

**Town of Milton**  
**43 Bombardier Road, Milton VT 05468**  
**Regular Selectboard Meeting**  
**Monday, May 4, 2020 at 6:30 PM**  
**Immediately Following the Liquor Board Meeting**  
**Teleconference Meeting**

**Due to COVID-19, there is no physical location for this meeting**  
**The Town of Milton encourages participation by telephone**

**MINUTES**

**Selectboard Members Present:** John Palasik, Chair; Michael Morgan, Vice Chair; Chris Taylor, Clerk; Brenda Steady, Member; John FitzGerald, Member

**Staff Members Present:** Don Turner, Jr., Town Manager; Sheila Mooney, TM Executive Assistant; John Bartlett, Director of Administration/Facilities/Human Resources; David Allerton, Director of Public Works; Stephen Laroche, Chief of Police; John Gifford, Treasurer

**Others Present:** Buddy Meilleur, LCATV; Maryalice Callahan

**I. Call to Order**

J. Palasik called the meeting to order at 6:42 p.m.

**II. Flag Salute**

M. Morgan led the attendees in the Pledge of Allegiance.

**III. Review of New Process for Selectboard Meetings**

*John Palasik, Selectboard Chair*

J. Palasik reviewed the new process for Selectboard meetings.

**IV. Agenda Review**

Personal protection equipment discussion was added as a new item to the Agenda.

**V. Public Forum**

None.

**VI. Consent Agenda**

- **Approval of Minutes of April 20, 2020**
- **Approval of Warrant #23**

**Motion made by J. FitzGerald to approve the Consent Agenda as presented with a second by B. Steady. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**VII. Rouse Wastewater Ordinance Waiver**  
*David Allerton, Director of Public Works*

Brock Rouse has requested a waiver of the "Wastewater Ordinance" which requires every building to have a separate and independent sewer service connection.

The Rouse's are proposing a three (3) lot subdivision of their property at 88 Main Street with their existing home to be retained on proposed Lot No. 1 and future single family homes proposed for Lot Nos. 2 and 3.

David Allerton, Director of Public Works, outlined the three options available for the project in an email to the Selectboard on May 4, 2020. These options were depicted in a drawing provided by David Burke of O'Leary Burke Consulting Engineers, the Rouse's engineer. David Allerton summarized the options as follows:

1. Option 1, a 6-in sewer line on the three private properties is connected to the sewer main on Main Street, constructed with manholes for ease of maintenance, with 4-inch sewer laterals to serve each home connected to the 6-in sewer line, and easements provided to the town for access. This was discussed with David Burke prior to the Select Board meeting, as the preferred connection method of DPW. Mr. Rouse and Mr. Burke do not like this option.
2. Option 2 would provide three separate sewer service lines to each of the three homes. Mr. Burke indicated this option does not make sense to construct, and DPW agrees with this assessment.
3. Option 3 is similar to Option 1, but removes the manholes from the project, and installs cleanouts instead. This option would require the 6-inch sewer line constructed within the three properties to remain private, and not maintained by the town. Maintenance agreements will be required between the homeowners to maintain this new line.

Options 1 and 3 will both require an outside sewer line drop to the existing manhole on Main Street; inside drops will not be allowed. David Allerton indicated either Option 1 or 3 will work. Brenda Steady asked what if the homeowners did not have the money to repair a private sewer main as outlined in Option 3, and Mr. Allerton indicated they would have to fix it, as it would not be the responsibility of the Town in this scenario. Mr. Allerton stated the preferred option for DPW would be to own it in order for DPW to maintain it. Mr. Burke indicated Option 3 would cost \$12,000 less than Option 1.

In both scenarios the Town will take over the new 2-inch water distribution line up the driveway to serve the two new homes, up to the curb stop. An easement would need to be provided to the Town for access.

**Motion made by M. Morgan to approve the Rouse Wastewater Ordinance Waiver Option 3 option for a three lot subdivision of property located at 88 Main Street with a second by C. Taylor. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**VIII. Development Review Board Appointment**

*Maryalice Callahan*

**Motion made by M. Morgan to approve the appointment of Mary Alice Callahan to the Development Review Board for the remainder two (2) years of a three (3) year term with a second by B. Steady. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**IX. National Police Week Resolution**

*Stephen Laroche, Chief of Police*

C. Taylor read the National Police Week Resolution as follows:

**National Police Week May 10-16, 2020**

**WHEREAS**, in 1962, President Kennedy proclaimed May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

**WHEREAS**, Milton Police Department consists of 20 members with various responsibilities, certifications and years of service to the Town of Milton; and

**WHEREAS**, the members of the Milton Police Department play an essential role in safeguarding the rights and freedoms for the citizens of Milton; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the Milton Police Department unceasingly provide a vital public service; and

**WHEREAS**, the Town of Milton is grateful for the day to day heroism of our officers both past and present who have given so much of their lives in service to our community; and

**THEREFORE BE IT RESOLVED** that the Town of Milton Selectboard in recognition of this event do hereby proclaim the week of May 10-16, 2020, as National Police Week.

