



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Monday, May 2, 2022 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, Director of HR/Administration/Buildings & Grounds (remote); Michaela Foody, Public Safety Director; Chris Poirier, Fire Chief; Brittany Tradup, Executive Assistant to the Town Manager

**Others Present:** Brandi Littlefield, Howard Center (remote); Rachel Lawler, Howard Center (remote); annmerrill-griswold (remote); Kirt Mayland (remote); Alek Fleury (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:00 p.m.  
J. FitzGerald was not in attendance at the start of the meeting.

**II. Flag Salute**

D. Adams led the attendees in the Pledge of Allegiance.

**III. Agenda Review**

None

**IV. Public Forum**

Public comments were heard from resident Sotos Papaseraphim. The Selectboard responded briefly to confirm that the concerns were already addressed by the Town.

**V. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of April 18, 2022**
- **Approval of Selectboard Special Meeting Minutes of April 25, 2022**
- **Approval of Warrant #24**

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

**VI. Award Engineering Design Services for Paving to Stantec**

D. Turner presented the background on this item as stated in the following memo and resolution:

To: Milton Select Board

Date: April 28, 2022

From: David Allerton, P.E., DPW Director, Kirsten Jensen, Public Works Engineer

CC: Don Turner, Jr., Town Manager

Re: Department of Public Works, Engineering Services for Paving Improvements, Contract Award

The Department of Public Works put out a Request for Proposals (RFP) for engineering services for paving improvements on Haydenberry Drive, Ellison Street, Upper and Lower Lamoille Terrace, Arrowhead Avenue, Brandy Lane, Whisper Lane, Duck Court, Winter Lane, Andrea Lane, Mears Road, and one mile of Westford Road from the Milton/Westford Town line to the west. The RFP was advertised on March 30, 2022, with proposals due on April 15, 2022. The RFP was advertised on the Town's website, and emailed directly to nine local engineering firms. Several of the firms contacted us indicating they were either too busy, or didn't have the staff to take on this project. We received one proposal for the project as follows:

1. Stantec Consulting Services, Inc.: \$58,403.00.

DPW has reviewed the proposal, and determined the fees associated with this contract are comparable to those from past engineering services contracts for paving work in Milton. This project will be paid through the paving budget line item.

DPW respectfully requests the Select Board's authorization for the Town Manager, or their designee, to execute the contract with Stantec Consulting Services, Inc. in the amount of \$58,403.00. A resolution is attached.

**Resolution:  
FY2023 Engineering Paving Services Contract Award**

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,

WHEREAS, paving improvements are needed on Haydenberry Drive, Ellison Street, Upper and Lower Lamoille Terrace, Arrowhead Avenue, Brandy Lane, Whisper Lane, Duck Court, Winter Lane, Andrea Lane, Mears Road, and one mile of Westford Road; and,

WHEREAS, the Request for Proposals for Engineering Services for Paving Improvements Project was issued on March 30, 2022, with proposals due on April 15, 2022, and was posted on the town website and directly sent to nine engineering firms, with a scope of services including field investigation, design, bidding, and construction phase engineering services; and,

WHEREAS, the Town received one proposal as follows:

1. Stantec Consulting Services, Inc.: \$58,403.00.

WHEREAS, after review of the proposal, DPW has determined the fees associated with this contract are comparable to those from past engineering services contracts for paving work in Milton; and,

WHEREAS, this contracted will be paid using the Paving budget line item in the DPW budget; and,

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 Stantec Consulting Services, Inc., the FY2023 Engineering Services for Paving Improvements contract in an amount not to exceed \$58,403.00, and that the Town Manager, or their designee is authorized to execute the necessary documents related to the award of this contract.

**Motion made by M. Morgan to approve Stantec Consulting Services for the paving contract for the Town of Milton. Second by B. Steady. Motion approved unanimously.**

**VII. Police – Howard Services Update**

*Stephen Laroche, Police Chief; Brandi Littlefield, Howard Center*

Brandi Littlefield presented a slideshow presentation on Howard Center Community Outreach that presented data demonstrating the program’s success. Rachel Lawler from the Howard Center provided additional information, including examples of the types of calls they respond to. Chief Laroche provided success stories from the perspective of Milton Police Department.

**VIII. Cascade System CIP Resolution**

*Michaela Foody, Public Safety Director; Chris Poirier, Fire Chief*

D. Turner presented a brief overview of the information provided in the following resolution. M. Foody and Chief Poirier provided further information about why this item is recommended.

