



**Town of Milton – Selectboard Meeting**  
**43 Bombardier Road, Milton VT 05468**  
**In Person and/or via Zoom – Community Room**  
**Monday, March 21, 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; Michaela Foody, Public Safety Director; Kristin Beers, Town Clerk; David Allerton, Public Works Director; Brittany Tradup, Executive Assistant to the Town Manager; John Bartlett, Director of HR/Administration/Buildings & Grounds (remote)

**Others Present:** : Sean McCann, Nick Smith, Lisa Rees (remote), annmerrill-griswold (remote), Jessica Groeling (remote), Henry Bonges (remote), Various rescue staff

**I. Call to Order**

D. Adams called the meeting to order at 6:09 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

D. Turner: Vermont Economic Progress Council (VEPC) has requested that the board authorize the new finance director, RaMona Sheppard, as the Tax Increment Financing (TIF) District point of contact. There is a form that will need to be signed. This has been added to the agenda following RaMona's introduction.

**IV. Public Forum**

None.

**V. Consent Agenda**

- **Approval of Selectboard Special Meeting Minutes of March 3, 2022**
- **Approval of Selectboard Meeting Minutes of March 7, 2022**
- **Approval of Warrant #21**

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

**VI. Introduce New Finance Director – RaMona Sheppard**

*Don Turner, Jr., Town Manager*

D. Turner introduced the Town's new finance director RaMona Sheppard, who started the previous week. R. Sheppard provided a brief overview of her background.

**VII. VEPC TIF District Point of Contact Form**

*Don Turner, Jr., Town Manager*

D. Turner presented the point of contact form for the Vermont Economic Progress Council (VEPC) Tax Increment Financing (TIF) District, which requires approval from the Selectboard. The form was completed with RaMona Sheppard as the primary point of contact and Don Turner, Jr. as the alternate.

**Motion made by C. Taylor to authorize chair Darren Adams to submit the Tax Increment Financing District point of contact form, with a second by M. Morgan. Motion approved unanimously.**

**VIII. Rescue Chief Appointment – Sean McCann**

*Michaela Foody, Public Safety Director*

M. Foody presented background on the search effort and introduced Sean McCann as the Town's recommendation for rescue chief. McCann provided a brief overview of his background and qualifications. McCann expanded on his position regarding volunteerism, and there was further discussion on this topic. There was also further discussion on paramedic certifications and on McCann's availability. M. Foody elaborated further on the search process that led to this recommendation.

**Resolution: Rescue Department Chief Appointment**

WHEREAS, the Public Safety Director has been the Acting Chief of the Milton Rescue Department;

WHEREAS, in January of 2022 the Town of Milton Selectboard authorized the Public Safety Director to move forth with hiring a Full Time Rescue Chief using American Rescue Plan Act (ARPA) funds;

WHEREAS, the Town of Milton conducted a regional search for a rescue chief, receiving 10 applications from across Vermont and the United States;

WHEREAS, an interview panel consisting of Rescue Department Officers interviewed certain applicants and the finalists were interviewed by Rescue Department volunteers and the Public Safety Director;

WHEREAS, Sean McCann, NRAEMT, was selected by the Public Safety Director as the top candidate;

WHEREAS, Mr. McCann has extensive experience being a member of and leading volunteer based fire and rescue departments, a wealth of administrative skills, and a strong leadership background that will continue to advance Milton Rescue's endeavor to provide high quality medical care and strong community relationships; and

WHEREAS, the Town Manager recommends Sean McCann be appointed as Chief of the Milton Rescue Department.

THEREFORE, BE IT RESOLVED, the Town of Milton Selectboard confirms the appointment of Sean McCann as Chief of the Milton Rescue Department; and

BE IT FURTHER RESOLVED, the Town of Milton Selectboard approves the use of approximately \$18,000 of ARPA funds for salary expenses until June 30th, 2022.

Dated at Milton, Vermont this 21st day of March, 2022.

**Motion made by B. Steady to appoint Sean McCann as chief of the Milton Rescue Department using \$18,000 of ARPA funds toward the salary expenses until June 30, 2022, with a second by J. FitzGerald. Motion approved unanimously.**

**IX. DRB Representatives: Switch Roles for Henry Bonges and Nick Smith**

*Don Turner, Jr., Town Manager*

D. Turner presented the background on this proposed switch and noted that the staff involved supports the switch. Turner introduced Nick Smith and discussed his expertise and tenure with DRB. Henry Bonges stated that he supports the switch. Nick Smith agreed to the proposition.