**Motion made by M. Morgan to approve the National Police Week of May 10-16, 2020 Resolution with a second by C. Taylor. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**X. Bulletproof Vest Grant**

*Stephen Laroche, Chief of Police*

The Bulletproof Vest Partnership Program has offered the Milton Police Department an opportunity to apply for a federally funded grant in the amount of approximately \$3,765.60. 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 they replace officer’s expired or expiring vests with new bulletproof vests. The awarded grant money is valid for up to three years from date of acceptance. Therefore, the 2020 vest grant will allow them to spend these funds up until 2023.

Over the past several years, they have received the following amounts for this grant:

2015 -	\$488.69
2016 -	\$1,876.00
2017 -	\$ 1,880.79
2018 -	\$0
2019 -	\$3,263.20

There is a 50% match for 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.

**Motion made by M. Morgan to grant permission to Stephen Laroche, Police Chief, or his designee to apply and accept the funding opportunity for the 2020 Bulletproof Partnership grant in the amount of \$3,765.60 with a second by C. Taylor. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**XI. FY2021 Highway Safety Education Grant**

*Stephen Laroche, Chief of Police*

The State of Vermont Agency of Transportation’s Highway Safety Office announced the FY2021 Highway Safety Grants funding opportunity. The programs are funded through the National Highway Traffic Safety Administration. This year they would like permission to apply for the FY2021 Education Grant. The term of this grant is from October 1, 2020 thru September 30<sup>th</sup>, 2021. The deadline for submission for this grant is May 5, 2020 at 1300 hours.

The Education Grant is a grant offered annually to Police Agencies and other nonprofit organizations across the State of Vermont. The Education Grant is

designed to provide funding opportunities for agencies to educate Police Officers and citizens on the dangers of impaired and distracted driving.

They have applied and received this Education Grant for the last four years. Over the last four years, they have received funds through this grant that covered the expenses to send three Officers to advanced impaired driving detection/prevention training out of state. As well, past funds from this grant have paid for salaries for National Night Out, the annual Bike Rodeo, and the purchase of the Impaired Driving carts/fatal vision goggles used to teach the High School Driver Education classes the dangers of impaired driving. They have also used funds from this grant to purchase a cargo trailer to transport these impaired driving carts/fatal vision goggles, and the purchase of educational signs and banners, as well as the rental of digital sign boards promoting our annual public safety events.

The FY2021 Education Grant will allow the following purchases and reimbursements to the Town of Milton. The total amount being asked for in this year's grant is approximately \$11,548.

The reimbursement for Officer's salaries at traffic safety events as follows:

National Night Out: The average overtime rate is approximately \$46.00 per hour. Therefore, five Officers participating in the traffic safety educational event at National Night Out would be approximately 30 hours. 30 total hours multiplied by the average overtime rate is \$1,380.

Bike Rodeo/Safety Fair: Given the average overtime rate with three Officers working the event would be 18 total hours. The total amount for the Officer's salaries would be \$828.

They would also spend funds from the FY2021 Education Grant on the following:

2020 Maine Impaired Driving Summit training: three Officers would attend this national impaired driving summit, which is held in Maine in the late fall of 2020. The FY2021 grant would cover the Officer's salaries, travel expense and hotel stay for this training. The estimated cost for this training from the grant would be \$2,700 - \$3,200.

2021 Drug Alcohol Impaired Driver conference presented by the International Association of Chiefs of Police held annually somewhere in the United States. At this time, the current location of this training is not assigned yet. However, based on past attendance at this training the grant would cover the Officer's salary, travel/lodging, and cost of the training. The estimated total amount for the expense to send an officer to this training from the grant would be approximately \$3,600.

The purchase of more traffic safety cones to be used for the impaired driving course for the Milton Driver Education class. 20 traffic cones would cost \$540.

The purchase of more Fatal Vision goggles to use during the National Night Out event and Driver Education classes demonstrating the dangers of impaired driving. The estimated amount for these goggles are \$800 from the grant.

The rental of two digital sign boards from Milton Rental promoting our annual safety events such as National Night Out and the Bike Rodeo. The cost of these rentals would be \$1,200 from the grant.

The grant requires a 25% match that can be contributed by a “hard” or “in kind” match. The “hard” match would be money paid by the town directly towards items they purchase or salaries. An example of this would be the Town pays 25 % of the digital message board, while the other 75 % is paid by the grant.

