



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, July 31, 2023 at 6:00 p.m.**

**MINUTES**

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

**Selectboard Members Absent:** None

**Staff Members Present:** Don Turner Jr., Town Manager; Michaela Foody, Public Safety Director; Amanda Pitts, Zoning Administrator; Amber N. Baker, Finance Director; Lisa Schaeffler, Public Works Director; Cymone Bedford, Planning, DEI and Development Review Director (remote); John Gifford, Town Treasurer; Tom Elwood, Water/Wastewater Superintendent (remote)

**Others Present:** William Pikul, Conservation Commission; Bonnie Pease, Conservation Commission; Bob Heacox; Jeff Manley, Ice House Waterfront Committee; Irene Wrenner, State Senator; Diane Barrows (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:01 p.m.

**II. Flag Salute**

D. Adams 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 07/10/2023
- Approval of Warrant #2

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

**VI. Audit Contract**

*John Gifford, Town Treasurer*

J. Gifford presented a pricelist from Sullivan, Powers & Co., the company that has been doing the audit for the Town and School District for the last few years. He noted that their pricing is basically the same price as last year. J. Gifford responded to questions from the Selectboard.

**Motion made by C. Taylor to enter into a contract with Sullivan, Powers & Co. for the next 3 years, with a 2-year possible extension, with a second by M. Morgan. Motion approved unanimously.**

J. Gifford added a brief update on interest earned from TD Bank since the Town switched banks in January.

**VII. Ice House Waterfront Committee Update**

*Jeff Manley, Committee Chair*

J. Manley provided an update from the Ice House Waterfront Committee, including a recap on previous recommendations and the latest updates, which include proposed safety enhancements and updated map sketches. Manley responded to questions from the Selectboard.

**VIII. Storm Update, Status and Emergency Permitting**

*Michaela Foody, Public Safety Director; Amanda Pitts, Zoning Administrator*

D. Turner provided a brief overview of the weather event on July 11, 2023 and how it affected the community as a whole. M. Foody provided a detailed chronological recap of the event and an overview of the damage to property around town. She also provided information on resources for assistance and recapped the Town's efforts to inform residents in need of those resources. A. Pitts provided additional information regarding permitting involved with damage repair. Turner, Foody and Pitts responded to questions from the Selectboard.

**IX. Utility Service Truck for Water/Wastewater Department**

*Tom Elwood, Water/Wastewater Superintendent*

D. Turner stated that a utility vehicle has been located for the Water/Wastewater department. L. Schaeffler provided additional details, as presented in the following resolution. This vehicle replaces the ambulance that was sold at auction in the fall of 2022.

**2023 Ford F-350XL Service Vehicle Purchase Approval for Department of Public Works Water & Wastewater Division**

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 by the Town; and,

WHEREAS, the Town of Milton 2023 Water & Wastewater Service Vehicle was unable to be put out to bid due to lack of supplied vendors at one consecutive time; and,

WHEREAS, one (1) qualified supplied vendor, known to supply trucks and/or specified equipment responded to said request for quotes. The Town received the following single (1) quote whereas other vendors were unable to supply trucks and/or quotes therefore unable to submit competitive bids; resulting in a sole source purchase:

Heritage Ford	\$69,022.00
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WHEREAS, the lowest qualified vendor being Heritage Ford has produced a quote of \$69,022.00 for a 2023 Ford F-350XL service vehicle.

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes the Town Manager, or their designee to execute all necessary documents to purchase a 2023 Ford F-350XL

from Heritage Ford from the Capital Improvement Plan (CIP) budget for an amount not to exceed \$69,022.00.

**Motion made by M. Morgan to purchase a 2023 Ford F-350XL from Heritage Ford from the Capital Improvement Plan (CIP) budget for an amount not to exceed \$69,022.00, with a second by C. Taylor. Motion approved unanimously.**

**X. Pickup Truck for Highway Department**

*Lisa Schaeffler, Public Works Director; Don Turner, Jr., Town Manager*

L. Schaeffler presented this item as per the following resolution. She added that \$56,000 will come out of the FY23 budget and the remaining portion will come out of the FY24 budget. This will leave \$20,752 remaining in the balance. This truck will replace the highway superintendent's 2009 Chevy.

