Selectboard
MEETING MINUTES

Regular Meeting
Monday, May 18, 2026, 6:00 p.m.
Town Manager's Conference Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

Selectboard Members Present: Darren Adams, Chair (remote); Michael Morgan, Vice Chair; Leland Morgan, Member (remote; joined at 6:11 p.m.); Betsy Paret, Member

Selectboard Members Absent: Diane Barrows, Clerk

Staff Present: Chris Taylor, Town Manager; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Deputy Town Manager and Finance Director; Hannah Luman, Recreation Director (remote); Allyssa Downs, Public Works Project Manager; Amanda Pitts, Zoning Administrator; Kyle Brouillette, Director of Emergency Management; John Gifford, Town Treasurer; Jennifer Murray, Assistant Treasurer/Fiscal Assistant I; Chris Poirier, Fire Chief; Frank Scalise, Chief of Police;

Others Present: Mike McCormick; Shannon Gunderson, *Milton Independent* (remote); Marshall Distel, CCRPC (remote); Joseph Duquette (remote); Jeff Arango, FRAMEWORK (remote); Sarah Lukins, FRAMEWORK (remote); Byron George, FRAMEWORK, Landscape Architect (remote)

I. Call to Order

M. Morgan called the meeting to order at 6:03 p.m.

II. Flag Salute

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

III. Agenda Review

No changes.

IV. Public Forum

M. McCormick expressed concern regarding the Planning Commission's lack of a quorum, noting that the last two meetings were cancelled. He suggested short-term appointments to ensure continuity for Town development.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 05.04.2026**
- **Approval of Warrant #23**

Motion made by B. Paret to approve the Consent Agenda, with a second by D. Adams. Motion approved unanimously.

VI. Acknowledgement of Internal Controls Checklist

John C. Gifford, Town Treasurer

J. Gifford presented the annual internal controls checklist, as required by law. The Board discussed potential financial training for members, with C. Taylor noting available resources through Vermont League of Cities and Towns (VLCT). The Selectboard acknowledged receipt of the checklist via signature.

VII. 2026 Tax Sale Resolution

John C. Gifford, Town Treasurer

J. Gifford presented the annual tax sale resolution, noting new legislative requirements that an account must be at least one year old and owe at least $1,500 to qualify.

2026 Tax Sale

WHEREAS, the Milton Selectboard recognizes a need for the Town Manager, or their agent, acting as the Delinquent Tax Collector for the Town of Milton to pursue collection of delinquent real estate taxes through Tax Sale; and

WHEREAS, The Tax Sale shall not include properties where the amount owed is less than $1,500, that is more than one year in arrears, and.

WHEREAS, 32 V.S.A. § 5252, "Levy and notice of sale; securing property" along with Town Policy TM410.081 "Collection of Tax and Utility Payments" govern the tax sale process and

WHEREAS, the Selectboard further recognizes that such action may be necessary on a case-by-case basis, and.

NOW, THEREFORE, BE IT RESOLVED that the Milton Selectboard hereby authorizes the Town Manager; and/or their agent, acting as the Delinquent Tax Collector to do the following:

- Engage the Town Attorney to prepare for and to conduct tax sales pursuant to Title 32 V.S.A., Chapter 133 subchapter 9 for the purpose of collecting delinquent real estate taxes.
- Take Tax Sale action, pursuant to Title 32 V.S.A., Chapter 133, subsections 5258 and 5259, and in the same manner as provided by law under subchapter 9 of Title 32 V.S.A., Chapter 133, on a case-by-case basis for and on behalf of the Town of Milton.
- Sign the necessary document related to the tax sale and disposal of such property.
- Cause the names and amounts of delinquent tax accounts, as 31st day of December 2026, to be included in the 2027 Town Annual Report.

Motion made by B. Paret to authorize the Town Manager and/or their agent, acting as the Delinquent Tax Collector, to do four (4) things [as stated in the resolution], including engaging a town attorney, take a tax sale action, sign the necessary documents related to the tax sale and cause the names and amounts of delinquent tax accounts to be included in the 2027 Town Annual Report, with a second by D. Adams. Motion approved unanimously.

