

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

**Milton Special Selectboard
Meeting Minutes
March 7, 2018 at 6:00 PM
Municipal Building Community Room
43 Bombardier Rd Milton, VT 05468**

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

Staff Members Present: Don Turner, Town Manager; Mary Thompson, PS Administrative Assistant; Dave Allerton, Public Works Director; John Bartlett, Admin/HR Director; Jessica Morris, Finance Director; Taylor Yeates, Public Safety Director; Sheryl Prince, Town Clerk

Others Present: Courtney Lamdin, Milton Independent

I. Call to Order – S. Prince called the meeting to order at 6.00PM

II. Flag Salute – S. Prince led the attendees in the Pledge of Allegiance

III. Selectboard Reorganization

A. Election of Chairperson

S.Prince took nominations for Chair on the Selectboard. **B. Steady nominated Darren Adams, K. Nolan seconded. K. Nolan moved that the Clerk cast one ballot for D. Adams. Approved Unanimously.**

B. Election of Vice -- Chairperson

D.Adams called for nominations for Vice Chair of the Selectboard. **J. Palasik nominated K. Nolan for Vice –Chair. B. Steady moved that K. Nolan become the Vice-Chair. Approved unanimously.**

C. Election for Clerk

D.Adams called for nominations for Clerk of the Selectboard. **B. Steady nominated J. Palasik for Clerk. K. Nolan seconded. B. Steady cast the ballot for J. Palasik to be Clerk of the Selectboard. Approved unanimously.**

D. Designation of Paper of Record

D.Adams called for the designation of a paper of record. **B. Steady moved that we keep the Milton Independent as the paper of record. K. Nolan seconded. Approved unanimously.**

E. Set the Schedule for Regular Meetings of the Selectboard

Following thorough discussion by the Selectboard, **B. Steady motioned that regularly scheduled Selectboard meetings be held the first and third Thursday of the month. K. Nolan seconded. B. Steady amended motion proposing a trial period for the next three months, until the first week of June. Meeting to begin at 6:00pm. Approved unanimously.**

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93

IV. Public Forum: No Comments

V. Presentations from Town Manager and Directors – Update to Selectboard

1. Public Works

D.Allerton presented to the Selectboard handouts in review of the many projects in the works with the department. Items covered included: Water/Wastewater, Highway Operations and Projects, Buildings/Grounds and Stormwater. A brief overview of current staffing, upgraded systems and Wind Storm inputs to FEMA.

2. Public Safety

T.Yeates presented to the Selectboard updates regarding the Police, Rescue and Fire departments. Items included increased police presence at schools during drop off/pick up, a second School Resource Officer for the schools and the recruitment for vacant PD positions. Rescue station renovations have started. The Fire Department is conducting a live burn for training with rescue this weekend. Clean-up is the responsibility of the property owner. Upcoming rabies vaccination clinic/dog registration on March 17 to facilitate the dog registration process for the town clerk’s office.

3. Administration/HR/Facilities

J. Bartlett presented a handout to the Selectboard overviewing the process of Human Resources, Facilities and Administration. Topics covered staffing departures, new hires and reorganization. Briefly touched on improving staff wellness program, training resources from Travels Insurance for staff and creation of a staff handbook. Updates on current use for Bombardier property, dog park creation, Cemetery Committee and RFP for various vendors.

4. Finance

J.Morris presented financial packet to the Selectboard for explanation and review. J. Morris offered to the Selectboard members to meet with them individually on specific questions going forward. Overview continued with conversation around NEMRC, Assessor’s office, TIF annual reports submission and request for an itemized bill on \$30,000.00 performance audit. Update on new Town website hosted by CivicPlus due to launch by the end of March.

5. Town Manager

D. Turner delivered an overview to the Selectboard of current projects/items for informational purposes. Conversation was had on numerous items and questions were fielded by D. Turner, J. Morris, D. Allerton and J. Bartlett.

- Organizational chart and Staff Emergency Alert chart handout given to Selectboard
- Town Budget Presentation has received positive feedback; Budget 2019 passed
- TIF funding overview

- 94 • Town Website is progressing with a “go live” date of March 26, training is
- 95 provided to designated administrators. Website to include live feeds and videos
- 96 • Municipal building roof repairs being scheduled for spring
- 97 • Facilities/Highway departments working together to secure a work space at the
- 98 Bombardier property barn; fence removal is also planned this spring for the
- 99 corner field of Bombardier property
- 100 • Fieldhouse Restroom project will be done by a local builder; D. Turner will be
- 101 project manager
- 102 • Grange MOU is signed; we are currently working on the environment assessment
- 103 • Dog Park project will have the Act 250 permit within next 3 weeks; a local
- 104 logger has suggested a selective cut on parks mature timber in preparation for the
- 105 dog parks implementation. Selectboard will take a tour of the lot in the spring
- 106 • Pete Staniels is the new cemetery caretaker; Cemetery Advisory Committee has
- 107 met and is charged to improve the uniform look to our town cemeteries
- 108 • At no additional cost to the Town, the police are providing a presence at drop
- 109 off/pick times for the schools; making a good impression
- 110 • Parent property, currently working on the legal documents
- 111 • Papaseraphin property; finalizing appraisal and environmental study
- 112 • Working with John Sharrow to re-locate the bus stop/park and ride
- 113 • Mobil Home Park meeting due to be held; to finalize the MOU
- 114 • 20-year lease with Chittenden Solid Waste District (CSWD) is up; CSWD has an
- 115 interest in re-negotiating the lease with the town. Conversations around moving
- 116 the CSWD portion further back on the property to make a possible site for a
- 117 future Public Works facility
- 118 • Finished collecting the back due water bill revenues
- 119 • A new office for Admin/HR/Facilities Director have been created to support
- 120 administrative need. The manpower for this renovation has been in collaboration
- 121 with school facilities staff. D. Turner explained the Town exchanges services
- 122 with the school in exchange for salt. Selectboard asked for better communication
- 123 with the school and School Board. D. Turner proposed that we (the Town) will
- 124 collect the data on salt usage vs. service rendered and provide a report for the
- 125 Selectboard, Milton Town School District (MTSD).
- 126 • D. Turner will be on vacation March 9 – 16, J. Morris will be Acting Town
- 127 Manager in the interim
- 128 • Next regularly scheduled Selectboard meeting will be held Monday March 19th at
- 129 6PM

130
131 **VI. Other Business**

132 Signatures to three items were postponed for inclusion on the next warrant, to stay within the
133 legal constraints of Selectboard meeting practices. The Selectboard further reiterated that, outside
134 of an established emergency, Selectboard business will follow legal practices.

135
136
137
138

139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155

X. Adjournment

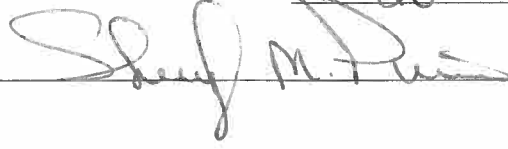
**C. Taylor motioned to adjourn. B. Steady seconded the motion. Approved unanimously.
Meeting adjourned 7:55PM.**

Respectfully Submitted,



Date: 3/19/18
John Palasik, Selectboard Clerk

Filed with Milton Town Clerk's Office on this 20 day of March, 2018

ATTEST:  _____ **Milton Town Clerk**