



**Town of Milton – Selectboard Meeting  
43 Bombardier Road, Milton VT 05468  
In Person and/or via Zoom – Community Room  
Tuesday, September 5, 2023 at 6:00 p.m.**

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair; Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** None

**Staff Members Present:** Michaela Foody, Public Safety Director; Brittany Tradup, Executive Assistant to the Town Manager; Steve Laroche, Police Chief; Sean McCann, Rescue Chief; Lisa Schaeffler, Public Works Director; Amber N. Baker, Finance Director; Jenna Tucker Eugair, Recreation Director; John Bartlett, HR and Operations Director (remote)

**Others Present:** Shannon Gunderson, Milton Independent (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**

No changes

**IV. Public Forum**

None

**V. Consent Agenda**

- **Approval of Selectboard Meeting Minutes of 08/21/2023**
- **Approval of Warrant #4**

**Motion made by M. Morgan to approve the Consent Agenda as presented, with a second by C. Taylor. Motion approved unanimously.**

There was discussion about two items on the warrant related to summer camps.

**VI. Playground Mulch CIP**

*Jenna Tucker Eugair, Recreation Director*

J. Tucker Eugair presented this item as per the following memo:

To: Milton Selectboard  
From: Jenna Tucker Eugair, Recreation Director  
Date: September 1, 2023  
Re: Request to use CIP Playground Mulch funds in order to fund the 2023 Playground Chip Project.

**Project Update:**

After shopping around with different vendors, we have found two vendors that we would like to contract with in order to complete the 2023 Playground Chip Project. Safety Fiber is a New Hampshire-based company that offers IPEMA-certified playground chips. Based on a local assessment of our playgrounds, we would like to order 300 cubic yards of playground chips from Safety Fiber at a total cost of \$6,950 including delivery. We will then hire the local company Pettinelli & Associates to install the playground chips into place, at a cost of \$3,000. The total cost of the project is \$9,950. We will fund this project by using \$8,600 from the designated CIP Playground Mulch funds, and \$1,350 from the Recreation Department operating budget, Repairs & Maintenance line. If approved, this project will be completed by the end of September 2023. This project will ensure that our playgrounds will meet safety standards for adequate cushioning.

**Quotes Received:**

<u>Playground Chips</u>	<u>Installation</u>
Safety Fiber: \$6,950 for 300 yards	Safety Fiber: Not offered
Bridgewater Farm Supply: \$9,680 for 280 yards	Bridgewater Farm Supply: Not offered
Miracle/Pettinelli: \$10,640 for 280 yards	Miracle/Pettinelli: \$3,000

Tucker Eugair responded to questions from the Selectboard.

**Motion made by M. Morgan to approve the allocation of \$8,600 to the CIP Playground Mulch project line item with the balance for the project coming from the Recreation general maintenance fund, with a second by B. Steady. Motion approved unanimously.**

**VII. Irrevocable Letter of Dedication for Easement to Connect to Parallel Road**

M. Foody presented this item by reading aloud the following memo:

To: Milton Selectboard  
Date: September 1, 2023  
From: Don Turner, Jr., Town Manager  
Re: Irrevocable Letter of Dedication for Easement to Connect to Parallel Road

In July of 2012, the Development Review Board (DRB) approved a conventional three-lot subdivision of the LaBelle property at Willy's Lane that included a provision that the owner of the property provide an easement for the future road that will run parallel to Route 7.

To this date, the irrevocable offer of dedication had not been completed. Last week, I met with William LaBelle and he executed the documents.

**Motion made by C. Taylor to authorize the Town Manager to execute all necessary documents pertaining to the Irrevocable Letter of Dedication related to the easement through the LaBelle property at Willy's Lane off of Route 7, with a second by M. Morgan. Motion approved unanimously.**

## VIII. **Accept Governor's Highway Safety 2024 Education Grant**

*Steve Laroche, Police Chief*

S. Laroche presented this item, referencing the following memo and resolution:

TO: Don Turner Jr., Town Manager  
FROM: Chief Stephen Laroche  
DATE: August 17, 2023  
SUBJECT: Governor's Highway Safety 2024 Education Grant

The Governor's Highway Safety Program has again awarded the Milton Police Department funding for the 2024 Education Grant.

This grant will be used to purchase traffic safety educational material to assist in the continued education of the public and officers on the topics of distracted, impaired, and aggressive driving.

As well, the grant will reimburse the Town of Milton for the salaries of those officers who work traffic safety events such as National Night Out, the Bike Rodeo, Red lights flashing = No Passing BBQ event, the Milton High School's mock DUI fatal crash (during prom season), child passenger safety seat inspections events, etc.

This year's grant will also reimburse the Town of Milton for officers' salaries, training costs, travel expenses, lodging costs, and meals, which will allow us to send officers to advanced traffic safety related trainings out of state. With the combined efforts of traffic enforcement and education, we can continue to save to lives on Milton's roadways.

