



**Town of Milton – Selectboard Special Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, June 23, 2025 at 6:00 p.m.**

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member

**Selectboard Members Absent:** None

**Staff Members Present:** John Bartlett, Acting Co-Town Manager, HR and Operations Director; Amber N. Baker, Acting Co-Town Manager, Finance Director; Brittany Tradup, Executive Assistant to the Town Manager; Kyle Brouillette, Public Safety Director; Sean McCann, Rescue Chief; Frank Scalise, Police Lieutenant; Tom Elwood, Water/Wastewater Superintendent; Chris Poirier, Fire Chief

**Others Present:** Elizabeth (Betsy) Paret; Chris Taylor; Jenn Taylor; Lauren Taylor; Joseph Duquette; Matt Kelly; “Diane” (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:00 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

H. Bonges appointments and Item IX on the agenda (Approval to Apply for Vermont’s Department of Buildings & General Services, Building Communities Grant) will each be postponed to a later meeting.

**IV. Public Forum**

None.

**V. Consent Agenda**

- **Approval of Public Hearing Minutes of 06/02/2025**
- **Approval of Selectboard Meeting Minutes of 06/02/2025**
- **Approval of Warrant #24**
- **Approval of Warrant #25**

**Motion made by L. Morgan to approve the Consent Agenda, with a second by M. Morgan. B. Steady asked questions regarding the warrants, to which A. Baker responded. Motion approved unanimously.**

## **VI. Recognition of Service by Chris Taylor, Selectboard Member**

**Motion made by M. Morgan to do this recognition in honor of Chris Taylor's long service to the Town of Milton, with a second by L. Morgan.**

M. Morgan read the following resolution aloud:

### **Recognition of Service by Chris Taylor, Selectboard Member**

WHEREAS, Chris Taylor has generously given service to the Town as a Selectboard Member from 2017-2025; and,

WHEREAS, on the occasion of Chris Taylor's departure from the Selectboard, the Board wishes to express its gratitude for his service, leadership and careful stewardship of the Town on behalf of its citizens.

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton, that it is with deep appreciation for the many years of outstanding and dedicated service to the Town that the Board presents a plaque (pursuant to the Selectboard Recognition Policy) commemorating the 8 years of service given by Chris Taylor, as well as adding a plate bearing his name to the Selectboard service plaque.

**The motion was approved unanimously.** The plaque was presented to C. Taylor, and he made a statement regarding the honor it has been to serve the Town of Milton in this capacity.

## **VII. Appointments/Reappointments**

- **Appoint Elizabeth (Betsy) Paret to Conservation Commission**  
*4-year term expiring 6/30/2029*

W. Pikul noted that this will be the eighth member of the Conservation Commission. E. Paret noted that she attended a meeting of the Conservation Commission, and she was impressed with the group and the projects that are going on.

**Motion made by M. Morgan to appoint Betsy Paret to the Conservation Commission as the eighth member, with a second by L. Morgan. Motion approved unanimously.**

- **Reappoint Bill McSweeney to the Development Review Board**  
*3-year term expiring 6/30/2028*

**Motion made by M. Morgan to reappoint Bill McSweeney to the Development Review Board for a 3-year term that will expire on June 30, 2028, with a second by L. Morgan. Motion approved unanimously.**

## **VIII. Purchase of Radio Equipment for Rescue Department**

*Sean McCann, Rescue Chief*

Rescue Chief S. McCann presented this item, as per the following resolution, and he responded to questions from the Selectboard.

### **Authorization to Purchase Radio Equipment for Rescue Department**

WHEREAS, the Administrative Code 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 \$15,000.00 by the Town; and

WHEREAS, the Milton Rescue Department seeks authorization to replace old, obsolete, and outdated radio equipment, to increase our current radio inventory to meet operational needs, and to purchase capital equipment for our new ambulance that can be used now; and

WHEREAS, the Town of Milton Rescue Department collected three quotes to purchase a dual band portable radio, a dual band base radio, four Very High Frequency (VHF) portable radios, one dual band, dual head mobile radio and the associated equipment:

- Burlington Communications: \$40,812.14 (includes installation services)
- Radio North: \$41,838.76 (includes installation services)
- Motorola Direct: \$23,851.54 (installation services not included; not offered by vendor)

WHEREAS, after thorough analysis of each quote for quality, cost, delivery time, and other factors, Milton Rescue wishes to purchase from Burlington Communications; and

WHEREAS, funds from the Phyllis Gonyeau Estate Donation allocated to Milton Rescue will be used to pay for this equipment; and

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 above-mentioned radio equipment in an amount not to exceed \$41,000.00, accounting for potential contingencies.

