

# Milton Selectboard Meeting Minutes

April 3, 2017 at 6:00 PM

Municipal Building Community Room

43 Bombardier Rd. Milton, VT 05468

**Selectboard Members Present:** Darren Adams, Chair; Kenneth Nolan, Co-Chair, John Palasik Clerk; John Cushing, Member; Chris Taylor, Member

**Staff Members Present:** Don Turner, Acting Town Manager; Sarah Macy, Finance and Administration Director; Mary Thompson, Administrative Assistant Town Manager; Ben Nappi and Kym Duchesneau, Recreation Department; Sgt. Paul Locke, Milton Police Department

**Others Present:** Michael Joseph, Rich Desouza, Jessica Groeling, Dan Albrecht, Chittenden County Regional Planning Commission; Courtney Lamdin, Milton Independent

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** – Liquor board minutes of 2/22 removed

IV. **Public Forum**

Kristen Washburn addressed the selectboard with questions concerning plans that the town was going to sell the current PW town garage building located by the dam in the near future. Selectboard Chair Darren Adams assured her there was no plan to pursue such an action, though the PW department would need a new public works facility in the future.

V. **Appointments**

**Economic Development Commission**

After reflection and brief conversation with Michael Joseph and Ricardo Desouza, Cushing motioned to appoint Michael Joseph and Ricardo Desouza to the Economic Development Commission, second by Nolan. Town Manger's office will follow up with letters of appointment.

VI. **New Business and Department Items**

A. MCYC request for resolution supporting MCYC Healthy Communities. ACTING Town Manager Turner presented on behalf of Tony Moulton, Director of Milton Community Youth Coalition (MCYC) history of grant process and request for adoption of associated Resolution. Moulton has asked the selectboard to finalize the grant process with a Resolution or "Good Faith Statement" essentially stating the Town of Milton values a community free of substance abuse; to be a combustible and non-combustible free, value based resolution. Prior to tonight's selectboard meeting Turner spoke at length with Moulton to adjust terminology of the resolution from "shall" to "may". This allows for the Town to maintain ultimate authority down the road. Turner stated this resolution is not making any significant ordinance or policy change. This resolution is in keeping with the Towns current policy on substance free environment as a public health

45 and safety benefit. If the Town desires to post additional signage, this MCYC grant has  
46 money designated for that purpose. Turner asked that action be taken tonight to bring  
47 this process, which has spanned over 18 months, to fruition. Palasik thanked Turner for  
48 making the changes to the terminology in respect to the interest of the Town. Ken Nolan  
49 moved for approval of the resolution as presented, Palasik second. Approved  
50 unanimously.

51  
52 **B. Entertainment License Approvals**

53 Little League Opening Day (May 7) Color Run (May 7) Ultimate VT State High School  
54 Championships (June 3)

55 Nappi from Rec seeking approval for application for facility use and entertainment  
56 licenses for all three events.

57 Turner informed the board that there has been a request to the TM office in conjunction  
58 with little League Opening Day by Jessica Groeling to memorialize a field in the name of  
59 Bill Black. Mr. Black is the founder of Milton Little League. Groeling was provided the  
60 Town policy and procedure for addressing a Memorial request. The next steps of this  
61 process lay with Groeling. Turner wanted the board to be aware this was an upcoming  
62 topic for consideration.

63 Palasik moved that board approve all three requested application licenses as presented  
64 letting the Recreation department make the judgment as to how many port-a-lets will  
65 be needed. Second by Taylor. Approved Unanimously.  
66

67 **C. FY2017 Financial Statement Audit Engagement**

68 Macy presented the audit engagement letter of Sullivan, Powers & Co. for approval for  
69 the Town of Milton annual audit of financial statements for the year ending June 30,  
70 2017. Cost determined audit service fee is \$27,000 for year ending June 30, 2017.

71 With an additional single audit required by the federal government because the town  
72 has expended more than \$750,000 in federal grant funds. Macy explained pass-through  
73 grant sources of \$4,500 would help offset the total cost of \$9,000 for the single audit  
74 fee. Turner strongly encouraged moving forward with engaging the services of Sullivan,  
75 Powers & Co. for June 30, 2017 audit with consideration of going out to bid for next  
76 year's audit services. Cushing and the board agreed that investigating other audit  
77 services would be beneficial for the town to consider going forward. Nolan moved to  
78 accept the audit engagement as presented. Palasik second. Approved unanimously.  
79

80 **D. Assessor Status Update**

81 Macy informed the board of meeting held with herself, Turner, Ernie Sanders and Ed  
82 Clotfelter of NEMRC. Turner asked Clotfelter to provide a written update as to where  
83 we stand on all the projects he is working on of the Town right now. Clotfelter did  
84 provide the update and it is included in today's board packet. Was discussion on overall  
85 timelines and what is required by statute. Macy acknowledged that new Assistant  
86 Assessor has been hired, starting date of April 10, 2017. Turner Grand List was the  
87 priority of the board. Cushing reiterates that the Grand List filing is Vermont State law.

