



Town of Milton
Regular Selectboard Meeting
Monday, January 6, 2020 at 6:10 p.m.
Milton Municipal Building Community Room
43 Bombardier Road, Milton VT 05468

MINUTES

Selectboard Members Present: Darren Adams, Chairman; Chris Taylor, Clerk; Dana Maxfield, Member; Michael Morgan, Member
Staff Members Present: Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; David Allerton, Director of Public Works; John Bartlett, Director of Administration/Facilities/Human Resources; Michael Burris, Director of Planning
Others Present: Thomas Sanchez; Richard Saunders; Lauren Blume; Betty Thompson; Ron Huburt; Lauren Palmieri; Nicholas Mark

I. Call to Order

The meeting was called to order by D. Adams at 6:10 p.m.

II. Flag Salute

D. Adams led the attendees in the Pledge of Allegiance.

III. Agenda Review

Switch V.C. and V.F.

IV. Public Forum

Betty Thompson expressed concern with the current Unified Development Regulations. Specifically, the conservation planned unit developments and the provision requiring that land be placed into a land trust or conservancy. The Selectboard agreed to review the issue.

Lauren Blume requested that the Town do more to communicate the new composting waste law.

Thomas Sanchez submitted a \$1,000 plow and sand bill for Devino Road. Mr. Sanchez requested the Town consider paying the bill in full or splitting payment of the bill.

Thomas Sanchez asked if the Selectboard had reviewed the issue regarding Class 3 roads that did not meet the standards. Don Turner, Jr. stated that the Town is still evaluating the issue.

V. Business

A. Milton Family Center Property Tax Exemption

Don Turner, Jr., Town Manager

Motion made by M. Morgan to move forward with the property tax exemption for the Milton Family Center with a second by D. Maxfield. Approved Unanimously.

B. Establish Charter Committee

Don Turner, Jr., Town Manager

Don Turner, Jr. and Ron Hubert discussed with the Selectboard establishing a Charter Committee. The Selectboard agreed that at the next Selectboard meeting they will establish a meeting time line for a Charter Committee of five.

C. 2019 Department of Public Works Year in Review

David Allerton, Director of Public Works

Below is an update on DPW accomplishments and activities in 2019.

DPW STAFFING

Employee Milestones

1. Danny Sweeney, 5 years
2. Larry Blow, 5 years

New Employees

1. Ashley Toof, Public Works Engineer
2. Larry Underwood, Highway Division Mechanic
3. Steve Edgerly, Water/Wastewater Operator

DPW HIGHWAY DIVISION

1. Purchase of New Equipment
 - a. Single Axle Dump Truck, \$153,259
 - b. Cold Planer for Bobcat, \$4,500
 - c. Total Expenditure on New Equipment - \$\$157,759

2. Work Completed
 - a. 330-feet of shoulder berm, and 1,280 feet of berm beneath guardrails removed
 - b. 13,465-feet of roadside ditching
 - c. 21 Catch basins cleaned
 - d. 5 Catch basins repaired
 - e. One 24-inch drainage outfall flushed and jetted
 - f. 10 culverts replaced, a total pipe length of 486 feet
 - g. ±130 tons of asphalt patching
 - h. Beebe Hill Road ditching and road repair (Grants-in-Aid Project)
 - i. Bear Trap Road, repaired road base prior to contractor paving
 - j. Kingsbury Crossing ditching and road repair (Grants-in-Aid Project)
 - k. Bartlett Road reconstruction.

- l. Repaired Rollin Irish Road, Mars Hollow Road, and cleaned up River Street Park after the Halloween rain event (the state has submitted this to FEMA for disaster funding).
- m. 2-miles of roadside tree and brush removal
- n. 1.6 miles of gravel shoulder
- o. Snow plowing, roadside mowing, vehicle maintenance, shop repairs, responding to resident concerns, general daily duties, etc.
- p. Revised the Winter Operations Guideline for the 2019-2020 plowing season.

DPW WATER/WASTEWATER DIVISION

- 1. Work Completed
 - a. Upgraded Westford Road High Service Water System
 - b. Upgraded Steeplechase Lane High Service Water System
 - c. Completed the Lake Road Water Main Replacement Project
 - d. Cleaned Sludge Holding Tank No. 1 and replaced all aeration membranes
 - e. Cleaned WW effluent chambers
 - f. Cleaned septage receiving tank and added aerators for improved efficiency of treatment
 - g. Cleaned ALL pump stations
 - h. Upgraded Maplewood WW lift station control panel
 - i. Worked on a comprehensive audit for W/WW billing with Finance and Town Manager's Office
 - j. Working on meter evaluations and repairs
 - k. Replaced approximately 60 water meters
 - l. Responding to customer concerns
 - m. Reviewing plans for new W/WW connections, and performing inspections of new meter installations
 - n. Investigated and repaired leaks
 - o. Assisted MHPs with issues and leaks
 - p. Assisted the Flanders Development with water issues
 - q. Constantly repairing and replacing meters
 - r. General maintenance on the W/WW systems
 - s. Responding to resident issues, including assisting an elderly resident in pumping water out of her basement.