**Motion made by L. Morgan to accept the request for the purchase of the radio equipment for the rescue department at \$40,812.14, with a second by M. Morgan. Motion approved unanimously.**

**IX. Approval to Apply for 2026 State of Vermont Highway Safety Office Education Grant**

*Frank Scalise, Police Chief*

Police Chief F. Scalise introduced this item and responded to questions from the Selectboard. He noted that this was originally on the agenda for the meeting that was postponed, and the deadline to apply was last week. Because the Police Department applies for this grant every year, they submitted the application and are seeking retroactive approval to apply.

The grant will be used to purchase traffic safety related educational material to assist in the continued education of the public and officers on the topics of distracted, impaired and aggressive driving. As well, the grant will reimburse the Town of Milton for the salaries of those officers who work traffic safety events or attend training.

**Motion made by M. Morgan to approve the application for the 2026 State of Vermont Highway Safety Office Education Grant for the Milton Police Department, with a second by L. Morgan. Motion approved unanimously.**

**X. Milton Police Taser Replacement**

*Frank Scalise, Police Chief*

Police Chief F. Scalise introduced this item, as per the following resolution:

**Police Department Taser Upgrade**

WHEREAS, the Administrative Code 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 \$15,000.00 by the Town; and

WHEREAS, the Milton Police Department is in need of upgrading taser equipment which is no longer supported by the manufacturer; and

WHEREAS, the Milton Police Department seeks authorization to purchase tasers, associated equipment, and licensing with funds from the Capital Improvement budget; and

WHEREAS, the total cost of the tasers, equipment, and licensing will not exceed \$80,000.00; and

WHEREAS, Axon, the Taser manufacturer, is a preferred and sole-source vendor, currently providing services to the Milton Police Department, as such a bidding process is not required; and

WHEREAS, there is \$80,000.00 in the FY26-FY30 Capital Improvement Budget to replace the current taser program; and

THEREFORE, BE IT RESOLVED, that the Milton Selectboard authorized the Town Manager or their designee to execute the necessary documents to proceed with the Milton Police Department taser upgrade using \$16,000.00 per year over five years for \$80,000.00 total through the Capital Improvement Plan starting in FY26.

**Motion made by M. Morgan to authorize the Town Manager or their designee to execute the necessary documents to proceed with the Milton Police Department taser upgrade using \$16,000.00 per year over five years, totaling \$80,000.00 through the Capital Improvement Plan starting in Fiscal Year 2026 starting on July 1, with a second by L. Morgan. Motion approved unanimously.**

**XI. Service Contract and Lease Agreement with Lamoille Kennels for Pound Services**

*Kyle Brouillette, Director of Public Safety*

K. Brouillette provided background information on this item, noting that the Town has been without pound service for a few months. He provided information on the selection process and details on the proposed contract.

**Motion made by M. Morgan to move ahead with the service contract with Lamoille Kennels for pound services at \$5000 per year for the lease agreement and \$25 per day per dog for the service contract portion and authorize it to be signed for by the town manager or their designee, with a second by L. Morgan. Motion approved unanimously.**

**XII. Authorization for the Fire Department to Allocate Funds for a Command Vehicle**

*Kyle Brouillette, Director of Public Safety*

K. Brouillette introduced this item, and Fire Chief C. Poirier provided information on the concept of a command vehicle. Chief Poirier responded to questions from the Selectboard.

**Authorization for the Fire Department  
to Allocate Donated Funds for a Command Vehicle**

WHEREAS the Milton Fire Department is seeking to purchase a command vehicle to be outfitted as a fully functioning mobile command post; and

WHEREAS the command vehicle will serve as the mode of transportation for the on-call duty officer and will respond to support public safety efforts at critical incidents.

