



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
July 18, 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 5:47 p.m. by Jen with a quorum of 5 members present.**

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

- Request to the Vermont Department of Taxes, Property Valuation and Review from the Assessor, Kermit Blaisdell, for a 60 day extension to complete work for the 2016 Grand List. Gene made the motion "to approve the request to PVR for a 60 day extension to complete work for the 2016 Grand List." Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- FY 15 – 16: brief review.
- Employee Evaluation update: Waiting for highway evaluation input from Huntington, forms from two other sources on file. Sharon to follow up on additional information for highway evaluations.
- O'Brien Petition Update: Certified notices mailed, notice posted per statute. Amy to follow up with Assessor on testifying on the assessed value of the property.
- Canoe access on the south side of the Winooski River: complaint about access maintenance and poison ivy. The access is on state land, trails established by Conservation Commission in 1992. The trail to the west is now maintained by the Green Mountain Club (GMC). Canoe access to the east has eroded into the river, and there is no longer signage. Sharon will follow up and clarify roles with Agency of Natural Resources and the Conservation Commission. Noted: the possibility of relocating the trail and the installation of a boat slide and stairway, poison ivy control difficult.
- Resident concerns follow up (7/11/16 meeting):
  - Dave Hardy (GMC) will do a site visit to the Winooski River footbridge area with Ron this week.
  - Gene followed up with highway department; noted replacing culverts is taking priority over routine maintenance, and he has not had a chance to follow up with the resident on drainage issues.
  - Green Mountain Bicycle Club: they noted the BV Road time trial had been cancelled. Josh relayed that the town would like to see additional signage to make their events safer for everyone. Town will follow up January 2017 once GMBC's calendar has been posted.
  - Eric and Gene to determine r.o.w. on Notch Road.
  - VELCO: they are aware of and working to address the noted issues at the gated access on the BV Road.

**3. Public comment: none**

**4. Recurring business:**

- Minutes July 11, 2016: Josh made the motion "to approve the July 11, 2016 minutes." Gene seconded. There was no further discussion. Sharon abstained. Four were in favor and the motion passed (4-0).
- Warrants: Signed.

**5. Communications: none**

**6. Appointments: none**

**7. Action Items:**

- Merchant's Bank ACH document: Gene made the motion "to approve the Merchant's Bank corporate electronics funds transfer agreement." Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- Tech Group Laptop Quote: Sharon made the motion *“to approve the Tech Group laptop quote of \$1480.”* Gene seconded. There was no further discussion. All were in favor and the motion passed (5-0).

**8. Business:**

- Procurement Policy: Review of draft, discussion included:
  - Purchasing agents.
  - Purchase caps: incidental: 1K, minor: 1K+, major: 5K+.
  - Sealed bid process.
  - Gene made the motion *“to approve the Town of Bolton Procurement Policy.”* Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Motor Vehicle Ordinance: Review of draft, discussion included:
  - Traffic control devices.
  - General formatting.
  - Uniform speed limit on unpaved roads.
  - Resident parking and guests only, on Curtis Lane.
  - Authorize Highway Foreman to remove motor vehicles parked in violation.
  - Removal of unlawfully parked vehicles: delete Article VII, 2 – 13, insert Sections 5 – 7 of the VLCT model.
  - Signage – whether required for enforcement.
  - Add no parking in town authorized turn-arounds.
  - Sharon to research/review information on overweight vehicles and forward to Josh.
  - Schedule August 1<sup>st</sup> for adoption.
- Personnel Policy: Review of draft, discussion included:
  - Policy as applicable to elected and appointed officials.
  - Strike “summary guidelines” from computer use.
  - PTO or sick leave: address accrual for employees that work 18 – 30 hours per week (new law).
  - Grievance policy - version 1.
  - Continue review August 1<sup>st</sup>.

**9. Any Other Business:**

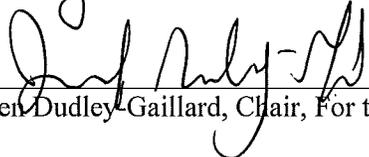
- Schedule a review of Conservation Fund Policy and application.

- 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 8:23 p.m.

Attest: Amy Grover, Clerk

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

August 1, 2016

  
Jen Dudley Gaillard, Chair, For the Board