DPW ADMINISTRATIVE DIVISION AND ENGINEERING

- 1. Completed the following administrative tasks and follow ups:
 - a. 102 final meter readings.
 - b. 286 Highway Division Work Orders/Report-a-Concern
 - c. 46 Highway Access Permits
 - d. 254 Excess Weight Permits
 - e. 14 Water/Wastewater Allocations
 - f. 439 Water/Wastewater Work Orders/Report-a-Concern
 - g. 104 Meter Replacements
 - h. Processed the following number of invoices
 - i. 818 for Highway Division
 - ii. 369 for Water/Wastewater Division
 - iii. 239 for Administrative Division and Engineering
- 2. Grants Applied for and Awarded

- a. Better Roads Grant – Beebe Hill Road South - \$25,670
- b. Better Roads Grant – Westford Road - \$8,336
- c. Lake Champlain Basin Program, Allen Brook (not awarded)
- d. Lake Champlain Basin Program, Highway Garage - \$5,000 for design
- e. Grants-in-Aid – Kingsbury Crossing – \$24,500
- f. Transportation Alternatives Grant – Munson Hill - \$300,000
 - i. Will find out in February 2020 if awarded the grant.
- g. VTrans Structures Grant – East Road Bridge No. 6 - \$175,000
- h. VTrans Class 2 Paving Grant – Everest Road - \$175,000
- i. Lake Road Water Main Replacement Project – 30% Subsidy, \$158,000

Total Awarded Grants and Subsidy - \$571,506

3. Projects Managed and Completed

- a. East Road Bridge Nos. 5 and 6 Replacements
- b. Lake Road Culvert Replacement Project
- c. Steeplechase Lane High Service Water System
- d. Westford Road High Service Water System
- e. Bartlett Road Reconstruction
- f. Lake Road Water Main Replacement Project
- g. Stormwater Management Plan, Approved by the Agency of Natural Resources
- h. Stormwater Master Plan, worked with CCRPC and FEA, and it is approved by the Agency of Natural Resources (used an Ecosystem Restoration Grant to help fund this work)
- i. Stormwater Murals painted on Center Drive and Main Street/Route 7 Intersection.
- j. 2019 Paving completed
 - i. Everest Road
 - ii. Bear Trap Road
 - iii. East Road
 - iv. North Road
 - v. Lake Road
 - vi. Quarry Lane
 - vii. Cooper road
 - viii. Hardscrabble, Murray Avenue, and Sawyer Avenue out to bid for spring 2020
 - ix. Plans prepared for FY2021 paving program
- k. Crack Sealing
- l. Replaced guardrails on Mars Hollow Road, McMullen Road, and repaired guardrails on Hardscrabble Road, and Haydenberry.

4. Projects Moving Forward

- a. Hourglass Project, Scheduled for 2021.
- b. Route 7 Gap Project, under construction.
- c. Route 7 Streetscape Project, awarded contract. Construction to start May 2020.
- d. East Road Bridge No. 5 Replacement. Punch list items to complete in spring 2020.
- e. East Road Bridge No. 6 Replacement. Punch list items to complete in spring 2020.
- f. Cherry Street Sidewalk Project. Getting ROW plans recorded, then will go through the NEPA process. Construction scheduled for 2020.

- g. Bear Trap Bridge expansion joint.
- h. DPW highway garage working group.
- i. Public Works Specifications.
- j. Milton Health & Safety Plan.
- k. Railroad Street Water Main Replacement and New Pressure Sustaining Valve. The Preliminary Engineering Report has been completed and approved by the Agency of Natural Resources. Holding off on final design for now.
- l. River Street Pressure Sustaining Valve Replacement Project. PER approved, and currently in final design.
- m. Flanders Water Main Replacement and Wastewater Evaluation Project. Finalizing PER.
- n. High Risk Rural Road VTrans Project. VTrans will be replacing signs on West Milton Road, Bear Trap Road, Herrick Avenue, and Bradley Street. This is 100% a VTrans project. Scheduled for construction in 2020.
- o. Southern Gateway. Awaiting traffic signal equipment and installation, late January or February 2020.

