



**Town of Milton**  
**Regular Selectboard Meeting**  
**Monday, March 18, 2019 at 6:00 p.m.**  
**Milton Municipal Building Community Room**  
**43 Bombardier Road, Milton VT 05468**

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chairman; John Palasik, Vice-Chairman; Chris Taylor, Clerk; Dana Maxfield, Member

**Staff Members Present:** Don Turner, Jr., Town Manager; Sheila Mooney, Town Manager Executive Assistant; David Allerton, Director of Public Works; Taylor Yeates, Director of Public Safety; Kym Duchesneau, Recreation Coordinator; John Bartlett, Director of Administration/Human Resources/Facilities

**Others Present:** Brenda Steady

**I. Call to Order**

The meeting was called to order by D. Adams at 6:00 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

None.

**IV. Public Forum**

None.

**V. Business**

**A. Ambulance Stretcher Demonstration**

*Taylor Yeates, Director of Public Safety*

Taylor Yeates, Director of Public Safety gave a demonstration of the new ambulance stretcher.

**B. Kenneth Nolan Resolution for Years of Service**

*Don Turner, Jr., Town Manager*

**Motion made by C. Taylor to approve the Resolution for Kenneth Nolan for his years of service to the Town of Milton with a second by J. Palasik. Approved Unanimously.**

**C. Recreation Master Plan Update and Vendor Recommendation**

*Kym Duchesneau, Recreation Coordinator*

Kym Duchesneau, Recreation Coordinator gave the Selectboard an overview of the Recreation Master Plan update and vendor recommendation.

**Motion made by C. Taylor to authorize the Town Manager, or his designee to execute the necessary documents to award the contract to SE Group for the Milton Recreation Master Plan update project in an amount not to exceed \$19,000 to be paid from the Capital Reserve Budget with a second by D. Maxfield. Approved Unanimously.**

**D. Approval of Resolution to Post Roads**

*Don Turner, Jr., Town Manager*

**Motion made by C. Taylor to approve the roads will be posted in accordance with the Town of Milton Motor Vehicle and Traffic Regulation Ordinance adopted February 22, 2011 and the Gross Weight Limits on Town Streets, Highways and Bridges Ordinance adopted August 16, 2005, and at dates of restriction designated by the Public Works Department, and as described in said Ordinances with a second by D. Maxfield. Approved Unanimously.**

**E. Lake Road Water Main Construction Loan Application  
And Engineering Services Agreement**

*David Allerton, Director of Public Works*

**Motion made by C. Taylor to authorize the Town Manager, or his designee to execute the Engineering Services Agreement Amendment No. 2 with Aldrich & Elliott in the amount of \$78,300 for construction phase engineering services, including contract administration and resident engineering and to also authorize DPW staff to submit the State of Vermont DWSRF Construction Loan Application in the amount of \$804,000 for the Lake Road Water Main Replacement project with a second by D. Maxfield. Approved Unanimously.**

**F. Department of Public Works Update**

*David Allerton, Director of Public Works*

David Allerton, Director of Public Works gave an update of the Department of Public Works projects.

Projects Moving Forward

East Road Bridge No. 5 Replacement

- Funding, \$1.5M bond.
- Preliminary design plans are complete. Working on easements with abutters. Have applied for Wetlands and Stream Alterations Permits.
- Current Cost Estimate: \$905,401.
- Schedule. Construction this year.

East Road Bridge No. 6 Replacement

- Funding, \$1.5M bond, and \$175,000 for design engineering
- Preliminary design plans are complete. Working on easements with abutters. Have applied for Wetlands and Stream Alterations Permits.
- Current cost estimate: \$566,000. (The estimated cost for both bridges together is below our bonding authority.)
- Schedule. Construction this year.

#### Lake Road Water Main Replacement

- Funding. \$804,000 bond authorization to utilize DWSRF funds at 3%, 20 years. There is the potential for a 30% subsidy for this project, i.e., \$241,200.
- Final design plans are complete, and submitting the permit to construct application this week. Additionally, with Selectboard approval, will be submitting the DWSRF construction loan applications this week.
- Current Cost Estimate. \$804,000.
- Schedule. Hope to be bidding in April, with a construction window of June 15 to September 15, 2019.

#### River Street Pressure Sustaining Valve Replacement.

- Funding. \$198,000 bond authorization to utilize DWSRF funds at 3%, 20 years. Possible subsidy.
- Preliminary Engineering Report submitted last week for review by DPW and ANR.
- Current cost estimate. \$198,000. Positive bond vote in March 2019 for the project.
- Schedule. Construction likely in calendar year 2020.

#### MS4 Stormwater Permit

- Annual Report due on April 1, 2019.
- Better Roads Grant Projects
  - McMullen Road. Completed in FY 2019.
  - Cadreact Road. Completed in FY 2019.
  - Beebe Hill North. Applied for grant for FY 2020.
  - Westford Road. Applied for grant for FY 2020.
  - Will identify additional projects for FY2021 from our Road Erosion Inventory.
- Grants-in-Aid Projects
  - Beebe Hill South. Have grant, and must complete work in FY 2019.
  - Kingsbury Crossing. Will apply for grant in May this year, for FY 2020.
- Outreach. Stenciling and mural project for catch basins.
- Need to do continual catch basin cleaning and inspections (Hamlin Consulting Engineers did this for us in 2017), and planning for repairs. Need another round of inspections in 2019.
- Project development review, and ensure property owners are maintaining their stormwater systems outside the ROW.
- Updating infrastructure into GIS format.

