Selectbaord

Selectboard MEETING MINUTES

Regular Meeting
Monday, April 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; Diane Barrows, Clerk; Leland Morgan, Member; Betsy Paret, Member

Selectboard Members Absent: None

Staff Present: Chris Taylor, Town Manager; Brittany Tradup, Executive Assistant to the Town Manager (remote); Amber N. Baker, Deputy Town Manager and Finance Director; John Gifford, Town Treasurer; Cassandra LaFayette, Planning & Zoning Officer; Allyssa Downs, Public Works Project Manager; Tom Elwood, Water/Wastewater Superintendent; Jennifer Murray, Assistant Treasurer/Fiscal Assistant I

Others Present: Eric Breiland; Joseph Duquette; Chuck Wilton; Michael Frett, The Islander; Jeff Arango, Framework (remote); Katherine Magee, Framework (remote); Marshall Distel, CCRPC (remote); Maya Balassa, CCRPC (remote)

I. Call to Order

M. Morgan called the meeting to order at 6:00 p.m.

II. Flag Salute

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

III. Agenda Review

A discussion regarding a potential Selectboard retreat was added to the agenda, to take place prior to the Town Manager update.

IV. Public Forum

None.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 04.06.2026**
- **Approval of Public Hearing Minutes of 04.06.2026**
- **Approval of Warrant #21**
- **Supplemental Warrant: Quarterly Water and Sewer Bills**

Motion made by L. Morgan to accept the Consent Agenda as stated, with a second by B. Paret. D. Barrows inquired about the ACH process and the self-funded status of the Town's health insurance via Cigna. A. Baker provided clarification on these items. **Motion approved unanimously.**

VI. Reappoint Northwest Fiberworx Representatives

One year term, expiring 04/26/2027

- **Erik Breiland, Primary**
- **Amy Crawford, Alternate**

C. Taylor recommended the reappointment of E. Breiland as Primary and A. Crawford as Alternate for one-year terms expiring April 26, 2027.

Motion made by B. Paret to reappoint Erik Breiland and Amy Crawford to Northwest Fiberworx as recommended for one-year terms expiring April 26, 2027, with a second by L. Morgan. Motion approved unanimously.

VII. Downtown Core Workshop Presentation

Jeff Arango, Managing Principal, Framework

J. Arango of Framework presented recommendations for Unified Development Regulation (UDR) updates for the Downtown Core. The Board discussed the success of the recent workshop and the importance of flexibility for future development.

VIII. Adoption of Policy TM410.081: Collection of Tax and Utility Payments

John Gifford, Town Treasurer

J. Gifford, Town Treasurer, presented a policy to combine in one place the process, procedures and expectations regarding collection of tax and utility payments, both current and delinquent, owed to the Town of Milton.

This policy combines previous policies on the collection of delinquent utility bills and delinquent tax payments and information in both State Statute and Town Charter. The following policies are rescinded upon adoption of this policy:

- Policy #FI413.028: Collection of Delinquent Utility Bills (formerly Policy 01-01)
- Policy #TM410.029: Delinquent Tax Collection (formerly Policy 01-02)

Motion made by D. Barrows to adopt Policy TM410.081 for the collection of tax and utility payments, with a second by D. Adams. Motion approved unanimously.

IX. Approval to Purchase Fire Hydrants for 2026 Hydrant Replacement Project

Allyssa Downs, Public Works Project Manager; Tom Elwood, Water/Wastewater Superintendent

A. Downs and T. Elwood requested approval to purchase seven (7) fire hydrants from Ferguson Waterworks for $31,755.85, as per the following resolution. Although it was the second-lowest bid, staff recommended the vendor due to a faster delivery timeframe.

Purchase of Fire Hydrants – 2026 Project

WHEREAS, on April 6, 2026, the Department of Water & Wastewater solicited quotes for the purchase of seven fire hydrants to be used in the 2026 Fire Hydrant Replacement Project; and

WHEREAS, quotes were requested to include pricing, product specifications, availability, and lead times for hydrants meeting the Town's required standards, including compatibility with existing infrastructure and required hydrant types; and

WHEREAS, the Town received three (3) quotes as follows:

- Everett J. Prescott Inc: $29,639.00 (Lead Time: 8 Weeks)
- Ferguson Waterworks: $31,755.85 (Lead Time: 3 Weeks)

- F.W. Webb Company: $34,008.11 (Lead Time: 6 Weeks)

WHEREAS, although Everett J. Prescott Inc submitted the lowest quote, they are unable to meet the Town's needs due to extended lead times and lack of product availability; and

WHEREAS, after review of all submissions, Ferguson Waterworks was determined to be the most responsive and responsible vendor based on compliance with specifications, product availability, delivery timeline, and overall value to the Town; and

WHEREAS, the Department of Public Works/Water & Wastewater recommends purchasing the hydrants from Ferguson Waterworks with the lowest qualified quote in the amount of $31,755.85; and

WHEREAS, the funds will be paid from the Water Capital Improvement Program (CIP), as previously appropriated and reallocated by the Selectboard on March 16, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents for the purchase of the fire hydrants from Ferguson Waterworks, with payment in the amount of $31,755.85 for the 2026 Fire Hydrant Replacement Project.

