

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

6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford (arrived at 6:55 p.m.), Vice Chair;
7 John Bartlett, Clerk; Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:**

9 **Staff Members Present:** Brian Palaia, Town Manager; Ann Janda, Management Fellow; Kym
10 Duchesneau, Recreation Coordinator; and Ed Clodfelter, Assessor

11
12 **Others Present:** Darrin Bennington, Haunted Forest and Jay Maurice, Haunted Forest

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

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

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18 III. **Agenda Review** – Palaia added the annual report as Item G

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20 IV. **Public Forum** – Steady asked to take a tour of existing buildings being used for the highway
21 department and maintenance sometime in the future.

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23 V. **Appointments/Resignations/Recognition**

24
25 A) **Resignation of Development Review Board Alternate – Mitch McClellan**

26 Palaia said that Mitch McClellan is moving out of town so he will no longer be able to
27 serve on the Development Review Board.

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29 Bartlett motioned to accept the resignation of Mitch McClellan from the Development
30 Review Board, second by Steady. **Approved Unanimously.**

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32 B) **Acceptance of Town Manager Resignation**

33 Palaia said that he signed a contract to be the next town manager in the Town of
34 Oxford, Massachusetts and will be with Milton until the end of January. He said he will
35 help out with the transition and is able to come back for pre-Town Meeting if needed.

36
37 Bartlett motioned to accept the resignation letter from Town Manager, Brian Palaia,
38 with regrets, as presented, second by Steady. **Approved Unanimously.**

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40 VI. **New Business**

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42 C) **Haunted Forest Debrief**

43 Jay Maurice from the Milton Cub Scouts said that the Haunted Forest from October
44 2014 was put together by the Cub Scouts and Girl Scouts in cooperation with the Milton
45 Recreation Department and Buildings and Grounds. He said it was a massive
46 undertaking from the Milton scouting community because they only had two days to set
47 up and the weather was very challenging. They printed 400 tickets, and ran out, so not

48 sure how many people attended. Gross receipts were \$3,500 and expenses were
49 relatively low at \$1,324.55. The scouts were able to donate \$442 to the Milton Food
50 Shelf. All feedback has been overwhelmingly positive. Maurice said there is a desire to
51 do it again, however, next year it would be better to have an indoor venue that would
52 help with planning and not make the event weather dependent. The group would like to
53 ask for committee membership from multiple community groups so that it isn't just a
54 scouting event. Recreation Coordinator, Kym Duchesneau, said there are many groups
55 she thinks would be interested. Maurice said they are looking to the Selectboard for
56 encouragement and ideas for how the Town can support the event next year. One idea
57 is the Ice Barn if that is developed by that time. Adams suggested that Duchesneau
58 administer this event and help bring groups together.

59
60 **D) Vermont League of Cities and Towns (VLCT) Proposal to Provide Town Manager Search
61 Services and Review Job Posting**

62 Palaia said that this proposal is similar to what VLCT offered in the last Town Manager
63 search. Abigail Friedman, Director of the Municipal Assistance Center, said that the
64 services offered can be selected as needed. Friedman said that services range from
65 setting up appointments to doing background checks and assisting with the final
66 contract negotiations. Screening committees can be part of this process. Friedman said
67 the average is around 60 resumes for Town Manager roles and it is currently very
68 competitive. VLCT can do reference checks and utilize their private investigator, who can
69 do background checks. The cost of services is set not to exceed \$5,000. Generally, costs
70 for manager searches have been coming in around \$3,500. Bartlett asked how VLCT
71 gauges the effectiveness of the different advertising outlets. Friedman says they haven't
72 done a thorough job of looking into that. King asked how many potential applicants the
73 town might receive. Friedman said that 60 has been the average, but Chittenden County
74 is a draw.

75
76 Bartlett motioned to accept the Vermont League of Cities and Towns (VLCT) as the
77 contractor for Town Manager search services not to exceed \$5,000 not including the
78 cost of advertising, second by Steady. **Approved Unanimously.**

79
80 **E) Assessor Budget**

81 Palaia stated that the assessor's budget is about \$72,000. A long-time employee retired
82 so we are saving money in salary costs. The largest cost in the budget is our contract
83 with the assessor, Ed Clodfelter. Clodfelter said that there have been slight increases in
84 property values in town, which is nice and stable. He is concerned about the common
85 level for mobile homes, which right now appears overvalued, and that is a place where
86 people can be in need. Clodfelter said he would like to try to fix that over the next three
87 years. Milton has been using the Proval system, which is old technology. Clodfelter says
88 most towns in the state use the NEMRC Microsoft system. The sketch program within
89 that system cannot convert the sketches from the Proval system. So that conversion
90 would need to be done manually, which our new assessment clerk can help with. Palaia
91 proposes to use the Town's reappraisal money to pay for the conversion, so he didn't
92 include the \$4,000 for this work in the Assessor Budget.