**2023 Pick Up Truck Purchase Approval for Department of Public Works Highway Division**

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 by the Town; and,

WHEREAS, the Town of Milton 2023 Pick Up Truck Purchase was prepared to be put out to bid as of July 2022; and,

WHEREAS, due to lack of supply chain the Public Works Department was unable to obtain three (3) qualified bidders, known to supply trucks and/or specified equipment at one consecutive time to hold a competitive bid. The Town received the following three (3) quotes from supplied vendors over the last year:

Springfield Buick, GMC	\$70,645.00	February 7, 2023
Nucar Ford of St. Albans	\$61,285.00	November 7, 2022
Heritage Ford	\$60,248.00	July 19, 2023

WHEREAS, the lowest qualified vendor being Heritage Ford has produced a quote of \$60,248.00 for a 2024 Ford F-250 XL pick-up truck.

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorize the Town Manager, or their designee to execute all necessary documents to purchase a 2024 Ford F-250 XL pick-up truck from Heritage Ford from the Capital Improvement Plan (CIP) for an amount not to exceed \$60,248.00.

**Motion made by L. Morgan to purchase a 2024 Ford F-250 XL pick-up truck from Heritage Ford from the Capital Improvement Plan (CIP) for an amount not to exceed \$60,248.00, with a second by C. Taylor. Motion approved, with C. Taylor, M. Morgan, D. Adams and L. Morgan voting in favor; B. Steady opposed.**

**XI. Class 2 Paving Grant Acceptance**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented this item as per the following memo:

To: Milton Select Board  
Date: July 24, 2023  
From: Lisa Schaeffler, Director of Public Works  
CC: Don Turner, Town Manager

**Background:**

The Department of Public Works has submitted an application for the VTrans Class 2 Paving Grant for the paving of East Road. The pavement on East Road has aged past its useful life and has numerous potholes and cracks. The DPW went in front of the Selectboard on 04/03/2023 to get permission to apply for a \$200,000 Class 2 paving grant. We do not have an estimate yet, but paving this spring was about \$155,500 per mile. East Road is 2.25 miles long. The total estimate would be \$350,000. We will use the grant funds and the FY24 Budget to complete this.

After review, the DPW and Finance Department agreed the DPW will have matching funds subsequently allowing the Town Manager to sign the TA60 Form, see attached.

We are requesting belated Selectboard approval to apply for the VTrans Class 2 Paving Grant for \$200,000, with a local match of \$40,000. The FY24 paving budget will make up the remaining costs for the \$350,000.

L. Schaeffler presented the following resolution:

**Department of Public Works VTrans Class 2 Paving Grant – East Road**

WHEREAS, the Town of Milton, Department of Public Works applied for a FY24 Vermont Agency of Transportation Class 2 Paving Grant, to assist in funding pavement improvements on East Road, said Grant to provide 80% of the project costs with a 20% local match; and

WHEREAS, the Town of Milton Department of Public Works was notified of being awarded the grant on July 13, 2023; and,

WHEREAS, the maximum amount to be provided by the VTrans Class 2 Paving Grant is \$200,000, with a 20% local match (\$40,000), providing a total of \$240,000 for the project,

WHEREAS, the \$40,000 Local Match requirement and the additional costs will be paid for with funds available from the Paving line item in the Capital Improvement Plan (CIP) Fund; and,

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or their designee, is authorized to execute the Class 2 Paving Grant Agreement with the Vermont Agency of Transportation to provide \$200,000, with 80/20 local match, for the resurfacing of 2.25 miles of East Road.

**Motion made by C. Taylor to grant approval for the submission of the VTrans Class 2 Paving Grant for East Road Paving Project for \$200,000 with a \$40,000 local match, with a second by M. Morgan. Motion approved unanimously.**

**XII. Municipal Grants in Aid Acceptance**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented this item as per the following memo:

To: Milton Selectboard

Date: July 26, 2023

From: Lisa Schaeffler, Director of Public Works

CC: Don Turner, Town Manager

Re: Department of Public Works – VTrans Grant in Aid Grant Agreement

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The Town of Milton Department of Public Works received a grant award through the Vermont Agency of Transportation's (VTrans) Grants in Aid Program to provide funding assistance for improvements to hydrologically connected roads. This year Milton submitted a Letter of Intent to Participate in the FY24 Grants-in-Aid Program on 04/14/2023. July 20, 2023 we received notice of a Grant Award for \$27,500 with a match of \$6,875.00

This grant provides assistance in funding the implementation of Best Management Practices in accordance with the Vermont Department of Environmental Conservation (DEC) Municipal Road General permit on eligible road segments that are not fully compliant with the MRGP. This grant provides up to \$27,500.00 with a \$6,875.00 match for a project of the DPW's choosing.

The grant funding is available in FY24, and we anticipate using the Stormwater Reserve line item from the Capital Reserve Funds for the local match.

