

**Bolton Capital Planning Committee**  
**Meeting Minutes**  
November 7, 2019  
Bolton Town Office

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

**Members Absent:** none

**Clerk:** Amy Grover

1. **Call to Order:** Sharon Murray, Chair, called the meeting to order at 6:07 p.m., with a quorum of five members present.
2. **Agenda – Additions, Deletions:**  
Additions: none.  
Deletions: none.
3. **Public Comment:** None.
4. **Minutes:** Joss Besse made the motion “to approve the minutes of October 23, 2019 as presented.” Jen Dudley-Gaillard seconded, all were in favor and the motion passed (5-0).
5. **Draft CIP Policies, Attachments – review edits, vote to transmit to Select Board.**  
CIP Policy discussion included:
  - Draft CIP policy edits incorporated and reviewed.
  - Wording of debt service at 12%, and 20% of debt + reserve; make it clear that the town should not exceed those percentages, prefer those percentages to be lower. Consensus for language to remain as written.Attachments: Review of Attachment A – Capital Asset Replacement & Maintenance Schedule discussion included:
  - Life expectancy of Mini Pumper, pumper replacement, tanker truck, vehicle redundancy.
  - How to determine replacement schedules, national replacement averages, determining schedules for equipment not currently scheduled, “estimated useful life.” Consensus to apply 2 additional years to estimated useful life.
  - CPC Discussion with BVFD and HD needed.
  - Noted: BVFD did not receive the airpack grant funding.
  - Consensus to vote to transmit to the Select Board when all Attachments are complete.
6. **CIP Update – review spreadsheet for updates.**  
Discussion included:
  - Review of spreadsheet, need to separate out highway reserve funds, do not consolidate into one number, add FY20 reserves, add additional equipment as needed, capital budget issues noted when reaching 2025.
  - Existing debt service numbers need to be updated.
  - Recommendations for Town Meeting/Select Board: have voters approve reserve consolidation including guardrails to be consolidated with highway equipment/roads.

7. **FY 19-20 Capital Budget – identify, review projects:**

- Sharon Murray provided a draft project list for further review, incorporating all projects identified over the last several years.

8. **FY 19-20 Work Schedule (To Do List), Meetings: Tabled.**

- Capital Asset Inventories – equipment, facilities, properties, roads
- CIP Update – projects, estimates, reserves, spreadsheet.
- FY21 capital budget, reserve fund recommendations
- Road management/improvement plan (per Select Board request)
- Next meeting: Thursday, December 5, 2019

9. **Adjournment:** Jen Dudley-Gaillard made the motion “to adjourn the meeting.” Steve Barner seconded, all were in favor and the motion passed (5-0) at 8:10 p.m.

Respectfully submitted,  
Amy Grover, Clerk

*Minutes are in draft form until approved by the committee.*

As approved by the committee on \_\_\_\_\_