

Milton Selectboard Meeting Minutes

March 20, 2017 6:00 PM

Municipal Building Community Room

43 Bombardier Rd. Milton, VT 05468

Selectboard Members Present: Darren Adams, Chair; John Palasik Clerk; John Cushing, Member; Chris Taylor, Member

Selectboard Members Not Present: Kenneth Nolan

Staff Members Present: Donna Barlow Casey, Town Manager; Sarah Macy, Finance Director; Don Turner, Fire Chief; Jacob Hemmerick, Planning/Zoning; Brett Van Noordt, Police Chief; Paul Locke, Sgt. Police Department

Others Present: Courtney Lamdin, Milton Independent; Jim Barlow

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

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

III. Agenda Review – Darren Adams extended item V to include additional recognition. Donna Barlow Casey confirmed she would speak on item D.

IV. Public Forum – Darren Adams confirmed no one to speak in public forum

V. Recognition of Service – John Palasik read Resolution honoring John Bartlett, former member of Milton Selectboard. Motion by John Palasik to accept the Resolution as presented, second by Darren Adams. Approved Unanimously.

Recognition of Appreciation of Service for Milton Town Manager Donna Barlow Casey - Darren Adams, shared words of appreciation for excellent service during her tenure with the Town of Milton. John Bartlett, presented a framed painting by local artist as a gift from the Selectboard to Donna Barlow Casey.

VI. New Business and Department Items

A. Appoint Town Manager Transition Team

Darren Adams, verified Town Manager Donna Barlow Casey's last day to be Wednesday March 22, 2017. John Cushing made motion to appoint Don Turner, Jr. as Acting Town Manager not to exceed 180 days effective March 23, 2017, second John Palasik.

Conversation pertaining to compensation for this appointed role left for upcoming meeting pending further discussion. Approved Unanimously

43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83

B. Authorize Business Card Agreement

John Cushing made a motion to transition Peoples United Town credit card from resigning Town Manager Donna Barlow Casey to Acting Town Manager Don Turner, versus Director of Finance. Sarah Macy, Finance Director verified that Acting Town Manager understood that a “personal guarantee” was a part of the process. Acting Town Manager confirmed he understood the requirement. Motion second by John Palasik
Approved Unanimously

C. Bullet Proof Window, Police Department

Police Chief Van Noordt and Sgt. Locke present to the board three estimates for ballistic protection in the police department lobby. The third estimate for bulletproof window project estimated cost of \$24,419.66 was recommended. Request Selectboard waive the bid process for time constraints and original municipal builder Kenneth Adams General Construction. Identified the monies for project would come from normal operating budget due to available funds. John Cushing suggested Town Clerks Office should be considered as a site for future bulletproof window project. John Palasik proposed the second estimate of \$37,152.56 was the safest proposed choice within available funding window. John Palasik moved to **not approve** the lowest proposed estimate but to accept second proposal for Bulletproof Window Project estimated cost of \$37,152.56 to upgrade personnel safety to the front office to the police department, John Cushing second. Approved Unanimously

VII. Executive session per V.S.A. Title 1 Section 313

John Palasik moved to find premature public knowledge about personnel and legal would cause the Town or person to suffer a substantial disadvantage. Second by Darren Adams. Approved Unanimously.

John Palasik moved to enter into Executive Session to discuss personnel and legal under the provisions of V.S.A title 1 section 313 and include Jim Barlow. Seconded by Chris Taylor. Approved Unanimously.

Entered Executive Session at 6:35 PM

No Action taken as a result of Executive Session

Executive session closed at 7:15 PM

D. Authorized Contract for Cemetery Work

Donna Barlow Casey presented the current cemetery contract remains in force. Dustin Keelty will ask the Selectboard for small contingency budget to balance project. Will provide figure to the Selectboard. John Cushing made a motion to make an addendum to the two-year contract remaining for company to maintain current portion of the cemetery being serviced by Town Staff when volunteer force is unavailable, and approve small contingency budget increase. John Palasik second. Approved Unanimously.

