



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, November 6, 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; John Bartlett, HR and Operations Director (remote); Brittany Tradup, Executive Assistant to the Town Manager; Michaela Foody, Public Safety Director; Amber N. Baker, Finance Director (remote); Jenna Tucker Eugair, Recreation Director; Lisa Schaeffler, Public Works Director

Others Present: Robert Lombard; Fran Tougas; Ben Frye; Diane Barrows (remote); Liz Curry, CommonLand Solutions, LLC (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

Remove Item XII and add flood update just before the Manager's update.

IV. Public Forum

Robert Lombard made a public statement.

V. Approve Expenses Related to Catamount Waterline Project

Don Turner, Jr., Town Manager

D. Turner introduced this item, reviewing the history of the project, as per the following memo:

To: Milton Selectboard

Date: November 6, 2023

From: Don Turner, Town Manager

Re: The Town connected the 4" and 10" water distribution mains to upgrade service and increase capacity to the current and future users located in the Industrial Park.

Project update:

The project was substantially completed in early January 2023. However, the upgrade reduced the mainline pressure, which negatively affected the fire suppression systems located in the Industrial Park.

We contracted with an engineer that specializes in fire suppression systems. Understanding this was a potential liability to the Town, we worked together to determine the most efficient and cost effective way to resolve this issue. The agreed upon resolution was to install a pressure reducing valve in any property that did not currently have the device and then restore the main line pressure to what existed prior to the upgrade. A Cooper Inc. completed the work in June 2023 and the entire system is functioning as designed as of late June 2023.

A Cooper Inc. emailed the invoice in June but we did not receive it. They notified us last week that it had not been paid. When processing the payment we realized that the amount exceeded the Town Managers purchasing authority. Therefore, we are seeking Selectboard authorization to make this payment.

Motion made by M. Morgan to authorize a payment of \$15,880.58 from the water department budget to A. Cooper Mechanical Inc. for all labor and materials to install 16 pressure-reducing valves at properties served by the Town's upgraded water distribution system in the area of Catamount Industrial Park., with a second by L. Morgan. Motion approved unanimously.

VI. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 10/16/2023**
- **Approval of Selectboard Special Meeting Minutes of 10/30/2023**
- **Approval of Warrant #8**

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

VII. Recreation Commission Appointment: Fran Tougas

Jenna Tucker Eugair, Recreation Director

Fran Tougas and Jenna Tucker Eugair responded to questions from the Selectboard.

Motion made by M. Morgan to appoint Fran Tougas to the Recreation Commission for a 3-year term, with a second by B. Steady. Motion approved unanimously.

VIII. Planning Commission Reappointment: Ben Frye

Cymone Bedford, Planning and DEI Director

Ben Frye responded to questions from the Selectboard.

Motion made by C. Taylor to reappoint Ben Frye to the Planning Commission for a 4-year term, with a second by L. Morgan. Motion approved unanimously.

IX. Vermont Community Development Program (VCDP) Grant

Liz Curry, CommonLand Solutions, LLC

- **Approve Additional \$50,000**
- **Approve Subgrant Agreement for Milton Mobile Home Cooperative**
- **Approve Agreement for Grant Admin and Project Management Services for Milton Mobile Home Cooperative with CommonLand Solutions, LLC**

D. Turner introduced this item, recapping the history of the project and introducing Liz Curry. L. Curry provided additional information. D. Turner read the following resolution out loud.

**RESOLUTION RELATING TO AMENDED GRANT AGREEMENT
#07110-IG-2018-Milton-25**

WHEREAS, the Town of Milton has applied for funding under the Vermont Community Development Program (VCDP), as provided for in 10 V.S.A. Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development (ACCD) has tendered Grant Agreement #07110-IG-2018-Milton-25 (the "Grant Agreement") to the Town for said funding; and

WHEREAS, the Town previously approved the Grant Agreement; and

WHEREAS, ACCD has tendered a Reinstatement and First Amendment to Grant Agreement #07110-IG-2018-Milton-25 (the "Amended Grant Agreement") to the Town for said funding; and

WHEREAS, the Town has prepared a Subgrant Agreement with Milton Mobile Home Cooperative (the "Subgrantee") and a Contract for Administrative Services/Program Management Agreement (collectively, the "Additional Agreements" and together with the Amended Grant Agreement, the "Grant-related Agreements"); and

WHEREAS, the Town and the Subgrantee are discussing a mortgage deed from the Subgrantee to the Town.

