

**Bolton Capital Planning Committee**  
**Meeting Minutes**  
December 17, 2019  
Bolton Town Office

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

**Members Absent:** None

**Also Present:** Mike Gervia, Bolton Fire Chief

1. **Call to Order.** Sharon Murray, Chair, called the meeting to order at 6:04 pm with a quorum of four members present. Steve arrived at 6:12.
2. **Agenda.** Joss proposed discussing CCRPC's "High Priority Economic Development Project Listing" as it might apply to the BV Access Road, for discussion as time allowed. The list is being put together to include priority projects for future funding that support economic development in the region. This will also be brought to the Select Board's attention.
3. **Public Comment.** None.
4. **Meeting Minutes.** Joss made the motion "to approve the November 7, 2019 meeting minutes as presented." Seconded by Jen. No further discussion. Minutes approved 4-0.
5. **Draft CIP Policies – Capital Asset Schedule.** The committee reviewed the draft capital assets schedule (Attachment A) to the proposed Capital Budget Policy. As proposed, the schedules include an expanded equipment replacement schedule by department, and information and listings for town facilities (buildings), lands, and infrastructure (roads), including key Municipal Road General Permit deadlines for required road improvements.

The Committee reviewed the listing of Fire Department assets with Mike. He agreed to review the proposed replacement schedule and recommended that the Argo (UTV) be removed from the list – it likely won't be replaced once it is no longer in use. He also suggested that the replacement schedule on the rescue truck could be extended from 10 to possibly 15 to 25 years. The Committee also discussed, for future consideration, incorporating an annual appropriation in the Fire Department's operating budget for SCBA bottle replacements, rather than purchasing all twenty at once under the capital budget. The air packs run around \$9,000 each, but should last another 15 years. Ten airpacks are needed for full coverage. The asset list should also probably include the department's "jaws of life" equipment, valued at around \$15,000. The department just got free equipment from the Essex Fire Department.

The Committee recommended that Eric review the highway department asset list and equipment replacement schedule before passing this on to the Select Board – and specifically questioned whether the one-way plow and tractor-mower should continue to be included on the list for replacement

6. **FY18/19 CPC Report.** Sharon distributed copies of the Committee's previous report, noting that this described the CPC's capital budget recommendations to the Select Board, which have not yet been discussed for FY21. She agreed to circulate a draft report for individual committee member review following the meeting.

7. **FY19/20 Capital Budget and Reserve Fund Updates.** Tony noted that the work truck, budgeted for purchase in FY20, was on order for delivery in January – delayed due to the labor strike.

The town did not get the Class II paving grant to pave a portion of the BV Access Road. As a result, Tony noted that the full amount allocated for paving Thacher-Wentworth this year, including the money carried forward in the unassigned fund balance from previous years (\$102,000) had been reallocated and spent on paving sections of the BV Access Road and Notch Road, along with the funds remaining in the Notch Road reserve account. The intent of the Select Board was to reschedule the Thacher-Wentworth paving project in the highway capital program once work on BV water system infrastructure was completed, and the highway reserve fund could be built up.

Clarification from the Select Board was requested regarding the status of highway management planning, given the board had discussed separately contacting CCRPC for assistance. Sharon noted that any request for CCRPC assistance should be included in the town's FY20/21 work program (UPWP) request. Traffic count (AADT) and road inventory update requests should also be included in the town's UPWP application. Sharon offered to forward the application forms for this to Tony for Select Board consideration. The application deadline is January 17<sup>th</sup>. Joss also noted the need for MRGP-related scoping work, as required to apply for Better Roads grants.

Sharon provided FY19/20 year-end reserve fund estimates, to include both voter authorized and budgeted reserve fund contributions, but noted that these needed to be checked against the FY19 audit balances (e.g., to also include interest) and updated with Amy – particularly with regard to the withdrawal from the highway equipment fund reserve for the work truck (as budgeted), and any other anticipated FY20 reserve fund withdrawals. She agreed to also check in with Amy again regarding any other FY20 expenditures out of the unassigned fund balance, including the contingency fund. This info will be needed for use in considering any FY21 voter approved reserve fund allocations under the Fund Policy. Jen noted that given the unknowns regarding the uncommitted fund balance, we may not have enough information to make recommendations for voter consideration in March.

Tony forwarded the current version of the CIP spreadsheet, including the current list of budgeted FY20/21 capital expenditures. He agreed to update debt service payment information in advance of the next CPC meeting.

8. **FY20/21 Capital Budget Recommendations.** Sharon distributed an updated FY21 budgeting work sheet listing all the proposed capital projects identified to date – from the CIP spreadsheet, from a review of Select Board minutes, and outreach to town committees and staff. Based on a review of the list, the Committee agreed to make the following recommendations regarding capital expenditures in FY20/21:

- **Fire Department –SCBA Air Bottle Replacements (20, 15-year) budgeted at \$21,000**, to come out of the Fire Equipment Reserve Fund. Mike is also looking into less expensive alternatives than Scott bottles. Carried forward from FY19/20 (did not get grant; increase from previously budgeted match amount). In the future, annual bottle replacements should be a line item in the department's operating budget. Air pack replacements should be incorporated in the capital improvement program.
- **Fire Department –Thermal Imaging Camera Replacement, budgeted at \$8,500**, to come out of the Fire Department's equipment replacement fund. Carried forward from FY19/20 (did not get grant; increase from previously budgeted match amount).

