Selectboard
MEETING MINUTES

Regular Meeting
Monday, August 17, 2026, 6:00 p.m. *(immediately following Liquor Board meeting)*
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

Selectboard Members Present: Darren Adams, Chair; Michael Morgan, Vice Chair; Diane Barrows, Clerk; Leland Morgan, Member; Betsy Paret, Member

Selectboard Members Absent: None

Staff Present: Chris Taylor, Town Manager; Amber N. Baker, Deputy Town Manager and Finance Director; Brittany Tradup, Executive Assistant to the Town Manager; John Bartlett, HR and Operations Director; Kyle Brouillette, Public Safety Director; Kristin Beers, Town Clerk; Allyssa Downs, Public Works Project Manager

Others Present: Catharine Vadnais; Sean Tatro; Joseph Duquette; Kary Towne; Natalie Cashen (remote); Cassie McGinn; Barbara Taylor; Brenda Steady; "TB" (remote)

I. Call to Order

D. Adams called the meeting to order at 6:05 p.m.

II. Flag Salute

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

III. Agenda Review

No changes.

IV. Public Forum

M. Morgan recognized D. Adams for his military service and sacrifice during his recent deployment. C. Taylor and other Selectboard members echoed these sentiments, noting Adams' dedication in attending board calls at 1:00 a.m. his time while overseas.

S. Tatro thanked D. Adams for his service and provided a recap of the first "Freedom Fest". He suggested the Town review its standards regarding alcohol in public parks for future events.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 08.03.2026**
- **Approval of Warrant #AP-04**

A. Baker requested the removal of a Sherwin-Williams invoice ($449.25) from Warrant #AP-04 as it had been paid in a previous warrant, bringing the new total to $589,717.11. B. The Board discussed payments for "Rethink Runoff" and streetscape banners.

Referencing a payment in the warrant, B. Paret praised the Rethink Runoff program as a wonderful regional collaboration that efficiently helps keep Lake Champlain clean while ensuring the Town remains in compliance with EPA regulations.

D. Barrows noted that pre-meeting questions regarding the streetscape banner invoice and a one-time fee for emergency program management had been resolved.

Motion made by M. Morgan approve the Consent Agenda with the amended warrant total of $589,717.11, with a second by L. Morgan. Motion approved unanimously.

VI. Appointments / Reappointments

- **Reappoint Kary O'Brien Towne to Don Turner Jr. Award Committee**

  K. Towne discussed her experience on the committee and the goal of increasing nominations for local volunteers.

  Motion made by M. Morgan to reappoint Kary Towne to the Don Turner Jr. Award Committee for a 2-year term expiring August 31, 2028, with a second by L. Morgan. Motion approved unanimously.

- **Appoint Natalie Cashen to the Cemetery Advisory Committee**

  N. Cashen shared her background in carpentry and masonry and her interest in preserving the Town's historic cemeteries.

  Motion made by B. Paret to appoint Natalie Cashen to the Cemetery Advisory Committee for a 3-year term expiring June 30, 2029, with a second by L. Morgan. Motion approved unanimously.

VII. Milton Public Library Update

Cathy Vadnais, Chair of the Milton Library Trustees

C. Vadnais presented an update on the library's five-year plan, highlighting a 20-hour increase in staffing, successful literacy and youth programs, and other upcoming programs. She noted that a community survey is being finalized for a fall launch. The Board discussed metrics for library visits and opportunities for further collaboration between the Town and the library.

VIII. Public Infrastructure Enter Warranty Period – Sweeney Farm Rd. Extension

Allyssa Downs, Public Works Project Manager

A. Downs requested the acceptance of public infrastructure associated with the Hillside Meadows development (14 units) and the release of a quitclaim deed for an unnecessary turnaround easement.

Motion made by B. Paret to accept the Irrevocable Offer of Dedication for the public infrastructure (extension of Sweeney Farm Road, sidewalk, stormwater in right-of-way, water line and hydrants for the Hillside Meadows Development, release the quit claim deed, enter the 2-year warranty period as of July 3, 2026, and reduce the surety to $61,956.35 (which is 10% of the cost), with a second by M. Morgan. Motion approved unanimously.

