

Bolton Capital Planning Committee
Meeting Minutes
October 23, 2019
Bolton Town Office

Members Present: Tony Barbagallo, Steve Barner (6:04 p.m.), 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 6:00 p.m., with a quorum of four 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 September 9, 2019 as amended.” Tony Barbagallo seconded, all were in favor and the motion passed (4-0).
5. **Draft CIP Policies – replacement schedules, definitions, debt service.** Discussion included:
 - Policies were set aside in 2016, notes and current practice have been incorporated along with a road management plan to frame the process.
 - Concerns expressed regarding bandwidth to take on policies and schedules as volunteers.
 - Discussion on fluidity of roads (two parts: MRGP stormwater, paving plan), if inventories are sophisticated enough to inform the town of needs, inventory assets vs. depreciation schedule with respect to replacement timeframe, entity responsible for upkeeping inventory (department heads suggested), road management plan supervision (road commissioner suggested), review of Richmond’s road management plan.
 - Review of updated draft Capital Improvement Plan and Budget Policy; somewhat open ended/team approach. Suggested edits/discussion included:
 - Line 14 - comma additions and removal.
 - Line 26 – “rights in land” language is statutory and encompass all rights; easements, development etc.
 - Line 28 – discussion on \$5K threshold with respect to building maintenance; consensus to leave.
 - Line 30 - paving is included. Discussion on how to define capital improvement for roads, whether to include reconstruction and general road maintenance and repairs/culvert replacement, how to financially plan for a management plan cycle. Add “capital” prior to “infrastructure,” add “major” prior to “road,” end sentence after “projects.”
 - Insert reserve statute V.S.A. information for reference.
 - Debt obligations: strike reference to reserves – it implies it does not allow for 50/50 reserves/loan split.

- Guidance on debt service percentage: 12% of the approved budget, combined reserve fund allocation and debt service not to exceed 20%.
- Replacement schedule:
 - Dump trucks: 7 years, one ton: 5 years, loader 20 years, grader 25 years, tractor/mower consider not replacing and contracting out town highway mowing, fire trucks 20 years, rescue vehicle 15 years.

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

- Capital Asset Inventories – equipment, facilities, properties, roads: see above.
- CIP Update – projects, estimates, reserves, spreadsheet. Consensus to prioritize drafting reserve fund recommendations and spreadsheets for FY21. Tony Barbagallo to update spreadsheet accordingly with debt service numbers, funds expended from contingency in FY 19.
- Next meeting: Thursday, November 7, 2019, 6 p.m.

7. **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 November 7, 2019.