

1 **Milton Selectboard Meeting Minutes**  
2 **Public Hearing**  
3 **January 15, 2018 at 5:45**  
4 **Community Room of Municipal Building**  
5 **43 Bombardier Rd Milton, VT 05468**

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

9 **Selectboard Member Absent:** Ken Nolan, Vice-Chair

10 **Staff Members Present:** Don Turner, Town Manager; Judi Ward, TM Executive Assistant; Steve  
11 Laroche, Police Chief; John Bartlett, Admin/HR Director; Jessica Morris, Finance Director; Rod Moore,  
12 Rescue, Taylor Yeates, Public Safety Director; Mary Thompson, PS Administrative Assistant; Chris  
13 Poirier, Fire; Dustin Keelty, Buildings & Grounds; Robert Lombard, Fire; Steve Burke, Rescue.

14  
15 **Others Present:** John LCATV Technician: Lisa Barron, Library Trustee; Courtney Lamdin, Milton  
16 Independent.

17  
18 **I. Call to Order** – D. Adams called the meeting to order at 5:45 PM

19  
20 **II. Flag Salute** – D. Adams led the attendees in a Salute to the Flag

21  
22 **III. Agenda Review** – Addition of December 18, 2018 minutes for signature; add Resolution of Life  
23 Members to the Fire Department; Manager's Update and Discussion of the condition of Route 7  
24 at end of meeting.

25  
26 **IV. Public Forum:** No one present for Public Forum

27  
28 **V. Business**

29  
30 **A. Police, Fire & Rescue Appointments**

31  
32 At 5:45 PM Town Manager Don Turner read to the Selectboard and to the audience,  
33 the Resolution for Life Time Members for the Fire Department. The Milton Fire  
34 Department has established a Life Time Members status, to honor those volunteers who  
35 have given thirty-five years of service to the Department, 24 hours a day and 365 days  
36 a year. Recognized tonight, was Robert Lombard for fifty-five years of service, and  
37 Steve Burke for thirty-seven years of service, (Charlie Hurley was not present – forty-  
38 four years of service.) J. Palasik made a motion to accept the resolution as presented. J.  
39 Cushing seconded the motion. Approved unanimously. Town Manager Don Turner, J.  
40 Cushing and C. Taylor presented plaques to Steve Burke and Robert Lombard. There is  
41 a wall in the Fire Department dedicated to hanging the plaques.

42  
43 Don Turner, Town Manager, read aloud the Resolution to appoint Steve Laroche, as  
44 Chief of Police for the Town of Milton. Steve Laroche was selected Chief of Police by  
45 the resident committee, municipal staff and Town Manager. Steve Laroche intends to  
46 lead the Milton Police Department with an emphasis on community involvement and  
47 recognizes the unique role the police department plays in the lives of all civilians. J.  
48 Palasik made a motion that the Selectboard confirm Steve Laroche as the permanent  
49 Chief of Police for the Milton Police Department and accept the Resolution as

50 presented. J. Cushing seconded. Approved unanimously. J. Palasik pinned Steve  
51 Laroche's new badge on him.

52  
53 Don Turner, Town Manager, read aloud to the Selectboard and the audience the  
54 Resolution appointing, Rod Moore as the new Rescue Chief, as Don Turner will vacate  
55 his role as Rescue Chief. Rod Moore will be appointed to a five-year term, followed by  
56 a renewable five-year term, subject to a one year probationary period. The Rescue  
57 Chief term ends in January 15, 2023. J. Palasik stated that it gives him personal  
58 pleasure, to make a motion that the Selectboard accept the Resolution as presented and  
59 the Selectboard officially appoints, Rod Moore as Rescue Chief. J. Cushing seconded.  
60 Approved unanimously. Chairman Adams pinned Rod Moore with his new badge.

61  
62 J. Palasik, Selectboard Clerk, read aloud to the Selectboard and the audience the  
63 Resolution appointing, Chris Poirier as the new Fire Chief, as Don Turner will vacate  
64 his role as Fire Chief. Chris Poirier will be appointed to a five-year term, followed by a  
65 renewable five-year term, subject to a one year probationary period. The Fire Chief  
66 term ends January 15, 2023. J. Palasik made a motion that the Town of Milton  
67 Selectboard appoint Chris Poirier as the Milton Fire Chief and to accept the Resolution  
68 as presented. J. Cushing seconded. Approved unanimously.

