

1 **Milton Selectboard Regular Meeting**

2 **May 7, 2018 at 6:00 p.m.**

3 **Municipal Building Community Room**

4 **43 Bombardier Road, Milton, VT 05468**

5
6 **Minutes**

7
8 **Selectboard Members Present:** Darren Adams, Chairman; Ken Nolan, Vice-Chairman; John Palasik,
9 Clerk; Chris Taylor, Member; Brenda Steady, Member

10 **Staff Members Present:** Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant,
11 Jessica Morris, Finance Director; Kym Duchesneau, Recreation Coordinator; David Allerton, Public
12 Works Director/Town Engineer; John Bartlett, Director of Administration/Human Resources; Victor
13 Sinadinoski, Planning and Economic Development Director; Thomas Elwood, Water/Waste Water
14 Superintendent

15
16 **Others Present:** Wayne Peters; Courtney Lamdin

17
18 **I. Call to Order**

19
20 The meeting was called to order by D. Adams at 6:00 p.m.

21
22 **II. Flag Salute**

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

25
26 **III. Agenda Review**

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28 Add to item IX the approval of the Minutes of the Special Selectboard Meeting Joint Discussion
29 with the Milton School Board of April 30, 2018.

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31 **IV. Public Forum**

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33 None.

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35 **V. Business**

36
37 **A. Applications for Recreation Commission Members**

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39 Wayne T. Peters presented his qualifications to the Selectboard.

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41 **Motion made by J. Palasik to appoint Wayne T. Peters to the Recreation Commission**
42 **with a second by C. Taylor. Approved Unanimously.**

43
44 The Selectboard agreed to postpone the review of Renee Anne Barleau's application to the
45 Recreation Commission until Ms. Barleau can attend in person.

46
47 **B. IMPACT Melanoma Sunscreen Dispenser Grant**

48 IMPACT Melanoma, Inc. (IMI) is offering a two-year grant opportunity to provide four
49 sunscreen dispensers in Milton's Bombardier Park East and West. IMI will supply the
50 dispensers, a two-year supply of sunscreen and educational materials. The goal/mission is to

51 encourage sunscreen use in parks nationwide and in turn, reduce the occurrence of skin
52 cancer.

53
54 IMI will provide a two-year supply of sunscreen to the Town of Milton after which the Town
55 of Milton Recreation Department will include in its annual budget funds for the future
56 purchase of sunscreen and will work with community partners as potential sunscreen
57 sponsors to help offset the cost (currently \$150/case). The total value of four dispensers, two
58 cases of sunscreen for the first two years and educational materials is approximately \$1,000.
59

60 **Motion made by J. Palasik to approve and accept an in-kind grant donation by**
61 **IMPACT Melanoma, Inc. (IMI) of four sunscreen dispensers, a two-year supply of**
62 **sunscreen and educational materials with a total approximate value of \$1,000 and**
63 **acknowledges that after the first two years, the Town of Milton Recreation Department**
64 **will include the cost of sunscreen in its budget and will work with community partners**
65 **as potential sunscreen sponsors to offset the cost (currently \$150/case) with a second by**
66 **C. Taylor. Approved Unanimously.**
67

68 **C. UDR Edit Review**

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70 Victor Sinadinoski, Director of Planning and Economic Development gave an overview of
71 the UDR edits. Victor agreed to provide the Selectboard with a detailed summary of the
72 changes.
73

74 Victor stated that a survey will be distributed to the public designed to see if residents
75 generally agree or disagree with the proposed changes to the Unified Development
76 Regulations. The Selectboard discussed the distribution of the survey to include a broader
77 spectrum of the public.
78

79 **D. Capital Improvement Plan**

80
81 Jessica Morris, Director of Finance gave an overview of the Capital Improvement Plan.
82

83 Don Turner, Jr., Town Manager stated the Municipal parking lot needs to be repaved and
84 restriped and the commuter bus turn-around needs to be paved and striped. The paving
85 project is not currently in the Capital Improvement Plan.
86

87 **E. Impact Fees**

88
89 Jessica Morris, Director of Finance gave an overview of the Impact Fees.
90

91 **F. Water/Wastewater Budget**

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93 Jessica Morris, Director of Finance, Thomas Elwood, Superintendent of Water/Waste Water,
94 and David Allerton, Director of Public Works gave an overview of the Water/ Waste Water
95 Budget.
96