We respectfully request the Selectboard to authorize the Town Manager, or their designee, to execute the Grant Agreement with VTrans. A copy of the Grant Agreement and a Selectboard Resolution are attached.

L. Schaeffler presented the following resolution:

**Department of Public Works VTrans Grants in Aid Grant Program**

WHEREAS, the Town of Milton, Department of Public Works applied for a FY24 Vermont Agency of Transportation Grants in Aid Program, to assist in funding the implementation of Best Management Practices (BMP) in accordance with the Vermont Department of Environmental Conservation's (DEC) Municipal Roads General Permit (MRGP) and MS4 Permit,

WHEREAS, the Town of Milton Department of Public Works received the grant agreement on July 20, 2023; and,

WHEREAS, the grant will provide \$27,500.00 for BMP Implementation Projects of the DPW's choosing, with a local match of \$6,875.00,

WHEREAS, the \$6,875.00 Local Match requirement will be paid for with money available from the Stormwater Reserve line item of the Capital Reserve account; and,

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or their designee, is authorized to execute the Grants-in-Aid Grant Agreement with the Vermont Agency of Transportation for BMP Implementation Projects, at an estimated cost of \$27,500.00, with a match of \$6,875.00 from the Stormwater Reserve line item of the Capital Reserve account.

**Motion made by B. Steady to authorize the Town Manager, or their designee, to execute the Grants-in-Aid Grant Agreement with the Vermont Agency of Transportation for BMP Implementation Projects, at an estimated cost of \$27,500.00, with a match of \$6,875.00 from the Stormwater Reserve line item of the Capital Reserve account, with a second by C. Taylor. Motion approved unanimously.**

**XIII. Accept Better Roads Grant**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented this item as per the following memo:

To: Milton Selectboard  
Date: July 26, 2023  
From: Lisa Schaeffler, Director of Public Works  
CC: Don Turner, Town Manager  
Re: Department of Public Works – Better Roads Grant for Culvert Upgrade and Stone Lined Ditching on Lake Road near Eagle Mountain Harbor Road intersection

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The Town of Milton Department of Public Works received a grant award through the Vermont Agency of Transportation's (VTrans) Better Roads Grant Program to provide financial assistance for Culvert Upgrade and Stone Lined Ditching on Lake Road near Eagle Mountain Harbor Road intersection. This grant provides up to a maximum of \$20,000, with a \$5,000 local match.

Milton's Road Erosion Inventory, prepared by the Chittenden County Regional Planning Commission, and has identified Segment Section #33135 as one of the areas that does NOT meet MRGP Erosion Inventory Standards. The DPW Highway Division will perform the work.

The estimated cost of the project follows:

1. Better Roads Grant: \$20,000
2. Local Match: \$5,000
3. Total Project Cost: \$25,000

The grant funding is available in FY24, and we anticipate using in kind services and the Stormwater Reserve line item from the Capital Reserve Funds for the local match.

We respectfully request the Selectboard to authorize the Town Manager, or their designee, to execute the Grant Agreement with VTrans. A copy of the Grant Agreement and a Selectboard Resolution is attached.

L. Schaeffler presented the following resolution:

**Department of Public Works Better Roads Grant – Lake Road at Eagle Mountain Harbor Road Stormwater Culvert Upgrade & Stoned Lined Ditching Project**

WHEREAS, the Town of Milton, Department of Public Works applied for a FY24 Vermont Agency of Transportation Better Roads Grant, to assist in funding stormwater improvements on Lake Road, said Grant to provide 75% of the project costs with a 25% local match; and,

WHEREAS, the Town of Milton Department of Public Works was notified of being awarded the grant on April 13, 2023; and,

WHEREAS, the maximum amount to be provided by the Better Roads Grant is \$20,000, with a 25% local match plus additional funding needed (\$5,000), providing a total of \$25,000 for the project,

WHEREAS, the \$5,000 Local Match requirement will be paid for with in kind services and funding available from the Stormwater line item in the Capital Reserve Fund; and,

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or their designee, is authorized to execute the Better Roads Grant agreement with the Vermont Agency of Transportation to provide a \$20,000 grant, with \$5,000 in local match, for stormwater improvements on Lake Road.

**Motion made by M. Morgan to authorize the Town Manager, or their designee, to execute the Better Roads Grant agreement with the Vermont Agency of Transportation to provide a \$20,000**

grant, with \$5,000 in local match, for stormwater improvements on Lake Road, with a second by L. Morgan. Motion approved unanimously.

