

**Bolton Capital Planning Committee**  
**Meeting Minutes**  
April 16, 2019  
Bolton Town Office

**Members Present:** Tony Barbagallo, Joss Besse, Jen Dudley-Gaillard, Sharon Murray (Chair)

**Members Absent:** Steve Barner

**Also Present:** Amy Grover, Town Clerk

1. **Call to Order:** Sharon Murray, Chair, called the meeting to order at 6:02 pm.
2. **Agenda – Additions, Deletions:**  
Additions: none.  
Deletions: none.
3. **Public Comment:** None.
4. **Minutes:** Jen Dudley-Gaillard made the motion “to approve the minutes of December 19, 2018 as presented.” Joss Besse seconded, all were in favor and the motion passed (4-0).
5. **Review CPC Membership, Charge:**
  - Review of charge, membership; no changes from the previous version.
6. **Elect Officers – Chair, Vice Chair, Secretary:**
  - Josh Besse made the motion “to elect Sharon Murray as Chair, Jen Dudley-Gaillard as Vice Chair, and Amy Grover as Clerk.” Tony Barbagallo seconded, all were in favor and the motion passed (4-0).
7. **Adopt Rules of Procedure:**
  - Sharon Murray made the motion “to adopt Roberts Rules of Order for small committees as the CPC Rules of Procedure.” Joss Besse seconded, all were in favor and the motion passed (4-0).
8. **Appointments, Terms – Recommendations to the Select Board:**
  - Discussion and review of terms (not specified in the charge), consensus to recommend annual terms, and for the BSB to appoint Tony Barbagallo, Steve Barner, Joss Besse, Jen Dudley-Gaillard, and Sharon Murray each to a one year term. Noted: the CPC membership allows up to nine members, brief discussion if an additional BSB member would be interested in serving. Amy Grover to follow up with the BSB.
9. **FY 19-20 Meeting, Work Schedule:**

Work Schedule (see discussion list on file with these minutes) discussion included:

  - Select Board/CPC to schedule joint meetings/tours of the Fire Station and the Town Garage, to be coupled with rolling stock and facilities meetings. Schedule at two separate BSB meetings, at the start of each BSB meeting. First tour/meeting scheduled for May 20, 2019. Amy Grover to follow up with Eric Andrews and Mike Gervia on their availability.
  - Asset/depreciation list - noted this information is no longer maintained by current auditing firm. Amy Grover to follow up with Sullivan Powers.

- Road conditions, road/paving assessments, paving needs and budgeting, projected paving expenses, inclusion in the capital budget, ownership. Sharon Murray and/or Joss Besse to follow up with CCRPC and/or other Public Works Directors for more information on compiling road assessments to define a road improvement program.
- Wheeler Field and grant funding, potential for parcel to be donated to the town; would require prior approval.
- Equipment assessment: what level/details to include in the assessment, discussion to have with all departments. Capital asset policy is \$5,000, and “useful life in excess of one year.”
- In addition to rolling stock and facilities meeting in conjunction with the BSB, one meeting to review draft policies and roads.
- Town Office follow up: simple weatherization steps and estimate for LED lighting underway, estimate for a generator 8K, not a viable solution to connect office to the Fire Station generator. Amy Grover to send generator estimate.
- Energy assessment of the Fire Station is being addressed by the Energy Committee, in process.
- Shelters, Irene, sheltering in place, emergency operation center (EOC), utilizing the school or BVFD as an EOC, lack of Smilie School generator.
- Capital improvement program under the MRGP, and requirement to file the improvement schedule. Joss Besse to check with CCRPC on filing.
- Regular meeting date: The Third Tuesday, 6:30 p.m. Joint meeting on May 20<sup>th</sup> with the BSB.

10. **Adjourn:** Jen Dudley-Gaillard made the motion “*to adjourn the meeting.*” Joss Besse seconded, all were in favor and the motion passed (4-0) at 8:00 p.m.

Respectfully submitted,  
Amy Grover, Clerk



*Minutes are in draft form until approved by the committee.*  
As approved by the committee on 9/9/2019.