



**Town of Milton – Selectboard Meeting  
In Person and/or via Zoom – Fire Station Training Room  
47 Bombardier Road, Milton VT 05468  
Monday, November 7 at 6:00 p.m.**

**MINUTES**

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

**Selectboard Members Absent:** None

**Staff Members Present:**

Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Finance Director (remote); Jenna Tucker Eugair, Recreation Director (remote); Ben Nappi, Assistant Recreation Director (remote); Cathy LaClair, Milton on the Move Coordinator; Tom Elwood, Water/Wastewater Superintendent; Eric Gallas, Highway Superintendent

**Others Present:**

Lauren Palmieri; Nicholas Mark; Diane Barrows; Jessica Groeling; Michael Frett, The Islander; Art Hurlbart; Monica Hill; Ted Beaudoin; Lisa Rees; Krista Washburn; Kate Cadreact; David Cadreact; Lisa LaBelle; Ramsey Wynans; Arion Sheldrick; Charlie Ferrell; Thomas Sanchez; Janet Richards; Terry Richards; Tana Randall-Wolfe; Bill Kaigle; Stephanie Romero; Caryl Jaques; Tracy Payea; Nicole Sener; Jessica Summer; Irene Wrenner; Tabatha Kittson; Lori Donna; Laura Lang Milton (remote); Michael Sheldrick (remote); Jeff Manley (remote); David Nappi (remote); Brian Singh (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**

D. Turner requested to add a date correction to the agenda for the second public hearing for the town plan. D. Adams added this item to the agenda.

**IV. Public Forum**

None.

**V. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of 10/24/2022**
- **Approval of Warrant #9**
- **Extension of the Meeting Past 9:00 pm, as needed**

**Motion made by C. Taylor to approve the Consent Agenda, with a second by B. Steady. Motion approved unanimously.**

**VI. Bank Change**

*John Gifford, Town Treasurer*

J. Gifford presented a resolution from TD Bank stating that the Selectboard is aware of the Treasurer's actions. He stated reasons to move the town's banking partner from the M&T Bank to the TD Bank, including customer service problems as well as a large difference in the amount of interest earned on money in the Money Market account.

**Governmental Entity Certificate of Resolution (For Deposit Accounts)**

Depositor (Name of Governmental Entity): Town of Milton

Address: P.O. Box 18, Milton, VT 05468

Financial Institution: TD Bank, N.A, 11000 Atrium Way, Mt. Laurel, NJ 08054

I HEREBY CERTIFY that I am the duly elected and qualified Authorized Governmental Agent and keeper of records for the Depositor (also referred to as "Governmental Entity") named above, that the following is a true and complete copy of a Resolution duly adopted at a meeting of the Governing Body of said Governmental Entity held on, or dated on November 7, 2022 in accordance with the law and the by-laws of, or consent of, said Governmental Entity, and that my delivery of this Certificate of Resolution to Financial Institution certifies to Financial Institution that such Resolution is still in full force and effect.

I FURTHER CERTIFY that the name of the Depositor set forth above is the complete and correct name of the Governmental Entity and that the Governmental Entity is organized and existing under and by virtue of the laws of the State of NH, VT or Commonwealth of MA a Governmental Entity.

RESOLVED, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution of and depository for the funds of this Governmental Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees or agents of this Governmental Entity ("Agents"), whose actual signatures are shown below:

<b>Title</b>	<b>Name</b>	<b>Signature</b>
Treasurer	John C. Gifford	<John C. Gifford's Signature>
Assistant Treasurer	Shannon Maynard	<Shannon Maynard Signature>
Town Clerk	Kristin Beers	<Kristin Beer's Signature>

FURTHER RESOLVED, the Agents, whose names and signatures appear above, are hereby authorized to open and maintain a deposit account or accounts of the Governmental Entity with the Financial Institution, subject to the terms and conditions of the Business Deposit Account Agreement, as it may be amended from time to time (the "Account Agreement").

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item or payment order drawn against any of the Governmental Entity's accounts with the Financial Institution bearing the signature of or as otherwise authorized by any such Agents even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any

obligation to inquire as to the circumstances of the issue or use of any item signed, or payment order authorized, in accordance with the resolutions contained herein, or the application or disposition of such item or payment order or the proceeds of the item or payment order.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Governmental Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Governmental Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account of the Governmental Entity is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing resolutions now stand of record on the books of the Governmental Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on November 8, 2022 and attest that the signatures set opposite the names listed above are their genuine signatures.

