

Milton Selectboard Meeting Minutes

April 20, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: John Bartlett/Clerk, Stuart King/ Vice Chair, Ken Nolan

Selectboard Members Not Present: Darren Adams/ Chair, John Cushing

Staff Members Present: Paul Bohne, Interim Town Manager; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director

Others Present: Elise Schadler, John Sharrow, Courtney Lamdin

- I. **Call to Order** – King called the meeting to order at 6:08PM
- II. **Flag Salute** – King led the attendees in a Salute to the Flag.
- III. **Agenda Review** – no changes
- IV. **Public Forum** - none
- V. **Potential and/or Future Agenda Items**- None
- VI. **New Business**

A. Presentation of the UVM Tree Inventory Grant Program

Bohne introduced Elise Schadler fortunate enough to work with at Shelburne on an interesting grant program that identifies community needs if interested in a strong urban tree program. Hopes Milton may join in with other towns in the state.

Schadler from the VT Community Urban Forestry Program presented overview of process. Statewide program involving Care of the Urban & Community Forest. A collaborative effort with Forest Parks & Recreation, & UVM extension working together with businesses, citizens and municipalities having urban and community forests and promote civic responsibility for and participation in the stewardship of these resources. Offer financial and technical assistant via grant programs to do that. Educational programs and two hands on maintenance programs.

Received grant to focus community outreach, which now is grass roots effort in most towns. Otherwise Public Works expected to maintain most towns. Partnership to : 1) help town do inventory, 2) write management plan, 3) come in to design and implement tree planting etc... Free for communities. Jumpstart Local programs to move forward. Chose 20 communities to work with. Explained responsibilities expected of town. Timeline – initial meeting, MOU draft, inventory planning, slated to do work in July – thought not that many trees in Milton quick process miles of road vs. density of tree. Hunt pointed out just Urban compact including town municipal offices & town property. Data analysis in July until end of year for reports. A year plus partnership. Public streets not private, and town cemetery.

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King questioned – require town resources, staff? Schadler replied just meeting staff maybe a couple of more times for basic questions—actual low investment re town. Benefit is starting relationship with each of 20 towns and moving forward.

John Sharrow – UVM program planted most trees on Main Street with funds from old village about \$2K/yr. Planted with boy scouts. Have inventory for all new trees and willing to volunteer services – some suggested future “Tree Warden”.

Bartlett- is part of scope to recognize potential hazards? Schadler yes not only determines species, general health, and diameter but also will flag issues like trees with severe crack, decay, or power line infringement. In inventory report include series of GIS maps. Instructions on how to manage trees.

Bartlett moved to agree to have UVM complete a tree inventory for part of Milton and authorize the Interim Town Manager to execute a Memorandum of Understanding regarding the Inventory. Second by Nolan. **Unanimously approved.**

Bartlett requested inclusion of presentation, select board would find helpful for future reference

B. Presentation of an application for a grant under the Chittenden County Regional Planning Commission Sidewalk Grant Program.

Hunt – Legislative analysis application for 250’ sidewalk extension on Brandy Lane – included in study from last meeting. Smaller scale falls easily within requirements to obtain funding. Requires Town match of 20%. Total Cost \$56K. Match up to \$11,200

King questioned original scoping study went from 5’ to 6’. Hunt said scoping study suggestion but once engineered will look at again.

Bartlett questioned if road used, or back entrance to high school? Hunt replied heavily travelled main entrance for buses. All agreed no current sidewalk and it is needed. John Sharrow –stated 12buses pass daily on Brandy Lane 4 times during school – quite heavy. He supports being affiliated with the bus system and kids safety.

King stated right-of-way presents a challenge to take 10’, which may encroach on 3 properties. Hunt restated a scoping study recommendation to be looked at. Application says “sidewalk” and not specifics so no commitment on format of sidewalk.

Nolan questioned if residents have been consulted? Think we should be forthright and proactive. Hunt replied across street knows, condos – received funds for sidewalk funds specifically on site plan. Nolan stated developer knows– not necessarily condos – Hunt hasn’t spoken directly to.

Hunt has not located developer sidewalk fund questioned by Cushing last meeting but a new fund established. Will continue to look.