While the “In kind” match would be money not paid directly, but funds contributed to the grant through expenses accrued by the Town for normal and overtime salaries, they currently do that are not paid for by the grant directly. An example would be Sgt. Locke’s hours spent teaching at the Vermont Police Academy could be counted as “In Kind” match. Therefore, Sgt. Locke’s salary for the hours he teaches at the VPA would go directly toward this 25%. Other examples of this “In kind” match would be Officer Raymond’s salary for the hours she teaches driver education at the high school, and any salaries or expenses accrued at the Bike Rodeo or National Night Out that is not paid for by the grant. In the 2021 Education Grant there is money set aside to cover the salaries of five Officers to work National Night Out. However, if they had seven officers work this event, the two addition Officers’ salaries would be considered “In kind” match expense.

**Motion made by J. FitzGerald to allow Stephen Laroche, Police Chief, or his designee to apply for the FY2021 Education Grant for a term from October 1, 2020 through September 30, 2021 in the amount of \$11,548 with a second by B. Steady. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

## **XII. Union Bank Line of Credit Extension**

*John Gifford, Treasurer*

The due date for payment of the Line of Credit with Union Bank for the Highway equipment and bridge work is May 22, 2020. All of the work will not be completed and therefore not paid by the date. The Union Bank has agreed to extend the Note to the end of 2020. The following two Allonges for Attachment to Note were presented for approval:

### ALLONGE FOR ATTACHMENT TO NOTE

It is mutually desirable and agreeable to the parties hereto that the terms of a certain Municipal Corporation Note (hereinafter called "Note") #5701002637 dated May 21, 2018, in the original amount of \$1,695,000.00, executed by the Town of Milton (hereinafter called "Borrower") to the order of Union Bank (hereinafter called "Bank") be amended in the following particulars. Effective May \_\_, 2020, the maturity date shall be extended from May 22, 2020 to December 31, 2020. All other terms and conditions remain the same.

It is further understood and agreed that all other terms and conditions of said Note not be modified hereby; they shall be and remain the same and that this Allonge, when executed by Borrower and Bank, shall be attached to and become a part of said Note, and shall have the same force and effect as if the terms and conditions hereof were originally incorporated in said Note prior to its execution.

#### ALLONGE FOR ATTACHMENT TO NOTE

It is mutually desirable and agreeable to the parties hereto that the terms of a certain Municipal Corporation Note (hereinafter called "Note") #5701002629 dated May 21, 2018, in the original amount of \$1,190,000.00, executed by the Town of Milton (hereinafter called "Borrower") to the order of Union Bank (hereinafter called "Bank") be amended in the following particulars. Effective May \_\_\_\_, 2020, the maturity date shall be extended from May 22, 2020 to December 31, 2020. All other terms and conditions remain the same.

It is further understood and agreed that all other terms and conditions of said Note not be modified hereby; they shall be and remain the same and that this Allonge, when executed by Borrower and Bank, shall be attached to and become a part of said Note, and shall have the same force and effect as if the terms and conditions hereof were originally incorporated in said Note prior to its execution.

**Motion made by C. Taylor to approve the two Allonge for Attachment to Note as presented work with a second by M. Morgan. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

#### **XIII. Tax Sale Resolution**

*John Gifford, Treasurer*

The Selectboard discussed the need for the Town Manager, or his agent, acting as the Delinquent Tax Collector for the Town of Milton to pursue collection of delinquent real estate through the 2019-20 fiscal year and utility charges through tax sale. The Selectboard further recognizes that such action may be necessary on a case-by-case basis.

The Selectboard agreed to table this discussion until the next Selectboard meeting scheduled for May 18, 2020.

#### **XIV. Property Tax Abatement Resolution**

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

C. Taylor read the following proposed Resolution:

**Guidance for Those Experiencing Financial Difficulty  
as a Result of Covid-19**

**WHEREAS**, the Town of Milton Selectboard acknowledges that the pandemic/stay home stay safe Executive Order has posed financial difficulties for some community members; and

**WHEREAS**, the Town acknowledges that the Charter specifies the due dates for tax payments and the penalties that are added if taxes remain unpaid as of May 15<sup>th</sup> and that interest accrues as well; and

**WHEREAS**, the Selectboard (Town) cannot by law override the Charter; and

**WHEREAS**, the Town encourages individuals who are unable to pay their taxes to apply to the Board of Abatement for relief; and

**WHEREAS**, the decisions by the Board of Abatement (BOA) will be made independently by the BOA and based on the evidence presented; and

**THEREFORE, BE IT RESOLVED**, the Selectboard understands the financial difficulties caused by Covid-19 and encourages residents who cannot pay their property taxes on May 15<sup>th</sup> to apply to the Milton Board of Abatement for some relief.

