



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Tuesday, July 5, 2022 at 6:00 p.m.**

MINUTES

Selectboard Members Present: Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Member; Chris Taylor, Member

Selectboard Members Absent: John FitzGerald, Clerk

Staff Members Present: Don Turner Jr., Town Manager; Brittany Tradup, Executive Assistant to the Town Manager; Michaela Foody, Public Safety Director; Amber N. Baker, Finance Director; Chris Poirier, Fire Chief; Michaela Foody, Public Safety Director

Others Present: Lori Donna; Bruce Jenkins; Anthony Micklus; Jason Heath; Lisa LaBelle; Jennifer Taylor; Terry Eckert; David Nappi; Alek Fleury, Milton Independent

I. Call to Order

D. Adams called the meeting to order at 7:00 p.m.

II. Flag Salute

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

III. Agenda Review

No changes.

IV. Public Forum

Lori Donna expressed concerns about the ARPA application process. There was discussion about this topic. David Nappi and Lisa LaBelle added their thoughts to the discussion.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 06/20/2022**
- **Approval of Minutes for Public Hearing on Proposed Use of ARPA Funds 06/20/2022**
- **Approval of Warrant #1**

Motion made by M. Morgan to approve the Consent Agenda, with a second by B. Steady. Motion approved unanimously.

VI. Appoint Development Review Board (DRB) Members

Don Turner, Jr., Town Manager

D. Turner mentioned that there are a few of long-standing members who did not reapply: Bob Brisson of the Development Review Board, Lori Donna of the Planning Commission and John Lindsay of both the

Planning Commission and Recreation Commission. Turner proposed a resolution to thank these members for their service to the Town.

Two current members of the Development Review Board are due for reappointment and have submitted applications: Bruce Jenkins and Julie Rutz. Turner stated that these two members have had good attendance and have been on the DRB for many years. He asked that the Selectboard reappoint both members.

Motion made by M. Morgan to reappoint Bruce Jenkins and Julie Rutz to 3-year terms with the Development Review Board, with a second by C. Taylor. Motion approved unanimously.

VII. Appoint Planning Commission Members

Don Turner, Jr., Town Manager

D. Turner presented the three (3) applicants, including the current chair, Anthony Micklus, who is up for reappointment. Lori Donna's and John Lindsay's terms have expired. Lori Donna did not submit an application for reappointment. John Lindsay submitted an application for both the Recreation Commission and the Planning Commission on the same form. Turner called and requested Lindsay complete and submit two separate applications, but they were never received.

Turner noted that the Town has two new candidates who have applied for appointment to the Planning Commission: Lisa LaBelle and Jason Heath. LaBelle and Heath introduced themselves and discussed why they are interested in joining the Planning Commission. Anthony Micklus also introduced himself and discussed why he would like to be reappointed.

Motion made by M. Morgan to reappoint Anthony Micklus to return with a 4-year term and to appoint Lisa LaBelle and Jason Heath to join with 4-year terms with the Planning Commission, with a second by B. Steady. Motion approved unanimously.

VIII. Appoint Rod Moore as Chair of Committee for Evaluating Suitability of Existing Town Property and 10-Acre Parcel Owned by the Brault Family Trust for a Multipurpose Recreation Facility

Don Turner, Jr., Town Manager

D. Turner stated that J. Bartlett, Human Resources and Operations Director for the Town of Milton, was previously appointed as the chair of this committee. Turner stated that he recommends appointing Rod Moore in place of Bartlett as chair of the committee, in order to allow Bartlett time to focus on pressing hiring needs for the Town. Rod Moore, a staff member, is already appointed as a member of the committee, and he is familiar with the recreation master plan. He has already conducted one meeting of the committee.

Motion made by B. Steady to appoint Rod Moore as Chair of the Committee for Evaluating Suitability of Existing Town Property and 10-Acre Parcel Owned by the Brault Family Trust for a Multipurpose Recreation Facility, with a second by C. Taylor. Motion approved unanimously.

IX. Community Champions Award

6:40 pm

Jennifer Taylor, Terry Eckert

D. Adams stated that every year the Town accepts nominations for the Community Champions Award to be presented to deserving individuals. Jennifer Taylor and Terry Eckert presented the following resolution to the Selectboard. As per tradition, the Selectboard will sign the resolution recognizing these

individuals, without divulging their names until National Night Out. The official minutes will not include the recipients' names.

