



Town of Milton
Regular Selectboard Meeting
Tuesday, September 4, 2018 at 6:00 p.m.
43 Bombardier Road, Milton VT 05468

MINUTES

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

Staff Members Present: Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; David K. Allerton, Director of Public Works

Others Present: Donna Larock; Jill Evans

I. Call to Order

The meeting was called to order by D. Adams at 6:05 p.m.

II. Flag Salute

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

III. Agenda Review

Warrant #6 was modified to add Champlain Valley Appraisal Service in the amount of \$1,250.00 which changed the total amount of Warrant #6 to \$285,794.58.

IV. Public Forum

Donna Larock asked the Selectboard to look into repairing Hardscrabble Road as soon as possible.

V. Business

A. Essex Community Justice Center Allocation Request

Jill Evans, Director, Essex Community Justice Center

Jill Evans, Director, Essex Community Justice Center gave an overview of the Essex Community Justice Center and their allocation request.

The Essex Community Justice Center is requesting funding from the Town of Milton to support the services provided to the Police and citizens of Milton by the Essex CJC. The initial funding request is for \$16,200 annually, beginning with FY20. DOC Grant language that funds the CJC states the following: "The Grantee is required to provide a 10% match in cash and/or in-kind services." The EPD provides in-kind match of services

through administration of the Grant, a Police Officer sitting on the CJC's Community Advisory Board, supervision of the CJC Director by the Chief and IT support in the amount of about \$6,000/year. The EPD also provides a cash match by paying the CJC's rent, in the amount of \$16,200/year (for a total of \$22,200 combined in-kind a year). 10% in kind actually translates into \$21,400 and should ideally be provided by each of the Police departments/towns ECJC serves – Essex, Colchester and Milton. The rationale for requesting \$16,200 is so that each PD/Town is contributing the same financially in terms of in-kind cash match. A funding request is also being submitted to the Town of Colchester. The Essex Community Justice Center is funded entirely through a grant by the VT Department of Corrections, and has been since 2003. Financially supporting the Restorative Justice work that the CJC does for Milton is important because:

- It is a cost-effective way to address crime and conflict – saves money/time for police, courts, state's attorneys and public defenders.
- It provides more accountability for those who commit crime and more support and reparation for those affected by crime.
- It involves citizens of the Milton community.
- It works – 70% of youth participants have no further contacts with the justice system.

Over the last four years, the services the CJC provides to the Community of Milton has been steadily growing. Below is a summary of services provided to the Town of Milton in FY18:

- MPD referred 24 criminal cases to the CJC for a Restorative Process
- 19 community members impacted by those crimes were contacted by the CJC staff to discuss the referral, offer support, and see how they want to be involved.
- 10 of those who were affected by crime chose to participate in the Restorative Justice Panel process.
- \$600 was collected in restitution through the panel agreement process by those responsible for the crime.
- Milton residents provided 95 hours of service volunteering on the panels in Milton
- The staff from the CJC supported the Milton School District in FY18 by training and providing technical assistance to 28 teaching and administrative staff through a 4 day institute on implementing restorative practices in their schools.

The Selectboard requested additional information from the Essex Community Justice Center including: a breakdown of referrals of the towns/PD; a projection of the number of cases from each of the school districts; and a budget reflective of the amount of referrals. The Selectboard further requested the Essex Community Justice Center revise their allocation request amount and approach the Selectboard with a revised allocation request amount at a later date.

B. Department of Public Works Update

David Allerton, Director of Public Works

Below is a synopsis of current DPW projects:

Water/Wastewater Update

- Centrifuge rebuild is complete, and back to good working order.
- Maplewood Pump Station. The new pump for the Maplewood Pump Station has been received and is ready to be installed. This provides us a redundant pump at this pump station, which we have not had for over ten years. The vac-truck is currently not operational, and needs repaired before we can install this pump.
- Flander's Development. A Request for Qualifications for hiring an engineer to complete a Preliminary Engineering Report for the project was advertised on August 17, 2018, and Statements of Qualifications are due on September 7, 2018. A resident meeting is scheduled for Tuesday, September 11, 2018, at 6:00 PM in the Milton High School Auditorium to discuss the activities of the Flanders Working Group and the status of the project to the residents of the area.
- New level sensors have been installed in the sludge holding tanks. These tanks still need to be cleaned.
- The Route 7 Pump Station Tanks have been cleaned. This the first time they have been cleaned all the way to the bottom since it was constructed, about ten years ago.
- Replaced fire hydrants on Herrick Avenue and Rebecca Lander Drive.
- Dissolved oxygen probes and controls have been replaced.

