



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
May 7, 2018

Board members present: Josh Arneson, Tony Barbagallo, Mica Cassara, Sharon Murray

Board members absent: none

Also present: Sarah Reeves, Katherine Decarreau CSWD; Mike Gervia, BVFD Chief; Deb Shelby, Planning Commission; Joss Besse, Capital Planning Committee; John Choate, Select Board Candidate

Acting Clerk: Sharon Murray

**1. The meeting was called to order at 6:01 p.m. by Josh with a quorum of 4 members present.**

**2. Additions or deletions to the agenda:**

Additions to the Agenda (included under Updates):

- Friday May 4, 2018 storm event – road washouts, damage reports
- Bolton Valley – water system update
- PACIF Grant/Memo – status of noted facility/safety improvements
- MRGP/Road Crew – permit application, job descriptions
- Leary Road – complaint, grading work

Deletions to the Agenda: None

**3. Public comment:**

John Choate reiterated his interest in being considered as a candidate for the Select Board appointment.

**4. Recurring Business:**

- Minutes April 16, 2018: Sharon made the motion “to accept the minutes of April 16, 2018 as presented.” Mica seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Minutes April 16, 2018, Vicious Dog Hearing: Tony made the motion “to accept the minutes of April 16, 2018, Vicious Dog Hearing as presented.” Mica seconded. There was no further discussion. The motion passed (3-0-1), with Sharon abstaining due to her absence.
- Decision April 16, 2018, Vicious Dog Hearing: Mica made the motion “to accept the Decision of April 16, 2018, Vicious Dog Hearing as presented.” Tony seconded. There was no further discussion. The motion passed (3-0-1), with Sharon abstaining due to her absence.
- Warrants: signed.
- Financial Reports: Reviewed revenue, expenditure, legal service, and civil fines reports.

**5. Communications:**

- VLCT “Building a Sense of Place” Workshop.
- CCPRC public hearing May 16, 2018 on proposed FY2019 UPWP and budget. Sharon noted that the UPWP as warned includes Bolton’s requested MRGP assistance in the coming year.

**6. Appointments:**

**1. 6:15 p.m. Sarah Reeves and Katherine Decarreau – CSWD FY19 Budget**

- CSWD staff presented the Waste District’s FY19 Budget for Select Board consideration, to include \$11,131,561 in anticipated revenues (-1%) and \$10,597,613 in proposed expenditures (+1%), noting:
  - Significant decrease in recyclables sales anticipated, due largely to change in paper market (China ban on imports); also reduction in compost sale revenues based on actuals.
  - As a result, significant increase in tipping fees (21%); subject to change given current volatility of market for recyclables.

- No proposed increase in solid waste management fee (\$27/ton), or increase in drop off center fees.
- Administration (staffing, etc.) essentially level funded.
- Big capital expense year – needed MRF facility improvements (new bailer, flooring, etc.); to be funded through reserves.
- Community clean-up fund – \$1,000 per municipality included in budget.
- Need Bolton vote on budget by mid-June.
- Board agreed to table a vote on CSWD budget, and the reappointment of Duncan Galbraith as Bolton’s representative to the CSWD, until the May 21<sup>st</sup> Select Board meeting, to allow more time to review the budget and meet with Duncan.

**2. 6:30 p.m. Mike Gervia – Mini Pumper Bid**

- Mike briefly reviewed the repair history on the current pumper for new Select Board members, in support of the recommendation to purchase a mini-pumper, as approved at town meeting.
- The BSB discussed the level of detail included in specifications obtained from one dealer; noting concerns that the specificity with regard to manufacturers, etc. could unnecessarily limit number of bids, options. Mike agreed to revise the spec sheet, and allow for equivalents where appropriate, to be e-mailed to Amy for BSB consideration.
- Mike provided an example of a vendor notice/bid request from Richmond that could be adapted to conform to our procurement policy. He noted that a down payment typically is not required – that payment would be due on delivery.
- Mike reported that work on the dry hydrant at “The Ponds” snowmaking pond, which will require draining the pond, has been scheduled to occur over the next couple of weeks. He’s waiting for an excavator.

