



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Minutes
November 7, 2016

Board members present: Josh Arneson, Jen Dudley-Gaillard (Chair), Sharon Murray
Board members absent: Gene Armstrong, Ron Lafreniere
Also present: Duncan Galbraith, Mike Gervia
Acting Clerk: Sharon Murray

1. The meeting was called to order at 5:51 p.m. by Jen with a quorum of 3 members present.

2. Additions or deletions to the agenda: No additions, deletions.

3. Public comment: None.

4. Recurring Business:

- **Minutes October 17, 2016:** Sharon made the motion *"to approve the October 17, 2016 minutes as presented."* Josh seconded. No further discussion. Motion passed (3-0).
- **Warrants:** Signed. Reviewed year-to-date financials; FEMA Elevation Grant Report summary.

5. Communications:

- **Public Service Board re Green Mountain Clean Energy (Docket #8579):** Copy of letter from New England Wireless VT in support of a GMCE request to the PSB to reconsider PSB denial of GMCE's request for more time to convert the meteorological tower on Ricker Mountain to an operational telecommunications tower. Under the current PSB order, all equipment must be removed from the site.

6. Appointments:

Duncan Galbraith, CCSWD Rep – Solid Waste District Survey, Update:

- District is evaluating status, future of existing drop off centers – interested in determining whether member towns, including Bolton, would like to host a local drop off center. At minimum this would require a 2-acre site. Generally agreed that Bolton does not have the population or land to justify a site in town. Local residents use sites in Richmond, Williston. Duncan will get available numbers for Bolton. Noted the desire for extended Saturday hours.
- District proposal to franchise hauler routes on hold – now gearing up for organics collection, as required by law. Noted that many local residents do backyard composting.
- District has new Executive Director from Rhode Island – very capable, accomplished.
- Board members expressed an interest in having the district re-establish a tire collection program.
- No district budget request anticipated; programs are self-financing.

Mike Gervia, Fire Chief – Department Update, Budget Requests:

- **Personnel** – Mike received copies of the town's recently adopted personnel policy to distribute to department volunteers, along with receipt and acknowledgement forms. Jen clarified that relevant sections apply to all members even if they don't sign the form. Mike noted that the department is back up to 14 volunteers. Two are in training for Firefighter I/II certification.
- **Forest Fires** – Mike updated the board on recent forest fires on Robbins Mt (Bolton) and Stage Road (Richmond). Three fire departments (Bolton, Huntington, Richmond) and VT Forests, Parks and Rec responded to the Robbins Mt fire, logging 44 hours (470+ man hours) over several days –including 165 hours by Bolton firefighters. Mike reported that, for forest fires, associated costs (time, materials, equipment) are not covered under mutual aid agreements. The state covers 100% of the cost on state land, but it's not clear how much state land was involved. The state once also covered 50% of the cost on private land, but their reimbursement policy is in flux.

- Bolton will need to cover at least a portion of labor/man hour costs incurred for the Robbins Mt fire – Mike has time records. Richmond is responsible for costs incurred on the Stage Road fire.
- **State Grant** – Mike asked for permission to apply for a grant from VT Forests, Parks and Recreation to buy forest fighting gear (14 pairs of fire pants) at a cost \$1,581, with the town covering half (\$791). Jen noted that there was enough under the department’s small equipment and tools budget to cover this. Sharon made the motion *“to approve Mike’s request to apply for a state grant for forest firefighting gear, and associated match amount from the department’s budget.”* Seconded by Josh. No further discussion, motion passed (3-0).
 - **FY17 Budget** – Board members worked with Mike on an initial FY17 departmental line item budget, based on the current budget and expenditures to date. Additional information is needed for some line items. Given that the fire truck will be paid off in the coming year, Mike recommended that the town also budget for a mini-pumper, recently demoed by the department on town roads, to access steeper driveways. Jen requested that he take this up with the Capital Planning Committee, to consider in relation to other capital needs. The Board will review committee recommendations at a later date.
 - **Daytime Mutual Aid Agreement** – Mike reported negotiating a mutual aid agreement with the Richmond Fire Department to increase daytime volunteer coverage. Under the agreement, both departments will be dispatched at the same time to respond to structure fires or accidents in either town. Board members applauded Mike’s initiative, and asked that he provide Amy with a copy of the executed agreement for town files.
 - **Dispatching Services** – Bolton currently pays for dispatching services on an on-call basis through the Town of Shelburne, and a separate web-based service. Mike noted that calls are up this year, particularly on I-89. Sharon will forward the results of CCRPC’s regional dispatching service study, once completed, to Mike.
 - **Town Website** – Jen will ask Amy or Deb Shelby to include a link to the fire department’s Facebook page on the town website.

7. Action Items:

- **Personnel Policy – Independently Elected Officials:** Reviewed receipt and acknowledgement page attached to the town’s new personnel policy for use by elected officials, noting that it refers to “employee” rather than “elected official.” No action taken. Jen will ask Amy to edit the form for use by individual board members, in acknowledging their receipt of the policy as it applies to elected officials.
- **Assessor Contract:** Reviewed draft agreement with the town’s current assessor, Kermit Blaisdell, to continue to provide assessor services through the end of this fiscal year. Sharon made the motion *“to approve the contract with Kermit Blaisdell as presented for assessor services for the current fiscal year ending on June 30, 2017.”* Seconded by Josh, motion passed (3-0). Jen noted that Kermit also received a copy of the RFP for services in upcoming years.

8. Business:

- **Contracting for Speed Control:** Jen and Sharon reported meeting with Geoffrey Urbanik, the Richmond Town Manager, to discuss contracting for limited traffic ordinance enforcement through the Richmond Police Department. Richmond is interested, offers a competitive rate (\$45/hour) and is negotiating similar coverage with Huntington. Geoff agreed to draft a proposed contract for review by both select boards in December. The board can then compare this with the contract for services received from the Chittenden County Sheriff’s Department.
- **Leduc-Antley Litigation:** Sharon noted that copies of recent filings in this matter, and a pending request from the town attorney, had been forwarded to select board members for review and discussion. Sharon then made the motion that *“the board enter executive session, under 1 V.S.A. § 313(a)(E) and (F) related to pending litigation and confidential attorney-client*

communications, to discuss materials received from the town attorney, based on a finding that premature general public knowledge would clearly place the select board, and other parties to this proceeding, at a substantial disadvantage.” Seconded by Josh. No discussion, motion passed (3-0). The board entered executive session at 8:20 pm. At 8:30 pm, Josh made the motion “to leave Executive Session.” Seconded by Sharon, motion passed (3-0). Sharon will forward related questions to the town attorney.

9. Closing: No other business was brought before the Board at this time. Josh made the motion “*to close the meeting.*” Sharon seconded. No further discussion, motion passed (3-0). Meeting adjourned at 8:35 p.m.

Respectfully submitted: Sharon Murray, Acting Clerk

Attest: Amy Grover, Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on November 21, 2016



Josh Arneson, Select Board Vice Chair

