



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

Board members present: Tony Barbagallo (via phone until 6:10 p.m., then unable to stay connected Mica Cassara, John Choate, Janet Metz

Board members absent: Wendy Hoffman, Tony Barbagallo (unable to stay connected via planned conference call)

Capital Planning Committee member present: Joss Besse, Jen Dudley-Gaillard, Sharon Murray, Steve Barner

Also present: Wright Preston, Jeremy Hoff, Lou Borie, all Richmond Land Trust members

Clerk: Amy Grover

1. **The meeting was called to order at 6:03 p.m. by the Chair, Mica Cassara, with a quorum of 3 members present.**
2. **Additions or Deletions to the Agenda:**
  - Additions: Legal expenses through July 31, 2019.
  - Notification of FY20 Municipal Highway and Stormwater Mitigation Grant Program, due October 4, 2019, informational workshop September 18, 2019. Noted: lack of scoped projects of sufficient size to pursue the grant.
  - Deletions: none.
3. **Public Comment:** none.
4. **Joint Meeting with the Capital Planning Committee**
  - Tour of Town Garage: The group toured the Town Garage with Eric Andrews, Highway Foreman. Garage building discussion noted:
    - There are voids in cement slab/floor where plows and bucket loader sit; floor has been patched twice, rebar underneath has deteriorated.
    - Water leaks out under the wall to the east, the building was constructed with the side walls sitting on the slab.
    - Roof issues due to strong winds, and has had several fixes to re-attach panels.
    - The BFE (base flood elevation) is now higher, approximately 5' up the wall.
    - Previous BSB members requested that a \$1.3 million garage replacement be added to the CCRPC CIP as a place holder, lack of grant funds available.
    - Previous BSB members discussed moving the site for the town garage; however there is lack of suitable town owned property to move to, or another suitable site.
    - Lack of a vehicle wash station (noted floor drains would require a disposal system), lack of room inside the garage to work on trucks with the truck bodies up, and issue of space for a fuel containment system.
    - Lack of sufficient lot space for any addition/s due to sewer lines and mound system setbacks, property line setbacks.
    - With respect to energy efficiency, the lights were replaced, the doors are serviced regularly, as are the Modine heaters. Fuel consumption is less than the Fire Station. Little can be done to address heat loss when bay doors are opened.
    - The salt shed's concrete walls needs some patching.

Vehicles:

- Tractor mower needs multiple repairs including brakes, steering, and hydraulics pump. Searching for local repair options.
- Brief discussion on owning a tractor/mower vs. renting vs. contracting out mowing. The BSB previously made the decision to purchase the equipment due to high costs of contracting out, and lack of flexibility when renting. New mower cost is in the \$145 K range. Potential for purchase of a used mower from Richmond in the next year or two. Amy Grover to follow up with Richmond Town Manager.
- New 4 x 4 truck due for delivery in November.
- No issues with any other vehicles; grader, bucket loader (new), two 2017 International dump trucks, 2013 Dodge due for trade-in for the new 4 x 4 truck.
- CPC to convene for a meeting on September 9, 2019.
- End of joint meeting.

5. **Recurring Business:**

- Minutes August 19, 2019. Janet Metz made the motion *“to approve the minutes of August 19, 2019 as presented.”* John Choate seconded. There was no further discussion. All were in favor and the motion passed (3-0).
- Warrants: signed.

6. **Communications:**

- JP Resignation – Brittany LaBerge: Brittany LaBerge submitted her resignation effective September 5, 2019 as she is moving from Bolton. Many thanks to Brittany for her service to our community.
- Ken Wooden Stone Wall Complaint – Honey Hollow Road: Letter received via certified mail on August 26, 2019 stating that the town “widening the road” has resulted in the destruction of a historical stone wall, and impact to the property’s driveway, along with safety concerns. A copy of the letter and photographs was provided to Eric Andrews, Highway Foreman. Mica Cassara to follow up with Eric Andrews and follow up on the complaint with a site visit. Noted: Honey Hollow is a town highway with a town right of way.

7. **Appointments:** none.

