

1 **Milton Joint Selectboard and School Board Meeting Minutes**
2 **January 29, 2018 at 6:00PM**
3 **Community Room of Municipal Building**
4 **43 Bombardier Rd Milton, VT 05468**
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6 **Selectboard Members Present:** Darren Adams, Chairperson; Ken Nolan, Vice-Chairperson; John
7 Palasik, Clerk; Chris Taylor, Member; John Cushing, Member

8 **School Board Members Present:** Lori Donna, Chair; Cathy Vadnais, Vice-Chair; Rae Couillard, Clerk;
9 Michael Joseph, Trustee; Greg Burbo, Trustee

10 **School Staff Members Present:** Ann Bradshaw, Superintendent; Don Johnson, Business Manager

11 **Staff Members Present:** Don Turner, Jr., Town Manager; Judi Ward, TM Executive Assistant; Jessica
12 Morris, Finance Director; Kym Duchesneau, Recreation Director

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14 **Others Present:** None

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16 **I. Call to Order** – Chairperson Darren Adams called the meeting to order at 6:00 PM

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18 **II. Flag Salute** – Chair Adams led the attendees in a Salute to the Flag

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20 **III. Agenda Review** – The Town Manager asked to have added the review and signing of
21 Selectboard Meeting Minutes from January 17, 2018; remove Item G Joint Executive Session

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23 **IV. Public Forum:** No persons requested to present public comment

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25 **V. Business**

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27 **A. Facilities Use Agreement**
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29 At 6:02 PM Town Manager Don Turner, Jr. opened a discussion about the Facilities
30 Use Agreement with the Milton Town School District. Don Turner explained the
31 benefits of going forward with the Facilities Use Agreement.
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33 Town Manager Don Turner, Jr. described how Superintendent Ann Bradshaw and he
34 worked diligently together on this agreement so that it benefits both the Town and the
35 School.
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37 Don Turner, Jr. brought up the existence of some specific points in the Facilities Use
38 Agreement. Don Turner, Jr. explained that the Town would be assessed an annual fee
39 of \$2,000 and what it covers. Superintendent Ann Bradshaw informed the Selectboard
40 that this is a three-year agreement and changes could be made when necessary, as it is
41 outlined in the document. Don Turner, Jr. stated that the agreement went to both the
42 Town's Legal Counsel and the School Board's Legal Counsel for review and this was
43 the returned document.
44

45 Member of the Selectboard, John Cushing moved to approve the Facilities Use
46 Agreement as printed, however, stated that both sides can continue to communicate.
47 Seconded by Member Chris Taylor. **The question was called and passed**
48 **unanimously with all members voting in favor.**
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50 School Trustee Michael Joseph moved to accept the Facilities Use Agreement.
51 Seconded by School Board Clerk Rae Couillard. **Passed unanimously with all**
52 **members voting in favor.**
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54 **B. Financial Agreement**
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56 Milton School Superintendent Ann Bradshaw emphasized to the Selectboard that this
57 agreement was worked on, as a Town and School Team effort. Superintendent
58 Bradshaw continued to explain that this is not a partnership but an agreement with the
59 Town. Superintendent Bradshaw continued to clarify that the Town performs a service
60 for which the School pays a fee. Selectboard Member Chris Taylor asked the question
61 if any duties had been removed or added. Superintendent Bradshaw declared that there
62 were no deletions or additions to duties, simply clarified.
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64 Selectboard Member John Cushing moved to approve the Financial Agreement as
65 presented and discussed by both parties. Seconded by Member Chris Taylor. **The**
66 **question was called and passed unanimously with all members voting in favor.**
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68 School Board Trustee Michael Joseph moved to approve and adopt the Financial
69 Agreement with the Town. Seconded by School Board Clerk Rae Couillard. **Passed**
70 **unanimously with all members voting in favor.**
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73 **C. Create a Joint Public Facilities Committee (to study joint needs)**
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75 Town Manager Don Turner, Jr described the need and desire for a Public Facilities
76 Joint Committee with the School. Instead of each focusing on individual needs, the
77 focus could be placed on what we all need. Don Turner, Jr. continued to express that
78 this would be a trial committee for the duration of one-year and vote on what should go
79 to Capital Plan. The committee would consist of five to seven people who would be
80 selected by both boards. Examples given were two Selectboard members, two School
81 Board members, one Manager or designee, one Superintendent or designee and one
82 member at large selected by both sides. There was discussion of the parameters and
83 Town Manager Don Turner, Jr. and School Board Vice-Chair Cathy Vadnais answered
84 questions.
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86 School Board Chair Lori Donna shared with the Selectboard how Bruce Cheeseman
87 has provided the school with invaluable information. Chair Lori Donna went into detail
88 how this information has helped the school in realizing savings, the process of what
89 needs replacing, process on proper replacement and repair and planning for Capital
90 Plan. Selectboard Chairman Darren Adams instructed both sides to come up with the
91 framework and come back to the Selectboard after March 6, 2018.
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D. Charter

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Town Manager Don Turner, Jr. opened a discussion about the Town Charter, and he continued to explain that he has noticed that there are several things out of date. School Board Chair Lori Donna agreed that a Charter discussion between the Town and the School would be beneficial, as the School Attorney restricts how the school operates. A discussion that drew attention to whether to have an elected Treasurer opposed to an appointment from the Finance Department. Selectboard Chairman Adams, suggested if the Town and School just made a note when issues came up and addressed these issues until we get through our internal documents.