WHEREAS the Milton Fire Department recently received a sizeable donation from the estate of Phyllis Gonyeau as well as benevolent funds from other sources; and

NOW, THEREFORE BE IT RESOLVED, the Town of Milton Selectboard hereby authorizes the Town Manager or their designee to allocate donated funds toward acquiring a suitable vehicle to fulfill the aforementioned roles for the Town of Milton Fire Department, in an amount not to exceed \$47,744.42.

**Motion made by M. Morgan to authorize the Town Manager or their designee to allocate donated funds toward acquiring a suitable vehicle to fulfill the aforementioned roles for the Town of Milton Fire Department, in an amount not to exceed \$47,744.42, using funds that come from the generous donation from the estate of Phyllis Gonyeau, with a second by L. Morgan. Motion approved unanimously.**

### **XIII. Renew Contract for Vermont Center for Responder Wellness**

*Kyle Brouillette, Director of Public Safety*

K. Brouillette noted that this contract comes up every year. He noted some changes to the contract compared to the previous year and that it did increase for the first time in several years. It has been a heavily used service for first responders and their families. This is paid monthly out of the Police Department budget.

**Motion made by L. Morgan to allow the town manager or their designee to renew our contract with Vermont Center for Responder Wellness in the amount not exceed \$16,400 beginning on July 1, 2025 and ending on June 30, 2026, with a second by M. Morgan. Motion approved unanimously.**

In response to a request from D. Adams, K. Brouillette provided an update on Sargeant Locke, noting that he is working part-time on light duty, and he's doing well.

### **XIV. Water/Wastewater Budget Proposal**

*Tom Elwood, Water/Wastewater Superintendent; Amber N. Baker, Finance Director*

A. Baker and T. Elwood presented the proposed FY26 budgets for Water and Wastewater, and responded to questions from the Selectboard.

#### **Wastewater Fund Fiscal Year 2026 Budget**

WHEREAS the Wastewater Fund budget for Fiscal Year 2026 is One Million Five Hundred Seven Thousand, Three Hundred and Eighty Six Dollars (\$1,507,386.00); and,

WHEREAS the Selectboard of the Town of Milton believes the above amount is required to maintain the Town's wastewater service and fund various Capital projects; 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:

| <b>Wastewater Usage Rate:</b>              | <b>Wastewater Non-Metered User Rate:</b> |
|--------------------------------------------|------------------------------------------|
| <i>No Change</i>                           | <i>No Change</i>                         |
| \$49.17/unit/quarter + \$5.34/1000 gallons | \$134.61/unit/quarter                    |

NOW THEREFORE BE IT RESOLVED that the Selectboard for the Town of Milton hereby approves the budget amount of One Million Five Hundred Seven Thousand, Three Hundred and

Eighty Six Dollars (\$1,507,386.00) for the FY26 Wastewater Fund with no changes to the existing usage rates effective July 1, 2025.

**Motion made by M. Morgan to approve the budget amount of One Million Five Hundred Seven Thousand, Three Hundred and Eighty Six Dollars (\$1,507,386.00) for the FY26 Wastewater Fund with no changes to the existing usage rates effective July 1, 2025, with a second by L. Morgan. Motion approved unanimously.**

#### **Water Fund Fiscal Year 2026 Budget**

WHEREAS the Water Fund budget for Fiscal Year 2026 is One Million Six Hundred Thirteen Thousand Four Hundred and Twenty-Seven Dollars (\$1,613,427.00); and,

WHEREAS the Selectboard of the Town of Milton believe the above amount is required to maintain the Town's water service and fund various Capital projects; 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 the following usage rate changes:

| <b>Water Usage Rate:</b>                                       | <b>Water Non-Metered User Rate:</b> |
|----------------------------------------------------------------|-------------------------------------|
| <i>Change From:</i> \$39.95/unit/quarter + \$4.35/1000 gallons | <i>No Change</i>                    |
| <i>To:</i> \$39.95/unit/quarter + \$4.40/1000 gallons          | \$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 Six Hundred Thirteen Thousand Four Hundred and Twenty-Seven Dollars (\$1,613,427.00) for the FY26 Water Fund with no increase to the existing base rate and non-metered rate, and an increase to the usage rate of \$0.05/1000 gallons to a new rate of \$39.95/unit/quarter + \$4.40/1000 gallons effective July 1, 2025.

