



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Meeting Minutes  
May 6, 2019

Board members present: Tony Barbagallo (via phone @ 7:20 p.m.), Mica Cassara, John Choate, Wendy Hoffman, Janet Metz  
Board members absent: none  
Also present: none  
Clerk: Amy Grover

1. **The meeting was called to order at 6:31 p.m. by the Chair, Mica Cassara, with a quorum of 4 members present. The delay in the starting time was due to a required vicious dog hearing preceding this regularly scheduled meeting.**
2. **Additions or Deletions to the Agenda:**  
Additions: Discussion of Reynolds property on Stage Road issues with refuse, and abandoned mobile homes. The Planning & Zoning Administrator is addressing.  
Deletions: none.
3. **Public Comment:** none.
4. **Recurring Business:**
  - Minutes April 15, 2019 & May 1, 2019. John Choate made the motion "to approve the minutes of April 15, 2019 & May 1, 2019 as presented." Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0).
  - Warrants: signed.
  - Financial Reports: expenses and revenue reports dispersed and discussed; noted some line items are over budget, overall revenue will meet expenditures.
5. **Communications:**
  - CCRPC Notice of Public Hearing to review the FY 2020 Unified Planning Work Program on May 15, 2019 at their offices in Winooski. John Choate planning to attend.
  - Notice of receipt and approval of the 2019 LEMP by CCRPC, forwarded to the State.
  - Notice from Bourne's (propane supplier) that the Highway Garage and Fire Station have both exceeded the budgeted fixed price per gallon, and that going forward the price will be market rate minus any discounts (none). Eric Andrews and Mike Gervia provided copies of the notice and requested to determine if their buildings should come off of auto fill at this time.
  - Notice from PVR Officer Herbert Kuendig that the continuance of the AMJM3611 LLC v. Town of Bolton hearing has been re-scheduled for Tuesday, July 2, 2019 at 11 a.m., due to an injury to the AMJM3611 LLC principal.
6. **Appointments:** none.
7. **Business and Action items:**
  - Economic Resource Committee:
    - Approval of updated ERC Charge allowing for two-year terms in addition to three-year terms: Wendy Hoffman made the motion "to approve the addition of a two year term to the Economic Resource Committee Charge." John Choate seconded. There was no further discussion. All were in favor and the motion passed (4-0).
    - Accept resignation of Ethan Bogar: Wendy Hoffman made the motion "to accept the resignation of Ethan Bogar from the Economic Resource Committee." Janet Metz

seconded. There was no further discussion. All were in favor and the motion passed (4-0).

- Appoint Robin Katrick to a two-year term: tabled until confirmation from the ERC.
- Capital Planning Committee:
  - Appoint Tony Barbagallo, Steve Barner, Joss Besse, Jen Dudley-Gaillard, and Sharon Murray each to a one-year term. John Choate made the motion “to appoint Tony Barbagallo, Steve Barner, Joss Besse, Jen Dudley-Gaillard, and Sharon Murray each to a one-year term on the Capital Planning Committee.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Energy Committee:
  - Accept resignation of Janet Metz: Wendy Hoffman made the motion “to accept the resignation of Janet Metz from the Energy Committee.” Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- EMD Listserve: suggestion from Sharon Murray that BSB member/s be added to the listserv. Thanks noted to Sharon for the recommendation, no members desire to pursue at this time due to such a broad range and volume of emails. Amy Grover will follow up as needed for the Town Office.
- Memorandum of Wage Increase – required minimum wage adjustment: John Choate made the motion “to increase the Assessor Assistant’s hourly wage from \$10.71 to \$10.78 an hour to be in compliance with VT’s minimum wage.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Funding VHB PPCA survey: John Choate made the motion “to utilize the \$6,150 in firewood sales revenue (FY 17-18 and FY 18-19), and \$3,750 of the logging revenue (FY 18-19) to fund the \$9,900 cost of the PPCA survey by VHB.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Town Office LED upgrade: the group reviewed the \$2,206 estimate for LED lighting upgrade in the Town Office. Amy Grover to procure another estimate, check for rebates from Efficiency VT, and determine funding availability toward the end of the fiscal year.
- Review/approve draft MOU with MMUSD for Smilie parking lot vehicle enforcement: Brief discussion on the MOU, circumstances, liability. John Choate made the motion “to approve and sign the draft MOU provided by the MMMUSD for parking lot enforcement at Smilie School by the Town of Bolton.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Highway Department:
  - Third position: discussion on candidates, consensus to offer the position at the budgeted hourly wage of \$16.83 with the understanding that there will be COLA and merit increases. Amy Grover to follow up with candidate.
  - Paving discussion included:
    - The 175 K paving grant applied for was not funded, which necessitates reconfiguring how town funds allocated for paving will be spent. Questions around the state formula for funding remain despite explanations from District 5
    - \$169.5K previously allocated – does not include the FY 19-20 paving line item of 70K nor the Notch Road \$25K reserves.
    - Patch paving (cut outs/roller) on Nashville Road by the town, completion of paving repairs to Notch Road (noted: 25K in reserves allocated solely for Notch Road from the road reconstruction bond), determine what areas on the Bolton Valley Access Road can be addressed/patched by the town and what funds remaining can be allocated for spot paving to a paving company. Table paving on Wentworth and Thacher Roads; will

require more extensive repairs, not just a shim coat. Noted: frost heaves on Wentworth and Thacher have settled.

- Potential to re-classify Nashville and Notch Roads as Class 2 roads.
- John Choate to follow up with Pike and Eric Andrews.
- Noted: concern and recognition that funding paving is an issue for which the town does not have an answer. The CPC has been charged with a long term paving plan (that is adhered to), and the CPC is reaching out to engineers for further evaluation of paved roads in town.
- Complaints about Stage Road; re-basing costs extensive. Ask the CPC to add in a “dirt road plan” to long term planning/solutions. Amy Grover to follow up with the CPC.
- Mill Brook FEMA: Three excavator rates on file, one response to request for project pricing. Mica Cassara will follow up with Mill Brook Road residents’ concerns regarding project specifics.

8. **Adjournment:** Wendy Hoffman made the motion “to adjourn the meeting.” Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 8:15 p.m.

Attest: Amy Grover, Clerk

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

May 20, 2019



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Mica Cassara, Chair, For the Board