IX. Adopt VTrans 2026 Town Road and Bridge Standards

Allyssa Downs, Public Works Project Manager

A. Downs explained that adopting the 2026 standards, which include updated drainage requirements for 18-inch culverts, is necessary for maintaining eligibility for certain funding streams and FEMA assistance.

Motion made by L. Morgan to adopt the VTrans 2026 Town Road and Bridge Standards, with a second by D. Barrows. Motion approved unanimously.

X. Approve Engineering Services Agreement for the Water Storage Capacity Study

Allyssa Downs, Public Works Project Manager

A. Downs recommended an agreement with Aldrich + Elliott for a $30,000 study to evaluate existing and future water storage needs. Additionally, the request includes a request to reallocate the Water Capital Improvement Program (CIP) funds previously appropriated for the Maplewood Pump Station Paving Project to the Water Storage Capacity Study, as per the following resolution:

Approve Engineering Services Agreement for the Water Storage Capacity Study

WHEREAS, the Town of Milton has identified the need to evaluate its existing water storage system and develop options for addressing current and future water storage needs; and

WHEREAS, the purpose of the Water Storage Capacity Study is to complete a comprehensive evaluation of the Town's existing water storage facilities, system configuration, storage volume, and tank elevations, and to identify potential options for additional water storage capacity; and

WHEREAS, the study will assist the Town in evaluating alternatives for future water storage improvements and determining the most appropriate approach to support operational needs, fire protection requirements, future growth, and long-term system resiliency; and

WHEREAS, Aldrich + Elliott, Inc. was previously selected through the Town's competitive procurement process for the On-Call Engineering Services contract and, based on qualifications, existing knowledge of the Town's water system, and experience with municipal water infrastructure, the Department of Public Works has determined that Aldrich + Elliott, Inc. is well suited to complete the Water Storage Capacity Study; and

WHEREAS, the Water Storage Capacity Study is within the scope of the existing On-Call Engineering Services contract, and the Town will utilize that contract to obtain the required engineering services rather than conducting a separate competitive procurement process; and

WHEREAS, Aldrich + Elliott, Inc. has provided a proposal to complete the Water Storage Capacity Study for a total cost not to exceed $30,000; and

WHEREAS, the Department of Public Works recommends approving the proposal from Aldrich + Elliott, Inc. and paying for the project using Water Capital Improvement Program (CIP) funds previously appropriated for the Maplewood Pump Station Paving Project.

NOW, THEREFORE, BE IT RESOLVED, that the Selectboard authorizes reallocating the Water Capital Improvement Program (CIP) funds previously appropriated for the Maplewood Pump Station Paving Project to the Water Storage Capacity Study; and

BE IT FURTHER RESOLVED, that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents to enter into an Engineering Services Agreement with Aldrich + Elliott, Inc. for the Milton Water Storage Capacity Study Project, with payment not to exceed $30,000.

Motion made by B. Paret that the Selectboard authorizes reallocating the Water Capital Improvement Program (CIP) funds previously appropriated for the Maplewood Pump Station

Paving Project to the Water Storage Capacity Study; and that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents to enter into an Engineering Services Agreement with Aldrich + Elliott, Inc. for the Milton Water Storage Capacity Study Project, with payment not to exceed $30,000. Second by L. Morgan. Motion approved unanimously.

XI. Award Bid for the 2026 Municipal Parking Lot Maintenance Project

John Bartlett, Human Resources and Facilities Director

J. Bartlett presented a request to award the parking lot maintenance project to Bushey Seal Coating, as per the following resolution:

Award Bid for the 2026 Municipal Parking Lot Maintenance Project

WHEREAS, on August 6, 2026, the Facilities department issued a request for proposals for the 2026 Municipal Parking Lot Maintenance Project to solicit bids from qualified contractors to furnish all labor, equipment & materials necessary for line scraping, crack repair, seal coating and line striping for the Town of Milton municipal complex, which includes the municipal building, fire station and rescue station, during this summer or fall; and

WHEREAS, bids were due to the Facilities department no later than 10:00 AM, August 12, 2026; and

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

- Bushey Seal Coating: $21,900.00
- Seal All Asphalt Protection: $28,840.00

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 Facilities department recommends awarding the contract to Bushey Seal Coating, with the lowest qualified bid in the amount of $21,900; and

WHEREAS, the funds will be paid from the approved FY2027 Capital Improvement Plan (CIP) funds (Project #432-008-B: Municipal Complex Parking Lot Repairs); 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 2026 Municipal Parking Lot Maintenance Project to Bushey Seal Coating, with payment in the amount of $21,900.00.