**Resolution:**

**Authorization to Purchase a Replacement SCBA Fill Station**

WHEREAS, the Town of Milton Fire Department seeks authorization to purchase the equipment for a SCBA (Self Contained Breathing Apparatus) Fill Station to replace the Department’s current system, consisting of air compressor equipment and a cascade fill station manufactured in 1986 and 2006 respectively; and

WHEREAS, there is a total of \$40,000.00 in the FY23 Capital Improvement Plan (CIP) allocated to a replacement SCBA Fill Station, to be purchased with American Rescue Plan Act (ARPA) funds; and

WHEREAS, the current equipment’s manufacturer, Poseidon, is no longer in business and proper repairs are not possible due to lack of parts; and

WHEREAS, the Fire Department found only two qualified vendors of SCBA Fill Stations and received the following two quotes:

<b>Vendor:</b>	Reynolds and Son	Municipal Emergency Services
<b>Cost:</b>	\$58,301.60	\$67,767.43

; and

WHEREAS, after thorough analysis of each quote for quality, cost, delivery time, and other factors, the Fire Department has selected the quote by Reynolds and Son for \$58,301.60 for prospective purchase; and

WHEREAS, approximately \$18,301.60 will be expended with surplus from the FY22 Fire Department General Budget to cover the additional cost not allocated in the FY23 CIP; and

WHEREAS, the Fire Department expects to take delivery of the cascade fill station and air storage bottles and rack during FY22 and the air compressor and remaining equipment in FY23; and

WHEREAS, the total cost of the equipment may be lessened by the sale of the Department's current SCBA Fill Station.

NOW, THEREFORE, BE IT RESOLVED by the Town of Milton Selectboard that the Town Manager, or designee, is authorized to execute the necessary documents to purchase an SCBA Fill Station and necessary equipment, not to exceed a total cost of \$58,301.60.

**Motion made by B. Steady to authorize the Town Manager, or designee, to execute the necessary documents to purchase an SCBA Fill Station and necessary equipment from Reynolds and Son, not to exceed a total cost of \$58,301.60. Second by C. Taylor. Motion approved unanimously. D. Adams was not in the room for the vote.**

**IX. Local Emergency Management Plan**

*Michaela Foody, Public Safety Director*

M. Foody introduced the plan and pointed out the changes from the previous year's plan.

**Motion made by C. Taylor to accept the Local Management plan for the Town of Milton as presented, with a second by B. Steady. Motion approved unanimously. D. Adams was not in the room for the vote.**

**X. Peace Officer's Week Resolution**

*Michaela Foody, Public Safety Director*

M. Foody provided background information and then read aloud the following resolution:

**Resolution:  
National Police Week May 11-17, 2022**

WHEREAS, in 1962, President Kennedy proclaimed May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

WHEREAS, the members of the Milton Police Department play an essential role in safeguarding the rights and freedoms for the citizens of Milton; and

WHEREAS, Milton Police Department consists of 17 members with various responsibilities, certifications and years of service to the Town of Milton; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Milton Police Department unceasingly provide a vital public service.

WHEREAS, the Town of Milton is grateful for the day to day heroism of our officers both past and present who have given so much of their lives in service to our community; and

THEREFORE, BE IT RESOLVED that the Town of Milton Selectboard in recognition of this event do hereby proclaim the week of May 11-17, 2022 as National Police Week.

**Motion made by M. Morgan to accept the resolution as written, with a second by C. Taylor. Motion approved unanimously.**

**XI. Committee for Evaluating Suitability of Existing Town Property and 10-Acre Parcel Owned by the Brault Family Trust for a Multipurpose Recreation Facility**

*Don Turner, Jr., Town Manager*

D. Turner presented background information as presented in the following memo:

To: Town of Milton Selectboard

From: Town Manager Don Turner

Subject: Committee for Evaluating Suitability of Existing Town Property and 10-Acre Parcel Owned by the Brault Family Trust for a Multipurpose Recreation Facility

Date: 5/2/2022

On April 20, 2022, a court order was issued in accordance to the settlement approved by the Selectboard on Monday, April 18, 2022. In accordance with the settlement, the Selectboard has agreed to form a committee to undertake the same thorough and pragmatic process that the public works facility committee undertook two years ago.

As with that committee, I recommend that a staff member serve on and be the chairperson of the committee. The settlement stipulates that I cannot serve on the committee. Human Resources & Operations Director John Bartlett currently manages all facilities with the exception of public works. Ultimately, he would oversee a new recreational facility, therefore I recommend that he serve on the committee and serve as chairperson as Dave Allerton did with the new public works facility.

The committee, working from the most recent Town Recreation Masterplan, will report the following information back to the Selectboard within 60 days of committee's initial meeting:

1. Identify what amenities should be incorporated in a Town-owned and operated multipurpose recreational facility.
2. Determine the size of the proposed building, to include all required improvements such as parking, storm water treatment, accessibility, etc.
3. Identify a building location, first analyzing all Town-owned property before looking at privately owned parcels.
4. Estimate the cost to construct this building and all required infrastructure, including land acquisition if appropriate.
5. Estimate the total start-up costs of the facility, to include equipment, supplies, costs related to hiring staff, etc.
6. Estimate the annual operating costs of the facility, to include labor costs, debt service, annual energy costs, maintenance costs, etc.
7. Estimate the implications to the Town tax rate for years 1-5.