Motion made by B. Paret to authorize the Town Manager or their designee to execute the necessary documents for the purchase of the fire hydrants from Ferguson Waterworks, with payment in the amount of $31,755.85 for the 2026 Fire Hydrant Replacement Project, with a second by L. Morgan. Motion approved unanimously.

X. Award Bid for the Fire Hydrant Replacement Project

Allyssa Downs, Public Works Project Manager; Tom Elwood, Water/Wastewater Superintendent

A. Downs and T. Elwood recommended awarding the installation contract to Bevins & Son Excavating, as per the following resolution.

Award Bid for the 2026 Fire Hydrant Replacement Project

WHEREAS, on March 6, 2026, the Department of Public Works issued a request for proposals for the 2026 Fire Hydrant Replacement Project to solicit bids from qualified contractors to furnish all labor, equipment, tools, traffic control, and incidentals necessary to remove and replace seven (7) existing fire hydrants with the Town's municipal water distribution system; and

WHEREAS, all fire hydrants, valves, pipes, fittings, and related materials for this project will be supplied by the Town; and

WHEREAS, bids were due to the Department of Public Works no later than 10:00 AM, March 30, 2026; and

WHEREAS, as of the deadline, the Town received six (6) proposals as follows:

- Isaac Excavating: $29,500.00
- Bevins & Son Excavating: $35,305.00
- EEC Excavating: $36,050.00
- Sloan's Excavating: $55,720.00
- Poulin Companies: $78,400.00
- Munson Earth Moving: $79,00.00

WHEREAS, the Town evaluated all submissions based on compliance with the project specifications, experience, qualifications, ability to perform the work in a timely manner, and overall value to the Town; and

WHEREAS, although Isaac Excavating submitted the lowest bid and was initially considered for award, their availability did not align with the Town's project schedule; and

WHEREAS, the Department of Public Works recommends awarding the contract to Bevins & Son Excavating, with the lowest qualified bid in the amount of $35,305.00; and

WHEREAS, the funds will be paid from the Water Capital Improvement Program (CIP), as previously appropriated and reallocated by the Selectboard on March 16, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents to award the contract for the 2026 Fire Hydrant Replacement Project to Bevins & Son Excavating, with payment in the amount of $35,305.00.

Motion made by B. Paret to authorize the Town Manager or their designee to execute the necessary documents to award the contract for the 2026 Fire Hydrant Replacement Project to Bevins & Son Excavating, with payment in the amount of $35,305.00, with a second by L. Morgan. Motion approved unanimously.

XI. Authorization to Purchase a Ford Transit Van 7:05 p.m.

Tom Elwood, Water/Wastewater Superintendent

T. Elwood requested authorization to purchase a 2026 Ford Transit T-150 AWD van from Formula Ford, as per the following resolution, to be used for water and wastewater meter changes and repairs.

Authorization to Purchase a Ford Transit Van

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton and amended January 20, 2026, requires competitive bidding and Select Board approval for purchases over $15,000.00 by the Town; and

WHEREAS, the funding for a van type vehicle was budgeted in the Vehicles lines of the FY26 Water and Wastewater Budget, with a cost not to exceed $100,000.00; and

WHEREAS, the Town of Milton Water and Wastewater Division van was sourced at State/Municipal bid pricing from three competitive dealers during the month of March 2026; and

WHEREAS, the Town received the following pricing for the van:

- Formula Ford of Rutland, VT: $47,460.00
- McGovern Ford of Lowell, MA: $52,793.00
- McGee Ford of Montpelier, VT: $54,395.00

WHEREAS, this vehicle will require specific equipment and outfitting to function in its intended capacity, including safety lighting, storage boxes, seat covers, floor mats, and tools; and

WHEREAS, the Water and Wastewater Division is requesting up to $15,000.00 for the purchase and installation of the necessary equipment to outfit the vehicle.

THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents for the purchase of a 2026 Ford Transit T-150 AWD van from Formula Ford of Rutland, VT in the amount of $47,460.00 and approves up to $15,000.00 for purchasing and installing the necessary equipment to outfit the vehicle with funding to be split (50/50) between the Water and Wastewater Vehicles Capital Improvement Plan funds.