**Motion made by M. Morgan to approve the switching of the roles of Henry Bonges and Nick Smith on the Development Review Board, with both terms ending June 30, 2023, effective immediately. Second by C. Taylor. Motion approved unanimously.**

**X. Discussion: Papaseraphim Memorandum of Understanding**

*Don Turner, Jr., Town Manager*

D. Turner presented a copy of the Memorandum of Understanding that was signed on February 5, 2018 for review. There was discussion about the agreement and the money that has been spent to date to satisfy the conditions outlined in the MOU, including items such as property appraisals, legal fees and VTrans fees. Turner noted that he has not recorded the MOU, but he will be doing so.

**No action taken.**

**XI. Approval to Apply for AARP Community Challenge Grant and the Recreational Trails Program Grant**

*Cymone Haiju, Planning & Development Review Director*

D. Turner provided background on the Town Forest Trail Project Phase II, for which these grant funds would be used. Cymone Haiju stated that the Town still has valid permits, and she discussed why she believes this grant is a good opportunity for the project. She provided her proposed funding breakdown in the following memorandum. D. Turner added notes regarding other funding sources that may be considered.

To: Milton Select Board

Date: March 21, 2022

From: Cymone Haiju, Planning Director, Department of Planning and Zoning

CC: Don Turner, Town Manager

Re: Department of Planning and Zoning – AARP Community Challenge Grant and Recreational Trails Program Grant for Town Forest Trail Project Phase II

The Town of Milton Department of Planning and Zoning is seeking to apply for a grant through the American Association of Retired Persons (AARP), the Community Challenge Grant which provides small grants to fund quick-action projects to improve public spaces, housing, transportation and civic engagement and pursue innovative ideas that support people age 50 or older.

The Planning and Zoning Department is also seeking to apply for the Recreational Trails Program Grant through the VT Dep. of Forests, Parks, and Recreation.

Both grants provide assistance as we complete Phase II of the Town Forest Trail Project, which involves the further extension of a graded five-foot-wide ADA compatible trail that will commence where the previous work ended and will extend approximately 1,350 feet to the future location of a viewing platform that will be adjacent to an existing natural marsh area.

The estimated cost of the project follows:

1. AARP Community Challenge Grant: \$18,503
2. Recreation Trails Program Grant: \$30,000
3. Local Match: \$20,000 (\$5,000 PZ Department; \$15,000 General Fund)
4. Total Project Cost: \$68,503 (Trail Construction and \$600 Grant Admin. Costs)

The grant funding is available in FY2023, and we anticipate using the AARP Grant and Recreational Trail Program's Grant if awarded this year, the General Fund, and the Planning and Zoning Department's line item 'Other Professional' to fund the project.

We respectfully request the Select Board to authorize the Town Manager, or his designee, to apply for the grant with the American Association of Retired Persons (AARP) and the Recreational Trails Program Grant. A copy of the AARP grant's overview information is attached.

**Motion made by C. Taylor to allow the Planning and Zoning Department and the Town to apply for the grant with the American Association of Retired Persons (AARP) Community Challenge Grant for \$18,503 and the Recreational Trails Program Grant for \$30,000. Second by B. Steady. Motion approved unanimously.**

## **XII. Department of Public Works Project Updates**

*David Allerton, Public Works Director*

D. Allerton went through his report outlining the status of DPW projects. There was some discussion regarding a few select points in the presentation.

B. Steady mentioned that former Public Works employee, Bev Chapman, passed away on Saturday, March 12. Steady wanted to take a moment to remember her and recognize her work for the Town.

D. Adams mentioned that it might be a good time to find a grant or invest in new monitoring technology that can provide live information from various locations around town to the Highway team as to what may need attention.

## **XIII. Authorize Town Manager to Sign for 72 Cherry St.**

*Don Turner, Jr. Town Manager*

D. Turner provided the background and history on this residence. He presented a proposed agreement from the homeowners' attorney, noting some differences from the original proposed agreement offered by the Town.

**Motion made by C. Taylor to authorize the Town Manager Don Turner, Jr. to sign all documents pertaining to the sewer interconnection and installment contract and settlement of claims for 72 Cherry St. on behalf of the Town of Milton. Second by M. Morgan. Motion approved unanimously.**

**XIV. New Computers for Selectboard**

*Don Turner, Jr. Town Manager*

D. Turner provided a brief overview on this agenda item, and presented the research and cost comparison. There was some discussion regarding the approximate pricing.

**Motion made by C. Taylor to reappropriate funds from the FY22 Information Technology budget to replace computers for members of the Selectboard, in an amount not to exceed \$8000. If available funds in the FY22 budget are insufficient, any additional funds needed will be reappropriated from the FY23 budget. Second by M. Morgan. Motion approved unanimously.**

**XV. Legislative Redistricting Discussion**

*Don Turner, Jr. Town Manager*

D. Turner discussed legal counsel's opinion which advised that it is not within the Town's power to take action to oppose the changes adopted by legislature. It would be up to a minimum of 5 residents to challenge. Turner elaborated that, up to this point, the Town has used every available opportunity to voice opposition to the proposed changes and have recommended alternate redistricting plans throughout the process. Those efforts were unsuccessful. Action will be taken by the Town to communicate the changes to residents.

