Selectboard
MEETING MINUTES

Regular Meeting
Monday, June 15, 2026, 6:00 p.m. *(Immediately following Public Hearing)*
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 (arrived at 7:25 p.m.); Leland Morgan, Member; Betsy Paret, 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; Hannah Luman, Recreation Director; Ben Nappi, Assistant Recreation Director (remote); Amanda Pitts, Planning and Zoning Director; Cassandra LaFayette, Town Planner; Allyssa Downs, Public Works Project Manager

Others Present: Shannon Gunderson, *Milton Independent* (remote); Joseph Duquette (remote); Karen Sentoff, VHB (remote); Mike McCormick (remote); Bryan Davis, CCRPC; Rod Moore, Recreation Commission Chair; Brandy Companion, Recreation Commission Member; Louis Mossey, III; Brenda Steady; Tony Micklus; Chuck Wilton

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I. Call to Order

M. Morgan called the meeting to order at 6:18 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 06.01.2026**
- **Approval of Warrant #25**

Motion made by B. Paret to approve the Consent Agenda, with a second by L. Morgan. A. Baker reviewed questions sent by D. Barrows, which had been answered prior to the meeting. Motion approved unanimously.

VI. Reappointments

- **Reappoint Nick Smith to Development Review Board**
  (3-year term, expires 06.30.2029)
- **Reappoint Lou Mossey, III to Economic Development Commission (Community Member)**
  (3-year term, expires 06.30.2029)
- **Recommend Roger Dickinson for Reappointment as Deputy Health Officer**
  (3-year term, expires 06.30.2029)
- **Recommend Amanda Pitts for Reappointment as Health Officer**
  (3-year term, expires 07.31.2029)
- **Reappoint Amanda Pitts as Zoning Administrator**
  (3-year term, expires 06.30.2029)

Motion made by L. Morgan to reappoint Nick Smith to the Development Review board with a 3-year term that expires June 30, 2029, with a second by D. Adams. Motion approved unanimously.

Motion made by B. Paret to reappoint Lou Mossey, III to the Economic Development Commission for a 3-year term that expires on June 30, 2029, with a second by L. Morgan. Motion approved unanimously.

Motion made by L. Morgan to recommend Roger Dickinson for reappointment as Deputy Health Officer for a 3-year term that expires June 30, 2029, with a second by B. Paret. Motion approved unanimously.

Motion made by B. Paret to recommend Amanda Pitts to be reappointed as Health Officer for a 3-year term expiring on July 31, 2029, with a second by L. Morgan. Motion approved unanimously.

Motion made by L. Morgan to reappoint Amanda Pitts as the Zoning Administrator 3-year term that expires June 30, 2029, with a second by D. Adams. Motion approved unanimously.

VII. Presentation of Draft Active Transportation Plan (ATP)

Karen Sentoff, Director of Transportation Systems, VHB; Bryan Davis, Senior Transportation Planner, CCRPC

K. Sentoff and B. Davis presented the draft ATP, a master plan for walking and biking in Milton. The presentation covered existing conditions, public engagement, and a prioritized list of corridor and network projects. The Selectboard discussed the inclusion of resting benches, shade trees, and addressing sidewalk gaps at railroad crossings. A final vote for approval is scheduled for July.

VIII. Award Bid for the FY2027 Paving and Resurfacing Project

Allyssa Downs, Public Works Project Manager

A. Downs presented a plan to pave 4.71 miles this year, including Main Street, Westford Road, and Sanderson Road, per the following resolution:

Resolution – Award Bid for the FY2027 Milton Paving and Resurfacing Project

WHEREAS, on April 22, 2026, the Department of Public Works issued a request for proposals for the FY2027 Milton Paving and Resurfacing Project to solicit bids from qualified contractors to furnish all labor, equipment, tools, and incidentals necessary to pave roadways in the Town of Milton; and

WHEREAS, bids were due to the Department of Public Works no later than 10:00 AM, May 11, 2026; and

