



Selectboard Agenda Policy

Department: Town Manager

Title of Approving Official: Town Manager

Date Effective: 09/08/2026

Date of Next Review: 09/08/2029

PURPOSE

To provide the public, Selectboard and Staff with a clear outline and timetable expectations for the planning and conduct of open public municipal business within the Town of Milton.

PROCEDURE

The agenda for regular Milton Selectboard Meetings will be structured according to the general outline formatted in the attached "sample agenda". Revisions to the Agenda Policy will be by affirmative action by the majority of the Selectboard. Each meeting agenda shall have an assigned time for a beginning based upon the time annually designated by the Selectboard.

- The Town Manager will prepare the agenda with an effort to keep the total meeting length to three (3) hours. Anticipated Executive Session will typically be the last item of business prior to adjournment. Each item to be placed on the agenda will be lodged with the Town Manager's Office no later than 3:00 p.m., at least five (5) business days prior to scheduled meeting (example: for a Monday meeting, the prior Tuesday).
 - **Town Officials or Department heads** who would like to add an item to the agenda should submit the designated online form, "*Request to Bring an Item to the Milton Selectboard*" by the deadline above. The completed form will be directed to the Town Manager. The link to the form can be found in the "Town Forms and Procedures" folder on Sharepoint.
 - **Selectboard members** who would like to add an item to the agenda should contact the Chair of the Selectboard, who will relay the request to the Town Manager. Per 24 App. V.S.A. ch. 129, § 302 (g)(1), any member of the Selectboard may add items of business to the written agenda prior to its posting.
 - **Residents or community groups** who would like to add an item to the agenda should contact the Town Manager, who will present requests to the Chair of the Selectboard for consideration. The Town Manager must receive the request by the deadline above, and the request should include a brief description of the topic, recommended decision/action (if any) and supporting materials (memos, maps, draft policies, quotes, etc.).

Not every request will appear as a separate agenda item; some may be handled through public comment, referral to staff, or a future meeting, depending on complexity and time available.

- A draft agenda will be provided to the Chair of the Selectboard the following day by the end of the business day. The Chair and Manager will have an agenda set by noon four (4) days before the meeting. The agenda will be posted publicly to all public places designated by Vermont Open Meeting Law and the Selectboard at their organization meeting by the end of the business day four (4) days before the meeting (example: for a Monday meeting, this would be the preceding Thursday).
- Background information is to be submitted on each agenda item as appropriate to its relative complexity. Each agenda item will include action being requested of the Selectboard by Staff/Participants and identification of who is requesting the item. The agenda will only thereafter be modified at the meeting by an affirmative vote of the Selectboard. Issues that arise after the agenda is set will be noted in the meeting packet for Selectboard action. These later developing issues may or may not be added to the agenda at the Selectboard's discretion. The staff will provide backup information in the regular meeting packet.
- Emergency/Special Meetings may be called by any Member of the Board. Upon receiving such request, the Town Manager will consult with the Chair to establish a meeting date, time, agenda item and required back up. In the absence of the Chair, the Vice Chair or in his/her absence, the Clerk will be notified of a meeting request. The agenda will be posted and transmitted immediately once a date and time is established. Background information in the form of a meeting packet will be provided to the Board at least 1 hour prior to the meeting unless instructed otherwise.

SAMPLE AGENDA

See the following page for a sample agenda. Agenda templates (MS Word format) are available in the Town's online Branding Portal (Sharepoint Site).



Regular Meeting

Monday, February 2, 2026, 6:00 p.m.
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom at:

<https://us02web.zoom.us/j/84691456798?pwd=wUdhqP0LRMqblFdjabmnTjcwdehR.1>

	<i>Estimated Time</i>
I. Call to Order	6:00 p.m.
II. Flag Salute	6:01 p.m.
III. Agenda Review	6:02 p.m.
IV. Public Forum <i>A Public Forum is for items not on the agenda and will be limited to five minutes per person. All participants must clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).</i>	6:03 p.m.
V. Consent Agenda ▪ Approval of Selectboard Meeting Minutes of 01.20.2026 ▪ Approval of Warrant #16	6:08 p.m.
VI. Approval of Bylaws for Don Turner Jr. Award Committee <i>Jenn Taylor, Chair of Don Turner Jr. Award Committee</i>	6:10 p.m.
VII. Appointments to CCRPC Planning Advisory Committee (PAC) ▪ Representative: Amanda Pitts ▪ Alternate Representative: Cassandra LaFayette	6:15 p.m.
VIII. Approval to Apply for 2026 Small Scale Local Highway Safety Improvement Program (HSIP) Grant <i>Allyssa Downs, Public Works Project Manager</i>	6:20 p.m.
IX. Department of Public Works Update <i>Allyssa Downs, Public Works Project Manager; Eric Gallas, Highway Superintendent</i>	6:25 p.m.
X. Update from Town Manager and Board Members <i>Chris Taylor, Town Manager</i>	6:45 p.m.
XI. Executive Session – Contracts and Real Estate	
XII. Action as a Result of Executive Session, if needed	
XIII. Adjournment	

All documents pertaining to this meeting may be viewed using the following link:

https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgDseUOysP1DQa8NB661v0qNAWYeYUraPJTMwOC_XQTJEI0?e=QBYzW9

To view this meeting via live stream, go to Lake Champlain Access Television at LCATV.org. This agenda has been posted to the Town website, the lobby of the municipal building, two designated places within the Town of Milton (Kinney Drugs and Middle Road Market), filed with the Town Clerk, and e-mailed to local media outlets.

Signed: Chris Taylor, Town Manager



town of
miltonvt
SELECTBOARD

Dated at Milton, Vermont this 8th day of September, 2026.

Darren Adams Darren Adams, Chair
Michael Morgan Michael Morgan, Vice Chair
Diane Barrows Diane Barrows, Clerk
Leland Morgan Leland Morgan, Member
Betsy Paret Betsy Paret, Member
Filed with the Milton Town Clerk's Office on *Sept. 9, 2026* Attest: *Louise R. Deming*
ASST Clerk