



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, October 2, 2023 at 6:00 p.m.**

**MINUTES**

**Selectboard Members Present:** Michael Morgan, Vice Chair; Brenda Steady, Clerk (absent for start of meeting; arrived at 6:20 p.m.); Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** Darren Adams, Chair

**Staff Members Present:** Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director; Brittany Tradup, Executive Assistant to the Town Manager; Michaela Foody, Public Safety Director; Kristin Beers, Town Clerk; Lisa Schaeffler, Public Works Director (remote); Amber N. Baker, Finance Director

**Others Present:** Ann Merrill-Griswold (remote); Diane Barrows (remote)

**Others Present:**

**I. Call to Order**

M. Morgan called the meeting to order at 6:04 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

D. Turner affirmed that there will be a need for Executive Session.

**IV. Public Forum**

None

**V. Consent Agenda**

- Approval of Selectboard Meeting Minutes of 9/18/2023
- Approval of Warrant #6

**Motion made by C. Taylor to approve the Consent Agenda as presented, with a second by L. Morgan. Motion approved unanimously. B. Steady was not present at the time of the vote.**

**VI. West Milton Road Stabilization Bid Award**

*Lisa Schaeffler, Public Works Director; Michaela Foody, Public Safety Director*

M. Foody introduced this item by stating that during the flooding in July, there was damage to West Milton Road, which is a federal aid highway road that the Town maintains. Emergency work that the

Town performs on such roads is reimbursable, as long as the work is completed within a certain timeline. Foody explained that the Town is currently waiting on VTrans to confirm that the scope of the project qualifies for Federal Highway Funding. She further explained next steps, as presented in the following resolution, which M. Morgan read aloud.

**Department of Public Works: West Milton Road Award Contract**

WHEREAS, the Town of Milton Purchasing Policy duly adopted by the Selectboard of the Town of Milton and amended October 5, 2020 requires competitive bidding and Selectboard approval for purchases over \$15,000 by the Town; and

WHEREAS, the first leg of emergency work to stabilize the bank washout of West Milton Road during the July 2023 flood was performed by Bevins and Sons, Inc. for \$8,200 the day after the flood; and

WHEREAS, the Town of Milton Department of Public Works sent out a request for proposal on September 12, 2023 for the second leg of emergency roadway stabilization of West Milton Road; and

WHEREAS, the Town of Milton Department of Public Works received one Proposal on September 22, 2023 from St. Onge Contractor Inc. for \$139,800.00; and,

WHEREAS, the condition of approval to move forward is dependent on receiving notification from VTrans that the scope of the project qualifies for Federal Highway Funding; and,

WHEREAS, West Milton Road is a Federal Highway Administration (FHWA) road and emergency repairs to the road due to the July 2023 flood are eligible for 100% reimbursement by the FHWA-Eligible Emergency Relief Program if work is completed by April 4, 2024; and

WHEREAS, there are funds available in the General Fund Fund Balance to cover the cost of the emergency work. Until reimbursement is received, the emergency work will be paid for out of the Highway Department General Fund.

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes the Town Manager, or their designee, to execute a Contract with St. Onge Contractor Inc., in the amount of \$139,800.00, with work to be completed by November 22, 2023, subject to notification of qualification to apply for FHWA reimbursement.

Foody noted that she received an update today from the VTrans representative, who stated that the scope appears reasonable and should qualify as emergency response. She noted that she feels confident that the Town will receive the reimbursement if an application is submitted. She also noted that she will be returning to the Selectboard in a few weeks to request approval to apply for the grant.

**Motion made by C. Taylor to authorize the Town Manager, or their designee, to execute a Contract with St. Onge Contractor Inc., in the amount of \$139,800.00, with work to be completed by November 22, 2023, subject to notification of qualification to apply for FHWA reimbursement, with a second by L. Morgan. There was a brief clarifying discussion about the bidding process. Motion approved unanimously. B. Steady was not present at the time of the vote.**

**VII. Flood Update – Proposed Waiving of Fees Related to Flood Damage**

*Don Turner, Jr., Town Manager*

D. Turner stated that this update is a follow up to the previous meeting. There are some residents that will be needing to request permits for work needed as a result of the flooding, and the Town would like to propose waiving zoning and DRB fees related to flood damage.

**Motion made by C. Taylor to waive any and all fees for zoning and DRB that come about due to the flooding damage from July 11, with a second by L. Morgan. Motion approved unanimously. B. Steady was not present at the time of the vote.**

## **VIII. Update on HR, Operations and Facilities**

*John Bartlett, HR and Operations Director*

J. Bartlett provided an update on human resources, covering current vacancies, a review of the tenure of current employees, the status of union contracts, and a review of training tools and procedures.

*B. Steady arrived at 6:20 p.m.*

Bartlett then provided an update on facilities, including a review of recent hires, facility usage, maintenance efforts, safety and security, renovations to the Grange, and more.

Bartlett then provided an update regarding information technology, including a review of updates to devices, applications and equipment being used, internet, data storage, and the upcoming conversion to Office 365.

Bartlett responded to questions from the Selectboard.

## **IX. Resolution for Errors and Omissions**

*Amber N. Baker, Finance Director*

A. Baker presented the following resolution and explained the reason for the change. She presented the impact on tax revenue that will be received by the Town and the School. The Town will receive an additional \$13,421.95, and the School will receive an additional \$34,634.27.

