



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Capital Planning Committee Hybrid Meeting Minutes
September 2, 2021

Board members present: Tony Barbagallo, Steve Barner, Joss Besse, Henry Corse (virtual),
Chair, Jen Dudley-Gaillard
Board members absent: None
Also Present: Mike Gervia
Acting Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:32 p.m. by the Chair, Henry Corse, with a quorum of 5 members present.
2. **Additions or Deletions to the Agenda:**
Additions: None.
Deletions: None.
3. **Public Comment:** None.
4. **Communications:** None.
5. **Recurring Business:**
 - Approval of Minutes August 12, 2021: Steve Barner made the motion *“to approve the minutes of August 12, 2021, as presented.”* Joss Besse seconded. There was no further discussion. All were in favor and the motion passed (5-0).
6. **Appointments:**
 1. Craig Deyo – Highway Department – FY 22-23 Equipment Needs:
 - Craig Deyo had noted previously that if unable to attend the meeting, the Highway Department FY 23 budget request was status quo, equipment request was an excavator, as stated to the CPC at the previous meeting.
 - Amy Grover provided the requested five-year lookback on excavator costs and hours.
 - Concern noted regarding grading of Notch Road, creation of new berms on edges, large rocks.
 2. Mike Gervia – Fire Department – FY 22-23 Equipment Needs.
Mike Gervia noted equipment needs and discussion included:
 - A thermal camera: current camera is 19 years old with no repair parts available. Camera with a truck mount is \$7K, included in the CPC budget for replacement in FY 21-22.
 - Brief discussion on new Rescue Vehicle – anticipated pick up (no delivery option) is March 2022.
 - Paving of Fire Station parking lot, a 2022 paving bid could be combined with paving of Highway Department driveway/lot.
 - Engine One replacement; slated for replacement with a tanker, 2024. Currently used as interstate truck. Trucks are being undercoated annually.
 - Combined septic system for the Town Office and Fire Department may need replacement in the future.

- Brief discussion on Fire Station building status, minor repair needs.

7. **Business & Action Items:**

- Updates:
 - CCRPC Town Highway Inventory Updates: CCRPC scheduled site visit, no report generated to date.
- FY 23 Capital Budget:
 - Discussion on excavator, excavator size, year rental/lease to determine need, 200 hours use per year, maintenance, operator costs, culverts vs. ditching, FEMA funding potential. CPC consensus to not recommend excavator purchase as a ballot item at Town Meeting, March 2022.
 - Discussion on funding Caterpillar grader lease; 50%/50% reserves and budgeted annually, recommendation to the BSB on how to address in Town Meeting 2022. Tony Barbagallo made the motion “to recommend to the Select Board that the Town Meeting warning include a separate warned item to approve the continuation of the Caterpillar excavator lease.” Jen Dudley-Gaillard seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Brief discussion on the Energy Committee’s Solar RFP for town buildings, potential for federal funding in the near future may be cause to postpone moving the process forward.
 - Town Office generator, re-visit potential to move emergency operations center to the Fire Department, which has a generator.
- Plan for CIP Updates:
 - Revamp equipment replacement schedule, Tony Barbagallo to gather input on equipment life cycles and expectations.
 - Discussion on highway/MRGP inclusion in the Capital Program & Budget Policy. Consensus for information to remain, concern regarding MRGP oversight.
 - Discussion on spreadsheet development and maintenance, reserve allocations, timeline, and cost shifts. Consensus for Tony Barbagallo to remain as the “master of the spreadsheet,” which will be updated for the next meeting.
 - Resignation/Appointment of a New Chair & Clerk. Henry Corse noted that his resignation is effective 9/10/21. Brief discussion on Chair and need to determine if the Select Board would like to have a BSB representative on the CPC. Jen Dudley-Gaillard made the motion “to elect Joss Besse as CPC Chair until the 2022 CPC organizational meeting.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Appointment of Clerk. Consensus for Steve Barner to remain as Clerk, Amy Grover as Acting Clerk. Brief discussion on Amy Grover being appointed to the CPC, respectfully declined.
 - Amy Grover noted that setting the next meeting agenda at the close of each meeting would relieve the Chair of solely being responsible of drafting the agenda. Consensus on the agenda for the next meeting: review of updated spreadsheet, policy/schedule updates and changes. Joss Besse will be absent.

8. **Adjournment:** Steve Barner the motion “to adjourn the meeting.” Jen Dudley-Gaillard seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 8:13 p.m.

Attest: Amy Grover, Acting Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Capital Planning Committee on October 7, 2021.