

1 **Bolton Capital Planning Committee**

2 **Draft Meeting Minutes**

3 October 13, 2016

4 Bolton Town Office

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6 **Members Present:** Linda Baker (Planning Commission), Joss Besse (Chair), John Devine, Jen Dudley-Gaillard (Select Board), Pete Siegel

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8 **Members Absent:** Ray Atwood, Joe Colangelo, Sharon Murray

9 **Also Present:** Chris Dubin, CCRPC Transportation Planner

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11 **Meeting materials:** Draft meeting minutes of 4-21-16, CCRPC Road Capital Needs Report, Draft Capital Budget

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15 1. **Call to Order.** Joss Besse, Chair, called the meeting to order at 6:05 pm, and reviewed the meeting agenda as warned. No changes were proposed to the agenda.

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18 2. **Public Comment.** None.

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20 3. **Meeting Minutes.** With light attendance, and the fact that several members had not been present at the 4-21-16 meeting, action on the approval of the minutes were deferred to the next meeting.

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23 4. **CCRPC report on Road Capital Needs.** At the Town’s request, CCRPC did a thorough inventory and analysis of the Town’s signage, culverts, and paved roadway surfaces. Joss noted at the start of discussion that the recommendation was, at least for the time being, to maintain current levels of expenditures in the Town’s operating budget for road resurfacing and culverts.  
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25 Chris noted that not all roads get the same treatment – that some roads may need as much as 50%  
26 more thickness of pavement depending on condition and volume of traffic. He then talked about  
27 each class of asset:  
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31 Signs – the report includes a list of deficient and missing signs, along with a map of the locations.  
32 Signs to be done included those rated “poor” or worse (39 signs), and “missing” (5). Price estimates  
33 included breakaway sign posts (as required), and were based on pricing from our current sign  
34 vendor. Price for all of these signs would be \$4,084, not including labor, since the work would be  
35 done by the highway dept.  
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37 Culverts - While all culverts in town were inventoried, the report only lists the 18 culverts rated  
38 either “closed”, “urgent”, “Critical”, or “poor” and under 15” diameter. Presuming all culverts  
39 would be replaced by the town road crew, the cost of replacement of all these culverts would be  
40 \$15,354 (the Town currently budgets @ \$5,000/year for culvert replacement). Discussion followed:

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- 42 • The list was updated up to early October, 2016, and reflects all culverts replaced by the highway dept this year.
  - 43 • We should not try to do the entire list on one year, rather chip away at them over the next several years.
  - 44 • Plastic was recommended over steel culverts.
  - 45 • When prioritizing culvert replacement, the Town might also want to also consider how they fit into our repaving schedule – ie, even if a culvert isn’t among the worst, we may still want to replace it before repaving so we don’t have to tear up new pavement a few years later.
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1 Roads surfaces – the scoring process (Pavement Condition Index or PCI) for road surfaces runs from  
2 0 (worst) to 100 (newly paved). Every road segment in town was surveyed, with three sections of  
3 100’ each sampled per segment. Our average road surface condition is 68, which is a weighted  
4 average based on length. Our unweighted average is 62-26, meaning that we have a bit better  
5 roads than the weighted average might indicate. Discussion followed:

- 6 • Last year the town spent about \$200,000 (two years town funding, plus state funding),  
7 which paved somewhat under 8,000’ of roadway. Our normal repaving budget is about  
8 \$70,000/year.
- 9 • The scores (PCI) should not be treated strictly as priorities. The usage of the road also needs  
10 to be factored in. I.e, a through road or access road may be a higher repaving priority than  
11 a neighborhood road, even if the road surface is rated lower.
- 12 • An average PCI in the in 50’s is not a bad average.
- 13 • Is the Town keeping up with our paving needs with the current budget? There was no clear  
14 answer, but Chris suggested that if we have him re-inventory our roads in several years, we  
15 could get a better sense of this by comparing the current average PCI to the future one.
- 16 • Chris recommended maintaining the repaving budget at \$70,000, increasing 3% per year for  
17 inflation.
- 18 • CCRPC is in the middle of inventorying/evaluating our roads for erosion potential, part of a  
19 county/statewide effort to reduce phosphorus pollution into the state’s waterways. By the  
20 end of next year we should have a prioritized list of 3-5 projects, in preparation for the  
21 statewide road permitting program being developed. Better Backroads grants may be  
22 available to help with the costs
- 23 • Chris will provide a complete list of all culverts in “poor” condition for Thatcher and  
24 Wentworth, which may need repaving in the near future.

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- 26 5. **Update on Town Garage** – Joss reported that after the site visit, and after several attempts to  
27 contact him, he finally reached the engineer by phone a couple of months ago. In that phone call his  
28 recommendation was that we not consider a major fix to the floor, rather that we continue to patch  
29 it as needed, and when it all gets too bad to replace the town garage. During the first on site visit  
30 the expectation was that he would contact Eric to investigate whether there was rot in the east wall,  
31 as it has been reported that water seeps from the floor to the outside under the sill. Joss reminded  
32 him during the phone call this was still to be done, and he said he would contact Eric to arrange.

33 Since the investigation into the wall has not been done, and the recommendation on the  
34 concrete was to continue to do what we have already been doing, Joss asked the committee for  
35 recommendation on whether to push for the work to be completed and the report submitted –  
36 noting that no bill for services has been submitted. It was noted that a carpenter would probably be  
37 a better choice to look into the wall condition. The committee recommended that unless the  
38 engineer follows up on his own, that we not pursue this further.  
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- 40 6. **Review Revised Capital Budget spreadsheet** – because the last meeting was 6 months ago,  
41 members took some time to review the budget spreadsheet, and consider changes made since that  
42 last meeting. Joss noted that while the Town has 6 reserve funds listed in the annual budget, only  
43 the highway equipment reserve and fire department equipment reserve were shown in the  
44 spreadsheet – the other 4 (planning, guardrails, town garage, and fire station) have had no projects  
45 proposed. Two items in the spreadsheet were discussed:

- 46 • The Town’s annual reserve contribution for fire and why equipment was split 50/50%. The  
47 committee discussed, but made no decisions, on whether this apportionment was  
48 appropriate.

1           • The amount of reserve funds carried forward from year to year seemed high. Joss will run  
2 some revised figures for the next meeting to see how making larger down payments and  
3 incurring lower debt affects the calculations.  
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5 7. **Schedule** - Committee members agreed we should try to meet next on Thursday, November 10<sup>th</sup>,  
6 but Joss would check with absent members for availability. The goal at the next meeting would be  
7 to finalize the spreadsheet, for presentation at the December 5<sup>th</sup> selectboard meeting. Joss should  
8 plan to present the policies (already approved by the committee) to the selectboard at one or more  
9 of their meetings before December 5<sup>th</sup>.  
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11 8. **Adjournment.** The meeting adjourned at 7:25 pm.  
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13 Respectfully submitted,  
14 Joss Besse  
15 Committee Chair  
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18 *Minutes are in draft form until approved by the committee.*

19 As approved by the committee on \_\_\_\_\_.