

Milton Selectboard Meeting Minutes

August 17, 2015 6:00 P.M.

Municipal Building Community Room

Selectboard Members Present: Darren Adams, (via phone until Manager's Report); Stuart King, Vice Chair/ Acting Chair; John Bartlett, Clerk; Kenneth Nolan, Member; John Cushing, Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey Town Manager; Celeste Lang, Selectboard Assistant; Roger Hunt, Public Works Director; Joanne Davis, Finance Director; Kym Duchesneau, Recreation Director; Robert Ware, Assistant Assessor

Others Present: Courtney Lamdin, Milton Independent

I. Call to Order - King called meeting to order at 6:00 PM

II. Flag Salute - King led the attendees in a Salute to the Flag

III. Agenda Review - None

IV. Public Forum – Roger Hunt, Public Works Director announced closing section of Westford Road tomorrow, Wed. Aug. 18th for most of day. Closed / Detour Signs will direct traffic around neighborhood.

V. New Business and Department Items

A. Discussion about Covenant Housing Impact to Grand List –

Bob Ware, Assistant Assessor

King requested explanation for Grand list only increasing by \$100,000 from prior year and thus contributing factor of municipal tax rate .02 higher than anticipated given the estimated Grand List:

Ware distributed handouts referring to new State law requiring Municipal Listers and Assessors to adjust appraisal values of Grand List beginning in 2015 for government low-income housing subsidy.

Milton Assessor chose to be more conservative of 30-40% reducing both land and building values by 30% having a \$2.4 million overall impact on 2015 Grand List. Properties affected:

- Subject to housing subsidy covenant and
- Owner-occupied

Unlike Veterans exemption where town voters elected exemption this was mandated by state for all towns even after another town won in court to protest action. Milton is one of highest towns impacted.

46 Unknown effect on: resale, recapture, or neighboring values. Land values
47 billed separately to Champlain Housing – roll down effect to dwelling owner
48 unknown. Potential burden on owners may not be building equity. No effect
49 on CLA until historical sales thus no reappraisal – as long as stay in public
50 housing artificial reduction carried throughout calculations.

51
52 Proposed inviting someone from state who created Bill to come and hear
53 about effects to local taxpayers in Milton. Milton’s Representatives voted
54 against. State put Milton behind 8-ball without looking at impact and
55 understanding cause and effect. VT League of City and Towns should provide
56 information.

57
58 King reiterated hold line of spending on current and future budget to
59 minimal levels to help recover wherever possible, burden on board and
60 taxpayers.

61
62 **B. Consent Agenda for Selectboard Meetings**

63 Donna Barlow Casey proposed using a Consent Agenda used by other towns
64 to be more efficient by bundling items. Tool to help manage, save time,
65 move along typical items of adopting minutes, warrants, and prevent long
66 agendas. Inarguable opportunity to move any item on agenda only requires
67 one member vs. having vote – usually following public forum. She has used
68 personally and found to be effective.

69
70 **Concerns of Board:**

- 71 • Have agendas earlier so that they can review and be more
- 72 prepared – Onus on both manager office and board.
- 73 • Discuss and understand items with public, press, and video.
- 74 • Not understand topic– only works if everyone knows what
- 75 agreeing to.
- 76 • Become nonchalant/complacent
- 77

78 King suggested study and ponder for next meeting.

79 Barlow Casey to present comparative examples over next several meetings
80 for Board to review without voting until after Adams returns.

81
82 **C. Department Public Works (DPW) Paving Change Order**

83 Roger Hunt, Public Works Director presented request for change order on
84 this summer’s paving projects. The authorized contract amount was
85 \$195,778.70, and the actual cost of the work paving six roads and additional
86 small patches was \$229,232.07 resulting in a \$33,453.37 overage.

87
88 King questioned control of each paving project. Hunt is present and keeps
89 count with weight slips. Request additional funds from FY 16 budget.

90 Nolan request written report clearly defining budget what's spent out of
91 each budget. Two motions already authorized by board for fixed amount
92 and continued paving ignoring authority given by Board.
93

94 Hunt presented list of roads and actions in current paving plan. Cushing
95 requested specifically state aid roads: condition, history, and projection.
96

97 King asked if have to pay anyway why approve change order? Typically Hunt
98 would approve because wouldn't have opportunity to present to Board –
99 semantics to close contract and explain error.
100