Water Plant Improvements

- New generator has been installed and is operational.
- Railroad Street Water Main Replacement and PRV, and River Street PRV upgrade. We now have an engineer on board, Aldrich & Elliott, and they are preparing the Preliminary Engineering Report for the project.
- Lake Road water main upgrades. We now have an engineer on board, Aldrich & Elliott, and they are preparing the Preliminary Engineering Report for the project.
- Our new Wastewater Permit has been issued. We have several compliance issues to complete:
 - Prepare a Phosphorous Optimization Plan.
 - Prepare a Phosphorus Elimination/Reduction Plan.
 - Prepare an Emergency Power Plan.
- Continuing work on:
 - Meter repair and replacement, addressing the "no read" meters.
 - Hydrant maintenance and flushing.
 - Laboratory testing.
 - Leak detection, as needed.
 - Working on pumps in the WWTP.
 - General cleanup.
- Water/Sewer billings. We continue to hold quarterly meetings to ensure everyone is on the same page as far as when invoices are mailed, delinquent notices are mailed, shutoffs are scheduled, etc. We will be revising/preparing an updated Standard Operating Procedure for delinquent accounts. Many shutoffs have been found to be

non-operational and need to be repaired or replaced. Other shutoffs may connect to more than one user; this issue needs to be addressed.

- We have completed rebuilding one of the sludge pumps at the Catamount Pump Station. The parts to rebuild the second pump have arrived, so this pump needs to be removed and rebuilt.

Projects Needing to be Done

- Consolidating high and high-high water systems (Steeplechase Lane and Westford Road).
- Water Plant Improvements. New roof, soffits and siding for the building.
- Need a contractor for clearing trees and brush around the fences at both the Water Plant and the Wastewater Treatment Plant.
- Need to start addressing the septage acceptance system. We have had issues with chromium in our sludge, and have been unable to identify a local source. It may be coming through the septic haulers. We need tighter control on the septage haulers, and to reassess our fees for accepting septage.
- Cleaning the sludge holding tanks.
- Getting up to speed on the CUPPS (Check Up Program for Small Systems) software system provided by EPA and the Lake Champlain Basin Program. This is an asset management software program to help as in maintaining our wastewater system.
- General cleanup around WWTP. Remove old shed by lagoons; remove and recycle old equipment from when the plant operated with lagoons; clear a path from the WWTP to the outfall at the Lamoille River.

Highway Update

Ditching

- We are working off the recent Road Erosion Inventory supplied by the CCRPC for ditching/water quality improvements in Milton. This work will be part of the MS4/Municipal Roads General Permit we are required to do.
- Cleaned out 600+ feet of ditching on North Road.
- Cleaned out 140 feet of ditching along Main Street.
- Better Roads Grant Projects.
- Cadreact Road. Finished 825 feet of ditching and stone lining. Need to submit for reimbursement.
- McMullen Road. This project is in progress, includes approximately 980 feet of new ditching and stone lining.
- Have three more designs from the CCRPC's consultant for more ditching improvements on Westford Road and two areas of Beebe Hill Road. Received a Grants-in-Aid grant for \$21,000, which will require a \$5,250 local match. The local match will come from the stormwater line item, and we will use this funding to purchase materials for these projects.
- Highway crew has ditched 425 feet on Reynolds Road, 240 feet on Hardscrabble Road, 640 feet on North Road.

