



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Meeting Minutes
November 19, 2018

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

Board members absent: none

Also present: Amy Ludwin, Virginia Haviland (CC members), Eric Andrews, Judd Vear (VHB), Ethan Tapper (Chittenden County Forester)

Clerk: Amy Grover

1. **The meeting was called to order at 6:04 p.m. by the Chair, Mica Cassara, with a quorum of 5 members present.**

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

Additions to the Agenda:

- IT budget; brief discussion on IT budget in relation to the Highway Department, no action.
- Stitzel, Page and Fletcher (town attorneys) notification that the Geddes are appealing the lower court decision (property valuation) to the VT Supreme Court.

Deletions to the Agenda: none.

3. **Public comment:** none.

4. **PPCA Survey Bid Award :**

- Two bids were received and opened on 11/13/18, tabulation as follows:
 1. VHB – \$9,900 lump sum.
 2. Button Professional Land Surveyors, PC – \$21,595 lump sum, which noted that they would consider matching the lump sum bid of qualified bidders.
- Considerations for funding the survey:
 - Conservation Fund Policy: in general, no more than 50% of the balance at the beginning of the FY shall be allocated within that year.
 - Designate all firewood revenue directly to the survey costs.
 - Parsing out the survey by segments over time (more than one FY).
- Bid recommendation: costs vastly different, both reputable companies.
 - Ethan Tapper noted his understanding was the two bids were offering separate things, and that Button was offering more with respect to marking of boundary lines, both with paint and monuments.
 - Judd Vear noted that VHB would:
 - Reconcile field evidence with records, reset corners, would provide line evidence.
 - With respect to the scope of work VHB's intent is to set corners at every angle point on the perimeter on the sections requested – surveyors have to follow all the same statute mandates: every major corner permanently set (all angle points are noted as major, with the exception of one wet area on the south end which might not lend itself to a permanent location), and monument all the corners (unless not useful, not accessible).
 - There are several existing surveys around the parcel with recent monumentation, and VHB would not reset existing monument unless they determine it is grossly off.
 - VHB will flag and mark lines called out in the request, and permanent blaze in vicinity in the corners.

- There are areas where lines are unclear/overlaps, but VHB would come to a professional opinion based on their research - by statute they are required to research the chain of title back to the “key deed;” subject parcel and abutting parcel.
 - VHB is not blazing and painting entire line, but could add that as a consideration – perhaps at an additional cost. VHB’s intent is to flag all sections requested.
 - VHB’s monumentation intent is to monument all the major corners, they would not be “pinning the line.” However, the longest run would only be 500 – 600 feet.
 - VHB would not exceed the lump sum bid without prior approval.
- The group discussed previous surveys and their values, and it was noted that based on the group conversation and clarification, the two bids were not offering separate things.
 - The recommendation was to award the bid to VHB.
 - Tony Barbagallo made the motion “to award the PPCA survey bid to VHB for the lump sum of \$9,900.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - It was noted that abutting property owner Andrew Churchill had a CAD survey recently done of his property and would provide that to the town. Mr. Churchill requested that the town survey set pins to show the boundary line between his property and town’s PPCA property. Noted: VAST trail and hiking trails run across Mr. Churchill’s property (no deeded easement), and the town’s access/parking on Stage Road is one of the areas that will receive clarification in the survey. VHB will follow up during the survey work, and will follow up with BSB as needed.
 - VHB to provide the agreement, BSB to review agreement prior to signing, and will then determine funding. Amy Grover will follow up with VHB.

5. Recurring Business:

- Minutes November 13, 2018: Sharon Murray made the motion “to approve the November 13, 2018 minutes as presented.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Warrants: signed.
- Financial Reports: legal services, dispersed; over budget 6K+ through September billing cycle.

6. Communications:

- Restorative Justice Program: more information needed including the number of hours available and types of service. Tony Barbagallo to follow up.

7. Appointments:

1. 6:15 p.m. Eric Andrews – FY 19-20 Highway Budget/Update:
 - 2018 International A is out of service for repairs – it broke down during the storm on Friday 11/16, possible head gasket, unsure of warranty. Clark’s will be following up with Eric Andrews. Will continue with use of grader if/as needed.
 - FY 19-20 Budget:
 - Third highway staff person for FY 19-20 still to be included, included in FY 18-19 budget, not hired. Noted: multiple towns seeking help, as well as the State.
 - Discussion: operating expenses, tree removal, safety equipment, resurfacing (Timberline to the sugar shack, and possible need for a separate budget breaking out resurfacing costs – delegate to the Capital Planning Committee), cost of hydroseeder (3+K) & sharing purchase with another town, additional cell phones for department, traffic lights for road work (25+K), contractor services, shift to state contract for phone service (ATT), fog lines on Duxbury Road, investigate solar potential, lawn mower purchase. Sharon Murray to follow up on MRGP costs.

- Initial numbers inputted – personnel costs to be determined, overall highway budget will be revisited when all expense line items are determined.

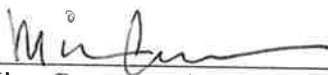
8. Business & Action Items:

- FEMA – acceptance of damage inventory (deadline 11/26/18). Sharon Murray made the motion “to accept the FEMA damage inventory.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0). Amy Grover to sign the damage inventory in the FEMA portal.
 - Development Review Board Appointment – Adam Beaudry as a regular member, three-year term ending 2021: Sharon Murray made the motion “to appoint Adam Beaudry to a three-year term as a regular member of the DRB, term ending 2021.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Energy Committee Appointment – Janet Metz – 2 year term: Sharon Murray made the motion “to appoint Janet Metz to the Energy Committee for a two year term, to allow for staggered terms with the previously appointed three year term members.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Staff Evaluations: schedule executive session during the December 3, 2018 BSB meeting.
9. Set meeting date to discuss drone usage in the PPCA – not to be addressed at this meeting: Request recommendation of proposed wording from the Conservation Commission.
10. **Closing:** Mica made the motion “to close the meeting.” John seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 9:03 p.m.

Attest: Amy Grover, Clerk

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

December 3, 2018



Mica Cassara, Chair, For the Board

