



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, May 16, 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; Brittany Tradup, Executive Assistant to the Town Manager; Cymone Haiju, Planning & Development Review Director (remote); Amanda Pitts, Zoning Administrator; Drew Bulfer, Planning & Zoning Officer; John Gifford, Town Treasurer; Amber Baker, Finance Director

Others Present: Lisa Barron, Milton Public Library; Jay Scharff; Claire Generazio; David Nappi; Julia Andrews; Jeff Manley; Brian Singh (remote); Lisa Rees (remote); Henry A. Bonges III (remote); Diane Barrows (remote); Sarah Reeves, CSWD (remote); Nola, CSWD (remote); Michelle Morris, CSWD (remote); Linda Sanderson (remote)

I. Call to Order

D. Adams called the meeting to order at 6:00 p.m.

II. Flag Salute

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

III. Agenda Review

D. Turner requested to add two items:

1. Request from the library to apply for ARPA round 2 funding
2. Appoint Finance Director Amber N. Baker as VEPC TIF District Single Point of Contact for the Milton Town Core

D. Adams added the two items to the meeting agenda immediately following the consent agenda.

IV. Public Forum

Julia Andrews introducing herself as a candidate running for the Chittenden 25 seat representing Westford and Milton.

V. Consent Agenda

- **Approval of Selectboard Meeting Minutes of 05/02/2022**
- **Approval of Warrant #25**

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

VI. ARPA Round 2 Funding for Library

Don Turner, Jr., Town Manager

D. Turner introduced this item by reading an email received on 5/13/2022 from Matthew Davis, the library director, which stated that the library is eligible for a second round of ARPA funding. The application due date for the non-competitive funding is 5/18/2022, and the Milton Public Library would be eligible to receive a maximum of \$5,287.73. The library is requesting approval to complete and submit an application for ARPA Round 2 funding.

Motion made by B. Steady to allow the library trustees to apply for the ARPA grant in the amount of \$5,287.73, with a second by C. Taylor. Motion approved unanimously.

VII. Appoint Amber N. Baker as Single Point of Contact for the VEPC Milton Town Core TIF District

Don Turner, Jr., Town Manager

D. Turner explained that prior to the upcoming site visit by VEPC, the Town must appoint Amber N. Baker, Milton's finance director, as the Single Point of Contact for the Vermont Economic Progress Council (VEPC) Milton Town Core TIF District.

Motion made by C. Taylor to approve Amber N. Baker as the primary point of contact for the Town's TIF District, with a second by B. Steady. Motion approved unanimously.

VIII. Appoint Ice House Committee

Don Turner, Jr., Town Manager

D. Turner provided a recap of why this committee is being formed. There are seven applicants for the committee which was advertised to have five positions. Applicants introduced themselves and why they are interested in participating. The Selectboard made the decision to appoint all seven of the applicants and have a committee of seven. D. Adams expressed interest in having one of the newcomers act as chair. The Town Manager's office will act as support and set up the first meeting.

Motion made by M. Morgan to appoint Henry A. Bonges III, Jeffrey T. Manley, David Nappi, Lisa Rees, Jay Scharff, Brian K. Singh, and Marty Steinhausen to the Ice House Facility Committee, with a second by B. Steady. Motion approved unanimously.

IX. Planning, Zoning, Enforcement Update

*Cymone Haiju, Planning & Development Review Director; Amanda Pitts, Zoning Administrator;
Drew Bulfer, Planning & Zoning Officer*

C. Haiju, A. Pitts and D. Bulfer presented updates on what the Planning and Zoning department has been working on and the status of various initiatives. There was also discussion about the progress of the Planning Commission and the Development Review Board.