**XVI. Milton on the Move Review/Proposal – Discussion & Potential Action**

*Don Turner, Jr. Town Manager*

D. Turner presented the background on the Milton on the Move initiative and why we pursued it in the first place. He expressed concern that the initiative will lose momentum if we don't make a concerted effort to move the projects forward. He is proposing that the Town hire a part-time employee to coordinate the projects going forward.

Jessica Groeling, the chair of Milton on the Move, presented the history of the initiative and town participation. She added that, to this point, the initiative has been led by a committee of volunteers, and if the Town wants to truly utilize the opportunity that this initiative presents, the committee will need dedicated resources from the Town.

Turner provided an overview of the proposed community coordinator position. There was further discussion about the duties and responsibilities of the coordinator and how this position would be funded.

**Motion made by M. Morgan to authorize the Town Manager to hire someone in the \$20-25/hr range for 4-8 hours per week (not to exceed 400 hours in this calendar year). Staff will provide an update to see if there are any future adjustments needed after a reasonable trial basis determined by the Town Manager. Second by J. FitzGerald. Motion approved unanimously.**

**XVII. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

Update from D. Turner:

- Kirsten Jensen in our public works office recently passed the first step of her Professional Engineer certification.
- Cymone met with Scott Dillon, Yvonne Basque, and Jess (State Archeologist) this morning. They've agreed to provide approval to the army corps of engineers for our trail project to receive a renewed permit.
- The old creamery property located at 25 Railroad St. has been accepted into the BRELLA program! As noted below, there are next steps to follow in order to continue the process. Amanda, Cymone and I are meeting monthly with Krista to keep this project on track.
- Regrouping with Flanders group to set up another neighborhood meeting to discuss water/sewer
- First Amendment Audits: notice from VLCT providing guidance pertaining to public access
- Brittany and I are working on May 8th Inclusion Week: Belonging in Milton
- Shannon and Cally have been working to clear up all non-metered accounts. We have identified an account that resulted in a \$4200 in outstanding fees.
- We were fully staffed last week, but we received a notice from Art Garrison today that he will be resigning his position as Wastewater Plant Operator to take a job in Essex, effective in two weeks. We will start recruiting for this position ASAP.
- Chief Laroche and a Howard Center Representative will be attending a Selectboard meeting on 4/18 to give an update on how the program is functioning.
- We have received a number of compliments on the condition of our dirt roads so early in spring.
- Bill Sawyer wanted to express appreciation for the board approving his request to defer payment of water and sewer connection fees until completion.
- Former Public Works Administrative Assistant Bev Chapman passed away last week. Bev worked from 2010-2016.
- The vacuum truck refurbishment project is nearly complete. We have not encountered any surprises and the truck is reported to be in better condition than they anticipated. I hope that the truck will be back in service by mid-April.
- I plan to bring a proposal to the Selectboard at the May 2 meeting concerning the formation of a citizen committee to make recommendations on the future of the old highway garage.
- We are evaluating a request made by highway members to start the four-day, ten-hour work schedule in early April versus after Memorial Day. We are interested in a trial to see if this proposal will benefit the taxpayers as well as the staff.
- Planning/Zoning will be attending the 5/2 Selectboard meeting to update the Selectboard on upcoming DRB projects, zoning proposals, enforcement action and economic development.

D. Adams asked about whether there is a process for distributing ARPA funds. D. Turner responded that he envisions a public hearing, but will need some direction from the board. Some funds have already been appropriated, but moving forward, there should be some guidelines.

J. FitzGerald initiated a brief discussion about the Clerk sending out an email with notes on items in the warrant.

## **XVIII. Executive Session – Litigation**

**Motion made by J. FitzGerald to find that premature knowledge about Litigation would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 8:52 p.m. Motion approved unanimously.**

**Motion made by J. FitzGerald to move enter into executive session at 8:42 p.m. to discuss 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. Second by M. Morgan. Motion approved unanimously.**

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

**Motion made by M. Morgan to close executive session at 8:54 p.m., with a second by B. Steady. Motion approved unanimously.**

**XIX. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 8:56 p.m., with a second by C. Taylor. Motion approved unanimously.**

All documents pertaining to this meeting may be viewed using the following link:  
<https://miltonvt.box.com/s/aj3wqcomjoak4wazqscrtpnkrsjn5fwe>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/de25o6gy3zob78aiicb1jz3qzgv1bdl9>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 Date: 4/4/22  
John FitzGerald, Clerk

Filed with the Milton Town Clerk's Office on this 5<sup>th</sup> day of April, 2022.

ATTEST: Kristi Beas, Milton Town Clerk

