



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Meeting Minutes
June 3, 2019

Board members present: Tony Barbagallo, Mica Cassara, Wendy Hoffman, Janet Metz

Board members absent: John Choate

Also present: Joe Flynn, Alise Certa (CSWD), Sarah Reeves (CSWD), Debbie Andrews, Duncan Galbraith (CSWD Representative), Jeff Garfield

Clerk: Amy Grover

1. **The meeting was called to order at 6:03 p.m. by the Chair, Mica Cassara, with a quorum of 4 members present.**
2. **Additions or Deletions to the Agenda:**
Additions: none.
Deletions: none.
3. **Public Comment:** none.
4. **Recurring Business:**
 - Minutes May 20, 2019. Janet Metz made the motion *"to approve the minutes of May 20, 2019 as presented."* Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (4-0).
 - Warrants: signed.
 - Financial Reports: legal services, delinquent taxes, civil fines dispersed.
5. **Communications:**
 - PACIF grant approved – 50% of the purchase of six conference room chairs. Amy Grover to purchase in FY 18-19 as funding allows, or delay until FY 19-20. Grant funding is a reimbursement after the purchase has been made.
6. **Appointments:**
 1. 6:15 p.m. CSWD Executive Director Sarah Reeves - Proposed CSWD FY 20 Budget
 - Overview of CSWD; history, mission, facilities – 18 member towns serving 156,000 people and 6,000 businesses.
 - Overview of FY 20 budget; revenue, expense, capital, net (see the CSWD website for full budget information: <https://cswd.net/about-cswd/financial-information/>).
 - Overview of highlights: new financial system, compost facility & drop off center plans (ACT 148 effective 7/1/2020 food scraps will be banned from landfill disposal), leaving the "retail business" (no longer selling bagged products, bulk and whole sale only, reduction from 12 to 3 products), managing organics #1 priority, grant from ANR to improve organics capacity, volatility in materials recovery market (China) an ongoing issue.
 - Fees: increasing user fee from \$53/ton to \$60/ton, increase in tip fee from \$55/ton to \$65/ton (materials market issues). Rates are still regionally below market rate. Modest fee increase of 25 cents for a small bag, 50 cents for a medium bag, no fee increases for three years. A new \$2 per visit fee for only bringing recycling, only 7% of visits are recycling only visits.
 - Investigating options for building a new facility 2 – 3 years out, which will require a bond from member towns, CSWD is trying to make sure this is on the radar for all towns, as well as investigating options for replacing the closed Hinesburg drop off facility.

- Tony Barbagallo noted he would like to hear from Bolton’s representative, Duncan Galbraith. Duncan Galbraith noted that the last year has been a challenge with the materials market in China shutting down, the overhaul of the CSWD accounting system, and that CSWD has done a fantastic job with these challenges, and managing costs. Duncan Galbraith added that there were some customers that were disgruntled with CSWD discontinuing reuse zones, but it was a safety factor.
 - Tony Barbagallo noted the availability of the \$500 for the town through the Community Clean Up fund, and that Bolton had never accessed that fund. Sarah Reeves stated she would be happy to work with Duncan Galbraith on ideas for using the fund (i.e. tire round up, bulky items in conjunction with Green Up Day).
 - Noted: deadline for budget approval is June 8th, no vote cast counts as an approval.
 - Janet Metz made the motion “to approve the CSWD FY 20 proposed budget as presented.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (4-0).
2. 6:30 p.m. Joe Flynn - Zoning Process
- Tony Barbagallo noted for disclosure that he had worked with Joe Flynn for over 30 years.
 - Joe Flynn noted he had been doing work for O’Leary & Burke Associates, was on the Board of Licensure for surveyors in VT, and that he and Mark Day had over 60 years of experience between them, had previously submitted information to the BSB, they were frustrated and concerned, and were there to request assistance from the BSB regarding the interpretation of plat requirements, plat law, and state requirements by town staff. Noted: the interpretation of plat requirements was not impacted by current litigation.
 - Joe Flynn noted:
 - There were approval and process differences between a site plan vs. survey plat.
 - He and Mark Day were concerned about the effects to the public and the town of Bolton; the process was made much more cumbersome, including requiring removal of information from the plat.
 - Education was needed for town staff, perhaps available through local surveyors.
 - The BSB thanked Mr. Flynn for coming in, and that they would follow up with town staff.
 - Tony Barbagallo made the motion “to enter executive session under V.S.A. § 313 (a) (3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 7:49 p.m. Tony Barbagallo made the motion “to exit executive session.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 8:04 p.m. Action taken: schedule meeting with town staff.
3. 7:00 p.m. Jeff Garfield – CRAG VT Parking on Route 2.
- Jeff Garfield noted that:
- There had been 23 cars parked (parked by climbers accessing the “Bolton Dome”) by his driveway, blocking his driveway and safe access by his family onto Route 2, blocking critical site lines on Route 2, blocking his mailbox by parking on the south/I89 side (received no mail delivery), blocking safe passage of family members trying to access their mailbox, blocking safe passage of bikers and walkers, and that he had in the past seen 4 accidents, with death resulting, on the “knoll” in that specific area, he had spoken with Kris Fiore, CRAGVT President several times and nothing has changed, and that it is up to the BSB to fix the problem.

