



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Remote Meeting Minutes
May 18, 2020

Board members present remotely: Tony Barbagallo, Mica Cassara, (6:11 p.m.), Lynda DesLauriers, Wendy Hoffman, Janet Metz

Board members absent: none

Also present remotely: John Choate, Bretton Gardner (Pike), Lydia Menendez (VRC), Andrew Pond (7 p.m. (MMUUSD), Barbara Tomasi-Gay (7 p.m.), Virginia Haviland (7 p.m.)

Clerk remote: Amy Grover

1. **The meeting was called to order at 6:08 p.m. by the Vice Chair, Tony Bargallo, with a quorum of 4 members present.**

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

Additions:

- I89 Pillars Mural: Dennis Delay, MMUUSD employee, is interested in pursuing a community art project with Smilie students; to plan and design a mural remotely, to provide an opportunity to look forward to creating the mural together in safer times, and looked to the town for guidance and suggestions. It was noted that the pillars are completely under the jurisdiction of VTrans, and that the BSB supports the endeavor while recognizing town support may have little weight in the process. Amy Grover to follow up with Dennis Delay.
- A MMUUSD employee was bitten at a residence on Stage Road while making a regular food delivery to the family, requiring stitches and a course of rabies shots as the dog was unlicensed and its rabies certificate was expired (by two years). Bolton's Animal Control Officer has fully addressed the situation, the dog is in home quarantine and MMUUSD insurance company is following up with the family. Noted: an official complaint was not filed with the town, and the bite was not subject to a vicious dog hearing as the dog was on the owner's premise.
- Reynolds Proeprty Stage Road: Continued concern regarding activity on the property. PZA Larry Lewack had noted that the property is subject to SOV salvage yard requirements/fines. Uncertain of town status with respect to issue notice of violation. Mica Cassara to follow up.
- Community Development Block Grant: Drafts of the final documents sent by CCRPC for BSB final review. Noted: VT Hometown Appreciation Day document not included. BSB to review prior to the next meeting. Tony Barbagallo to send drafts to Stitzel, Page and Fletcher for review – additional changes made since the last legal review.

Deletions: none.

3. **Public Comment:** none.

4. **Recurring Business:**

- Minutes May 4, and May 6, 2020: Janet Metz made the motion *“to approve the minutes of May 4, and May 6, 2020 as presented.”* Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Warrants: dispersed for review and signature by Mica Cassara. Payment authorization letter: Tony Barbagallo made the motion *“to authorize Mica Cassara to sign the payment authorization letter on behalf of the Select Board.”* Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- April 2020 expense report dispersed for review and discussion. Overall year to date expenditures within expected budgeted range. Concern for potential impact to tax payment revenue stream due to COVID-19 noted, monitoring to continue.

5. **Communications:**

- CWSP Committee – Letter of Support Request:
 - CVRPC has drafted a proposal for the Winooski River Basin Clean Water Service Provider, as part of Act 76, and has requested considering providing a letter of support for CVRPC’s proposal. CVRPC noted that the letter can address various aspects of the Clean Water Service Provider model such as general support for this new funding program that will be under CVRPC’s management, interest in either serving on the decision-making council (Basin Water Quality Council) or being an active partner via public participation.
 - Brief discussion on the proposal and the expected level of support. Tony Barbagallo made the motion *“to delegate ongoing review to the Conservation Commission, and for the Conservation Commission to provide recommendations on response/action to the BSB.”* Mica Cassara seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- VTrans – Closeout May 2018 DR 4380 PCCR: Amy Grover noted that VTrans technician James Marshall completed the required site visit on May 11, 2020 to close out DR 4380, complete the Project Certification and Completion Report (PCCR), for the town to be eligible to receive final funding.
- Better Roads FY 21: Notification from VTrans that “due to uncertainty caused by COVID-19, the magnitude of impact to state revenues and how soon the Transportation Bill completes the legislative process, grant awards will need to be delayed until more is known.” Bolton applied for a \$28,325 grant ((\$8,325 local match) to address high priority segments near the bottom of the Bolton Valley Access Road.
- FEMA – Notch Road Slide: FEMA has confirmed that town will be able to make the repairs outside of the town ROW, dependent upon securing a deeded easement/access from the property owners. Amy Grover is continuing to follow up with Tyler Billingsley, East Engineering. Tony Barbagallo questioned the extent of a bid packet for the work included with East Engineering’s contract. Amy Grover to provide.
- Thank you letters:
 - The Wooden family, Honey Hollow Road sent their thanks and appreciation for the outstanding work and help provided by the Bolton Fire Department in gaining control of a brush fire that “got away.”
 - Kudos and thanks to Carol Devlin and Amy Grover from the for their assistance with Land Record research during the pandemic office closure.

6. **Appointments:**

- 7 p.m. Lydia Menendez – VRC Potholes update. Lydia Menendez noted:
- VRC has hired Swimming Home Steward Morgan Perlman, who will receive orientation over Memorial Day weekend, and staff the VRC side (west) side of the Potholes 15 hours per week. Brief review of the Steward’s role, which includes: engaging with visitors, picking up trash, informing on parking, compiling surveys and data, which will be shared with MMUUSD and the town.
- Additional funding has been made available, with potential for additional signs, trail improvement and staff on the town (east) side, looking for input from the town/school on what level of involvement they support.

