



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, October 16, 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; Frank Scalise, Police Lieutenant; Amber N. Baker, Finance Director; Cymone Bedford, Planning & Development Review Director (remote); Eric Gallas, Highway Superintendent; Lisa Schaeffler, Public Works Director

Others Present: Cynthia Latuch; Joseph Duquette; Allison Duquette; Chuck Wilton; ; Michael Frett, The Islander; Emily White, Northwest Region of Vermont State Parks; Niels Rinehart, Vermont Agency of Natural Resources; Charlie Baker, CCRPC; Taylor Newton, CCRPC; Diane Barrows (remote); Shannon Gunderson, Milton Independent (remote); Jessica Groeling (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 a moment of silence for the attack in Israel, followed by the Pledge of Allegiance.

III. Agenda Review

D. Adams noted that there will be an executive session about Real Estate.

IV. Public Forum

Cynthia Latuch made a public statement.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 10/02/2023**
- **Approval of Warrant #7**
- **Supplemental Warrant: Quarterly Water and Sewer Bills**

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

VI. Purchase of Police Department Cruisers

Frank Scalise, Police Lieutenant

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

Authorization to Purchase Two Police Cruisers

WHEREAS, the Milton Police Department seeks authorization to purchase two (2) 2023 Ford utility police cruisers to replace the Department's high mileage 2015 Chevy Tahoe and 2017 Ford Explorer and equipment; and

WHEREAS, the total cost of the cruisers and equipment will not exceed \$105,900; and

WHEREAS, there is \$82,000.00 allocated in the Capital Improvement budget to replace two existing cruisers and equipment, \$16,000 will be from the Police Department general fund budget and approximately \$7,900.00 will be from the trade-in value of the cruisers; and

WHEREAS, the attached spreadsheet titled "FY24 Cruiser Cost Breakdown" includes the itemization of the cost of the vehicles, equipment, trade-in value, and service for the project; and

WHEREAS, by purchasing two new cruisers, it will NOT add a cruiser to our existing fleet.

NOW, THEREFORE, BE IT RESOLVED, by the Milton Selectboard that the Town Manager, or their designee, is authorized to execute the necessary documents to purchase two (2) 2023 Ford utility police cruisers and necessary equipment for a total cost not to exceed \$105,900.

Motion made by M. Morgan to authorize the Town Manager or his designee to execute the necessary documents to purchase two (2) 2023 Ford utility police cruisers and necessary equipment for a total cost not to exceed \$105,900 (with the breakout being \$82,000.00 from the Capital Improvement budget, \$16,000.00 will be from the Police Department general fund budget and approximately \$7,900.00 will be from the trade-in value of the cruisers). Second by L. Morgan. Motion approved unanimously.

VII. Sand Bar State Park Upgrades

Niels Rinehart, Lands Administration & Historic Resources Coordinator, Vermont Agency of Natural Resources, Department of Forests, Parks & Recreation

Emily White, Parks Regional Manager for the Northwest Region of Vermont State Parks, presented the plans renovations to the Sand Bar State Park, which include relocating the main entrance for increased safety and adding a bioretention system for stormwater treatment. Niels Rinehart explained the funding source for the project. He also reviewed the requirements of the National Historic Preservation Act (NHPA) and shared the process to this point, including artifacts that have been found at the site. There was some discussion with the Selectboard.

VIII. Chittenden County Regional Planning Commission (CCRPC) Annual Report

Charlie Baker, Executive Director, CCRPC

Charlie Baker presented the annual report from the CCRPC, including a review of projects and activities specific to Milton. Milton's local representative Chuck Wilton and Taylor Newton, CCRPC Planning Program Director, added comments. There was some discussion with the Selectboard.

IX. Milton Downtown Core Master Plan Project Update

*Cymone Bedford, Planning & Development Review Director;
Taylor Newton, CCRPC Planning Program Director*

Taylor Newton provided background on the project's origins and discussed the process up to this point. He also reviewed the goals, planned deliverables and timelines of the project. There was discussion between the Selectboard, C. Bedford and T. Newton.

