolution to accept the Improvements Committee recommendations. Gifford said that the resolution is a little ambiguous in terms of how much effort is needed. Palaia said that it is written to agree to put effort into the recommendations, but we may find that some items are just not realistic.

Gifford motioned to adopt the resolution acknowledging the recommendations and focus areas submitted by the Improvements Committee, second by King. **Approved Unanimously.**

**I) Legislative Breakfast on December 10 at 8:00AM**

Palaia stated that Milton’s Annual Legislative Breakfast is scheduled for Wednesday, December 10, 2014. Breakfast will be provided and discussions will start around 8:15 a.m. in the Community Room at the Milton Municipal Building. This year, topics for discussion will likely include: Education Property Tax Reform, Transportation Project Needs, State Permit Reform, and Alternative Economic Development Programs. Each participant will also be allowed to introduce their priorities at the beginning of the meeting. All but three of our legislative delegation plan to attend.

**VII. Old Business**

**VIII. Reconsideration – Nothing**

**IX. Manager’s Updates**

Public Works

- McMullen Road Sidewalk – Last month, the project received authorization to enter the ROW phase.
- Cherry Street Sidewalk – Design work is ongoing.

- 144
- 145
- 146
- 147
- 148
- 149
- 150
- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158
- 159
- 160
- 161
- 162
- 163
- 164
- 165
- 166
- 167
- 168
- 169
- 170
- Railroad Street Sidewalk –We have received the signed contract agreement from Vtrans. RPC is finalizing consultant arrangements
  - Working on a project list to submit to the Regional Planning Commission for their Unified Work Program. They can provide funding for approved projects at 80%, the Town has to match 20%
  - We had a follow up meeting with Toole Design Group based on the feedback regarding the trails/pathway scoping study discussed at the last meeting, they are getting some additional information and will be able to present a final recommendation in January
  - The Route 7 Corridor Study Advisory Committee will be meeting next week in preparation for a 2nd public input session (hopefully in January but not later than February – depending on other agenda traffic)
  - Committee assembled to review solar RFP responses, Ken Nolan, offered his assistance which should be valuable. I have been advised that negotiating contracts with solar companies can be challenging, ideally I'd like to have a recommendation before the Board in late January or early February, but we'll have to see how it goes.
  - Recreation Commission met with consultant last month to give them feedback on revised facility plans, staff met with them following the meeting, they have included the additional items we discussed at the last meeting. The cost has tripled for all three improvements. They are going to plan to present the revised plan at our December 15th meeting. Staff will be working with the consultant to identify short and long term feasibility and need of improvements and phasing following that presentation.
  - Received an updated cost memo for the Railroad Street/Middle Road/Route 7 intersection project. Five different scenarios were addressed. No significant cost difference to state to complete full hourglass if town share's 20% of cost as originally expected. Meeting with parties, VTrans, owner, RPC, and Town expected next week.
  - Still expecting to hear on the Park & Ride grant this month.
  - Single axle dump truck is being built, delivery expected this week

171

172 Planning & Economic Development

173

- 174
- 175
- 176
- 177
- 178
- 179
- 180
- 181
- 182
- 183
- 184
- 185
- 186
- TIF Rules had a semi-productive meeting with Vermont Economic Progress Council (VEPC) staff last week, addressed some of the changes we want. On a low note, they confirmed that these rules could be applied retroactively, although it is not VEPC's intention to do so, another state agency (like the tax department could). On a positive note, some of the rules on how a reappraisal affects the original taxable valuable may prove to be a windfall for the Husky/Catamount District and lower the need to refinance the debt on the wastewater plant in 2018.
  - GBIC is working on a couple leads for the Catamount Park. Bove's is coming back for some desired design changes they want.
  - Local Investment Advisory Committee – state law passed last session requiring more of the state's cash to be invested in local economic development programs. Was asked by the Treasurer's advisory committee to give them some ideas which seemed well received.

187 Recreation

- 188
- 189
- 190
- 191
- 192
- Holiday Tree Lighting: Looking at an evening the week of Dec. 9<sup>th</sup> at 6p.m.
  - Winter/Spring 2015 Brochure will be out Jan. 7, 2105
  - Budget Social: Milton Recreation Dept is happy to work with MFCC to provide childcare for this event on Sat, Jan. 24. Drop off at 9:30, pick up by 12:30. The Library community room has been secured for this.