**7. Updates:**

- **Notch Road Tunnel Project:** Josh and Tony updated the Board on their meeting with VTrans Secretary Joe Flynn. The Board discussed next steps regarding the TIP. Sharon agreed to arrange for a follow up meeting with CCRPC staff to clarify our options, and the process for having a project removed from the TIP. Tony suggested also checking on the status of Act 250 and DRB permits associated with Long Trail relocation, use of the tunnel, required safety improvements.
- **Smilie Boundary Adjustment:** Tony reported on his contact with Jeff Forward, representing the School District. The district is currently working on documents for town review. Tony suggested these be reviewed by our town attorney. No payment is anticipated. Questions remain regarding required permits, approvals. As acting ZA, Sharon noted her need to recuse herself from these discussions in the future.
- **Cemetery Lawn Maintenance:** Per Amy’s memo, Cemetery Commissioners met on April 22, 2018 and voted to hire Allan Sumner to replace Lee Wheelock for mowing. Current compensation is \$175.00 per cemetery, per mowing, unless a request is made and approved by the BSB. Any additional hires need to be approved and hired by the Cemetery Commission. The BSB noted the desire to meet with Commissioners at a future BSB meeting to discuss their hiring process for consistency with the town budget, procurement and personnel policies.
- **Friday, May 4, 2018 Storm Event** – Josh reported that he had been in regular contact with Eric, who returned early from vacation to address several road washouts around town (Bolton Valley, Notch, Duxbury, Mill Brook). Sharon forwarded the CCRPC request for initial damage reports to Pete, who meet with Eric and filed, as confirmed with CCRPC staff. Eric’s initial estimate of \$50,000-\$90,000 may be low, but countywide it looks like the threshold for a disaster declaration may have been reached.
- **Bolton Valley Water System:** Josh reported that there was an emergency meeting by Bolton Valley on Friday to address critically low reservoir levels. No meeting has been scheduled yet to discuss options for municipal assistance.

- **PACIF/Facility Improvements:** Reviewed list received from VLCT, Amy. Follow up with Amy and staff at a later date.
- **MRGP/Road Crew:** Sharon reported that MRGP permit application forms have not yet been posted or received. Sharon and Mica will schedule a meeting to review program requirements. The BSB discussed need to define and draft highway department job descriptions, with input from Eric, as needed to address new job requirements. Eric will be asked to attend an upcoming meeting of the Board to discuss job duties, the status of current grants and planned paving work, and recent road washouts.
- **Leary Road:** Mica noted the complaint received regarding the condition of Leary Road, and asked whether it had been graded when Stage Road was done. Sharon suggested this was also a good question for Eric.

## 8. Action Items:

- **PZ Job Description & Job Posting** – Sharon reviewed job description edits received to date from staff and individuals. Deb Shelby, representing the Planning Commission, provided additional edits; but also expressed concern that it would be difficult to fill the position as outlined, given the budgeted hourly rate and hours. Sharon agreed this could be an issue, given the reduction in hours for this position(s) under the FY19 budget as approved by voters. She noted that the contingency fund could be used, but this would not cover a full-time position with benefits. The BSB agreed to appoint a hiring committee consisting of representatives of the BSB, PC and DRB, and to approve the job description as edited. Sharon will forward the request for committee appointments, and revise the job description as approved, for posting and advertising when Amy returns.
- **BVR, LLC Liquor License Applications:** Following BSB review of BVR applications, Sharon made the motion “to approve BVR, LLC’s 9 liquor license applications.” Mica seconded. There was no further discussion. Josh recused. Three were in favor and the motion passed (3-0).
- **BSB Appointment and Election Designation:** The BSB received four applications for the open select board seat in response to the notice, one of which was withdrawn. The BSB discussed candidate interest, qualifications, and interviews, as well as the pros and cons of holding a special election, or waiting until town meeting, as recommended by the Town Clerk. Tony made the motion “to appoint John Choate to the Bolton Select Board, to serve until Town Meeting 2019.” Mica seconded. There was no further discussion. All were in favor and the motion passed (4-0). Sharon asked that the ability to petition for a vote be included in the announcement of John’s appointment to the board, for posting on the town website, Facebook Page, Bolton Gazette and Front Porch Forum. Josh will notify the other candidates of the board’s decision.
- **Special Event Application:** Tony recused himself as the primary applicant, for a benefit festival and BBQ to be held at Bolton Valley on June 24<sup>th</sup>. Josh noted that since the event in question would be hosted at Bolton Valley, as an employee it could be perceived that he had a potential conflict of interest. Board members agreed that given it is a benefit for a local resident, it would not directly benefit his employer, or him personally, and that he should not recuse himself. Following a review of the application, and some discussion regarding the current water situation, Sharon made the motion “to approve the permit for the event, on condition that adequate potable water and bathroom facilities are provided, and that the fire department and Richmond Rescue receive notice at least two weeks in advance.” Mica seconded. Motion passed (3-0) with Tony recusing himself.
- **Capital Planning Committee Charge and Membership:** Sharon suggested edits to the charge as drafted, to address the committee as an ongoing standing committee of the town. Josh suggested that the committee meet annually as needed, rather than specifying the number of meetings. It was also agreed to reduce the number of members from ten to nine, and to appoint members at a later date, after current members are contacted to see if they’ll continue to serve, and to open it up to new members. Tony and Josh noted they’ve been working on updates to the budget spreadsheet.

## 9. Business:

- Mini Pumper Bid: See notes above.

- Bucket Loader Bid: Tony reported that he would be meeting with Eric regarding specifications.

10. **Closing:** Tony made the motion "to close the meeting." Mica seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 9.56 p.m.

Attest: Sharon Murray, Clerk

*Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on:*

May 21, 2018



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Josh Arneson, Chair, For the Board