**Motion made by B. Steady to adopt the resolution as presented, with a second by M. Morgan.  
Motion approved unanimously.**

## **VII. ARPA: Applicant Interviews**

*Arrowhead Lodge Expansion, Lauren Palmieri*

*Arrowhead Senior Center Roof Replacement, Ted Beaudoin*

*Bombardier Park Baseball and Softball Field Improvement, Jessica Groeling*

*Devino Road Scoping Study, Tana Randall-Wolfe*

*General Stannard House, Bill Kaigle*

*Little One's University Expansion, Caryl Jaques*

*Maple Mountain Homestead – CSA Share/Agritourism Destination, Stephanie Romero*

*Milton Family Community Center – Expanded Family Engagement, Nicole Sener*

*Milton Artists' Guild Homeschool/Alternative School Art Program, Lisa Rees*

*Milton Farmers Market, Jessica Summer*

*Milton on the Move Economic Development, Jessica Groeling*

*Milton on the Move Inclusion Aspect, Richard Edwards (not present) and Jessica Groeling*

*Recreation/Community Facility (Next Steps), Lori Donna*

D. Turner read the following memo outlining the process, including next steps.

To: Milton Selectboard

Date: October 24, 2022

From: Don Turner, Milton Town Manager

Re: ARPA Application Scoring and Award Process – Next Steps

**Background:**

The Town of Milton has received American Rescue Plan Act (ARPA) funds totaling \$3,237,504.22. The Selectboard has appropriated/encumbered \$1,049,553.00, which leaves **\$2,187,951.22 remaining to be appropriated/encumbered.**

At the Selectboard meeting on July 5, 2022, a process was adopted to assist the Selectboard in deciding how Milton's ARPA Funds will be spent. The process is intended to provide the Selectboard an objective and transparent format to compare possible uses for the funds, and to encourage individuals/organizations outside of the Town to present ideas. It leaves room for all members of the Selectboard to participate while still deciding on the use of the funds as a function of the board as a whole.

Entities seeking funds (outside of Town departments) were asked to complete and submit an application by a deadline of October 17th at 4 p.m. Departments within the Town have also submitted proposals for project funding. **The total dollar amount requested is \$7,370,745.00**, with \$1,802,101.00 from outside entities and \$5,568,644.00 from Town departments (including Selectboard-appointed committees).

**Next Steps:**

- **October 24 (Regular Selectboard Meeting):** All application packets have been compiled and distributed to all Selectboard members for review. Each member received a binder containing a project summary and scoresheet for each project and a scoring rubric. A link to the full application packets will be emailed to Selectboard members. Each Selectboard member will be asked to review all applications prior to the November 7th meeting.
- **November 7 (Regular Selectboard Meeting):** A public review of the applications will be held, during which Selectboard members will be given the opportunity to discuss each application and ask applicants questions. Each applicant will be allowed 5 minutes (3 minutes to present their application and 2 minutes to answer questions from the Selectboard). Following this meeting, each Selectboard member will use the information gathered to score each application in the scoring spreadsheet provided.
- **November 14, end of day:** Selectboard members will return application packets and completed scoresheets to the Town Manager's office to be compiled and ranked.
- **November 21 (Regular Selectboard Meeting):** A final scoresheet will be presented to the Selectboard, ranked in order of total consolidated scores. The Selectboard will use this as a guide to deliberate and decide on the use of the remaining funds.

Each applicant presented their request and answered questions from the Selectboard.