VIII. Approve FY26 Payment to Chittenden Unit for Special Investigations (CUSI)

Frank Scalise, Chief of Police

Chief Scalise requested approval for the annual budgeted payment to CUSI, as per the following resolution:

Authorize Payment to the Chittenden Unit for Special Investigations

WHEREAS, the Chittenden Unit for Special Investigations (CUSI) is a county-wide multi-disciplinary unit that investigates sexual assault, child abuse, child fatalities, and related offenses through coordinated law enforcement and victim advocacy efforts; and

WHEREAS, the Town of Milton participates in and financially contributes to CUSI as a non-investigator contributing municipality pursuant to the intergovernmental agreement governing the organization; and

WHEREAS, the FY26 financial contribution request for the Town of Milton is in the amount of $17,635.00; and

WHEREAS, sufficient funds are available within the Police Department General Fund under the C.C. Special Investigation line item;

NOW, THEREFORE, BE IT RESOLVED that the Milton Selectboard hereby authorizes payment in the amount of $17,635.00 to the Chittenden Unit for Special Investigations (CUSI), with said funds to be paid from the Police Department General Fund C.C. Special Investigation line item.

Motion made by B. Paret to authorize payment in the amount of $17,635.00 to the Chittenden Unit for Special Investigations (CUSI), with said funds to be paid from the Police Department General Fund C.C. Special Investigation line item, with a second by D. Adams. Motion approved unanimously.

IX. Authorize Purchase of Self-Contained Breathing Apparatus

Chris Poirier, Fire Chief

Chief Poirier presented this request, as per the following resolution:

Authorize Purchase of Self-Contained Breathing Apparatus for Fire Department

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 Selectboard approval for purchases over $15,000 by the Town; and

WHEREAS, the Milton Fire Department seeks authorization to purchase twelve (12) new Self-Contained Breathing Apparatus (SCBA) to include twenty-four (24) Breathing air bottles and twelve (12) Face Masks which will be used to replace twelve (12) existing SCBA units that have reached the end of serviceable life; and

WHEREAS, the Milton Fire Department requested formal quotes from two (2) qualified vendors that provide sales and service to our region:

- Fire Tech & Safety: $105,180.00 (dated April 29, 2026)
- Municipal Emergency Services: $126,756.00 (dated April 20, 2026); and

WHEREAS, after thorough analysis of both quotes, the Milton Fire Department wishes to purchase from Fire Tech & Safety; and

WHEREAS, this project is included in the Capital Improvement Plan, and the Fire/Rescue Reserve fund shall be used to pay for this purchase.

NOW, THEREFORE, BE IT RESOLVED, by the Town of Milton Selectboard that the Town Manager, or their designee, is authorized to execute the necessary documents to purchase the aforementioned SCBA units and associated equipment from Fire Tech & Safety in an amount not to exceed $105,180.00, using the Fire/Rescue Reserve fund.

Motion made by B. Paret to authorize the Town Manager, or their designee, to execute the necessary documents to purchase the aforementioned self-contained breathing apparatus units

and associated equipment from Fire Tech & Safety in an amount not to exceed $105,180.00, using the Fire/Rescue Reserve fund, with a second by L. Morgan. Motion approved unanimously.

X. Adopt Milton's 2026 Local Emergency Management Plan (LEMP)

Kyle Brouillette, Director of Emergency Management

K. Brouillette presented the annual revision of the LEMP, which provides a high-level overview of resources and contacts for major emergencies.

Motion made by B. Paret to adopt the 2026 Local Emergency Management Plan, with a second by L. Morgan. Motion approved unanimously.

XI. Award Bid for the Maplewood Ave. Pump Station Access Road Paving Project

Allyssa Downs, Public Works Project Manager

A. Downs presented bids for reconstructing and repaving approximately 500 feet of the pump station access road, with Premier Paving as the low bidder at $35,567.00.

L. Morgan questioned if a gravel surface would be more cost-effective for a road used primarily for maintenance. The Selectboard tabled the item to explore the costs of gravel options and/or performing the work in-house.

XII. Approval to Apply for the VTrans Small Scale Bike/Pedestrian Grant

Allyssa Downs, Public Works Project Manager

A. Downs requested approval to apply for a grant to construct a new sidewalk segment connecting the existing sidewalk on Middle Road to the new crosswalk connection being constructed as part of the Hourglass Project. The Town's portion would be approximately $44,400.00, funded by the Town's Tax Increment Financing (TIF) Fund. The funding is provided on a 50/50 cost-share basis, with 50% funded by the State and 50% provided locally. The local match may include cash, in-kind labor, materials, or a combination of those contributions.