#### Hourglass Project

- VTrans and their consultant are working on the plans and specs. Continue to work with the environmental consultant to identify any issues with the properties the Town needs to purchase. Need to evaluate and determine what the Town wants to do with the central portion of the hourglass.
- Construction start likely in 2021.

#### Route 7 Gap

- Currently developing ROW plans. Ben Heath has provided good updates recently.

- Funding through VTrans and TIF.
- Hope to start construction this fall.

#### Route 7 Streetscape

- Currently developing plans and specs. Ben Heath has provided good updates recently.
- Funding through TIF.

#### Southern Gateway Project

- Working with Trudell Consulting Engineers to design the intersection and traffic signals.
- Funding through TIF.
- Hope to start construction this year.

#### Cherry Street Sidewalk

- Currently trying to locate the easement given to the Town from the Railroad.
- Funding is through a VTrans Pedestrian and Bicycle Grant, as well as local match.
- The Railroad has a new design engineer, and may be designing the rail crossing by themselves. The Town is using Aldrich & Elliott to design the sidewalk.

#### Stormwater Master Plan

- Working with the CCRPC and their consultant, Fitzgerald Environmental Consulting to prepare a Stormwater Master Plan for the Town. The project will identify up to 60 projects we can do around town, and provide conceptual design plans for up to 15 projects.
- Funding. This project is funded partially with an Ecosystem Restoration Grant through ANR, and a local match through the stormwater budget line item. Total budget is \$46,000, with \$21,000 from the grant, and \$25,000 local match.

#### Public Works Specifications

- The original effort was funded through a grant P&Z obtained. The remainder of work to be completed is a review by DPW, and then to finalize the document.
- Schedule. This work needs to be completed this year as part of our MS4 permit.

#### Flanders Water Main Replacement and Wastewater Evaluation Project

- Funding. The Preliminary Engineering Reports for this project are being funded through the DWSRF and CWSRF.
- Detailed questionnaires have gone out to all residents.
- Costs. Cost of the PER phase of the project is \$45,100.
- Schedule. PER with cost estimates will be complete by October or November 2019.

#### Paving in 2019

- Funding. \$1,000,000 Bond Article passed this year.
- Plans and specs are complete for the following roads, and Hamlin Consulting Engineers will have them to me next week (except for Bear Trap Road):
  - Everest Road
  - Lake Road
  - East Road

- North Road
- Quarry Lane
- Cooper Road
- Bear Trap Road – not complete yet.
- Costs. Current costs will be included with the submittal received next week.
- Schedule. The plan is to have this out to bid in April or May for a mid-summer construction start.

High Risk Rural Roads VTrans Project. VTrans will be replacing signs on West Milton Road, Bear Trap Road, Herrick Avenue, and Bradley Street. This is a 100% VTrans project.

#### Bear Trap Bridge – Vermont Joint Replacement

- \$20,000 is in the FY2020 budget for this project. Will develop an RFP to get a contractor to do this work.

#### Westford Road High Service Water System

- Funding. There is \$33,000 in the FY2019 budget to work on the high service water systems in the water plant.
- The hydropneumatic tank and pumping system was installed in the early 1980s, and we can no longer get parts. Need to replace the 1,050-gallon air over water hydropneumatic tank with newer, bladder-style hydropneumatic tanks.
- Cost. Currently getting a cost estimate to provide a design for this project.
- Schedule. Need to complete the work within the current FY2019 year and budget.

#### Steeplechase Lane High Service Water System

- Funding. No funding was specifically identified for this water system.
- A check valve has broken in the piping of this system, and the piping was constructed with dissimilar metals in contact with each other resulting in corrosion and leaking. This piping needs to be repaired, and will likely include shutting down the system.
- Cost. Getting costs to fix this.
- Schedule. None at this time.

#### Class 2 Paving Grant Application

- Need to apply for this grant by April 15.
- Once the paving plans are in from Hamlin Consulting Engineers, we will be able to put together a grant application.

#### Projects Needing Funding to Complete

##### Munson Hill road and slope repair

- Contract plans and specifications are complete.
- Project cost estimated at \$800,000.
- Funding. Lost 75% FEMA funding from 2011. Currently have \$195,000 from the 2018 Bridge/Paving Bond. Also applied for a \$300,000 Transportation Alternatives Grant (have not heard from VTrans whether we received this grant yet). There would still be a \$305,000 funding shortfall.
- Schedule. None yet.

#### Lake Road Culvert Replacement

- Lost VTrans Structures Grant, so currently have no funding to advance this project.

#### Rolling Irish Road Culvert Replacement

- No funding to advance this project.

#### Duffy Road Culvert Replacement

- No funding to advance this project.

