



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Minutes  
October 1, 2018

Board members present: Mica Cassara, John Choate, Wendy Hoffman, Sharon Murray

Board members absent: Tony Barbagallo

Also present: Juliette Juillerat; Town Energy Coordinator, Amy Ludwin; Conservation Commission, Ethan Tapper; Chittenden County Forester, Charlie Baker; CCRPC

Clerk: Amy Grover

1. **The meeting was called to order at 6:04 p.m. by the Chair, Mica, with a quorum of 3 members present.**

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

Additions to the Agenda:

- Highway Expenses: International 2018 A (Eric's truck) needed to have a hydraulic pump replaced, not under warranty. Work done @ HP Fairfield, \$1,618, going over the budgeted line item for that vehicle - \$1,000 budgeted, approximately \$293 remaining. Seeking approval of BSB. Warrant signed, but John to check in with Eric on the warranty, Amy to hold payment until cleared by John.
- FEMA May 4, 2018 Event:
  - Recovery scoping meeting held Thursday September 27<sup>th</sup>, site visit scheduled for October 3<sup>rd</sup> @ 9 a.m.,
  - Currently scoped as one large project with 7 culverts (cross drains).
  - Will need to strictly follow procurement policy.
  - Amy working with Amanda Ducharme (FEMA staff) to submit all documentation required: which includes road maintenance records, a formal statement on town letterhead regarding the right of way for Stage Road (may have to use statutory 3 rod row).
  - No sub grant agreement has been sent from the State to date.
  - Stage Road slope failures will require a "formal" plan, FEMA suggests that an AOT technician work with the town to draft a plan which includes intent and a rough cost estimate to the nearest 10K.
- School Bus sign request – Bolton Valley Access Road by Bear Run Condominiums. Discussion included:
  - Review of requirements/signage from the "Manual on Uniform Traffic Control Devices" (MUTCD).
  - That there is more than adequate sight distance at that location.
  - That it is against the law for any vehicle to pass a stopped school bus when the bus signals are flashing.
  - The inability to confirm the need for signage in this particular location over other bus stops on the Access Road or elsewhere in Bolton.
  - That it is the responsibility of an adult/parent to supervise children waiting for the school bus.
  - The Bear Run Condominium Association could consider the installation of a bus shelter.
  - The BSB was unable to quantify the need in this location and denied the request.

Deletions to the Agenda: none.

3. **Public comment:** none

4. **Recurring Business:**

- Minutes September 4, 2018, and September 17, 2018: John made the motion “to approve the September 4, 2018 and September 17, 2018 minutes as presented.” Sharon seconded. There was no further discussion. Wendy abstained. Three were in favor and the motion passed (3-0).
- Warrants: signed.

5. **Communications:** none.

6. **Appointments:**

1. 6:15 p.m. Juliette Juillerat; Town Energy Coordinator – Button Up VT, Energy Committee:

- Efficiency VT provided a “walk through” inspection of all three town buildings which generated a one page report. Recommendations include replacing the lighting in the fire station and town office with LED lighting. Efficiency VT will come back with thermal cameras when it is colder to help identify areas of heat leakage and further recommendations – may include insulation of the town office slab.
- Button Up campaign – The town is required to hold two public events in exchange for free material for residents, and signing a MOU. BSB consensus to move forward with program, identified the Harvest Dinner, October 20<sup>th</sup> and General Election on November 6<sup>th</sup> as two public events.
- Forming an Energy Committee – brief discussion on form of committee: ad hoc, town committee (would require a Committee Charge) or affiliated with the Planning Commission, budgeting for a clerk, size of committee. Consensus to proceed as a town committee. Juliet to provide draft Committee Charge.

2. 6:30 p.m. Amy Ludwin; Conservation Commission, Ethan Tapper; Chittenden County Forester – PPCA management plan tapping/sugaring amendment and lease, PPCA survey bid and processes for both.

- PPCA Tapping Amendment and Lease:
  - A pathway for folks to apply for tapping/sugaring, a more regulated process, 5 year (or less) lease, part of the working landscape.
  - Two documents: a sugaring amendment and a lease.
  - Discussion included: to require a “performance deposit” not a “bond,” payment in kind or through lease fees, that there has to be a public benefit - support to the community from town land (i.e. deposit to the Conservation Fund), infrastructure needs to be monitored, and that there would be the ability to reject an application.
  - Concerns brought forward:
    - Would tubing affect wildlife movement; noted it is a small area and would not block any large area.
    - Multiple leases, entire PPCA would be open for application
    - Interference with recreation (Libby’s Look Trail); noted any tap lines would cross the trail in just one place, and be placed very high, but would be visible.
    - Addition of roads; none proposed.
    - How the lease would be monitored, i.e. number of taps; tapping would be monitored by the Chittenden County Forester and PPCA Steward, monitoring needs to be included in the amendment, set maximum number of acres for tapping.
    - Loss in value of saw logs; no high value saw logs in that area.
    - General concerns on impacting a beautiful piece of forest.
  - Suggestion to run a two year tapping/sugaring trial with just a lease, outlining conditions, before amending the PPCA Management Plan permanently, and if this would be allowed by VT Land Trust. Amy Ludwin to follow up with VLT. Additional suggestion to approve an interim/draft amendment.