Motion made by L. Morgan to authorize the Town Manager or their designee to execute the necessary documents for the purchase of a 2026 Ford Transit T-150 AWD van from Formula Ford of Rutland, VT in the amount of $47,460.00 and approve up to $15,000.00 for purchasing and installing the necessary equipment to outfit the vehicle, with funding to be split (50/50) between the Water and Wastewater Vehicles Capital Improvement Plan funds, with a second by D. Barrows. Motion approved unanimously.

XII. Award Town of Milton Reappraisal of All Real Property Contract (2030)

Chris Taylor, Town Manager

C. Taylor recommended awarding the 2030 reappraisal contract to New England Municipal Resource Center (NEMRC), as per the following resolution.

Award Town of Milton Reappraisal of All Real Property Contract (2030)

WHEREAS, the Town of Milton issued a request for proposals for professional services relating to the reappraisal of all real property for implementation in the 2030 Grand List; and

WHEREAS, the Town received proposals from the following firms:

- New England Municipal Resource Center (NEMRC) – $450,000;
- MAK Valuation Consultants (with Landin & CIDARE) – $421,000; and

WHEREAS, Town staff reviewed the proposals in accordance with the Town's Purchasing Policy, considering not only cost but also qualifications, experience, project approach, system compatibility, and long-term operational impacts; and

WHEREAS, staff determined that while the MAK proposal presented a lower base cost, it introduced additional considerations related to system integration, multi-vendor coordination, and long-term maintenance within the Town's existing Computer Assisted Mass Appraisal (CAMA) system; and

WHEREAS, the Town currently utilizes the NEMRC CAMA system, and the NEMRC proposal provides a fully integrated approach with no data conversion requirements, ensuring consistency, reliability, and ease of use for Town staff both during and after completion of the reappraisal; and

WHEREAS, NEMRC has extensive experience conducting reappraisals within Vermont and provides a proven methodology aligned with State requirements and local practices, as well as included assessor services and a clear, centralized project structure; and

WHEREAS, staff has determined that the NEMRC proposal represents the best value to the Town when considering overall project risk, system alignment, operational efficiency, and long-term usability, consistent with the Town's Purchasing Policy; and

WHEREAS, the reappraisal of all real property for implementation in the 2030 Grand List will be paid for using the Reappraisal fund.

NOW, THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has satisfied the requirements of the Town of Milton Administrative Code Purchasing Policy and hereby awards the contract for the reappraisal of all real property to New England Municipal Resource Center (NEMRC) in an amount not to exceed $450,000; and that the Town Manager, or designee, is authorized to execute all documents necessary to effectuate this contract.

Motion made by B. Paret that the Selectboard for the Town of Milton is satisfied that staff has under due diligence met the requirements of the Administrative Code Purchasing Policy and hereby awards the contract for the reappraisal of all real property to New England Municipal Resource Center (NEMRC) in an amount not to exceed $450,000; and that the Town Manager or their designee is authorized to execute all documents necessary to effectuate this contract, with a second by L. Morgan. Motion approved unanimously.

XIII. Possibility of Selectboard Retreat

The Board discussed scheduling a retreat to set long-term goals. A tentative date was set for Saturday, June 20, 2026, from 8:00 a.m. to 12:00 p.m. in the Community Room.

XIV. Update from Town Manager and Board Members

Chris Taylor, Town Manager

- Green Up Day and Park Spruce Up Day are scheduled for Saturday, May 2.
- Staff are monitoring an increase in E-bike usage in parks and may propose ordinance updates to address damage and safety concerns.
- The Route 7 Hourglass project kickoff was held, and residents are encouraged to sign up for VTrans project alerts. The link to sign up can be found on the Facebook post about the project.
- Cassie LaFayette was appointed as the new Town Planner, effective April 27.
- Officer William Bosworth is retiring after 26 years of service; his last day is April 23.
- The Chittenden County Regional Planning Commission (CCRPC) has fully adopted the 2026-2034 Milton Town Plan.

There was a side conversation about the second property from the FEMA buyout program that will be demolished on Wednesday. The property will be acquired by the Town and must remain green space.

XV. Adjournment

Motion made by D. Barrows to adjourn the meeting at 7:33 p.m., with a second by B. Paret. 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/IgB3nRfbHeg3S57SxLoHbFF-ASfKHie3WC8ItwDEPycGdNA?e=snecew

A video recording of this meeting can be found at the following location:
https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQBF1T-lTfrhQrGO3Xc49d9_ASh0GyUPO4_UOZh4dsS_TMc?e=M6En9J

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

APPROVED MINUTES: ______________________________ ______________

Diane Barrows, Selectboard Clerk — Date

ATTEST: ______________________________ ______________

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