**VIII. ARPA: Proposed Town Projects**

*Athletic Fields Repairs & Improvements, Jenna Tucker Eugair*

*Creamery Material Assessment, Don Turner*

*East Bathrooms, Jenna Tucker Eugair*

*Feasibility Study for Recreation Facility / Town-Owned Land Use Analysis & Master Plan for Future Town Projects, Don Turner*

*Finish Handicap accessible trail in Milton Town Forest, Dan Gaherty (not present) and Cymone Haiju (not present)*

*Historical Society Exterior Repairs, Don Turner*

*Icehouse Waterfront Park Phase 1, Jeff Manley*

*Icehouse Waterfront Park Phases 2/3, Jeff Manley*

*Multi-purpose Resurfacing, Jenna Tucker Eugair*

*Municipal Building Security System Access Control Replacement, John Bartlett*

*Programmable Message Board, Eric Gallas*  
*Purchase Milton Grange, Don Turner*  
*Replacement Sidewalk Tractor, Eric Gallas*  
*School Street, Eric Gallas*  
*Stormwater Utility, Don Turner*  
*Trails & Pathways Project, Jenna Tucker Eugair*  
*Wastewater Bio Solids Dryer, Tom Elwood*  
*West Milton Rd / Munson Hill Repair, Eric Gallas*

Department heads responsible for each project presented their funding requests and answered questions from the Selectboard.

## **IX. Budget Meeting Schedule**

*Amber N. Baker, Finance Director*

D. Turner presented the following memo with a schedule for upcoming budget meetings.

To: Milton Selectboard  
Date: November 4, 2022  
From: Amber N. Baker, Finance Director  
Re: Proposed Budget Meeting Schedule

The following are proposed dates for budget meetings. Once dates are approved, departments will be assigned to the dates and a schedule will be formalized.

Proposed meeting dates:

- Monday, December 5, 2022 (Regular Selectboard Meeting)
- Wednesday, December 7, 2022
- Monday, December 12, 2022
- Monday, December 19, 2022 (Regular Selectboard Meeting)
- Wednesday, December 21, 2022 (if needed)

## **X. Ice House Waterfront Committee Update**

*Jeff Manley, Committee Chair*

J. Manley presented a report from the Selectboard-appointed committee, recapping the goals of the committee and information presented in a previous update and providing a recommendation for a plan with a phased approach to completion. There was discussion about potentially extending the committee, pending a refreshed mission guided by Town staff.

## **XI. Milton on the Move Update**

*Cathy LaClair, Milton on the Move Coordinator*

C. LaClair provided a brief update on the Milton on the Move Initiative, with a recap of recent events and efforts by the three main task forces. She discussed partnerships that are developing between the initiative, local businesses, the Economic Development Commission, etc. She also discussed the strategic plans for each of the task forces and provided background on how her time is spent as coordinator.

## **XII. Proposal to Subdivide Kienle Rd.**

*Don Turner, Jr., Town Manager*

D. Turner provided background on this item as presented in the following resolution:

**Subdivision of Kienle Road Property**

WHEREAS, the building located at 20 Kienle Road will be vacated upon the completion of the new public works facility; and

WHEREAS, it is imperative that the Town get the highest possible sale price for the Kienle Road property to offset the cost of the new public works facility, and the Town has determined that to get the highest and best value on the sale of the property, it will need to be subdivided; and

WHEREAS, there is a need for housing in Milton, and sub-dividing the Kienle Road property will create the addition of much needed housing lots; and

WHEREAS, the Town Manager has sought proposals from civil engineering firms to complete the subdivision on behalf of the Town and Catamount Consulting Engineers was the only firm to respond to the request for proposals, with an estimated cost of \$7,120; and

WHEREAS, there will be state and local fees associated with the subdivision; and

WHEREAS, the cost associated with subdividing the property will be paid for out of the public works admin engineering services budget line item; and

THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager, or his designee, to enter into a contract with Catamount Consulting Engineers, PLLC, in an amount not to exceed \$9000.00, to complete the subdivision of the Kienle Road property.

**Motion made by J. FitzGerald to allow Don Turner, the Town Manager, or his designee to contract with Catamount Consulting to not exceed \$9,000.00 for Kienle Road subdivision, with a second by M. Morgan. Motion approved unanimously.**

**XIII. Move Second Public Hearing for the Town Plan from January 9 to January 3**

*Don Turner, Jr., Town Manager*

D. Turner explained that there was a motion by M. Morgan at the October 24, 2022 meeting for a second public hearing on the town plan on January 9. The date should be corrected to January 3.

**Motion made by M. Morgan to move said meeting to January 3 instead of January 9, with a second by C. Taylor. Motion approved unanimously.**

**XIV. Grange Purchase Discussion and Action**

*Don Turner, Jr., Town Manager*

D. Turner stated that the negotiation has been done, and now a motion is needed to move forward with the purchase. Turner provided a brief overview of the process to date, and stated the conditions of the sale.