#### Work needing to be done

- Updating Health & Safety Plan
  - Health & Safety Plan was put together over ten years ago, and needs to be updated.
- New Highway Garage Working Group
  - Putting together a new highway garage working group to evaluate Highway Division needs, footprint of new building, potential locations of new building, etc.
  - Working Group to consist of DPW employees, Selectboard member, members of the public.
- Water Plant repairs
  - May need to put off repairs to the roof, soffits and siding due to budgetary issues.
- Preparing a long-term paving plan
  - Need a long-term paving plan, as well as a maintenance plan for town roads.
  - Schedule. None yet. There is plenty of paving to do this year, which will allow time to evaluate and develop a plan moving forward.
- Eagle Mountain Road Stormwater Issues
- Highway Access Permits
- Excess Weight Permits
- Updating Town infrastructure into GIS format: W/WW, stormwater system, culverts, bridges, roads, outlets/discharges, signs, etc.
  - This is part of our MS4 permit requirements, and no work has been done on updating infrastructure for several years.

#### **G. Approval of Resolution to Purchase Salt**

*Don Turner, Jr., Town Manager*

**Motion made by C. Taylor to approve the purchase of salt in the amount of Twenty-Five Thousand Dollars (\$25,000) above the voter approved budgeted amount of \$180,000 for the Town of Milton with a second by D. Maxfield. Approved Unanimously.**

#### **H. April 29, 2019 Town Summit Discussion**

*Don Turner, Jr., Town Manager*

Don Turner, Jr., Town Manager discussed the upcoming April 29<sup>th</sup> Town Summit.

#### **I. Draft RFP Reappraisal Discussion**

*Don Turner, Jr., Town Manager*

Don Turner, Jr., Town Manager discussed the draft RFP Reappraisal.

**I. Town Manager's Update**

*Don Turner, Jr., Town Manager*

- The will be a Selectboard retreat on April 13<sup>th</sup> 8:00 a.m. to 12:00 p.m.
- Don Turner, Jr., Town Manager and Victor Sinadinoski, Director of Planning and Economic Development attended an event held at the Echo Center on March 13, 2019 with 29 Canadian businesses.
- Will be meeting with the Milton Mobile Home Park regarding requesting permission to apply for a pass through grant.
- Received a letter from the Town counsel regarding the procedure for filling the Selectboard vacancy.
- The Town staff participated in a training session on March 18<sup>th</sup> regarding preventing and defusing anger and hostility.
- Victor Sinadinoski, Director of Planning and Economic Development will be leaving his position effective April 19, 2019.
- The selective cutting of trees is complete.
- The Department of Public Works Assistant will be on maternity leave for 12 weeks.
- There is currently a spending budget freeze.
- Officer Charles Brown has retired from the Police Department.
- The micro grid at the Mears farm has been approved.
- The Development Review Board approved the application for the Sawyer project on Route 7.
- A BBQ food truck plans to rent the parking lot space at the Grange.
- Rusty DeWees ("The Logger") will be performing at the Milton Grange on April 6<sup>th</sup>.

**II. Warrant #20**

**Motion made by C. Taylor to approve Warrant #20 in the total amount of \$286,863.93 with a second by D. Maxfield. Approved Unanimously.**

**III. Approval of Minutes of March 4, 2019 Regular Selectboard Meeting**

**Motion made by C. Taylor to approve the Regular Selectboard Minutes of March 4, 2019 with a second by D. Maxfield. Approved Unanimously.**

**IV. Approval of Annual Town Meeting Minutes of March 4, 2019**

**Motion made by C. Taylor to approve the Annual Town Meeting Minutes of March 4, 2019 with a second by D. Maxfield. Approved Unanimously.**

**V. Approval of Minutes of March 11, 2019 Special Selectboard Meeting**

**Motion made by C. Taylor to approve the Special Selectboard Meeting Minutes of March 11, 2019 with a second by D. Maxfield. Approved Unanimously.**

**VI. Executive Session**

**Motion made by C. Taylor at 7:57 p.m. that premature public knowledge about personnel would cause the Town or person to suffer a substantial disadvantage with a second by J. Palasik. Approved Unanimously.**

**Motion made by C. Taylor at 7:57 p.m. that the Selectboard enter into executive session to discuss personnel under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes to include all four members of the Selectboard present tonight and Don Turner, Jr., Town Manager; John Bartlett, Director of Administration/Human Resources/Facilities with a second by J. Palasik. Approved Unanimously.**

**VII. Action as a Result of Executive Session**

**Motion by C. Taylor at 8:29 p.m. to close executive session with no action taken with a second by D. Maxfield. Approved Unanimously.**

**VIII. Motion to Adjourn**

**Motion made by C. Taylor at 8:30 p.m. to adjourn the meeting with a second by D. Maxfield. Approved Unanimously.**

D. Adams adjourned the meeting at 8:30 p.m.

Respectfully Submitted,  
Sheila Mooney

APPROVED MINUTES:

Chris Taylor Date: 4/1/19  
Chris Taylor, Clerk

Filed with the Milton Town Clerk's Office on this 2 day of April, 2019.

ATTEST: Sheila Mooney, Milton Town Clerk