8. **Business & Action Items:**

- Renew Patrol Services Contract – Richmond Police Department:
  - Noted: fee per hour has increased \$15 an hour to \$75/hour.
  - Contract expired on June 30, 2019.
  - Budgeted at \$4,000 for FY 19-20, approximately \$2,560 remaining, which translates to 3.79 hours of patrol services for 9 months, or 34 hours.
  - Notify Richmond Town Manager and PD that the town has remaining funds for approximately 34 hours of patrol services to be billed until June 30, 2019. Request that Richmond Town Manager & PD determine allocation of hours in a productive manner.
- **7 p.m.** Process for Possible Conservation of Town Wood Lot Stage Road:
  - Noted: the BSB did not formally vote to move ahead in the process, but had approved to “explore the process of conservation,” in May 2019.
  - Noted: there was no sense in spending time determining details without a general approval of the process as a whole.
  - The Conservation Commission supports the conservation of the parcel and recommends that the BSB do so.
  - John Choate made the motion *“to move forward with the conservation of the Town Wood Lot on Stage Road with the Richmond Land Trust, with the understanding that conservation*

- will require a public process and hearing.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (3-0).
- Noted: the Conservation Commission will be tasked with formalizing the conservation easement with the BSB. The Richmond Select Board voted to conserve the Town of Richmond’s parcel (the matching “triangle” piece), and that it would make sense to have identical easements, to be “managed” under the same terms, and that Bolton should reach out to Richmond in the process to keep the language in sync.
  - Brief discussion on trapping, and the history of a somewhat divisive process in addressing trapping within the Preston Pond Management Plan.
  - Appointment/Process for Sarah Holbrook Parcel Co-Steward: John Choate made the motion “to appoint Pamela Gude as a co-steward, serving along with Sharon Murray, of the Sara Holbrook Parcel, for a term of two years.” Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (3-0).
  - Appointments ERC and DRB:
    - ERC: Deb Shelby and Ernest Levesque requested 3 year term re-appointments to the Economic Resource Committee, expiring in 2022. Janet Metz made the motion “to appoint Deb Shelby and Ernest Levesque each to a three year term on the Economic Resource Committee, expiring in 2022.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (3-0).
    - DRB: tabled until confirmation from the DRB.
  - Town Staff – DRB Clerk: Noted by the PZA Larry Lewack that he is experiencing difficulty in managing the DRB hearing/meeting process and providing needed support to the Board while simultaneously taking minutes. A DRB clerk is not a budgeted line item, and there are not sufficient funds to fund a DRB clerk from the current Board Clerk line item without exceeding the \$1,620 budget. The BSB approved exceeding that line item, as needed. Amy Grover noted that she is providing clerk support to the DRB, and will follow up; hopeful that a clerk can be found to support that board. Also noted: Amy Grover provides staff support clerking for the Energy Committee, the Capital Planning Committee as well as the Select Board.
  - Community Development Block Grant Updates: Review draft grant agreement, next steps:
    - Draft agreements provided by CCRPC, however, still waiting for clarification from the State on several items. Table as an agenda item for the next BSB meeting with BVR, LLC and CCRPC.
    - Brief discussion on loan collateral.
  - Highway Department Updates:
    - PTO Policy: noted, no towns responding on the Clerk’s Listserve make any allowance for negative PTO. VLCT does not support negative PTO allowance in their model personnel policy and stated that responsibility to the taxpayers should be considered. Consensus to not amend the Bolton Personnel Policy to allow for negative PTO.
    - Janet Metz made the motion “to enter executive session under 1 V.S.A. § 313 (a) (3).” Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (3-0) at 8:05 p.m. Janet Metz made the motion “to exit executive session.” John Choate seconded. There was no further discussion. All were in favor and the motion passed (3-0) at 8:30 p.m. No formal action taken.
    - Culvert Policy:
      - Discussion/review of the Draft Culvert Policy provided by Mica Cassara included:
        - Amy Grover requested that the reference to the town purchasing driveway culverts on behalf of the property owner be deleted – concern regarding the accounting process,

timely payback by the property owner, and using the town's tax exempt status for a purchase for a non-tax exempt entity.

- Amy Grover suggested adding “and/or Highway Foreman” to any area exclusively noting Road Commissioner, in the event the town did not have a Road commissioner at some point.
  - Agenda item for the next meeting.
  - Small Equipment Purchase FY 19-20 (Mower and Hydroseeder - \$4,500 line item budget) tabled.
  - Duxbury Road Fog Lines: Removed from the FY 19-20 budget, noted as a contingency fund cost if pursued, tabled.
9. **Adjournment:** John Choate made the motion “to adjourn the meeting.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (3-0) at 8:37 p.m.

Attest: Amy Grover, Clerk

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

September 16, 2019

---

Mica Cassara, Chair, for the Board