97 **New Users – Expansion of Sewer Service Area – Develop Cooperation**
98

99 Don Turner, Jr., Town Manager gave an overview of the proposed expansion of the sewer
100 service area and the possibility of adding new users to the expanded sewer service area.
101

102 **G. Railroad Street Water Main Replacement and PRV and River Street PRV**
103

104 David Allerton, Director of Public Works gave an overview of the Railroad Street Water
105 Main Replacement and PRV and River Street PRV.
106

107 The February, 2016 Water System Facilities Plan Update prepared by Aldrich & Elliott
108 identified the Railroad Street Water Main Replacement and PRV and River Street PRV
109 Upgrade projects as priority infrastructure improvements. This project is currently on the
110 State of Vermont's Drinking Water State Revolving Fund (DWSRF) project priority list for
111 construction. Aldrich & Elliott submitted an Engineering Services Agreement in the amount
112 of \$9,700 to prepare a Preliminary Engineering Report for the project. The funding source
113 for the project is through the State of Vermont DWSRF. Staff recommends Selectboard
114 authorization of the Engineering Services Agreement and submittal of the DWSRF planning
115 loan application. Staff recommends delaying the execution of the Engineering Services
116 Agreement with Aldrich & Elliott until the DWSRF Planning Loan application has been
117 approved by the State of Vermont.
118

119 **Motion made by J. Palasik authorizing the Town Manager, or his designee, to execute**
120 **the Engineering Services Agreement with Aldrich & Elliott in the amount of \$9,700.00**
121 **for the development of the Preliminary Engineering Report for the Railroad Street**
122 **Water Main Replacement and PRV and River Street PRV Upgrade project, after the**
123 **DWSRF Planning Loan application has been approved with a second by B. Steady.**
124 **Approved Unanimously.**
125

126 **H. Lake Road Water Main Replacement Project**
127

128 David Allerton, Director of Public Works gave an overview of the Lake Road Water Main
129 Replacement Project.
130

131 The February, 2016 Water System Facilities Plan Update prepared by Aldrich & Elliott
132 identified the Lake Road Water Main Replacement as a priority infrastructure improvement
133 project. This project is currently on the State of Vermont's Drinking Water State Revolving
134 Fund (DWSRF) project priority list for construction. Aldrich & Elliott submitted an
135 Engineering Services Agreement in the amount of \$8,600 to prepare a Preliminary
136 Engineering Report for the project. The funding source for the project is through the State of
137 Vermont DWSRF. Staff recommends Selectboard authorization of the Engineering Services
138 Agreement and submittal of the DWSRF planning loan application. Staff recommends
139 delaying the execution of the Engineering Services Agreement with Aldrich & Elliott until
140 the DWSRF Planning Loan application has been approved by the State of Vermont.
141

142 **Motion made by J. Palasik authorizing the Town Manager, or his designee, to execute**
143 **the Engineering Services Agreement with Aldrich & Elliott in the amount of \$8,600 for**
144 **the development of the Preliminary Engineering Report for the Lake Road Water Main**

145 Replacement project, after the DWSRF Planning Loan application has been approved
146 with a second by C. Taylor. Approved Unanimously.
147

148 **I. STP HRRR (24) Finance and Maintenance Agreement Form for the Proposed Safety**
149 **Improvements Along Bear Trap Road, West Milton Road and Herrick Avenue**
150

151 David Allerton, Director of Public Works gave an overview of the STP HRRR (24) Finance
152 and Maintenance Agreement form for the proposed safety improvements along Bear Trap
153 Road, West Milton Road and Herrick Avenue.
154

155 A safety improvement review for High Risk Rural Roads was completed in 2015 in
156 collaboration with the Town of Milton and the Chittenden County Regional Planning
157 Commission and identified signage improvements needed for West Milton Road and Bear
158 Trap Road. Through the Safe Routes to School Program, Bradley Street and Herrick Avenue
159 located near the Milton Elementary School were identified as needing signage improvements
160 to increase safety for school children. This project is being managed by the Vermont
161 Agency of Transportation and paid 100% by federal funds (Federal Highway
162 Administration) with the exception of any unanticipated non-participatory costs.
163

