



**Town of Milton – Selectboard Meeting
43 Bombardier Road, Milton VT 05468
In Person and/or via Zoom – Community Room
Monday, December 5, 2022 at 6:00 p.m.
*Immediately following Public Hearing***

MINUTES

Selectboard Members Present: Darren Adams, Chair; John FitzGerald, Clerk; Brenda Steady, Member; Chris Taylor, Member

Selectboard Members Absent: Michael Morgan, Vice Chair

Staff Members Present: Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director (remote); Michaela Foody, Public Safety Director; Amber N. Baker, Finance Director; Cymone Haiju, Planning & Development Review Director (remote); Cathy LaClair, Milton on the Move Coordinator; Kristin Beers, Town Clerk; John Gifford, Town Treasurer (remote); Eric Gallas, Highway Superintendent

Others Present: Pete Staniels, Cemetery Advisory Board; Sotos Papaseraphim; Lori Donna; Mitch McCormick; Robert Brisson; Nicolas Papaseraphim; Patrick Smart; Andrew Jette

I. Call to Order

D. Adams called the meeting to order at 7:01 p.m.

II. Agenda Review

None.

III. Public Forum

None.

IV. Consent Agenda

- **Approval of Regular Selectboard Meeting Minutes of 11/21/2022**
- **Approval of Special Selectboard Meeting Minutes of 11/22/2022**
- **Approval of Special Selectboard Meeting Minutes of 11/29/2022**
- **Approval of Warrant #11**

**Motion made by B. Steady to approve the Consent Agenda, with a second by J. FitzGerald.
Motion approved unanimously.**

V. Cemetery Advisory Board: Clarifications to Cemetery Rules and Regulations and Old West Milton Cemetery Name Change

Kristin Beers, Town Clerk; Pete Staniels, Cemetery Advisory Board

Cemetery Advisory Board member, Pete Staniels, provided an overview of the proposed clarifications to the cemetery rules and regulations, specifically related to the definition of “Perpetual Care”.

P. Staniels also stated that the Cemetery Advisory Board would like to change the name of the Old West Milton Cemetery to the Founders Cemetery. There is currently an “Old West Milton Cemetery” and a “New West Milton Cemetery”. The name change is intended to honor the Old West Milton Cemetery as one of Milton's first-known town cemeteries and to avoid confusion and differentiate it from the New West Milton Cemetery.

Motion made by C. Taylor to accept the changes in the Town of Milton, Vermont Cemetery Rules and Regulations as presented, with a second by J. FitzGerald. Motion approved unanimously.

Motion made by C. Taylor to change the name of the “Old West Milton Cemetery” to “Founders Cemetery” and also drop the “New” from the “New West Milton Cemetery” to make it just the “West Milton Cemetery”. Second by B. Steady. Motion approved unanimously.

VI. Assessor Errors and Omissions

Amber N. Baker, Finance Director

A. Baker stated that the assessors found a data entry error when going through a property transfer document. The property owner was listed incorrectly as “Milton Family LLC”. It should have been “Manley Family LLC”.

Motion made by C. Taylor to accept the resolution for Errors and Omissions 2022 as presented, with a second by J. FitzGerald. Motion approved unanimously.

VII. Compliance with Federal Water Service Regulations pertaining to Lead and Copper

Pat Smart of MSK Engineering

D. Turner provided a brief summary of this item. This is a new regulation requiring the Town of Milton, as a provider of water with 2500+ connections, to prove/determine that water service lines (water lines going into the house) are free of lead. The Town will have to go through a process to comply with this, and it must be done by the end of 2024. The government will provide funds to complete the work.

Pat Smart of MSK Engineering presented additional background information, details regarding funding available and an overview of the process.

VIII. Approval of the Associated Utility Easements to be Conveyed to the Braults and the IOD and Deed for Conveyance of Brault Lot #2 (the Public Works Facility lot)

Don Turner, Jr., Town Manager

Motion made by C. Taylor to approve the Irrevocable Offer of Dedication from Mark Brault and The Brault Family Revocable Trust (the “Braults”), dedicating Lot 2 and its associated driveway easement for the future Public Works Facility and the right-of-way for a future public road across the Braults’ property, and to authorize the Town Manager to execute the Irrevocable Offer of Dedication. Second by B. Steady. Motion approved unanimously.

Motion made by C. Taylor to accept the Warranty Deed for Lot 2 and its associated driveway easement from Mark Brault and The Brault Family Trust (the “Braults”) where the future Public Works facility will be constructed, and to authorize the Town Manager to execute any necessary closing documents associated with this conveyance. Second by J. FitzGerald. Motion approved unanimously.