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of the Town accepts and agrees to the terms and conditions of the Amended Grant Agreement, in substantially the form presented.
- 2) that the legislative body of the Town accepts and agrees to the terms and conditions of the Additional Agreements, subject to the satisfaction of the Town Manager after Town attorney review.
- 3) that, if the Town Manager deems it within the best interests of the Town, the Town may accept a mortgage deed from the Subgrantee, in a form satisfactory to the Town Manager after Town attorney review.
- 4) that Liz Curry of CommonLand Solutions, LLC is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Amended Grant Agreement; and
- 5) that Don Turner, who is the Town Manager, is hereby designated as the Authorizing Official (AO) to execute the Grant-related Documents and other such documents as may be necessary to secure these funds and achieve the project objective.

Motion made by L. Morgan to authorize the Town Manager as it is written in #5 of the resolution, with a second by B. Steady. Motion approved unanimously.

X. Purchase Fire Department Rescue Tools
Chris Poirier, Fire Chief

C. Poirier introduced this item, as presented in the following resolution, and responded to questions from the Selectboard.

Authorization to Purchase Replacement Vehicle Extrication Tools

WHEREAS, the Milton Fire Department seeks authorization to purchase a set of replacement Holmatro extrication tools and necessary equipment; and

WHEREAS, the Department's current Holmatro extrication tools were purchased with a grant in 2004 and, due to their age and new car manufacturing, do not have the ability to produce the force needed for today's construction of vehicles; and

WHEREAS, the Milton Fire Department has tested multiple different manufacturers' extrication tools and determined Holmatro tools to be the best fit for the Department due to multiple factors, including the membership's familiarity with the use of Holmatro tools, weight of the tools, cutting force of the tools, and reliability of the manufacturer; and

WHEREAS, Industrial Protection Services, LLC is the sole distributor of Holmatro tools in Vermont; and

WHEREAS, the set of Holmatro tools and equipment will include a battery operated cutter, spreader, and ram, along with six associated batteries, three chargers, and five cords, for a total of \$45,000.000; and

WHEREAS, there is \$42,000.00 allocated in the FY24 Capital Improvement Plan, funded by the Fire and Rescue 3/4 Cent Fund, for Replacement Vehicle Extrication Tools, and the remaining \$3,000.00 will be paid from the FY24 Fire Department General Fund Budget; and

WHEREAS, the current tools will be kept by the Milton Fire Department as back-up equipment.

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 set of Holmatro extrication tools and necessary equipment for a total cost not to exceed \$45,000.00.

Motion made by M. Morgan to authorize the Town Manager, or his designee, to execute the necessary documents to purchase a set of Holmatro extrication tools and necessary equipment for a total cost not to exceed \$45,000.00, with a second by L. Morgan. Motion approved unanimously.

XI. Approve VTrans TAP Grant and Stormwater Mitigation Grant for New Salt Shed

Corey Parent, Consultant

Corey Parent introduced this item as per the following resolution.

Resolution to support a Fall 2023 Transportation Alternatives Program and Municipal Highway and Stormwater Mitigation Program grant application from the Vermont Agency of Transportation

WHEREAS, the voters of the Town of Milton approved \$5,500,000 to be borrowed to build a new Public Works garage on Town Meeting Day 2022 by a vote of 1,490 to 462; and

WHEREAS, the Town of Milton received \$300,000 in Transportation Alternatives Program grant money from the Vermont Agency of Transportation for a new salt shed to be built in addition to the new Public Works garage but had to return the money because the Transportation Alternatives Program grant funding originated from federal funds and would require site work for the new Public Works facility to undergo the National Environmental Policy Act (NEPA) process, and those associated complexities would delay the construction of the Public Works garage a minimum of two, but most likely three, years; and

WHEREAS, the Town of Milton staff has been in contact with the Vermont Agency of Transportation and has been given reassurances that returning prior grant monies in no way

negatively impacts the Town of Milton's chances of receiving the same grant for a future salt shed project; and

WHEREAS, the Town of Milton has begun the construction of the new Public Works Facility, and NEPA review would be constrained to just the Salt Shed portion of the project at this time; and

WHEREAS, the Town of Milton is an MS4 designated community and has a current salt shed too close to waters that impact Lake Champlain,

THEREFORE, BE IT RESOLVED, that the Town of Milton Selectboard supports the Town of Milton's Fall 2023 application for a Transportation Alternative Program and Municipal Highway and Stormwater Mitigation Program grants for up to \$500,000.

