



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Select Board Virtual Meeting Minutes
May 17, 2021

All participants were present virtually.

Board members present: Mica Cassara, Henry Corse, Lynda DesLauriers, Kyle Guyette, Janet Metz (6:06 p.m.)

Board members absent: none.

Also present: Jess Handrik, Paula Gervia, Miranda (Boucher) Hance, Lindsay DesLauriers, Sharon Murray, Joss Besse, John Westie, Adam Miller, Craig Deyo

Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:05 p.m. by the Chair, Mica Cassara with a quorum of 4 members present.
2. **Additions or Deletions to the Agenda:**
Additions: None.
Deletions: None.
3. **Public Comment:**
 1. Miranda (Boucher) Hance provided public comment regarding the May 3, 2021 BSB meeting and the town's withdrawal of the HMG elevation project application for her property, communication between the town and applicant, history of property purchase relative to the elevation application, communications with Stephanie Smith, Select Board handbook guidelines, project expectations, and her request to move forward with the elevation project.
 - Amy Grover noted this was not a warned agenda item for discussion and the board would need to address it at another time.
 - Miranda (Boucher) Hance noted she understood that and would be happy to discuss it further at another time.
 - Mica Cassara noted the one of the reasons for withdrawal of the application was the lack of town resources to oversee the project.
 - Miranda (Boucher) Hance noted she would be willing to provide additional funding for administration, a neighboring elevation project never paid any funds to the town and utilized in kind funding, that she was open to ideas and suggestions, and did not expect the project to be denied.
 - Mica Cassara requested copies of all the relevant communication between Miranda (Boucher) Hance, the town, and the state to evaluate moving forward, to be sent to Amy Grover, to be dispersed to the BSB.
 - Amy Grover stated the application had been withdrawn and that moving forward would require a new application process.
 - Miranda (Boucher) Hance noted that the project would no longer have access to those exact funds, and that she would send the communications.
 2. Lindsay DesLauriers stated that there is a funding opportunity through "earmarks" (Senator Leahy – federal funding appropriation process) for the BSB to submit a funding

application for Bolton Valley Community Water and Sewer and I89 Bolton “Exit 10A,” with a deadline of May 21, 2021, and she was seeking BSB approval to allow Jon Ignatowski to submit an earmark application on her behalf/the town’s behalf. BSB consensus to approve the submission of an application.

4. **Communications:**

- Notice from Lt. Bob Lucas of the VT State Police of their response to the Potholes on Sunday, May 16, 2021 at 1:30 p.m. for a report of lewd and lascivious behavior by a male in front of women. Lt. Lucas noted the VSP would patrol the area more frequently considering the complaint, short term. Amy Grover forwarded the information to Smilie School, town staff, the VT River Conservancy, abutting neighbors to the Potholes, and is discussing signage with the VRC re: Lewd and lascivious behavior, to be posted ASAP.

5. **Recurring Business:**

- Minutes May 3, 2021: Lynda DesLauriers made the motion *“to approve the minutes of May 3, 2021 as presented.”* Kyle Guyette 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: Revenue, expenditure delinquent & late taxes, reserve fund.

6. **Business and Action Items:**

- June 21, 2021 Meeting Date – Re-schedule: Amy Grover noted she would not be available for the June 21, 2021 meeting. Consensus to move the meeting to Thursday, June 24, 2021.
- Sale of Town Office Shed – Approval: Town staff have completed the review of the records housed in the shed (records previously stored off site and moved on site to the temporary shed) and would like to sell the shed, which was purchased for approximately \$2,000 in 2017. Brief discussion, consensus to try to sell the shed for \$1,000, which will require the purchaser to move the shed.
- Update: Town Office and Monument Approval of Cleaning. It was noted that the Highway Department has a transportable pressure washer and could perform the cleaning. Thanks expressed to the Highway Department.
- Appointment of Tax Sale Attorneys: Amy Grover noted an expectation for at least one tax sale due to delinquent taxes, and it was standard/required procedure to appoint the attorney to conduct the tax sale. Kyle Guyette made the motion *“to approve Stitzel, Page and Fletcher as the attorneys to conduct the town tax sale process.”* Janet Metz seconded. There was no further discussion. All were in favor and the motion passed. (5-0).
- Notch Road Trash Concerns: Resident concern noted regarding the large amount of litter on Notch Road, potential to be breaking the law drinking and driving, and by littering. Brief discussion of chronic trash issues throughout Bolton, that it was unfortunate, there was no ability for the town to enforce, with thanks to folks for cleaning up.
- Amended Returned Check Policy – Approval: Amy Grover noted that due to changes in bank information and duplicate scanner reads, it was no longer possible to follow through with portions of the returned check policy considering current conditions. Lynda DesLauriers made the motion *“to approve the amended Returned Check Policy as presented.”* Kyle Guyette seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- RFP Demolition FEMA Buyout 64 Boulder Wood Lane – Approval and Process Update.

Amy Grover noted that:

- Approval of the RFP for demolition was not pressing due to issues that had just risen with respect to obtaining clear title to the property, a FEMA requirement, as there are currently encumbrances; a well, electricity, and road maintenance/access.
- David Rugh, town attorney, stated there could be a legal process to gain clear title, would require the support and help of the neighbors, would impact the process timeline requiring additional deeds and closings, and that a previous FEMA buyout in another town that had an encumbrance realized 4 years after the fact, which required that the funds be returned to FEMA.
- Without clear title, the buyout will not proceed.
- Bolton PZA Jon Ignatowski is reviewing the present circumstances and considering issuing a notice of violation (NOV) due to the recent conditions and grave circumstances, as clearly outlined in the BLUDRs; a threat to public safety, health, and welfare, as the structure has been identified by engineers and neighbors as a threat.

