



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Remote Special Meeting Minutes
June 8, 2020

Board members present remotely: Tony Barbagallo, Mica Cassara, Lynda DesLauriers, Wendy Hoffman
Board members absent: Janet Metz
Also present remotely: none
Clerk remote: Amy Grover

1. **The meeting was called to order at 6:07 p.m. by the Chair, Mica Cassara with a quorum of 4 members present.**
2. **Additions or Deletions to the Agenda:**
Additions: Larry Lewack submitted his resignation as PZA effective July 2, 2020. Amy Grover to review job description, request Larry Lewack's input and provide the updated job description for approval and job posting at the June 15th BSB meeting.
Deletions: None.
3. **Public Comment:** None.
4. **Recurring Business:**
 - Minutes June 1, 2020: Lynda DesLauriers made the motion *"to approve the minutes of June 1, 2020 as presented."* Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (4-0).
5. **Business & Action Items:**
 - Assessor Retirement: Mica Cassara to provide language for town thank you.
 - Assessor Interviews: Tony Barbagallo and Lynda DesLauriers to conduct interviews targeted for Friday, June 12th, starting at 2 p.m. Amy Grover to follow up with two applicants.
 - Highway Department – Summer Schedule and Sustainability:
Summer Schedule:
 - Contracted FEMA work repairing the Notch Road slide, contracted paving by Pike Industries for Wentworth, Thacher and Nashville Roads, brief discussion on the Bolton Valley Community Water & Sewer company repairs scheduled for this week, and on speed bump installation on Wentworth and Thacher. Consensus speed bumps are not an option, residents should encourage their neighbors to slow down.
 - Drainage issues on Mill Brook Road: Site visits being scheduled with Evan Fitzgerald (CCRPC contracted engineer, CCRPC scheduling), town staff and a resident for one area (berm still in place is an issue), with town staff and a resident for a second area which lies outside of the town's responsibility for maintenance to provide input on solutions.
 - Town staff will be scheduling FEMA repairs from DR 4474; Gleason Brook culvert on Duxbury Road, ditching repairs on Honey Hollow Road and Notch Road with contractor Bill Atwood Excavating as Bill's schedule permits.
 - Brief discussion on staffing for the summer.
 - Sustainability:
 - Amy Grover noted her concern regarding the sustainability of the current Highway Department administrative task completion model with respect to: all of the administrative tasks she currently is responsible for, her successor in the future, the sustainability of the Road

Commissioner as a volunteer stipend position given the current extensive job description, and the sustainability of the Highway Foreman job description.

- Discussion included: Job descriptions, salary ranges, budget, evaluating the need for a third person, job description for a third person, town administrator position, PZA position, administration needs, requirements for highway administration including full electronic capabilities, department productivity and communication
- Mica Cassara to review and combine Highway Foreman and Road Commissioner job descriptions and provide for review and approval at the June 15th BSB meeting to start the hiring process.
- Wendy Hoffman to check on FFCVA with respect to staff voluntarily leaving the state and returning to required quarantine.

6. **Adjournment:** Wendy Hoffman made the motion "to adjourn the meeting." Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 7:19 p.m.

Attest: Amy Grover, Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on June 15, 2020.