Motion made by C. Taylor to approve the Notice of Sale of Municipal Real Estate per 24 V.S.A. § 1061 and the associated Easement Deeds for the Town’s conveyance of: (a) an easement and right-of-way to allow Mark Brault and The Brault Family Trust (the “Braults”) to access Bombardier Road from their easterly property boundary through Town property and over Park Place until such time as the new public road is constructed in this location, and (b) an easement to the Braults to construct a future sewer pump station and for the associated installation of sewer lines from a manhole within Park Place near Bombardier Road to the future sewer pump station; and to authorize the Town Manager to execute the foregoing Easement Deeds if the 30-day notice period passes without a petition being submitted objecting to the conveyance. Second by B. Steady. Motion approved unanimously.

Motion made by C. Taylor to approve and accept the Easement Deed from Mark Brault and The Brault Family Trust (the “Braults”) to enable water, natural gas and other utility lines to serve the new Public Works facility from Bombardier Road across Braults’ Lot 3 and to authorize the Town Manager to execute any necessary closing documents associated with this conveyance. Second by J. FitzGerald. Motion approved unanimously.

IX. Budget

Amber N. Baker, Finance Director

- Clerk/Treasurer
- Finance
- Assessor
- Manager
- General
- Public Works Admin
- Highway

During budget presentations, the Selectboard reserves the right to review, discuss and consider any and all aspects of the municipal budget, including both general and specific budget categories, line items, and the municipal budget as a whole and in its entirety.

Clerk/Treasurer:

\$1,431 or 0.90% decrease

Revenue – 3.60% decrease \$4,030

- \$600 DMV fee reduction based on historic data.
- \$5,000 Recording fee reduction; real estate market and current interest rates.
- \$1,885 Dog license, School Treasurer and Non Milton Share of Election fee increases.

Expense – 2.01% decrease \$5,461

- Election salary/benefits decrease; budgeted for 2 elections in FY24.
- Election other operating decrease due to 2 less elections in FY24.
- Clerk/Treasurer payroll/benefit net increase.
- Clerk/Treasurer other operating net increase \$755 for supplies.

Finance:

\$7,182 or 2.03% increase

Expense

- Salary/Benefits-net increase based on proposed increases and change of staff and benefit options.
- \$500 Professional development increase.

Assessor:

\$3,392 or 3.55% increase

Expense

- Salary/Benefit increases – increase based on course taking and professional development.
- \$810 net decrease on operation expenses based on historical data.

Manager:

\$13,640 or 5.49% increase

Expense

- \$12,740 Salary/benefits increases.
- \$1,150 decreases to other professional, office supplies, machinery & equipment and dues & fees based on historical actuals.
- \$1,500 increase to advertising for TMD video and social media advertising.
- \$300 increase to employee recognition.
- \$250 increase to furniture and fixtures to reflect historical average.

General:

Selectboard:

\$1,914 or 2.53% increase

Expense

- \$800 Other professional service increase for audit services; bid required in FY24.
- \$1,100 Printing/Binding increase based on quote. – Cost of paper has doubled.
- \$500 Citizen Recognition decrease based on historical actuals.
- \$75 Office Supplies decrease based on historical actuals.
- \$689 Dues/Fees increase based on quote for VLCT dues.
- \$200 Professional development decrease based on historical actuals.

Insurance/Risk Management:

\$24,000 or 14.42% increase

Expense

- \$3,000 Workers compensation insurance increase.
- \$20,500 General liability insurance increase; newer equipment and materials added.

Legal:

Expense

- \$10,000 General government increase based on need.
- \$1,000 Planning decrease based on historical actuals.
- \$500 Health decrease based on historical actuals.

County & Regional Functions:

Expense

- TBD by the Selectboard (except County Taxes, Town of Westford, GMT Assessment, CCRPC Assessment and MS4/Stormwater Assessments)

Contingency:

\$10,000 or 25% increase

Expense

- \$10,000 Increase

Public Works:

Combined \$264,145 or 12.98% increase

Revenue

- \$18,609 State Aid to Highways increase based on actuals.
- \$1,000 Public works fees increase based on actuals.
- \$1,500 Road maintenance fees increase based on historical actuals.

Public Works Admin:

\$17,958 or 6.14% increase

Expense

- \$5,858 Salary/Benefits increase; staff changes and benefit election changes.
- \$12,000 Engineering services increase for consultants.
- \$400 Communications/other decrease based on Dave’s recommendation.
- \$500 Technology increase due to cost of programs increasing.