101 King asked Board if consideration for motion – Hearing none moved on.
102

103 **D. DPW update**

104 Hunt Public Works Director.

- 105 • Winter Operations Plan – goal to present changes and have boards
106 input before season.
- 107 • Line striping refreshed over \$10,000
- 108 • Grants – making progress McMullen Rd sidewalk. Grant to approve
109 one property owner easement. \$1,800 easement payment on each
110 lot.
- 111 • Cherry St railroad crossing given to state for review. Both too late
112 after state review.
- 113 • Railroad St scope and study presented to Board.
- 114 • Lake Rd Culvert waiting on hydraulic survey, 6 weeks out. – East Road
115 speaking with state – become part of state bridge inspection plan.
116 Grant was only to get study done. Lake Rd get grant for \$36K next
117 year.
118

119 King discuss time frame – request look beyond summer season for projects.
120

121 Follow-up on leak detection in Flanders development, found leak Thurs. and
122 fixing Fri. Two more next week. Large expense up front but paid for itself.
123

124 Barlow Casey to review list with Roger for different perspective and
125 possibility to extend project season.
126

127 **E. Adopt Amendments to Town Leave Policy**

128 Donna Barlow Casey, Town Manager stated that Dept Heads under current
129 policy go through involved process sometimes landing on Managers desk day
130 want to take leave. Propose if three days or less should streamline by issuing
131 memo to Town Manager, for HR review of accurate time available, stating
132 who's in their stead and take responsibility for them. Gives qualified
133 Department Heads respect, empowerment and reduces paperwork while still

134 receiving notification. Manager would hold Department Heads accountable.
135 Barlow Casey open to have weeks notice unless emergency.

136
137 Bartlett concern backup qualified to carry on operations. Barlow Casey
138 following up.

139
140 Bartlett made motion to make Administrative code change to leave request
141 as presented. Second by Adams.

142
143 Discussion –none

144 **Roll Call Vote: Bartlett, Yes; Adams, Yes; Cushing, No; Nolan, No;**
145 **King/Acting Chair, Yes. Motion carries.**

146
147 **F. Adopt Limited Dept. Head Sign-off on Purchases.**

148 Barlow Casey said we have several department heads that run departments
149 well and want to empower them. This policy change would enable
150 Department Heads to approve purchase orders under \$500 and those would
151 not have to go to the Town Manager for approval. The rest of the process
152 would continue following internal controls in place. This would give
153 Department Heads a chance to shine, hold accountable for line items of
154 budget and accept responsibility rather than Manager spending time
155 reviewing each purchase.

156
157 Cushing opposed Department Head approval for any amount – way now
158 provides checks & balance. Suggest having designee in Manager office.
159 Brian previously sent back many invoices for further review; cheaper, not in
160 budget, various reasons. Most important part of Treasurer, Board, and
161 Manager is finances correct. Without you don't have system. Auditors audit
162 books only. This doesn't fix current problems.

163
164 Bartlett stated to separate process from risk and results. Entrust Manager
165 with authority may or may not work. Nolan wants to see checks & balances
166 of policy and procedures in place that he hasn't seen over last five months
167 and then see change rather than condone upfront and hope for change.

168
169 Adams suggested trying it and seeing how it works.

170
171 King doesn't want to break Managers spirit, but reserves not to proceed with
172 motion.

173
174 Bartlett offered to work with Barlow Casey on how many purchases would
175 fall under the \$500 threshold proposed.

176
177 **G. Adopt Town Manager Search Policy**

178 Barlow Casey, Town Manager present in Erik Wells' absence directive coming
179 from Paul Bohne as Interim Manager to define and outline search process for
180 new Town Manager. Wells did not receive any feedback from search
181 committee after distribution to them. Barlow Casey stated one items missing
182 is identifying consultant to check references – suggest possibly week 10.
183 Selectboard determines candidates to invite back for final interview and do
184 preliminary reference check or final two.

185
186 Bartlett suggests adding section choosing interim manager.
187 Nolan suggests leaving contractor as broad with no defined entity.
188 Adams asked include cost factor guide for advertising, lawyers, ballpark
189 figure.

190
191 Bartlett asked review Week 3 section 2 add something to insure resumes &
192 packets for candidates in NR ranking don't go forward if Board makes
193 exclusionary.

194
195 Barlow Casey to revise and present again.

196
197 H. Set Date for Next Selectboard Meeting
198 King suggest have on agenda so public aware when next meeting and where
199 for every future meeting.

200
201 Having retreat 5th Mon. - next Aug. 31st 6PM in the Town Manager's
202 Conference Room.

203
204 Next scheduled Select Board meeting normal fall Monday -Labor Day, Tues.
205 conflicts other town meetings next available following Thurs. Sept. 10th at 6
206 PM in the Community Room.

207
208 **VII. Old Business -**

209 School Board Activity-
210 Apologize didn't amend agenda before but Bartlett wish to add relate to what
211 happening with School Board as point of history. Originally Board drafted a
212 letter regarding hiring an investigator not that it did anything but bringing up
213 now to query whether Board wants to discuss or bring to closure. Affects board
214 only in that it affects town.

