



Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Tuesday, September 6, 2022 at 6:00 p.m.
(Immediately following Liquor Board Meeting)

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 (remote); David Allerton, Public Works Director; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Finance Director; Cymone Haiju, Planning & Development Review Director; Jenna Tucker Eugair, Recreation Director; Tom Elwood, Water/Wastewater Superintendent

Others Present: Kirt Mayland; Steve Nurme, Resource Management Incorporated; Charley Hanson, Resource Management Incorporated; Henry Bonges (remote); Alek Fleury, Milton Independent (remote); Anthony Micklus, Planning Commission; Sean Duchesneau, Planning Commission; Lisa LaBelle, Planning Commission; Benjamin Frye, Planning Commission; Diane Barrows; Nichole Delong; Allison Duquette; Brock Rouse; Nick Smith; Mary Callahan

I. Call to Order

D. Adams called the meeting to order at 6:02 p.m.

II. Flag Salute

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

III. Agenda Review

Recreation Director Jenna Tucker Eugair would like to get permission to apply for a \$20,000 grant opportunity that would go toward the resurfacing of the tennis courts. D. Adams stated that this item will be added to the agenda just prior to the manager's update.

IV. Public Forum

None.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 08/15/2022**
- **Approval of Warrant #5**

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

VI. Planning Commission Will Join Meeting to Discuss:

- **2021 and 2022 Planning Commission Proposed Town Plan**
- **Proposed Modifications to the Unified Development Regulations**
- **Zoning Map Amendments**

The members of the Planning Commission joined the meeting at 6:06 p.m. Cymone Haiju provided background information, stating that the proposed updates were approved by the Planning Commission in August. Haiju presented the proposed updates, detailing the rationale and background for each as stated in the document included with the meeting materials.

Haiju stated that the Planning Commission will plan to have its first Public Hearing in late October. Then there will be two Selectboard hearings for the Town Plan updates, which would be held in December and January.

Members of the Planning Commission shared their individual thoughts on the proposed updates. There was further discussion about the timeline for hearings and about how to find balance with demographics.

VII. Accept FPR Grant for Town Forest Trail

Cymone Haiju, Planning & Development Review Director

To complete the trail portion of the Town Forest trail.
\$40K gap that is proposed for ARPA

C. Haiju presented that Milton has been awarded a \$30,000 grant by the Vermont Department of Forests, Parks and Recreation's (FPR) Recreational Trails Program to upgrade a section of the existing multi-use access trail in the Milton Town Forest and to add a new 1,350-foot universally accessible section to Milton Marsh. There is a \$40,000 gap that will be a proposed use of ARPA funds. There was discussion about next steps to complete the project.

Motion made by B. Steady to accept the FPR RTP grant, with a second by M. Morgan. Motion approved unanimously.

VIII. Wastewater Biosolids Dryer Project

Tom Elwood, Water/Wastewater Superintendent; Steve Nurme and Charley Hanson, Resource Management Incorporated

D. Turner presented the background and overview, stating that the Town's wastewater plant currently processes 375,000 gallons of wastewater per day. Each month, the Town sends the byproduct to Coventry, which costs around \$5000-6000 per month, at our current outflow. As production increases, that number will increase. Turner provided an overview description of a dryer that could be installed into the wastewater treatment process to remove the liquid portion out of the byproduct and turn it into something that could be used for residential fertilizer. The purpose of this presentation is to provide information to the Selectboard about this equipment and process.

Steve Nurme and Charley Hanson from Resource Management Incorporated provided a presentation on the equipment and process. There was further discussion following the presentation on the potential cost to operate and maintain the equipment and on potential contributions from other organizations toward the overall cost.

IX. Catamount Industrial Park Water Project Contract Approval

Dave Allerton, Public Works Director

D. Allerton presented the background on this contract, as presented in the following resolution, which was presented to the Selectboard. This contract will be paid with \$100,000 from ARPA and \$75,000 from capital.

Resolution: Catamount Industrial Park Water Main Improvements Project Bid Award

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Select Board of the Town of Milton and amended October 5, 2020, requires competitive bidding and Select Board approval for purchases over \$15,000 by the Town,

WHEREAS, Catamount Industrial Park Water Main Improvement Project was put out to bid July 15, 2022, with bids due on August 5, 2022; and,

WHEREAS, the Town received the following bids, with the Engineers Estimate with contingencies being \$186,790.50

- Engineer's Construction, Inc.: \$144,286.00
- Courtland Construction Corporation: \$168,000.10

WHEREAS, after DPW review and a bid analysis performed by our engineering consultant, Aldrich & Elliott, PC, DPW Staff recommends the contract be awarded to Engineers Construction Inc., in the amount not to exceed \$144,286.00; and,

NOW, THEREFORE BE IT RESOLVED, by the Select Board of the Town of Milton that Staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Engineer's Construction, Inc., the contract in an amount not to exceed \$144,286.00, and that the Town Manager, or his designee is authorized to execute the necessary documents related to the award of this contract.