- Deb Andrews stated that it was very scary trying to safely access Route 2 from their driveway; they need to travel out on Route 2 in order to be able to see, and that she has had to back up numerous times very quickly to avoid being hit, as there is no sight line with vehicles parked there.
- Group discussion noted lack of information on the CRAGVT website about Bolton Dome access, lack of jurisdiction by the town on the Route 2 corridor (VTrans District 5 jurisdiction), the Route 2 right of way distance, the town putting up “no parking this side of street” signs, parking at Smilie School (not under the BSB’s jurisdiction). Amy Grover to follow up with VTrans District 5, CRAGVT, and to keep Mr. Garfield apprised.

7. **Business & Action Items:**

- Returned Check Policy – signed, previously approved.
- Sarah Holbrook Parcel Steward Appointments – Sharon Murray and Pamela Gude. The Conservation Commission noted that the CC had not yet approved Pamela Gude’s appointment and anticipated they would do so at their June 17, 2019 meeting. Tony Barbagallo made the motion “to appoint Sharon Murray to a two year term (expiring March 2021) as a Sarah Holbrook Parcel Steward.” Wendy Hoffman seconded. Tony Barbagallo noted that he was on the Bolton Recreation Committee when the parcel was donated, and helped to cut the first trail into the property with Gardner Lane. There was a sign installed, no-one ever used the trail and it all grew over. There was no further discussion. All were in favor and the motion passed (4-0).
- Property Map Agreement – Russell Graphics: Janet Metz made the motion “to accept the Property Map Agreement with Russell Graphics for annual updates in April 2020 and April 2021 for the sum of \$1,750 for each annual update.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- ACT 250 Questionnaire: completed and signed. Amy Grover will follow up with submission.
- Sullivan and Powers Letter of Engagement for FY 18-19 Audit – signature required: Tony Barbagallo made the motion “to sign the letter of engagement with Sullivan, Powers, & Co. P.C. for the FY 18-19 annual audit as presented.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0).
- Approval of a Separate Fund for the CDBG: Janet Metz made the motion “to approve a separate fund for the Community Development Block Grant Funds.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (4-0). Brief discussion of CDBG; Mica Cassara attended the award ceremony held today in Vergennes, work to be done includes terms, and the administration contract with CCRPC. Amy Grover to follow up with Lindsay DesLauriers and Sai Saparelli (CCRPC) about attending the June 17, 2019 BSB meeting.
 - Highway Department:
 - 4X4 Landscape Truck Bid: Amy Grover stated notice had been posted in town, on the website, Facebook, and Front Porch Forum, is due to be published in Seven Days on June 5, 2019, and was sent directly to four vendors: Clarks’, Cody Chevrolet, Foster Dodge and Walker Ford. Bids are due by 4 p.m. on June 17, 2019.
 - Better Roads Grant: Notification of grant awarded \$13,012 for culvert upsize on Mill Brook Road, and a pre-construction conference requirement, work to not commence prior to a fully executed grant agreement or prior to July 1, 2019. Issue with timing of FEMA work on Mill Brook Road. Mica Cassara to follow up with Eric Andrews.
 - Paving updates as/if needed: Pike to start paving projects next week.

8. **Adjournment:** Tony Barbagallo made the motion “to adjourn the meeting.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 8:17 p.m.

Attest: Amy Grover, Clerk

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

June 17, 2019

A handwritten signature in black ink, appearing to read "Mica Cassara", written over a horizontal line.

Mica Cassara, Chair, For the Board