

Milton Selectboard Meeting Minutes

February 20, 2018 at 6:00PM

Community Room of Municipal Building

43 Bombardier Rd Milton, VT 05468

Selectboard Members Present: Darren Adams, Chairman; Ken Nolan, Vice-Chair; John Palasik Clerk; Chris Taylor, Member; John Cushing, Member

Selectboard Member Absent: None

Staff Members Present: Don Turner, Town Manager; Mary Thompson TM/Public Safety Admin Assist; John Bartlett, Admin/HR/Buildings Director; Jessica Morris, Finance Director; Kym Duchesneau, Recreation Director; Dave Allerton, Public Works Director; John Gifford, Treasurer

Others Present: Paul Giuliani, of Primmer Piper Eggleston & Cramer PC; LCATV Technician; Courtney Lamdin, Milton Independent

I. Call to Order – D. Adams called the meeting to order at 6:03 PM

II. Flag Salute – D. Adams led the attendees in the Pledge of Allegiance

III. Agenda Review – No changes to the Agenda. D. Turner informed the Selectboard that he had invited Senator Pearson to the Selectboard meeting of March 19th and that the Senator had accepted.

IV. Public Forum: No one present for Public Forum

V. Business

A. Sign Documents for TIF Bond Financing

D. Turner explained that the Town had received notification from P. Giuliani, town bond counsel, the interest rate had increase to 3.15%. The rate is still under the threshold to make the numbers work. P. Giuliani, informed the Selectboard that they had before them the bond financing documents for the \$6.23 million dollar TIF bond prepared for their signature. P. Giuliani briefly reviewed, the content of documents for signature. **J. Cushing made the motion to approve the documents that were presented, C. Taylor seconded, approved unanimously.**

B. Resolution to Accept In-Kind Donation for Winter Festival

Request for the Selectboard by K. Duchesneau to sign a resolution thanking Mike Boisjoli and Subway for the In-Kind donation of fireworks to the Winter Festival celebration of 2018. **J. Cushing moved to accept the resolution on behalf of Mike Boisjoli. C. Taylor seconded, approved unanimously.** K. Nolan thanked K. Duchesneau for providing the policy to the Selectboard. K. Nolan further questions the clarity of the policy in reference to those that donate to the town, finding current policy is ambiguous, and believes we should look at the policy further

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C. Milton Grange Memorandum of Understanding (MOU)

D Turner shares with the Selectboard that the Grange has reviewed the MOU, and subject to the environmental assessment and building inspection parties are prepared to move forward. The Grange desires to maintain twelve-regular monthly Grange meetings and add two to three additional fundraisers. They want the insurance and utilities not to be reimbursable should Town move forward to purchase. D. Turner found, according to the property mylar, R. Bevin's is currently using some portion of Grange property for his own use. R. Bevin's is open to meeting with D. Turner concerning the matter. K. Nolan defined the overall understanding as the Grange desired a few more meetings than originally proposed. If the Town does purchase the property and the Grange sells to another party, the Town receives back the capital investment not the operating cost (insurance and utility expenses.) This MOU was approved by the State Grange. **C. Taylor made the motion to accept the Grange MOU as presented, J. Cushing seconded, approved unanimously.**

D. Milton Mobil Home Co-op

Milton Mobil Home Co-op is in dire need of replacing their water and waste water systems, D. Turner explained to the Selectboard. The Co-op applied for a \$ 29,100.00 grant from Vermont Community Development. The Town is the grant recipient and Co-op is the sub grantee. The Town is not at risk, this is a pass-through grant, managed by Isaac Wagner, Grant Administrator, working on behalf of the Co-op. K. Nolan asks about contract that shows \$900 to the grantee. D. Turner explains that is a portion of the money that goes to the administrator, providing clarity that the Town is not paying money out. C. Taylor sought clarity on "pass-through grants" D. Turner explained the process of the money flowing through the municipality for particular projects, for example senior housing or mobile home parks, fairly common. **K. Nolan moved to approve the contract for administrative services for the Commerce and Community Development grant for Milton Mobil Home Co-op and authorize the Manager to sign. C. Taylor seconded, approved unanimously.**

E. 2018 Class II Paving Grant Application

D. Allerton informed the Selectboard that the Town received two grants through the Better Roads program, for the ditching on Cadreact Rd. and McMullen Rd. Ben Heath has prepared the Class II Paving Grant. D. Allerton asked the Selectboard to authorize submission of the VTrans FY 19 Class II Paving Town Highway Grant. **J. Cushing made the motion to approve the Class II Paving Grant, C. Taylor seconded. J. Palasik asked that the road name on the state application be corrected from Mead Rd. to Mears Rd. Approved unanimously.**

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F. **General Stannard House Update**

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An update was given by D. Turner who met with the General Stannard House Committee. They have submitted the Act 250 permit for the subdivision of the property. Continued discussions by the committee as to whether or not to move the structure. D. Turner advised them to continue in their process, identify a few spots they may like to relocate to on Town Property, and schedule a meeting with the Recreation Committee. After those steps present to the Selectboard. One of the possible sites suggested to relocate was the Town owned Bombardier property. The committee will meet with the Recreation Commission on March 14th. The General Stannard House has also become an official site listed with the VT in the Civil War Historical Trail. The Selectboard discussed the historical value attached to the General Stannard House and the Old Solider statue, possible relocation and the challenges around these actions. K. Nolan questions at what point do modifications negate the historical value, we need to really understand this.

