

1 **Bolton Capital Planning Committee**

2 **Draft Meeting Minutes**

3 November 16, 2015

4 Bolton Town Office

5
6 **Members Present:** Joss Besse (Chair), Sharon Murray (Select Board), Pete Siegel

7 **Members Absent:** Ray Atwood, Linda Baker (Planning Commission), John Devine, Jen Dudley-Gaillard
8 (Select Board), Joe Colangelo

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

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11 **Meeting materials:** Draft meeting minutes (Oct 13, 2016); draft spreadsheet (Nov 16, 2016),
12 preliminary capital projects list.

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14 1. **Call to Order.** Joss Besse, Chair, called the meeting to order at 5:45 pm, and reviewed the meeting
15 agenda as warned. No quorum—no official business transacted; held as a work session of the
16 committee. No requested changes to the posted meeting agenda.

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

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20 3. **Meeting Minutes.** Tabled for review, approval by full committee in December.

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22 4. **Capital Budget and Program Spreadsheet.** Reviewed most recent version of the capital budget and
23 program spreadsheet (11/16/16) scheduling proposed equipment replacements over the next 10+
24 years (based on proposed equipment replacement schedule, cost estimates received to date, 3%
25 annual inflation rate) in relation to the operating budget (assuming 2% growth/yr); and resulting
26 annual debt service and reserve fund contributions (capped at a combined growth rate of no more
27 than 1%/yr). Currently the spreadsheet includes only equipment replacements – it does not include
28 capital projects (e.g., town garage, Wheeler Field) or highway improvement projects (as may be
29 required under new municipal road permitting requirements).

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31 Mike noted that his request for a mini pumper, estimated at \$190,000, was a request for new rather
32 than replacement equipment – and that this is needed sooner, rather than later, to manage steeper
33 driveways in town. Joss noted that he could run these numbers through the spreadsheet, but this
34 would either delay other equipment purchases (e.g., plow truck) or result in significantly larger
35 scheduled debt service payments. He suggested that Mike again take up this request, as a new
36 equipment purchase, with the Select Board.

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38 Committee members also discussed an initial list of capital projects identified for potential inclusion
39 in the 5-year capital program when estimates are available, including the following:

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41
- 42 • Town garage renovation/rehabilitation (floor, walls, floodproofing, code improvements) —
43 potential grant for flood work.
 - 44 • Town office (interior layout, heating system improvements).
 - 45 • Generator for Smilie School – designated town emergency shelter (also look for grants)
 - 46 • Wheeler Field purchase – if supported by town, to include grants, use of Conservation Fund.
 - 47 • Smilie School Stormwater Management Improvements –initial recommendation from
Friends of the Winooski, working with the Conservation Commission was to relocate snow

1 storage areas. Reviewed by staff and Select Board – proposed locations present other
2 issues. Not a capital improvement – and now more of a school district issue.

- 3 • US 2 pedestrian path (along US 2 or river in Bolton Village) – suggested having CCPRC
4 include a preliminary analysis in their annual work program; may require a small match.
- 5 • Bolton Canoe Access Relocation (former ANR/Bolton Conservation Commission project on
6 ANR land on Duxbury Road)—estimated at \$10,000. ANR is applying for a grant; the town
7 may be asked to provide a small match but not enough to qualify as a capital project. Select
8 board is waiting for recommendations from the Conservation Commission.
- 9 • Municipal park and ride lot – state grant available, but to date this has not received select
10 board support.
- 11 • Relocation of a portion of the Duxbury Road away from Preston Brook – may qualify as a
12 fundable project under new state permitting program; need to consider in relation to
13 available state funding, grants.

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15 As noted, many of these, identified by staff, and from town planning documents, may require grants
16 or other outside sources of funding to reduce overall costs to the town. Sharon suggested that the
17 town issue an RFP to assess the condition of the town garage, and get estimates for needed repair
18 work, given this has been identified by staff as a more immediate priority than other listed projects.
19 The committee or select board will need to work with staff on getting additional estimates to
20 include in annual capital program updates.

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22 Joss will present related policies, as previously endorsed by the committee, and the current draft of
23 the spreadsheet, to the Select Board for discussion, noting that it is incomplete. Given the lack of a
24 quorum, there were no related committee recommendations regarding equipment replacements or
25 reserve fund allocations for the coming budget year. These may be addressed in December, if a
26 quorum of the committee is available to meet.

- 27
28 5. **Adjournment.** Sharon moved to adjourn the meeting; seconded by Pete. Motion passed
29 unanimously; meeting was adjourned at 7:05 pm. The next meeting of the committee is tentatively
30 scheduled for Thursday, December 8th, 5:30 pm at the Bolton Town Office, if a quorum is available.
31 The December meeting will be noticed as scheduled by the Chair.

32
33 Respectfully submitted,

34
35 Sharon Murray
36 Committee Clerk

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38 _____
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40 *Minutes are in draft form until approved by the committee.*

41 Approved on _____.