

Bolton Capital Planning Committee
Meeting Minutes
February 4, 2020
Bolton Town Office

Members Present: Sharon Murray (Chair), Jen Dudley-Gaillard, Tony Barbagallo, Steve Barner (6:12 p.m.), Joss Besse

Members Absent: none

Clerk: Amy Grover

1. **Call to Order:** Sharon Murray, Chair, called the meeting to order at 6:05 p.m. with a quorum of four members present.
2. **Agenda:** modifications, additions, deletions – brief discussion on whether to address agenda item 8 first, consensus, no.
3. **Public Comment:** None.
4. **Meeting Minutes:** Joss Besse made the motion *“to approve the January 2, 2020 meeting minutes as amended (adding amounts to Reserve Fund recommendations).”* Seconded by Tony Barbagallo. There was no further discussion, and the motion carried (4-0).
5. **Draft CIP Policies:** draft capital asset schedule (continued); vote.
 - Capital Program and Budget Policy, November 7, 2019 draft discussion included:
 - Draft includes previous changes, which were discussed but not formally approved.
 - Joss Besse made the motion *“to accept the draft Capital Program and Budget Policy as presented and to forward the accepted draft to the Select Board for review and recommended adoption.”* Seconded by Jen Dudley-Gaillard. There was no further discussion, and the motion carried (5-0).
 - Asset Schedule November 2, 2019 draft discussion included:
 - Fire Department Rescue Truck schedule: 15 vs. 20 years, maintenance, and use. Consensus to schedule the Rescue Truck for 20-year replacement.
 - Depreciation vs. replacement schedules in relation to Bolton’s uses.
 - Stagger BVFD airpacks into the operations schedule vs. a lump purchase.
 - Joss Besse made the motion *“to accept the draft Asset Schedule as amended reflecting a 20-year replacement schedule for the Rescue Truck.”* Seconded by Jen Dudley-Gaillard. There was no further discussion, and the motion carried (5-0).
6. **FY20/21 Capital Budget** – CPC recommendations (capital expenditures, reserve fund allocations) – Select Board/Town Meeting update:
 - Tony Barbagallo noted that the BSB had accepted the CPC recommendations for the FY 20-21 budget and article voter allocations as presented.

- Both the PC the BSB submitted applications to the UPWP. The BSB requested an update of the 2016 sign, culvert, and pavement inventories, which will not require consultant services. Noted the I89 study funding is budgeted at 130K. Brief discussion on the use of CCRPC staff support.
 - Recommend that the Road Commissioner discuss keeping inventories updated in an electronic format with the Highway Department.
 - Sharon Murray to forward email on “un-paving” roads.
7. **CIP Update (FY22-FY27+)** – projects, estimates, reserves spreadsheet, & updates discussion included:
- Current Ford F-550 and International replacement – the BSB is in discussion with Clark’s on various options.
 - Need to establish vehicle spacing and render a decision on replacement of the tanker truck.
 - Gross costs for the two 2017 Internationals are questionable, noted: not tandem trucks. Discussion on their replacement, currently scheduled for 2023 and 2025. Extenuating circumstances resulted in purchases the same year.
 - Noted: CB Loan for the International B Truck in FY21-22 has two payments; July and April. Debt service on the spreadsheet is as presented in the FY 18-19 audit. Brief discussion and how to best present debt service within the spreadsheet and if differentiation is needed. Solution - a separate spreadsheet with debt service amounts/items/departments.
 - Remove scholarship and cemetery from Reserve Fund balance.
 - Next steps:
 - Focus on the next five years and projects to address.
 - Define how to best present the information to the BSB; consensus to draft a year by year summary of projects, funding, and debt.
 - How to ensure that future Select Boards maintain the established formulas to diminish large swings between debt service and reserve allocations. Noted: unfortunately, impossible.
 - Sharon Murray to update trends and Grand List numbers.
8. **CPC Committee** – recommendations re status, appointments (expiration March 2020): Willing to continue as a committee, pending Select Board approval.
9. **Adjournment:** Jen Dudley-Gaillard moved to adjourn the meeting; seconded by Joss Besse. The motion carried (5-0); meeting was adjourned at 7:30 pm. The next meeting of the CPC is scheduled for March 11, 2020.

Minutes are in draft form until approved by the committee.
 Approved on March 11, 2020.