

1 **Bolton Capital Planning Committee**

2 **Draft Meeting Minutes**

3 April 21, 2016

4 Bolton Town Garage | Bolton Town Office

5  
6 **Members Present:** Ray Atwood, Joss Besse (Chair), Joe Colangelo, John Devine, Sharon Murray (Select Board), Pete Siegel

7  
8 **Members Absent:** Linda Baker (Planning Commission, by phone), Jen Dudley-Gaillard (Select Board)

9 **Also Present:** Eric Andrews (Road Foreman), Mike Gervia (Fire Chief)

10  
11 **Meeting materials:** Draft meeting minutes (Mar 2016), draft capital program and debt service policy (Apr 2016), draft project worksheet (Final Draft), draft equipment replacement schedule (Jan 2016 Draft), CIP Working Draft/Spreadsheets (Apr 2016, v.4, JDG v.1)

- 12  
13  
14  
15 1. **Site Visit –Town Garage.** CPC members met at 5:30 pm with Eric Andrews at the Bolton Town Garage to inspect the condition of the garage floor and walls; and to observe and discuss structural damage from past flooding (Irene) and ongoing problems with water puddling on the floor and draining under exterior walls rather than through bay doors. There are no floor drains. There is also no frost wall between the slab foundation and wood-framed side walls, which sit directly on the slab. The cement floor has completely deteriorated in some places, resulting in large holes in the floor. Eric pointed out areas of the floor that had been temporarily patched and repaired in-house, and associated repairs to the eastern garage wall. Eric also pointed out the new (2017) plow truck delivered this month, and the new garage lighting system. The CPC then recessed to the Bolton Town Office.
- 16  
17  
18  
19  
20  
21  
22  
23  
24  
25
- 26 2. **Call to Order.** Joss Besse, Chair, called the meeting to order at 6:05 pm, and reviewed the meeting agenda as warned. A discussion of the Town Garage was added to the agenda.
- 27  
28
- 29 3. **Public Comment.** None.
- 30
- 31 4. **Meeting Minutes.** *Pete made the motion “to accept the minutes of the March 10, 2016 meeting as presented.” Seconded by Sharon. Motion passed 5-0-1, with Joe abstaining.*
- 32  
33
- 34 5. **Town Garage.** CPC members agreed with the Chair’s previous assessment– that the current situation, resulting from building design, deferred building maintenance, and flooding during Irene, – is contributing to structural deterioration and poor working conditions. Sharon noted that she checked with the state, and FEMA hazard mitigation grants could be used to floodproof the garage, but not for deferred maintenance and repair work, and scope of work prepared by an engineer would be required. The committee discussed other options, including potential use of the garage reserve fund to pay for engineering/architectural cost estimates for needed repair work. Joe suggested first getting an engineer in for an initial 2-3 hour consultation and assessment, to identify what types of repair work or improvements may be needed.

35  
36  
37  
38  
39  
40  
41  
42  
43  
44 Pete made the motion to *“recommend that the Select Board engage the services of a qualified engineer for an initial consultation to identify the extent of needed 1) floor and wall repair work and 2) floodproofing work.”* Motion seconded by Ray; passed unanimously. Sharon noted that this could be funded using the garage reserve fund. Joe suggested contacting Civil Engineering Associates, Inc. out of Shelburne.

45  
46  
47  
48  
49

- 1 6. **Equipment Replacement Schedule.** CPC members reviewed and discussed the proposed highway  
 2 and fire department equipment replacement schedule with Eric and Mike. The proposed schedule is  
 3 based on years in service:

4

5 **Bolton Equipment Replacement Schedule (Draft)**

Hwy – Plow/Dump Truck	6-7 years
Hwy – Pickup Truck (1 Ton)	5 years
Hwy – Loader	20 years
Hwy – Grader	25+ years
FD – Pumper/Tanker	20-25 years
FD – Rescue Van	15-20 years

6  
7  
8  
9  
10  
11  
12  
13 After some discussion whether to also look at other factors (equipment hours, mileage, annual  
 14 repair costs, trade-in value, warranty coverage), it was agreed that the proposed range of years for  
 15 each represented generally accepted equipment replacement cycles, for capital planning purposes.  
 16 The Select Board, CPC and Planning Commission could factor in other considerations when  
 17 scheduling purchases in annual capital budgets.  
 18

- 19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29
- Sharon suggested that this be compared with the schedule included in the town’s current capital asset policy and schedule (prepared by the town’s auditing firm) prior to incorporating it within or attaching it to the draft capital budget and program policy forwarded to the Select Board.
  - Joe recommended that this also include a policy for the Select Board to look at options to share equipment with other municipalities (e.g., through local agreements, mutual aid), prior to purchasing new equipment.
  - Ray recommended also looking at maintenance options that would extend equipment life (e.g., undercoating town trucks).