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School Board Motion to Adjourn

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Motion made by Michael Joseph, seconded by Rae Couillard, to adjourn the meeting at 6:42PM. **All in favor.**

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E. Loan Documents for TIF

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Town Manager Don Turner, Jr. and Finance Director Jessica Morris opened a discussion with the Selectboard regarding the Financing and Funding of the TIF funds. Don Turner, Jr. also explained that he spoke with Paul Giuliani to make sure the Town is in compliance, and assurance was given. If we choose to do this loan, the Town will close on February 15, and we have to have the money in our account by March 30, 2018.

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Finance Director Jessica Morris informed the Selectboard that three bids went out to finance the TIF funds and only one came back. TD Bank has offered two financing options for the \$6,230,000 to be borrowed, for Town Core TIF District improvements. Both are a 10 year note with 15 year amortization. Finance Director Jessica Morris went on to explain that the objective would be to refinance the remaining balance of the note in 5-8 years for another 10 year term to match up with the financial projection prepared by Sarah.

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The two options with two choices of either a money market account or CD's:

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- 10 years @ 3.00% with no pre-payment penalty
- 10 years @ 2.80% with a pre-payment (yield maintenance) fee as described in the commitment letter from TD Bank

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Finance Director Jessica Morris informed the Selectboard that if it was up to her she would air on the side of caution and go with the money market account. If the Town goes with a CD, a timeframe for when the Town needed the money would need to be figured out. Discussion ensued about the financing of the TIF funds. Vice-Chair Ken Nolan stated that he felt Option 1 would be better as he feels the interest rates are going to increase, and if they were to choose Option 2 the Town is locked in at 10 years and will pay a higher interest rate.

134 Vice-Chair Ken Nolan made a motion to proceed with accepting Option 1 from TD Bank,
135 however, first verifying that the pre-payment penalty does not apply. Member Chris
136 Taylor seconded. **The Chair called the question, with Vice-Chair Nolan, Selectboard**
137 **Members, Palasik, and Taylor voting in the affirmative, and Member Cushing**
138 **voting in the negative, the results of the vote were 4-1 in the affirmative and motion**
139 **was passed.**

140 **F. Change February 19, 2018 meeting to February 20, 2018**
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142 Town Manager Don Turner, Jr. asked the Selectboard if they were okay changing the
143 date of the meeting on February 19, 2018, as it is a staff holiday, to February 20, 2018.
144 The Selectboard agreed to this change in meeting date. Chairman Adams directed
145 Town Manager Don Turner, Jr. that at the meeting on the 20th, he would like to see in
146 Power Point format the Town Meeting Presentation, explaining all articles and any
147 increases.
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149 **G. Begin February 5, 2018 meeting at 5:45PM for Resolutions**

150 Town Manager Don Turner, Jr. requested of the Selectboard if the meeting on February
151 5th could start early at 5:45PM in order to do some Resolutions before the Public
152 Hearings. The Selectboard agreed to this time change.

153 **H. Grant Application**

154 Town Manager Don Turner, Jr. presented to the Selectboard on behalf of the Director
155 of Public Works, Dave Allerton, a Local Match Grant Application. The Department of
156 Public Works would like to apply for an Ecosystem Restoration Grant, in collaboration
157 with the CCRPC for the development of a Stormwater Master Plan. The program will
158 provide a 50/50 match. Working with Dan Albrecht of the CCRPC, the estimated total
159 cost is \$50,000; the Town of Milton would be responsible for the \$25,000 match.
160 Applications are due January 31, 2018. A signed letter by the Town Manager is
161 required indicating the Town supports the match.

162 There was discussion and questions about the parameters of this grant application.
163 Chair Adams asked the Town Manager if this is strictly dollar-to-dollar match or an in-
164 kind match. Town Manager Don Turner, Jr. stated that he could not answer that, as he
165 did not know. Member Chris Taylor asked the Town Manager if applying for this grant
166 locks the Town in to accepting it, Town Manager Don Turner, Jr. stated no it did not.

167 Selectboard Member Chris Taylor made a motion to allow the Public Works
168 Department to apply for the Ecosystem Grant. Seconded by Member John Cushing.
169 **The question was called and passed unanimously with all members voting in**
170 **favor.**
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I. Supplemental Warrant Peoples Bank

Director of Finance Jessica Morris presented the Selectboard with a Supplemental Warrant for People’s United Bank, for the Principal Payment for the wastewater treatment facility plant upgrade.

Selectboard Member John Cushing made a motion to approve the Supplemental Warrant as presented in the amount of \$258,208.31. Seconded by Member Chris Taylor. **The question was called and passed unanimously with all members voting in favor.**

J. Supplemental Warrant Quarterly Town Water & Sewer Bills

Director of Finance Jessica Morris presented the Selectboard with a Supplemental Warrant for the Quarterly Town Water and Sewer Bills.

Selectboard Member John Cushing made a motion to approve the Supplemental Warrant as presented in the amount of \$4,368.06. Seconded by Member Chris Taylor. **The question was called and passed unanimously with all members voting in favor.**

K. Warrant #14

Selectboard Clerk John Palasik recommended approval of Warrant #14 in the amount of \$271,765.74. Seconded by member John Cushing. **The question was called and passed unanimously with all members voting in favor.**


J. Meetings from January 15, 2018 and January 17, 2018

Selectboard Clerk John Palasik made a motion to approve both minutes from January 15, 2018 and January 17, 2018. Seconded by Member John Cushing. **The question was called and passed unanimously with all members voting in favor.**

VI, Adjournment

Selectboard Clerk John Palasik made a motion to adjourn the meeting at 7:39. Seconded by Member Chris Taylor. Approved unanimously.

Respectfully Submitted,


_____ Date: 2/5/18
John Palasik, Selectboard Clerk

Filed with Milton Town Clerk’s Office on this 7 day of Feb., 2018

ATTEST:

A handwritten signature in cursive script, appearing to read "Cheryl P. ...", is written over a horizontal line.

Milton Town Clerk