



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

All participants were present virtually.

Board members present: Mica Cassara, Henry Corse, Lynda DesLauriers, Kyle Guyette, Janet Metz

Board members absent: none.

Also present: Paula Gervia, Mike Gervia, Pamela Gude, Amy Ludwin

Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:03 p.m. by the Chair, Mica Cassara with a quorum of 5 members present.

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

Additions:

- Public Comment. There was none.
- Henry Corse Energy Committee member. Brief discussion regarding Henry Corse's continued service on the Energy Committee, parameters, and any concerns regarding potential for conflict of interest in serving on both the BSB and EC. Board consensus was that there was no conflict of interest anticipated, and to address on a case-by-case basis as needed.
- Fire Department Quick Response Rescue Truck" Bid.
 - The bid provided by Chief Mike Gervia was to go out ASAP due to an anticipated \$7K price increase as of May 1, 2021. Brief discussion on 30-day voter reconsideration window, bid timeline, and amendment to the due/award dates.
 - The bid shifts from a gas to diesel engine, adding \$9K. Noted - diesel is available at the Town Garage and provides more power in Bolton's terrain. Brief discussion on a diesel engine, block heaters (not needed), and BSB consensus that a diesel engine made sense for Bolton.
 - Mike Gervia to provide the BSB with the vendor list.
 - Kyle Guyette made the motion "to approve the Fire Department 'Quick Response Rescue Truck' bid as amended." Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).

Deletions: None.

3. **Organizational Meeting:**

- Swearing in of New Members: Due to COVID-19/virtual meetings, newly elected members Kyle Guyette and Henry Corse previously took and signed their oaths of office at the Town Office.
- Elect Chair, Vice Chair, and Clerk: Lynda DesLauriers made the motion "to elect Mica Cassara as the Chair of the Select Board." Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0). Lynda DesLauriers made the motion "to elect Janet Metz as the Vice Chair of the Select

- Board.” Henry Corse seconded. There was no further discussion. All were in favor and the motion passed (5-0). Lynda DesLauriers made the motion “to elect Amy Grover as the Clerk of the Select Board.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Meeting Schedule: Lynda DesLauriers made the motion “to designate the first and third Mondays of the month as the regular meeting date, 6 p.m. as the regular meeting start time, virtually, and the Town Office as the regular meeting location when COVID-19 guidelines/conditions permit.” Kyle Guyette seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Rules of Procedure: Janet Metz made the motion “to adopt the 2021 Rules of Procedure as presented.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Three Locations for Official Town Postings: Kyle Guyette made the motion “to designate the Town Office, Fire Station, and Smilie Memorial School as the three (3) locations for official town postings.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Newspaper of Record: Lynda DesLauriers made the motion “to designate Seven Days as the newspaper of record.” Henry Corse seconded. There was no further discussion. All were in favor and the motion passed (5-0).
4. **Communications:** None.
5. **Recurring Business:**
- Amy Ludwin - February 15, 2021 Meeting Minutes Amendment Second Request: Discussion included:
 - Amy Ludwin noted a more succinct summary was requested by the BSB at their March 1, 2021 meeting which she had provided, and she was requesting the amendments to add clarity.
 - Lynda DesLauriers stated the minutes met or exceeded the state requirements as written and made the motion “to approve the minutes of February 15, 2021 as written.” Janet Metz seconded.
 Discussion:
 - Amy Ludwin stated the minutes met statutory requirements but did not meet community standards of informing the public about the nature of the discussion.
 - Henry Corse noted concern with creating an expectation of a higher level of detail in minutes and creating an undue burden on the clerk, and that the minutes already exceeded statutory requirements.
 - Kyle Guyette noted that although he was not familiar with circumstance in question, it would be setting a precedent to be taking amendment requests – do it for one, do it for all, and that the BSB would need to be clear on taking amendment requests; on a case-by-case basis or across the board.
 - Amy Ludwin noted that Mica Cassara had come to the Conservation Commission with a minute amendment request, the CC had granted that, they had never had an amendment request before, and that she understood the points of consistency and fairness.
 - Janet Metz requested that the question be called. Mica Cassara asked if there was any further discussion. There was none. All were in favor and the motion passed (5-0).

- Janet Metz made the motion “to approve the minutes of March 1, 2021 as presented.” Henry Corse 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: Expenditures, revenue, reserves, legal, delinquent and late taxes reports dispersed. Brief discussion regarding Highway Department expenses for contracted services, fuel, vehicle maintenance, and current tax income, late taxes.

6. **Business & Action Items:**

- Town Property Mowing 2021: Amy Grover stated that notice had been posted that the Town would be accepting bids and noted there had previously been difficulty in finding a mowing vendor.
- Financing Highway Department Tandem Truck: Voters approved the purchase of a Highway Department Tandem Truck, and voters have until April 1, 2021 to request reconsideration of this article by petition. The BSB briefly reviewed financing options. Janet Metz made the motion “to table the discussion and decision on financing for the tandem truck until the April 5, 2021 meeting.” Kyle Guyette seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Municipal Impact Questionnaire – BVR, LLC, Highway Maintenance Garage. Kyle Guyette made the motion “to approve Mica Cassara signing the Municipal Impact Questionnaire as presented on behalf of the Select Board.” Henry Corse seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Re-Districting Update: As previously noted, the timeline for the Legislative Apportionment Board to submit its proposals for re-apportionment will be impacted by the delay of the release of the 2020 Census dataset until September 30, 2021. There is a March 25, 2021 LAB virtual meeting scheduled, Amy Grover will try to attend.
- Smilie School Parking Lot MOU. The draft MOU was reviewed which added towing authority to the Highway Superintendent, towing authority for parking dusk to dawn, and moved the commencement date to May 1st from July 1st to be proactive and consistent. Lynda DesLauriers made the motion “to approve the Smilie Memorial School parking lot MOU with the MMUUSD as presented.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- Town Appointments:
 - Emergency Management Director 1 year term: Henry Corse made the motion “to appoint Mica Cassara to a one-year term as the Emergency Management Director.” Lynda DesLauriers seconded. Brief discussion on responsibilities. All were in favor and the motion passed (5-0).
 - Road Commissioner 1 year term: Discussion included the statutory requirements, duties, stipend, potential for the Highway Superintendent to also be appointed as Road Commissioner, appointing a stand-alone Highway Department liaison on the BSB. Kyle Guyette noted that he had years of highway experience, that transparency was key to success between the BSB and the HD, that he “spoke the language” and could distill that information to the rest of the BSB, and volunteered to serve as Road Commissioner. Henry Corse made the motion “to appoint Kyle Guyette to a one-year term as the Road Commissioner.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).

- Town Constable 1 year term: Kyle Guyette made the motion “to appoint Jonathan Dennis as the Town Constable.” Lynda DesLauriers seconded. All were in favor and the motion passed (5-0).
 - Planning Commission Reappointment: Janet Metz made the motion “to appoint Steve Barner to a 3-year term and Evan DeLauriers to a 3-year term, both expiring in 2024.” Henry Corse seconded. There was no further discussion. All were in favor and the motion passed (5-0).
 - Capital Planning Committee: Noted – the Capital Planning Committee’s charge and membership is effective until May 4, 2022. Janet Metz made the motion “to appoint the following to 1-year terms on the Capital Planning Committee: Henry Corse, Sharon Murray, Jen Dudley-Gaillard, Joss Bess, Steve Barner, Tony Barbagallo.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0).
7. **Adjournment:** Lynda DesLauriers 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 7:13 p.m.

Attest: Amy Grover, Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on April 5, 2021.