

Bolton Capital Planning Committee  
Meeting Minutes  
October 9, 2018  
Bolton Town Office

**Members Present:** Joss Besse, Chair, Tony Barbagallo, Jen Dudley-Gaillard, Sharon Murray  
(for a portion of the meeting)

**Members Absent:** None (that are currently appointed)

**Also Present:** Amy Grover (acting clerk)

1. **Call to Order:** Joss Besse, Chair, called the meeting to order at 6:03 p.m., with a quorum of 3 members present.
2. **Public Comment:** None.
3. **Additions/Deletions to the Agenda:** None.
4. **Approve Minutes from January 11, 2018:** Additionally noted - the November 16, 2016 minutes were not previously approved and not available, approval tabled until the next CPC meeting. Tony made the motion "to amend the January 11, 2018 meeting minutes #4, third bullet: to 'delay the decision on a purchase of a tanker,' not to delay the purchase of the tanker, and to table the acceptance of the January 11, 2018 until the next CPC meeting." Jen seconded. There was no further discussion. All were in favor and the motion passed (3-0). Minutes to be re-circulated prior to the next CPC meeting. Sharon will send out an email/Doodle poll to schedule the meeting.
5. **Elect Officers:** Tony made the motion "to elect Sharon Murray as Chair" Jen seconded. There was no further discussion. All were in favor and the motion passed (4-0). Tony made the motion "to elect Jen Dudley-Gaillard as Vice Chair." Sharon seconded. There was no further discussion. All were in favor and the motion passed (4-0).
6. **Review/update Capital Plan:**  
Discussion included:
  - The purpose of the CPC, charge, and if there is a continued need for a town sanctioned committee. Consensus to remain as a town sanctioned committee vs. an advisory committee or working group, after discussion which included: the BSB's previous role in the budget process, process effect, relationship with the BSB with respect to the value of the CPC's recommendations.
  - History of CPC and initial focus/priority on equipment replacement schedules, to be followed by assessment of buildings, and lastly, roads.
  - Review of updated CPC spreadsheet including capital expenditures vs. budgeted expenses, resurfacing costs and road infrastructure needs, debt ratios, vehicle needs and replacement options.
  - Past studies from CCRPC – particularly any pavement quality report/s. Amy to contact Chris Dubin @ CCRPC for any additional/more extensive reports.

- Going forward: Tony plans that he and a member of the BSB will meet individually with department heads to fully review budget and capital needs/wants and then report back to the CPC.
- Sharon noted: five highway projects should be scoped by CCRPC under the MRGP.

7. **Adjourn:** Jen made the motion "to adjourn the meeting" Tony seconded. There was no further discussion. All were in favor and the motion passed (3-0) at 7:17 p.m.

Respectfully submitted,  
Amy Grover  
Acting Clerk

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

As approved by the committee on 12/19/2018