- **Highway Department – Road Condition Inventory/Assessment (UPWP request)** for use in developing a highway management plan. Depending on scope, may require 20% cash match, which would come out of the highway reserve fund or unassigned funds carried forward from FY19/20. Select Board will need to follow up with CCPRC staff re scope, budget.
- **Highway Department – Building Assessment** (as previously budgeted at \$10,000 in FY18/19). Recommendation to issue RFP from qualified contractors, builders, architects, etc. to conduct an assessment of the current structure, with funds to come out of the Highway Garage reserve fund, or unassigned funds carried forward from FY19/20. Based on an initial 2016 engineers report, the CPC is again recommending this in order to identify and budget for needed capital facility improvements over the next 5 to 10 years given that:
  - The town garage is now 25 years old; for capital planning purposes, the expected useful life of such buildings with regular maintenance is 30 years, before major renovations or improvements may be needed (e.g., roof, windows, heating systems, insulation, etc.)
  - The garage has experienced both wind and flood damage (Irene), and as recently surveyed, is located 5+ feet below the mapped base flood elevation. Building floodproofing, elevation or relocation out of the floodplain has been recommended, given this is a critical town facility.
  - Water no longer drains out the bay doors but pools and drains under the east wall. Rot is a concern, especially where walls meet the concrete slab.
  - The garage floor clearly needs extensive repairs or replacement (voids, rotted rebar), initially estimated in 2016 at \$12,500 – but more testing was also recommended to determine the extent of voids.
  - The current structure is not completely up to code (e.g., with regard to fuel storage).
  - The exterior also needs to be tightened up and waterproofed.
  - There is no interior equipment wash station – equipment must be washed outdoors, even in winter months.
- **Highway Department – Highway Projects**
  - BV Access Road – MRGP Project (3 sections). Better Roads Grant (application submitted) for \$28,325; with 20% in-kind match (\$8,325) to come out of the operating budget (labor).
  - BV Access Road – Paving Project – budgeted at \$210,000, funded through a Class 2 Paving Grant (\$175,000), with 20% cash match (\$35,000) from the highway reserve fund or uncommitted funds, as carried forward from FY19/20.
- **Town Land – Libby’s Look Trail Relocation**, as previously approved by the Select Board. Project budget of \$41,100 for required assessments, YCC crews, installation of two bridges, erosion controls, to be funded through with a \$31,600 Recreation Trail Grant (application submitted) that requires a 20% cash/in kind match, of which up to \$2,840 has been allocated by the Select Board to come from the Conservation Fund.

Given anticipated debt service levels in FY20/21, the CPC also agreed that that the following capital expenditures, initially included for consideration in the coming year, be rescheduled in association with the next update of the CIP, or otherwise eliminated:

- **Town Garage, floor repairs/replacement** – postpone until a full assessment, to include any related floodproofing recommendations, can be completed. Also discussed increasing annual allocations to the Town Highway Garage Reserve Fund to cover future building repairs, improvements.
- **Town Office/Emergency Operations Center, back-up generator** – postpone until there are enough funds for this in the Town Office Reserve Fund. Also discussed increasing annual allocations to this reserve fund, to also cover future building repairs, improvements.
- **Town Garage, tractor-mower** – do not replace; contract out roadside mowing in FY21. Tony suggested including \$6,000 in the operating budget, based on Jericho’s reported costs.
- **Fire Department, rescue truck replacement** – postponed in consultation with Mike; reschedule for purchase in FY22 or FY23.
- **Fire Department, heat pump** – postpone; consider in association with solar facility installation; research available incentives.
- **Thacher-Wentworth Paving Project** – to be rescheduled in consultation with the Select Board. Discussed increasing annual allocations to Highway Reserve Fund to cover match requirements, future paving projects, etc.

The CPC also discussed needed repair work on the Notch Road following the Halloween Storm, estimated at \$250K - \$300K, which may not be eligible for FEMA or other emergency grant funding. Tony provided an update regarding Select Board authorization for survey and engineering assessment work, which will be paid for from the town’s budgeted Contingency Fund or unassigned fund balance. The full cost of repair work may require separate voter approval.

9. **FY19/20 CPC Work Schedule. Per CPC discussion:**

The CPC will meet in January to finalize recommended FY21 reserve fund allocations for Select Board consideration, in relation to updated debt service and unassigned fund balance information.

The CPC agreed to meet in 2020 as needed to update the CIP spreadsheet (FY22-27) to address town facilities, land and roads. In consultation with Mike, for the Fire Department this may include:

- Replacing the rescue truck in FY21/22, as noted.
- Replacing Engine #1 (pumper) with a tanker truck in FY23/24.

10. **Adjournment.** Joss moved to adjourn the meeting; seconded by Steve. Motion passed unanimously; meeting was adjourned at 8:05 pm. The next meeting of the CPC is tentatively scheduled for Thursday, January 2<sup>nd</sup>, 6:00 pm at the Bolton Town Office, if Amy is available.

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*Minutes are in draft form until approved by the committee.*  
 Approved on January 2, 2020.