In addition to the above items covered by the grant, this year we were awarded funds to replace our existing impaired/distracted driving pedal carts. The new carts will replace two existing pedal carts we have had for several years and are becoming worn and broken. These pedal carts are used to demonstrate the dangers of impaired/distracted driving for students at the high school's driver education class. Funds from the grant will also allow us to purchase cannabis impairment goggles (4 pair) \$460, a heavy duty traffic cone cart to move traffic cones \$350, 40 traffic cones for our impaired driving course \$1,100, and a 10x15 canopy for our public education events \$375.

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 public education events such as the Milton High School's driver education program, National Night Out, Red Light Flashing = No Passing BBQ event, the

Milton Safety Fair/Bicycle Rodeo, and the High School's 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: Drug/alcohol impaired driving goggles (App \$900), two impaired driving pedal carts (App \$2500), multiple traffic cones (App \$600), vinyl banners promoting our safety events (App \$300), and a large 15x30 canopy (App \$2,900). All these items are used to educate people on the effects and dangers of impaired/distracted driving.

In addition, past funds from the Education Grant covered expenses related to training, which has allowed us to send officers out of state to advanced traffic safety trainings such as the Maine Traffic Safety Conference and IACP Impaired Driving and Traffic Safety Conference.

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 officers will be kept track of in order show the grant our 25% match.

The total amount of the awarded 2024 Education grant is \$24,121. This total includes Officers' Salaries \$16,393, Mileage/Travel for trainings \$2,931, and Equipment \$4,797. This grant takes effect on October Pt, 2023.

We would like permission from you to accept the 2024 Education Grant.

Resolution:

### **Governor's Highway Safety 2024 Education Grant Acceptance**

WHEREAS, the Milton Selectboard accepted Policy 96-01 which requires a resolution be adopted by them at duly scheduled Selectboard meeting for acceptance and expenditure of state/federal funds; and

WHEREAS, the Milton Police Department applied for the Governor's Highway Safety 2024 Education Grant to be used:

- to purchase traffic safety educational material to assist in the continued education of the public and officers on the topics of distracted, impaired, and aggressive driving;
- to reimburse the Town of Milton for the salaries of those officers who work traffic safety events;
- to reimburse the Town of Milton for officers' salaries, training costs, travel expenses, lodging costs, and meals, which will allow us to send officers to advanced traffic safety-related trainings out of state;
- to replace two existing impaired/distracted driving pedal carts, which are becoming worn and broken after several years of use; and
- to purchase other equipment, such as cannabis impairment goggles, a heavy duty traffic cone cart to move traffic cones, traffic cones for an impaired driving course, and a 10x15 canopy for public education events.

WHEREAS, the Governor's Highway Safety Program has awarded the Milton Police Department funding in the amount of \$24,121, taking effect on October 1, 2023. This total includes Officers' Salaries (\$16,393), Mileage/Travel for trainings (\$2,931), and Equipment (\$4,797); and

WHEREAS, the grant requires a 25% local match which will be paid for with in-kind services, including both officers' normal and overtime salaries to participate in events, teaching drivers' education, and teaching at the Vermont Police Academy. Hours worked by officers will be tracked in order to record the 25% match; and

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or their designee, is authorized to accept the Governor's Highway Safety Program 2024 Education Grant, in the amount of \$24,121, with a match of 25% to be paid with in-kind services.

**Motion made by B. Steady to approve the grant as awarded to the Milton Police Department for the 2024 Highway Education Grant in the amount of \$24,121. This total includes Officers' Salaries (\$16,393), Mileage/Travel for trainings (\$2,931), and Equipment (\$4,797). This grant takes effect on October 1, 2023. Second by C. Taylor. Motion approved unanimously.**

### **IX. Police Department Update from Police Chief** *Steve Laroche, Police Chief*

Chief Laroche provided an update to the Selectboard, including an update on open positions and the status of hiring. He also discussed other updates, including when the next police academy will be held, recent trainings that have been held at the school, other school safety measures that have been taken, the success of recent public events, the status of drug/overdose incidents, and a number of other highlights. He responded to questions from the Selectboard.

**X. Rescue Update from Rescue Chief**

*Sean McCann, Rescue Chief*

Chief McCann provided an update to the Selectboard, included updated participation numbers (members, volunteers and drivers), call volume statistics, intercept statistics, and cadet program participation. He presented an updated policy for the Town's first responder program. He also provided an update on the status of the budget, and presented some short-term goals for the department. He responded to questions from the Selectboard.

**XI. 2023 Bicycle & Pedestrian Small Scale Grant Acceptance**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented this item as per the following memo and resolution:

To: Milton Select Board  
Date: August 31, 2023  
From: Lisa M. Schaeffler, Director of Public Works  
CC: Don Turner, Town Manager; Matt Grasso, Director of Operations for the Milton Town School District  
Re: 2023 Bicycle & Pedestrian Small Scale Grant Award Acceptance

The Town of Milton applied for the 2023 Bicycle & Pedestrian Small Scale Grant to use toward a set of rectangular rapid flashing beacons (RRFB) to go across Main Street to School Street, with the intent of helping pedestrians safely cross Main Street.

