



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Minutes
September 22, 2014

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

Board members absent: Gene Armstrong

Also present: Cara Labounty

Clerk: Amy Grover

1. **The meeting was called to order at 5:50 p.m. by Ron with a quorum present.**

2. **Additions or deletions to the agenda – none.**

3. **Public comment – none.**

4. **Appointments –**

I. Cara Labounty – FEMA. Cara reviewed the elevation certificate projects currently underway in Bolton. It was noted:

- There are eight site applications that have been combined into two applications; five sites and three sites.
- Seven sites are on Route 2, one on Joiner Brook Lane.
- There may be another round of grant funding in October in which additional property owners could participate.
- Applications have been approved at the state level.
- The state has required that any project management be funded under a separate administrative grant at 2% of the FEMA cost, a change from the original applications.
- Due to that change, the town needs to approve Cara as a subcontractor, and verify that the town wants to proceed with the grant process.

The group discussed the application, bid, and DRB processes, previous contracts, procurement policy, and questioned if the town was required to go out to bid on the grant administration. Jen made a motion *“to authorize Ron Lafreniere to continue to sign HMGP applications on behalf of the Select Board, to authorize Labounty Enterprises Inc., to continue to administer the HMGP application process, and to continue to work with state and federal governments, unless it is required that the town go out to bid for administration.”* Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0).

5. **Business and Action Items:**

1. **BVFD Loan Refinance:** Information from VT Municipal Bond Bank reviewed; estimated Net Interest Cost “NIC” of 2.917%. Amy to follow up with Merchant’s Bank on their rate of 3.61%, and outstanding balances. Jen to follow up with Bond Bank on consolidation of loans.
2. **Tax Policy:** Amy provided a draft policy to the board for review. The board briefly discussed reducing the number of payments per year.
3. **Sexual Harassment Policy:** Amy provided a draft policy to the board for review.
4. **ERAF:** The board reviewed input from Eric Andrews, Highway Foreman, and concerns regarding some of the standards; stone lined ditches, mulch, culvert size, training, reconstruction. Noted: modification of draft policy requires District 5 approval. Sharon to check on policies in other towns similar to Bolton in size and resources. Noted: input needed from Gene, and possibility of a special meeting to draft policy.
5. **Website:** Waiting on an update from Steve Barner.
6. **4 x 4 Center Curb Cut:** The board reviewed the need for due process recommended by the town attorney, an administrative vs. deliberative process, and need/parameters for policy. Hearing date and time set for Monday, October 6, 2014 at 7 p.m. Amy to draft notice of hearing and send to applicant/s, joiners, and post in three places.

New Business

1. Plea and Waiver- Animal Control: Set for October 6, 2014 at 6:30 p.m. Amy to draft notice of hearing, post, and send to involved parties.
2. Revenue reports August: Distributed
3. Warrants: Signed.
4. Minutes September 15, 2014: Josh made a motion "to approve the minutes of September 15, 2014." Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0).

6. Communications:

- Notice from SOV Utilities & Permits Unit issuing a permit to the GMC for work within the state highway r.o.w. to install the Notch Road tunnel pedestrian alert system.
- Invitation from the Richmond Ruff Riders to attend VAST's annual landowner appreciation dinner on November 1, 2014.

7. Other Business:

- Amy noted two additional bids were requested for the work on the office porch, both declined. Bid awarded to Gervia builders.
- Amy noted all board members were expected to help with ballot counting Tuesday November 4th at 7 p.m.
- Amy to contact Loree Silvis regarding the October Fun Run previously presented by the MMU Travel Club
- The Select Board will be meeting 10/6, 10/20, 11/10 and 11/17.

- 8. Closing:** No other business was brought before this Board at this time. Josh made the motion "to close the meeting." Jen 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 6, , 2014



Ron Carreniere, Chair, For the Board