### **Resolution – Errors and Omissions 2023**

WHEREAS, in accordance with the laws of the State of Vermont, (Title 32, Section 4111(£)), changes to the Grand List must be reviewed and approved by the Selectboard, and,

WHEREAS, the Errors and Omissions are present to the Selectboard for approval as follows:

Parcel ID: 225009.001000

Owner name: Vermont Gas Systems Inc

Correction: from \$9,487,900 to \$12,038,500

Comments: Value not updated/ received

Value change: increase of \$2,550,600

Parcel ID: 225009.001001

Owner name: Vermont Gas Systems Inc

Correction: from \$165,800 to \$280,400

Comments: Value not updated/ received

Value change: increase of \$114,600

Respectively submitted,

Edgar Clodfelter, Milton Assessor

NOW, THEREFORE BE IT RESOLVED, by the Selectboard to approve the changes in the Grand List as presented herein, with the Impact to the Grand List: increase of \$2,665,200.

**Motion made by C. Taylor to approve the resolution for Errors and Omissions 2023 and to approve the changes in the Grand List as presented, with the Impact to the Grand List: increase of \$2,665,200, with a second by L. Morgan. Motion approved unanimously.**

**X. Finance Update**

*Amber N. Baker, Finance Director*

A. Baker provided an update on the Finance department, including a review of enrollment in auto debit for utility billing, the upcoming implementation of auto debit tax payments, the recent implementation of electronic paystubs for employees and the upcoming budget season.

Baker also provided an update on the assessors, covering the number of inspections done so far, the changes of ownership for tax returns, and the recently approved legislation, which will result in reappraisals every 6 years.

**XI. Kienle Road Property Marketing Agreement**

*Don Turner, Jr., Town Manager*

D. Turner provided background information on this item, reviewing the process for selecting an agent and noting certain details from the proposal submitted by the only agent who responded, Hank Gintof, owner/broker of Signature Properties of Vermont. Turner reviewed the plot of the properties and discussed the proposed approach to selling the properties with the Selectboard. There was some discussion about the need for a broker and about negotiating terms to potentially reduce the cost of the broker fees.

**XII. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

- Colchester Developer, Jeff Rubman, is interested in purchasing sewer from the Town of Milton. He is trying to get Colchester Officials to reach out to the Town in the near future. Turner informed him that the Town of Milton must have Colchester Town Officials engaged in this process from the onset.
- The Town officially purchased the adjacent 3.9 acres of land from Brault Family Trust on Friday, September 22, 2023.
- Turner met with Amy Rex and Matt Grasso to discuss project options and ways to assist the School District in communicating with residents. Additionally, they discussed adding questions to the Town's multi-purpose recreational facility feasibility study.
- On Thursday, September 28, the Town, along with representatives from Milton on the Move, had an initial call with project managers from HVS, working on the feasibility study for a multi-purpose community recreational facility. Turner requested to add three questions to the scope of this project relating to incorporating the use of a portion of the existing Herrick Avenue school facility.
- Turner attended the Milton Family Center Harvest event on Saturday. The event was well attended, and it was nice to see so many residents at the event.
- John Turner Consulting Engineers will be doing some geotechnical analysis for the public works facility in the coming weeks. This will be done on a time-and-material basis. The Town plans to

bring a more extensive contract for this firm and type of work, and that contract will be provided to the next Selectboard at the next meeting on October 16 for approval.

- Berms have been installed in the park to prevent cars from driving on the fields and damaging them.
- The cable broke on the flag pole in River Street Park when the Town was lowering the flag last week.
- A number of department heads attended the VLCT Fair in South Burlington. Kristin and Tammy from the Clerk's office attended VTCMA at Lake Morey Inn. Ben and Jenna from the Recreation Department attended the VT Recreation Annual Meeting in Killington.
- Corey Parent and Turner presented an application to the Vermont Economic Progress Council for grant funding to assist with the infrastructure currently under construction to serve the new public works facility and future affordable housing on the Brault Property. The presentation went well, the board approved the request and now it goes onto the next level for final review. The Town should know in late November if the full \$136,000 requested will be received.
- Turner would like to invite the Selectboard to the formal Grand Reopening Ceremony for 135 River Street (Grange) on Saturday, October 14 at 4 p.m. to recognize all those that volunteered or assisted with the renovation of the building. The Town will unveil the building plaques, and the local Grange members will provide refreshments for those that attend.
- The Town has received multiple notices of a class action lawsuit settlement involving Aqueous Film Forming Foams product liability litigation.

B. Steady stated that she has received comments/complaints from voters about the fact that tax payer dollars are used for discretionary funding.

### **XIII. Executive Session – Real Estate**

**Motion made by B. Steady to find that premature knowledge about Real Estate would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:28 p.m. Motion approved unanimously.**

**Motion made by B. Steady to move enter into executive session at 7:29 p.m. to discuss Real Estate under the provisions of 1 VSA 313 (A)(2) of the Vermont Statutes; to include the following; Selectboard members: M. Morgan, C. Taylor, L. Morgan and B. Steady; Town Manager, Don Turner, Jr.. Second by L. Morgan. Motion approved unanimously.**

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

**Motion made by B. Steady to close executive session at 7:46 p.m., with a second by C. Taylor. Motion approved unanimously.**

### **XIV. Adjournment**

**Motion made by L. Morgan to adjourn the meeting at 7:47 p.m., with a second by C. Taylor. Motion approved unanimously. B. Steady was not present for vote. Meeting adjourned by M. Morgan.**

All documents pertaining to this meeting may be viewed using the following link:  
<https://miltonvt.box.com/s/48dhaq49xzia9v74b2v0b7mru6q3yewr>

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

<https://miltonvt.box.com/s/he8u59gide752dxve5o95eh3gc06e78j>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

\_\_\_\_\_ Date: \_\_\_\_\_

Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST: \_\_\_\_\_, Milton Town Clerk

DRAFT