X. Accept Bond Anticipation Note LOC for Public Works Facility

John Gifford, Town Treasurer; Don Turner, Jr., Town Manager

J. Gifford provided background on the bid process leading to his recommendation and the presented agreement with Union Bank. The following resolution was among the paperwork:

Resolution: Bond Anticipation Borrowing

WHEREAS, the Selectboard are authorized and empowered to borrow money on the credit of the TOWN of MILTON in anticipation of the sale of municipal bond(s) to be issued to finance the construction of a Public Works Facility (Highway Garage) approved by the TOWN of MILTON at a meeting thereof held on March 1, 2022; and

WHEREAS, the said Selectboard finds it expedient and it is necessary for the TOWN of MILTON to borrow funds in anticipation of the sale of such municipal bond(s) in order to complete said improvements; and

WHEREAS, in order to have funds to complete said authorized improvements, the Selectboard has arranged to borrow \$5,500,000.00 from UNION BANK with such borrowing evidenced by a single Bond Anticipation Note (the "Note") as hereinafter set forth, which Note does not refund or replace an obligation previously issued for the same purpose.

THEREFORE, BE IT RESOLVED, that the Selectboard and the Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness to cover the same; and

BE IT FURTHER RESOLVED, that said evidence of debt when issued and delivered pursuant to this Resolution shall be a valid and binding general obligation of the TOWN of MILTON payable according to the terms and tenor thereof from the sale of municipal bond(s) by said TOWN of MILTON, as established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the TOWN of MILTON in, about, or concerning the expenditure of proceeds of the Note(s) are hereby ratified and confirmed; and

We, the undersigned Selectboard and Treasurer of the TOWN of MILTON hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note(s) is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the above-described Note(s) or the expenditures being financed by the proceeds of the same.

We certify also that no litigation is pending or threatened affecting the validity of the Note(s) or the apportionment and assessment of taxes, if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the TOWN of MILTON, nor the title of any of us to our respective offices, is being questioned or contested.

Further, we hereby certify to and covenant with UNION BANK, its successors and assigns, including specifically the transferees, assigns, holders and owners of the abovedescribed Note(s) that:

1. No proceeds of the Note(s) (including investment proceeds thereof) will be used (directly or indirectly) in any trade or business carried on by any person other than the TOWN of MILTON nor used to make or finance loans to any person.
2. During the current calendar year, neither the TOWN of MILTON nor any subordinate agency thereof will issue debt of any sort aggregating \$10,000,000.00 or more.
3. The TOWN of MILTON will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note(s) and all other obligations of the TOWN of MILTON.

4. The TOWN of MILTON will comply with, perform, maintain, and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificate, execution, and delivery of which is hereby authorized

Motion made by C. Taylor to sign the paperwork for the bond anticipation note with Union Bank, with a second by M. Morgan. Motion approved unanimously.

XI. EMS Week Resolution

Michaela Foody, Public Safety Director

M. Foody presented the background on EMS Week and presented the following EMS Week Resolution, which M. Morgan read aloud:

Resolution: Emergency Medical Services Week May 15 – 21, 2022

WHEREAS, for 56 years Milton Rescue has been a vital public service to those that are sick or injured; and

WHEREAS, access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, Milton Rescue is requested for over 1,000 calls for service annually in the Town of Milton and surrounding communities; and

WHEREAS, Milton Rescue currently consists of 40 members that provide lifesaving care to those in need, often under difficult circumstances; and

WHEREAS, Milton Rescue is an Advance Life Support Agency with members holding or working towards certifications including Emergency Medical Technicians (EMT), Advanced Emergency Medical Technicians (AEMT), and Paramedic; and

WHEREAS, the members of Milton Rescue, whether career or volunteer, engage in hundreds of hours per year of specialized training and continuing education to enhance their skills in order to provide the best possible service to their patients and the community; and

WHEREAS, it is appropriate to recognize the value, sacrifice of time, and dedication of Milton Rescue providers by designating Emergency Medical Services Week.

NOW THEREFORE BE IT RESOLVED that the Town of Milton Selectboard, in recognition of this event, do hereby proclaim the week of May 15 – 21, 2022 as Emergency Medical Services Week.

Motion made by M. Morgan to proclaim the week of May 15 – 21, 2022 as Emergency Medical Services Week, with a second by J. FitzGerald. Motion approved unanimously.