WHEREAS, as of the deadline, the Town received three (3) proposals as follows:
- Pike Industries: $689,950.00
- Whitcomb Construction: $669,986.00
- SD Ireland: $666,745.00

WHEREAS, the Department of Public Works recommends awarding the contract for the FY2027 Milton Paving and Resurfacing Project to SD Ireland, the lowest responsive and responsible bidder, with payment not to exceed $666,745.00, with $200,000 in funding to be provided through the VTrans Class II Paving Grant and the remainder from the FY2027 Capital Improvement Plan Paving Budget; and

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 FY2027 Paving and Resurfacing Project to SD Ireland, with payment not to exceed $666,745.00, with authorization for the Town Manager to execute a contract amendment or additional work authorization for the grant funded roadway segments.

Motion made by B. Paret to authorize the Town Manager or their designee to execute the necessary documents to award the contract for the FY2027 paving and resurfacing project to SD Ireland with payment not to exceed $666,745.00, with authorization for the Town Manager to execute a contract amendment or additional work authorization for the grant funded roadway segments, with a second by L. Morgan. Motion approved unanimously.

IX. Award Bid for the FY2027 Salt Shed Paving Project

Allyssa Downs, Public Works Project Manager

A. Downs presented this item as per the following resolution:

Resolution – Award Bid for the FY2027 Milton Salt Shed Paving Project

WHEREAS, on May 12, 2026, the Department of Public Works issued a request for proposals for the FY2027 Milton Salt Shed Paving Project to solicit bids from qualified contractors to furnish all labor, materials, equipment, and incidentals necessary to complete the paving work associated with the new salt storage shed project, including surface preparation, placement of bituminous concrete base and top courses, compaction, and final cleanup; and

WHEREAS, bids were due to the Department of Public Works no later than 10:00 AM, June 4, 2026; and

WHEREAS, as of the deadline, the Town received two (2) proposals as follows:

- Sunapee Paving LLC: $43,430.00
- SD Ireland: $36,400.00

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, the Department of Public Works recommends awarding the contract to SD Ireland, with the lowest qualified bid in the amount of $36,400.00; and

WHEREAS, funding from this project is available through the Town's fund balance.

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 FY2027 Milton Salt Shed Paving Project to SD Ireland, with payment in the amount of $36,400.00.

Motion made by L. Morgan to authorize the Town Manager or their designee to execute the necessary documents to award the contract for the FY2027 Milton Salt Shed Paving Project to SD Ireland with a payment in the amount of $36,400.00, with a second by B. Paret. Motion approved unanimously.

X. Water/Wastewater Budget Proposal and Possible Adoption

Tom Elwood, Water/Wastewater Superintendent; Amber N. Baker, Deputy Town Manager and Finance Director

A. Baker presented the FY27 enterprise fund budgets. The Water Fund budget is $1,750,091 and the Wastewater Fund budget is $1,586,499. Both budgets include a usage rate increase to cover rising costs from the Champlain Water District and operational expenses, while maintaining current base rates.

Resolution – Town of Milton Water Fund Fiscal Year 2027 Budget

WHEREAS, the Water Fund budget for Fiscal Year 2027 is One Million Seven Hundred Fifty Thousand, Ninety-One Dollars ($1,750,091.00); and,

WHEREAS, the Selectboard of the Town of Milton believes the above amount is required to maintain the Town's water service; and

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation, and maintenance of the Water Division and recommends no change to the following existing usage rate schedule:

Water Usage Rate:	Water Non-Metered User Rate:
Change from: $39.95/unit/quarter + $4.40/1000 gallons To: $39.95/unit/quarter + $4.64/1000 gallons	*No Change* $104.75/unit/quarter

NOW, THEREFORE, BE IT RESOLVED that the Selectboard for the Town of Milton hereby approves the budget amount of One Million Seven Hundred Fifty Thousand, Ninety-One Dollars ($1,750,091.00) for the FY27 Water Fund with no increase to the existing base rate and non-metered rate, and an increase to the usage rate of $0.24/1000 gallons to a new rate of $39.95/unit/quarter + $4.64/1000 gallons effective July 1, 2026.

