



Regular Meeting

Tuesday, January 20, 2026, 6:00 p.m.

Community Room, 43 Bombardier Road, Milton, VT 05468

In Person and/or Via Zoom

Selectboard Members Present: Darren Adams, Chair (remote); Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Diane Barrows, Member

Selectboard Members Absent: None

Staff Present: Chris Taylor, Town Manager; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Deputy Town Manager and Finance Director; Amanda Pitts, Zoning Administrator; Kyle Brouillette, Public Safety Director; John Gifford, Town Treasurer; John Bartlett, HR and Operations Director (remote); Hannah Luman, Recreation Director (remote);

Ben Nappi, Assistant Recreation Director; Eric Gallas, Highway Superintendent; Kristin Beers, Town Clerk; Chris Poirier, Fire Chief; Sean McCann, Rescue Chief; Frank Scalise, Police Lieutenant; Matthew Davis, Library Director

Others Present: Dakota LaFrance; Irene Wrenner, Essex EDC Chair; Betsy Paret; Shannon Gunderson, Milton Independent (remote); Terri Sabens (remote); Joseph Duquette (remote)

I. Call to Order

M. Morgan called the meeting to order at 6:01 p.m.

II. Flag Salute

M. Morgan led the attendees in the Pledge of Allegiance.

III. Agenda Review

No changes.

IV. Public Forum

None.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 01.05.2026**
- **Approval of Warrant #15**
- **Supplemental Warrant: Quarterly Water and Sewer Bills**

Motion made by L. Morgan to approve the Consent Agenda, with a second by D. Barrows.

A. Baker requested to pull a \$22,201.36 invoice to the State of Vermont from Warrant #15. The invoice for the ambulance assessment is not due until June 1, 2026, and the Town wishes to continue accruing interest on the funds.

L. Morgan revised his motion to approve the Consent Agenda with the change of removing the \$22,201.36 State of Vermont invoice from Warrant #15, with a second by D. Barrows. Motion approved unanimously.

VI. Public Infrastructure Acceptance: Lainey Avenue

Amanda Pitts, Zoning Administrator

A. Pitts presented the request to accept public infrastructure for the development connecting Route 7 to Southerberry Drive. The project includes road, water, sewer, stormwater, and sidewalk infrastructure completed in 2021. The infrastructure has surpassed the typical two-year warranty period, and the request includes the release of remaining surety and acceptance of warranty deeds and easements.

Motion made by L. Morgan to accept the warranty deeds and easements for public infrastructure associated with the Lainey Avenue development and release the remaining surety, with a second by D. Barrows. Motion approved unanimously.

VII. FY27 Dispatch Contract Renewal

Kyle Brouillette, Public Safety Director

Kyle Brouillette requested authorization to renew the dispatch services contract with the City of St. Albans for Fiscal Year 2027, as per the following resolution.

Execution of One (1) Year Contract for Public Safety Dispatching Services

WHEREAS, the Town of Milton will be nearing the end of its existing one-year contract with the City of St. Albans for Public Safety dispatching services as of June 30th, 2026; and

WHEREAS, The City of St. Albans has, upon request from the Department of Public Safety, provided a contract agreement to continue providing Public Safety dispatching services to the Town of Milton for a period of one (1) year, beginning on July 1st, 2026, and ending on June 30th, 2027, for an annual cost of \$285,000.00; and

WHEREAS, the City of St. Albans has indicated they are willing to accept a lump sum payment, in full, within 30 days of the execution of this contract, or four (4) equal installment payments, due on July 1, October 1, January 1, and April 1, respectively.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Milton Selectboard hereby authorizes the Town Manager or their designee to enter into a one (1) year contract with the City of St. Albans for the purpose of providing Public Safety dispatching services with an annual cost of \$285,000.00

Motion made by L. Morgan to authorize the Town Manager or their designee to enter into a one-year contract with the City of St. Albans for the purpose of providing public safety dispatching services with an annual cost of \$285,000, with a second by D. Barrows. Motion approved unanimously.

VIII. Purchasing Policy Update and Related Admin Code Updates

Amber N. Baker, Deputy Town Manager & Finance Director

A. Baker presented updates to the purchasing policy, which was last revised over five years ago. Changes include increasing the minor purchase threshold to \$7,500 and adding the Deputy Town Manager as an authorized purchasing agent. These changes aim to improve operational efficiency due

to rising costs. A. Baker responded to clarifying questions from the Selectboard. Board members requested that the policy language be amended from "post-payment" review to "pre-payment" review for purchases approved by the Deputy Town Manager and noted a necessary update to a bid process URL.