- 30 7. **Project Work Sheet.** Joss referred to the project work sheet forwarded to the CPC in advance of the  
 31 meeting, noting that this incorporated CPC recommendations from past meetings regarding project  
 32 scheduling and priorities, to coincide with those included in the draft CIP policy. *Joe made the*  
 33 *motion to “approve the worksheet, to attach to the CIP policy forwarded to the Select Board.”*  
 34 *Seconded by Pete; motion passed unanimously.*  
 35

- 36 8. **Draft Capital Program and Budget Policy.** The committee reviewed the most recent draft of the  
 37 proposed policy, forwarded in advance of the meeting, and made the following changes:  
 38

- 39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49
- Sharon suggested changing the title to “Draft Capital Program and Debt Policy.
  - P.1 Lines 9,10 – The purpose of this policy is to establish and maintain a Capital Improvement Program (CIP) for the Town of Bolton, to include a 5-year capital program and an annual capital budget, in accordance with 24 V.S.A. §§ 4430 and 44343. [Technical correction.]
  - P.2, Lines 8-11 – The Select Board will annually review, ~~and~~ update ~~and, following public hearing, readopt~~ the CIP, ~~in consultation with the Planning Commission,~~ prior to or in association with the annual budgeting process. The Planning Commission may submit recommendations to the Select Board annually for the CIP that conform to the municipal plan. ~~and~~ The Select Board will use the adopted CIP to develop a capital budget that identifies the capital expenditures to be undertaken by the town during the coming fiscal year, for incorporation in the budget as resources allow. [Technical correction; clarification].

- 1       ▪ P.2, Line 4 – ...purchase agreements), some of which require separate voter approval, pursuant
- 2       to 24 V.S.A. § 1786.
- 3       ▪ P.4, Lines 10-15 –
- 4       a. ~~The town should not incur indebtedness which, with its previously contracted indebtedness,~~
- 5       ~~in the aggregate exceeds \_\_\_ times the amount of the last grand list.~~
- 6       b. ~~Total town indebtedness per capita should not exceed \$\_\_\_\_\_.~~
- 7       a. The total annual debt service (principal and interest) as a percentage of total ~~town~~ budgeted
- 8       annual town expenditures should not exceed 12%.
- 9       b. Total annual debt service and reserve fund contributions, combined, as a percentage of total
- 10      budgeted annual town expenditures should not exceed \_\_\_\_\_ %. [To be determined in
- 11      consultation with Jen].
- 12      ▪ Attach amended equipment replacement schedule, policy
- 13      ▪ Attach project work sheet.
- 14

15       *Joe made the motion to “forward the CPC’s draft CIP policy with recommended changes, to be made*  
16       *by the Chair, to the Bolton Select Board for review.” Seconded by John; motion passed unanimously.*  
17       Joss and Sharon will make final edits in consultation with Jen, and send the draft policy on to the  
18       Select Board.

- 19
- 20   9. **Draft Capital Budget & Program (v.4, JDG edits).** Joss briefly reviewed draft spreadsheets  
21   forwarded to the CPC in advance of the meeting, including reformatted versions of v.4 discussed in  
22   March, and Jen’s suggested edits – to include establishing an annual limit (as a fixed amount or % of  
23   expenditures) on debt service and reserve contributions combined. Under this schedule, if debt  
24   service payments increased, budgeted reserve contributions would go down (and vice versa).  
25   Members thought this was worth considering as a policy – and recommended that it be  
26   incorporated under the proposed CIP policy (see above). Sharon suggested the need to also include  
27   an inflation factor in developing the CIP, especially over a 10-year timeframe. Additional work on  
28   the budget was tabled, pending the completion of CCRPC road inventory work this summer.
- 29
- 30   10. **Next Steps.** Joss will forward CPC work to date, including the draft CIP policy, equipment  
31   replacement schedule, and project work sheet; as well as CPC recommendations regarding the Town  
32   Garage, to the Select Board for review. He then suggested that the CPC take a break over the next  
33   few months – pending Select Board review of the draft policy, completion of CCRPC road inventory  
34   work, and project worksheets for capital projects identified to date. He would convene the next  
35   meeting of the CPC once this work is completed – and to provide recommendations to the Select  
36   Board in the fall for the FY17/18 budget. Members agreed.
- 37
- 38   11. **Adjournment.** John moved to adjourn the meeting, seconded by Sharon; motion passed  
39   unanimously. The meeting adjourned at 7:25 pm. The CPC is on indefinite hiatus. The Chair will  
40   schedule and notice the next meeting of the CPC following the completion of scheduled work.

41

42   Respectfully submitted,  
43   Sharon Murray  
44   Committee Clerk

45   \_\_\_\_\_

46

47   *Minutes are in draft form until approved by the committee.*  
48   As approved by the committee on \_\_\_\_\_.