



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Meeting Minutes
August 5, 2019

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

1. **The meeting was called to order at 6:00 p.m. by the Chair, Mica Cassara, with a quorum of 5 members present.**
2. **Additions or Deletions to the Agenda:**
 - Additions: none.
 - Deletions: Delete LHMP Development Training from Action item, as it is a duplicate agenda item - addressed under Communications.
3. **Public Comment:** none.
4. **Recurring Business:**
 - Minutes July 15, 2019. John Choate made the motion *"to approve the minutes of July 15, 2019 as presented."* Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Warrants: signed.
 - Financial Reports: dispersed - legal services.
5. **Communications:**
 - Richmond Police Department: June Patrol Services. 10.5 billable hours, 1 warning written.
 - Community Bank: Loan Information on 4 x 4 Landscape Truck. Rate quote from Community Bank can only be held for 60 days; revisit when 60 days out from purchase date, TBD (November 2019). Noted: Option for Kansas Sate Bank lease from Clark's. Mica Cassara and Eric Andrews did review and approve the 4 x 4 Landscape truck specs.
 - Grant Management Compliance Symposium and Survey: Noted survey response is due by August 9, 2019 for the October 17, 2019 symposium.
 - LHMP Development Training: Amy Grover to follow up with EMD Pete Siegel on training and on term intentions.
6. **Appointments:** none.
7. **Business & Action Items:**
 - Set FY 19-20 Municipal Tax Rate: The Board reviewed and discussed the financial information necessary to set the municipal tax rate, and carefully reviewed the revenue report from FY 18-19. Discussion included the addition of revenue, the lack of significant revenue line items, and lack of assured revenue line items (estimated/variable; i.e., recording fees). Consensus was to keep the revenue formula as presented.
 - The group reviewed the formulas for correctness.
 - Tony Barbagallo made the motion *"to set the FY 19-20 municipal tax rate at .6596 to be adjusted by the approved conservation fund ¼ cent, and the homestead and non-homestead education tax rates for total tax rates of homestead at 2.2059 and non-homestead at 2.3188."* John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0)
 - Fall Meeting Schedule: September 3rd (Tuesday, special meeting), 16th, October 7th & 21st, November 4th & 18th, December 2nd & 16th.

- Town Tax Sale: Appointment of Attorneys. Tony Barbagallo made the motion "to approve Stitzel, Page and Fletcher as the attorneys to conduct the town tax sale process." Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Conservation Fund Application - Conservation Commission Applicant. Tony Barbagallo made the motion "to not approve the Bolton Conservation Fund application of \$400.00 submitted by the Conservation Commission for removal of can lid blazes in the PPCA, but to fund the project through the Conservation Commission \$600 annual budgeted line item by increasing that amount by up to \$400, with those funds (up to \$400) to be re-allocated from the budgeted Bolton Gazette line item." John Choate seconded. It was noted that the BSB would prefer to see the Conservation Fund used for capital projects, not maintenance projects. There was no further discussion. All were in favor and the motion passed (5-0)
 - Community Development Block Grant: Updates on Process, 3+ Acre Permit Compliance (mentioned by BVR, LLC previously, not specific to the CDBG)
 - Updated grant document is still in process, no draft is available at this time. Janet Metz to continue following up with the state.
 - Noted: the loan agreement will be with the town, but there will be NOT be a revolving loan with the town. This is per the state of Vermont, as there is no approved NGDO for management. Payments will go directly to the state.
 - State receptive to third party collateral – to be determined by the BSB.
 - 3+ acre compliance – note of caution on Bolton partnering with/sponsoring projects with other entities going forward, as there are multiple entities in Bolton falling under this new compliance. The town will need to focus on their own requirements as determined.
 - Highway Department: Updates/PTO
 - Stage Road: FEMA work has been completed.
 - Mill Brook Road culvert work, Better Roads Grant: still waiting for executed subgrant from the state to begin work/purchases.
 - Thacher Road: need stone lining in new ditching area, resident complaint received. Information forwarded to Eric Andrews.
 - Wentworth and Thacher Roads: how to best address paving/rebuilding needs going forward.
 - Suggested to treat as capital projects, in sections, working with BVCW & S so that work is started after BVCW & S road cuts are completed.
 - Noted: potential for new homes being built requiring road cuts to connect to the BVCW & S system.
 - Discussion on paving inventory; potential project for a CCRPC intern, or Capstone project for UVM. John Choate to follow up with Chris Dubin on potential assistance with a paving inventory.
 - PTO Policy:
 - Janet Metz to follow up on short/long term disability time frames.
 - Wendy Hoffman to research PTO policy on negative accrual.
 - Mica Cassara and John Choate to gather information and set a department meeting.
8. **Adjournment:** Wendy Hoffman made the motion "to adjourn the meeting." John Choate seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 7:43 p.m.

Attest: Amy Grover, Clerk

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

August 15, 2019



Mica Cassara, Chair, for the Board