84
85
86
87
88
89
90
91
92
93
94
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

E. Consider Appointment of Development Infrastructure Standards Steering Committee

Jacob Hemmerick, Planning Director requested the Selectboard to authorize the Municipal Planning Grant project’s request for qualifications as presented and move to constitute the “development infrastructure standards” ad hoc steering committee and advisory group as presented. The fiscal impact total project cost is \$26,000. With the State of Vermont Grant funding \$20,000 and \$6,000 match funded by the General Fund. John Cushing moved to accept as presented establishing that the steering committee would be one single nominated, voting representative of each of the following municipal bodies: Selectboard, Planning Commission, Conservation Commission, Development Review Board, Economic Development Commission, Recreation Commission, and School Board. Additionally one single ex-officio non-voting member from the following municipal departments: Director of Administration (or Manager Designee), Finance Director, Planning Director including the following TAC (Technical Advisory Committee) Designees: Highway, Water/Wastewater, Fire/Rescue, Recreation, Police and School. John Palasik seconded. Approved Unanimously.

F. Authorize RFQ for Planning and Engineering Service to Draft Coordinated Private/Public Transportation Infrastructure Standards

John Cushing asked for clarification of the terminology RFQ. Jacob Hemmerick defined RFQ standardly as a Request for Qualifications for the planning and engineering services associated with a project. Darren Adam questions terminology concerning must vs. should in reference to the “mode of transportation” vs. “recreation” preference to the latter as proper understanding of bicycle usage for our town and Vermont at large. Request change in terminology to reflect this as long as change does not have negative impact on future processes. Additional change to verbiage, suggested terminology change to “create standards that are clear, fair, and efficient” John Palasik moved to authorize RFQ for qualifications for planning and engineering services to draft coordinated private and public transportation infrastructure standards. Chris Taylor Seconded. Approved Unanimously

G. Substantial Change Request – Town Core 2017

Sarah Macy updated the board on the progress of the substantial change request. She described the required components of the request and the status of each of them. She met with Fred Kenney and Kimberly Baker from VEPC to review the draft and gather additional requirements. The meeting was successful and additional paperwork was obtained. Macy gave an overview of the draft substantial change request. Discussion included the status of projects included in the original TIF application, required steps in the process, and timeline. No action was taken.

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
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

VIII. Old Business

A. Schedule Additional meetings Dates for Transition Discussion

John Cushing agreed that the more high quality communication is had, the better the process will come together. The selectboard made the decision to meet every Monday night going forward.

B. Follow –up Dispatch Discussion

Darren Adams confirmed meeting with Charlie Baker, Direct of Chittenden County Regional Planning Commission (CCRPC) last Thursday. Per their discussion shared with the board information around how the Champlain Water District fit into the Dispatch process in regard to storm water. Any municipal service agreement needs to be ratified by the CCPRC. Next week Darren Adams has a regularly scheduled meeting with dispatch committee. He will report back to the selectboard on the updates from that meeting.

D. Warrant # 20

John Palaski moved to approve warrant # 20 amounting to \$188,825.59, second by Darren Adams. Approved Unanimously.

DI. Approval of Minutes of 2/6, 3/6 Liquor Board, 3/15

John Palasik moved to accept the meeting minutes as is for 2/6 and 3/15 with the Town Manager making the addition to the time of the end to Executive Session on her records. Motion and second. Approved Unanimously. John Palasik moved to approve the minutes of the liquor board meeting of March 6, 2017 as presented. Chris Taylor second. Approved Unanimously.

DII. Executive session per V.S.A. Title 1 Section 313

John Palasik moved to find premature public knowledge about personnel and contracts would cause the Town or person to suffer a substantial disadvantage. Motion seconded. Approved Unanimously.

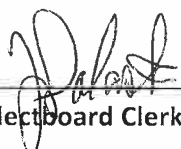
John Palasik moved to enter into Executive Session to discuss personnel and contract negotiations under the provisions of V.S.A title 1 section 313 and include Donna Barlow Casey, Don Turner Jr, Sarah Macy and Jacob Hemmerick. Motion Seconded. Approved Unanimously.

169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186

Entered Executive Session at 8:40 PM
No action was taken as a result of executive session
Motion to close Executive Session by John Cushing, second by Chris Taylor, time 10:31 PM


Adjournment
Chris Taylor moved to adjourned, second by John Cushing. Approved Unanimously.
Adjourned the meeting at 10:31 PM.

Respectfully Submitted,

 Date: 4/3/17

John Palasik, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 5 day of April, 2017

ATTEST:  Milton Town Clerk