



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
May 21, 2018

Board members present: Josh Arneson, Tony Barbagallo, Mica Cassara (6:07 p.m.), Sharon Murray  
Board members absent: John Choate  
Also present: Duncan Galbraith; CSWD, Mike Gervia; BVFD Chief, Eric Andrews; Highway Foreman, Selma Gokey; Mill Brook Road resident  
Clerk: Amy Grover

1. **The meeting was called to order at 6:03 p.m. by Josh with a quorum of 3 members present.**
2. **Additions or deletions to the agenda:**  
Additions to the Agenda: none  
Deletions to the Agenda: none
3. **Public comment:** none
4. **Recurring Business:**
  - Minutes May 7, 2018: Tony made the motion "to accept the minutes of May 7, 2018." Sharon seconded. There was no further discussion. All were in favor and the motion passed (3-0). Amy noted thanks to Sharon for acting as clerk and scribing the minutes.
  - Warrants: signed.
5. **Communications:**
  - VLCT News & Annual Report.
  - Green Lantern Group. The Board reviewed the Green Lantern Group information and stated that the concept of solar energy in general would be a valuable project for the town to consider in the future. Brief discussion on appointing a Town Energy Coordinator. Sharon to provide job description for the June meeting.
6. **Appointments:**
  1. 6:15 p.m. Duncan Galbraith - CSWD Representative Re-appointment Request
    - Duncan extended his apologies for missing the last BSB meeting, and stated that he may be moving from Bolton in the future, but would willing to serve as the town's CSWD representative while still a resident.
    - Brief discussion on the CSWD FY 19 budget and seeking an alternate representative. Amy to advertise for an alternate.
    - Sharon made the motion "to appoint Duncan Galbraith as the Bolton representative to the CSWD for a two year term ending May 31, 2020." Tony seconded. There was no further discussion. All were in favor and the motion passed (4-0).
  2. 6:30 p.m. Mike Gervia – Mini Pumper Bid and BVFD Update
    - Brief discussion on the repair work on the dry hydrant at The Ponds.
    - Brief discussion on transporting water at Bolton Valley, with errors noted on BV's water calculations.
    - Bonfire for Project Grad will be a 14' wooden cougar in the Bolton Valley parking lot. Brief discussion on nails in the structure negatively impacting BV's parking lot. Josh to follow up.
    - Mini Pumper Bid:
      - Mini Pumper bid edited (registration addressed, statement regarding similar products included), clean copy provided, and electronic copy to be sent to Amy. Josh and Sharon to review and confirm final draft.

- Timeline: out to bid by May 31<sup>st</sup>, bids accepted until June 28, 2018, bids opened at BSB meeting on July 2, 2018. BSB will ask Mike for recommendations at that meeting.
3. 6:45 p.m. Eric Andrews – Highway Update
- Sharon provided a Bolton Town Roads information sheet, including Better Roads and Grant in Aid grants (on file with these minutes at the Town Office) information.
  - Extended discussion on Better Roads grants, Grant in Aid grants; funding, timing, scoping. Large issue noted with Mill Brook Road and uncertainty if the May 4, 2018 storm damage will be covered by FEMA. Scoping for Grant in Aid grant work on Mill Brook Road estimated by CCRPC at 70K. Repairs by the town for just the storm damage without labor estimated at 10K; especially in the area between the “first and second turnouts.”
  - Selma Gokey noted her grave concerns with gravel and debris (old dump area) washing onto her property, and provided pictures. Issues began with the removal of berms on Mill Brook Road by the town per state requirements. Group discussion on areas of washout, cut outs, ditching, re-installing berms, culvert work needed, timeframe to address work on Mill Brook Road, and determining the right next steps. Discussion on issue of gravel being washed onto private property, liability (town cannot assist with material removal), and residents being able to apply to FEMA for relief. Amy to follow up on process for private damage claims.
- Action:
- Eric to re-install a berm in the most problematic area by Thursday 5/25/18.
  - Mica to contact Chris Dubin @ CCRPC to schedule a site visit with Evan Fitzgerald (Fitzgerald Environmental Associates) and Tony to devise an action plan for Mill Brook Road.
- Culverts: two culvert failures - Stage and Duxbury Roads, not associated with May 4, 2018 storm event. Priority for Stage and Duxbury Roads, 30” culverts purchased and on site. These replacements will delay the culvert replacement on BV Road crossover near Hummingbird Lane to an early July timeframe. A culvert needs to be purchased for Mill Brook Road; consensus to proceed as outlined in the bullet above.
  - Procurement Policy: brief discussion on past process and current policy. Noted – town work and emergency work can proceed without bids. If the work is over 5K, bids/competitive solicitation is required. For Federal funding, no preference is to be given to local companies. Eric to request annual hourly rate sheets from Bolton excavators to keep on file.
  - BVCW & S repairs on Wentworth and Thacher road: road cuts and curb stops not currently scheduled for repair. The town was hoping to delay the paving until BVCW & S had completed that repair work. The town can delay paving on Wentworth and Thacher as highway funds can be carried over to the next fiscal year. Josh to follow up with BVR, LLC on road cut repairs. Brief discussion on road cuts, costs, and bond amounts (\$1,000) not being sufficient.
  - Manhole cover on Thacher was paved over 10 years ago. BVCW & S has requested that the town remove the asphalt for future access; manhole may house a water shut off valve. Noted BVCW & S would need to purchase at least 4 risers to be installed prior to paving.
  - York Road sign: needs a new sign post and base, Eric will follow up on installation. Eric noted an additional 5 signs need new posts, and will purchase the required break away/reflective sign posts.
  - Grading on Leary Road: brief discussion on the turnaround area, complaint received about not grading Leary Road at the same time as Stage Road. Brief discussion on the “grading routes” and timing. Eric noted that “short roads” are all graded at the same time after grading is completed on Stage and Notch Roads, and that the complaint was received when the grader was out of service.
  - Job description for new FY 18-19 Highway staff position; need to define the position and draft job descriptions for the whole department. Need feedback from Eric, especially on where the “gaps” are while being reasonable on expectations. Sharon to take a first pass at job descriptions. Possibility of establishing a Public Works Department (would include buildings and grounds). Brief discussion on staff being out on medical leave in late summer and contingency plan.