Highway:

\$267,296 or 13.34% increase

Expense

- Salary/Benefits increases, includes additional \$11,000 for temp staffing.
- \$2,500 Contracted services increase; inflation.
- \$500 Laundry services increase; inflation.
- \$250 Disposal & refuse increase; increase volume of roadside dumping.
- \$5,000 Vehicle maintenance; inflation.
- \$75,000 Paving increase – FY23 \$72/ton; estimated FY24 cost \$90/ton.
- \$2,500 Sidewalk; repairs needed on Main Street.
- \$35,000 Winter salt increase; FY23 \$86/ton; estimated FY24 cost \$100/ton.
- \$13,500 Chloride increase; FY23 \$.90/gallon; estimated FY24 cost \$1.20/gallon.
- \$2,500 Plow supplies increase; inflation.
- \$50,000 Diesel fuel; inflation.
- \$4,000 Employee uniforms; increased to reflect actual costs.

X. ARPA Update

Don Turner, Jr., Town Manager

D. Turner stated that the Selectboard is still deliberating on the issuance of ARPA funds. There are some issues to resolve before final decisions are made, which is expected to be within the next few weeks. There was discussion regarding how the decision will be reported to applicants and the public.

XI. Update from Town Manager and Board Members

Don Turner, Jr., Town Manager

- On November 30, 2022, the Directing Administrator of the Opioid Settlement initiated payment to Milton. We received two years of payments for a total of \$6,472.56.
- Planning & Zoning, Public Works and Turner met with the developers of the new Champlain Farms Store to be built where the old blue Quonset shaped building on the southerly side of Landfill Road. They have obtained all state and most local permits to begin construction as soon as possible. They plan to start immediately by removing the rear portion of the building, pour concrete foundation, install gas tanks and utilize the front portion of the building to store materials during construction. They anticipate that construction will be completed within one year.
- The Catamount Industrial water upgrade project is underway. ECI is the contractor, and they hope to complete this project by the end of the calendar year. The Town had to shut off water last week when a water service line was accidentally hit by the excavator. Brittany and Amanda C. worked to notify users in the area of the outage. We informed people that it may be out for up to two hours, and fortunately, it was restored within an hour of the notifications.
- The Town received a qualified candidate for the vacant Public Works Director position and plan to interview next week.
- Consultant Corey Parent began working on a number of projects last week, including Flanders waterline upgrade, Arrowhead Ave. sewer expansion and a number of prospective grant opportunities. Turner will have him give the Selectboard an update at the next regularly scheduled Selectboard meeting on December 19, 2022.
- Eric and the Highway Team have assembled an additional 1000 gallon tank for diesel fuel at the current Highway garage. They will be filling the tank later this week.
- The Town currently has approximately 300 tons of road salt on hand in anticipation of winter weather.
- The Christmas Tree Lighting event on Saturday night was a success. We estimate that approximately 250 people attended despite the rain and wind. Thank you Chris Taylor and Brenda Steady for attending.
- Turner will be attending the Chittenden County Regional Planning Commission (CCRPC) Legislative Breakfast along with CCRPC Town Representative Chuck Wilton on Thursday December 8, 2022 at the Delta Hotel on Williston Rd.
- Turner is working with neighbors Bill Heath and Randy Tinker to secure the perimeter of the land owned (but not fenced) at the old water treatment plant with 6"x6" posts to ensure that all of their personal property and vehicles have been removed. We hired Krebs and Lansing to delineate the boundaries late last year. Bill volunteered to install the posts if the Town purchased them, which we did. We purchased approximately 40 used posts at \$10 each.

XII. Executive Session

Motion made by J. FitzGerald to extend the meeting for Executive Session to end no later than 9:30 p.m., with a second by B. Steady. Motion approved unanimously.

Motion made by J. FitzGerald to find that premature knowledge about Real Estate, Personnel and Attorney Client Privilege would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 8:40 p.m. Motion approved unanimously.

Motion made by J. FitzGerald to move enter into executive session at 8:41 p.m. to discuss Real Estate, Personnel and Attorney Client Privilege under the provisions of 1 VSA 313 (a)(1) of the Vermont Statutes; to include the following; Selectboard members: D. Adams, C. Taylor, J. FitzGerald and B. Steady; Town Manager, Don Turner, Jr.; Public Safety Director, Michaela Foody. Second by C. Taylor. Motion approved unanimously.

Motion made by D. Adams to close executive session at 9:29 p.m., with a second by J. FitzGerald. Motion approved unanimously.

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

XIII. Adjournment

Motion made by D. Adams to adjourn the meeting at 9:30 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/8to6o72sji191p5qlk5dzpfm7otbxxgp>

A video recording of this meeting can be found at the following location:
<https://miltonvt.box.com/s/5fkq0v98iimgivf67u0ytfr8xa8qyyki>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

 _____ Date: 12/19/2022
John FitzGerald, Clerk

Filed with the Milton Town Clerk's Office on this 20th day of Dec., 2022.

ATTEST: Kristi Bees _____, Milton Town Clerk