Motion made by M. Morgan to award Engineer's Construction, Inc., the contract in an amount not to exceed \$144,286.00 and authorize the Town Manager or his designee to execute the necessary documents related to the award of this contract, with a second by B. Steady. Motion approved unanimously.

X. New Highway Garage Architect Contract with Weimann Lamphere Architects

Dave Allerton, Public Works Director

D. Allerton presented the background on this contract, as presented in the following memo:

Resolution: Department of Public Works Highway Facility Project, Architect Contract Award

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Select Board of the Town of Milton and amended October 5, 2020, requires competitive bidding and Select Board approval for purchases over \$15,000 by the Town,

WHEREAS, A Request for Qualifications for the Department of Public Works Highway Facility Project was advertised on May 18, 2022, with Statements of Qualifications due on June 8, 2022; and,

WHEREAS, the Town received two Statements of Qualifications for the project, one from Weimann Lamphere Architects, and one from Colin P. Lindberg Architects; and,

WHEREAS, a review committee was assembled consisting of staff from the Public Works and Finance Department, as well as the Town Manager, and after reviewing the Statements of Qualifications, the committee recommended to move forward with Weimann Lamphere Architects for the project; and,

WHEREAS, the review committee met with Weimann Lamphere Architects to define the scope of work for the project, and Weimann Lamphere Architects provided a cost for services based on the agreed upon scope of work as follows; and,

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|-----------------------------|---------------------|
| Schematic Design | \$ 21,300.00 |
| Design Development | \$ 70,100.00 |
| Construction Documents | \$138,700.00 |
| Bidding and Negotiation | \$ 5,860.00 |
| Construction Administration | \$ 62,540.00 |
| Estimated Expenses | \$ 2,000.00 |
| TOTAL | \$300,500.00 |

WHEREAS, the review committee recommends awarding the contract at the proposed scope and fee to Weimann Lamphere Architects; and,

NOW, THEREFORE BE IT RESOLVED, by the Select Board of the Town of Milton that Staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby awards Weimann Lamphere Architects, the contract for Architectural Services in an amount not to exceed \$300,500.00, and that the Town Manager, or his designee is authorized to execute the necessary documents related to the award of this contract

Motion made by M. Morgan to award Weimann Lamphere Architects the contract for Architectural Services in an amount not to exceed \$300,500.00, and to authorize the Town Manager, or his designee to execute the necessary documents related to the award of this contract, with a second by B. Steady. There was further discussion about the cost estimate. Motion approved unanimously.

XI. Solar Request for Proposal Responses

Kirt Mayland

Kirt Mayland presented background on the process and gave an overview of the 4 (four) proposals received through the RFP process. He also discussed the potential impact of the Inflation Reduction Act on the proposals. There was further discussion as Mayland addressed questions from the Selectboard and provided his recommended course of action.

Motion made by C. Taylor to direct the Town to explore moving forward with Norwich Solar’s proposal for aforementioned projects, with a second by B. Steady. Motion approved unanimously.

XII. IDEAL Vermont Invitation and “VLCT Welcoming & Engaging Communities Cohort” Approval

Don Turner, Jr., Town Manager

D. Turner provided the background on IDEAL Vermont and the invitation to participate from the Executive Director of Racial Equity for the State of Vermont. He also provided a brief description of the E.P.I.C. training program provided by the Vermont League of Cities and Towns (VLCT) in partnership with Abundant Sun. He explained that there is no financial commitment with regard to this program.

Resident Diane Barrows requested more information about IDEAL Vermont and what the Town would be committing to by participating in this program. Turner read aloud some of the information included in the invitation letter.

B. Steady stated the following: “While I understand the good intentions intended for the IDEAL Vermont initiative, my personal concern is that these good intentions could possibly end up dividing people, rather than uniting them. I think there are many community members that are like me that are open and accepting of everyone, regardless of their ethnic background, religious beliefs, orientation and how people choose to identify themselves. Unfortunately, I do not believe, personally, that new policies and initiatives like these are going to change the way some people think. I think it has to be brought up in you, like it was with me, that we accept all people. So with that being said, I will be respectfully voting ‘no’.”

