



**Town of Milton – Special Selectboard Meeting**  
***Includes Joint Discussion with Milton School Board***  
**43 Bombardier Road, Milton VT 05468**  
**In Person and/or via Zoom – Community Room**  
**Monday, October 30, 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; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Finance Director; Lisa Schaeffler, Public Works Director (remote); Eric Gallas, Highway Superintendent;

**Milton Town School District:** Kumulia Long, Chair, MTSD Board of Trustees; Karen Stout, Vice-Chair, MTSD Board of Trustees (remote; joined meeting at 6:15); Jennifer Wilson, Clerk, MTSD Board of Trustees; Jeremy Metcalf, Trustee, MTSD Board of Trustees; Melinda Young, Trustee, MTSD Board of Trustees; Amy Rex, Superintendent; Matt Grasso, Director of Operations

**Others Present:** Michael Frett, The Islander; Shannon Gunderson, Milton Independent; Irene Wrenner, State Senator; Joseph Duquette; Diane Barrows (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. Milton Town School Board will Join Meeting to Discuss:**

▪ **District Updates**

The District provided updates on the Herrick Project, noting a recent newsletter that went out and a survey they will be sending soon. They also provided an update on PCB testing and safety upgrades to the buildings. There was some discussion with the Selectboard.

▪ **Town Updates**

The Town provided updates on the Lamoille Solar Array project at the water treatment plant, the second solar array at the landfill site, the public works facility, the Ice House Waterfront Committee's recommendations, the Kienle Road Property, the Hourglass project, the feasibility study for the multipurpose recreation center, the Downtown Core Master Plan project, the creamery, and the Town forest accessible trail. There was further discussion about the timeline for the feasibility study, the timeline for the Hourglass project, increases in public safety calls, and the rapid flashing beacons due to be installed at the school.

There was discussion about planning for budget presentations at the joint school board meeting on the fifth Friday in January 2024.

**IV. Recess**

There was a brief recess as the school board exited the meeting room. The meeting resumed at 6:42 p.m.

**V. Agenda Review**

No changes.

**VI. Public Forum**

None.

**VII. Award Contract for Construction of New Public Works Facility: Connor Contracting, Inc.**  
*Don Turner, Jr., Town Manager*

D. Turner introduced this item, as per the following resolution. He reviewed the list of items that are not included in this contract and why. He also discussed progress on the project to date and additional information about Connor Contracting, Inc., and there was some discussion with the Selectboard.

**Department of Public Works: Award Contract for Construction of New Public Works Facility**

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, on October 24, 2022, the Selectboard awarded a contract to Connor Contracting, Inc. (Connor) to perform preliminary Construction Management Services for the new public works facility; and

WHEREAS, for the last twelve months Connor has been working with staff, the project architect Wiemann-Lamphere and other specialized consultants (project development team) to develop a complete bid package for the project; and

WHEREAS, on September 25, 2023, Connor distributed the project final plans and specifications to a list of qualified subcontractors. Bids were due to Connor on October 20, 2023. Connor analyzed all bids and tabulated the total cost of the project in accordance with the approved plans and specifications; and

WHEREAS, the project development team met on Thursday October 26, 2023 to review the projected project costs, construction schedule and to discuss any outstanding items. The team conducted a site visit to ensure the site is prepared in accordance to the plans; and

WHEREAS, Connor has completed the necessary due diligence including review of the subcontractors bids. The total projected cost to construct the building in accordance with the final plans and specifications is \$4,732,713.56 (Four Million, Seven Hundred and Thirty-Two Thousand, Seven Hundred and Thirteen US Dollars and Fifty-Six Cents). This number does not include an owner's contingency, or items excluded prior to bidding such as: salt shed, pavement, generator, storage racks, fencing and gate, appliances, furnishings, blinds, flagpole, signage and miscellaneous items; and

WHEREAS, the Town has spent nearly \$1,414,635.76 (One Million, Four Hundred Fourteen Thousand, Six Hundred Thirty Five US Dollars and Seventy-Six Cents) on the project to date, which includes all permitting, phase one infrastructure and building site preparation by highway department (see attached spreadsheet for expenditures to date); and

WHEREAS, the Town has appropriated the following funding sources to the cost of this project:

Revenue Source	Amount	Applied Amount	Variance
Bond	\$ 5,500,000.00	\$ 957,455.78	\$5,500,000.00
ARPA Funds	\$ 1,050,000.00	\$ -	\$1,050,000.00
Kienle Road Sale	\$ 370,000.00	\$ -	\$370,000.00
Water/Sewer Line Expansions	\$ 300,000.00	\$ -	\$ -
State of Vermont - VEPC	TBD	\$ -	\$ -
Energy Resilience Grant	TBD	\$ -	\$ -
<b>Totals</b>	<b>\$ 7,220,000.00</b>	<b>\$ 957,455.78</b>	<b>\$ 5,962,544.22</b>

WHEREAS, staff will seek competitive pricing for all items not included in Connor's scope as the project progresses (see Additional Items referenced in attached spreadsheet); and

WHEREAS, the Town Manager recommends awarding a Construction Manager contract for the new Public Works Facility to Connor Contracting, Inc. of Saint Albans, Vermont at a price of \$4,732,713.56; and

THEREFORE, BE IT RESOLVED, that the Selectboard of the Town of Milton authorizes the Town Manager, to execute a contract with Connor Contracting, Inc., for \$4,732,713.56.

**Motion made by L. Morgan to authorize the Town Manager to execute a contract with Connor Contracting, Inc. for \$4,732,713.56, with a second by B. Steady.** There was further discussion thanking the highway team for the site work they completed, and also thanking Eric Gallas, highway superintendent and Lisa Schaeffler, public works director, for their leadership on the project. **Motion approved unanimously.**

#### VIII. Adjournment

**Motion made by L. Morgan to adjourn the meeting at 6:56 p.m., with a second by B. Steady.**

**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/1505wqpm6zm99obznwrtd757cycf>

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

<https://miltonvt.box.com/s/yxxiwweiakzsrtd04ag3m97syinmgvb>

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 7<sup>th</sup> day of November, 2023.

ATTEST: Kristi Beas, Milton Town Clerk