



Town of Milton
Regular Selectboard Meeting
Monday, June 17, 2019 at 6:10 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; Michael Morgan, Member

Staff Members Present: Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; Kym Duchesneau, Recreation Coordinator; Michael Burris, Director of Planning; Taylor Yeates, Director of Public Safety; David Allerton, Director of Public Works; Ashley Toof, Public Works Engineer; Amanda Pitts, Zoning Administrator/ E911 Coordinator/Health Officer

Others Present: John Pitrowiski; Bryan Cairns; Tony Cairns; Jeff Rubman; Evan Langfeldt; Todd Picht; Richard Amore; David Paya; Adria Brown King; John Lindsay; Sharon Radtke; Bruce Jenkins; Robert Brisson; Julie Rutz; Lori Donna; David Heath; William Heath; David Ross; Erwin Devino; Jason Devino

I. Call to Order

D. Adams called the meeting to order at 6:21 p.m.

II. Agenda Review

Items regarding the reappointment to the Planning Commission of Lori Donna and John Lindsay were moved to after the Executive Session.

III. Public Forum

David Paya, a resident of Hardscrabble Road brought his concerns regarding the poor road conditions on Hardscrabble Road before the Selectboard Board.

IV. Business

A. Resolution - Thanking and Acknowledging Rising Eagle Scout David Heath for the Dog Park Benches

David Heath, Rising Eagle Scout

Kym Duchesneau, Recreation Coordinator

Motion made by M. Morgan to approve the Resolution thanking and acknowledging Rising Eagle Scout David Heath for his donation of planning, materials and labor to build five dog park benches for the Dog Park in Bombardier Park West with a second by C. Taylor. Approved Unanimously.

B. Application for Entertainment Permit and Facility Use - Mylan Technologies Co. Picnic – August 24, 2019

Adria Brown King

Kym Duchesneau, Recreation Coordinator

Motion made by M. Morgan to approve the Application for Entertainment Permit and Facility Use – Mylan Technologies Co. picnic to be held from 11:00 a.m. to 4:00 p.m. on August 24, 2019 at Bombardier Park West with a second by D. Maxfield. Approved Unanimously.

C. Colchester Wastewater Capacity

Don Turner, Jr., Town Manager

John Pitrowiski, PE, Trudell Consulting Engineers

Evan Langfeldt, Developer

Jeff Rubman, Developer

Tony Cairns, Developer

Bryan Cairns, Developer

John Pitrowiski gave an overview of the proposed Milton sewer main extension into Colchester. The meeting introduced to the Selectboard the interested parties and gave an outline of the concept and proposed projects.

Motion made by M. Morgan authorizing the Town Manager, or his designee to continue to explore the concept with a second by D. Maxfield. Approved Unanimously.

D. Planning and Zoning Department Updates

Michael Burris, Director of Planning

Amanda Pitts, Zoning Administration, E911 Coordinator, Health Officer

Michael Burris and Amanda Pitts gave an update of the Planning and Zoning Department as follows:

Zoning/Enforcement Updates:

- All new zoning/sign permits and certificate of compliances are being uploaded into the NEMRC Planning and Zoning software program for tracking. The goal is to have all historical zoning permits entered by July 1, 2020. After completion they will work toward uploading historical development review files.
- 65 zoning permits and 2 sign permits have been received so far this year. They anticipate receipt of the zoning permit for the mixed use development with townhomes at 444 Route 7 South this summer.
- 68 certificate of compliance inspections have been performed so far this year. They anticipate the receipt of the certificate of compliance application for Charlebois Truck Parts and 262 Middle Road disposal facility.
- Received 38 zoning/litter/health complaints, issued 30 voluntary compliance letters, 2 notice of violation, and 1 litter ticket so far this year.
- They are working closely with landowners that are out of compliance with the regulations regarding outdoor storage of junk/garbage and unregistered vehicles. They have established time-lines for compliance with landowners and are notifying them of the violation and ticketing procedures if they do not meet their agreed upon dates. Once zoning administrator jurisdiction is exhausted, it will be up to the Selectboard to pursue any Superior Court action against these landowners.

- They are now sending a weekly Health and Wellness Tip to all staff members and are posting on social media when applicable to residents to improve public health and wellness awareness.

Development Review Updates:

- 9 Development Review Board applications have been received so far this year. They have received 3 major site plans, minor site plans (reviewed administratively), 2 minor subdivisions (creation of 4 new lots), and 1 variance. Projects of note this year are Rowley Fuels new location off Bartlett Road, Warehouse for Camp Precast, and Milton Town School District's new administrative building at 12 Bradley Street. They are anticipating receipt of applications for 60 housing units on Haydenberry Drive (town-house style housing, condominiums), and a cider/tasting room at 2 River Street.

