



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
October 3, 2016

Board members present: Josh Arneson, Jen Dudley-Gaillard, Chair, Ron Lafreniere, Sharon Murray

Board members absent: Gene Armstrong

Also present: none

Clerk: Amy Grover

1. **The meeting was called to order at 5:47 p.m. by Jen with a quorum of 4 members present.**
2. **Additions or deletions to the agenda:**  
Additions:
  - PPMP – brief discussion on conservation easements and the PPMP; request Land Trust review.
3. **Public comment: none**
4. **Recurring Business:**
  - Minutes September 19, 2016: Josh made the motion *“to approve the September 19, 2016 minutes.”* Ron seconded. There was no further discussion. Sharon abstained. Three were in favor and the motion passed (3-0).
  - Warrants: Signed
  - Financial Reports: Dispersed
5. **Communications: none**
6. **Appointments:**
  1. Duncan Galbraith – CSWD Update
    - Unable to attend – will call to reschedule.
7. **Action Items:**
  - Reserve Fund Re-allocation: agenda item for Town meeting 2017; especially hardship and road cut bond line items.
8. **Business:**
  - Employee Evaluation Process; discussion included:
    - Review of evaluation templates, designate October as annual review month.
    - Need for job descriptions.
    - Sharon made the motion *“to enter executive session under VSA 1 § 313, executive session, 1. (B).”* Josh seconded. There was no further discussion. All were in favor and the motion passed (4-0). Josh made the motion *“to exit executive session.”* Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0).
  - Speed Control: waiting for response from Richmond, Sharon to follow up.
  - Smilie School Plowing:
    - Review of highway input regarding process of snow removal, drainage, storm drains. Inability to change current snow storage process due to multiple factors. Jen has followed up.
  - Highway Projects Update: Reviewed updated list from Highway Foreman.
  - Personnel Policy:
    - List of supervisors – Town Clerk would opt in if desired.
    - Retirement – add language for approval of other plans that are at no cost to the town.
    - Sick time – doctor’s statement only needed for absence of 40 consecutive hours, delete intermittently.
    - Supervisor prohibitions – may be allowed at the discretion of the Select Board.
    - Approve policy at the next meeting.
  - RFPs:
    - Combined notice in the Burlington Free Press, website.
    - VLCT – obtain list of providers.

- Worker's Comp Contracts: brief discussion on required documentation regarding worker's compensation. Sharon to edit model contract.

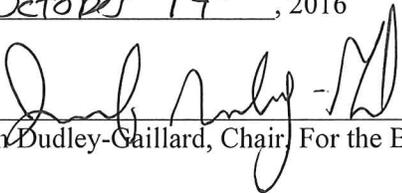
9. **Any Other Business:** December meetings scheduled for the 5<sup>th</sup> and 12<sup>th</sup>

10. **Closing:** No other business was brought before the Board at this time. Josh made the motion "to close the meeting." Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 9:00 p.m.

Attest: Amy Grover, Clerk

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

October 17<sup>th</sup>, 2016

  
\_\_\_\_\_  
Jen Dudley-Gaillard, Chair For the Board