



**Town of Milton – Selectboard Meeting**  
**135 River Street, Milton VT 05468 – Milton Grange Hall**  
**In Person and/or via Zoom**  
**Monday, March 4, 2024 at 6:45 p.m.**  
***Immediately following the Cannabis Control Board Meeting***

**MINUTES**

**Selectboard Members Present:** Darren Adams, Chair; Michael Morgan, Vice Chair (joined meeting at 7:47 p.m.); Brenda Steady, Clerk; Leland Morgan, Member; Chris Taylor, Member

**Selectboard Members Absent:** None

**Staff Members Present:** Don Turner Jr., Town Manager; John Bartlett, HR and Operations Director; Brittany Tradup, Executive Assistant to the Town Manager; Amber N. Baker, Finance Director; Lisa Schaeffler, Public Works Director; Ben Nappi, Assistant Recreation Director; Tom Elwood, Water/Wastewater Superintendent (remote)

**Others Present:** Patricia Howes; Emily Hecker; Margo Breen; Addie Metivier; Heather Preuss; Mike Dubuque; Karen Dubuque; Glenn Harley; Lonnie Poland; Jade Chicoine Geraw; Hope St. Peter; Sean Tatro; Scott O'Brien; Diane Barrows; Michelle Morse Dembro; Paul Dembro; Joe Duquette; Lauren Blume; Allison Duquette; Karla Ummarino; April Christenson (remote); Bill McSweeney (remote); "David D." (remote); "robertgriswold" (remote)

**I. Call to Order**

D. Adams called the meeting to order at 6:55 p.m.

**II. Flag Salute**

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

**III. Agenda Review**

D. Turner noted that the rental cost is in the warrant for the tenant relocation from 214-218 U.S. Route 7 South, so that item was moved up prior to the Consent Agenda.

**IV. Authorize Financial Assistance for Tenants to Be Relocated from 214-218 U.S. Route 7 South**

*Don Turner, Jr., Town Manager*

D. Turner explained that the Town has purchased the property for the Southern Leg of the Hourglass Project, and he has been in the process of working with the tenants on behalf of the Town to relocate. He presented and read the following resolution:

**Authorize Financial Assistance for Tenants to Be Relocated from 214-218 U.S. Route 7 South**

WHEREAS, the Town of Milton entered into a purchase and sale agreement to purchase the property located at 214-218 Route 7 South from the Papaseraphim Family Trust on February 23, 2024, for the purposes of building the Southern leg of the Hourglass project; and

WHEREAS, the property includes three mobile homes, a vacant restaurant with a two-bedroom apartment and a number of other out-buildings; and

WHEREAS, the mobile homes and the two-bedroom apartment are occupied by tenants with leases that would extend beyond the purchase date; and

WHEREAS, the Town will relocate the tenants voluntarily, under their own free will and volition, to new apartments prior to completing the purchase to avoid taking on the liability and responsibility of a landlord; and

WHEREAS, in order to achieve this relocation by April 1, 2024, the Town will cover related expenses for the tenants, on a case-by-case basis, that may include security deposits, first and/or last month's rent, subsidizing the rent for the term of the lease, pet fees for the term of the lease, and reasonable moving expenses by a third-party contractor that specializes in moving services; and

WHEREAS, to comply with purchase agreement, at the transfer of the property, the Town will compensate the Papaseraphim Family Trust for rent at the per diem rate for each rental unit from April 1, 2024, through the date of transfer. The date of transfer is scheduled for April 5, 2024, at the signing of this resolution, making the amount due a total of five days of rent for each unit; and

WHEREAS, the Town will utilize tax increment financing (TIF) dollars to purchase the property, pay rent and to cover related costs of relocating the tenants; and

THEREFORE, BE IT RESOLVED, that the Selectboard authorizes the Town Manager or designee to execute tenant relocation agreements and to pay related relocation costs to include tenants' rent from April 1, 2024, through the date of property transfer, to Papaseraphim Family Trust at an amount not to exceed \$20,000 from the Hourglass Project tax increment finance fund.

**Motion made by C. Taylor to adopt the resolution as presented, with a second by L. Morgan.  
Motion approved unanimously.**

## **V. Public Forum**

Addie Metivier made a public statement regarding familial relationships of board members and regarding the use of social media by board members.

Heather Preuss made a public statement regarding diversity training and considering the diversity of the Milton residents.

