

# Milton Selectboard Meeting Minutes

April 24 2017 at 6:00 PM

Municipal Building Community Room  
43 Bombardier Rd. Milton, VT 05468

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

**Staff Members Present:** Don Turner, Acting Town Manager; Sarah Macy, Finance and Administration Director; Jacob Hemmerick, Planning and Zoning Director

**Others Present:** Courtney Lamdin, Milton Independent; Ken Robie, VTTrans Project Delivery Bureau Dir.

**I. Call to Order** – D. Adams called the meeting to order at 6:05 PM

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

**III. Agenda Review** – no changes to the agenda

**IV. Public Forum** - no one present for Public Forum

**V. Business**

**A. Resignation of DRB Member**

Mr. Connolly is moving out of town, he has been a long-standing member of the DRB serving for 9 years. J. Cushing moved to accept the resignation and authorize staff to write a letter thanking him for his service; K. Nolan seconded the motion. J. Palasik questioned 5-member board with 3 alternates, do we have to have 5 members to hold a meeting. J. Hemmerick informed Selectboard that three members are needed to hold a meeting and need a majority to concur to approve an application. J. Groeling is our only alternate at this time. Motion was approved unanimously.

**B. Grand List Update Discussion**

Ed Clodfelter updated the Selectboard giving some background on the recently hire Assistant Assessor Lori Frohock, who comes to us with experience in the field as a fee appraiser and a background in the systems that we use in Milton. L. Frohock will take over the process of permit flow and tracking. The assessor's office used NEMRC staff last week, there are two more days remaining to this contract. 86 inspections were completed last week, yet need to do the data entry for these properties. There are approximately 71 inspections left. Majority of commercial properties are complete. We have gone back to 2015 in order to assure we are caught up and have a solid base. E. Clodfelter expects after this week that the list of properties needing inspection will be down to 30. Amy Couture, Assessment Clerk is up-to-

46 date on all the transfers. The homestead process will go on for the next few months. The  
47 grievance hearings scheduled for June 22 and 23, 2017 will be held. E. Clodfelter fielded  
48 questions from the Selectboard on process, timelines, and programing setbacks. J. Cushing  
49 asked if conversion to CAMA was complete. E. Clodfelter explained that the late start and  
50 failed program has suspended the offsite work. E. Clodfelter reassured J. Cushing that the  
51 filing of the Grand List would be on time with the tentative Grand List to be filed June 8 in  
52 advance of the June 22 hearings. Change-In-Value notices go out on June 8, residents have a  
53 two week notice. K. Nolan asked for clarity on process. E. Clodfelter outlined the process as:  
54 Inspection; Entry into System; Manually entered into the Grand List; additional final review  
55 of all entries done for tentative list due June 8, 2017. K. Nolan reiterated that between now  
56 and June 8<sup>th</sup> there will be 71 more inspections, entry of all values into the grand list and  
57 production of a tentative grand list. C. Taylor asked how much time does it take to enter each  
58 inspection, E. Clodfelter responded that it standardly takes approximately 20 minutes per  
59 property, though some properties can take up to an hour each.

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### 61 **C.Hourglass Update**

62 D. Turner introduced Ken Robie, Director of Project Delivery Bureau at VTRANS. Patti Coburn  
63 is our project manager and works under K. Robie's in chain of command. Conversation was had  
64 to set the stage on where we are on this project.

65 K. Nolan expresses frustration over this question and answer process that has spanned over two  
66 years and that remains items that VTRANS has asserted as fact that he doesn't agree with.

67 Ken R - the first two questions are really the most important. We need to have a finance  
68 agreement in place in order to invest more funds in this project and then can move on to the next  
69 phase. Other questions will be answered once we move to engineering. Preliminary work and  
70 the conceptual design is done.

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72 K. Robie explained that the finance and maintenance agreement is generally ground rules for a  
73 project it does not commit you to anything, set a price or give away your rights. It says that this  
74 is how we are going to work together through the life of the project.

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- 76 • First - we agree to support the project design scenarios.
- 77 • Second - we agree to support the funding scenario. Understanding the funding  
78 and the scope. with the knowledge that the town knows they need to maintain the  
79 town owned portion of the project.
- 80 • Lastly – determine how we going to progress and what are the milestones.