- Brief discussion on time sheets vs. time clock punch cards. Amy to search archives for time sheets.
- Brief discussion on disability - move forward, Amy to follow up.
- Septic system: functioning, cleanouts and ball valves located and marked. Winter issue probably caused by Mazer's vehicles being driven over the septic system and freezing the system. Concern about the town mowing the septic mound and inadvertently causing damage to Mazer's vehicles. Eric to follow up with Mazers. Eric and Mica to update septic plans to be shown "as built."

7. **Updates:**

- Notch Road Tunnel Project: Sharon and Josh working to schedule a meeting with CCRPC.
- Smilie Boundary Adjustment: Amy to follow up with VLCT MAC on two documents filed from MMMUSD merger being legally binding. Brief discussion on easement to Joiner Brook.
- Mini Pumper Bid: see above under Mike Gervia appointment.
- Bucket Loader Bid: brief discussion on downsizing (comparable to what the town has now), details i.e. strobe lights. Eric approved of changes. Sharon to review bid, Tony to follow up with Amy on sending out the bid.
- MRGP: Sharon and Mica have met and reviewed information, Mica is working on the application, form is still not posted.

8. **Action Items:**

- CCRPC PAC representative and alternate appointment: tabled, no response from Joss Besse. Suggested the new PZ staff would/should take on this role.
- Chittenden Solid Waste District FY 2019 Budget – vote. Sharon made the motion "to approve the Chittenden Solid Waste District FY 19 budget as presented at the May 7, 2018 BSB meeting." Mica seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Grants in Aid program letter of intent. Sharon made the motion "to agree to and sign the letter of intent to participate in the RPC/DEC Municipal Roads Grant-In-Aid program." Tony seconded. Brief discussion on the required 20% match. Sharon amended her motion "to agree to and sign the letter of intent to participate in the RPC/DEC Municipal Roads Grant-In-Aid program, agreeing to up to \$1,800 in a local match, in kind or cash payment." Mica seconded. There was no further discussion. All were in favor and the motion passed (4-0).

9. **Business:**

- Richmond Police Department Speed Control Services Contract FY 18-19:
  - Discussion included: costs, revenue, enforcement requirements, and that RPD is unsure of resources they may be able to allocate to Bolton in FY 18-19.
  - Tony made the motion "to not enforce the town speeding/traffic ordinance and to not contract with any entity for speed control services in FY 18-19." Mica seconded. Discussion: Tony noted the town should consider other options such as speed bumps, divots, and signage, and that it is more important to address crime. Sharon noted the BSB had been through the "options" discussion previously, and that the 8 hours a month also has other benefits, such as a police presence in town being tied to reduction in burglaries, and as a speeding deterrent and slowing traffic. Sharon stated she would vote to continue the contracted services with some entity, adding that it did not have to be RPD, it could be the Chittenden County Sheriff. Noted: C.C. Sheriff's rates were previously higher than RPD. Brief discussion on role and lack of response by the VT State Police to crime due lack of resources, RPD's contracted role. VOTE: one was in favor, three were against (1-3), motion did not pass.
  - Josh to contact Richmond Town Manager Geoffrey Urbanik to schedule a meeting with himself and Tony regarding a FY 18-19 RPD contract.
  - Sharon to try to access and download Bolton's crime data base.
- Donations to Conservation Fund earmarked for specific projects: yes, donations are allowed to be made to the town, and would need to be tracked.
- To-Do list reviewed and items scheduled and edited.

10. **Closing:** Mica made the motion "to close the meeting." Tony seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 9:52 p.m.

Attest: Amy Grover, Clerk

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

June 4, 2018



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Josh Arneson, Chair, For the Board