**Motion made by M. Morgan to approve the budget amount of One Million Six Hundred Thirteen Thousand Four Hundred and Twenty-Seven Dollars (\$1,613,427.00) for the FY26 Water Fund with no increase to the existing base rate and non-metered rate, and an increase to the usage rate of \$0.05/1000 gallons to a new rate of \$39.95/unit/quarter + \$4.40/1000 gallons effective July 1, 2025. Second by L. Morgan. Motion approved unanimously.**

#### **XV. Authorization of FY25 Audit**

*Amber N. Baker, Finance Director*

A. Baker noted that we are on year three of the contract and stated that she is seeking board approval for Sullivan and Powers to complete the audit as per the audit scope and objectives.

**Motion made by M. Morgan to authorize moving forward with the Fiscal Year 2025 audit by Sullivan, Powers & Co. Certified Public Accountants, with a second by L. Morgan. Motion approved unanimously.**

#### **XVI. Update from Town Manager and Board Members**

*John Bartlett, Acting Co-Town Manager*

- Music in the Park is canceled tomorrow, June 24, due to the extreme heat advisory.
- The Rescue Department had a surprise ambulance inspection on June 11 and passed it with flying colors.

- The Georgia Highbridge is closing June 30 through September 9.
- M. Walker, the new administrative assistant for the Planning & Zoning and Public Works has been settling in to the new position.
- Cymone noted that the next phase of the Town ADA trail is moving along and is slated to be complete by the end of September.
- The cemetery work day at Marrs Hollow Cemetery went well this past Saturday. A volunteer from the Friends of the Cemetery also pressure washed the vault of the Village Cemetery.
- Planning is going well for the July 4 celebrations, and the Town Offices will be closed on July 4.

There was discussion about the selection process for the Selectboard vacancy. There are eight (8) applicants, as of the deadline to submit on Friday, June 20. The meeting on July 21, 2025, will be used for the interviews and to make the appointment. The regular meeting will be shifted to the following Monday, July 28, 2025.

#### **XVII. Executive Session – Contracts**

**Motion made by B. Steady to find that premature 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. Steady to move enter into executive session at 7:24 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, B. Steady and L. Morgan; and C. Taylor. Second by L. Morgan. Motion approved unanimously.**

**Motion made by M. Morgan to close executive session at 7:52 p.m., with a second by L. Morgan. Motion approved unanimously.**

#### **XVIII. Action as a Result of Executive Session**

**Motion made by B. Steady to offer Chris Taylor a 5-year contract for the position of Town Manager, with the option to extend 2 years, to begin Monday, June 30, 2025, and to authorize the Selectboard Chair to sign the executed agreement. Second by L. Morgan. Motion approved unanimously.**

**Motion made by B. Steady, in regards to Chris Taylor's State Representative Position, he will be permitted to finish his current term and continue to run in future elections, if he so chooses. Second by L. Morgan. Motion approved unanimously.**

#### **XIX. Adjournment**

**Motion made by L. Morgan to adjourn the meeting at 7:56 p.m., with a second by M. Morgan. Motion approved unanimously.  
Meeting adjourned by D. Adams.**

All documents pertaining to this meeting may be viewed using the following links:

<https://miltonvt.sharepoint.com/:f/s/TownOfMiltonFilesFolders/Eshsr4jHDcNHmOUUgJ4kpGEB0GsMdiJtjwykLnvRfaslkQ?e=mwEc5M>

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

*Before executive session:*

[https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EZyMLMim12pBrZnVcj\\_WiJYBNlpnfz56hNFLjdtYxH0BNA?e=F9tAdk](https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EZyMLMim12pBrZnVcj_WiJYBNlpnfz56hNFLjdtYxH0BNA?e=F9tAdk)

*After executive session:*

[https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EWYgRO-yuUZLuh8FIN4TPFsBN32nN6Q\\_SvUjkXET3ICJ7w?e=HEcDke](https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/EWYgRO-yuUZLuh8FIN4TPFsBN32nN6Q_SvUjkXET3ICJ7w?e=HEcDke)

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady Date: 6-30-25  
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 1st day of July, 2025.

ATTEST: Kristi Bees, Milton Town Clerk