**Motion made by J. FitzGerald to approve the Guidance for those Experiencing Financial Difficulty as a Result of COVID-19 Resolution as presented with a second by M. Morgan. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

**XV. Municipal Building New Lighting and Funding Source Resolution**

*Don Turner, Jr., Town Manager*

The municipal building renovation and updates have been completed. The 25 year old building was in need of many updates including reconfiguration of the existing floor space, new office space and department realignment. The renovation included new energy efficient lighting throughout the building (except for library), flooring, paint and modifications to ceilings, HVAC, fire sprinklers and other miscellaneous items as needed. The town administration desired to create a better working environment, which promoted more frequent communication amongst staff and most importantly improved the resident services. On March 2, 2020 the Milton Selectboard adopted a resolution authorizing the Town Manager spend a total cost not to exceed of \$80,000 to complete the project. The actual costs exceeded the above mentioned amount by \$27,660.56. A majority of the project overage is attributed to new energy efficient LED lighting installed throughout the building and associated electrical upgrades. The actual cost of lighting and necessary electrical upgrades was \$37,848.07. The Town Manager inadvertently included only \$15,749.00, a portion of the project when preparing the previous resolution which resulted in a \$22,099.07 shortfall. Purchasing the lights before March 1, 2020 was

necessitated by a change in the Efficiency Vermont rebate program which saved the taxpayers in excess of \$3,700. The Town has realized a significant power saving since the new lights were installed, saving 9,226 KW and \$1,100 over the last two months. The Town had planned to replace the lights in FY21, and had set aside \$25,000 in the Capital Improvement Plan to pay for the project that can now be utilized for the Fire Station. All necessary funds are achieved through staff vacancy labor and benefit savings derived from the following. The remaining \$5,561.49 of additional project costs are attributed to items such as replaced broken toilets, faucets, severely stained urinal partitions, signage, door locks, debris removal, countertop for existing cabinets and staff mailboxes. These items were discovered throughout the project and were paid out of the appropriate budget line item-facilities repairs and maintenance. The total cost of the renovation and lighting upgrade project is \$107,660.56 to be paid utilizing vacancy employee savings and appropriate budgetary line items.

**Motion made by B. Steady to approve the Municipal Building New Lighting and Funding Source Resolution with the total cost of the renovation and lighting upgrade project of \$107,660.56 with a second by M. Morgan. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

#### **XVI. Personal Protective Equipment**

*John FitzGerald*

The Selectboard discussed the Town of Milton potentially issuing masks to residents of Milton. Don Turner, Jr. agreed to research the issue and report back to the Selectboard at the next Selectboard meeting.

#### **XVII. Town Manager's Update**

- Michaela Foody began work last week as the new Public Safety Director.
- The ACT 250 Permit amendment for expansion of sewer system to include North Road.
- Spring paving on Murray Avenue and East Road will begin on May 5<sup>th</sup>.
- Hardscrabble Road is being prepared for spring paving.
- The Police Department is returning to their regular schedule beginning Monday, May 11<sup>th</sup>.
- Staff are scheduled to return to the building to work on Monday, May 18<sup>th</sup>. Guests to the building will be by appointment only.
- Ditching on Westford Road began May 4<sup>th</sup>.
- Kate Cadreact, a Milton resident would like to be on the next Selectboard meeting Agenda to discuss the speed limit on Cadreact Road. The Town has a speed cart data that does not support reducing the speed limit at this time.
- IT time by staff is between 25 to 30 hours per month.
- The goal for the Memorial Day ceremony is to move forward with the ceremony as planned.

- A resident was very upset that the Town does not have anyone that can get a cat out of a tree. The Town's policy does not provide this service.
- Bombardier Park trash day last week was once again successful with 160 participants. Food scrap collection also went well.

**XVIII. Executive Session**

Executive Session was not held.

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

Executive Session was not held.

**XX. Motion to Adjourn**

**Motion made by M. Morgan to adjourn the meeting with a second by C. Taylor. M. Morgan, Yes; C. Taylor, Yes; B. Steady, Yes; J. FitzGerald, Yes; J. Palasik, Yes. Motion Approved Unanimously.**

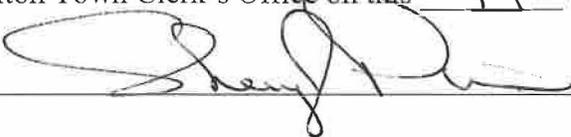
J. Palasik adjourned the meeting at 8:34 p.m.

Respectfully Submitted,  
Sheila Mooney

APPROVED MINUTES:

Robert James Palasik, Selectboard Clerk <sup>Clerk</sup> Date: 05/18/20  
Chris Taylor, Selectboard Clerk

Filed with the Milton Town Clerk's Office on this 19 day of May, 2020.

ATTEST: , Milton Town Clerk