



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Minutes
December 4, 2017

Board members present: Josh Arneson, Jen Dudley-Gaillard, Chair, Sharon Murray
Board members absent: Gene Armstrong, Ron Lafreniere
Also present: Jeffrey Leete, Mike Gervia, Deb Shelby, Eric Andrews, Kyle Pratt
Clerk: Amy Grover

1. **The meeting was called to order at 5:49 p.m. by Jen with a quorum of 3 members present.**
2. **Additions or deletions to the agenda:**
Additions to the Agenda: none.
Deletions to the Agenda: none
3. **Public comment:** none.
4. **Recurring Business:**
 - Minutes November 27, 2017: Josh made the motion *"to accept the minutes of November 27, 2017 as amended."* Sharon seconded. There was no further discussion. All were in favor and the motion passed (3-0).
 - Warrants: signed.
 - Financial Reports dispersed: expenditure, revenue, legal expenses, delinquent taxes, late taxes.
5. **Communications:**
 - Chittenden County Budget meeting, Tuesday, December 14, 2017 @ noon at the Chittenden County Courthouse.
6. **Appointments:**
 1. 6:05 p.m. Deb Shelby – FY 18-19 Budget, new position. Discussion included:
 - Leadership group decision to compile a list of needs and draft a job description based on those needs. Deb completed research, information outreach, and drafted that description, noting importance of including "Roads" in the title – the majority of the town budget.
 - FY 18-19 budget, job sharing, language of job description, job description of Highway Foreman, broader based discussion of town governance structure with assistance from VLCT. Noted: overall needs of the town outpace the budget.Jen thanked Deb for her time and energy in creating a discussion starting point, and noted that the BSB would further review.
 2. 6:15 p.m. Mike Gervia – FY 18-19, BVFD.
FY 18-19 budget discussion included:
 - Budget requests, mileage reimbursement, propane use, insurance rates, training fees, building maintenance costs.
 - Possibility of submitting a grant application for a dry hydrant on Mill Brook (Cemetery Road Bridge area, town performs road maintenance up to the bridge), but to also budget for that hydrant @ \$3,500, in the event the grant is not approved.
 - Mike to contact Joss regarding the CIP & SCBA replacement and Reserves: noted 20K needed by 2020. Mike to check on expiration dates to determine exact fiscal year for SCBA replacement.
 - Vehicle replacement schedules and carrying capacities mini pumper (4 people) vs truck (10 people).BVFD discussion included:
 - Number of calls and locations, cell phone coverage.
 - Subdivision review – going forward there will be a referral cover sheet for BVFD/PW to sign off to support communication between departments.

Engine 1 update discussion included:

- Giroux repair plan will cut the outer frame and compartments on the passenger side and replace 8 – 10 feet of frame for \$4,287.00. Replacement would take care of both frame cracks – one Clark’s identified and a second crack Giroux’s identified. Mike will check on undercoating the vehicle after inspection. Unsure how much time those repairs will buy for the life of Engine 1.
- Sharon made the motion “to approve withdrawing up to \$4,500 from the Fire Department Equipment Reserves line to cover repair costs to Engine 1.” Josh seconded. Jen asked that Mike keep the BSB updated. There was no further discussion. All were in favor and the motion passed (3-0).

3. 7:00 p.m. Eric Andrews – FY 18-19 Budget, PW Updates

FY 18-19 budget discussion included:

- Increased personnel and responsibilities/needs, plowing, drug testing, Public Works vs. Highway Department, seasonal mowing, paperwork/grant requirements, laptop purchase, training requirements of 6 hours/per person annually, contracted services tied into projects, resurfacing, COLA 2% for staff.
- MRGP: budget \$2,600 for permit fees.

PW Updates:

- Projects:
 - Culvert replacement on the BV Road @ Hummingbird Lane & Notch Road (also upsizing) in FY 17 -18.
 - Thacher /Wentworth stone lining and paving in FY 17-18.
 - Notch Road paving in FY 17-18, funding can be drawn from Reserves.
 - Culverts on Mill Brook, in FY 18 -19.
 - Slope failure by BV sign in FY 18-19.
 - Notch Road ditching and hydroseeding in the areas not covered by the June 2015 FEMA in FY 18-19.
- Group discussion on sharing resources/equipment with other towns, upcoming permit requirements.
- Road Scholar computer basics course in December – Eric asked to consider attending.
- Sharon to follow up with Steve Diglio on garage storage area & insurance concerns.
- Eric to provide an evaluation for highway staff.

7. Action Items:

1. Copier Lease Bids. Bids and references reviewed from Office Systems of Vermont, Kyocera Document Solutions New England, Canon, National Business Technologies, SymQuest. Sharon made the motion “to accept the 2017 copier lease bid from Canon.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0).
2. Humane Society Intake Contract: Sharon made the motion “to approve the 2018 Humane Society Intake Contract.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0).
3. Town Garage Water Heater Replacement: no bids received in addition to Bourne’s. Sharon made the motion “to approve the Bourne’s bid of \$3,996.27 to make the required repairs to the Town Garage water heater.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0). Amy to follow up with Bourne’s.
4. Dog License Fees 2018: Prior to April 1, \$9 neutered, \$13 unneutered, after April 1, \$11 neutered, \$17 unneutered. Sharon made the motion “to approve the 2018 dog license fees as presented.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0).
5. Conservation Commission Membership: Sharon made the motion “to accept the resignation of Gary Urban from the Conservation Commission.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0).
6. 2018 meeting Schedule: Mondays - January 8th & 22nd, February 5th & 19th.

8. Business:

1. Constable/Animal Control:

- Jeffrey Leete noted he was willing to serve as Town Constable. Sharon made the motion “to accept the resignation of Chris LaBerge as Town Constable and to appoint Jeffrey Leete to complete the term of office until Town Meeting 2018.” Josh seconded. There was no further discussion. All were in favor and the motion passed (3-0). Jeffrey requested clear direction from the BSB.
 - Discussion included: current status of animal control issues, animal control equipment returned to town garage, kenneling requirements, Jeff & Rob to follow up with Eric Andrews for town garage access.
 - Animal Control Officer reports to be compiled monthly and sent to Amy for dispersement.
 - The BSB directed that the Constable stipend be pro-rated per month for FY17-18 payments.
 - Brief discussion of parking at Notch Road PPCA parking lot, no ordinance in place to enforce no overnight parking.
2. PPCA Logging – discussion with Kyle Pratt included:
- Amend the contract to no longer designate that the first ten loads of wood are the town firewood. Josh made the motion “to amend the Timber Harvest contract to reflect that the ten loads of town firewood are to delivered at a mutually agreeable time between the logger and the town.” Sharon seconded. There was no further discussion. All were in favor and the motion passed (3-0).
 - Out of pocket expenses to Kyle Pratt will be addressed by amending the contract on the timing of the firewood loads.
 - Town firewood trucking can be provided for \$300/per load. If/when the load is split between non adjacent areas, there would be an additional charge.
 - Amy to amend contract and send out.
3. FY 18-19 budget: see above – appointments with Mike Gervia and Eric Andrews.

9. **Closing:** The meeting was closed at 10 p.m.

Attest: Amy Grover, Clerk

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

December 18, 2017

Jen Dudley-Gaillard, Chair, For the Board