The State informed us on August 16, 2023 that we received an award for \$6,500. The grant requires a 50/50 match. We would like to seek permission to accept this award, and we will utilize the Road/Sidewalk Maintenance Reserve Fund for the local match.

The cost of the RRFB is estimated at \$8,700, and installation is estimated at about \$5,000, including the concrete and truncated domes (required for cross walk locations). Making the estimated total cost of the project \$13,700. Therefore, after receipt of the \$6,500 award, the remaining estimated project cost for the Town is \$7,200. There are sufficient funds available in the Road/Sidewalk Maintenance Reserve Fund to cover this amount.

We originally proposed to apply for another set of RRFB on Herrick Avenue in front of the school, but we were informed that the State of Vermont already has this on their list of items to be installed from a 2019 grant. The project has not yet been completed because they ran out of time. I reached out to them for an estimated timeline, and I was told they anticipate installation in Fall 2023 – Spring 2024.

Resolution:

**Department of Public Works 2023 Bicycle & Pedestrian Small Scale Grant Acceptance**

WHEREAS, the Milton Selectboard accepted Policy 96-01 which requires a resolution be adopted by them at duly scheduled Selectboard meeting for acceptance and expenditure of state/federal funds; and

WHEREAS, the Town of Milton, Department of Public Works applied for the 2023 Bicycle & Pedestrian Small Scale Grant Award from the State of Vermont to be used toward a set of rectangular rapid flashing beacons (RRFB) to go across Main Street to School Street; and

WHEREAS, the State of Vermont informed the Town of Milton Department of Public Works on August 16, 2023, that the Town has been awarded a \$6,500 grant with a 50/50 local match; and,

WHEREAS, the required local match of \$6,500 will be paid for with in-kind services and funding available from the Road/Sidewalk Maintenance Reserve Fund; and,

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that the Town Manager, or their designee, is authorized to execute the Agreement with the State of Vermont to accept the 2023 Bicycle & Pedestrian Small Scale Grant Award, in the amount of \$6,500.00, with a match of \$6,500.00 from the Road/Sidewalk Maintenance Reserve Fund.

**Motion made by M. Morgan to authorize the Town Manager, or their designee, to execute the Agreement with the State of Vermont to accept the 2023 Bicycle & Pedestrian Small Scale Grant Award, in the amount of \$6,500.00, with a match of \$6,500.00 from the Road/Sidewalk Maintenance Reserve Fund, with a second by L. Morgan. Motion approved unanimously.**

**XII. Public Works Department Update from Public Works Director**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler presented an update on the Department of Public Works. She recently attended the APWA National Congress in San Diego, and she provided an overview of the event. She also provided an update on department staffing, grant applications, specific large projects, stormwater efforts and other items. She responded to questions from the Selectboard.

**XIII. Update on Flooding**

*Michaela Foody, Public Safety Director*

M. Foody provided an update on the status of recovery efforts, stating that the deadline has been extended for applying for assistance from FEMA. The Town will be putting out information to property owners that may have been affected. She provided an update on communication received from FEMA and noted that there will be a meeting with FEMA representatives later this week to discuss what assistance the Town qualifies to receive.

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

*Michaela Foody, Public Safety Director*

- Deb Rose started working in the Planning/Zoning Department today and will be focusing in enforcement issues and assisting with other issues as needed. It is a 20-24 hour per week position.
- Highway staff return to five-day work week and will be working this Friday.
- The Town will have a booth at the Milton Artists Guild Art and Stroll event on Saturday 9/16 from 10 a.m. – 4 p.m. The Economic Development commission will be assisting.
- New Public Works Facility: Logging has been completed. Weston Excavating completed the wood chip path in the park last week and will tie into Bombardier Road waterline early tomorrow morning. Two houses on Bombardier Road will be impacted by a short water shut off. DJ's Tree Service will start stumping later this week.
- Rick Hamilton donated some roof repair work at the Historical Society last week. We will work with their leadership to use the \$20,000 of ARPA funds for the more significant repairs this fall.

- Paving and line-striping at the Grange Hall has been completed. The Town will work with Grange members to coordinate a more formal grand reopening for a Saturday late September or early October. There has been a lot of interest in using the building.

**XV. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 7:21 p.m., with a second by L. Morgan.  
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/x1lp90i258ec6q806g7klujn4u1x4cm6>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/makdq5n0oeicdooa12fc62x2b0006109>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady, Clerk Date: 9-18-23  
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 19<sup>th</sup> day of Sept., 2023.

ATTEST: Kristi Beas, Milton Town Clerk