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G. **Legal RFQ's**

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The Legal Request for Qualifications (RFQ) have been submitted to the Selectboard for review. The four firms for consideration are: Monaghan Safar Ducham, Stitzel Page & Fletcher, McNeil Leddy & Sheahan, and McKee, Giuliani & Cleveland. K. Nolan recused himself from the legal RFQ process. The Selectboard outlined the next step in this process per request of D. Turner. The firms for consideration will attend the March 19th Selectboard meeting in Executive Session. Each firm will be given the opportunity of a five-minute presentation and a five-minute question/answer period. Same interview questions will be used with each firm.

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H. **MOU Papaseraphin Property**

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The Memorandum of Understanding (MOU) for the Papaseraphin property was read by D. Turner to the Selectboard for acceptance to move to the next steps. D. Turner fielded questions from the Selectboard around the commercial appraiser process, cost and next steps. **C. Taylor motioned to allow the TM to enter into the MOU as written. K. Nolan second, approved unanimously.**

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I. **Manager's Update**

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- With the change to CivicRec in our recreation operational process, the Town was required to contract with a preferred vendor for merchant processing of recreation fees. Brain Tree is the preferred vendor chosen, this vendor charges 3% per transaction plus .30 for rec fees. This simplifies the reconciliation process per Finance Director, J. Morris who defined the process, answered question and provided an overview for the Selectboard. Ultimate goal is to use one merchant processor for all town activity and cut down to one bank account.

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- D. Allerton briefed the Selectboard on the changes to the Town process to a deliberate, defined and documented process for water/waste water billing as defined by state statute. The departments of finance, town clerk, treasurer and Water/Wastewater are currently working together to find efficiencies' to billing and the water shut off process. The Town will no longer use door hangers for delinquent bills. This is not required by state statute and depletes personnel time. Treasurer has created a notification for customers.

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- J. Morris informed the board that the finance department is fully staffed. Hally Yandow is the new Fiscal Assistant I and will handle school payroll.

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- Other staffing updates: interviewed a good candidate for a mechanic, and will offer the position Wednesday. 17 applications for tech driver, have narrowed down to 6. W/WW great candidate but salary requirements were too high. Job description has been revamped and reposted as of today.

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- Retooled office spaces being renovated to increase needed space. We are partitioning off the Community Room for a staff breakroom area and space for a computer setup for the custodial staff. This will be moveable for large events and voting.

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- Offer from Artist Guild to paint murals on the dugout on the ball field in Bombardier Park at no cost to the Town.

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- Ben Heath has been asked to look at the Southern Gateway project and the Hourglass project and determine where there may be gaps in the streetscapes. He will look at how best to coordinate lighting, trees etc. to create continuity within possible budgeted dollars.

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- Quote \$31,300 on the damage to the Fire Department tanker truck. The repair will extend the life of the tanker.

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- Greg Mayville's sewer has failed. There is a town ordinance allowing him to connect to Town water/wastewater. The Selectboard may grant G. Mayville the permission to connect, contingent upon engineering conclusions.

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- Meeting this Thursday night at 5:30 pm in the high school library. Discussion will be on school safety.

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- Sand pit on McMullen Road. According to our records the landowners were properly notified, yet adjacent neighbors are disputing. The project has been permitted through Act 250. Town attorney advises bringing this concern to the DRB and suggested that the Planning Director bring the

186 concern to the DRB to let the DRB decide whether to re-open the hearing
187 or not. We will continue to work toward resolution.

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- 189 • Highlight from Montpelier – D. Turner has become more concerned about
190 Education Finance Reform in relation to TIF, is keeping the conversation
191 going about this important matter.
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193 **J. Pre-Town Meeting Day Presentation**

194 Discussion on the process of the Town Meeting Day Presentation. Process of
195 appointment of the Moderator by Town Clerk, the Fiscal Year 2019 Budget
196 Overview and Articles for consideration. Suggestions were taken from the
197 Selectboard.
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201 **VI. Warrant #16**

202 **J Palasik recommended approval of Warrant #16 in the total amount of, \$667,696.95**
203 **acknowledging a large portion of Warrant #16 is a partial payment to Pike Industries for**
204 **paving of \$436,026.16. J. Cushing seconded. Approved unanimously.**

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206 **VI. Minutes for February 5th**

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208 **J Cushing made the motion to approve the minutes February 5, 2018 minutes as presented.**
209 **K. Nolan seconded. Motion approved by D. Adams, K. Nolan, J. Palasik and J. Cushing.**
210 **C. Taylor abstained due to absence from meeting presented.**

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

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216 **J Palasik moved to find premature public knowledge about Personnel would cause**
217 **the Town or person to suffer a substantial disadvantage. K. Nolan seconded,**
218 **approved unanimously.**

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220 **J Palasik made a motion to move into executive session to discuss Personnel to include, D.**
221 **Adams, K. Nolan, J. Palasik, J. Cushing, C. Taylor, D. Turner, J. Bartlett, J. Morris and T.**
222 **Yeates under the provisions of 1 V.S.A. § 313 of the Vermont Statutes. K. Nolan seconded.**
223 **Approved unanimously. No Action Taken.**

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225 **Motion by Chris Taylor to close executive session. J. Cushing seconded, approved**
226 **unanimously, at 8:38PM. No action taken during the executive session.**

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X. Adjournment

J Cushing motioned to adjourn at 8:38PM. C. Taylor seconded, approved unanimously.

Respectfully Submitted,



Date: 7 Mar 18
John Palasik, Selectboard Clerk

Darce Adams, Chair
Filed with Milton Town Clerk's Office on this 8 day of March, 2018

ATTEST: 

Milton Town Clerk

<http://lcatv.org/milton-selectboard-2018-02-20>