X. Vermont Community Foundation Grant

Cymone Bedford, Planning & Development Review Director

C. Bedford introduced this item as presented in the following memo:

To: Milton Select Board
Date: October 16, 2023
From: Cymone Haiju, Planning and DEI Director, Department of Planning and Zoning
CC: Don Turner, Town Manager
Re: Department of Planning and Zoning –Vermont Community Foundation Equitable and Inclusive Communities for Milton Inclusion Festival and DEI Planning

The Town of Milton Department of Planning and Zoning is seeking to apply for the Equitable and Inclusive Communities Grant through the Vermont Community Foundation, which provides funding to close the opportunity gap by supporting local efforts that foster inclusion and belonging for people of all races and backgrounds. The program's goal is to support communities in fulfilling their potential to remove structural barriers and build a more inclusive and diverse state.

This grant will provide assistance as we plan and implement the 2024 Inclusion Festival including event marketing and vendor expenses and community survey design and implementation work for our DEI survey, which we will administer at the festival. We seek to apply for approximately the full grant amount of \$10,000, which does not require a local match.

The grant funding is available for an 18-month period once awarded in November 2023. We anticipate using the Equitable and Inclusive Communities Grant, if awarded, to pay for social media event marketing expenses, updated banners and other marketing materials, as well as DEI planning hours, if possible, as we expand our community survey, which helps us examine opportunities to be more inclusive and age-friendly. The Inclusion Festival is our annual opportunity to convene supportive and BIPOC local residents and neighbors as well as older adults for awareness building, resource sharing, and celebration of DEI principles.

We respectfully request the Select Board to authorize the Town Manager, or his designee, to apply for the grant with the Vermont Community Foundation and to sign the letter of support for this project, which is an application requirement.

Motion made by B. Steady to authorize the Town Manager, or his designee, to apply for the grant through the Vermont Community Foundation and to sign the letter of support for this project, which is an application requirement, and to accept the grant if received, with a second by C. Taylor. Motion approved unanimously.

XI. Award Contract for Testing at Site of New Public Works Facility to John Turner Consulting

Lisa Schaeffler, Public Works Director

D. Turner presented this item as per the following memo. There was discussion clarifying the types of testing included.

To: Milton Selectboard
Date: October 13, 2023
From: Don Turner, Town Manager
Re: Materials testing and other special inspection services for the new public works facility.

Project:

The highway department is tasked with a substantial portion of the site excavation work for the new public works facility. This work included raising the elevation of the site by in excess of three feet with both sand fill and a gravel mix. Compaction testing is required for this type of work. Additional testing is required for building location compaction, soils and concrete quality. This type of testing is a key element in a successful building project.

Proposed Motion

Motion to authorize the Town Manager or designee to sign a contract with John Turner Consulting to provide materials testing and other special inspection services for the new public works facility with the total cost not to exceed \$25,000.

Motion made by M. Morgan to authorize the Town Manager or his designee to sign a contract with John Turner Consulting to provide materials testing and other special inspection services for many facets of the new public works facility with the total cost not to exceed \$25,000, with a second by L. Morgan. Motion approved unanimously.

XII. Award Contract for Phosphorus Control Plan Project Designs to Krebs & Lansing

Lisa Schaeffler, Public Works Director

L. Schaeffler introduced this item as per the following resolution. D. Turner and L. Schaeffler provided further clarification and responded to questions from the Selectboard.

Award Contract for Phosphorous Control Plan Projects for the 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 has been awarded \$719,395 in funding that must be expended by September 2026 through a community grant program with the Vermont Clean Water Initiative Program (CWIP), to design and implement the projects identified in Phase 1 and Phase 2 of the Town's Phosphorus Control Plan; and

WHEREAS, on August 23, 2023, the Town issued a request for qualifications from engineering firms for the planning, design and construction of Stormwater projects outlined in the Town of Milton's Phosphorus Control Plan with a submission deadline of September 20, 2023; and,

WHEREAS, the Town received one response to the request for qualifications from Krebs & Lansing Consulting Engineers; and,

WHEREAS, the Town shall contribute 20% of the cost, utilizing funds from the Stormwater budget; and

WHEREAS, the DPW will seek board approval on a project-by-project basis to receive Selectboard approval; and,

NOW, THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager or their designee to execute the necessary documents to award Krebs & Lansing Consulting Engineers a contract for the planning, design and construction oversight of the Stormwater projects outlined in the Town of Milton's Phosphorus Control Plan, with work that shall be completed by September 2026.

Motion made by M. Morgan to authorize the Town Manager or their designee to execute the necessary documents to award Krebs & Lansing Consulting Engineers a contract for the planning, design and construction oversight of the Stormwater projects outlined in the Town of Milton's Phosphorus Control Plan, with work that shall be completed by September 2026. Second by L. Morgan. Motion approved unanimously.