## 69 70 71 **B. Town Comprehensive Plan Public Hearing**

72  
73 V. Sinadinoski presented to the Selectboard to highlight the changes which were made  
74 to the Town Comprehensive Plan. V. Sinadinoski stated that this was the first of two  
75 Selectboard Public Hearings that are needed in order to move the Plan forward. V.  
76 Sinadinoski stated that the changes are occurring because of the importance of keeping  
77 it up to the minimum State standards so that the Plan can be renewed again, impact fees  
78 can be collected and apply for grants. The minimum edits were made, there was not  
79 any changes to the land districts, the data was just updated with new statutory  
80 requirements that were required in the last five years and we put them into our plan.  
81 Chairman Adams asked V. Sinadinoski to run through the changes.

82  
83 V Sinadinoski stated the summary of differences between the 2013 Comprehensive  
84 Plan and the draft 2018 Comprehensive Plan.

- 85 a) Added required language under Act 64 regarding the Lamoille Basin Plan.
- 86 b) Added language on forest blocks and fragmentations, as required under Act 171.
- 87 c) Included documentation of progress on our implementation matrix, as required  
88 under Act 90.
- 89 d) Update demographic, housing, education and other data with more current sources.
- 90 e) Eliminated references to CCRPC's funding program for sidewalk construction.
- 91 f) Acknowledged that CCTA has become Green Mountain Transit.
- 92 g) Included more details on the discussion of flooding in the spring of 2011.
- 93 h) Renamed "fluvial erosion hazard areas" to "River Corridors and River Corridor  
94 Protection Areas."
- 95 i) Acknowledged that the housing target developed by CCRPC in 2004 are no longer  
96 accurate.

97 j) Where appropriate, replaced “Zoning and Subdivision Regulations” with “Unified  
98 Development Regulations” to reflect the recent adoption of Milton’s Unified  
99 Development Regulations on September 18, 2017.

100 Discussion took place surrounding the sources used to come up with the data for the  
101 population. V. Sinadinoski stated that he included what was minimally required. He  
102 also stated that he used the US census, and the American Surveys, all documentation  
103 has been sourced. An Item discussed was the 2020 population projections, the  
104 Comprehensive Plan shows population by age and not by school numbers. It was  
105 brought up that for the 2020 Town Plan the Planning Commission is going to work on  
106 how to break that down. Chairman Adams brought up the fact that if there is another  
107 major change, there will have to be another Public Hearing, if not, the Selectboard will  
108 be able to close the Public Hearing and vote on the update. V. Sinadinoski concurred  
109 that if there is a major change it has to go back to the Planning Commission and then  
110 back to the Selectboard. The deadline was reviewed and determined to be February  
111 8<sup>th</sup>. It was made clear that the CCRPC has already given their preliminary approval of  
112 the Plan. Further discussion ensued about population projections, zoning districts and  
113 making the Comprehensive Plan more of a vision a goal to achieve, versus, a recap of  
114 what has been in the Plan before. A brief discussion ensued about bringing in an  
115 Outside Consultant as a way to get the data that is required for the population  
116 projections

117  
118 **C. Appointment for Assistant Planning Director, Michael Burris**  
119

120 V. Sinadinoski presented Michael Burris to the Selectboard and provided some  
121 background information. V. Sinadinoski briefed the Selectboard that Michael was from  
122 Ohio, has a Master’s Degree in City and Regional Planning. V. Sinadinoski also added  
123 that Michael Burris background experience provided the most direct knowledge with  
124 development review and planning issues. V. Sinadinoski proposed to the Selectboard  
125 that Michael be appointed as the Acting/Assistant Zoning Administrator, and alternate  
126 representative to the Chittenden County Regional Planning Commission Planning  
127 Advisory Committee. J. Palasik made a motion to appoint Michael Burris as the  
128 Acting/Assistant Zoning Administrator, and alternate to the Chittenden County  
129 Regional Planning Commission Planning Advisory Committee. C. Taylor seconded.  
130 Approved unanimously.  
131

132 **D. Sullivan, Powers & Co. FY 17 Audit**

133 F Duplessis confirmed to the Selectboard that the audit is complete and that three  
134 deliverables were forwarded to the Selectboard. It was a smooth audit this year.

135 One is the bound audit report and the financial statements. The other is a letter of  
136 recommendation and the third is a report to the Selectboard indicating how the audit  
137 went. The audit went very well, staffing was well prepared, there were a few if any  
138 adjustment entries, which means the information you were/are receiving is accurate.