Motion made by B. Paret to approve the request to apply for a VTrans Small Scale Bike/Pedestrian Grant in the amount of $44,400, with a second by L. Morgan. Motion approved unanimously.

XIII. Approval to Apply for The Northern Lake Champlain Clean Water Service Provider (CWSP) Grant Program

Allyssa Downs, Public Works Project Manager

A. Downs requested approval to apply for a no-match grant for stormwater mitigation projects in the Allen Brook watershed.

Motion made by B. Paret to approve the request to apply for The Northern Lake Champlain Clean Water Service Provider (CWSP) Grant program for five different project areas, with a second by D. Adams. Motion approved unanimously.

XIV. Approve Public Infrastructure Cost Estimate – Parkside Development

Amanda Pitts, Planning & Zoning Director

A. Pitts presented a cost estimate of $1,254,057.00 for phase one public infrastructure at the Parkside development to set the required surety.

O'Brien Brothers Company has received Development Review Board approval for construction of an 85 dwelling unit development, which they are calling the Parkside development, with streets sidewalks, water, sewer, stormwater infrastructure. As part of the Public Works Specifications Public Infrastructure Acceptance process, the developer establishes a "surety" in the amount of the infrastructure of the project that will be held for the duration of construction. Public Works has reviewed the cost estimate amount and agrees with the value.

Motion made by B. Paret to approve the cost estimate of $1,254,057.00 for phase one of the Parkside Development, with a second by L. Morgan. Motion approved unanimously.

XV. Downtown Core Master Plan Presentation

Jeff Arango, FRAMEWORK, Managing Principal; Sarah Lukins, FRAMEWORK, Urban Planner/Designer; Byron George, FRAMEWORK, Landscape Architect

J. Arango, S. Lukins and B. George of FRAMEWORK presented two preliminary design concepts for the downtown core. The presentation detailed strategies for small-scale development, public-private partnerships, and the integration of the Hourglass Park. No formal action was taken by the Selectboard.

XVI. Set Public Hearing Date for CIP/Impact Fees

Amber N. Baker, Deputy Town Manager / Finance Director

A. Baker presented the proposed Capital Improvement Plan (CIP) for fiscal years 2027-2031 and proposed updated impact fees for FY27. She requested that the Selectboard set a public hearing date to consider the proposed CIP and impact fees.

Motion made by B. Paret to conduct a public hearing at 6:00 p.m. on Monday, June 15, 2026, to consider the Capital Improvement Plan for fiscal years 2027 to 2031, including the impact fee schedule for FY27, with a second by D. Adams. Motion passed, with D. Adams, M. Morgan and B. Paret voting in favor and L. Morgan opposed.

XVII. Return VTrans Grant for Public Works Facility Salt and Sand Shed

Chris Taylor, Town Manager

C. Taylor explained that the Town must return $500,000.00 in grant funds tied to the Public Works Facility salt and sand shed. He presented the following resolution, which includes a history of the project, the grant and the process leading to this decision:

> **Resolution to Return Transportation Alternatives Program Grant Funds from the Vermont Agency of Transportation for Salt and Sand Shed**
>
> WHEREAS, the voters of the Town of Milton approved $5,500,000 to be borrowed to build a new Public Works facility on Town Meeting Day 2022 by a vote of 1,490 to 462; and
>
> WHEREAS, the Town of Milton received $300,000 in Transportation Alternatives Program grant money from the Vermont Agency of Transportation for a new salt shed to be built in addition to the new Public Works facility but had to return the money because the Transportation Alternatives Program grant funding originated from federal funds and would require site work for the new Public Works facility to undergo the National Environmental Policy Act (NEPA) process, and those associated complexities would delay the construction of the Public Works facility a minimum of two, but most likely three years; and
>
> WHEREAS, in April of 2024, the Town of Milton accepted $500,000 in grant funds from the Transportation Alternatives Program and the Municipal Highway and Stormwater Mitigation Program from the Vermont Agency of Transportation (VTrans) for a new salt shed to be built in addition to the new Public Works facility; and

WHEREAS, the Town continued to meet with VTrans throughout the NEPA process and submitted all required paperwork in October 2024. The project completed NEPA review in June 2025. Following completion of the review, Town leadership and VTrans discussed next steps and identified additional challenges that would increase both project cost and timeline. After reviewing the history of similar state projects through the TAP grant process, including delays, cancellations, and cost overruns, the Town determined it would be more cost effective to move forward without federal funding restrictions; and