5. Upcoming Projects and Continuing Work for all DPW

- a. Munson Hill slope, stormwater and road repair. Still looking for funding.
- b. Rollin Irish Road culvert replacement. Potential FEMA funding.
- c. Mars Hollow Road permanent repair. Potential FEMA funding.
- d. Duffy Road culvert replacement.
- e. Eagle Mountain Harbor Road stormwater issues. Applied for two Better Roads Grants to assist in funding this work.
- f. Beebe Hill and Westford Road stormwater improvements (Better Roads Grant Projects) to be completed prior to June 30, 2020.
- g. Paving plan, including crack sealing and other pavement treatments.
- h. Guardrails. Need to continue to repair/replace failed guardrails.
- i. Culverts, stormwater infrastructure, and ditching. Continuing this work as part of the MS4 permit, with annual reporting.
- j. Prepare Phosphorous Control Plan as part of our MS4 Permit. We will be submitting a grant application to the Chittenden County Regional Planning Commission to get the project into their Unified Program Work Plan for assistance with this project.
- k. Evaluate Allen Brook, as it is nearing impaired status on ANR's list of impaired waters. Contaminants include chloride (salt application), iron (natural sources, industrial sources, corrosion of iron containing metals), and conductivity (conductivity is a measure of the water's capability to pass electrical flow, which is a direct measure of the number of ions in the water, from alkalis, chlorides, sulfides, and carbonate compounds).
- l. Continuing with Highway Access Permits and Excess Weight Permits
- m. WWTF septage acceptance standard operating procedure.
- n. Water Plant roof, soffits, siding and other repairs.
- o. Updating Town infrastructure in GIS format: W/WW, storm drains, culverts, bridges, roads, outlets/discharges, signs, etc.
- p. MS4 Permit.
 - i. Annual report due April 1, 2020.
 - ii. Phosphorous Control Plan.
 - iii. Allen Brook.

D. Rescue Department Update

Don Turner, Jr., Town Manager

Don Turner, Jr., Town Manager gave an update of the Rescue Department.

E. CY2020 Ambulance Fees

Don Turner, Jr., Town Manager

Don Turner, Jr., Town Manager gave an overview of the CY2020 ambulance fee structure. After review of the Fee Structure, it was recommended that the Selectboard adjust the EMS Recovery Fee Structure according to the Medicare inflation rate for 2020 which is 3.8%, retroactive to January 1, 2020, as follows:

	Prior Rate	Current Rate	Recommended Rate
Basic Life Support	\$506.00	\$900.00	\$934.20
Advanced Life Support 1	\$708.00	\$1,297.00	\$1,346.29
Advanced Life Support 2	\$859.50	\$1,645.00	\$1,707.51
Mileage	\$14.70	\$26.00	\$26.99

Motion made by C. Taylor to adopt the fee adjustments as stated above and further directs the Town Manager, or his designee to execute the necessary documents as it relates to the amendment of these fees with any vendors or partners with a second by D. Maxfield. Approved Unanimously.

F. Warn Selectboard Public Hearing – UDR Changes 2/3/2020

Michael Burris, Director of Planning

Michael Burris, Director of Planning gave an overview of the proposed UDR changes.

Motion made by C. Taylor to publicly warn the changes to the UDR as presented subject to Planning Commission adoption on January 7, 2020 with a second by D. Maxfield. Approved Unanimously.

G. Reschedule 1/20/20 and 2/17/20 Selectboard Meetings

Don Turner, Jr., Town Manager

The Selectboard agreed to reschedule the January 20, 2020 Selectboard meeting to January 21, 2020 and reschedule the February 17, 2020 Selectboard meeting to February 18, 2020.

H. Humane Society of Chittenden County Agreement

Don Turner, Jr., Town Manager

Don Turner, Jr., Town Manager gave an overview of the Animal Control Intake Contract between the Humane Society of Chittenden County and the Town of Milton.