215
216 **VIII. Reconsideration –**

217 Cushing stated South Burlington Town Manager proposing sharing discussion
218 with other towns for example on storm drainage efforts.
219 Offered to contact to see if how proceeding with information or potential
220 collaborative efforts on municipal concerns. Board feels good idea.

221

222 King also brought up seminar on Selectboard responsibilities; highly recommend
223 new board members and review - usually done after town meeting – good
224 networking, more towns share the better for everyone.
225

226 **IX. Manager's Report**

227 Barlow Casey highlighted

- 228 • New Town Planner started today – Jeff Castle local resident. Previously
229 worked with So. Burlington planner and has had small TIF training.
- 230 • Audit underway – so far we so good, no surprises.
- 231 • Staff reviewing Rt 7 Corridor stretch of sidewalks and lighting. Hunt
232 absent but allow continuing short interviews to move project forward.
- 233 • One last plug for meeting with Manager on Wed. thru Sept. 9th until 6:30
234 invite anyone to stop by.

235
236 **IX. Potential and/or Future Agenda Items –**

237 **A. Identify Topics of Interest for Fees Discussion –**

238 Barlow Casey proposes to move to Retreat meeting which would be more
239 appropriate. Packet in last meeting – get Nolan a copy absent from prior
240 meeting.
241

242
243 **XI. Warrant/Report # 4**

244 Bartlett reviewed Warrant/Invoice Report #4 FY16 \$439,144.35
245

246 A few items of mention, in random order:
247

- 248 • Champlain Housing Trust, \$109,503 - Requisition of VCDP funds, pass through
249 from VCDP grant
- 250 • Champlain Water District, \$96,382.60 - water purchases, breakdown below
251 - ***DATED 5/31/15, PAST DUE*** \$48,443.96 - should this be paid out of FY15
252 funds? Assuming wasn't approved on previous warrant, why only receiving
253 invoice now?- July = \$47,938.66
- 254 • CCRPC, \$19,920
255 - \$13,120 Dues and Fees, split evenly between public works and planning depts.
256 - \$1,800 FY16 Stream Team ***what is this and how is our share computed?***
257 - \$5,000 Regional Storm Water Education Program ***what is this and how is our
258 share computed?***
- 259 • GMP, electricity - \$16,676.86
- 260 • Milton Artist Guild, \$750 - FY16 budget allocation
- 261 • Milton Youth Soccer, \$800 - FY16 budget allocation
- 262 • Sullivan, Powers & Co, \$5,927 - FY15 pre-audit performed in June
- 263 • Tri-Sales, Inc., \$15,611.80 - annual water meter purchase
- 264 • United States Post Office, \$3,000 - postage for meter
- 265 • VLCT, \$133,348.50

- 266 - \$132,683 = payment 2 of 2 for PACIF (Property And Casualty Intermunicipal
267 Fund)
268 - \$765.50 = balance of TM search fees
269 • Visiting Nurse Association (VNA), \$2,000 - FY16 budget allocation
270 • Weststaff, \$827.50 - 39 hours @ \$21.22/hour - coverage for TM EA while out of
271 office
272 • Wexbank, \$4,286.84 - Town vehicle fuel card purchase
273

274 There are no supplemental warrants.
275

276 Motion made by Bartlett to approve orders in the amount of \$439,144.35 as presented.
277 Second Nolan.

278 Discussion –Nolan questioned if Bound Tree Medical was equipment? –
279 approved prior meeting, new harness stretcher & sensor for Fire & Rescue.
280 Bring Champlain Water District 5/31/15 to attention of auditors prior year?
281 **All approved.**
282
283

284 XII. Minutes - To approve with or without corrections

285 Nolan motion to divide the motion between two meeting dates.
286

287 Motion made by Cushing to accept minutes of Selectboard Meeting of July 27th,
288 2015. Bartlett second. Discussion – none. **All Approved.**
289

290 Cushing motion to approve August 3rd, 2015 Select Board Meeting minutes.
291 Seconded by Bartlett. Discussion-none. Bartlett, Yes Cushing Yes. Nolan abstains
292 (absent). King, yes. **Motion carries.**
293

294 XIII. Possible/Anticipated Executive Session per V.S.A. Title 1 Section 313

295
296 None Nolan let go for now.
297

298 XIV. Adjournment

299
300 Motion made by Bartlett to adjourn. Second by Cushing. **All approved.**
301

302 King adjourned meeting at 8:34PM
303

304 *These proceedings were live-streamed and filmed by LCATV and audio-recorded by the Town.*
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Respectfully Submitted,



Date: 9/10/15

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 11 day of September, 2015

ATTEST: Jenny Worthington, Asst. Milton Town Clerk