

1 **Milton Selectboard Special Meeting Minutes**  
2 **Joint Discussion with School Board**  
3 **July 31, 2017 at 6:00 PM**  
4 **Community Room of Municipal Building**  
5 **43 Bombardier Rd Milton, VT 05468**  
6

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

9 **Selectboard Members Not Present:** Kenneth Nolan, Vice Chair

10 **Staff Members Present:** Don Turner, Acting Town Manager; Mary Thompson, TM Administrative  
11 Assistant; Judi Ward, TM Administrative Assistant; John Gifford, Town Treasurer; Paulette LaFond,  
12 Assistant Town Treasurer; Jaclyn Dodge, Finance; Jessica Morris, Finance Director; Sharon Therrien,  
13 Finance; Celeste Lang, Finance; Kym Duchesneau, Recreation Director; John Bartlett, Director of  
14 Administration & Human Resources  
15

16 **School Board Present:** Ann Bradshaw, Milton Town School District Superintendent; Lori Donna, Chair;  
17 Karen LaFond, Vice Chair; Rae Couillard, Clerk; Cathy Vadnais, School Trustee  
18

19 **Others Present:** Katrina Battle, Veronica Van, Milton Inclusion & Diversity Initiative; Don Johnson,  
20 MTSD Business Manager, Lynda Battistoni, Ron LaFond, Philip Steinberg, Courtney Steinberg, Joseph  
21 Duquette, LCATV Audio/Video Technician  
22  
23

24 **I. Call to Order** – D. Adams called the meeting to order at 6:00 PM  
25

26 **II. Flag Salute** – D. Adams led the attendees in a Salute to the Flag  
27

28 **III. Agenda Review** – Warrant # 3 listed on agenda, not physically scheduled for review  
29

30 **IV. Public Forum** - Katrina Battle (KB) introduced the Selectboard to the new community outreach  
31 program, Milton Inclusion & Diversity Initiative. KB gave an overview of the initiatives goals to  
32 help the community become more accountable to the well-being of diversity in our local  
33 community. KB spoke specifically of the need to bring to the attention of the Selectboard that as a  
34 community we are challenged in the field of diversity and as our leadership they can play an  
35 important role. DA thanked KB for the work that she was doing, that raising awareness is key and  
36 working hard to treat people with dignity and respect is necessary. We understand that Milton  
37 high school is working on a forum on this topic for August 21<sup>st</sup> , the more discussions we can  
38 have the better. Keep up the good work.  
39

40 **V. Business**  
41

42 **A. Financial Services Agreement/Future Use of Town Finance Department**

43 DA - began meeting by addressing the Selectboard, he agrees this issue should be  
44 discussed further after assigning the appropriate people and bringing back the findings  
45 for a possible meeting on Monday October fifth. Both Selectboard and School Board  
46 fielded questions around; payroll, purchase orders, and other supportive financial  
47 services provided by the Town of Milton to the Milton School District. The question to  
48 maintain the current arrangement or change the financial services process completely  
49 was the main topic of discussion. Discussion was centered on finding a clear path

50 forward. LD - gives a quick overview of current standing. LD – we will give a  
51 commitment through 2017 calendar year, while assessing further whether we will  
52 continue with the services of the Town Finance department. The School is considering  
53 an evaluation in the form of an audit. They will continue investigating the cost saving to  
54 the taxpayer. Milton Town School District (MTSD) is looking at options that change the  
55 current finance structure to one supported by Paydata (People Bank /ADS). AB - We  
56 believe we could save \$50,000 a year by using an outside pay process. We would like  
57 six months to explore that yet are challenged to find an auditor. We have chosen Lyn  
58 Law, in Winooski. They were recommended to us by the school board association. They  
59 will be evaluating how we do what we do around payroll, AP etc. Perhaps the town  
60 could save too, we encourage the Town to investigate this analysis. DA - how long will  
61 it take? AB - six weeks. VV - why school chose attorney and not an accountant. AB –  
62 audit is on our process not our numbers. JC – the Selectboard chooses the auditor for the  
63 Town and School. Title 16 section 24 ... state auditors have looked at the system that we  
64 have. Sullivan and Powers will do the audit for the town and school.  
65