Motion made by L. Morgan to approve the budget amount of $1,750,091.00 for the Fiscal Year 2027 Water Fund with no increase to the existing base or non-metered rate and an increase to the usage rate of $0.24 per 1000 gallons to a new rate of $39.95 per unit per quarter plus $4.64 per 1000 gallons effective July 1, 2026, with a second by B. Paret. Motion approved unanimously.

Resolution – Town of Milton Wastewater Fund Fiscal Year 2027 Budget

WHEREAS, the Wastewater Fund budget for Fiscal Year 2027 is One Million Five Hundred Eighty-Six Thousand, Four Hundred Ninety-Nine Dollars ($1,586,499.00); and,

WHEREAS, the Selectboard of the Town of Milton believes the above amount is required to maintain the Town's wastewater service; and

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation, and maintenance of the Wastewater Division and recommends no change to the following existing usage rate schedule:

Wastewater Usage Rate:	Wastewater Non-Metered User Rate:
Change from: $49.17/unit/quarter + $5.34/1000 gallons To: $49.17/unit/quarter + $5.50/1000 gallons	*No Change* $134.61/unit/quarter

NOW, THEREFORE, BE IT RESOLVED, that that the Selectboard for the Town of Milton hereby approves the budget amount of One Million Five Hundred Eighty-Six Thousand, Four Hundred Ninety-Nine Dollars ($1,586,499.00) for the FY27 Wastewater Fund with no increase to the existing base rate and non-metered rate, and an increase to the usage rate of $0.16/1000 gallons to a new rate of $49.17/unit/quarter + $5.50/1000 gallons effective July 1, 2026.

Motion made by L. Morgan to approve the budget amount of $1,586,499.00 for the Fiscal Year 2027 Wastewater Fund with no increase to the existing base rate or non-metered rate and an increase to the usage rate of $0.16 per 1000 gallons to a new rate of $49.17 per unit per quarter plus $5.50 per 1000 gallons effective July 1, 2026, with a second by D. Barrows. Motion approved unanimously.

XI. Approval of Capital Improvement Plan and Impact Fees for FY27

Amber N. Baker, Finance Director

Resolution – Capital Improvement Plan for Fiscal Years 2027-2031 and Impact Fee Schedule for Fiscal Year 2027

WHEREAS, the Selectboard of the Town of Milton has participated in the Capital Improvement Plan in previous years pursuant to applicable enabling legislation; and,

WHEREAS, the Selectboard of the Town of Milton wishes to continue this for future fiscal years; and

WHEREAS, the Selectboard of the Town of Milton held a duly warned public hearing on June 15, 2026, to receive public comment on the proposed Capital Improvement Plan for Fiscal Years 2027 through 2031, and the Impact Fee Schedule for Fiscal Year 2027; and

NOW, THEREFORE, BE IT RESOLVED, that Selectboard of the Town of Milton hereby adopts the Capital Improvement Plan for Fiscal Years 2027 through 2031 and the Impact Fee Schedule for Fiscal Year 2027, establishing a full impact fee of Five Thousand Four Hundred Sixty-One dollars ($5,461.00) and a reduced impact fee of Four Thousand Ninety-Six Dollars ($4,096.00), as presented.

Motion made by L. Morgan to adopt the Capital Improvement Plan for Fiscal Years 2027 through 2031 and the Impact Fee schedule for the Fiscal Year 2027, establishing a full impact fee of $5,461.00 and a reduced impact fee of $4,906.00 as presented, with a second by B. Paret. Motion approved unanimously.

XII. Execute a Letter of Intent Regarding Potential Participation in the Vermont Community and Housing Infrastructure Program (CHIP)

Chris Taylor, Town Manager

C. Taylor requested authorization to sign a non-binding Letter of Intent with Parkside LLC/O'Brien Brothers Agency regarding potential participation in the CHIP program for public infrastructure associated with a new residential development.