Crystal Gingras made a public statement responding to the previous statements and encouraging residents to vote.

Glen Hartley made a public statement regarding the functioning of the Town and the current Selectboard.

Michael Dubuque made a public statement responding to the familial relationships of the board members.

Karla Ummarino made a public statement regarding the familial relationships of board members and the transparency of the board.

Jade Chicoine Geraw made a public statement about respectful behavior and acceptance.

Wendy Wilton made a public statement regarding education funding, taxes and the importance of the local election.

**VI. Consent Agenda**

- **Approval of Selectboard Special Meeting Minutes of 02/23/2024**
- **Approval of Selectboard Meeting Minutes of 02/26/2024**
- **Approval of Warrant #16**

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

**VII. Allen Drive Pump Station Upgrades: Award Contract for FY2024 Variable Frequency Drive Pumps**

*Lisa Schaeffler, Public Works Director*

L. Schaeffler introduced this item, as per the following resolution. Schaeffler, Turner and Tom Elwood, the Water/Wastewater Superintendent, responded to questions from the Selectboard.

**Allen Drive Pump Station Upgrades: FY2024 Variable Frequency Drive Pumps Contract Award**

WHEREAS, the Administrative Code Purchasing Policy duly adopted by the Selectboard of the Town of Milton and amended October 5, 2020, requires competitive bidding and Selectboard approval for purchases over \$15,000 by the Town,

WHEREAS, the Request for Proposals for Milton Allen Drive Pump Station Upgrade was issued on February 08, 2024, with proposals due on February 22, 2024, and was posted on the town website and directly sent to three firms, with a scope of services including pump sizes, and electrical requirements; and,

WHEREAS, the existing pumps are near the end of their life cycle and require replacement. They have begun to malfunction, causing the start capacitors to frequently burn out. The replacement pumps will be upgraded to the newer 10 hp Variable Frequency Drive (VFD) technology, which can be programmed to go in reverse upon starting to prevent them from clogging; and

WHEREAS, the Town received three proposals as follows:

Champlin Associates	Pratt & Smith	Laramie Water Resources
\$37,766.00	\$45,597.00	\$35,799.56

WHEREAS, after review of the proposals, DPW has determined the fees associated with this contract are comparable and complete; and,

WHEREAS, this contract will be paid using Approved funds in the Capital Improvement plan project #550-037-E; and,

NOW, THEREFORE BE IT RESOLVED, by the Selectboard of the Town of Milton that staff has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby

awards Laramie Water Resources, the FY2024 Milton Allen Drive Pump Station Upgrades contract in an amount not to exceed \$35,799.56, and that the Town Manager or their designee is authorized to execute the necessary documents related to the award of this contract.

**Motion made by C. Taylor to award Laramie Water Resources the FY2024 Milton Allen Drive Pump Station Upgrades contract in an amount not to exceed \$35,799.56, and to allow the Town Manager or their designee is authorized to execute the necessary documents related to the award of this contract. Second by L. Morgan. Motion approved unanimously.**

#### **VIII. Appropriation of Remaining ARPA Funds**

*Don Turner, Jr., Town Manager*

D. Turner provided a brief history of the American Rescue Plan Act (ARPA) funding decisions and how the funding has to be spent. He then presented this item, as per the following resolution, and responded to questions from the Selectboard:

##### **Appropriation of Remaining ARPA Funds**

WHEREAS, the Town has appropriated all but \$11,453.47 of its American Rescue Plan Act (ARPA) funding to projects that will serve generations of Milton residents; and

WHEREAS, a number of these projects have been completed and additional funding remains associated to the projects, including: Server Replacement (\$877.50 remaining), Budgeting Software (\$500.00 remaining), Trail at the Town Forest (\$1232.00 remaining). The total remaining funds from completed projects total \$2,609.50; and

WHEREAS, ARPA funds have to be contractually appropriated under the funding rules no later than March 31, 2024; and

WHEREAS, the Town has committed to working toward a goal of conducting all Town meetings with both in-person and virtual attendance options moving forth; and

THEREFORE, BE IT RESOLVED, the Selectboard appropriates the remaining \$11,453.47 and reappropriates the \$2,609.50 in remaining funds from completed projects for a total of \$14,062.97 to be used for installing technology necessary for virtual meetings in all Town space/rooms utilized for public meetings.