88 Macy and Turner confirmed the meeting outlined a feasible plan to accomplish the  
89 update of the Grand List on time for state deadline. Adams questioned at what meeting  
90 \$5000.00 for services with Ed Clodfelter was approved, Macy confirmed that discussion  
91 was had at the January 19, 2017 budget meeting but no official motion was found.  
92 Turner told board that he reaffirmed to Sanders and Clodfelter, the Grand List was of  
93 top priority to the Selectboard. Palasik thanked Turner for being firm in addressing this  
94 issue. Turner informed the board that there would be weekly reports from Clodfelter to  
95 communicate with the Selectboard.  
96

97 **E. Dispatch Update**

98 Adams gave update of meeting with review of first draft of Dispatch Agreement. Found  
99 concerning the setup of the Executive Board and terminology. Concerns promoted draft  
100 revisions for review at next meeting. Adams states there is not enough raw data to  
101 outline costs. Suggested timeline for adoption of Dispatch agreement is Town Meeting  
102 Day 2018, however Adams feels this is to aggressive a timeline. These will be topics for  
103 review at next meeting at the end of April, Adams will update the board at May 1, 2017  
104 Selectboard meeting.  
105

106 **F. Community Champions Committee Award Plaque Request**

107 Turner presents proposed plaque quote and design for \$855.00 for community  
108 volunteer awareness. Question about where is find the funds was had. Macy found  
109 room in the contingency Fund for purchase. Nolan moved to allocate \$855.00 from the  
110 Contingency fund to the plaque as presented, second by Palasik. Approved  
111 Unanimously.  
112

113 **G. Town – School Collaborations**

114 Conversation around costs of the school utilizing town finance department as school  
115 finance administration. What are actually costs and how are they determined?  
116 Additionally discussion on collaborative efforts between the Recreation Department and  
117 Milton Town School District (MTSD) after school programs. Turner reiterated there is  
118 benefit to collaborative efforts between the town and MTSD. Will seek a meeting with  
119 Superintendent Bradshaw and Business Manager Johnson at the earliest possible  
120 opportunity.  
121

122 **H. Hazard Mitigation Plan**

123 Dan Albrecht, Senior Planner for the Chittenden County Regional Planning Commission  
124 (CCRPC) presented the Town of Milton 2017 All-Hazards Mitigation Plan. Hazard  
125 mitigation is a sustained effort to permanently reduce or eliminate long-term risks to  
126 people and property from the effects of reasonably predictable hazards. The purpose of  
127 this updated local All-Hazards Mitigation Plan is to identify specific natural,  
128 technological and societal hazards, prioritize hazards, recommend, and establish a  
129 coordinated process to implement the hazard mitigation plan allowing for the  
130 advantage of a wide range of resources. Albrecht further presented the Resolution for

131 adoption. Turner acknowledged to the board that there has been an ongoing process of  
132 review and communication with Albrecht and his office with the TM, Fire/Rescue, PD  
133 Planning and PW departments over the course of this Hazard Mitigation plan process.  
134 Palasik moved to except the Town of Milton Resolution adopting the 2017 Chittenden  
135 County Multi –Jurisdictional All Hazards Mitigation Plan as presented, with a date  
136 change from March 20, 2017 to tonight’s meeting date of April 3, 2017, seconded.  
137 Approved Unanimously.

138

139 **VII. Manager Update**

140 Turner recognized Macy’s hard work in keeping things going here in the Town Offices.

141 Moneys due to T. Curran held in Town deferred revenue account for water easements  
142 due to be paid on upcoming warrant for \$18,000. Agreement is in land records. We have  
143 a drafted understanding for parties involved for review.

144 Many conversations with Bill Sawyer concerning Overlake, conversation ongoing,  
145 we will continue dialogue.

146 D. Barlow Casey has been helping bring Turner and Macy up to speed on Saturdays, to  
147 keep processes that are already in the works moving. This has been extremely helpful.

148 Southerberry is on the agenda for 4/10/17 Selectboard meeting. There is a formal  
149 request; Hemmerick will cover discussion at that time.

150 W/WW has a pending big-ticket item \$350,000 centrifuge will need to be replaced in the  
151 future. Ongoing issues just spent \$7,500 for repairs.

152 Promotion of Corporal Jason Porter. PD would like to appoint a 5<sup>th</sup> corporal which would  
153 bring back the department to full supervisor level. Also helps with span of control and  
154 upward movement that is appropriate. The money is in the budget for the addition  
155 corporal position. Sgt. Locke stated that if this position was filled they would be at full  
156 staff.

157 Conversation with Ben Heath MS4 annual report is due April 15, 2017. The board did  
158 previously authorize an RFQ for engineering services. \$175,000 paving grant we did not  
159 apply but are asking for extension. We have four outstanding awarded grants awaiting  
160 action. Culvert at Quarry Lane, culvert at Lake Road, Brandy Lane Sidewalk, and Park &  
161 Ride.

162 The League is not available to help us in the search for a new TM. Turner wants the most  
163 efficient, transparent process possible. If he decides to apply, it will be in a public  
164 manner, he says it is necessary to get started. Nolan wants the select board to lead the  
165 effort, with public input.

166

167 St. Albans Humane Society closed down abruptly. Georgia wants Walter Cross, Milton's  
168 Pound Keeper to help. Turner authorized this to transpire for this emergency coverage.

169 Town Manger's office is being covered 8 – 5 daily, the staff has really stepped up to  
170 support this effort.

171 **VIII. Approval of Warrant #21**  
172 Palasik moved to accept Warrant #21 for \$79,373.91, second. Approved Unanimously.  
173

174 **IX. Approval of Minutes of 2/28, 3/6, 3/8 and 3/20**  
175 Palasik moved to accept minutes, Taylor second. Approved. Nolan abstained due to absentee on  
176 a few meetings.  
177

178 **X. Adjournment**  
179 Palasik moved to adjourned, second. <sup>ADAMS</sup> Palasik adjourned the meeting at 8:45 PM.  
180  
181

182  Respectfully Submitted,  
183  
184 \_\_\_\_\_ Date: 4/24/17  
185 John Palasik, Selectboard Clerk

186  
187 Filed with Milton Town Clerk's Office on this 27 day of April, 2017  
188

189 ATTEST:  \_\_\_\_\_ Milton Town Clerk