Motion made by B. Paret that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents to award the contract for the 2026 Municipal Parking Lot Maintenance Project to Bushey Seal Coating, with payment in the amount of $21,900.00, with a second by D. Barrows. Motion approved unanimously.

XII. Adopt Emergency Alert Notification Policy EM424.086

Kyle Brouillette, Emergency Management Director

K. Brouillette presented a policy governing the use of community and internal emergency alert systems to ensure proper training and testing.

Motion made by M. Morgan to adopt Emergency Alert Notification Policy EM424.086 as presented, with a second by B. Paret. Motion approved unanimously.

XIII. Adopt Emergency Operations Center Policy EM424.085

Kyle Brouillette, Emergency Management Director

K. Brouillette presented a policy to maintain a robust Emergency Operations Center (EOC), focusing on staffing roles and training requirements.

Motion made by M. Morgan to adopt Emergency Operations Center Policy EM424.085 as presented, with a second by B. Paret. Motion approved unanimously.

XIV. VLCT (PACIF) Grant Acceptance

Amber N. Baker, Deputy Town Manager / Finance Director

A. Baker requested approval, as per the following resolution, to accept a $3,110.01 safety grant from VLCT to fund ear protection, a backup camera for Rescue 3, and security cameras for the basketball courts.

Accept 2026 PACIF Grant from Vermont League of Cities and Towns (VLCT)

WHEREAS, the Town of Milton applied for funding through the 2026 PACIF Equipment Grant Program administered by the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund (VLCT PACIF) on August 4, 2026; and

WHEREAS, the Town of Milton was notified on August 7, 2026, that the application had been approved with a grant award of up to $3,110.01 and,

WHEREAS, the approved grant funding will provide reimbursement for the following equipment and risk management improvements:

- Walkers Game Ear Protection – quoted cost of $1,060.03, with PACIF approving reimbursement at 50%, or approximately $530.02;
- Backup Camera for Ambulance – quoted cost of $159.99, with PACIF approving reimbursement at 50%, or approximately $80.00; and
- Outdoor Security Camera with Installation at Bombardier Park West – PACIF approved funding of up to $2,500.00, consistent with program guidelines; and

WHEREAS, the portion of the equipment costs not reimbursed through the PACIF grant, including the required local match, shall be funded from the respective department's existing operating budget line item; and

WHEREAS, the approved equipment will enhance the Town's risk management efforts by providing hearing protection for police personnel, improving vehicle safety and visibility for Milton Rescue, and improving security and surveillance at Bombardier Park West; and

WHEREAS, the approved items are eligible for reimbursement in accordance with the terms and conditions of the 2026 PACIF Equipment Grant Program, with reimbursement subject to the actual purchase price and applicable program requirements;

THEREFORE, BE IT RESOLVED, that the Milton Selectboard hereby approves acceptance of the 2026 PACIF Equipment Grant Award of up to $3,110.01 and authorizes the Town Manager, or their designee, to execute the grant agreement and any documents necessary to accept and administer the grant on behalf of the Town of Milton.

Motion made by B. Paret that the Selectboard approves the acceptance of the 2026 PACIF Equipment Grant Award of up to $3,110.01 and authorizes the Town Manager, or their designee, to execute the grant agreement and any documents necessary to accept and administer the grant on behalf of the Town of Milton, with a second by L. Morgan. Motion approved unanimously.

XV. Authorize an Interdepartmental Budget Transfer for Dispatching Services — 7:10 p.m.

Amber N. Baker, Deputy Town Manager / Finance Director

A. Baker requested consolidating the $285,000 public safety dispatching contract into the Emergency Management budget for greater transparency. This involves transferring $140,000 from the Police budget and $71,250 from the Fire budget, as per the following resolution:

Authorize an Interdepartmental Budget Transfer for Dispatching Services

WHEREAS, the Town of Milton Policy and Procedure for Budget Adjustments Amendments (FI413.055), originally adopted in 2013 and amended on August 7, 2017, authorizes the Selectboard to approve interdepartmental budget transfers by resolution; and