XII. 2023 GHS Education Grant

Don Turner, Jr., Town Manager

D. Turner presented the following memo as background on this request.

TO: Don Turner Jr., Town Manager

FROM: Chief Stephen Laroche

DATE: May 3rd, 2022

SUBJECT: Governor's Highway Safety 2023 Education Grant

The Governor's Highway Safety Program has again offered the Milton Police Department an opportunity to apply for the 2023 Education Grant. This grant will be used to purchase traffic safety educational equipment, and other traffic safety educational material to assist in the continued education of the public and officers on distracted, impaired and aggressive driving. As well, the grant will reimburse the Town of Milton for the salaries of officers who work traffic safety events such as National Night Out and the Bike Rodeo. This year's grant will also reimburse the Town of Milton for officer salaries at traffic safety related trainings, training costs, lodging, etc., which will allow us to send officers to advanced traffic safety trainings out of state. With the combined efforts of traffic enforcement and education, we can continue to save to lives on Milton's roadways.

As in years past and since 2016, this grant has allowed the Milton Police Department to continue a directed and proactive approach to traffic safety enforcement and education. Past funds from this grant have been spent on multiple educational safety events such as Milton's Driver Education Program, National Night Out, the Milton Safety Fair/Bicycle Rodeo, and the High school Mock DUI fatal crash, which are all held throughout the year in Milton.

As well, the grant has been used to purchase educational related items in order to remind and educate the public of the dangers of distracted, impaired and aggressive driving. Examples of items purchased in years past include Impaired Driving Goggles (App \$900), two Impaired Driving Pedal Carts (App \$2500), multiple traffic cones (App \$600) and a vinyl banner promoting the bike rodeo event (App \$100), etc. All these items are used to show people the effects and dangers of impaired/distracted driving. In addition, past funds from the Education Grant have allowed us to send officers out of state to advanced traffic safety trainings such as the Maine Impaired Driving conference and the National Drug Alcohol Impaired Driving conference (DAID). This grant covers the cost of travel, meals, lodging, salaries and training cost. There is a 25% match for the Town of Milton, which will be included through in-kind expenses. These in-kind expenses will include both officer's normal and overtime salaries. These in-kind salaries will occur at our annual events such as National Night Out, Safety Fair/Bike Rodeo, the SRO teaching drivers education, Sgt. Locke teaching at the Vermont Police Academy and other traffic safety events that we currently conduct in town. The number of hours worked by officer will be kept track of in order show the grant our 25% match. We would like permission from you to apply for the 2023 Education Grant. The grant closing date is May 17th, 2022

Motion made by C. Taylor to allow the Town to apply for and, if granted, accept the 2023 Education Grant for the Milton Police Department, with a second by B. Steady. Motion approved unanimously.

XIII. 2022 Bulletproof Vest Grant

Don Turner, Jr., Town Manager

D. Turner presented the following memo as background on this request:

TO: Don Turner Jr., Town Manager

FROM: Chief Stephen Laroche

DATE: May 12, 2022

SUBJECT: 2022 Bulletproof Vest Partnership Grant

The Bulletproof Vest Partnership Program has again offered the Milton Police Department an opportunity to apply for a federally funded grant in the amount of approximately \$4,000. This grant will be used to purchase new bulletproof vests for existing Police Officers and new hires. The average life span for a bulletproof vest is between 4-5 years depending on wear and tear.

The Bulletproof Partnership Program is a federally funded program that offers Police agencies across the nation the opportunity to provide their Police Officers with new bulletproof vests. The

Milton Police Department has received this bulletproof vest grant since 1999. Each year we replace officer's expired or expiring vests with new bulletproof vests. The awarded grant money is valid for up to 3 years from date of acceptance. Therefore, the 2022 vest grant will allow us to spend these funds up until 2025.

Over the past few years, we have received the following amounts for this grant:

2019-\$3,263.20

2020-\$2,000.00

2021-\$2,705.00

There is a 50% match from the Town of Milton towards the bulletproof vests. This match will be payment of half the price of the bulletproof vest cost. As in years past, 50% of the cost of the vest is paid for by the grant, while the other 50% is paid for by the Town of Milton.

We would like permission from you to apply and then accept this funding opportunity for the 2022 Bulletproof Partnership grant.