164 **Motion made by J. Palasik authorizing the Town Manager, or his designee, to execute**
165 **the Finance and Maintenance Agreement between the Town of Milton and the Vermont**
166 **Agency of Transportation STP HRRR (24) for the project with a second by C. Taylor.**
167 **Approved Unanimously.**
168

169 **J. CCRPC Rate Increases**
170

171 David Allerton, Director of Public Works gave an overview of the CCRPC rate increases.
172

173 The Chittenden County Regional Planning Commission (CCRPC) is requesting the twelve
174 Chittenden County MS4 Municipalities execute an amendment to the existing Chittenden
175 County MS4 Stormwater Program Agreement to take effect July 1, 2018 for the FY 2019
176 budget year. The Amendment to the Agreement will allow the CCRPC to invoice their
177 indirect costs to the program. The service fees of \$5,500 paid by the Town of Milton for
178 FY2019 will not change.
179

180 **Motion made by J. Palasik authorizing the Town Manager, or his designee, to execute**
181 **the contract amendment to the Chittenden County MS4 Stormwater Program**
182 **Agreement to become effective on July 1, 2018 for the FY2019 budget year with a**
183 **second by C. Taylor. Approved Unanimously.**
184

185 **K. Highway Division Trucks**
186

187 David Allerton, Director of Public Works gave an overview of the Highway Division's need
188 to dispose of its 1989 GMC service truck.
189

190 The Administrative Code duly adopted by the Selectboard of the Town of Milton effective

191 July 1, 1997 requires competitive bidding whenever possible. The Highway Division of the
192 Department of Public Works needs to dispose of its 1989 GMC service truck. The Highway
193 Division can modify the 2009 Chevrolet pickup by adding a flatbed and tool boxes for a cost
194 of \$2,700 to make it a service vehicle. The Highway Division intends to sell the 1989 GMC
195 service truck with a reserve bid of \$3,500. The Highway Division will use the proceeds of
196 the auction of the 1989 GMC truck to purchase a flatbed for the 2009 Chevrolet pickup. The
197 number of DPW vehicles in its fleet will not be increasing.
198

199 **Motion made by J. Palasik authorizing the Town Manager, or his designee, to sell the**
200 **1989 GMC service truck through auction and use the proceeds on the 2009 Chevrolet**
201 **pickup, to repair it and make it a service vehicle with a second by C. Taylor. Approved**
202 **Unanimously.**
203

204 L. DPW Update

205
206 David Allerton, Director of Public Works and Thomas Elwood, Water/Wastewater
207 Superintendent gave an update of the Department's projects including:
208

209 Water/Wastewater

- 210 • Lots of phone calls concerning pressure issues in the Flanders Development. The
211 W/WW crew is updating the infrastructure in the PRV vault, including pressure
212 gauges, meter, and the plan is to rebuild the PRV;
- 213 • SCADA system has been installed and is complete at the WWTF;
- 214 • New level sensors have been installed in the sludge holding tanks. The tanks still
215 need to be cleaned;
- 216 • Dissolved oxygen probes and controls need to be replaced;
- 217 • Maplewood Avenue pump station upgrades. One new pump has been ordered to
218 replace the pump that has been out of service for eight years. This will provide a
219 redundant pumping system again, so we won't be in an emergency situation if the only
220 operating pump goes down;
- 221 • New septage acceptance system is required;
- 222 • Water plant improvements. New generator was installed last week. New roof, soffits
223 and siding budget for starting in FY2019;
- 224 • Railroad Street Water Main Replacement and PRV, and River Street PRV upgrade.
225 Will submit loan application amendment to keep this project moving;
- 226 • Lake Road water main upgrades. Prepare and submit to the State (required by the
227 recent sanitary survey) a schedule for when we are going to complete this identified
228 deficiency. Submit a loan application for the preparation of a preliminary engineering
229 report for this project;
- 230 • Consolidating high and high-high water systems (Steeplechase Lane and Westford
231 Road);
- 232 • Wastewater Permit. Public meeting scheduled for Tuesday, May 29, 2018;
- 233 • Revising/preparing an updated Standard Operating Procedure for delinquent
234 accounts;
- 235 • Miscellaneous: Crews doing meter checks, starting hydrant flushing and maintenance,
236 leak detection, Catamount pump still out for rebuild, working on a dewatering box,
237 working on pumps in the plant;
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Highway

