

1 Town of Milton
2 Selectboard Meeting Minutes
3 February 2, 2015 6:00 PM Board Meeting
4 Community Room
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6 **Selectboard Members Present:** Darren Adams, Chair; John Gifford, Vice Chair; John Bartlett, Clerk;
7 Stuart King (via Skype), and Brenda Steady

8 **Selectboard Members Not Present:** none

9 **Staff Members Present:** Paul Bohne, Interim Town Manager; Erik Wells, Executive Assistant/HR
10 Coordinator, Katherine Sonnicks; Planning Director; Roger Hunt, Public Works Director; Jake Hemmerick,
11 Town Planner
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13 **Others Present:** Lori Donna, Planning Commission; Todd Picht, Todd Buik
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15 **I. Call to Order** – Adams called the meeting to order at 6:05 p.m.
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17 **II. Flag Salute** – Adams led the attendees in a Salute to the Flag.
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19 **III. Agenda Review**

20 Adams introduced Paul Bohne, Interim Town Manager. He will be working here during the
21 selection process for the new Town Manager. Milton is looking to hire and have its new Town
22 Manager begin work by June 1. Bohne comes with a number of years with VT experience
23 working for the Towns of Bennington and Shelburne and recently serving as the Interim
24 Manager for the Chittenden County Transportation Authority (CCTA).
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26 **IV. Public Forum**

27 Todd Buik of Railroad St. raised concerns with the sewer connection process for the Cameron's
28 Run development and Hillary Lane's status as a Private or Public Road. Public Works Director
29 Roger Hunt informed the Board that the village core sewer expansion project enabled
30 Cameron's Run to connect to the municipal sewer system at Railroad Street. From June 2012-
31 June 2013 there was an incentive window for Cameron's Run residents to hook up to municipal
32 sewer and have the connection fee waived. Any property built or unoccupied after that window
33 passed must pay the connection fee. Mr. Buik voiced his concern that anyone that wants to
34 connect in the future should be afforded the waiver of connection fee. He also requested proof
35 that the Town took over Hillary Lane as a public road. Roger Hunt said the Public Works Office
36 will follow up with that documentation.
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38 **V. Appointments/Resignations/Recognition**
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40 **A) Chittenden County Regional Planning Commission Alternate Resignation – John Dos
41 Santos**

42 Bohne explained that John Dos Santos is moving out of town so he will no longer be able
43 to serve as a CCRPC Alternate for Milton.
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45 Gifford motioned to accept the resignation of John Dos Santos from the position of
46 Alternate Representative to the Chittenden County Regional Planning Commission,
47 second by Bartlett. **Approved Unanimously.**

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B) Planning Commission Resignation – Jay Mitiguy

Bohne explained that due to changes in his professional life, Jay Mitiguy will no longer be able to serve on Milton’s Planning Commission.

Gifford motioned to accept the resignation of Jay Mitiguy from the Planning Commission, second by Steady. **Approved Unanimously.**

Anyone interested in being on a Commission should contact the Town Manager’s Office Adams stated.

VI. New Business

C) Review and Feedback on Memo of Future Regulations Changes from Planning Commission

Planning Director Katherine Sonnick stated she spoke with Attorney Amanda Lafferty regarding Interim Zoning. Lafferty said the draft regulations for interim zoning are written correctly for the most part, but the document needs to be adjusted to provide further clarity. Sonnick said the public hearing will need to be re-warned after these adjustments are made, and the public hearing scheduled for February 17th will need to be cancelled. Sonnick stated the interim zoning regulations would put authority on the Selectboard to give the OK for residential development in the districts affected. With the OK from the Selectboard the residential development review would then go to the Development Review Board (DRB) using the standard development review criteria. If an application is for commercial use it would go directly to the DRB.

After discussion it was determined the interim zoning public hearing would be re-warned on the agenda for the February 17th meeting, and the public hearing held at the March 16th meeting.

