



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
June 6, 2016

Board members present: Gene Armstrong, Josh Arneson, Jen Dudley-Gaillard, Ron Lafreniere, Sharon Murray  
Board members absent: none  
Also present: none  
Clerk: Amy Grover

**1. The meeting was called to order at 5:45 p.m. by Jen with a quorum of 5 members present.**

**2. Additions or deletions to the agenda:**

Additions:

- HMPG Subgrantee Agreement: Josh made the motion *"to approve and sign the administrative cost Subrecipient Agreement #02140-34000MC-127 in the amount of \$8,073."* Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0). Sharon made the motion *"to approve and sign the elevation project Subrecipient Agreement #02140-34000-127 in the amount of \$403,648 with the understanding that the match is to be covered by the individual property owners."* Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Litigation Update: Sharon made the motion *"to enter executive session under 1 VSA § 313 (a) (1) (f) at 6:45 p.m."* Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0). Sharon made the motion *"to exit executive session."* Gene seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 6:50 p.m.
- Planning/Zoning updates: Town Plan has an expedited schedule for the adoption process under the grant. Suggested that the Planning Commission start sending draft sections to the Select Board for review as drafts become available and not wait to provide the final draft to the board. Light schedule for DRB this summer, except for the HMPG elevation projects. Sarah McShane, ZA, will start generating monthly reports, and will be working to update zoning application forms.
- Hazard Mitigation Plan – draft just sent from CCRPC, five year plan, receiving input until August. Add to July 11, 2016 agenda.
- Subcontractor – new requirements from VLCT PACIF for documenting subcontractors and sole proprietors for 2016 worker's compensation audits. Documentation extensive.
- Preston Pond: brief review of deeded easements, waiting for the Conservation Commission to forward the Preston Pond Management Plan with their recommendations. Noted: Request that the CC increase hunting season awareness by posting signage at Preston Pond trailheads.

**3. Public comment: none**

**4. Recurring business:**

- Minutes May 16 & 31, 2016: Gene made the motion *"to approve the May 16 & 31, 2016 minutes as written."* Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Warrants: Signed.
- Financial Reports: Dispersed.
- Annual Financial Management Plan: Signed, and on file with the minutes.

**5. Communications:**

Reviewed:

- Permit renewal – Bolton/Catamount Water & Sewer.
- Act 250 Draft Permits 4 x 4 Center.
- Speeding on Duxbury Road – concern expressed by a resident, continued speeding. Brief discussion on motor vehicle ordinance and funds budgeted for speed control.

**6. Appointments: none**

7. **Action Items:**

- Good Citizen of the Year CD: Gene made the motion “to close the People’s Bank Good Citizen of the Year CD and transfer the full balance of \$1691.09 to the Merchant’s Bank general fund.” Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Acting ZA Appointment: Gene made the motion “to appoint Sharon Murray as acting Zoning Administrator, temporarily, as needed.” Ron seconded. There was no further discussion. Sharon abstained. Four were in favor and the motion passed (4-0).

8. **Business:**

- O’Brien Hearing Timeline – Petition for Wood Lot Access:
  - Moretown has experience with this, Jen to follow up with Moretown and VLCT.
  - Site visit scheduled for Monday, July 25, 2016, to convene at the property owned by Joji Filmore, 2634 Stage Road, at 4 p.m., followed by a hearing at the town office at 6 p.m.
  - Written notice to be sent to property owner and interested parties via certified mail 30 days prior to the inspection.
  - A decision will be issued within 10 days of the inspection, unless formally delayed by the Select Board in order to receive more testimony.
- Town Garage Update – Fisher Property:
  - Chris Haggerty to provide an elevation certificate at no cost to the town, to be forwarded to the engineer evaluating the garage.
  - BFE may be up to 7’ above the floor of the garage; devise a plan to pre-position highway equipment if flooding is imminent, floodproofing not an option, wet proofing maybe an option.
  - Fisher property: use for temporary storage; would need to go to DRB for review, then to the state, which has regulations for temporary storage. Too cumbersome, do not use property for storage.
- Motor Vehicle Ordinance:
  - Noted: Residents only parking on Curtis Lane. Sharon to review requirements.
  - Sharon to check on CCRPC database for sign inventory.
  - Draft policy for June 20, adopt in July.
- Personnel Policy: Leave and Benefits:

Discussion included:

  - Leave – add information on new VT sick time, noted: written notification requirements.
  - Use “Policy” instead of “Manual,” and consistency – capitalized or not.
  - Health care stipend, payout quarterly based on fiscal year.
  - Holidays – pay and how taken.
  - No additional steps beyond 5 years of service for PTO.
  - Gift/gratuity – increase maximum to the cost of 1 gallon of maple syrup.
  - Public records – add reference to statutory information 1 V.S.A. 315.
  - Tobacco use – strike smokeless tobacco.
  - Stand-alone signature page. Do not amend for BVFD.
  - Grievance policy language – Sharon to research.
  - Josh to check on VLCT review costs, check on part time status with respect to new VT sick time.

9. **Any Other Business:**

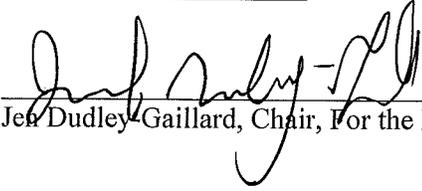
- Amy to check on getting Green Mountain Bike Club’s Bolton area training/race schedule.

10. **Closing:** No other business was brought before the Board at this time. Gene made the motion “to close the meeting.” Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 9:07 p.m.

Attest: Amy Grover, Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on:

June 20, 2016

A handwritten signature in black ink, appearing to read "Jeff Dudley Gaillard". The signature is written in a cursive style and is positioned above a horizontal line.

Jeff Dudley Gaillard, Chair, For the Board