- Getting the specs together for a new grader, loader, excavator, sidewalk plow.
- Duffy Road - ditched over 480 feet;
- Lake Road - completing shoulder work, finished roughly 6-miles of shouldering;
- McMullen Road – completed 1.5 miles of shoulder work on McMullen Road;
- Fixing yard damage;

Bridges (Already met with ANR and VTrans to discuss these bridges)

- Town Bridge B-6 (southernmost bridge to replace on East Road). Prepare Request for Proposal to hire a Structural/Bridge Engineer to work on the design and permitting of this project;
- Town Bridge B-5 (southernmost bridge to replace on East Road). VTrans preparing a hydraulic analysis of the existing culvert. Have already met with VTrans District 5 to get this started. Prepare Request for Proposal to hire a Structural/Bridge Engineer to work on the design and permitting of this project;
- Application for a \$175,000 VTrans Structures Grant was submitted to VTrans by the deadline, and we were notified we did receive the grant. We can't formally do any work until July 1, 2019. We should be received the grant agreement within a month or two, and it will then be brought to the Selectboard;

Paving Projects

- McMullen Road Slope Failure. Design plans and specs are complete. Need to find the money to do the project;
- Everest Road - at least three culverts to replace prior to paving this road;
- East Road;
- North Road;
- James Drive - design plans and specs are complete;
- Jonzetta Court –design plans and specs are complete;
- Ira Place – design plans and specs are complete;

Roads

- Municipal Roads General Permit. All municipalities need to apply for this permit by July 31, 2018;

Ditch Improvements

- Cadreact Road need to contact ANR Wetlands Office for a permit;
- McMullen Road – need to contact ANR Wetlands Office for permit;
- Duffy Road. The ditch in this area had filled in and become overgrown. It has been cleared, stone check dams installed, and is in working condition again. This is near the Mars Hollow road intersection;
- CCRPC has additional funds for their consultant to do additional designs in Milton, at no cost to us. There will be a meeting this week to identify several more roads to work on;

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Stormwater

- MS4 - Need to review and get up to speed on this in its entirety;
- Ridgefield area manhole failure;
- Over fifty catch basins and culverts were identified by Hamlin Consulting Engineers and are in need of cleaning, repair, and/or to be replaced. This does not represent all of the structures in the Town;
- Railroad Street - we have located a couple of issues on Railroad Street not identified in their report;

Culverts

- Hibbard Road - culvert failure repair is complete;
- Lake Road - need to follow up;
- Rollin Irish Road - there are two culverts at this location, and not at the same elevation. There is a bend in the culvert, allowing soil in at the top, and potentially washing out on the bottom. It needs to be completely replaced. This will need a hydraulic analysis and design. Since VTrans completes the hydraulic analyses, DPW will be submitting this to them. It could take anywhere from 6 weeks to 6 months to get a report;
- Howard Drive - need to inspect;
- Beebe Hill Road - five or six culverts need work;

Guard Rails

- Lake Road/I89 overpass - FR Lafayette cost estimate is \$59,051.30.
- West Milton Road/I89 overpass - FR Lafayette cost estimate is \$48,020.35;
- Mars Hollow Road - FR Lafayette cost estimate is \$6,012.65;
- McMullen Road - FR Lafayette cost estimate is \$5,228.80;
- East Road - beneath RR trestle - FR Lafayette cost estimate is \$4,341.60;

For the above, the total is \$122,654.70, and add \$10,000 for flaggers and \$5,000 for oversight, and a 5% contingency of \$6,133 gives an estimate of approximately \$144,000.