Culverts

- Replaced failed culvert on Whisper Lane/Duck Court.
- Cleaned out two 36-inch culverts near the Devino Farm.
- Repaired culvert on Eagle Mountain Harbor Road.
- Replaced culvert on Hibbard Road.
- Replaced culvert on Beebe Hill Road.
- Replaced culvert on East Road, Reynolds Road, and Hardscrabble Road.
- Box culvert on North Road was cleaned, and exposed two failing end sections. Sinkholes are developing, and end sections have separated, allowing water to seep and cause erosion beneath the culvert. We are working with Camp Precast in developing a solution. Camp's cost is about \$6,600 to replace the end sections, with the DPW highway crews doing the site work.
- Lake Road Culvert. The Town has lost the VTrans grant due to lack of activity on the project. The grant expired on December 31, 2017, we had not submitted any reimbursement requests for the last four years, so VTrans took it back. The Town had already submitted two extension requests; David Allerton submitted another, and VTrans has denied it. David Allerton met with Chris Brunelle, ANR River Engineer and Ben Heath, Hamlin Consulting Engineers, on site recently. Chris Brunelle stated that the Town is one major flood away from an emergency situation. The culvert is partially plugged with debris, and has collapsed to half its 4-foot diameter in the middle, thus only about 2-feet is available for water passage. The culvert needs to be fixed as soon as possible. Ben Heath has submitted a proposal for engineering work on the project, and together will be working on a new grant application. Based on the Hydraulic Analysis completed by VTrans, an 8-foot width is needed for the stream passage, and VTrans recommended a box culvert or similar structure be constructed. This is going to create a huge hole, and the road will need to be closed to traffic during construction. The poor sight lines need to be addressed at this location.
- Rollin Irish Road Culvert. There are two culverts at this location, and not at the same elevation. There is an internal bend in the 4-foot diameter culvert, allowing soil in at the top, and potentially washing out on the bottom. Additionally, this culvert cannot handle the flow of a large rainstorm, and needs to be completely replaced. Based on the Hydraulic Analysis completed by VTrans, a 14-foot width is needed for stream passage, and VTrans recommends a concrete box, open bottom arch or similar structure be constructed at this location.
- Howard Drive. DPW has not looked at Howard Drive yet.
- Beebe Hill Road. Five or six more culverts need work on Beebe Hill Road.
- Identified another slope failure above a culvert on Duffy Road, just north of Rollin Irish Road (this one is steep on the downslope side). The pavement is slumping downslope, and showing evidence of longitudinal cracking. DPW has not had a chance to completely evaluate this one.

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.

- Beneath RR trestle on East Road. FR Lafayette cost estimate is \$4,341.60.
- Guard rail on Bridge No. 8, on Lake Road, just west of Stonebridge Road. The end section of the guard rail is completely demolished. DPW does not have a cost for this yet.
- Bear Trap Road Bridge. A section on the northwest corner of the bridge was smashed sometime in the past. DPW does not have a cost for this yet.
- There is a \$10,000 dollar budget for guard rail this year.

Catch Basins

- The highway crews have cleaned out catch basins along Sunset Drive by Oliver Seed; stormwater lines and catch basins were plugged here. Also, the culvert across Main Street was plugged and the ditch it drained into was overgrown and not draining. The entire system here was cleared, cleaned, and put in working order.
- Repaired failed catch basin on Arrowhead Avenue.
- Repaired failed catch basin on Pinewood Circle, cleaned out two others on this street.
- Repaired another catch basin at The Ledges.
- Railroad Street. Identified one in failure mode, and there is sinkhole developing which is undermining the sidewalk.
- Crews continue to clean out catch basins (identified in the report by Hamlin Consulting Engineers last year) with the vac-truck, although the vac-truck is currently down for repairs.
- More catch basins will need to be repaired and replaced as this effort advances.

Paving

- Repaired two failing areas on Red Clover Way.
- James Drive, Jonsetta Court, Ira Place, Lena Court, and Cobble Hill Road are out to bid right now. Bids are due September 7th.
- 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 - Need to repair culvert before paving this road.
- Areas on Bear Trap Road and Lake Road need work, and Hardscrabble Road is in bad shape too.

Bridges

- Swept and washed the Bear Trap Road Bridge. Need to put out an RFP for repairing the Vermont Joint (which is an expansion joint) on the east side of the bridge, it has failed.
- Town Bridge Nos. 5 and 6 on East Road. We have completed the Request for Qualifications Process, and have decided to hire Hoyle Tanner & Associates (HTA) for the engineering work. I am meeting with them on September 7th to discuss the scope of the project, and negotiate their fees. HTA believes we will be constructing these bridges by July 2019.
- Stormwater, MS4 Permit.

- We met with Christy Witters of the ANR MS4 program. She is on board with how we are doing and tracking our work. We will need to submit a report to her in April 2019. Milton has not submitted the required annual report for several years.

