

# Bolton Capital Planning Committee

## Meeting Minutes

October 6, 2015

Bolton Town Office

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

**Members Absent:** Linda Baker (Planning Commission), Joe Colangelo

**Also Present:** Mike Gervia, Fire Chief

1. **Call to Order.** Joss Besse, Chair, called the meeting to order at 5:35 pm, and reviewed the meeting agenda as warned. Committee discussion of a pending dump truck purchase by the town was added to the agenda. Jen asked that, in the future, meeting materials be forwarded at least a week in advance to give everyone time to review them.
2. **Public Comment.** None.
3. **New Member.** Joss reported that Linda Baker, Planning Commission Chair, has been appointed to the committee by the Select Board as the PC representative. He noted that she was unable to attend this evening's meeting because she was facilitating a neighborhood planning forum at Bolton Valley, scheduled for the same time.
4. **Committee Charge.** The Committee reviewed the formal committee charge as adopted and signed by the Select Board Chair on September 8<sup>th</sup>, 2015.
5. **Meeting Minutes.** Ray made the motion "to accept the minutes of the September 1<sup>st</sup> meeting as presented." Seconded by Jen. Motion passed unanimously.
6. **Capital Assets Inventory.** Part of the committee's charge is to establish a baseline capital assets inventory for the town. Sharon reported that she had checked with the Town Clerk, and the town does not have a complete, current assets inventory on file – including anything on file from our auditors or insurance company. Joss highlighted draft inventory information sent out in advance of the meeting, including an incomplete inventory of town land and facilities, summaries of 2013 culvert and 2014 road surface inventories prepared for the town by the regional planning commission, and a listing of current town highway equipment from Eric. As noted by committee members:
  - The culvert inventory includes both town and private culverts—the summary includes only culverts on town highways. It was noted that Black Fly Hill Road (included with York Road) is not a town road.
  - The culvert inventory also covers bridges—including the town's three highway bridges (Joiner Brook, Preston Brook, Mill Brook) as well as several large culverts that are counted as bridges (e.g., Duxbury Road/Gleason Brook, S Curve).
  - Road and culvert inventories are tied to state programs, and are supposed to be updated by the town at least every three years. Town culvert inventory has not been updated since done in 2013, including damage repairs from recent flooding. It was suggested that an inventory form

be developed for use by the road crew in the field, when doing road, culvert and bridge work, to be used by office staff to regularly maintain road and culvert databases.

- Joss and Sharon noted that road inventory requirements will expand under new state stormwater permits for municipal roads, as included in the 2015 Clean Water Act. Towns will be required, with assistance from the RPC, to inventory and prioritize road stormwater and erosion control projects for inclusion in the town's CIP. It's too early to include this in the CIP currently being developed, but should be noted for future updates.
- Committee members expressed concerns regarding the cost of required road improvements under the new permit program—and whether there would be help from the state, or this would turn into another unfunded mandate. The town should continue to track this in the legislature, through our representatives.
- In reviewing the highway equipment inventory, the committee noted that in addition to replacing the 2008 dump truck this year, the 2004 dump truck and the loader will likely also need to be replaced within the next five years. The general sense was that the grader would not need to be replaced for a while longer, though that needs to be confirmed with Eric.
- Mike indicated that no major capital expenses for the fire department were anticipated in the next five years – replacement of air packs and turnout gear are paid out of the department's annual operations budget rather than capital expenditures –but the town will need to plan for and schedule fire truck replacements.
- Sharon noted that the facility inventory was incomplete – that she still needs to pull file info for the fire and highway department, and also needs an equipment listing from the fire department. The spreadsheet includes some general notes regarding potential capital improvements identified to date for each property—e.g., the need for a backup generator at the school, which is designated as the town's primary emergency shelter.
- A question came up regarding the status of the town's lease agreement with the school (as recently transferred to the new Chittenden East District)—specifically with regard to a balloon payment due the town at the end of the 30-year lease, tied to the town purchase of mobile home properties to accommodate school expansion (~1998?). Sharon will look into this with town staff.

**7. CIP Policies.** Joss noted that model CIP and debt service policies from VLCT had been forwarded with meeting materials for committee review, and provided a table and graph of the town's current debt service by year (2015 to 2031). He noted that VLCT reports that many towns have adopted a policy that establishes the annual debt service limit at 15% to 20% of the town's operating (expense) budget. Jen thought this seemed high, and suggested that it be researched in more detail for an upcoming meeting. The committee also briefly discussed the status of the town's existing capital reserve funds.

**8. New Dump Truck (added).** Jen and Sharon noted that the town's 2008 truck has required extensive repair work over the years, and the extended warranty on it is scheduled to expire in November. Given this, Gene and Eric had obtained initial quotes on a new truck. Noting the options currently under consideration, feedback from the committee was requested. As suggested by the committee:

- The use of reserve funds for this should be considered in relation to other upcoming equipment replacements – e.g., the 2004 dump truck and loader. Given currently low interest rates, and the desire to level out debt service payments over time, it was suggested that only a portion (e.g.,  $\frac{1}{4}$  to  $\frac{1}{3}$ ) of the reserve fund be used to reduce payments on the new truck—that the rest be set aside for other scheduled and/or emergency equipment replacements.

- It's important to re-establish an equipment replacement schedule or policy in order to maintain stable reserve fund and debt service levels— for consideration at an upcoming meeting. Alternatives were discussed, including the town's previous 10-yr replacement policy (replacing one truck every five years, on five-year notes).
- Look at purchasing through the state contract.
- Also look at leasing terms/options (e.g., Hinesburg, Shelburne) through dealers or leasing companies – compare lease-to-own payments to debt service payments. Check if leases also include regular servicing and repair.
- Given the immediate need for a new truck; it was suggested looking at a leasing option specifically to replace the 2004—and get back on a staggered equipment replacement schedule.
- Consider trade-in value, warranty coverage, annual maintenance costs, availability of loaner from the dealer when a truck is in the shop. Make sure it has good warranty coverage.
- Also look at whether the box will be properly primed and prepped for winter use – some are not primed, and therefore do not last as long.
- Sell the 2001 truck to avoid ongoing maintenance, repair and inspection costs, given its limited use and outside storage—instead use the grader to plow in emergencies, or enter into agreements with neighboring Towns to borrow equipment or services when needed. Make sure Eric puts together a backup plan now, rather than waiting until a truck breaks.
- More information is needed on the Charlebois quotes (trade-in value, warranty, etc.) for comparison—Jen developed a list to forward to the Select Board and staff.
- Invite dealers to a Select Board meeting to present options, answer questions, compare notes.

**9. Committee Schedule.** The second Tuesday is difficult for SB members, given Monday meetings. Alternatives identified for regular meetings included the 2<sup>nd</sup> or 4<sup>th</sup> Tuesday, 2<sup>nd</sup> Thursday or 4<sup>th</sup> Monday of the month. Joss will check with absent members to set a new meeting time and date—including a time and date for a November meeting.

**10. Next Steps.** Items identified for consideration at the next meeting: draft CIP and debt service policy; draft equipment replacement schedule/policy; project/equipment work sheet template; and a listing of capital budget (1-year) projects for inclusion in the town's upcoming (FY17) budget. This will require meetings with staff over the next month. Joss and Sharon will schedule.

**11. Adjournment.** Jen moved to adjourn the meeting. Seconded by Ray. Motion passed unanimously; meeting was adjourned at 7:35 pm. The November meeting will be noticed as scheduled with committee members.

Respectfully submitted,

Sharon Murray  
Committee Clerk

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*Minutes are in draft form until approved by the committee.*  
Approved on November 12, 2015.