139 The main points were outlined for the Selectboard:

- 140 a) Financial Statements (pg2), is a clean unmodified opinion, which means that your  
141 financial statements were presented and prepared in full conformance with  
142 generally accepted accounting principal.  
143 b) Management Discussions and Analysis (pg4), has narrative information, summary  
144 of what happened during the year and there is some analysis of budget variances.  
145 c) Letter in the back of the audit that is in accordance with government auditing  
146 standards, as we are looking at your compliance with laws and regulations and your  
147 internal controls. The report in the back indicates that we had no material weakness  
148 and no sign of deficiencies and no incidents of non-compliance. This indicates to  
149 us that you have a very good system in place.  
150 d) Recommendations are avoid using spreadsheets for your capital assets, use a  
151 software specifically for this; investments and library cash account. The library  
152 cash account should be under the signature of the Town Treasurer however, the  
153 Library Trustee controls the funds. At the time of your capital assets update that  
154 were purchased with Federal funds need to be tagged and noted separately, that is a  
155 requirement for anything you get through Homeland Security, public safety  
156 equipment you may get that is purchased through federal funds. Everything  
157 purchased with federal funds need to be tagged out on the field.  
158 e) Good system in Recreation with the Rec tracking system, it has not been used in  
159 the past to its fullest potential. It has the capacity to print reports that go to the  
160 Treasurer.

161 Chairman Adams asked about the fund balance. F. Duplessis stated that the critical one  
162 is the general fund balance that is going to show up on page 17 of the Audit Report. At  
163 the end of June, you had a total of \$1,618,000. We found that \$300.00 of which, was  
164 already spent on things like health insurance, \$590.00 was assigned to various things,  
165 including \$340,000 that was given back to the taxpayers for the budget year you are in  
166 right now. By lowering the tax rate in FY18 and the total unrestricted, unassigned fund  
167 balance was \$715,000 from \$968,000 a year ago, which is 10%, which is about 35 days  
168 of operating cash. F. Duplessis stated that they recommend that Municipalities keep 75  
169 days worth of operating cash. Chairman Adams thanked the Auditor for presenting this  
170 information to the Selectboard.

171  
172 **E. Arrowhead Senior Center Tax Exemption Ballot Language**  
173

174 D. Turner, Town Manager, presented to the Selectboard that they make a motion to  
175 approve the required ballot language as provided, which will be voted by Australian  
176 ballot, on Town Meeting Day, March 6, 2018. J. Cushing made a motion to approve the  
177 ballot language as presented. C. Taylor seconded. Approved unanimously.

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181 **F. Ambulance Billing Rate Resolution**

182 T. Yeates informed the Selectboard that the Medicare inflation rate for 2018 is 1.1% as  
183 set by the Centers for Medicare and Medicaid Services, which brings cause to adjust  
184 the EMS Rescue Recovery Fee Adjustment, in order to keep up with inflation.  
185 Chairman Adams asked what the revenue was for last year. D. Turner stated that it was  
186 approximately \$272,000.00,

187 T. Yeates appealed to the Selectboard to allow the Town Manager to execute the  
188 necessary documents as it relates to agreements/contracts with Certified Ambulance  
189 Group, Inc. to implement the adopted EMS Recovery Fee Structure, effective January  
190 1, 2018. J. Cushing moved to approve the requested 1.1% increase. C. Taylor seconded.  
191 Approved unanimously.

192 **G. Chittenden County Public Safety Authority Resolution and Ballot Language**

193 D. Turner, Town Manager started the discussion with the Selectboard about whether or  
194 not they were ready to decide to have a seat at the table with the Chittenden County  
195 Public Safety Authority and if they were, then there was ballot language to approve.

196 D. Turner continued to address the Selectboard letting them know that conversation  
197 had taken place with both the Town of Essex and the City of St. Albans, and neither  
198 were willing to offer their services of dispatch at this time. T. Yeates stated that Essex  
199 was not willing or ready to offer support at this time, as he thinks they want to stay in  
200 house.

201 Further discussion took place between J. Palasik and T. Yeates regarding the rate of  
202 signing up with the Chittenden County Public Safety Authority. T. Yeates stated that  
203 the Town would be locked in at a 4.9% increase from what the Town is paying now,  
204 which is \$275,000. T. Yeates stated that our own dispatch would be twice as much.  
205 Another option of service that was debated was if the Town, contracted out. T. Yeates  
206 stated that it is a pay per call and we cannot control the call volume. J. Cushing made a  
207 motion to approve the Resolution as presented. C. Taylor seconded. Approved  
208 unanimously.

209 D. Turner, Town Manager presented to the Selectboard the Ballot Language that would  
210 be used on Town Meeting Day, March 6, 2018. D. Turner requested that the  
211 Selectboard approve the Ballot Language referencing the Town of Milton entering into  
212 an agreement with the Chittenden County Public Safety Authority for the purpose of  
213 providing regional emergency dispatch. J. Palasik made a motion to approve the Ballot  
214 Language as presented. C. Taylor seconded. Approved unanimously.