66 JG – going to a payroll service sounds like it is a better way, but in my prior, first-hand  
67 experience as business manager of the school whatever we sent to the payroll company  
68 was one thing and what we got back was always more work than it was worth. I would  
69 not make that recommendation to anyone. I cannot implore you enough to not choose  
70 this option. All facets of the school financials effects the Town Treasurer duties and  
71 responsibilities, I do not agree that another entity should have the authority to write  
72 checks out of the Towns accounts. What we are talking about here is more than payroll  
73 and accounts payable. There are other pay processes to consider that happen on a  
74 consistent basis in conjunction with the financial services provided by the town that are  
75 critical and school-specific. DA – DT, if the school board decides by Nov. 1<sup>st</sup> to come  
76 up with a new system, does that allow the Town enough time to make the necessary  
77 changes? DT – that will be tough especially around union contracts with minimum  
78 notice. I would be happy to work with AB to explore options.

79 DT - thanks all for work so far, yet we have employee with their lives being held in the  
80 balance. The town had heard rumblings of these changes so we halted hiring of new  
81 personnel, but there are contractual considerations. AB - quality is excellent, but  
82 reducing our process could save us \$50,000, that's a teacher.

83 DA – so next six months we will bill for half the service \$160,000.00. We are willing to  
84 participate; we just need to know what kind of commitment.

85 JC - will you stay with NEMRC? AB - Yes. JC - clarified the history to this process, to  
86 transition to town school finance process. AB every other district in the state, the school  
87 does their own finances. AB Milton is the only district that works like this.

88 JG - gave handout about the financials (add this to the minutes) JG - at least three  
89 people in finance, not just AP/PR. The finance process is not cut and dry, a lot goes on  
90 behind the scenes... DA – wants the school to solidify the decided process by 1/1/18.

91 LD - received notification on the Common Level of Assessment (CLA), would like us to  
92 be a part of the conversation. Also asked for notice as soon as possible on the Grand  
93 List/Tax Rate. JC - believes December is when Grand List/Tax Rate report comes from  
94 the state. DT- this information goes to the Town Treasure, immediately given to school.

95 LD – the creation of the tax rate has a huge impact on the school budget. Conversation

96 around how property is assessed by our assessors. Comments about timelines and  
97 streamlining at the state level by CV.  
98

99 **B. Investigate Collaboration/Efficiencies in Building & Grounds**

100 DA - if there are efficiencies, we should be looking at them. DT - Dustin Keelty, Town  
101 Public Works Supervisor has been talking with Bruce Cheeseman, MTSD Manger of  
102 Buildings and Grounds, about a number of different possibilities. There are places we  
103 can focus, but not clear specifics yet. DA - a meeting of experts from each side, with  
104 qualified information. Back up findings. JC - be careful with the financing, keeping  
105 clear communications in our collaborations. JG - if we start looking at all the field as  
106 one, single entity we can collaborate efficiently. In the Nineties we plowed together,  
107 this practice has stopped. We need to re-implement the practice of working together.  
108 LD and DA agree that if we can get a nice report by 10/31/17 we can kick off FY19  
109 better informed.  
110

111 **C. Future Facilities Use Agreement**

112 DA - the agreement should be truly reflective, yet we should be careful not to slip into  
113 a tit for tat process. We could come up with a list of how the town supports the school  
114 with services. JP - the services that we the Town will provide to the school is going to  
115 be substantially higher than the bill from the school. No need to make changes  
116 otherwise we will have higher taxes and the taxpayers will not have the ability to pay.  
117 DT - the users of the programs should pay a fee, there should be a fee agreement for  
118 programs. There should be an obligation for those using the programs to pay the fee.  
119 The school has expenses from providing the space at the school, no matter the group,  
120 fee should be assessed the same. DT – stated that a discount to the Town would be  
121 good since we utilize it frequently. DA - there does need to be an agreement. LD – our  
122 Policy Committee is working on establishing updated, clear guidelines and fee  
123 schedule. CV – there are programs that make money using the school, and not paying  
124 any fees. We are reassessing the process, the current burden is on the program to pay  
125 the fee, yet the provider is making money off the process. CT - is there a policy in place  
126 now? KL - spoke on the policy freeze that had to be re-evaluated, new facility use  
127 policy, is in first draft. AB – August 14 we will be in the second reading of the policy.  
128 CV – encourages town rec department to have a conversation around fees specific to  
129 the rec department that would be fair and equitable. KD - will be happy to meet with  
130 the policy committee.  
131