- Allow for public input: joint public hearing between BSB and CC to be held on October 15<sup>th</sup> @ 6 p.m. with notice on the town's outlets, with the exception of the Gazette (October edition already out).
- Survey:
  - Process not clear initially; estimated costs require that the Procurement Policy sealed bid process be followed.
  - Brief discussion: Stage Road access, access improvement, easements by adjacent landowners.
  - Survey Request for Bid to be sent out ASAP. Amy to follow up.

3. 7:15 p.m. Charlie Baker; CCRPC – CCRPC Annual Report:

- CCRPC “customer service” check in, and review of Annual Report. Noted that the dues formula is based on the Grand List.
- Review of specific services provided to Bolton in FY 17-18 and the region wide services/activities.
- The town's great appreciation for the assistance provided by CCRPC noted, especially with respect to Better Roads, MRGP.
- Brief discussion on VTrans' revised scoping of Notch Road tunnel project. Charlie to follow up VTrans, and Amy to provide pertinent contact info to Charlie.
- Local Emergency Plan and new template – noted it would be helpful to provide training opportunities. Charlie to follow up.
- Brief discussion on FEMA repairs and 2020 Better Roads grant application; lack of resources in Bolton to complete additional road work in 2019 outside FEMA repairs.
- Brief discussion on preliminary investigation /contact with congressional delegation regarding lack of PILOT payment for the Ethan Allen firing range lands (across all three towns – Bolton, Jericho, Underhill).
- UPWP due in January 2019, notice will come in November.

7. **Updates:**

- Meeting with Chris Dubin – Better Roads 2020 Grant: See above under CCRPC appointment, the town will not be applying.
- PPCA Parking: Unofficial approval from the DRB on 9/27, (45 days to issue decision), DRB requested a designated turnaround area. Noted building up the base will continue over a three year period using reclaimed ditch material from the town.
- Personnel Policy: Updates required with respect to state and federal employment law changes. Amy to send information to Wendy. VLCT workshop on law changes scheduled for November 14<sup>th</sup>.
- Highway Job Descriptions: Discussion - third position, salary range, needs, past history and evolution of department.
- PILOT Payment (Range Lands): FOIA request submitted by Jericho, Tom Barry in Senator Leahy's office has been assigned to review, and is the contact going forward. Brief discussion, Sharon to provide information to all, follow up with town group, gauge opportunity/interest for a group meeting.

8. **Business & Action Items:**

- Select Board Appointment: John made the motion *“to appoint Wendy Hoffman to the Select Board, to fill the vacant Select Board seat left by Josh Arneson's resignation, until March 2019.”* Sharon seconded. There was no further discussion. All were in favor and the motion passed (3-0). Wendy took the Select Board oath of office and was sworn in at 6:10 p.m.

- Blasted Ledge – resident offer for the town to purchase; declined.
  - Request to amend the September 12, 2017 Bolton Select Board meeting minutes by Peter Jemley. It was noted that:
    - The minutes were available in a draft form for public review in accordance with VT’s Open Meeting law prior to acceptance.
    - There were no requests made for amendment during that timeframe.
    - It was over one year from the date of that meeting, and there was only one Select Board member remaining on the board who was a member at that time, and that member had no recollection of the interchange as presented by Mr. Jemley.
    - There was no basis to amend the minutes.
    - Sharon made the motion “to not amend the Select Board meeting minutes from September 12, 2017.” John seconded. There was no further discussion. All were in favor and the motion passed (4-0).
    - The Select Board stated that they considered this matter closed.
  - FY 18-19 Salt Contract: John made the motion “to accept the contract with Cargill, under the state contract, for an estimated 600 tons of salt at \$78.79/ton delivered.” Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0).
  - Bucket Loader Financing Plan: the BSB reviewed the option from the Municipal Loan Fund; 2% for a five year term, noting that it was not consistent with the capital plan, and to proceed with financing a ten year note from Community Bank as that was consistent with the capital plan. Sharon made the motion “to proceed with financing \$62,325 for the Bucket Loader with Community Bank for a ten year note, at approximately 3.55%.” John seconded. There was no further discussion. All were in favor and the motion passed (4-0).
9. **Closing:** Sharon made the motion “to close the meeting.” John seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 9:00 p.m.

Attest: Amy Grover, Clerk

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

October 15, 2018



Mica Cassara, Chair, For the Board