The terms of the agreement shall take effect January 1, 2020 and shall remain in effect until December 31, 2020. The parties agree to the following:

1. The town/city officer or agent may bring stray cats and stray small-domesticated mammals (depending on species, not wildlife) to HSCC. HSCC will receive and hold a stray cats/small-domesticated mammals for five (5) business days.
2. HSCC will accept stray dogs after they have been held by an impounding facility for a minimum of five (5) business days or the minimum number of days established by town/city ordinance, whichever is greater. HSCC requires any paperwork and information that the town/city has regarding the dog.
3. The town/city agrees to contact HSCC prior to bringing animals to our facility. HSCC will provide an intake appointment within 48 hours of the contact, pending available space in our facility.
4. HSCC will not provide rabies quarantine services to animal control or the public.
5. It is the responsibility of the town/city to provide any necessary emergency veterinary care before relinquishing an animal to HSCC at the town/city's expense.
6. HCC reserves the right to decline any animal for any reason at any time.

In consideration of the services provided by HSCC, the town/city agrees to pay the sum of \$125.00 per dog and \$25.00 per cat or small-domesticated mammal (not wildlife) relinquished to HSCC. The town/city will be billed on a monthly basis and terms of remittance will be Net 15.

Motion made by C. Taylor to authorize the Town Manager, or his designee to execute the Animal Control Intake Contract as stated above with a second by D. Maxfield. Approved Unanimously.

VI. Town Manager's Update

Don Turner, Jr., Town Manager

- Chartier/Gladstar Zoning Appeal has been resolved as the Selectboard discussed at the previous meeting.
- Met with the Milton Mobile Home Community Board of Directors on December 30, 2019 to reaffirm their commitment to allow the Town to relocate the mobile home closest to Route 7 to another location in the park after the new water and sewer systems have been installed. Working on getting estimates and will put everything together for Selectboard approval.
- Re-appraisal Request for Proposals will go out this week.
- New police officer sworn in today. Anthony Schiavo, formerly of Rutland County started work with the Police Department on January 6, 2020.
- A second new police officer will begin in the coming weeks.

- The Milton Family Community Center and the Milton Community Youth Coalition have sent request letters for FY21 appropriations.
- Requested the School District fund Community Justice Center.
- Renovation work in Municipal Building has begun. David Allerton and Ashley Toof have relocated to new offices. The former Public Works space is being painted and prepared for the Finance Department to relocate as soon as feasible. Applied for a construction permit from the Division of Fire Safety for renovation work in the Municipal Building. Will general contract the project and work with local vendors as much as possible. As much work as possible will be done internally by Town Staff.
- Will be interviewing Planning Director candidates in the upcoming weeks. There are six candidates for the position at this time. The Chittenden County Regional Planning Commission recently conducted a national search for a new planner and gave the Town the contact information for the candidates from their search.
- On January 7, 2020, VTRANS will be onsite all day meeting with the eight property owners impacted by the Hourglass Project.
- The Route 7 Sidewalk Project continues to proceed as weather permits. One valley is completed and the other closest to Bombardier Road is progressing.
- Working to address and better understand the vacuum truck grant.
- Working to better understand leasing vehicles, especially the larger highway trucks.

VII. Approval of Warrant #14

Motion made by C. Taylor to approved Warrant #14 in the amount of \$229,881.22 with a second by D. Maxfield. Approved Unanimously.

VIII. Approval of Selectboard Minutes of December 16, 2019

Motion made by C. Taylor to approve the Selectboard Minutes of December 16, 2019 with a second by D. Maxfield. Approved Unanimously.

IX. Approval of Special Selectboard Minutes of December 18, 2019

Motion made by C. Taylor to approve the Special Selectboard Minutes of December 18, 2019 with a second by D. Maxfield. Approved Unanimously.

X. Executive Session – Personnel

Motion made by C. Taylor at 7:50 p.m. that premature public knowledge about personnel would cause the Town or person to suffer a substantial disadvantage with a second by D. Maxfield. Approved Unanimously.

Motion made by C. Taylor at 7:50 p.m. that the Selectboard enter into Executive Session to discuss personnel under the provisions of 1 VSA 313 (A)(3) of the Vermont Statutes to include all four members of the Selectboard present tonight, Don Turner, Jr., Town Manager and John Bartlett, Director of

**Administration/Facilities/Human Resources with a second by D. Maxfield.
Approved Unanimously.**

XIV. Action as a Result of Executive Session

Motion made by C. Taylor at 8:42 p.m. to close Executive Session with no action taken with a second by D. Maxfield. Approved Unanimously.

XV. Motion to Adjourn

Motion made by C. Taylor at 8:42 p.m. to adjourn with a second by D. Maxfield. Approved Unanimously.

D. Adams adjourned the meeting at 8:42 p.m.

Respectfully Submitted,
Sheila Mooney

APPROVED MINUTES:

 Date: 1-21-2020
Chris Taylor, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this 22 day of January, 2020.

ATTEST:  Milton Town Clerk