



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Virtual Meeting Minutes
February 15, 2021

All participants were present virtually.

Board members present: Tony Barbagallo, Mica Cassara, Lynda DesLauriers, Wendy Hoffman, Janet Metz

Board members absent: none

Also present: Spencer Nowak, Larry St. Peter, Steve Diglio, John Devine, Paula Gervia, Amy Ludwin, Pamela Gude, Rob Mullen, Jon Ignatowski

Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:39 p.m. by the Chair, Mica Cassara with a quorum of 5 members present.
2. **Additions or Deletions to the Agenda:**
Additions: None.
Deletions: None.
3. **Public Comment:** None.
4. **Communications:** None.
5. **Recurring Business:**
 - Minutes February 1, 2021: Janet Metz made the motion *“to approve the minutes of February 1, 2021 as presented.”* Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Warrants: Reviewed for signature by Mica Cassara.
 - Financial Reports dispersed: Expense, Revenue, Legal Expenses
6. **Business & Action Items:**
 - Reschedule March 1, 2021 Meeting Date: Retain.
 - Approval for Stitzel, Page and Fletcher to Represent the Town in Abdullah Sall vs. Chittenden County Police Department et al. Brief discussion on process, need to file a motion to dismiss at the least. Mica Cassara made the motion *“to approve that Stitzel, Page and Fletcher represent the town in Abdullah Sall vs. Chittenden County Police Department et al.”* Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - CDBG Legal Expenses – CCRPC Subsidize Overage Offer:
 - Legal expenses to date with respect to the CDBG stand at \$8,675. \$3,000 was budgeted for reimbursement.
 - CCRPC has generously offered to shift budgeted funds from their administrative costs to legal expenses, while recognizing that their budgeted administrative costs of \$30,720 will “very likely be more than that.”
 - Brief discussion overage of budgeted legal expense; changes and complications initiated by BVR, LLC, more information on costs from the attorneys, that the overage be split amongst the 3 parties (CCRPC, Town, BVR, LLC). BSB consensus

- to ask BVR, LLC, as the beneficiaries of the CDBG, to assist with payment of the unbudgeted legal expenses. Janet Metz and Amy Grove to draft letter.
- Resident Request: Town Approve Nominal Match Funding from the Conservation Fund for the FEMA Buyout:
 - Noted the Go Fund Me campaign stands at \$30,861, \$861 over the goal of \$30K. Financial goal has been met.
 - BSB consensus that there is no need for a withdrawal of funds from the Conservation Fund at this time to support the property owners' 25% match requirement.
- Approval: Procurement Policy Update: Lynda DesLauriers made the motion "to approve the amendments to the Procurement Policy as presented." Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Conservation Commission:
 - Conservation Commission Reappointment: Virginia Haviland four-year term. Janet Metz made the motion "to appoint Virginia Haviland to a four-year term on the Conservation Commission, expiring in 2025." Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Sarah Holbrook Steward: Pamela Gude 2-year term. Lynda DesLauriers made the motion "to appoint Pamela Gude to a two-year term as Sara Holbrook Parcel Steward, expiring in 2023." Wendy Hoffman seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Approval: VTrans TA 60 and Annual Financial Plan: Lynda DesLauriers made the motion "to approve the VTrans TA 60 and Annual Financial Plan as presented." Tony Barbagallo seconded. There was no further discussion. All were in favor and the motion passed (5-0).

7. **Appointments:**

1. 7 p.m. Jon Ignatowski, PZA – Internship Opportunity:

Jon Ignatowski stated that:

 - An internship was an opportunity he took advantage while attending Cornell University.
 - Cornell University would fund 50% of the internship, generally the receiving organization funds the other 50%, but this is not required.
 - The cost to Bolton would be his time supervising, which would be minimal, as the internship is structured as an independent study.
 - This was an experience he wanted to offer a future planner at Cornell University, and was seeking BSB approval to do so.

BSB consensus was that it was a fine idea and gave approval for Jon Ignatowski to pursue offering an internship on behalf of the Town of Bolton.
2. 7:15 p.m. Larry St. Peter, Highway Superintendent – New Hire Process and Wages, Executive Session: Labor Relations Agreement with Employee as Needed.
 - 5 Candidates for open position (3/5 have CDL), interviews are being scheduled, references checked, posted at \$17 - \$19/hour, state average is \$21/hour national average is \$21.50/hour.
 - Request to offer up to \$20.75/hour for qualified Class B CDL candidate. Impact to budget can be adjusted.