Miscellaneous Projects and Grants

- The Munson Hill failure on West Milton Road is in need of construction money. The Town lost a FEMA grant many years ago because of a lack of activity on the project. The slope is already failing, evidenced by the guardrail hanging in the air in spots, and the sloping road. We have a design for the project, with a cost estimate of approximately \$750K. We need to find funding for this project before it gets worse.
- Highway Access Permits. There are over 200 Highway Access Permits needing to be closed out, dating back to 2011.
- Fees and deposits. We need to increase the fee to at least cover our costs to manage the permitting process. The current application fee is \$20. In 2000, the Selectboard signed a resolution indicating all applicants must submit a minimum \$200 refundable deposit to ensure the ROW is repaired adequately. These deposits have not been collected recently, and we are reinstating this requirement. I have met with Vermont Gas several times, and we are getting on the right track with them.
- Excess Weight Permits. We have issued over 200 Excess Weight Permits so far this year.
- FEMA - The State contacted me this week concerning our FEMA reimbursement for the wind storm disaster last October. The Town needs to have a formal "Conflict of Interest" policy in place before they will reimburse us. Sheila has contacted VLCT to get a template for us to use to prepare one for Milton.
- Hourglass Project. Waiting for preliminary plans from the VTrans consultant for this project.
- Route 7 Gap Project. Received VTrans review comments last week.
- Route 7 Streetscape Project is in progress.
- Cherry Street Sidewalk. I applied for a grant through the VTrans Bike/Pedestrian Program to cover the funding gap for this project. I received notice last week we did receive the grant, so this project can get moving again.
- High Risk Rural Roads Project. VTrans will be replacing signs on West Milton Road, Bear Trap Road, Herrick Avenue, and Bradley Street. This is 100% a VTrans project. I do not know the schedule for this work right now.
- New Vac-Truck. All of the vac-truck vendors have now indicated they cannot meet the Buy America requirements. I need to follow up with VTrans, as we may be losing this grant, and then unable to purchase a new vac-truck. Our current vac-truck is down for repairs.
- Stormwater Master Plan. This project is in progress. I have met with the CCRPC consultant, Fitzgerald Consulting, to define and discuss the scope of work. They are working on the plan now, including identifying up to 30 projects we can do in Milton, and providing us conceptual plans for 15 of these projects.
- Public Works Specifications are being revised with the assistance of the Infrastructure Standards Committee and Milton Planning & Zoning Department. The

final draft document has been submitted to us; just need time to review it in its entirety.

- The DPW Highway Division is in need of a new location and building for a new highway garage and salt shed. The current location adjacent to the Lamoille River is not ideal, and the current building is not sufficient to properly store our equipment and supplies. Our plan is to put together a DPW Highway Garage Working Group, consisting of the DPW Director, Highway Superintendent, a Selectboard Member, and several members of the general public to evaluate locations, needs, and potential costs for a new building.
- Another engineer in the DPW Administrative Division is needed for the following reasons: planning paving, culvert, guard rail, and ditching improvements; managing the capital projects the Town currently has underway and future projects; reporting requirements for state and federal grants needing to be completed; reporting requirements for all State Permits; applying for additional state and federal grants for Town improvements; improving the Town's Highway Access Permit Program; approving Excess Weight Permits; and dealing with resident concerns over Town infrastructure. There is no shortage of work in the Town of Milton.

K. Nolan stated for the record that he would prefer that paving of well-traveled roads take priority over paving of neighborhood roads.

The Selectboard asked for an update on the engineering costs and a projection of spending.

The Selectboard asked that an audit process be implemented for water and wastewater billing.

VI. Town Manager's Update

Don Turner, Jr., Town Manager

- Pending Tax Sale – The tax sale is scheduled for November 27, 2018 at 1:00 p.m.
- Beaudoin Property – Received the Act 250 permit.
- Spill – There was a reported unpermitted discharge of liquid magnesium chloride used for dust suppression and salting of roads.
- Milton Family Community Center – MFCC and Green Mountain Transportation wish to turn the SSTA ride program over to another entity.
- Rescue Department – There will be an update regarding Rescue staffing at the next Selectboard meeting.

VII. Warrant #6

Motion made by J. Palasik to approve Warrant #6 for the amended amount of \$285,794.58 to include \$1,250.00 balance to Champlain Valley Appraisal Service for 214-218 Route 7 South TIF appraisal second by B. Steady. Approved Unanimously.

VIII. Approval of Minutes of August 27, 2018

Motion made by J. Palasik to approve the Minutes of August 27, 2018 as presented with a second by C. Taylor. Approved Unanimously.

IX. Executive Session

A. Contracts

Motion made by J. Palasik at 7:46 p.m. that premature public knowledge about 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 7:46 p.m. that the Selectboard enter into executive session to discuss contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include all five members of the Selectboard present tonight and Don Turner, Jr., Town Manager with a second by C. Taylor. Approved Unanimously.

X. Action as a Result of Executive Session

Motion by J. Palasik at 8:48 p.m. to close executive session no action taken with a second by C. Taylor. Approved Unanimously.

XI. Motion to Adjourn

Motion made by J. Palasik at 8:48 p.m. to adjourn the meeting with a second by C. Taylor. Approved Unanimously.

D. Adams adjourned the meeting at 8:48 p.m.

Respectfully Submitted,

Sheila Mooney

APPROVED MINUTES:

John Palasik, Selectboard Clerk

Date: 09/17/18

Filed with the Milton Town Clerk's Office on this 18 day of September, 2018.

ATTEST: _____, Milton Town Clerk