

Bolton Capital Planning Committee
Meeting Minutes
September 9, 2019
Bolton Town Office

Members Present: Steve Barner, Jen Dudley-Gaillard, Sharon Murray (Chair)

Members Absent: Joss Besse, Tony Barbagallo

Clerk: Amy Grover

1. **Call to Order:** Sharon Murray, Chair, called the meeting to order at 6:15 p.m., with a quorum of three members present.
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 April 16, 2019 as presented.” Steve Barner seconded, all were in favor and the motion passed (3-0).
5. **Updates, Discussion – facility tours, budget, capital reserves:**
 - Facility tours of the Fire Station and Town Garage with the Select Board in a warned joint meeting have both been completed.Town Garage:
 - Questions concerning the quality of construction and the life expectancy, brief review of the history of the building process, and grant funding used.
 - CPC had recommended a building assessment, input needed from the BSB on/if moving forward with addressing floor repairs, structural assessment of existing structure, and property needed.
 - “Capping” the concrete floor was estimated \$12,500 in 2016.
 - Brief discussion of a new site (purchasing land), replacing garage (\$1.3 million), current location is optimal for access to Bolton’s highways, issue of being in the flood plain.
 - Action - recommend BSB address the garage floor with capping, would need to go out to bid, approximately 15K.
 - Action - keep discussion in process within the CPC for the garage; location/funding, but not a top priority.
 - Action – recommend BSB obtain estimates for a containment system for the fuel tank, which meets all code requirements, FY 21 budget.Review of FY 20 equipment needs included:
 - Remove traffic lighting system from capital plan, sight distance requirement for system is not workable in Bolton.
 - Resurfacing BV Road.
 - Office generator – Amy Grover to post for information on the clerk’s list serve.
 - Mower: costs, contractor vs replacement/operational costs. Amy Grover to contact Jericho on contracted costs for mowing.
6. **FY 19-20 Meeting, Work Schedule:**

- Review of spreadsheet - needs to have equipment updates, asset list, schedule; a priority/goal for the next meeting. Will need to provide information to the BSB.
- Road management plan/capital improvement plan – paved and gravel roads. Possibility of adding a management plan to the UPW. Sharon Murray and Joss Besse to follow up with CCRPC. Discussion of needs, costs, budget, voter consensus.
- Draft policies – replacement schedules, definitions, debt service etc.
 - No draft policies adopted by the BSB, as still draft form not formally presented for adoption. Complete, adopt within the CPC, and recommend/forward to BSB for approval/adoption.
- CIP Update – projects, estimates, reserves, spreadsheets.
 - RE-appraisal – significant cost, should be on radar.

7. **Adjourn:** Next meeting date options are 10/9 or 10/23. Jen Dudley-Gaillard made the motion “to adjourn the meeting.” Steve Barner seconded, all were in favor and the motion passed (3-0) at 7:26 p.m.

Respectfully submitted,
Amy Grover, Clerk

Minutes are in draft form until approved by the committee.

As approved by the committee on October 23, 2019