Gifford motioned to cancel the public hearing for interim zoning previously scheduled for February 17th, second by Steady. **Approved unanimously.**

Planning Commissioner Lori Donna requested questions that the Board would like addressed by the Planning Commission at the public hearing. They are as follows:

- Adams asked how many applications in these districts the Selectboard would be handling. If the Town goes into Interim Zoning, can zoning changes be approved incrementally, or must be done all at once? In the M4 district, it restricts all residential building; do we have situations where someone owns a small parcel wanting to build a singular home that this is going to effect?
- Bartlett said he is interested if any property changed hands with the intention that buyer would be using the property for a residential purpose. Is there any liability through potential loss?

Adams requested that Attorney Amanda Lafferty be present at the public hearing and after discussion the Board advised for her to also attend the February 17th meeting when the warning is reissued. Bartlett raised concern regarding attracting and retaining commercial business. Donna stated agents of the Town all need to work and be advocates for change.

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D) Certificate of Highway Mileage

Public Works Director Roger Hunt explained this is the annual certificate of highway mileage to report to VTrans. This is how the Town's State Highway aid is calculated annually. Included are Dustin Dr. and Horseshoe Circle.

Gifford motioned to authorize the Milton Certificate of Highway Mileage for 2015 as presented, second by Steady. **Approved Unanimously.**

Gifford motioned to accept this Certificate of Completion and Opening of a Highway for Public Travel effective February 2, 2015 for the following highways:

1. Warranty Deed dated 24 November 2008, from Steven L. Reynolds to the Town of Milton for Town Highway Horseshoe Circle that is 830' long.
2. Warranty Deed dated 24 November 2008, from Steven L. Reynolds to the Town of Milton Town Highway Dustin Drive which is 490' long.

and this certificate will be recorded in the Land Records of the Town of Milton along with the Warranty Deed, second by Bartlett. **Approved Unanimously.**

E) Law Enforcement Terrorism Prevention Program (LETPP) Grant of License Plate Reader

Paul Bohne explained this is a grant for license plate readers. This is a competitive grant, and the Police Department would like permission to make the application. If grant is received the licensing fees and maintenance is included for 3 years, but after that the Town is liable for maintenance and upkeep. This is approximately \$3,400 a year. The reader automatically reads license plates, and sends into to a national database to cross reference for stolen cars, etc... Steady raised concerned about making that budget adjustment for a Selectboard 3 years in the future, discussion followed.

Gifford motioned to authorize the Interim Town Manager to execute the necessary documents to apply for the LETPP Grant funds through the VT Homeland Security Unit for a License Plate Reader valued at approximately \$25,450 and to make the necessary budget adjustments, second by Bartlett. **Approved, 4-0 (Steady abstained).**

F) Tax Sales, Authorization to Hire Attorney

Bohne said this changes the authorization from former Town Manager Brian Palaia to him.

Bartlett motioned to authorize the Interim Town Manager, Paul Bohne, to hire an Attorney to prepare tax sales, take tax sale action, and sign necessary documents as it relates to purchase/disposal of such property, second by Steady. **Approved Unanimously.**

G) Authorize Interim Manager to Assume Role of Authorizing Official on Vermont Community Development Program (VCDP) Grants

Bohne explained the state and community development block grants require an authorizing official.

145 Bartlett motioned to authorize the Interim Town Manager, Paul Bohne, to take over the
146 role of Authorizing Official (AO) to execute the Grant Agreements and other Documents
147 necessary to secure the grant funds for all current VCDP grant agreements with the
148 Town of Milton, second by Steady. **Approved Unanimously.**

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150 **H) Authorize Line of Credit/Business Card in Interim Manager's Name**

151 Bohne explained the current card is in former Town Manager Brian Palaia's name. The
152 line of credit and card are required to be authorized and placed in his name for current
153 use.

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155 Bartlett motioned to authorize a line of credit with the Business Credit Card Services
156 division of People's United Bank in the name of Interim Town Manager Paul Bohne in
157 the amount of \$1 and authorize the Town's Business Card be in Paul Bohne's name,
158 second by Steady. **Approved Unanimously.**

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160 **I) Town Manager Transition Status**

161 Bohne explained his first day went fine. It was a good day and he received cooperation
162 from a number of folks. He offered to Gifford and the search committee to assist in any
163 way he can. Gifford said there are 7 people including him on the Committee, so it is all
164 set to proceed. Gifford will send an email and attach the schedule from VLCT for the
165 hiring process to the committee. Bartlett stated he appreciates having Bohne as a
166 different set of eyes to overlook the town. Palaia did a great job, but anything Bohne
167 can add to help the Town and any feedback he has would be wonderful for the next
168 permanent Town Manager. Bohne said he is happy to make suggestions and
169 observations when he departs the position.