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94 **F) Planning Grant Agreement for Cathedral Square Feasibility Study on Affordable Senior
95 Rental Housing in Milton**

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Gifford motioned to adopt the grant agreement resolution and agrees to the terms and conditions of the grant as presented and make Brian Palaia the designee in both cases, second by Bartlett. **Approved Unanimously.**

Gifford motioned to authorize Palaia to sign the Planning Grant Agreement and the Administrative Services Agreement for the Cathedral Square Feasibility Study on Affordable Senior Rental Housing in Milton, second by Bartlett. **Approved Unanimously.**

G) Annual Report

Adams asked the Selectboard to review the Selectboard’s draft letter for the Annual Report. Adams would like to add an introductory paragraph and make some edits. Several edits were discussed. Adams will make revisions and send back to the Selectboard for a vote on January 6th or 7th.

VII. Old Business

VIII. Reconsideration – Nothing

IX. Manager’s Updates

- New Recreation Program Guide Out - January 7th
- Planning for Winter Festival February 13th, 14th, and 15th – looking for volunteers for the celebrity breakfast
- I had a follow up conversation with the Deputy VTrans Secretary following our meeting last month, he committed to finding a way to do whole project, and he is consulting with staff and legal counsel within the agency on what we can do and how much we can do in advance of VTrans processes as far as acquisition discussions are concerned for portions or all of the southern hourglass property. He is going to get back to us on this and other details.
- Ann and I were able to meet with Senator Ashe who was not able to make the legislative breakfast. He offered his assistance getting better TIF rules, on our transportation needs, and permitting reform.
- Our highway fleet has been holding up and we have not had any major repair needs.
- Various staff will be participating in a day-long training next week on the new TIF rules and we hope to understand better what our reporting obligations are and if we are required to submit a report for this year.
- Waiting to hear on the Park & Ride Grant – we should see an announcement this week, a decision on the transportation alternatives grant is also pending. We are working on a trails program grant and we’ll have that ready for your consideration at your next meeting
- Cathedral Square would like to pursue, with Town support, an Implementation Grant from the Vermont Community Development Program, in the amount of \$680,000. The application deadline is early April. They would like to begin construction by November 2015.

X. Potential and/or Future Agenda Items –

144 **XI. Minutes of December 15, 2014 and December 22, 2014**

145
146 Bartlett moved to approve the December 15, 2014 minutes as presented, second by Steady.
147 **Approved Unanimously.**

148
149 Bartlett moved to approve the December 22, 2014 minutes as presented, second by Steady.
150 **Approved Unanimously.**

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152 **XII. Warrant/Report #13 and Supplemental Warrants**

153 Gifford reviewed the FY15 Warrant/Invoice Report #13 for Board orders in the amount of
154 \$157,595.84 Gifford noted some items of interest:

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 - The largest single invoice is the monthly health insurance premium for \$30,203.22.
 - Normal salt purchases for road salt for \$13,153.36.
 - The auditors get \$27,148.00 from these orders.

159
160 Gifford moved to approve Warrant #13 for a total of \$157,595.84, second by Bartlett.
161 **Approved Unanimously.**

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

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

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

171
172 Executive session began at 7:30 p.m.

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174 Gifford motioned to adjourn Executive Session at 8:32 p.m., second by Bartlett. **Approved**
175 **Unanimously.** There were no actions as a result of the session.

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177 **XIV. Adjournment**

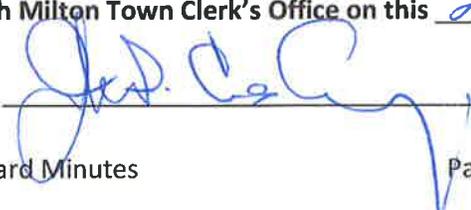
178
179 Gifford moved to adjourn the meeting at 8:35 p.m., second by Bartlett. **Approved**
180 **Unanimously.**

181
182 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

183
184 **Respectfully Submitted,**

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186  _____ Date: 1/20/15
187 **John Bartlett, Selectboard Clerk**

188
189 Filed with Milton Town Clerk's Office on this 21st day of Jan, 2015

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