XIII. Winter Operations

Eric Gallas, Highway Superintendent

E. Gallas provided an overview of the updated winter operations plan, noting that changes were related to updating names and contact information. Operationally, everything remains the same. Gallas responded to some questions from the Selectboard.

Motion made by C. Taylor to adopt the Town of Milton Department of Public Works Winter Operations Guidelines for the 2023/2024 Winter, with a second by M. Morgan. Motion approved unanimously.

XIV. Winter Salt Purchase

Eric Gallas, Highway Superintendent

E. Gallas introduced this item as per the following resolution. He responded to questions from the Selectboard.

Winter Salt Purchase for the 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 Highway Division of the Department of Public Works needs to purchase winter salt; and

WHEREAS, there is \$225,000.00 in the Milton Department of Public Works Highway Division's FY2023 Budget for the purchase of winter salt; and

WHEREAS, the Town received the following bid:

- Cargill - \$88.00 per ton;

WHEREAS, the Town recommends awarding the bid to, Cargill, at \$88.00 per ton; the State bid price for the Vermont Town's in District 5.

NOW, THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Cargill the contract in an amount not to exceed \$225,000.00, and authorize the Town Manager, or his designee to execute the necessary documents related to the award of this contract.

Motion made by M. Morgan to award Cargill the contract for winter salt in an amount not to exceed \$225,000.00, and to authorize the Town Manager, or his designee to execute the necessary documents related to the award of this contract. Second by L. Morgan. Motion approved unanimously.

XV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

D. Adams reported that he and Milton Town School District Board of Trustees Chair Kumulia Long decided to have another joint School and Selectboard on the fifth Monday of the month, October 30th at 6 p.m. at the Town Offices. The School Board will provide an update on the new school project and the Town will provide an update on the multi-purpose recreational facility feasibility study.

D. Turner provided the following updates:

- The West Milton Road stabilization project has begun. The contractor, St. Onge, mobilized and began work on Friday, October 13, 2023. They expect to be done sooner than originally projected.
- There has been a request in the form of a letter to reduce the speed limit on Main Street to 25 mph and to increase enforcement. The request states that traffic is too loud and that Main Street is not a commercial road. The current proposed action is for the police department to put out a speed box and increase patrols until we have data to analyze.
 - There was discussion about planning a similar approach to Bear Trap Rd.
- The Town received the AARP Plaque and recognition for the Town's commitment to becoming more age friendly.
- Thanks to the Selectboard Members for attending the celebration of the grange reopening on Saturday. It was a nice event with a very good turnout.
- The Fire Department Open House was also Saturday. It was another nice event with a great turnout.
- The new public works building is proceeding smoothly to this point. Don Weston Excavation is wrapping up their portion of the infrastructure work. The base coat of paving was installed late last week.
- The Highway Department finished up their portion of the site work today.
- Health Insurance for staff will increase approximately 10% or \$54,000, effective January 1, 2024. This does not include any staff moving on to the policy that had formerly taken the buy-out. The Town will know more after open enrollment in November/December. We will sign a new one-year agreement with CIGNA after analyzing other options that were ultimately more expensive.
- Turner will be out of Town the remainder of this week, October 17-22. Amber Baker will be Acting Town Manager on Tuesday and Wednesday; Lisa Schaeffler on Thursday; and John Bartlett Friday through Sunday.

XVI. 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 7:51 p.m. Motion approved unanimously.

Motion made by B. Steady to move enter into executive session at 7:52 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: D. Adams, M. Morgan, C. Taylor, J. FitzGerald and B. Steady; Town Manager, Don Turner, Jr. Second by C. Taylor. Motion approved unanimously.

Motion made by C. Taylor to close executive session at 8:31 p.m., with a second by L. Morgan. Motion approved unanimously.

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

XVII. Adjournment

**Motion made by M. Morgan to adjourn the meeting at 8:35 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/wdk5plye0u9gavgznmzfq0mad9r68cvw>

A video recording of this meeting can be found at the following location:
<https://miltonvt.box.com/s/78xcqke9th66msq56acq8ejymu44gwau>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady, Clerk Date: 11/6/23
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 7th day of November, 2023.

ATTEST: Kirsti Beas, Milton Town Clerk