132 **D. Capital Improvement Plan**

133 Selectboard would like more collaboration with the School in the area of the Capital  
134 Improvement Plan. DA – Efficiencies would be found in collaborative efforts, in  
135 bonding processes, joint financial projects; more fiscal security for our tax payer. JC –  
136 so important that we work together. In the past the School has not been active, they  
137 have rarely been involved but it's all the same taxpayer, very important. DA - it would  
138 be good to have one sheet of music to play from. DT- Critical for the school to be a part  
139 of this process, impact fees have been a very important tool and it is critically  
140 important, going forward for. DA – In order to assess an impact fee, we have to have a  
141 capital improvement plan in place. CV - Impact fee bond for Herrick Avenue will be

142 paid off FY17, annually impact fees paid was \$75,283.00 for this bond.  
143 DT – Impact fees of \$4,400.00 for new build construction are collected. DA - Impact  
144 fees are only about growth. Must be documented as a need for growth in student  
145 population. AB - question about the timeline. DA - this does not have to be an impact  
146 fee calculator, CIP is an annual process. DT - we will meet fifth Monday in October,  
147 more collaborative conversation to in sue. CV – proposed that we meet the fifth  
148 Monday of the month, there is so much we can accomplish. Both boards were in  
149 agreement this should be the plan going forward.

150  
151 **School Board portion adjourned 7: 38**

152  
153 **E. Town Manager Update**

- 154
- 155 • Brandy Lane sidewalk project is under construction. Gravel path will be
- 156 constructed in the coming weeks.
- 157 • Lake Road work is progressing nicely in preparation for paving.
- 158 • Staff photo, BBQ, in-service training and goal setting session was held on
- 159 Thursday 7/27/17. Town offices were closed from 12-3. Goal setting session
- 160 went very well. Great participation by staff members. Will share information
- 161 prior SLB retreat scheduled on Sat 9/23 from 8-12
- 162 • Hired Taylor Yeates as Public Safety director will start work on Monday
- 163 8/21/17.
- 164 • Outline my approach to making recommendations to the UDP. Would like
- 165 SLB members to request specific area's to modify in the UDP ASAP. Regina
- 166 Mahoney, who has expertise in this area, now works for RPC. She is willing to
- 167 give us some impute as a new set of eyes. If each of you could put together
- 168 some of your concerns or recommendations for change. You can accept as is
- 169 or reject as is or implement change that can make a difference. Asked Jake to
- 170 put together some examples with numbers from last 5 years. What's in the
- 171 pipeline? We are going to evaluate this data. It would be helpful to come into
- 172 the next meeting 08/07/17... Unified Regulation Hearing continuation to move
- 173 to August 14, 2014.
- 174 • Due to Labor Day (September 4) selectboard moved to September 11.
- 175 • Dustin still working on grader lease option. Discussion around
- 176 bonding/leasing grader
- 177 • Received paving plans for Railroad, McMullen, Hobbs, Lake, Everest and
- 178 West Milton roads from Ben today. Will analyze and get back to SLB with
- 179 final 2017 paving plan.
- 180 • Plan to set the tax rate at the August 7 meeting.
- 181 • Street lights conversion – entering into agreement with Efficiency Vermont.
- 182 Agreement to replacement of 154 street lights, 1 large street light, tariff
- 183 process, we pay cost per unit through what is called a tariff process. This is a
- 184 way we can find immediate savings of \$7500.00.
- 185 • Additionally looking into cost savings through shopping our insurances
- 186 • Landfill report – Post closer process is working with Public Works to finish
- 187 this process.
- 188 • CUSI Invoice

189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215

- 2020 Census envelope

**VI. Approval of Minutes of 7/17**

JP moved to approve minutes of 7/17 as presented; CT seconded. Approved unanimously.

**VII. Adjournment**

DA moved to adjourned, JP seconded. DA adjourned the meeting at 10:00 pm.

Respectfully Submitted,



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

8/7/17

John Palasik, Selectboard Clerk

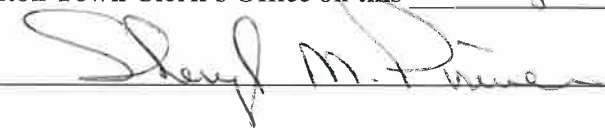
Filed with Milton Town Clerk's Office on this \_\_\_\_\_

8

day of \_\_\_\_\_

Aug, 2017

ATTEST: \_\_\_\_\_



Milton Town Clerk

<http://lcatv.org/node/252904>