Motion made by C. Taylor to allow the Town to apply for the 2022 Bulletproof Vest partnership Grant, with a second by B. Steady. Motion approved unanimously.

XIV. Future of Milton Grange Hall

Don Turner, Jr., Town Manager

D. Turner informed the Selectboard that he received a certified letter from Linda Sanderson, the president of Milton Grange #522, notifying the Town that the Members of Milton Grange #522 voted at their May 12, 2022 meeting to sell the Milton Grange Hall. The letter states that, as per the contract, the Town must let Milton Grange #522 know if it wants to purchase the hall by August 13, 2022 (90 days from the receipt of the letter) or the lease will end.

D. Turner provided background on the lease agreement that the Town has had with the Grange, and how the Town has used the building. J. Bartlett provided further background on the purpose that the Grange has served for the Town. There was discussion regarding interest in the Town purchasing the Grange Hall. No action was taken.

XV. CSWD FY23 Budget

Sarah Reeves, Executive Director

D. Turner introduced Sarah Reeves, the Executive Director for CSWD. S. Reeves presented the CSWD FY23 budget. S. Reeves addressed questions from the Selectboard.

Motion made by J. FitzGerald to approve the Fiscal Year 2023 CSWD Budget as presented, with a second by B. Steady. Motion approved unanimously.

XVI. Reaffirm Method of Funding for Milton on the Move Community Coordinator

Don Turner, Jr., Town Manager

D. Turner explained that the motion made at the previous meeting did not specify the use of American Rescue Plan Act (ARPA) dollars to fund this position.

Motion made by J. FitzGerald to authorize the Town Manager to hire a Milton on the Move Community Coordinator in the \$20-25/hr range for 4-8 hours per week (not to exceed 400 hours in

this calendar year). The position will be funded by ARPA dollars with additional contributions from applicable grants. Staff will provide an update to see if there are any future adjustments needed after a reasonable trial basis determined by the Town Manager, with a second by M. Morgan. Motion approved unanimously.

XVII. Policy Discussion – Information Technology Use Standards

Don Turner, Jr., Town Manager

There was discussion regarding the Town coordinating with VLCT and PACIF for direction and presenting a revised policy to the Selectboard. There was further discussion about examining other policies on a regular schedule at future meetings to edit and/or reaffirm.

XVIII. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

D. Turner presented the following updates:

- The reappraisal has been completed, and the report went to the printer last week. The report will be mailed to all property owners who should expect to receive them by the end of next week.
- Regarding the public auction of town items: Brittany has contacted the online auction firm that the Town has used in the past. The Town plans to post for sale on the auction the following Town assets: 1-tandem dump truck, the old ambulance that was being used by the water/wastewater department for a service vehicle, outdated Selectboard laptops, and a shed. Disposing of town assets in this manner complies with policy.
- The Selectboard members are invited to the Economic Development Committee social to be held at 75 Catamount Drive (Green Mountain Animal LLC) at 4 pm on Wednesday, May 25.
- Governor Scott proclaimed the week of May 15- 21, 2022 as Public Works Appreciation Week.
- There are a number of Planning Commission and Development Review Board members' terms expiring at the end of June. The Town will be sending letters to those members.
- The Town received notification that a wetland concern raised at a recent meeting (regarding a possible vernal pool) that could have potentially affected the new public works facility property has been cleared.
- Green Up Day had very good participation this year. D. Turner wants to thank the Conservation Commission for leading that event. Highway collected one full 30-yard dumpster of green bags, etc. They also picked up one 14-yard tandem dump truckload of old tires piled along the road. They did not pick up the large pile on Railroad Street along with a large bunch of old railroad ties. We will be reaching out to CSWD for a potential grant to have the owner dispose of these tires.
- Michaela Foody is working with St. Albans City Police Department to get Milton's Public Safety Department repeaters on the new tower on Georgia Mountain. This should enhance radio communication throughout Town, and it should be up and running by mid-summer. Jim Harrison owns the tower.
- The Town's website update is moving forward with a goal to be online by the end of summer. The Town will bring a short display to the Selectboard prior to giving the final approval.
- Forbes, Racine and Legion roads have been repaved and shoulder work is being completed this week. Spring paving is completed.
- Summer camps are scheduled to begin in June, along with Music in the Park and the Farmers Market.
- Inclusion Festival was well attended and a big success. Thank you to all Selectboard members who attended.