Resolution – Execute a Letter of Intent Regarding Potential Participation in the Vermont Community and Housing Infrastructure Program (CHIP)

WHEREAS, Parkside LLC, an affiliate of O'Brien Brothers Agency, Inc. ("O'Brien"), is proposing a multi-phase residential development on property located off Bombardier Road and Park Place in the Town of Milton; and

WHEREAS, the proposed development includes the construction of public infrastructure improvements, including roadways and utility corridors that are anticipated to be dedicated to the Town of Milton, including a roadway connection between Lainey Avenue and Park Place identified as an important component of the Town's long-range transportation planning; and

WHEREAS, following the anticipated retirement of the Town Core Tax Increment Financing (TIF) District, the Town and O'Brien may have the opportunity to pursue funding through Vermont's Community and Housing Infrastructure Program (CHIP) to support eligible public infrastructure improvements associated with housing development; and

WHEREAS, O'Brien and the Town have developed a non-binding Letter of Intent outlining their intent to cooperate in evaluating and potentially pursuing CHIP funding and entering into future agreements, subject to all required approvals by the Milton Selectboard, the Vermont Economic Progress Council, and any other applicable regulatory authorities; and

WHEREAS, execution of the Letter of Intent does not obligate the Town to participate in the CHIP Program, incur debt, expend funds, approve any future agreement, or grant any regulatory approvals, but allows the parties to continue evaluating the feasibility and potential benefits of the program;

NOW, THEREFORE, BE IT RESOLVED that the Milton Selectboard hereby authorizes the Town Manager, or their designee, to execute the Letter of Intent between the Town of Milton and Parkside LLC/O'Brien Brothers Agency, Inc. concerning the potential utilization of the Vermont Community and Housing Infrastructure Program (CHIP) for eligible public infrastructure improvements associated with the proposed residential development.

Motion made by B. Paret to authorize the Town Manager or their designee to execute the letter of intent between the Town of Milton and Parkside LLC / O'Brien Brothers Agency, Inc. concerning the potential utilization of the Vermont Community and Housing Infrastructure Program (CHIP) for eligible public infrastructure improvements associated with the proposed residential development, with a second by L. Morgan. Motion approved unanimously.

XIII. Recreation Update

Hannah Luman, Recreation Director; Rod Moore, Recreation Commission Chair; Brandy Companion, Recreation Commission Member

R. Moore and B. Companion provided an update on the commission's shift toward a "working committee" model, assisting with projects like the mountain bike trail and the update of the Recreation Master Plan for 2027-2035.

XIV. Vote to Appoint Planning Commission Members

- **Available Terms**
  - Remainder of one 4-year term to expire 6/30/2027 – BRENDA
  - Remainder of one 4-year term to expire 6/30/2028 – JULIE
  - Remainder of one 4-year term to expire 6/30/2029 – BEN
  - One 4-year term to expire 6/30/2030 – SEAN
- **Applicants:** Benjamin Frye, Julie Rutz, Brenda Steady, Marty Steinhausen, Sean Tatro (reappointment), Chuck Wilton

The Selectboard conducted two (2) rounds of ballot votes to fill the four available terms. Votes were as follows:

Round 1:	Round 2:
• **Ben Frye – 4 votes** • Julie Rutz – 3 votes • **Brenda Steady – 4 votes** • Marty Steinhausen – 3 votes • **Sean Tatro – 4 votes** • Chuck Wilton – 2 votes	*Vote only between Julie Rutz and Mary Steinhausen, due to tie in previous round* • **Julie Rutz – 3 votes** • Marty Steinhausen – 2 votes

Motion made by L. Morgan to fill the Planning Commission terms in the order shown on the agenda:

- **the remainder of a 4-year term to expire June 30, 2027, by Brenda Steady;**
- **the remainder of a 4-year term to expire June 30, 2028, by Julie Rutz;**
- **the remainder of a 4-year term to expire June 30, 2029, by Ben Frye;**

- **and a 4-year term to expire June 30, 2030, by Sean Tatro.**

Second by D. Barrows. Motion approved unanimously.

