



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton VT 05676  
Select Board Meeting Minutes  
January 21, 2020  
*Special Meeting Held at Smilie School*

Board members present: Tony Barbagallo, Mica Cassara, Wendy Hoffman  
Board members absent: Janet Metz, John Choate  
Also present: none  
Clerk: Amy Grover

1. **The meeting was called to order at 6:05 p.m. by the Chair, Mica Cassara, with a quorum of 3 members present.**

2. **Additions or Deletions to the Agenda:**

Additions:

- Road Commissioner – It was noted that Mica Cassara was appointed Road Commissioner in May 2019 for six months; the appointment has expired. Wendy Hoffman made the motion “to appoint Mica Cassara as the Bolton Road Commissioner until Town Meeting 2021.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (3-0).
- Highway Department log books were forwarded for review by Highway Foreman Eric Andrews. Consensus that the logbooks provided good documentation of work completed in general and were useful for FEMA documentation (logbooks had previously been requested) and that the Highway Department should continue the practice.
- Notch Road slump: Mica Cassara to compile the list of engineers that were contacted to keep on file for documentation.

Deletions: none.

3. **Public Comment:** none.

4. **Recurring Business:**

- Minutes January 6, 2020 and January 9, 2020. Tony Barbagallo made the motion “to approve the minutes of January 6, 2020 and January 9, 2020 as presented.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (3-0).
- Warrants: signed.
- Financial Reports: YTD/6-month expenditure reviewed. Amy Grover to follow up on specifics of the office building maintenance line item.

5. **Communications:**

- Thank you card received from Carol Devlin.
- Notification from Stitzel, Page & Fletcher of their Professional Service rates.

6. **Appointments:** none.

7. **Business & Action Items:**

- Certificate of Highway Mileage – Approval: Wendy Hoffman made the motion “to approve the 2020 VTrans Certificate of Highway Mileage as presented.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (3-0).
- Legal Counsel to Represent the Town in Environmental Court – Approval: Wendy Hoffman made the motion “to approve and appoint Stitzel, Page and Fletcher as legal counsel to represent the Town of Bolton in Environmental Court – Richard Weston vs. Town of Bolton.”

Tony Barbagallo seconded. Brief discussion on legal services. All were in favor and the motion passed (3-0).

- Financing 2016 Ford F-550 – Reserves Withdrawal and Community Bank Loan Approvals: Brief discussion on 2016 Ford F-550 vehicle and feedback from the Highway Department staff who are experiencing issues with: the motherboard, sander, plow connection, and concern with potential hard use by the previous owner. The Highway Department recommendation is to go forward with purchase of International that was ordered. Consensus to request that Eric Andrews and Russ Clark attend the next meeting to discuss the Ford and the International trucks. Tony Barbagallo made the motion “to table approval of the Community Bank, NA loan and reserve fund withdrawal.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (3-0). Amy Grover to follow up with Community Bank, Eric Andrews, and Russ Clark.
- FEMA Buyout 64 Boulder Wood Lane – Update: Notification received on January 20, 2020 that the application had been successfully submitted through the online FEMA portal. Brief discussion of buyout, other options for residents down/upstream appear to be limited at this time; noted there is no “one size fits all solution.” Current town priority is moving the 64 Boulder Wood Lane family out of harm’s way (also the priority of the state) with the least negative financial impact possible.
- \*FY 20-21 Draft Budget Discussion included:
  - Resurfacing reduced to \$80K.
  - Appropriation requests.
  - Debt service.
  - Reserve allocations.
  - Wendy Hoffman made the motion “to approve the FY 20-21 Draft Budget of \$1,075,855 a 3.7% increase.” Mica Cassara seconded. Brief discussion on the budget approval process. All were in favor and the motion passed (3-0).
- Approval of 2020 Town Meeting Warning: Tony Barbagallo made the motion “to approve the 2020 Town Meeting Warning as presented to include the approved FY 20-21 Draft Budget total of \$1,075,855.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (3-0).

\*As the FY 20-21 Draft Budget Takes Priority, the Following Additional Business and Action Items Will Only be Addressed Pending Time Allowance

Updates – as/if Needed:

- CDBG Draft Agreements: Forwarded to Stitzel, Page, and Fletcher for legal review. Noted: possible impact to legal review costs due to increase in SPF’s rates.
- Appraisal RFPs: Tony Barbagallo drafting, will request input from Assessor Kermit Blaisdell, and bring to the BSB for review.
- Highway Department:
  1. ROW Permit (Road Cut) & Fee Update: Tabled.
  2. Reclassification of Notch Road: No longer pursuing, not an option.
  3. UPWP: Application, as approved by the BSB, successfully submitted January 15, 2020, requesting an update to the 2016 inventory survey of signs, culverts, and pavement. Thanks to John Choate for following up on the application submittal.
  4. VTrans Grant: Town will again apply in 2020.
  5. I89 Study: Consensus stands that the BSB does not have the bandwidth for participation, particularly given the limited impact on Bolton residents. Noted: if a Bolton exit were on the table, the BSB would participate.

6. 2021 Better Roads Grant Application: Category B FY 21 application successfully submitted on December 12, 2019 to address re-establishment of stone lined ditches, turnouts, replacement of culverts, and removal of berms on the bottom of the Bolton Valley Access Road, including high priority segments.

8. **Adjournment:** Tony Barbagallo made the motion "to adjourn the meeting." Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (3-0) at 8:10 p.m.

Attest: Amy Grover, Clerk

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

February 3, 2020



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Chair, For the Board