- Request to increase part time wage to \$17/hour. Discussion on the invaluable assistance of part time help to our town, with no benefits and no overtime, and to increase wages to \$18/hour.
 - Mica Cassara and Lynda DesLauriers to assist with interview process.
 - Mica Cassara made the motion “to approve offering a maximum of \$20.75/hour for the open Highway Department position, and to increase the wages of part time Highway Department staff to \$18/hour.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).
3. 7:45 p.m. Amy Ludwin – Town Conflict of Interest Policy, PPCA Stage Road Parking Lot Expansion, Stage Road Traffic Ordinance:
- Amy Ludwin asked that Mica Cassara recuse himself from the discussion and clarified her request that he recuse himself as BSB Chair, not as a resident with an interest in the discussion.
 - Wendy Hoffman noted that in the best interests of the town based on the agenda that Vice Chair Tony Barbagallo step in as chair for the discussion. Tony Barbagallo noted that he was driving and could lose connection. Wendy Hoffman agreed to serve as Chair for the discussion.
- Extensive discussion included (please note: this is not a transcription, this is a compilation of comments):
- These are two separate issues – parking on Stage Road and increasing the Stage Road parking lot.
 - The BSB was maintaining the status quo of not allowing parking in the traveled portion of Stage Road due to identified safety issues.
 - The BSB would have had the same response without Mica Cassara’s input, he does not sway or influence the other 4 members, all five members voted in favor of the ordinance amendments originally, and re-stated that the ordinance stood, as adopted, months ago.
 - Concerns regarding lack communication to the Conservation Commission regarding the discussion of the Traffic Ordinance amendments. Noted: Stage Road parking clearly was on BSB agendas three times prior to amending the ordinance.
 - A scattered approach to allowing parking was not enforceable, and that BSB members had conducted independent (without Mica Cassara’s input) site visits to the area.
 - This was not an appropriate area for a trail head to have been established with the safety issues and lack of parking.
 - Expressed concerns that Mica Cassara’s personal interest was a conflict of interest, and that his previous lack of recusals in the process and voting colored/impacted the fairness of the previous amendments (to the Bolton Traffic Ordinance) and the ongoing review process.
 - Review of the Town’s Conflict of Interest Policy, state statute; that conflict of interest was not the same as personal interest/agenda, and that one could say that Amy Ludwin also had a personal agenda.
 - The fact that Mica Cassara had no financial interest in the Stage Road parking/parking lot, lack of determination that his interest is greater than others,

there was nothing for him to gain from this, his right to provide input, and that concern regarding conflict of interest had been expressed by one person.

- Other people have an interest; residents and people who must drive through the area.
- Differences in recollection of comments and conversations.
- Differences in views of PPCA usage/parking from/on Stage Road. Noted: 5 warnings had been placed on vehicles illegally parked on Stage Road in the past three days.
- Parking issues are rampant across Bolton: PPCA, Potholes, CRAGVT, Honey Hollow area, and this situation has more pieces to it/is a larger issue than just additional parking including managing user behavior and user education.
- Creation of an ad hoc committee to create more efficiency around this town wide issue, vs. individual boards and committees all addressing this within their membership.
- Taking public input on the proposed parking lot, and that creation of a parking lot would be at a nominal expense to the town.
- If the town makes room for 2 or 3 additional cars, where does it end, inviting more parking is inviting more traffic and more parking issues, and how to benefit people who live in Bolton vs. people, who do not.
- Noted delay on Act 250 response (if an Act 250 permit is required for the parking lot), stormwater and wetland review process.

BSB consensus:

- The Bolton Traffic Ordinance as currently written, stands.
- The BSB will review/look at Act 250 information with respect to the Stage Road parking lot, when that information is available.
- This is a larger issue than just Stage Road, the town needs to develop policy/regulations for all recreational areas and may not want to make a decision on this specific location.

8. **Adjournment:** Wendy Hoffman made the motion “to adjourn the meeting.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 9:01 p.m.

Attest: Amy Grover, Clerk

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