**XIV. Award Contract for Town Forest ADA Trail Project**

*Cymone Bedford, Planning, DEI and Development Review Director*

D. Turner introduced this item by providing a brief overview history of this item. C. Bedford provided additional background on the RFP process and presented the recommendation to the Selectboard, as presented in the following memo.

To: Milton Select Board  
 Date: July 31, 2023  
 From: Cymone Bedford, AICP, Planning, DEI, and Development Review Director  
 CC: Don Turner, Town Manager  
 Re: Recommended Contract Awardee for the Town Forest Trail Project

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We seek to complete Phase II of the Town Forest ADA Trail Project, which involves the further extension of a graded five-foot-wide ADA compatible trail that will commence where the previous work ended and will extend approximately 1,350 feet to the future location of a viewing platform that will be adjacent to an existing natural marsh area.

We received three bids for the project from: All Seasons Excavating, East Shore Excavating, and J. Labrecque LLC. The MCC also hosted a group interview with the companies at their special meeting July 6, 2023.

Below is the criteria used to evaluate the proposals from our Request for Proposals:

**PROPOSAL EVALUATION CRITERIA**

Proposals will be considered exactly as submitted. Proposals determined not in adherence with the provisions of this RFP will not be evaluated. Proposals will be evaluated based on the following criteria:

- a. Quality of proposal and written presentation (i.e. clarity, creativity, thoroughness in addressing the scope of work, etc.). (25 points)
- b. Overall cost and total hours available, including availability and accessibility (25 points)
- c. Qualifications of the contractor and the personnel to be assigned to this project (i.e. previous experience, other similar projects, special expertise, etc.) (25 points)
- d. Understanding of the area and project (25 points)

Below is a chart with comparative information for each bid along with the cumulative scores based on the RFP evaluation criteria from Milton Conservation Commission members and the Planning and Recreation Departments.

	<b>All Seasons Excavating</b>	<b>East Shore Excavating</b>	<b>J. Labrecque LLC</b>
Total Cost/ Bid	\$73,420	\$75,000	\$73,767
Start Date	This fall	This fall	This fall
Total Proposed Hours (8 hours per day)	20 Working Days (160 hours)	20-25 Working Days (200 hours)	30 working days (240 hours)

<b>Cost in Total Hours</b>	<b>\$458.87/hour</b>	<b>\$375/hour</b>	<b>\$307.36/hour</b>
Trucking Capacity	Yes	No, Requires \$150/hr subcontractor for \$7500 total	Yes
Quality in addressing scope of work Score	70	131	140
Cost in total hours Score	117	103	141
Understanding the area and project Score	79	131	136
Qualifications of the contractor Score	80	131	124
<b>TOTAL VOTE SCORE</b>	<b>346</b>	<b>496</b>	<b>541</b>

The contractor J. Labrecque LLC proposed the most competitive total cost in hours for our project; and due to its ability to truck materials for the project, they are able to complete the entire Phase II of the trail while being under budget. J. Labrecque also received the highest scores according to the RFP's evaluation criteria.

We request that the Selectboard consider our Town Manager's recommendation to award the contract for Phase II of our Town Forest ADA Trail Project to J. Labrecque LLC

**Motion made by C. Taylor to award the contract for the Phase II of the Town Forest Trail Project to J. Labrecque LLC in the amount of \$73,767, with a second by B. Steady. Motion approved unanimously.**

**XV. Award Contract for Road and Infrastructure Work for Public Works Facility on Brault Property**  
*Don Turner, Jr., Town Manager*

D. Turner introduced this item as per the following memo:

To: Milton Selectboard  
Date: July 31, 2023  
From: Don Turner, Town Manager  
Re: Award contract to Don Weston Excavation Incorporated to construct new road, sidewalks, water, sewer, power, gas and all other associated infrastructure from Bombardier Road on the former Brault property to the new public works facility.

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**Project update:**

Krebs and Lansing, on behalf of the Town of Milton, created and published a request for proposals for this work. The process included a mandatory pre-bid meeting onsite that ten excavation contractors attended. Bids were due at 2 p.m. on July 17, 2023, and five contractors submitted proposals to build this portion of the project. Proposals ranged from low bidder Don Weston Excavation Inc. at \$684,323.00 to a high of \$1,051,395.00.



The Town has worked with Don Weston Excavation Inc. on a number of projects, including the Southern Gateway, Route 7 South Streetscape Project and the replacement of a large culvert on Lake Road over the last several years. We have found them to be competent and reliable, and we look forward to working with them on this project.