WHEREAS, on October 6, 2025, the Selectboard passed a resolution authorizing the use of $1,229,621.29 to finance the project, using a combination of funds from Impact Fees, the Don Turner, Jr. Public Works Facility overage, and the General Fund Fund Balance; and

WHEREAS, per discussion at the March 16, 2026 Selectboard meeting, communication was initiated with VTrans on several levels to inquire whether the salt shed grant funding could be utilized for other eligible projects. Following those discussions, VTrans determined that the funding was salt-shed specific and could not be reassigned to another project. The Town was informed that any alternative project would require a new grant application and would need to proceed through the applicable review and determination process.

THEREFORE, BE IT RESOLVED, that the Town of Milton return the Transportation Alternative Program and Municipal Highway and Stormwater Mitigation Program grants in the amount of $500,000 to the Vermont Agency of Transportation.

Motion made by B. Paret to return the Transportation Alternative Program and Municipal Highway and Stormwater Mitigation Program grants in the amount of $500,000 to the Vermont Agency of Transportation, with a second by M. Morgan. Motion passed, with D. Adams, M. Morgan and B. Paret voting in favor and L. Morgan opposed.

XVIII. Adopt Chittenden Solid Waste District (CSWD) Budget

Chris Taylor, Town Manager

The Selectboard reviewed the proposed CSWD FY26 budget. Several members expressed frustration that the renovation of the Milton Drop-Off Center has been delayed significantly.

Motion made by B. Paret to approve the CSWD budget as presented, with the daily operational needs of the Chittenden Solid Waste District, which are represented by $19,415,432 in income/revenue and $16,136,738 in expenses, with a second by D. Adams. Motion fails with B. Paret and M. Morgan voting in favor and D. Adams and L. Morgan opposed.

It was noted that a provision in the CSWD charter allows their budget to pass automatically if no action is taken within 45 days, unless a concise letter of disagreement is sent. B. Paret volunteered to address a letter of disagreement to CSWD. It is unclear what the expected result will be, but at minimum, the letter will inform CSWD of the Town's discontent with the decision to delay the Drop-Off Center project.

XIX. Update from Town Manager and Board Members

Chris Taylor, Town Manager

C. Taylor provided the following updates:

- C. Taylor and Recreation and Parks Director Hannah Luman went to the Arrowhead Senior Center executive board last week to discuss potential cooperation and to receive feedback on current Town programs for the older population. They discussed the multi-generational facility, including how the Town could move forward with it and the potential role of the Senior Center.
- C. Taylor received preliminary direction from Green Mountain Power indicating they are unwilling to allow the canoe portage project to proceed at this time due to safety concerns, proximity to the dam and intake, and required FERC assessments. Taylor has requested more specifics from Green Mountain Power to understand these concerns, as he noted that he is anxious to utilize the $99,000 grant rather than returning it.

- Tax payments were due on May 15, and the Town is running at a nearly normal delinquency rate of 2.8% compared to the recent average of 2.65%. If a few large parcels are removed from the unpaid numbers, the delinquency rate would be under 2%.
- Memorial Day services will be held at the Milton Fire Station on Monday, May 25, from 10:00 a.m. to 11:00 a.m. The public is invited to attend.

XX. Executive Session – Real Estate

Motion made by B. Paret to find that premature public knowledge about Contracts would cause the Town or person to suffer a substantial disadvantage. Second by L. Morgan. Motion approved unanimously.

Motion made by B. Paret to enter into executive session at 8:03 p.m. to discuss Contracts under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, L. Morgan and B. Paret; Town Manager, C. Taylor; Deputy Town Manager & Finance Director Amber Baker. Second by L. Morgan. Motion approved unanimously.

Motion made by B. Paret to close executive session at 8:52 p.m., with a second by L. Morgan. Motion approved unanimously.

No action was taken as a result of the Executive Session.

XXI. Adjournment

Motion made by L. Morgan to adjourn the meeting at 8:54 p.m., with a second by D. Adams. 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/IgAPzXstiBCSRI7AwP0U-QDkARbvxZBcDU8J4IE8PXXdbco?e=NuAXk7

A video recording of this meeting can be found at the following location:
https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQDohPYgs7m9S4ljdi2xWDJqAdLWn3Qofd8sGL4RBwdFIUM?e=o1psLb

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.