



**Town of Milton**  
**Regular Selectboard Meeting**  
**Monday, November 19, 2018 at 6:00 p.m.**  
**43 Bombardier Road, Milton VT 05468**

**MINUTES**

**Selectboard Members Present:**

Darren Adams, Chairman; Kenneth 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; Taylor Yeates, Director of Public Safety; Stephen Laroche, Police Chief; Chris Poirier, Fire Chief

**Others Present:**

Kimberly Coleville; Tamira Martel; Patti Coburn

**I. Call to Order**

The meeting was called to order by D. Adams at 6:02 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

None.

**IV. Public Forum**

None.

**V. Business**

**A. Vermont Center for Independent Living (VCIL) – Allocation Request**

*Kimberly Coleville, Peer Advocate Counselor, Vermont Center for Independent Living*

The Vermont Center for Independent Living (VCIL) is a statewide, non-profit organization dedicated to improving the quality of life for people with disabilities. This past year in Milton, VCIL spent over \$3,100 on home modifications, \$150 on meals, and \$1,255 on assistive technology for residents. VCIL also provides Meals on Wheels to people with disabilities that are 60 years of age and younger. The VCIL is requesting an allocation of \$800 from the Town of Milton.

**B. Arrowhead Senior Citizens Center – Allocation Request**

*Michael Dubuque, President, Arrowhead Senior Citizens Center*

Michael Dubuque, President, Arrowhead Senior Citizens Center did not attend the meeting.

The Arrowhead Senior Citizens Center is a non-profit charitable organization assisting senior citizens 55 years and older in providing nutrition and health programs and services suited for elderly Vermonters, as well as encouraging seniors to socialize, recreate and interact to form new relationships. Due to the increase of senior housing in the Town of Milton over the past few years, and with the new rule passed to accept persons 55 years of age and older, they expect an increase in membership. The Arrowhead Senior Citizens Center is requesting an allocation of \$10,000 from the Town of Milton.

**C. COTS (Committee on Temporary Shelter) – Allocation Request**

*Tamira Martel, Corporate and Foundations Relationship Manager*

COTS is the largest service provider for people who are homeless or at risk of becoming homeless in Vermont. COTS is a private Vermont non-profit, governed by a volunteer Board of Directors. In addition to prevention programs, COTS provides emergency shelter, outreach and transitional and permanent housing to people in need. During the most recent state fiscal year across all of its services, COTS assisted 2,381 people (including 855 children) through shelter, outreach, prevention services, and transitional and permanent housing. COTS provided help and hope to 45 households (including 56 children) living in Milton. The Committee on Temporary Shelter (COTS) is requesting an allocation of \$350 from the Town of Milton.

**D. Fire Department Washer Resolution and Rescue Department Update**

*Taylor Yeates, Director of Public Safety*

*Chris Poirier, Fire Chief*

**Fire Department Washer Resolution**

The Fire Department has proposed to implement a strategy which would reduce the total number of Self Contained Breathing Apparatus (SCBA) owned by the Town to 22 total units by FY24. This strategy would reduce annual spending from the Fire & Rescue ¾ Cent Fund appropriation by approximately \$7,200 per year. Research shows a direct correlation between cancer and the carcinogens that firefighters are exposed to on a daily basis. These carcinogens cannot be washed off personal protective equipment with regular, household clothes washing machines. The Fire Department is asking for an appropriation of approximately \$7,200, to purchase washing machines.

**Motion made by J. Palasik to approve the Resolution to purchase the appropriate washing equipment necessary to fully clean and protect fire and rescue members from carcinogens with a second by C. Taylor. Approved Unanimously.**

**Rescue Department Update**

Taylor Yeates updated the Selectboard regarding rescue staffing. The Rescue Department has leveled out and stabilized with staffing issues. The Department will need to replace aging stretchers which are beginning to fail i.e. bearings catch and the stretcher tips and they do not always latch.

**E. Kaihen Meter-to-Cash Analysis**

*Don Turner, Jr., Town Manager*

The Town is seeking an expert with knowledge and extensive experience with water utility meter to cash processes to conduct an in-depth analysis of current processes. Kaihen is an Ontario-based boutique consulting firm with 10 years of extensive industry experience working with electric, water and gas utilities, system operator, home service, retailers, governments and regulators. Kaihen works in the energy sector, preparing clients for fundamental business changes that improve operations and customer service. Kaihen gave the Town an estimate of \$66,000 for the scope of services. Kaihen is preparing an updated proposal.