**Motion made by L. Morgan to appropriate the remaining \$11,453.47 and reappropriate the \$2,609.50 in remaining funds from completed projects for a total of \$14,062.97 to be used for installing technology necessary for virtual meetings in all Town space/rooms utilized for public meetings. Second by C. Taylor. Motion approved unanimously.**

#### **IX. Authorization of FY24 Audit**

*Amber N. Baker, Finance Director; Don Turner, Jr., Town Manager*

A. Baker introduced this item, explaining that this is for the second year of a three-year contract. She and D. Turner responded to questions from the Selectboard and attendee, Lauren Blume.

**Motion made by C. Taylor to continue with Sullivan, Powers & Co. for the Town audit, to fulfill the second year of a three-year contract, with a second by B. Steady. Motion approved unanimously.**

#### **X. Update from Town Manager and Board Members**

*Don Turner, Jr., Town Manager*

M. Morgan arrived at 7:47 p.m.

- The Town is in the middle of an animal cruelty case. It is an ongoing criminal case that requires the Town to board two dogs for \$1770.00 per month until the case is resolved.
- There was a car accident on the interstate last Friday. The occupants abandoned the vehicle, and a dog was found in a crate inside the vehicle. The dog was taken by state police for emergency evaluation. Afterward, the state police wanted to take the dog to the Milton pound, but Turner declined due to the fact that this happened on the highway, and therefore the Town is not responsible for the expense and management of the dog.
- Today, the police were called to an incident in which a fenced in dog killed another dog who broke into the fenced in area. The dog had all its shots and was taken to the pound until it is licensed. Police will investigate due to other incidents that were not previously reported.
- Update on 42 Westford Road: The septic system had failed at this property. The property is surrounded by municipal sewer but can't access it unless they extend the line, which is very expensive. When they put in the collection system for this house, they will be removing a portion of the Town's main, which has had an ongoing leak. Therefore, the Town plans to contribute up to \$6000 to the cost of the project because they are replacing the Town's line.
- Turner met with Vtrans officials today about the Southern Leg of the Hourglass Project. They do not believe it will be a big shift in the project, with the Town acquiring the land. The Town would likely build the road base and gravel, and they will take it from there.
- Turner also met with White and Burke, experts in TIF, to seek assistance with the TIF amendment, tracking the Hourglass Project and how to maximize the use of the 214-218 Route 7 property.
- Four career Rescue staff members have voted to join the local AFSCME union. Stitzel and Page are handling this for us to ensure that we are in full compliance with the collective bargaining agreement.
- Turner signed documents (a memorandum of understanding, mortgage and note documents) today related to the \$75,000 ARPA funds to be used for hazard mitigation and demolition for 25 Railroad Street (the Old Creamery).
- The Finance Director received an email this morning that the Town acquiring the adjacent 3.9 acres for future recreational purposes appears to have caused an issue with the Town Core TIF District boundary designation. The Town is communicating with VEPC and the Property Valuation Division. Towns are prohibited from changing the boundary of the approved TIF district.
- The steel is being assembled at the new public works facility. The Town plans to remove the second road (to the dog park) as soon as it dries out. It will be gone before spring sports start. Landscaping will also be installed in the spring.

## **XI. Executive Session – Pending Litigation**

**Motion made by B. Steady to find that premature knowledge about Legal Litigation would cause the Town or person to suffer a substantial disadvantage. Second by C. Taylor at 7:54 p.m. Motion approved unanimously.**

**Motion made by B. Steady to move enter into executive session at 7:54 p.m. to discuss Legal 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, B. Steady and L. Morgan; Town Manager, Don Turner, Jr. Second by M. Morgan. Motion approved unanimously.**

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

**XII. Adjournment**

**Motion made by M. Morgan to adjourn the meeting at 8:11 p.m., with a second by B. Steady.  
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/6brk0uam406tibwawpdvq4ke5159fh0g>

A video recording of this meeting can be found at the following location:  
<https://miltonvt.box.com/s/4yjb9w5giigrb6nhckz287z39wfsd3di>

Respectfully Submitted,

Brittany Tradup

APPROVED MINUTES:

Brenda Steady, Clerk Date: 3-25-24  
Brenda Steady, Clerk

Filed with the Milton Town Clerk's Office on this 26<sup>th</sup> day of March, 2024.

ATTEST: Kristi Beas, Milton Town Clerk