- Dave Allerton received notice that the Town is being awarded another Better Back Roads Grant (\$20,000) for the extreme southern portion of Eagle Mountain Harbor Road. The work will need to be completed by June 30, 2023.
- Dave Allerton is finalizing the Request for Qualifications for the new public works facility. The Town hopes to bring the successful architectural firm to the Selectboard by the second meeting in June.
- Due to extremely high diesel fuel prices, the Town started Highway summer hours (6 AM-4 PM) four weeks earlier this year. This is not establishing a precedent nor have the Town has not committed to anything beyond this year. The Town is also encouraging the department to carpool to jobsites, supplying a port-o let on the job and requiring lunch on site. This is important since they will be working at Eagle Mountain Rd. for the next several weeks.
- The Kubota tractor has some front-end drive train issues. Steven is working to make the necessary repairs. This is similar to the work the Town had done four years ago. The tractor will be due for replacement in FY24 Capital budget.
- David and Donna Ballard's final week of cleaning is the last week of May. They have done a great job cleaning the municipal complex, and the Town will surely miss them. We are in the process of hiring a new contract cleaning service and the transition should be seamless.
- The Town received notice that Bill Sawyer is building a new 146 KW net-metered solar array at 321 Beartrap Rd.
- Rod Moore has made the necessary arrangements for the annual Town Memorial Day Celebration to be conducted on Monday, May 30, 2022 at 10 AM here at the Municipal Building.
- The Town has posted the new committee for evaluating properties for the potential multi-purpose recreation facility and plans to bring applications to the Selectboard for appointment at the next regularly scheduled Selectboard meeting on June 6, 2022. Reminder: there will also be a joint school trustee meeting that night as well.
- D. Turner will be away on vacation from October 10-18, 2022, missing the regularly scheduled Selectboard meeting on Monday, October 17, 2022.
- D. Turner has spoken to Attorney Dan O'Rourke of Bergeron, Paradis and Fitzpatrick about the legal remedies available to the Town pertaining to the acquisition of the Papaseraphim property. O'Rourke is tentatively scheduled to meet with the Selectboard at the next meeting on June 6th. This meeting will be conducted in executive session (negotiations/pending legal action).

Update from B. Steady

- There is a VTrans survey out right now regarding the Route 7 corridor. The Town will be distributing information about how to respond to the survey.

XIX. 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 8:14 p.m. Motion approved unanimously.

Motion made by J. FitzGerald to move enter into executive session at 8:14 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.; Human Resources and Operations Director, John Bartlett ; Town Attorney, Joseph McLean. Second by C. Taylor. Motion approved unanimously.

Motion made by M. Morgan to close executive session at 8:35 p.m., with a second by B. Steady. Motion approved unanimously.

XX. Action as a Result of Executive Session

Motion made at 8:37 p.m. by J. FitzGerald to approve an agreement as previously signed by Sheila Mooney. Second by C. Taylor. Motion passed with D. Adams, M. Morgan, J. FitzGerald and C. Taylor voting in favor, and B. Steady voting against.

Motion made at 8:38 p.m. by J. FitzGerald to authorize the Selectboard Chair to sign said agreement and have the same duly acknowledged as needed. Second by C. Taylor. Motion passed with D. Adams, M. Morgan, J. FitzGerald and C. Taylor voting in favor. B. Steady abstained due to voting against the previous motion.

XXI. Adjournment

Motion made by M. Morgan to adjourn the meeting at 8:39 p.m., with a second by J. FitzGerald. 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/hdhdjtfdxzm5xckxolq95j8ha84mw19r>

A video recording of this meeting can be found at the following location:
<https://miltonvt.box.com/s/26f9s384zrh914wjiezxys6fl3l8mn5t>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:



John FitzGerald, Clerk

Date: 6/6/2022

Filed with the Milton Town Clerk's Office on this 7th day of June, 2022.

ATTEST: Kristi Beas, Milton Town Clerk