- Duffy Road/Mars Hollow Road intersection accident repair - the repair work is complete, and we have received payment from the individual's insurance company;

Miscellaneous Projects

- Highway Access Permits. There are approximately 200 Highway Access Permits needing to be closed out dating back to 2011. Fees and deposits;
- Excess Weight Permits. DWP has issued over 200 Excess Weight Permits so far this year;
- FEMA – wind storm reimbursement. Meeting scheduled for this week;
- Hour-glass Project;
- Route 7 Gap Project;
- Cherry Street sidewalk – looking for more grants to support the doubling of costs

- 333 of this project;
- 334 • Grant applications submitted:
- 335 New Vac-Truck. We were awarded this grant, and are working on specs for
- 336 a new truck. Will bring the grant paperwork to the Board when we get it.
- 337 Stormwater Master Plan. We were awarded this grant through the CCRPC.
- 338 We will bring the grant paperwork to the Board when we get it;
- 339 • Public Works Specifications are being revised with the assistance of the
- 340 Infrastructure Standards Committee and Milton Planning & Zoning Department;
- 341 • We are in need of a new location and building for a new highway garage and
- 342 salt shed and another engineer in the office to help manage all of these
- 343 projects;
- 344

345 **VI. Town Manager's Update**

346
347 Don Turner, Jr., Town Manager gave an update of current projects including:

- 349 • General Stannard House – still receiving information regarding this issue;
- 350 • The Milton Grange Lease – discussed sharing the building with the School District;
- 351 • Wildlife Easement – Georgia Mountain;
- 352 • Field House - a new Resolution needs to be done if a vendor is changed;
- 353 • Dog Park - archeologists are reviewing the site this week;
- 354 • Police Grant – needs Resolution;
- 355 • Forestry Project – Contacted the County Forester to review the proposals for select
- 356 tree cutting;
- 357 • Lamoille River Walk - trees have fallen onto homeowners property;
- 358 • Dugout – insurance will cover the damage done to the dugout that was vandalized 5
- 359 ½ years ago;
- 360 • Athletic Fields - reconfigured some of the athletic fields in Bombardier Park;
- 361 • Sidewalks – working with Ben Heath on gaps in between the sidewalk gap project
- 362 and the hour-glass project;
- 363 • Volunteer Appreciation Event - working on second annual community volunteer
- 364 appreciation night;
- 365 • Partition Wall - received grant money from the Wellness program for a partition wall
- 366 for the Community Room. The partition wall will be delivered and installed next
- 367 week;
- 368 • AED - new AED will be installed this week on the wall in the lobby;
- 369 • Green Up Day – the event was successful;
- 370 • Flooring – possible new flooring being installed in the main entry area; and
- 371 • Door Thresholds – the School District repaired the door thresholds in the Town
- 372 Municipal Building entrance way.
- 373

374 **VII. Warrant #21**

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376 **Motion made by J. Palasik to approve Warrant #21 in the total amount of \$159, 726.18 with**
377 **a second by C. Taylor. Approved Unanimously.**

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VIII. Special Warrant #22

Motion made by J. Palasik to approve Special Warrant #22 in the total amount of \$1,540.80 with a second by C. Taylor. Approved Unanimously.

IX. Approval of Minutes of April 16, 2018 and April 30, 2018

Motion made by J. Palasik to approve the Minutes of April 16, 2018 and the Minutes of April 30, 2018 with a second by B. Steady. Approved Unanimously.

X. Executive Session

Motion made by J. Palasik that premature public knowledge about personnel and contracts would cause the Town or person to suffer a substantial disadvantage with a second by C. Taylor. Approved Unanimously.

Motion made by J. Palasik at 9:27 p.m. that all five members of the Selectboard present tonight and Don Turner, Jr., Town Manager and John Bartlett, Director of Administration/Human Resources enter into executive session to discuss personnel and contracts under the provisions of 1 VSA 313(a)(1) of the Vermont Statutes with a second by K. Nolan. Approved Unanimously.

XI. Action as a Result of Executive Session

Motion by J. Palasik at 10:22 p.m. to close executive session, no action taken as a result of executive session, with a second by C. Taylor. Approved Unanimously.

XII. Adjournment

Motion by J. Palasik at 10:22 p.m. to adjourn meeting with a second by C. Taylor. Approved Unanimously.

D. Adams adjourned meeting at 10:22 p.m.

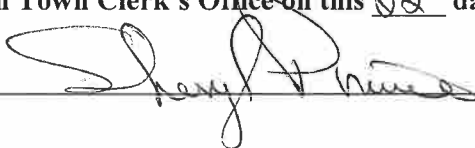
Respectfully Submitted,

Sheila Mooney

APPROVED MINUTES:

 Date: 05/21/18
John Palasik, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this 22 day of May, 2018.

ATTEST: , Milton Town Clerk