**Motion made by L. Morgan to move forward with awarding the contract for \$684,323.00 for the infrastructure work from Bombardier Road en route to the new town garage on the Town lot #2 to Don Weston Excavation Incorporated, with a second by M. Morgan. Motion approved unanimously.**

## XVI. Set Tax Rates

*Amber N. Baker, Finance Director*

A. Baker provided an overview of the tax rate calculations, as per the following memo. She responded to questions from the Selectboard, and there was some discussion.

To: Milton Selectboard  
Date: July 28, 2023  
From: Amber Baker, Finance Director  
CC: Don Turner, Town Manager  
Re: FY24 Tax Rates

### **Background:**

The tax rates are set each July/August by the finance office once the grand list file is finalized by the assessor's office. Tax bills must be produced and mailed by August 15th each year.

During the FY24 budget process, it was estimated that the total town tax rate would increase by 2.37 cents. This calculation assumed there would be no growth in the grand list. Fortunately, there was a small increase of \$304,403.08 or 1.9% in the grand list value, therefore the Town tax rate increase is below the original estimate at 1.48 cents. This is an overall change from \$0.4888 to \$0.5036.

The State Education tax rates have also been set. The homestead tax rate increased by \$0.0099 from \$1.1857 to \$1.1956, and the non-homestead tax rate decreased by \$.0241 from \$1.3236 to \$1.2995.

Please see the attached tax rate calculation file for details and examples of tax obligations based on property value ranges from \$100,000 to \$500,000.

### **Proposed Motion:**

Motion to approve the FY24 Town tax rates as presented.

Municipal	\$0.4931
Exempt Properties	\$0.0009
Veterans Exemptions	\$0.0021
Fire & Rescue	\$0.0075
<b>Total Town Tax Rate</b>	<b>\$0.5036</b>

**Motion made by M. Morgan to set the total town tax rate at \$0.5036 for the Fiscal Year 2024 tax bills, with a second by B. Steady. Motion approved unanimously.**

## XVII. Update from Town Manager and Board Members

- In response to question from L. Morgan: Al's French Frys left Milton and St. Albans to feed volunteers in Central Vermont following the recent weather events. There was no refund requested.
- The boundary line adjustment between the Town and the Brault 3.9 acre parcel is nearly complete. The Town will work to get this parcel closed by the end of August.
- The Town received five feasibility study proposals for the multi-purpose recreational facility ranging in cost from \$25,000 to \$197,000. The committee will meet to review the submissions and plan to bring a proposal to the Selectboard at the August 21, 2023 meeting.
- The Town will be coordinating a Public Works Facility groundbreaking ceremony, which will be tentatively scheduled for Monday, August 14, at 6 p.m. in front of the library.
- Phil Comstock started work today in the Water/Wastewater Department.
- The Fire Department is conducting a critical incident stress debriefing tonight after responding to the fatal motorcycle accident on I89 last week.
- A water leak was located on Husky property on the morning of Wednesday, July 12. The water department, working in conjunction with the highway department, made the repair to a valve gasket that failed. CWD estimated the loss of 1.3 million gallons of water during the leak period. Turner has contacted Husky with a notification that the Town will be billing them for the water and repairs. Turner understands that it is a private system and the Town has a maintenance agreement. The Town is still looking for the actual agreement.
- Circus Smirkus sent a nice thank you for the hospitality they received here in Milton. They hinted that they would like to return again next year. We will retain \$1050.00 of the damage deposit for the cost of two loads of topsoil needed to repair the fields. They paid an additional \$900.00 for the cost to retain port-o-lets for an additional 4 days.
- The Town has not been accepting/receiving septage since last Thursday due to a problem with the centrifuge.
- One pass of roadside mowing around Town has been completed. The Town's machine is still broken, but Eric rented a machine that they have been using. Some staff worked over the weekend to get this round of mowing done.
- The Town received the conditional certificate of occupancy for the Grange on Friday. Stairs will be delivered today, and they will be installed as soon as possible.
- Papaseraphim has submitted a proposed site plan for the planning department to review. The Town will process it like every other application that comes in.
- The tennis court rebuild is underway.
- The Town removed the curbing around the paved area in the park earlier this year, and the second basketball court will be added.
- Michaela, Amanda and all staff are doing a great job assisting with the flood emergency.

## **XVIII. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 8:05 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.box.com/s/8eta94jb8u197ln51gxtpt1yqm2r3o8f>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/83xj3m4w7dwt4t8d5vzditpxwhyj3oxs>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady, Clerk Date: 8-21-23  
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 22<sup>nd</sup> day of August, 2023.

ATTEST: Kirsti Beas, Milton Town Clerk

