

## **Bolton Capital Planning Committee Organizational Meeting Minutes**

September 1, 2015  
Bolton Town Offices

**Members Present:** Ray Atwood, Joss Besse (Chair), Joe Colangelo, John Devine, Jen Dudley-Gaillard (Select Board), Sharon Murray (Select Board/Clerk), Peter Siegel

**Members Absent:** Planning Commission representative (vacant)

**Also Present:** Eric Andrews, Road Foreman; Mike Gervia, Fire Chief

Joss Besse, Chair, called the meeting to order at 5:30 pm, and reviewed the meeting agenda as warned.

**1. Introductions.** Members and staff introduced themselves, noting current and former roles in the community, relevant experience and interest in serving on the committee.

**2. CIP Committee Charge.** Joss noted that the Select Board had established the committee with the charge to prepare a draft capital improvement program (CIP) over the coming year, for Select Board consideration, and had asked that he serve as chair. At his suggestion, previous members of the Select Board, and others with working knowledge of town government, were invited to serve on the committee. Sharon confirmed that the Select Board had voted to establish the committee, and that the Planning Commission had also been invited to participate in the process, but was not currently represented on the committee.

Committee members asked whether the Select Board would seriously consider and act on committee recommendations, given past experiences serving on advisory committees. Joss noted that while the committee was advisory to the Select Board, the board was aware of the need for a CIP, but did not have the time to develop one. Jen and Sharon confirmed that the Select Board created the committee to address a recognized need for better capital budgeting and planning in relation to the town's annual budget, level of debt service, and anticipated state mandates regarding scheduling required road improvements.

Committee members recommended that the Select Board, at their next meeting, approve a written committee charge and list of committee appointments for posting on the town's website. The committee will operate under open meeting laws—all meetings will be noticed and open to town residents and the general public.

**3. Overview of the Capital Budgeting Process.** Joss and Sharon provided an overview of the capital budgeting and planning process, including the need for the committee to draft supporting policies, inventory capital assets, identify needed capital improvements (equipment, facilities, infrastructure), identify associated costs and sources of financing, and schedule priority projects. This may include developing a capital budget for the coming year (FY16-17) and a capital program for the following five or more years (FY17-FY22+). Jen suggested the committee refer to other available examples. Joe offered to provide project sheets used in Shelburne. Peter noted that any examples used should fit Bolton. Staff and volunteer/committee assistance will be needed to inventory capital assets and needs. Sharon highlighted the importance of also coordinating committee work with the Planning Commission's current effort to update the town plan, as the statutory basis for the CIP.

Joss briefly reviewed information collected to date as forwarded to the committee in advance of the meeting, including the town's current definition of capital asset (\$5,000 or more, with a lifespan of more than a year), reserve funds, and debt service schedules. Eric and Mike provided some initial information regarding the status of the town's current highway and fire equipment. Committee members and staff discussed past policies, including recommended equipment replacement schedules that were never formally adopted or are no longer in effect.

**4. Public Comment.** None.

**5. Next Steps.** Committee members agreed to meet monthly, on the 1<sup>st</sup> Tuesday of the month, except on Election Day in November (to be scheduled). The next meeting of the committee is scheduled for **Tuesday, October 6<sup>th</sup>, 5:30 pm at the Town Office**, to include an initial discussion of supporting policies. Joss also asked for volunteers to help inventory the town's capital assets.

The meeting was adjourned at 6:44 pm.

Respectfully submitted,

Sharon Murray  
Committee Clerk

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*Minutes are in draft form until approved by the committee:*  
Approved on October 6, 2015.