- VRC's recognizes placement of Port-o-Lets is a non-starter (limited to the town/school side due to topography), especially in 2020 due to COVID-19, but still a topic that VRC wants to be keep on the table.
- Funding for water quality testing provided the Friends of the Winooski is no longer available, but the additional funding could allow for testing to continue. VRC will be reaching out to last year's testing volunteers.
- VRC will be more informed after a SOV FPR meeting on May 21, 2020 around updated guidance for health and safety with respect to outdoor recreation, anticipate opening by the weekend.
- Brief discussion on the MMUUSD Smilie School parking. Andrew Pond noted his understanding was that the MOU is essentially unchanged; allowing the Smilie School parking lot to remain open for public use, and working with VRC/Town on signage.

7. **Business & Action Items:**

- 6:30 p.m. Bid Openings
 - 1. Bid Opening – 2020 Resurfacing:
 - Three proposals received: F.W, Whitcomb, ST Paving and Pike. Brief discussion on unit price per ton, price per square yard, Duxbury Road as an add-on (dependent upon receiving Class 2 SOV Paving Grant). Pike determined to be apparent low bidder pending further review by the BSB, John Choate and Eric Andrews.
 - Brief discussion on more extensive review of bids. Tony Barbagallo noted that the town should delay awarding the bid until June so that funding and priorities could be further discussed. Wendy Hoffman noted the BSB had discussed funding and priorities previously. Discussion around the impact of a delay – potential to not be scheduled in 2020. Consensus that the bid needed to be awarded by the end of the week.
 - Wendy Hoffman made the motion “to authorize Mica Cassara to award the 2020 resurfacing bid on behalf of the Select Board” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Amy Grover to send out the bid tabulation to all three bidders ASAP. Per Tony Barbagallo, Eric Andrews is to review the bid tabulation prior to being sent.
 - 2. Bid Opening – Assessor Services and Town Wide Reappraisal:
 - Assessor services two proposals received: VT Appraisal Company and VT Municipal Assessor Company.
 - Town Wide Re-Appraisal four bids received: VT Appraisal Company, VT Municipal, Tyler technologies, and George Sansoucy.
 - Amy Grover to provide full scans of all proposals to the BSB, provide the bid tabulation (for both proposals) and date of award to all four companies.
 - BSB to fully review and award the bid at the June 1, 2020 meeting.
 - Assessor retirement: discussion on how to honor the retirement of Bolton's Assessor's after 33+ years. Janet Metz to follow up.
 - 3. Bid Opening 2020 Excavator Contractors:
 - One proposal received from Bill Atwood Excavating, LLC.
 - Brief discussion on the control of hours.
 - Tony Barbagallo made the motion “to award the 2020 Excavating Bid to Bill Atwood Excavating, LLC, and to authorize the services be performed under the supervision of Eric Andrews.” Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Transfer from Reserves BVFD Air Bottles:
 - Amy Grover noted that BVFD air bottles cost came in at \$11,439.53, well under the quote of \$13,185.43. The BSB authorized withdrawal of \$8,186 on March 16, 2020 - the quoted cost of

\$13,1856 cost less \$5K, which was "budgeted" for the grant which the town did not receive. This \$5K was not budgeted in the BVFD FY 19-20 budget, it was budgeted in the Capital Plan. Therefore, the BSB needs to authorize the withdrawal of an additional \$3,244 from the reserves to cover the payment.

- Tony Barbagallo made the motion “to authorize the transfer of \$3,244 from the Fire Department Equipment Reserve Fund to the General Fund for the payment of the air bottles.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- CCRPC AHMP Updates:
 - Amy Grover followed up with Dan Albrecht, CCRPC regarding an appointment to the AHMP Committee. Dan Albrecht stated that while it would be good to have a formal appointment to AHMP committee, the committee had been largely dormant since 2017, the date of the last AHM update. Brief discussion on an appointment and consensus that appointing Larry Lewack would not be a good use of budgeted PZA time, and to run notice of the opportunity in the Gazette and on the website.
- COVID-19 Updates:
 - The PPCA trails are open as of 11 a.m. May 18, 2020.
 - No requests for assistance from residents.
 - Amy Grover provided updated payroll spreadsheets. Consensus to continue to pay staff impacted by COVID-19 100% of wages. Noted that FFCVA requires 2/3 payment.
 - Brief discussion on the state’s plan for childcare to re-open. Janet Metz to follow up with staff for updates and plans.
- Highway Department:
 - Grant in Aid Parameters: deadline for completion extended due to COVID-19. Mica Cassara to follow up with Chris Dubin regarding the process, and revisit drainage issues on Mill Brook Road.
 - Request – Permit for Honey Hollow Road Access in Winter: Marilyn Richards and Daniel Dion, new owners of 2025, 2027, & 2029 Honey Hollow Road (.94 acres and 2 camps) requested an “extension” to the permit issued to Brian Burns and family to use Honey Hollow Road during the winter months, when the road is closed per resolution (closed December to May). Review of the BSB resolution and permit, consensus that the permit, if approved, must clearly state the road is not maintained in the winter months by the town and use is at own risk. Eric Andrews stated he did not have concerns with issuing a new permit provided the use was clear (road not maintained, at own risk). Amy Grover to tweak and to request legal review by the town attorney.
 - Executive Session – Employee Status: Wendy Hoffman made the motion “to enter executive session under 1 V.S.A. § 313 (a) (1) (B).” Jane Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 7:50 p.m. Wendy Hoffman made the motion “to exit executive session.” Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 8:03 p.m. Eric Andrews to attend the next meeting, Mica Cassara to touch base prior to meeting.
- 8. **Adjournment:** Tony Barbagallo made the motion “to adjourn the meeting.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 8:09 p.m.

Attest: Amy Grover, Clerk

*Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on June 1, 2020.*Date