There was further discussion between the Selectboard, the Town Manager and several residents, regarding concerns about participating in these programs.

D. Adams expressed concern that if we don’t participate, we won’t have a voice at the table – especially since the E.P.I.C. program is run in part by VLCT.

C. Taylor stated that he would like more information on the curriculum and would also request frequent updates from Turner, as a participant.

The Selectboard would like to look into who is qualified to act as the second participant, alongside D. Turner.

No action was taken by the Selectboard.

XIII. Building Communities Grant Program – Recreational Facilities

Jenna Tucker Eugair, Recreation Director

Jenna Tucker Eugair presented the background on the Building Communities – Recreational Facilities Grant opportunity. The application deadline is September 10 and the intent is to fund shovel-ready projects, with funding already in place, that only need gap funding. The grant request will be for \$23,800, and would be used to complete the tennis court resurfacing with the addition of designated pickleball courts. If this project is funded in full and the project is completed within budget, remaining funds could be applied to other projects. The requested amount covers a more “top-of-the-line” resurfacing project. A minimum amount request will also be submitted to cover a more basic resurfacing project.

Motion made by C. Taylor to allow the Recreation Director to apply for the Building Communities grant for the amount of \$23,800, with a second by M. Morgan. Motion approved unanimously.

XIV. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

- The Request for Proposals for the sewer connection at 72 Cherry Street has been emailed directly to four local contractors. It was also posted on the Town’s website. Here is the schedule: Project out to bid on Tuesday, August 23rd. Mandatory pre-bid meeting on Tuesday, September 6th, at 9:00 a.m. at the site. Tom will need to be there. Three contractors attended the meeting today.

Bids will be due on Friday, September 16th, 10:00 a.m. The contractor must complete the work by Monday, October 31, 2022.

- Dave and Tom are evaluating septage fees. The fee is supposed to cover the cost of providing the service. Unfortunately, that does not seem to be occurring at this time.
- Google Fiber pulled out of agreement with Northwest Fiberworx, but the Communications Union District is committed to bringing high-speed internet to underserved areas of Milton.
- The Town has another auction happening now that includes the 2015 pickup for building and grounds (current bid is at \$21,000), the fire department's 1995 brush truck (current bid \$8100) and two sand/salt truck mount units.
- The Town received the remaining Town portion of ARPA money, in the amount of \$566,831.83, on Thursday, August 25, 2022. The remaining county portion should be received in late September of 2022.
- The Highway Department has added 40 yards of gravel to the shoulder on East Rd. in the area that seems to have a high number of cars going off the nice smooth road. There is now a 3' wide shoulder in that area. The last speed data we collected suggested that speed might be an issue.
- Vermont Life Safety vendor was in the Municipal Building today performing annual inspections on our sprinkler systems and fire alarm panel.
- The Grange Hall was inspected today, and the Town will provide Selectboard members with a copy of the report when it is available.
- Turner asked if any of the Selectboard members oppose conveying the old self-contained breathing apparatus (SCBA) filling station and cascade system to Colchester Technical Rescue. They have a need for this system but not nearly enough funds to buy a new system. They provide mutual aid services and training to Milton's fire and rescue departments, and Turner feels that this would be a good use of the equipment.
- Justin Bergeron of Building and Grounds will be leaving to pursue another opportunity at Fletcher Allen on Friday, September 16. The Town of Milton wishes him well, as he has gone above and beyond as a steward of Town properties.
- Georgia Assessor Bill Hinman reached out to discuss the valuation of the wind turbines as the current agreement expires next year. He will work with Ed Clodfelter to determine the value for the next ten years.
- Turner will be out of town from tomorrow, September 7, through Sunday, September 11. The acting Town Manager schedule will be as follows: Dave Allerton on Wednesday and Thursday; Amber N. Baker on Friday and John Bartlett on Saturday and Sunday.

D. Adams stated that for the next meeting, he would like to know what is going on with security for the school. He understands that this would have to be in executive session.

XV. 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 8:55 p.m. Motion approved unanimously.

Motion made by J. FitzGerald to move enter into executive session at 8:55 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. and to extend the meeting until we finish. Second by B. Steady. Motion approved unanimously.

**Motion made by C. Taylor to close executive session at 9:26 p.m., with a second by M. Morgan.
Motion approved unanimously.**

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

XVI. Adjournment

**Motion made by M. Morgan to adjourn the meeting at 9:28 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/ctf290s3gp89b2yhqschw2ivp6vbzo4d>

A video recording of this meeting can be found at the following location:
<https://miltonvt.box.com/s/ski6a2bb0nh54co1b34bo6hdey6isyfz>

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