Planning Commission Updates:

- UDR/Zoning Edits - The PC is working towards establishing a schedule for UDR edits and to hear requests to rezone properties. The UDR edits will involve revisions to improve the clarity of the existing bylaws. The PC intends to hold public hearings in the future to respond to public requests to change specific regulations. Public hearings will be scheduled to allow requests to rezone properties to be heard by the PC.
- Comprehensive Plan - Due to transitions over the past year, it was determined that an overhaul of the Town's Comprehensive Plan by 2020 was not feasible. The PC is working towards developing a work plan to engage community stakeholders and the public at large to build a more engaging plan.

E. Grant Application for Pedestrian Crossings

Michael Burris, Director of Planning

Michael Burris gave an overview of the grant application for crosswalk safety improvements. 30 crosswalks will be restriped and 5 signs will be installed in the Town Core area. 14 ADA pads will be installed in the DB1 District and 12 installed at the Elementary/Middle School crosswalks.

Motion made by J. Palasik to approve the grant application for pedestrian crossings with a second by M. Morgan. Approved Unanimously.

F. Milton All Hazards Mitigation Plan Annual Update

David Allerton, Director of Public Works

Taylor Yeates, Director of Public Safety

Taylor Yeates and David Allerton gave an update of the all hazards mitigation plan.

G. Introduction of Public Works Engineer

Ashley Toof, DPW Engineer

David Allerton, Director of Public Works

David Allerton introduced Ashley Toof, the new Engineer at the Public Works Department.

H. Grants Gala!

David Allerton, Director of Public Works

Ashley Toof, Engineer

- **Class 2 Paving Grant, \$175,000**
- **Structures Grant (East Road Bridge No. 6), \$175,000**
- **Better Roads Grant 1, Beebe Hill South, \$20,000**
- **Better Roads Grant 2, Westford Road, \$8,336**
- **Grants-in-Aid, Kingsbury Crossing, Authorization to Submit Application**

Motion made by M. Morgan to approve the Class 2 Paving Grant for Everest Road in the amount of \$175,000; Structures Grant (East Road Bridge No. 6) in the amount of \$175,000; Better Roads Grant 1, Beebe Hill South in the amount of \$20,000; and the Better Roads Grant 2, Westford Road in the amount of \$8,336 with a second by C. Taylor. Approved Unanimously.

Motion made by M. Morgan to authorize the Town Manager, or his designee to submit the required Letter of Intent to apply for funding for the Kingsbury Crossing Ditching Improvements Project through the Grants-in-Aid Funding Program with a second by D. Maxfield. Approved Unanimously.

I. 2019 Roadway Resurfacing Projects Contractor Bids

Don Turner, Jr., Town Manager
David Allerton, Director of Public Works
Ashley Toof, DPW Engineer

Motion made by C. Taylor to accept the Resolution and award F.W. Whitcomb the contract for the 2019 Roadway Resurfacing projects in an amount not to exceed \$1,022,366.00 and that the Town Manager, or his designee is authorized to execute the necessary documents related to the award of the contract with a second by D. Maxfield. Approved Unanimously.

J. Department of Public Works' Specific Projects Update

David Allerton, Director of Public Works

David Allerton gave an update of specific projects within the Department of Public Works. The DPW Water/Wastewater Division has two projects to be completed from the FY2019 Capital Projects budget. The first is an \$11,000 project to do upgrades to the 10-inch water main feeding the Catamount Industrial Park, and the second is \$33,000 to do improvements to the high service water system pumping stations at the McGrath Water Plant.

Motion made by J. Palasik authorizing the Town Manager, or his designee to adjust the water system capital budget by moving \$11,000 from the Catamount Industrial Park project budget to the \$33,000 Westford Road high service system project budget, resulting in a total budget of \$44,000 to complete the Westford Road high service hydro pneumatic tank replacement project with a second by M. Morgan. Approved Unanimously.

K. Annual Audit Scope of Services

Don Turner, Jr., Town Manager

Motion made by C. Taylor approving the engagement letter as proposed with Sullivan, Powers & Co. PC to perform an audit of the financial statements of the Town of Milton as of and for the year ended June 30, 2019 with a second by D. Maxfield. Approved Unanimously.

L. Reappointment to the Recreation Commission

John Lindsay

John Lindsay gave an overview of his qualifications to the Selectboard.

M. Reappointment to the Recreation Commission

Sharon Radtke

Sharon Radtke gave an overview of her qualifications to the Selectboard.

Motion made by M. Morgan to reappoint John Lindsay and Sharon Radtke to the Recreation Commission for a three year term with a second by D. Maxfield. Approved Unanimously.

N. Reappointment to the Development Review Board

Bruce Jenkins

Bruce Jenkins gave an overview of his qualifications to the Selectboard.

O. Reappointment to the Development Review Board

Robert Brisson

Robert Brisson gave an overview of his qualifications to the Selectboard.