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82 Right now we are in a conceptual plan, after we sign the finance and maintenance. Move into  
83 preliminary phase and get the engineering done - at the end of that we have a final engineered  
84 plan

85 K. Nolan - what you are describing verbally solves most of my concerns, when you say  
86 "you" who do you mean? K. Robie "You" implies the Town of Milton. D. Adams - what  
87 do you need from us as the Selectboard? K. Robie explained that he needs Selectboard to  
88 review the agreement from September, and hold a conversation. Get a less than quorum  
89 group together and hash it out in a working session. C. Taylor what is the timeline for  
90 getting it signed before we lose out? K. Robie responded with, the project is currently  
91 funded and it's VTRANS' intention to finish projects.

92

93 KN - has two specific questions around property acquisition and movement of utilities.  
94 K. Robie responded to these inquires, more conversation is needed. Let us get together  
95 and work these points out. One property that is likely to be a full take is a huge hinge  
96 point for the project and a large risk. J. Cushing asked D. Turner, one selectboard  
97 member, and a representative from VTRANS to sit down and hammer this out, and get it  
98 back to the board ASAP. D. Turner responded, the next step is clear, the maintenance  
99 agreement must be signed and someone named to be on this committee. K. Nolan will be  
100 the board representative for this committee. Discussion, decision, no Vote

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103 **C. Board Comments on Section 4 and Section 1 of Unified Regulations**

104 J. Hemmerick presented to the selectboard for consideration and discussion updated  
105 suggestions for Section 4 and Section 1 of the Unified Regulations. Questions fielded  
106 from all board members ranging from filing permits, technical/legal cost reviews,  
107 maintaining records, new site plan approval processes, Zoning Administrator (ZA) duties,  
108 responsibilities and chain of command. Questions answered by J. Hemmerick, more  
109 discussion needed. Discussion, no Vote.

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111 **D. Final Draft SCR**

112 S. Macy asked the selectboard to please review the final draft of the TIF Substantial  
113 Change Request and provide any final suggestions. At the selectboard meeting Monday  
114 May 1, 2017 this document will go to public hearing and before this board for official  
115 approval. Discussion, no Vote.

116 **F. Background Check Policy Change Information**

117 D. Turner and S. Macy presented a recommendation that the selectboard modify the  
118 current background check policy to best protect vulnerable populations and eliminate  
119 barriers to community members volunteering to serve on commissions. Suggested  
120 exempting the following commissions: Development Review Board, Planning  
121 Commission, Economic Development Commission, Regional Planning Commission,  
122 Chittenden Solid Waste District and Champlain Water District Representative. K. Nolan  
123 suggested that the Town policy should show that volunteer fire and rescue personnel  
124 follow specific department policy; thereby only doing background checks designated as  
125 necessary for a position that interacts with vulnerable populations. J. Palasik wants D.  
126 Turner to come back with another draft including his recommendations. Also suggested  
127 that discretion be given to the TM with appeals coming to the selectboard. Questions and  
128 discussion, no Vote.

129 **G. 2017 Paving**

130 S. Macy and D. Turner presented 2017 paving update to the board. The \$178,000 in FY17 paving  
131 funds remain available to use between now and June 30<sup>th</sup>. Pike Industries has agreed to hold the  
132 per ton price to of \$54.90 for the entire calendar year with the liquid adjustment clause attached.  
133 Hamlin was engaged last week for paving engineering and will begin shortly. This will give a  
134 better understanding of actual required tonnage. Hamlin has been instructed to redirect funds  
135 from the small side roads, maximizing impact on the larger sections. Discussion, no Vote.

136 **H. Town Manager Process**

137 D. Adams fielded discussion on proposals to move ahead with the steps to hiring process in  
138 reference to the Town Manager search process. The suggestion from the board was to run an ad  
139 for 2 weeks in the Seven Days publication and with VLCT. Application period will remain open  
140 for 2 weeks. Cover letter, resume, application and three professional references. Have the packets  
141 sent attn. D. Adams once received by selectboard then applications reviewed. J. Palasik offered to  
142 have applications sent to him. He would facilitate opening them, making copies and distribute  
143 hardcopies to the board members.

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145 **VI. Approval of Minutes of 4/3, 4/14**

146 J. Palasik moved to sign the minutes as presented; seconded. Approved unanimously.

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148 **VII. Adjournment**

149 Palasik moved to adjourned, seconded. A. Adams adjourned the meeting at 10:00 pm.

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152 **Respectfully Submitted,**

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**Date:** \_\_\_\_\_

155 **John Palasik, Selectboard Clerk**

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**Filed with Milton Town Clerk’s Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_**

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**ATTEST: \_\_\_\_\_ Milton Town Clerk**