93 Nolan agrees with need of sidewalk. Concerns are: 1) effected landowner no outreach,
94 2) numbers are not adding up. Not following money and need to know where money is
95 going. Very concerned. King way off – need to look at. Hunt stated state projects will
96 cost more because of state requirements but in long run less outlay. Nolan weary of
97 coming in with lower budget figure, capital plan est. \$31,500 now \$56K that includes a
98 25% contingency from scoping study and a change from 5' to 6'. Impact fees based on
99 \$31.5. Questionable how funds are coming in. Bring up at different venue

100
101 Hunt expressed grant is due Friday can't push out. King concerned never enough time
102 to review. King said intent good before proceed with work or awarding project must
103 contact landowners. Hunt stated part of state process.

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105 Bartlett suggested capital plan presented with chain of history not only dollar but
106 activity – a timeline for easy query – for all projects not only public works.

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108 Nolan procedural question re motion for grant then resolution multi tier. OK to apply
109 for grant but not with resolution for expenditure of funds. Bohne stated once apply for
110 grant then we are stating commitment- logical sequence for state funding. Nolan wants
111 neighbors contacted and whether 5' or 6'. Nolan doesn't like pattern of not knowing
112 where funds coming from, but more importantly, residents not contacted. Bohne
113 suggests amendment with conditions.

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115 King states this is public safety issue getting kids off street ways. Wants to be more
116 friendly, upfront with any and all projects abutting property owners we should be more
117 forthright.

118
119 Bartlett moved to authorize staff to apply for a grant for the construction of up to a six
120 foot concrete sidewalk on Brandy Lane with notification of neighbors prior to signing a
121 grant agreement and agenda item for Selectboard to review again prior to signing
122 agreement. Second by Nolan. **Unanimously approved.**

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124 C. **Presentation regarding application for a High Risk Rural Roads Grant for all of West**
125 **Milton Road and a portion of Bear Trap Road for evaluation and safety improvements.**

126
127 Hunt – Agenda correction NOT a Grant. The Vermont Agency of Transportation looks at
128 signing and line striping on class 2 roads. Bohne asked application or Agreement to
129 participate? Hunt participate only- signs, pavement marking and guide rail. Highest two
130 roads ranked in state.

131
132 Bartlett asked about latter part of W Milton/ Mayo looking at signage. Dangerous
133 intersection, just curious. Hunt will inquire if continue on Mayo. They did upgrades on
134 Rt 2 access last year. Nolan said start here in town and go to end. Then Sand Bar back to
135 Bear Trap. Hunt said if they ask for 10% beyond scope would be brought back to
136 Selectboard but don't anticipate cost.

137
138 Bartlett motioned to authorize staff to participate in a High Risk Rural Roads Program for
139 evaluation and safety improvements on all of West Milton Road and a portion of Bear
140 Trap Road. Second by Nolan. **Unanimously approved.**

141

142 King asked— A salt invoice of \$35,000 if it was last invoice dated March- Bartlett
143 confirmed. Hunt confirmed stayed under salt budget. Bohne made comment on salt to
144 look at empty salt shed when increase 10% may be worth look at budget to review to
145 have some inventory on hand. Last year 25% increase. Hunt thinks it may stay down.
146 King look at before July 1st.

147
148 Bartlett brought up another Warrant issue re plow blade if cumulative hits or because
149 of manhole covers? Hunt replied in January, just paying now. Hunting Ridge – 1 time
150 incident. King manhole fix? Hunt wasn't sure.

151
152 **D. Discussion of the bus service provided to Milton by the Chittenden County**
153 **Transportation Authority. (CCTA)**

154 Bohne introduced John Sharrow, Milton CCTA Commissioner.

155
156 Sharrow shared optimism in increased ridership and improvement since CCTA strike
157 with administrative changes. Both Administration and drivers all positive. Complaints
158 down 70%. Ridership increase by 15% with 24% last month. Challenge getting word out
159 - 6 round trips per day. Milton 6 trips a day. Increase stop at Birchwood with possible
160 shelter would run about \$7-\$8K but 500 people would have access.

161
162 Bartlett would like clearer understanding of ridership and effects of adding Colchester
163 and switching to Rte. 7 instead of interstate. Sharrow believes positive effect so much
164 so that Colchester may consider only line. Believe 3 year commitment.
165 Bohne actual census once a year? Shallow request. Bartlett decision to subsidize
166 numbers good to do annually.

167
168 Sharrow explained new transportation center will provide link from Milton to
169 Middlebury. A Hub to get information to help people with commutes. Formed
170 operations committee – gain and use information on how to improve service. Not only
171 day to day but those in need, mental health, blind association, bicyclists. Funding other
172 tax dollar alternate ways to support public transportation and help local communities.

173
174 Selectboard thanked for update.