D. Adams requested that the commission schedule the Town's attorney to come to the next meeting for training. T. Micklus will also join the next meeting.

XV. Update from Town Manager and Board Members

Chris Taylor, Town Manager

C. Taylor provided the following updates:

- **July 4th Festivities:** The parade route remains unchanged, starting at 11:00 AM on Herrick Avenue and ending at the Bombardier Complex. Middle Road is scheduled to receive a surface coat of paving before the event to ensure a smooth path. Evening festivities at the complex begin at 5:00 PM, with fireworks planned for approximately 9:30 PM.
- **Town Office Internet Outage:** Due to a software update, the Town Offices will be without internet from Friday at 5:00 PM until Monday at 8:00 AM. While Outlook will remain functional, other internet-based services will be unavailable. The Police Department and libraries will not be affected.
- **Water Infrastructure and the Hourglass Project:** A brief test water shut-off is scheduled for June 16 at 10:00 PM near the post office to identify proper shut-off valves for relocating hydrants as part of the Hourglass project. A longer, planned overnight shut-off will follow once the correct valves are confirmed.
- **Champlain Water District (CWD) Maintenance:** Starting June 29, CWD will begin maintenance on a local tank, involving loud activities like sandblasting and grinding. Work will occur Monday through Friday, 7:00 AM to 5:00 PM, and is expected to finish by late August. Approximately 30 neighboring households will be notified door-to-door.
- **Basketball Court Vandalism:** Recent e-bike damage was reported on the newly surfaced asphalt of the basketball courts. In response, the Town is moving forward with installing video surveillance cameras to monitor the area.
- **Summer Meal Program:** Partnering with the USDA and Milton School District, the program kicks off June 25 at Bombardier Park. Every Thursday through August 13 (12:00 PM – 2:00 PM), families can pick up kits containing seven breakfasts and seven lunches per child under 18. There are no residency or income restrictions for this program.
- **Police Coverage for Fairfax:** The Town is finalizing an agreement to provide limited police coverage to the Town of Fairfax. This agreement ensures that Milton retains full control over the timing and amount of coverage so that local protection levels are never reduced. Fairfax will compensate Milton at a special duty rate, with the goal of having the agreement signed in time for their July 3rd and 4th celebrations.

XVI. Executive Session

- **Confidential Attorney-Client Communications, per 1 VSA 313 (a)(1)**
- **Human Resources, per 1 VSA 313 (a)(3)**

Motion made by D. Barrows to find that premature knowledge about Confidential Attorney-Client Communication and Human Resources would cause the Town or person to suffer a substantial disadvantage. Second by L. Morgan. Motion rescinded by D. Barrows.

Motion made by B. Paret to extend the Selectboard meeting past 9:00 p.m., if needed. Second by L. Morgan. Motion approved unanimously.

Motion made by D. Barrows to find that premature knowledge about Confidential Attorney-Client Communication and Human Resources would cause the Town or person to suffer a substantial disadvantage. Second by L. Morgan at 8:35 p.m. Motion approved unanimously.

Motion made by D. Barrows to enter into executive session at 8:35 p.m. to discuss Confidential Attorney-Client Communication and Human Resources under the provisions of 1 VSA 313 (a)(1) and 1 VSA 313 (a)(3) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, M. Morgan, D. Barrows, L. Morgan and B. Paret; Town Manager, C. Taylor; Deputy Town Manager & Finance Director Amber Baker; Kevin Kite, Town Attorney. Second by B. Paret. Motion approved unanimously.

Motion made by D. Barrows to close executive session at 9:52 p.m., with a second by L. Morgan. Motion approved unanimously.

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

XVII. Adjournment

Motion made by L. Morgan to adjourn the meeting at 9:55 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/IgAPgx6w7WpPQZQPMW7nYuVhAYWJo5pg5FB2r7AxJWN9yAs?e=ADufdB

A video recording of this meeting can be found at the following location:
https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQD4OVV9TSFATZKjw28DOv-ZAcZ4ojQW-UnMgZiE0CnLG10?e=cqIBgG

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.