Milton Community Champion Award Recipient

WHEREAS, the Town of Milton formally recognizes individuals who have significantly enhanced the Milton community through their commitment, leadership and service to others; and

WHEREAS, the Town of Milton Selectboard acknowledges that the process approved by the Selectboard to form the Milton Community Champions Award Committee to achieve a consistent and transparent selection process to be applied annually to community nominees; and

WHEREAS, the nominations are submitted by Milton community members who have found the nominees to be exemplary in their commitment to serve the Milton community; and

WHEREAS, *[information redacted from minutes]*.

THEREFORE, BE IT RESOLVED, on behalf of the Town of Milton and its community, the Town of Milton Selectboard expresses sincere gratitude to *[names redacted from minutes]* for their tireless contribution to enhancing Milton.

There was discussion about additional effort toward advertising for nominations next year. There was also discussion about the selection committee and length of terms for members.

Motion made by C. Taylor to approve the Milton Community Champion Award as written and make sure we do not include the names of the recipients in the minutes, with a second by M. Morgan. Motion approved unanimously.

X. Solar RFP's (Landfill and Wastewater)

Don Turner, Jr., Town Manager

D. Turner introduced the background and history on this item. To revitalize past efforts to move toward renewable energy in Milton, the Town is working with a consultant, Kirt Mayland, to solicit proposals from solar energy providers to design, install, finance, own, operate and maintain at least two photovoltaic systems at certain Town sites. The Town anticipates leasing/licensing a portion of each site to the winning bidder. This presents a solution for utilizing otherwise unused land as a possible source of income for the Town.

Mayland prepared the RFP, and Turner is asking the Selectboard to approve moving forward with the RFP process. He stated that the Town does not know what kind of developer interest to expect at this time, but bids will not be accepted to move forward without the Selectboard's approval.

Motion made by C. Taylor to allow the Town of Milton to move forward with the Request for Proposals for Solar PV Systems, with a second by M. Morgan. Motion approved unanimously.

XI. CIP Purchase Authorization for Replacement Fire Department Apparatus

Chris Poirier, Fire Chief; Michaela Foody, Public Safety Director

D. Turner introduced the background on this item. C. Poirier provided additional information on the truck itself and presented the following resolution. D. Turner added that the Town will sell the other truck at auction. There was additional discussion about the cost of the proposed vehicle and how long the expected lifespan might be.

Authorization to Purchase Replacement Fire Apparatus

WHEREAS, the Milton Fire Department seeks authorization to purchase a used 2011 Ford F350 truck with utility box; and

WHEREAS, there is \$30,000.00 allocated in the Capital Improvement Plan, funded by the American Rescue Plan Act, to replace Brush Truck 5; and

WHEREAS, Brush Truck 5 is a 1996 GMC pickup truck that is equipped with a water pump and is used for responding to brush fires and fires in locations not easily accessed by the Fire Department's engines; and

WHEREAS, the unreliability of Brush Truck 5 in the past years has caused the Fire Department to put a pump skid in Utility 1 so that it may act as a brush truck if needed, which prevents it from being able to adequately transport equipment and personnel; and

WHEREAS, the Fire Department has found a truck being sold for \$27,500.00 by a local company that fits the needs of a replacement for Brush 5; and

WHEREAS, this 2011 Ford F350 Truck with 135,889 miles was previously owned by the Water Department of a municipality in Virginia and is equipped with a service body utility box; and

WHEREAS, the remaining \$2,500 will pay for the modifications and equipment need to convert the truck into an emergency response vehicle; and

WHEREAS, Brush Truck 5 will be sold, which may offset the cost of the replacement apparatus.

NOW, THEREFORE, BE IT RESOLVED by the Milton Selectboard that the Town Manager, or his designee, is authorized to execute the necessary documents to purchase a 2011 Ford F350 truck with utility box and necessary equipment for a total cost not to exceed \$30,000.00.

Motion made by M. Morgan to authorize the Town Manager, or his designee, to execute the necessary documents to purchase a 2011 Ford F350 truck with utility box and necessary equipment for a total cost not to exceed \$30,000.00, with a second by C. Taylor. Motion approved unanimously.

XII. Procedure for Town Building Closures in States of Emergency and Local Emergency Management Plan (LEMP) Annex Addition

Michaela Foody, Public Safety Director

M. Foody presented that a policy has been created and we would like to put that policy in the LEMP. In order to do that, the Selectboard must accept the LEMP again.

To: Town of Milton Selectboard

From: Michaela Foody, Director of Public Safety

Date: July 1, 2022

Subject: Update to Local Emergency Management Plan (LEMP) to Include a New Procedure for Town Building Closures in States of Emergency

The Public Safety Department has created a Procedure for Town Building Closures in States of Emergency. The purpose of this procedure is to outline the actions to be performed in order to close, and then reopen, a public building to the general public in the event of an emergency, such as a public health emergency.