**Motion made by M. Morgan to authorize the Town Manager, on behalf of the Town, to recommend for Selectboard appointment a committee of 5 members to evaluate the suitability of existing Town property and the 10-acre parcel owned by the Brault Family Trust for a multipurpose recreation facility. The committee will be chaired by Milton's Human Resources & Operations Director John Bartlett. The Town will advertise the available spaces on the committee**

**according to the Notice and Posting procedures of the Vacancy Policy. Second by C. Taylor. Motion approved unanimously.**

## **XII. Solar RFP Agreement**

*Don Turner, Jr., Town Manager*

D. Turner provided background information on this item and introduced Kirt Mayland, the manager of Frontage Road Land, LLC. Mayland presented information on his background and what he can do to help the Town of Milton.

**Motion made by C. Taylor to allow the Town Manager or his designee to enter into an agreement with Frontage Road Land, LLC for solar consulting, with a second by M. Morgan. Motion approved unanimously.**

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

*Don Turner, Jr., Town Manager*

D. Adams stated that he has received complaints that the field house restrooms were not open for the Color Run event. There was some discussion about the field house availability.

D. Turner distributed IT/computer use policy to all Selectboard members for future review.

Town Manager D. Turner provided the following updates:

- The Town has had preliminary conversations with Chris Simays of Arrowhead Avenue. Simays has been asked to get a feel from the neighborhood of those wishing to connect to sewer and get back to the Town. The Town is planning a meeting to invite those that expressed an interest in mid-June.
- D. Turner spoke to Nick Papaseraphim who requested an executive session meeting with the Selectboard. Turner explained to Papaseraphim that there were very specific reasons for having a meeting in executive session. Since negotiations have ceased for the time being, counsel agreed that there was no legal justification to have such a meeting. Based on this guidance, Turner notified Nick Papaseraphim that the Town would not meet in executive session. However, should Papaseraphim present a signed purchase and sale contract from his parents on the property identified in the MOU to Turner, he can present it to the Selectboard as soon as possible. Turner will be seeking another attorney's opinion on the legal remedies available to the Town at this time pertaining to the Papaseraphim property.
- Inclusion Festival will be this Saturday from 12-4 PM. The event has been organized by Milton on the Move Community Initiative with participation from Milton School District, the Town, and several resident volunteers. The event is sponsored by Vermont Federal Credit Union. Everyone is welcome. Please come out.
- Green Up Day is this Saturday. Please sign up at the Town offices or Saturday Morning at the Pavilion at Bombardier Park East at 8 AM.
- Two Police Officers received injuries in an altercation Friday night. One received a concussion and is still having headaches, and the other received a minor hand injury. Neither is expected to miss any scheduled shifts.
  - D. Adams stated that he would like to know the current status of the perpetrator(s) and if they are in custody.
- Police Department has a strong candidate for the one vacant officer position. Interviews have been completed and PD is awaiting the polygraph results.

- John Sharrow has decided to retire from the Green Mountain Transportation Board, effective June 30, 2022.
- The library is now open six days a week, but with far fewer hours available to the public (15 hours per week less than the pre-COVID schedule). No curbside pick-up and no computers are available to the public.
- The Town will have a number of Planning and Development Review Board positions up for re-appointment in June.
- The Planning & Zoning Department will do a presentation update at the next meeting.
- The Town will include the old Selectboard computers in an upcoming public auction to comply with the Town's disposition of assets policy. There are a number of items to auction in the near future.
- The Legion Road rebuilding project is going well. Pike will be in town late next week to start paving Forbes, Racine and Legion Roads.
- The Town will be having a meeting with residents of the Flanders, Meadow Road and Russell Circle neighborhoods to discuss upgrading the water system on June 7, 2022, at 6 PM at the Milton High School Auditorium. There will also be a discussion about wastewater expansions and storm water upgrades.
- The Police Department has two candidates for the lieutenant position. There will be two rounds of interviews after the testing is completed. PAC members and community residents will be invited to participate in the interview process.
- John Bartlett is working to replace David and Donna Ballard as they have decided to stop cleaning the Town properties. Donna has a new position at the school and will not be able to assist cleaning our offices going forward. Bartlett has several candidates and will be interviewing them soon.
- Plans are underway for a Memorial Day ceremony.

J. FitzGerald entered the meeting at 7:28 PM during the updates from D. Turner.

#### **XIV. Executive Session – Pending Litigation**

**Motion made by J. FitzGerald to find that premature knowledge about Pending Litigation would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:41 p.m. Motion approved unanimously. B. Steady was not in the room for the vote.**

**Motion made by J. FitzGerald to move enter into executive session at 7:41 p.m. to discuss Pending Litigation under the provisions of 1 VSA 313 (A)(1) 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.; Town Attorney Joseph McLean; and Ian Carlton. Second by M. Morgan. Motion approved unanimously. B. Steady was not in the room for the vote.**

**Motion made by J. FitzGerald to close executive session at 8:37 p.m., with a second by M. Morgan. Motion approved unanimously.**

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

#### **XV. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 8:40 p.m., with a second by C. Taylor.  
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/fbuow10q7fpl37oiy1svwb9ogxyaif0p>

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

<https://miltonvt.box.com/s/nkymky7mqo9rvrwt2s7gysw5l04hs4p>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

\_\_\_\_\_ Date: \_\_\_\_\_  
John FitzGerald, Clerk

Filed with the Milton Town Clerk's Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST: \_\_\_\_\_, Milton Town Clerk