



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
March 23, 2015

Board members present: Gene Armstrong, Josh Arneson (6:00 p.m.), Jen Dudley-Gaillard, Ron Lafreniere, Chair, Sharon Murray

Board members absent: none

Also present: none

Clerk: Amy Grover

**1. The meeting was called to order at 5:53 p.m. with a quorum of four members present.**

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

Deletions:

- Preston Pond Map.

Additions:

- Special Event Permit Application – Hopjam 2015: The board reviewed the permit submitted by Megan Schultz et al on behalf of Hopjam 2015, and requested additional information on the following:
  - Number of Port-o-lets on site, compliance with any regulations on number if required.
  - Compliance with Act 148 (Universal Recycling and Composting Law) requirements if/as needed.
  - Shuttle service, and traffic control at end of the event, especially with respect to DUI concerns.
- Liquor License West Bolton Golf Club: Gene made the motion *“to approve the liquor licenses for the West Bolton Golf Club.”* Jen seconded. There was no further discussion. All were in favor, and the motion passed (4-0).
- Haselton Curb Cut application: approved previously by Eric Andrews and Mike Gervia, approved by the Select Board and signed by the Chair.

**3. Public comment: none.**

**4. Appointments: none.**

**Business and Action Items:**

**Old Business**

- Litigation - Executive Session: Gene made the motion *“to enter executive session under 1 V.S.A. § 313 (a) (1) Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the State, where premature general public knowledge would clearly place the State, municipality, other public body, or person involved at a substantial disadvantage.”* Josh seconded. There was no further discussion. All were in favor and the motion passed (5-0), at 6:15 p.m. Jen made the motion *“to exit executive session.”* Sharon seconded. There was no further discussion. All were in favor and the motion passed (5-0), at 6:26 p.m. The board authorized Ron to speak for and/or negotiate on behalf of the Board.
- ICS Training, Local Emergency Operation Plan update:  
ICS Training: Sharon noted she had attended the ICS 402 training and was certified, provided ICS 402 manuals for the town, and noted that the training provided information on the role of the Select Board in an emergency:
  - To provide and negotiate resources, and to meet requirements for financial records and acquisitions.

Jen noted she was scheduled to take the ICS 100 training online 3/27.

LEOP update: Due May 1st, template from 2014 is still valid, and LEOP should not require much updating. Sharon volunteered to review 2014 LEOP. Amy to follow up on any impacts to Smile School as an emergency shelter due to the new MMMUSD.

Noted: Mike Gervia is Bolton’s representative to the local emergency planning committee.

- Legislative Body Appointments: The board reviewed the appointments that can be made by the legislative body. Gene made the motion "to appoint Chris LaBerge as the Poundkeeper." Josh seconded. There was no further discussion. All were in favor, and the motion passed (5-0).  
Noted: ask Mike Gervia if he would agree to be appointed as the Emergency Management Director, if not, advertise for that appointment.

**New Business**

- Liquor Licenses The Essex: Gene made the motion "to approve the liquor licenses for The Essex." Jen seconded. There was no further discussion. All were in favor, and the motion passed (4-0).
- Assessor Certificate – No Appeal or Suit Pending: Signed by the board.
- Representative to the All-Hazards Mitigation Plan Update Committee: Sharon volunteered to be Bolton's representative to serve on the committee.
- Civil vs. Criminal Ordinances: The board briefly discussed ordinances:
  - Ordinances have to specifically be designated as Civil or Criminal.
  - Civil requires a ticketing process that could be cumbersome.
  - Most towns adopt Criminal Ordinances.
  - Fees need to be tied to administrative costs.
  - Fireworks Ordinance: elements to be reviewed for inclusion – Fire Chief to authorize, insurance required, timing, site plan/map of affected area, site visits prior and post shoot, BVFD vehicle and staff on site at discretion of BVFD Chief, ability to not issue permits due to high fire hazard conditions.
- Animal Control: Notification from the Department of Health of confirmation of a rabid raccoon in the vicinity of Leary Road West Bolton. Amy to post information.
- Road Sign Policy: With respect to missing/stolen road signs, the board stated that the town would install and order signs for private roads, but due to the costs, could not be responsible for purchasing the signs for private roads – that cost would fall to the residents, as does the road maintenance.
- Huntington Survey Personnel: Sharon noted that the town of Huntington was reviewing and collecting data on personnel policies of similarly sized towns, and asked if Bolton would be willing to participate. The board agreed to participate, and Sharon will send Bolton's personnel policy once it is received.
- Grant Opportunities: Noted:
  - FY 15 – 16 Highway Grant for paving submitted by deadline.
  - High Meadows Grant due April 15<sup>th</sup>; focus on road management, requested that neighborhood groups/response stay as a priority, board would like to see grant prior to submission.
- Balancing Office HVAC System: Approved – work to be done by Precision Balancing, cost \$425.
- Warrants: Signed.
- Minutes March 9, 2015: Sharon made the motion "to approve the minutes of March 9, 2015." Gene seconded. There was no further discussion. All were in favor, and the motion passed (5-0).

**5. Communications:**

- Concern expressed by resident about parking at the Green Mountain Club Winooski River bridge site on Duxbury Road and increased potential for accidents.
- Information regarding acquiring Federal/Military Surplus vehicles provided from Gene for the board.

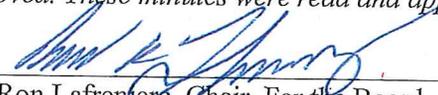
**6. Other Business: none**

7. **Closing:** No other business was brought before this Board at this time. Gene made the motion "to close the meeting." Jen seconded. There was no further discussion. All were in favor and the motion passed (5-0), at 8:10 p.m.

Attest: Amy Grover, Clerk

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

April 6, 2015

  
Ron Lafrentere, Chair, For the Board