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171 **VII. Old Business**

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173 **VIII. Reconsideration – Nothing**

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175 **IX. Manager's Updates**

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177 Recreation

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- Winter Festival: (Fri-Sun, Feb. 13, 14 & 15)

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- Sponsorships: We are honored to have received or are in the process of receiving generous donations from local organizations and businesses to help defray the costs associated with this year's Winter Festival. With these donations, we are able to add more activities and offer them free or very little cost to community members and also purchase large reusable banners and yard signs advertising the event. Below are the donations:

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1. Colchester-Milton Rotary (Sleigh Rides \$325)
2. Colchester Lions Club (Sled Dogs and banner \$250)
3. Dance Works (\$50 donation for Sled Dog balance)
4. Mansfield Heliflight (\$250 donation for Big Blue Trunk)
5. VT Federal Credit Union (\$100 donation for part of Laser Tag)
6. Long Trail Phys. Therapy (\$250 donation to event (Fire Performers)
7. Husky (\$250 donation to event)
8. (There will also be in-kind donations from others TBD)

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- Spring/Summer 2015

- 194 ○ We have begun planning for camps, programs, events, and more for spring/summer
- 195 2015. The next Recreation Program Guide will be published April 15.
- 196 ○ Summer Camp Staff: three amazing summer camp counselors from last year and all
- 197 three are 99% sure they will be returning.
- 198 ● Other Updates
- 199 ○ Community Dinner Series: The next Milton Community Dinner will be on Thu, Feb 12
- 200 from 4:30-7pm in the MEMS cafeteria.
- 201 ○ "Winter Walk to School Day" is Feb. 4 and we will be collaborating with MES and
- 202 MCYC to kick off
- 203 ○ Milton Youth Sports: We will be hosting a meeting for all Milton youth sports
- 204 leaders/organizers who reserve/use the fields in Bombardier Park as well as
- 205 Recreation and Buildings and Grounds staff on Thu, Feb. 19 at 6pm in the community
- 206 room.
- 207 ○ Milton's 250th Birthday wrap up: John Lindsay looks forward to doing a final, brief
- 208 wrap up at an upcoming SLB meeting. There is approx. \$138 surplus after all expenses
- 209 and he would like to present this to the Milton Firefighters Assoc at the SLB meeting.
- 210

211 Public Works

- 212 ● We have word from VTrans that our Park and Ride Grant Application should be approved.
- 213 We just need to fill out some risk assessment documentation.

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

217 **XI. Minutes of January 13, 14, 20, 24, and 26, 2015**

219 Gifford moved to approve the January 13, 20, 24, and 26, 2015 meeting minutes as presented,

220 second by Bartlett. **Approved Unanimously.**

222 Gifford moved to approve the minutes of January 14th 2015 as presented. **Approved 4-0,**

223 **(Steady abstained).**

225 **XII. Warrant/Report #15 and Supplemental Warrants**

226 Bartlett reviewed the FY15 Warrant/Invoice Report #15 for Board orders in the amount of

227 \$86,695.10.

229 Bartlett moved to approve Warrant #15 for a total of \$86,695.10, second by Gifford...

230 King asked about the "due to developers," expenses. Bartlett stated these were

231 reimbursements of funds placed in escrow. King asked about the Hampton Inn donation

232 expense. Adams stated it was the annual fire/rescue banquet. **Approved Unanimously.**

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

236 There was no executive session.

238 **XIV. Adjournment**

240 Gifford moved to adjourn the meeting at 7:25 p.m., second by Bartlett. **Approved**

241 **Unanimously.**

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

Respectfully Submitted,

John Bartlett for Date: 2-17-15
John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 19th day of February, 2015

ATTEST: [Signature] **Milton Assistant Town Clerk**