175
176 **VII. Reconsideration**

177 **VIII. Old Business**

178 **A. Update on the progress of the search process for a new Milton Town Manager**

179 Bohne – met last Tues. selected thirteen with three in reserve. Ten scheduled to be
180 interviewed, half Tues. half Wed. After interview reduce to top 3 candidates to present
181 to board within next couple weeks.

182 King expense for Town advertising budget in adding one more ad. Not to exceed \$5000.
183 VLCT are doing scheduling. Thus far no transportation expense all either close enough to
184 drive, or interviewed via Skype or phone. Pay travel final interviews – up to board if
185 prefer to have in person.

186
187 Manager's update – candidates for Planning Director still be sought. Seeking other ideas to
188 find candidates – Other competition in towns they aren't finding candidates either. Small
189 pool of people

190 This Sat. planting party, from 9-1, for perennials in front of Municipal buildings.
191 Gardener's Supply very supportive, will be here to organize volunteers. Rec department
192 cleanup that same day. Green up day – 1st Sat. of May. Hunt issuing spring / summer
193 paving bid for this years budget. Paving grant not successful. Gravel patches going on.
194 One employee in Hwy Dept. resigned – mechanic position. Two vacancies in
195 water/wastewater.
196

197 **IX. Potential and/or Future Agenda Items –**

198 King – plan a work session on capital improvement plan before hearing. Bohne poll to
199 members.

200 King post tentative Public Hearing. Bohne discuss what's in capital plan, board doesn't need to
201 act on. Nolan two pieces -fund balance meeting and public hearing on capital plan.
202

203 **X. Minutes – To Approve With or Without Corrections**

204 **A. Selectboard, Regular Meeting- April 6, 2015**

205
206 *Bartlett motioned to approve the April 6, 2015 meeting minutes as presented with amendment*
207 *to VII Old Business, Item B Adjusted Fee Schedule for Interim Zoning to indicate dissenting vote*
208 *as Adams. Second by Nolan. **Unanimously approved.***
209

210
211 **B. Selectboard, Special Meeting- April 9, 2015**

212
213 *Bartlett motioned to approve the April 9, 2015 special meeting minutes as presented. Second by*
214 *Nolan. **Unanimously approved***
215

216 **XI. Warrant/Report #18 and Supplemental Warrants**

217 Bartlett reviewed the FY15 Warrant/Invoice Report #20 for Board orders in the amount of
218 \$151,493.07
219

220 He noted a few items in random order:
221

- 222 • \$2,475, Cives Corp Viking - replace bent plow 2012 lowpro - bent from hitting
- 223 manhole covers winter plowing operations – previously discussed.
- 224 • \$9,869.05, Stitzel, Page, Fletcher - legal representation multiple line items, including
- 225 \$6,015 "zoning general legal"
- 226 • \$14,250, The Tech Group - balance of bulk hours 2015
- 227

228 Bartlett moved to approve Warrant #20 for a total of \$151,493.07. Second by Nolan
229 **Unanimously approved.**
230

231 Nolan questioned what The Tech Group is. Bartlett explained provides IT support in bulk hour
232 fee. Balance of fee overall contract 2017 bill annually for difference of hours.
233

234 Bohne presented a Supplemental Warrant to Bartlett that wasn't on original orders for semi-
235 annual interest payment only for a number of bonds that total \$ 355,254.91 for principal
236 interest due on various bonds, number of improvements, water truck, fire station, library, village
237 core center etc.

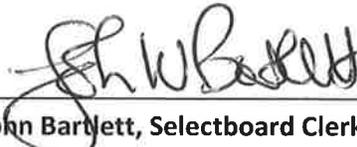
238 Bartlett moved to approve supplemental warrant as presented, in the amount of \$51,563.87 to
239 US Bank interest on total bonds. Nolan second. **Unanimously approved**

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241 **XII. Executive Session per V.S.A. Title 1 Section 313 - none**

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243 **XIII. Adjournment** Bartlett move to adjourn. Nolan second. **Unanimously approved.** Meeting
244 adjourned at 8:04PM.

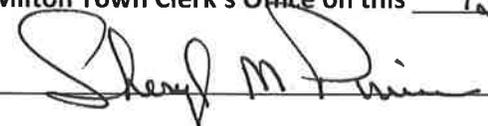
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246 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*

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248 **Respectfully Submitted,**

249  **Date:** 5/4/15

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251 **John Bartlett, Selectboard Clerk**

252
253 **Filed with Milton Town Clerk's Office on this** 13 **day of** May, 2015

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255 **ATTEST:**  **Milton Town Clerk**

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