P. Reappointment to the Development Review Board

Julie Rutz

Julie Rutz gave an overview of her qualifications to the Selectboard.

Motion made by M. Morgan to reappoint Bruce Jenkins, Robert Brisson and Julie Rutz to the Development Review Board for a three year term with a second by D. Maxfield. Approved Unanimously.

Q. Town Green Committee, Bombardier Park Committee, Public Works Facility Committee – Assignment of New Members

Don Turner, Jr., Town Manager

Don Turner, Jr. and the Selectboard discussed the assignment of new members to the Town Green Committee, Bombardier Park Committee and the Public Works Facility Committee. They agreed to revisit the issue at the July 8, 2019 Selectboard meeting.

V. Approval of Supplemental Warrant – Impact Fees to School

Motion made by C. Taylor to accept the Supplemental Warrant – Impact Fees to School in the amount of \$3,011.43 with a second by D. Maxfield. Approved Unanimously.

VI. Approval of Warrant #27

Motion made by C. Taylor to accept Warrant #27 in the amount of \$283,617.29 with a second by D. Maxfield. Approved Unanimously.

VII. Approval of Minutes of June 3, 2019 Public Hearing

Motion made by C. Taylor to approve the Minutes of June 3, 2019 Public Hearing with second by D. Maxfield. Approved Unanimously.

VIII. Approval of Minutes of June 3, 2019 Regular Selectboard Meeting

Motion made by C. Taylor to approve the Minutes of June 3, 2019 regular Selectboard meeting with a second by D. Maxfield. Approved Unanimously.

IX. Executive Session

A. Personnel

Motion made by C. Taylor at 8:28 p.m. that premature public knowledge about personnel would cause the Town or person to suffer a substantial disadvantage with a second by D. Maxfield. Approved Unanimously.

Motion made by C. Taylor at 8:28 p.m. that the Selectboard enter into executive session to discuss personnel under the provisions of 1 VSA 313 (a)(3) of the Vermont Statutes to include all five members of the Selectboard present tonight; Don Turner, Jr., Town Manager; Michael Burris, Director of Planning; Lori Donna and John Lindsay with a second by D. Maxfield. Approved Unanimously.

Motion made by C. Taylor to include David Ross to the Executive Session with a second by D. Maxfield. Approved Unanimously.

X. Action as a Result of Executive Session

Motion by C. Taylor at 9:51 p.m. to close executive session with no action taken with a second by D. Maxfield. Approved Unanimously.

The Selectboard reconvened regular session at 9:52 p.m.

XI. Reappointment to the Planning Commission

*Lori Donna
John Lindsay*

Motion by J. Palasik to reappoint Lori Donna and John Lindsay to the Planning Commission for a three year term with a second by D. Maxfield. Approved Unanimously.

XII. Town Manager's Update
Don Turner, Jr., Town Manager

- Due to Labor Day being on Monday, September 2nd the first Selectboard meeting in September will be on September 9th.
- The July 15th meeting remains as scheduled and the Town will do a warrant (if necessary) at the Joint School/Selectboard meeting on July 29th at 6:00 p.m.
- There will be a cemetery clean up Saturday, August 24th at Checkerberry Cemetery from 8-12 with volunteers from the Vermont Old Cemetery Association;
- Will Sanderson is leaving to go work for Burlington as a waste water operator. He has been out on paternity leave for 10 weeks and was scheduled to return in July. He will not be returning. The Town will be posting this position as soon as possible.
- The Town currently has positions available for a water/wastewater laborer and a fleet mechanic.
- The ambulance will be repaired at a cost of \$13,780. The Town found that it would have cost \$30,000 to rent an ambulance. Lease options are still being evaluated.
- The Grand List grew \$9,676,115 last year. Half of this growth would have been wiped out if the Town had not come to an agreement with GMP to leave the hydro dams at last year's value.
- Ongoing Champlain Water District (CWD) waterline work at the Colchester/Milton border has caused a few low pressure calls from customers. The CWD is attempting to replace the meter vault.
- The Town is working with Ben Nappi, Public Works, Milton Independent, CCRPC and Public Safety to ensure that a process is established for getting out road project information in a regular and timely manner.
- A public visioning workshop and an open house will be held on Wednesday, June 19th from 6-8 in the Fieldhouse. All are welcome.

XIII. Motion to Adjourn

Motion made by M. Morgan at 10:02 p.m. to adjourn the meeting with a second by D. Maxfield. Approved Unanimously.

D. Adams adjourned the meeting at 10:02 p.m.

Respectfully Submitted,
Sheila Mooney

APPROVED MINUTES:

 Date: 7-8-19
Chris Taylor, Clerk

Filed with the Milton Town Clerk's Office on this 8 day of July, 2019.

ATTEST: , Milton Town Clerk