- 193 • Winter Festival: The dates will be Feb. 13, 14 & 15.
- 194 • Mandatory Reporting: John Salter from DCF and Sally Borden from Kid Safe did a
- 195 presentation for Town staff re: Mandatory Reporting policies and guidelines on Wed, Nov.
- 196 5. This was very beneficial and really helped answer questions and filled in gaps.
- 197 • Disengaged Youth: MCYC, MFCC and MHS spearheading this task force. Ben attended the
- 198 first meeting (Wed, Nov. 12) and there were over 19 in attendance. Next steps are for the
- 199 task force to meet with kids to get their input, report back to the group via email by the
- 200 end of the year and then meet again in January. Ben will be setting up a time to meet with
- 201 Lynne Manley at MHS and a group of students interested in spearheading a Skate Park. Will
- 202 definitely keep you updated.
- 203 • Dog Park (Grant): Application sent October 7 (due Oct. 10). Still waiting to hear.

204  
205 Other

- 206
- 207 • Recreational Trails Grant Opportunity – maximum award increased from \$20K to \$50K, will
- 208 be coming up for consideration in January.
- 209 • Town Audit, still waiting to see management letter and get some data I need to complete
- 210 the Management Discussion & Analysis, get an updated draft from last visit in October, will
- 211 try to include audit review with the board during the special budget meetings we have in
- 212 January. Got a bunch of follow up questions from the auditor today when I prompted them
- 213 to respond.
- 214 • Village Cemetery Association Hearing tomorrow night
- 215 • Voluntary Compliance letters we discussed at the last meeting are getting some traction
- 216 with property owners.
- 217 • Working on Budget to present at the next meeting
- 218 • Thank the *Milton Independent* for the Monster Mile Contribution to our summer programs

219  
220 **X. Potential and/or Future Agenda Items –**

221  
222 **XI. Minutes of November 17, 2014**

223  
224 Gifford moved to approve the November 17, 2014 minutes as presented, second by Steady.  
225 **Approved Unanimously.**

226  
227 **XII. Warrant/Report #11 and Supplemental Warrants**

228 Bartlett reviewed the FY15 Warrant/Invoice Report #11 for Board orders in the amount of  
229 \$339,343.83. Bartlett noted some items of interest:

- 230
- 231 • \$29,922.10 to Blue Cross, Blue Shield for Town share employee health care premium
- 232 • \$3,630.92 to Essex Rental for replacement of worn shaft and bearings on chipper
- 233 • \$3,957 to LHS Associates for materials, labor and shipping ballots for 2014 general election
- 234 • \$3,656.69 to Northeast Delta Dental for Town share of dental care premium
- 235 • \$63,968.03 to Omega Construction for Algonquin Reef road intersection
- 236 • \$156,020.30 to Ormond Bushey & Sons for Everest Road Reconstruction
- 237 • \$7,841.58 to Stizel, Page, Fletcher P.C. for legal work on multiple issues/projects
- 238 • \$19,000 to The Tech Group for bulk hour purchase (200 hours @ \$95/hour through 12/31/17)
- 239 • \$749.34 to Vision Service Plan CT for Town share of employee vision care premium

241 Bartlett moved to approve Warrant #11 for a total of \$339,343.83, second by Gifford.  
242 **Approved Unanimously.**

243  
244 **XIII. Executive Session per V.S.A. Title 1 Section 313**

245  
246 Gifford motioned that premature public knowledge about a personnel matter would cause the  
247 Town or person to suffer a substantial disadvantage, second by Bartlett. **Approved**  
248 **Unanimously.**

249  
250 Gifford moved to enter into executive session to discuss a personnel matter under the  
251 provisions of 1 V.S.A. § 313 (a)(3) of the Vermont Statutes, second by Bartlett. **Approved**  
252 **Unanimously.**

253  
254 Executive session began at 7:25 p.m.

255  
256 Gifford motioned to adjourn Executive Session at 8:31 p.m., second by Bartlett. **Approved**  
257 **Unanimously.**

258  
259 There were no actions as a result of the session.

260  
261 **XIV. Adjournment**

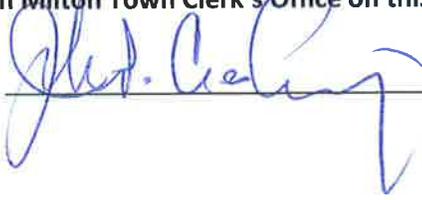
262  
263 Gifford moved to adjourn the meeting at 8:35 p.m., second by Bartlett. **Approved**  
264 **Unanimously.**

265  
266 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

267  
268 **Respectfully Submitted,**

269  
270  Date: 12/15/14  
271 **John Bartlett, Selectboard Clerk**

272  
273 **Filed with Milton Town Clerk's Office on this** 16th **day of** December, 2014

274  
275 **ATTEST:**  **Milton Assistant Town Clerk**