

Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Minutes
December 5, 2016

Board members present: Gene Armstrong, Josh Arneson, Jen Dudley-Gaillard, Chair, Ron Lafreniere (6:45 p.m.), Sharon Murray (5:58 p.m.)
Board members absent: none
Also present: Eric Andrews, Joss Besse
Clerk: Amy Grover

1. **The meeting was called to order at 5:48 p.m. by Jen with a quorum of 3 members present.**
2. **Additions or deletions to the agenda:**
 - Additions:
 1. Errors and Omissions for 2016: Sharon made the motion *"to approve the Assessor's request for errors and omissions (changes) to the Grand List."* Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 2. Traffic Control Contract: VLCT has reviewed the contract and the Richmond town attorney is reviewing prior to Richmond Select Board approval. Costs are competitive. Brief discussion on current speed control by Richmond PD on Route 2.
 3. Notch Road Meeting Date: February 2, 2016. Amy to confirm with VTrans & Smilie School.
 4. December 12, 2016 meeting appointments with Cara Montgomery & Andrew Pond: Cara to address VT Land Trust conservation easements with respect to the PPMP. Requested time change to 7 p.m., Amy to follow up. Andrew addressing CLA committee's findings.
 5. Town Plan: the Planning Commission is requesting the Select Board hearing date be scheduled for April 17, 2017. Accepting feedback until December 7th. Brief discussion of timeline.
 6. The Burlington Free Press wants to do an article regarding the Antley access case. Concern noted regarding attorney costs to provide information to the Free Press. Sharon to follow up.
3. **Public comment: none**
4. **Recurring Business:**
 - Minutes November 21, 2016: Josh made the motion *"to approve the November 21, 2016 minutes."* Sharon seconded. There was no further discussion. Four were in favor and the motion passed (4-0).
 - Warrants: Signed
 - Financial Reports: dispersed – legal services, FEMA, expenditure and revenue reports. Brief discussion of FEMA expenditures; closeout process has been initiated for the June 2015 FEMA event.
5. **Communications:**
 - Chittenden County pre-budget meeting on December 14, 2016, annual budget meeting in January 2017.
 - Notification from PVR of satisfactory results with regard to the 2016 reappraisal.
 - Resident concerns regarding plowing – Eric to follow up.
6. **Appointments:**
 1. Eric Andrews & Joss Besse
FY 17-18 budget discussion included:
 - Budget review and preliminary PW 17-18 budget.
 - Sharon to update personnel spreadsheet, including budgeting for PTO payout.
 - Brief discussion on reserve allocations & future capital projects.
 - Brief discussion on FEMA – Sharon to provide matching information to Amy for breakdown of labor and equipment.CPC discussion and review of capital budget including:
 - Remaining work to be done, and public hearing process.
 - Debt service and reserve allocations.
 - Capital purchases.

- Replacement schedule for vehicles.
- Joss to research truck purchasing.
- Joss to attend January meeting TBD.
- Sharon to check on FY 16-17 PW wage increases.

7. **Action Items**

➤ Requests for Proposals:

Assessor:

- The board opened and reviewed the two Assessor RFP submissions from Spencer Potter and Kermit Blaisdell. Ron made the motion "to approve the Assessor RFP of Kermit Blaisdell." Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0).

Audit:

- The board opened and reviewed the seven Audit RFPs from:
 - Mudgett, Jennett & Krogh-Wisner, P.C.
 - Sullivan, Powers & Co., P.C.
 - RHR Smith & Company
 - The Bonadio Group
 - Ron L. Beaulieu Company
 - McSoley McCoy & Co.
 - Fothergill, Segale & Valley

Jen requested that board members check references and request additional information regarding conversion to a modified accrual basis prior to selection.

8. **Business:**

- Library Reimbursement – reimbursements for Richmond and Waterbury only were questioned by the Richmond Library. The board confirmed that reimbursements are only for Richmond and /Waterbury libraries, and a discussion item for the budget process. Amy to follow up with the Richmond Library.
- Personnel Policy – Agreement Elected Officials; Sharon to review and draft. ZA: Sharon to contact Sarah regarding appointment/employment at will and holidays.
- 2016 Audit:
 - Still outstanding questions, agenda item for 12/12/16.
- Contract for Limited Services (Workman's Compensation):
 - Still under consideration.
- FY 17-18 Budget – see appointments.

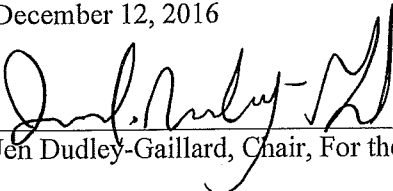
9. **Any Other Business: none**

10. **Closing:** No other business was brought before the Board at this time. Gene made the motion "to close the meeting." Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 9:15 p.m.

Attest: Amy Grover, Clerk

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

December 12, 2016



 Jen Dudley-Gaillard, Chair, For the Board