Motion made by C. Taylor to allow the Town Manager or his designee to apply for a Transportation Alternative Program and Municipal Highway and Stormwater Mitigation Program grants for up to \$500,000, with a second by L. Morgan. Motion approved unanimously.

XII. Award Contract to Stantec for 2024 Paving Plans

Lisa Schaeffler, Public Works Director

L. Schaeffler introduced this item. She provided information about timing and reasoning for recommending this action. There was discussion about the purchasing process. No action was taken.

XIII. Flood Update

Michaela Foody, Public Safety Director

M. Foody provided an update on the Town's application for FEMA public assistance with expenses related to the July flood event. She reviewed the process followed to date and provided an overview of the damage to Town property that is eligible for public assistance. In order to qualify for FEMA public assistance, each individual project would have to meet a minimum expense of \$3,800. None of the projects outlined in the Town's application meet this minimum. Therefore, the Town is advised to withdraw its request for public assistance for the Vermont flood event DRVT 4720. This action will not have an impact on obtaining federal assistance for future disaster events, nor will it impact the Town's federal aid highway application for West Milton Rd. It will also not impact any resident's or business's ability to apply for a FEMA Individual Assistance. No action is required by the Selectboard.

Foody and L. Schaeffler responded to questions from the Selectboard and there was a brief discussion.

XIV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

D. Turner provided the following updates:

- Fire, rescue and Police apparatus escorted the High School Girls' Soccer team back into Town on Saturday after they won the Division 2 State Championship.
- The Town received the permit for the solar array at the wastewater treatment plant on Monday, October 23. Lease details are being finalized now in anticipation of construction in the coming months.
- Hedge row behind Municipal building was trimmed for the first time.
- Work on the Town Forest continuing. The completion date was extended until November 15, 2023, due to the rain.

- Someone has illegally cut some limbs and branches in the Town Forest. The conservation commission will place some simple signs along the trails stating that visitors should not cut anything without authorization from the Town of Milton.
- The Conservation commission members and some volunteers replaced a 10' bridge washed away during the July flood on the Lamoille River Walk.
- Northwest FiberWorx 2023 Annual Report will be emailed to Board members this week.
- New public works facility contractors are beginning to mobilize on the site over the next two weeks.
- The Town has begun work on revising policies and will be bringing information to the Selectboard in the coming meetings. Turner will also be bringing forth a remote work policy for the Selectboard's consideration after numerous requests.
- The Town has been reviewing the data for westbound traffic on Main Street: 85% are traveling below 38 MPH and 50% are below the posted speed limit. These numbers appear good on the surface, however we will be setting up the device to survey eastbound traffic. The Town is also continuing with random speed enforcement to help address concerns. Interestingly, the speeds are highest between 10 pm and 2 am.
- The Town is working on the following proposed Selectboard budget meeting schedule: December 11, 12, 13, 18, 19, and, if necessary, Wednesday, December 20. With this schedule, the budget would be finalized for Town meeting on Tuesday, January 2, 2024.
- 250th Anniversary of the Declaration of Independence is coming. The Vermont Division of Historic Preservation will begin commemorations in 2025, with the capture of Fort Ticonderoga and Crown Point, and finish in 2027 with Vermont's signature anniversary year marking the founding of Vermont. They would like each Town to adopt a resolution and establish a liaison committee with the state committee. Turner will contact the Milton Historical Society to lead this effort.

D. Adams noted that, as part of the review of policies and the admin code, that all committees, boards and commissions of the Town should have a virtual meeting option, and should follow a standard process for the development and posting of agendas and minutes.

Brenda added that she has been attending Tai Chi at the Milton Grange Hall, and she offered a couple of suggestions: a seating option for changing shoes and a coat rack. There was a brief discussion with Turner regarding the maintenance plan for the floors.

XV. Adjournment

Motion made by L. Morgan to adjourn the meeting at 7:09 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 link:

<https://miltonvt.box.com/s/8zy4c5n0rdkmh3c5wv060buabhi>

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

<https://miltonvt.box.com/s/0489ug1ncem50pe2gqfp5twysochtww0>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady, Clerk Date: 11/20/23
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 21st day of November, 2023.

ATTEST: Krist Beas, Milton Town Clerk