Motion made by L. Morgan to approve the purchasing policy update and related admin code updates with the two discussed changes to be forthcoming, with a second by D. Adams. Motion approved unanimously.

IX. Discussion about Joint Budget Forum with the MTSD School Board

Chris Taylor, Town Manager

The Board discussed an invitation from the School Board to hold a joint informational budget meeting on Thursday, February 5, 2026, in the High School library. The forum is intended to be purely informational, providing residents an opportunity to hear about both municipal and school budgets and to ask questions about each budget. The Board reached a consensus to participate and requested that the start time be set at 6:30 p.m., if agreeable to the School Board.

X. Discussion about Potential Ballot Item: Local Option Tax

Chris Taylor, Town Manager

C. Taylor presented a proposal to place a 1% Local Option Tax (LOT) on the 2026 Annual Town Meeting ballot. The tax would apply to sales, meals, alcoholic beverages, and rooms already subject to State tax. The tax is estimated to generate approximately \$581,594 annually for the Town, with 75% of collections staying in Milton and 25% going to the State.

The Town intends to use this revenue to diversify income and reduce reliance on property taxes, targeting its use for capital improvement projects, like facility maintenance and vehicle replacements. Public comment was received from T. Sabens and I. Wrenner expressing concerns about the tax and its impact on residents and local businesses. There was discussion about what items are and are not exempt from the tax.

Motion made by L. Morgan to place an article on the 2026 Annual Town Meeting warning to assess a 1% local option tax on sales, meals, alcoholic beverages, and rooms, with a second by B. Steady. Motion approved, with D. Adams, M. Morgan, L. Morgan and D. Barrows in favor and B. Steady opposed.

XI. 2026 Annual Town Meeting Warning

Chris Taylor, Town Manager

The Selectboard reviewed the articles for the 2026 Annual Town Meeting warning. The Selectboard requested that "Local Option Tax" be added to the wording of Article IV for clarification. Legal review of the change will be requested.

Treasurer J. Gifford explained the proposed Article V, regarding property tax collection. If voters approve this article, the Town will require "in-hand" receipt of payment by 5:00 p.m. on the due date, matching the policy for utility bills. This change is prompted by unreliable USPS postmarks and the need for administrative clarity.

Motion made by L. Morgan to approve the 2026 Annual Town Meeting Warning with two variants, the version presented and a preferred alternate version with "Local Option Tax" wording added to Article IV, with the understanding that legal counsel will be consulted regarding the requested change, with a second by D. Barrows. Motion approved unanimously.

XII. Update from Town Manager and Board Members

Chris Taylor, Town Manager

C. Taylor presented the following updates to the Selectboard:

- The recently acquired used ambulance is undergoing maintenance at the Town Garage and is expected to be in service by late next week following stickering, radio installation, and training.
- An in-person workshop for the Downtown Core Master Plan is tentatively scheduled for Saturday, February 21, 2026. The Selectboard has been invited to participate.
- The Milton Fire Department recently held its annual banquet. Recognition was given to Christine and Craig Jennings (Chief's Award) and Tyler McRae (Firefighter of the Year). Milestone anniversaries were recognized for Justin Bergeron (20+ years), Jeremy Couillard (20+ years), Eric Gallas (20+ years), Corey Lombard (37 years), and Michael Boivin (38 years). The Town would like to echo Chief Poirier's words and thank all members for their dedication and service to the Town and also thank the families of those members for their support and sacrifice.

XIII. Adjournment

Motion made by L. Morgan to adjourn the meeting at 7:27 p.m., with a second by D. Barrows. Motion approved unanimously. Meeting adjourned by M. Morgan.

All documents pertaining to this meeting may be viewed using the following link:

https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgD0_RrljJVySLAMmL3lfjKZAeTHGvLLCP37vohK5ilnS7s?e=0m7FhW

A video recording of this meeting can be found at the following location:

<https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQDKuXBr5tTGS757UsnC96oOAUWR9wKDVObmnl3pP31Fez4?e=CsaWSh>

Minutes recorded and submitted by Brittany Tradup, Executive Assistant to the Town Manager

APPROVED
MINUTES:

Brenda Steady, Clerk

Date

ATTEST:

Milton Town Clerk

Filed this day with the Milton
Town Clerk's Office.