The Grange members voted to sell the Milton Grange Hall to the Town of Milton for \$200,000, with the following conditions:

1. The name "Milton Grange" will be in the title on the building; and
2. The Milton Grange will be allowed to hold 12 monthly business meetings (currently the second Thursday of the month) at the Grange Hall and 3 additional days (scheduled with the Town at least 2 months in advance).

Turner stated that the Town is requesting \$290,000 that would come out of ARPA funds. \$200,000 would go toward the purchase price, and the other \$90,000 would go toward renovations, supplementing other funding sources, including \$20,000 from the capital plan. The building would be closed to the public until January/February 2023, after renovations have are hopefully complete. In the interim, the Recreation Department will continue to use school facilities for programming.

**Motion made by B. Steady to move forward with the purchase of the Milton Grange using ARPA funds in an amount not to exceed \$290,000, with \$200,000 for the purchase price and \$90,000 on upgrades. Second by M. Morgan. Motion approved unanimously.**

#### **XV. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

- Turner attended a meeting with the VTRANS safety committee to discuss reducing the speed limit on US Route 2. They decided to reduce the speed limit from 55 to 50 mph from the interstate interchange to the Sandbar State Park. They also agreed to restripe the Sandbar causeway to eliminate passing.
- The grant application for West Milton Road, Stabilization Project was denied.
- Turner is working with David Rugh on the Field Ridge storm water system maintenance agreement. It is estimated that the Town is responsible for 1.08 acres of the total 3.6 acres. Additionally, Turner has reached out to Maplewood Ave and Checkerberry Commercial HOA's to update them.
- The 10-year contract for payment in lieu of taxes with the Georgia Mountain Wind Turbines expires November 15, 2022. Ed and Bill Hinman on behalf of Georgia are working with the owner to negotiate a new contract.
- Trunk or Treat was a huge success with over 2000 people attending. The reported longest wait was approximately one hour. They did not run out of candy.
- The highway department constructed a new access road at Miltonboro cemetery. The Town received an easement from landowner Jim Rowen in early fall. The highway team also cleaned up all of the brush in the back of the cemetery. The new road will allow modern burial vehicles to access the cemetery.
- The updated Town website design is tentatively scheduled to go live on November 28, 2022.
- The Town received the state subdivision permit for the Brault property last week, and Turner expects to receive the title to the property in the coming weeks.
- Permitting is proceeding for the new public works facility.
- The Bombardier Park mountain biking trails opened last weekend. We hope to expand the network in the coming years.
- Amber Baker and Turner will be conducting budget meetings with department heads over the next few weeks.
- Turner will be setting up meetings with the Flanders and the Arrowhead Ave neighborhoods to discuss the water and sewer projects. Unfortunately, the Flanders project did not make the state funding priority list this year. Therefore, the Town will have to continue working with the engineers to move this project up the list. In regard to Arrowhead Ave, the Town is awaiting the engineer's preliminary project plans and associated costs.
- There was a vicious dog complaint last Saturday at 24 Kienle Rd. Michaela is working on this issue which will likely require a public hearing soon.

- We have not received any qualified candidates for the public works director yet. Turner met with a consultant today that is available to work one day per week in the office to assist with storm water issues, develop an ordinance or storm water utility, manage VTRANS grants and provide other services as needed. He is preparing a proposal for Turner to review, and if acceptable, he can start immediately. Turner envisions at least a six-month arrangement, unless the Town is able to hire a qualified engineer.
- The water treatment facility roof replacement has begun and should be completed by 11/15/22.
- Turner is working on a request for proposals for the future use of the vacant water treatment facility on McGrath Road.

**XVI. Executive Session – Personnel and Real Estate**

The Selectboard decided not to conduct an executive session.

**XVII. Adjournment**

**Motion made by C. Taylor to adjourn the meeting at 9:17 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/mat4io8baf48giloawgmnu942yo3g21w>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/y46sju17b7tudcdz5svys5dqdeo1987k>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 11/21/2022  
 John FitzGerald, Clerk

Filed with the Milton Town Clerk’s Office on this 22<sup>nd</sup> day of Nov., 2022.

ATTEST: , Milton Town Clerk