This procedure describes the statutory responsibilities of the Town concerning public buildings, outlines legal resources to aid in decision making, and lists considerations for informing the public and employees. This procedure is best placed in the Local Emergency Management Plan as an annex so that it may be referenced in the event of large scale emergencies. The Selectboard approved the 2022 LEMP in June. In order to add this procedure to the Plan as an annex, the Selectboard must approve the updated Plan.

Motion made by C. Taylor to approve the update to the 2022 Local Emergency Management Plan to include Annex C: Procedure for Town Building Closures in States of Emergency, with a second by B. Steady. Motion approved unanimously.

XIII. Ratify New Public Hearing Date for Capital Improvement Plan

Don Turner, Jr., Town Manager

D. Turner explained that at the last meeting, the Selectboard approved the hearing for July 5, but there was not enough time to warn the meeting. The purpose of this agenda item is to ratify a date change, moving the hearing to July 18. The meeting has already been warned.

Motion made by M. Morgan to set the public hearing for July 18, 2022 at 6 p.m., with a second by C. Taylor. Motion approved unanimously.

XIV. ARPA Application and Guidelines

Don Turner, Jr., Town Manager

D. Turner stated that since the public hearing, the application has been reviewed by legal counsel, and the new draft reflects their edits. He also further explained the purpose of the proposed application process.

B. Steady expressed concern about for-profit businesses receiving the funds, but also stated that she will be open-minded to ideas that benefit the community. There was some discussion about this, and Lori Donna reiterated her concerns.

D. Adams expressed this was an open and transparent process that other communities are not doing, which could lead to a public/private partnership. Funds would not be given to a business, but rather be used for a project proposal.

There was further discussion regarding the deadline for funds to be used. The deadline will remain that recipients must expend funds by July 1, 2024.

Motion made by C. Taylor to accept the ARPA funding application process as presented from the Town to accept applications between August 1, 2022 and October 1, 2022, with a second by B. Steady. Motion approved unanimously.

XV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

D. Turner presented the following updates:

- The Town is receiving the FY2023 Grants-in-Aid amount of \$39,500. This requires a 20% local match, a total of \$7,900, which will come from in-kind services and/or the Stormwater line item in the Capital Improvement Plan.

- Long-term Planning Commission member Lori Donna did not submit an application for reappointment, nor did Development Review Board member Bob Brisson. John Lindsay submitted a single application to serve on two commissions, Planning Commission and Recreation Commission. D. Turner will be sending them letters of appreciation and preparing resolutions for the Selectboard's consideration at the next meeting.
- July 4th Festivities were very well attended and went off without any reported incidents. Thanks to the hard work of the recreation department, with support from building and grounds, police, fire and rescue departments. I also want to thank the three members of the highway department for participating in the parade.
- The online auction was a success. The tandem dump truck sold for \$67,000.00 garnering \$3,000 more than the contract trade-in price. The total received by the town for the additional items auctioned off was \$12,615.00.
- The Town currently has four staffing vacancies: Public Works / Planning & Zoning Administrative Assistant, Water/Wastewater, Public Works Engineer and a Part-Time Zoning Enforcement officer.
- The highway department installed permanent speed bumps that were painted by school staff on Park Place.
- The police department is working its way through the final steps of naming its first ever Department Lieutenant. Turner will inform the Selectboard of the candidate selected prior to the name being released publically. There were two internal candidates vying for this position.
- All public safety departments have been very busy for the last several weeks leading up to and including the July 4th holiday.
- The Ice House committee is planning to attend the next Selectboard meeting to provide an update and request a name change for their committee.

B. Steady asked for clarification about the vet bill for the dog that was surrendered to the Town. She also asked for information about where the dog would go if it hadn't been adopted.

XVI. Adjournment

Motion made by M. Morgan to adjourn the meeting at 7:31 p.m., with a second by C. Taylor.

Motion approved unanimously.

Meeting adjourned by D. Adams.

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

<https://miltonvt.box.com/s/c8bj9ehyj4yjunrt0acc4w5qx0bfoqbl>

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

<https://miltonvt.box.com/s/fedvp57ukgs804k2hkjarwprw4us6dzu>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Date: _____

John FitzGerald, Clerk

Filed with the Milton Town Clerk's Office on this 19th day of July, 2022.

ATTEST:  Kristi Beas, Milton Town Clerk

John FitzGerald
Selectboard Clerk