Don Turner, Jr., Town Manager stated that the Town will continue to seek information and proposals from other firms.

**F. Milton Police Department – Approval of Portable Radios Resolution**

*Stephen Laroche, Police Chief*

The Milton Police Department seeks authorization to purchase four (4) APX6000 Motorola UHF portable radios. The current portables were purchased in 2011 and have begun to fail. There are adequate funds in the budget. The total cost of the radios and programing will not exceed \$15,483.

**Motion made by J. Palasik authorizing the Town Manager, or his designee to execute the necessary documents to purchase four (4) APX6000 Motorola UHF portable for a total cost not to exceed \$15,483 with a second by B. Steady. Approved Unanimously.**

**G. Hour-Glass Project Conceptual Approval**

*Don Turner, Jr., Town Manager*

*Patti Coburn, P.E., VTrans Project Manager*

On October 16, 2017, an agreement was executed between the State of Vermont and the Town of Milton for the Route 7/Middle Road/Railroad Street intersection reconfiguration project (a.k.a. Milton STP 5800(3)). The agreement identified several decision points for the Town. Conceptual plans and a conceptual construction cost estimate were submitted to the Town on September 5, 2018. The submittal was reviewed with Town staff at a meeting on September 25, 2018. On October 29, 2018 the conceptual plans and estimate were presented to the Selectboard at a public informational meeting. Town approval of conceptual plans would allow VTrans to move forward with development of preliminary plans. VTrans is now asking for the approval of the conceptual plans as currently proposed.

**Motion made by J. Palasik that the Selectboard approve the conceptual plans and the cost estimate with a condition to revisit the street lighting and landscaping issues. Further that VTrans and Benjamin Heath, P.E. at Hamlin Consulting Engineers match the design and make sure that it is consistent with the rest of the corridor and that any changes are presented to the Selectboard with a second by C. Taylor. Approved Unanimously.**

**VI. Town Manager's Update**

*Don Turner, Jr., Town Manager*

- Devino Road a Class 4 Road is looking for assistance with storm water grants.
- Update on Fair Labor Standards Audit.
- The Community Christmas Tree will be outside in front of the Municipal Building this year.
- The Giving Tree for seniors, Toys for Tots and Food Shelf collection baskets will be located in lobby for the season.
- The Selectboard was asked to consider an ordinance modification to allow UTV/ATVs to travel on town roads including West Milton Road, Beartrap Road, Sanderson Road, Mears Road, Lake Road and Hibbard Road.
- Sotos Papaseraphin, the owner of property located at 214-218 Route 7 South mentioned selling the property to the current tenant. The Town Manager reassured Mr. Papaseraphin that the Town still wants to purchase his property and that a second appraisal would be done as soon as possible.
- The Town has received several complaints of children lingering in the lobby and causing a disturbance. The Town is looking at options for managing the situation.
- The Town Manager received two complaints regarding road maintenance during last week's storm.

**VII. Warrant #12**

**Motion made by J. Palasik to approve Warrant #12 in the amount of \$76,629.74 with a second by C. Taylor. Approved Unanimously.**

**VIII. Approval of Minutes of November 13, 2018**

**Motion made by K. Nolan to approve the Minutes of November 13, 2018 as presented with a second by B. Steady. Approved Unanimously.**

**IX. Executive Session per V.S.A. Title 1 Section 313**

**Motion made by J. Palasik at 8:00 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 8:00 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, Don Turner, Jr., Town Manager and Taylor Yeates, Director of Public Safety with a second by C. Taylor. Approved Unanimously.**

**X. Action as a Result of Executive Session**

**Motion by J. Palasik at 8:31 p.m. to close executive session no action taken with a second by B. Steady. Approved Unanimously.**

**XI. Motion to Adjourn**

**Motion made by C. Taylor at 8:31 p.m. to adjourn the meeting with a second by B. Steady.  
Approved Unanimously.**

D. Adams adjourned the meeting at 8:31 p.m.

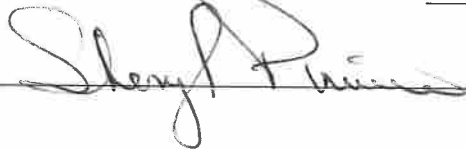
Respectfully Submitted,

Sheila Mooney

APPROVED MINUTES:

  
\_\_\_\_\_ Date: 12/03/18  
John Palasik, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this 4 day of December, 2018.

ATTEST:  \_\_\_\_\_, Milton Town Clerk