215 **H. Route 7 Discussion**

216  
217 Chairman Adams started the discussion with the Selectboard and D. Turner, Town  
218 Manager, regarding the condition of Route 7. Chairman Adams stated that he found out  
219 that Route 7 in Milton is not on the list for work for the next eight years. Chairman  
220 Adams suggested that a letter from the Town asking what the short-term plan is for the  
221 road, as well as, possible signage for severe areas along Route 7. Other discussion took  
222 place around getting someone from VTRANS to come look at the condition of Route 7,

223 making a phone call to VTRANS about getting signage, reaching out to Ken Robbie for  
224 help and securing a speed sign cart to put at the HS. Dialog ensued about the permits  
225 Milton will have to obtain to get use of the Speed Cart and the fact that these permits  
226 only last seven days along with any signage that is put up along Route 7.

227

228 **I. Manager's Update**

- 229 • Roof repair will not be completed until spring of 2018.
- 230 • New phone system is installed and running as anticipated thanks to John  
231 Bartlett and Dustin.
- 232 • Interviewing for PW positions.
- 233 • Dustin's last day of work is 2/9/2018. Dustin will use his sick time through the  
234 month of February.
- 235 • Selectboard meeting scheduled for Presidents Day 2/19/18 needs to be  
236 rescheduled, as Town offices are closed.
- 237 • EPA award for wastewater plant operations – Dave and Art will receive an  
238 award and receive some training in Boston.
- 239 • New Highway supervisor Eric Gallas will begin work on 1/22/2018 he will be  
240 in this week to start training.
- 241 • Loader and sidewalk plow are broken. Currently renting equipment to replace.
- 242 • TIF audit will be Wednesday 1/16/18.
- 243 • Highway did a good job addressing the storm this weekend.
- 244 • SD Ireland and Beaudoin Farm fill operation will likely be appearing before  
245 the DRB soon. The UDR requires this since they are attempting to  
246 renew/modify the existing state permit. We met with Patrick O'Brien of SB  
247 Ireland last week to discuss. They have approximately 450,000 cubic yards of  
248 availability or four and a half years left onsite if continued to dump at current  
249 level. We have submitted a letter to State asking them to limit the number of  
250 trip ends, in accordance to other projects of like kind in Town.

251 **VI. Warrant #13**

252 J Palasik recommended approval of Warrant #13 in the amount of, \$249,970.76. J. Cushing  
253 seconded. Approved unanimously.

254

255 **VII. Minutes for December 18<sup>th</sup> and December 27<sup>th</sup>**

256

257 J Palasik made a motion to approve the December 18, 2017 minutes as presented. C. Taylor  
258 seconded. Approved unanimously.

259 J Palasik made a motion to approve the December 27, 2017 minutes as presented. C. Taylor  
260 seconded. Approved unanimously.

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**VIII. Budget Review**

The Selectboard discussed the Town wide FY19 operating and capital budgets.

**IX. Executive Session per 1 V.S.A. § 313 (a) (1)**

J Palasik moved to find premature public knowledge about Legal and Negotiations would cause the Town or person to suffer a substantial disadvantage. C. Taylor seconded the motion. Approved unanimously.

J Palasik made a motion to move into executive session to discuss Legal and Negotiations to include, D. Adams, J. Palasik, J. Cushing, C. Taylor, TM Don Turner, Jr., Admin/HR Director, John Bartlett, Finance Director, Jessica Morris and Public Safety Director, Taylor Yeates under the provisions of **1 V.S.A. § 313 of the Vermont Statutes**. J. Cushing seconded. Approved unanimously. No action was taken.

Motion by Chris Taylor to close executive session, seconded by John Cushing. Approved unanimously, at 10:20PM. No action taken during the executive session.

**X. Adjournment**

Chairman Adams motioned to adjourn at 10:20PM. C. Taylor seconded the motion. Approved unanimously.



Respectfully Submitted,

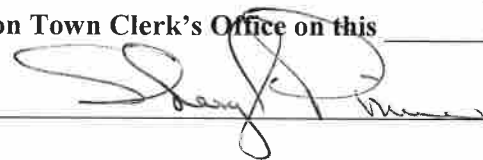
Date:

1/29/18

John Palasik, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 30 day of January, 2018

ATTEST:



Milton Town Clerk

<https://livestream.com/lcatv/mse/videos/168604709>