WHEREAS, the costs associated with dispatching services are currently budgeted separately within the Police, Fire, and Rescue Department budgets; and

WHEREAS, the Emergency Management Director and the Deputy Town Manager/Finance Director wish to consolidate these appropriations into the Public Safety Dispatching Services budget to improve transparency, simplify financial reporting, and present the total cost of dispatching services in one location for the benefit of the Selectboard and the voters; and

WHEREAS, this budget amendment is an administrative reallocation of existing appropriations and does not increase the total amount appropriated by the voters for the current fiscal year; and

WHEREAS, the following adjustments are necessary to transfer appropriations currently budgeted within the Police, Fire, and Rescue Department budgets to the Public Safety Technical Services line while maintaining the same overall level of appropriations:

Account	**Increase / (Decrease)**
Police Department Technical Services	($142,500.00)
Fire Department Technical Services	($71,250.00)
Rescue Department Technical Services	($71,250.00)
Public Safety Technical Services	$285,000.00
Net Change	***$0.00***

BE IT FURTHER RESOLVED, that the Milton Selectboard approves the transfer of appropriations from the Police, Fire, and Rescue Department Technical Services line item to the Public Safety Technical Services budget. This transfer is administrative in nature and does not increase the total amount appropriated for the fiscal year.

Motion made by B. Paret that the Milton Selectboard approves the transfer of appropriations from the Police, Fire, and Rescue Department Technical Services line item to the Public Safety Technical Services budget. This transfer is administrative in nature and does not increase the total amount appropriated for the fiscal year, with a second by L. Morgan. Motion approved unanimously.

XVI. Charter Review Discussion

Chris Taylor, Town Manager

The Board discussed potential charter changes, noting a specific need for ordinance publication requirements to allow for digital links or QR codes instead of requiring that the full text be printed in the paper of record.

C. Taylor presented conceptual timelines for two potential pathways: one with and one without establishing a Charter Review Committee. Either pathway will include hearings to allow for input from the public. The Board will decide in September whether to form a formal review committee or move directly to public hearings. This will also be an item for discussion at the joint meeting of the Selectboard/School Board on August 31.

XVII. Update from Town Manager and Board Members

Chris Taylor, Town Manager

C. Taylor provided the following updates:

- The salt shed roof is currently being installed, with completion expected by the end of August.
- The August 11 primary election saw 1,853 total votes cast.
- Paul Cardinal from the Department of Public Works successfully passed his Commercial Driver's License (CDL) exam.
- Maintenance on the east water tank is complete.
- The Town was awarded a $50,000 grant for guardrail replacement on Sanderson and West Milton Roads.
- A joint meeting with the School Board is scheduled for August 31 at 6:00 p.m..
- A ribbon-cutting for Hachi Park will take place tomorrow at 5:30 p.m..
- Construction progress on the Hourglass Project (Route 7) is progressing and may even be ahead of schedule.

XVIII. Executive Session – Real Estate and Personnel

Motion made by D. Barrows to find that premature knowledge about Real Estate and Personnel/HR would cause the Town or person to suffer a substantial disadvantage. Second by L. Morgan at 7:34 p.m. Motion approved unanimously.

Motion made by D. Barrows to enter into executive session at 7:34 p.m. to discuss negotiating or securing real estate purchase or lease options and the appointment or employment or evaluation of a public officer or employee under the provisions of 1 VSA 313 (a)(2) 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; and Deputy Town Manager & Finance Director Amber Baker. Second by B. Paret. Motion approved unanimously.

Motion made by L. Morgan to close executive session at 8:56 p.m., with a second by B. Paret. Motion approved unanimously.

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

XIX. Adjournment

Motion made by M. Morgan to adjourn the meeting at 8:58 p.m., with a second by L. Morgan. Motion approved unanimously. Meeting adjourned by D. Adams.

All documents pertaining to this meeting may be viewed using the following link:
https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgAbBXf-hUXoRbB0vEWhG_JyAUr8sDUg1v4g7C-t0XaPN7c?e=xulofX

A video recording of this meeting can be found at the following location:
https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQBCVtgIseOKQZ5gyfCxR_JXAYlyKQNG1dRX0kWBt0Umw0k?e=hWMWRO

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.