Group discussion included:

- The condemnation process, issuing a NOV and the negative impacts to the owner and town, that a NOV could also impact clear title and stop the buyout process, as it would seem the only “cure” would be the building removal, that a NOV would be separate from FEMA, neighbors’ concerns and their desires that the process move more quickly, that there had not yet been an opportunity to touch base with the property owners on the encumbrance issues as they had just come to light. Amy Grover will contact ASAP.
- BSB consensus that the FEMA buyout process was still the best way to move forward for all involved, including the neighbors.
- Sharon Murray noted that she would touch base with Jon Ignatowski and the neighbors, with the BSB’s approval and appreciation.

7. **Appointments:**

Appointments:

1. 6:30 p.m. Sharon Murray and Joss Besse Appointments to the CCRP, Bolton Valley Access Road – Transportation Improvement Program Submission.

Re-appointments to CCRPC:

- Sharon Murray noted she was willing to continue to serve as Bolton’s representative, she was originally appointed when she was a BSB member, that it would be advantageous for the town to have more direct representation of town government (town staff/BSB member, she & Joss would be happy to step aside), brief review of the CCRPC as a major resource and funding source, and how the town can take better advantage of those resources.
- Joss Besse reviewed his roles in serving on (as Bolton’s representative) and the functions of the Transportation Advisory Committee (TAC, in charge of all the capital project planning in the county), Planning Advisory Committee (PAC) and the Clean Water Advisory Committee (CWAC), and echoed that it would be advantageous for more direct representation by the town: Zoning Administrator, Highway Superintendent, to be sure the town is fully taking advantage of all resources. Joss Besse noted that he would send TAC agendas to Kyle Guyette, Road Commissioner, and/or have him added to the email list.

- Brief discussion that town staff/BSB members may be able to fill roles in the future, current BSB members, new staff, and part time staff, do not have the bandwidth to take on additional committee responsibilities.
 - Bolton Valley Access Road: Brief review of the road status (part of the federal network, not eligible for FEMA funding), and that the town could qualify for applying for funding for major improvements through CCRPC/TIP, an instance where it would be advantageous to have town staff/representation on the TIP better able to communicate/follow up. Sharon Murray noted that Bolton is the only town that does not take advantage of the TIP, and that the town should consider being better involved in the process.
 - Lynda DesLauriers made the motion “to appoint Sharon Murray as Bolton’s representative to CCRPC, and Joss Besse as Alternate, to appoint Joss Besse to the CCRPC Transportation Advisory Committee (TAC) and Sharon Murray as Alternate, and to appoint Joss Bess as representative to the CCRPC Clean Water Advisory Committee (CWAC) and Sharon Murray as Alternate.” Janet Metz seconded. There was no further discussion. All were in favor and the motion passed (5-0).
2. 6:45 p.m. Adam Miller & John Westie – Friends of Wheeler Field Request for Town Support.
- Adam Miller and John Westie noted:
- A brief background review/history of Friends of Wheeler Field and their goal to conserve a parcel of land (Lot 8 of Wheeler Field Subdivision), the history of the parcel.
 - FOWF are seeking grant funding through the VHCB and are requesting a BSB letter supporting the grant application.
 - FOWF will be requesting funds for the purchase from the Conservation Fund, they are in discussion with the Conservation Commission regarding that funding.
 - When FOWF purchases the parcel, the parcel will be owned by FOWF for community good.
 - FOWF would like to donate the parcel to the town, with the town deciding how to best use/manage the parcel, with no further obligations.
 - No other action is requested at this time, other than the letter of support.
 - Janet Metz asked where FOWF stood with respect to fundraising and that she supported the endeavor as a West Bolton resident.
 - Adam Miller stated approximately \$30K in donations and pledges, with approximately \$135K needed for purchase and closing costs.
 - Adam Miller offered to send a draft letter of support to the BSB prior to their June 7, 2021 meeting for review.
 - Brief group discussion on mowing of the parcel in the future, FOWF would oversee.
3. 7:00 p.m. Craig Deyo -Highway Department Update:
- Craig Deyo introduced himself to the BSB and noted that he was:
- Seeking permission to shift to a four (4) day work week, with four (4) ten (10) hour days, 6 a.m. – 4 p.m. from May 24 – October 23, noting that many other towns institute a four (4) day work week in the summer, to benefit staff morale after long winter hours, and to increase daily hours during construction season.

- Kyle Guyette noted the longer days were much more efficient during the construction season, the shift would help staff morale, many neighboring towns used this summer hours model, and he supported the shift.
 - Henry Corse noted he agreed to the shift to support morale and general efficiency.
 - Janet Metz noted she supported the shift.
 - Lynda DesLauriers asked about emergency coverage over the long weekends.
 - Craig Deyo noted that emergency coverage would not be an issue, as he was generally always available, and all staff were willing to respond if needed.
 - Kyle Guyette made the motion “to amend the Highway Department summer working hours this year, from May 24 – October 23, to four (4) ten (10) hour days, Monday – Thursday, 6 a.m. to 4 p.m.” Lynda DesLauriers seconded. There was no further discussion. All were in favor and the motion passed (5-0). Craig Deyo expressed his thanks.
- The hydroseeder (80% funded with a Grant in Aid equipment grant) has been purchased and the dilemma is lack of equipment to move it, requesting approval to purchase forks for the loader.
- Brief discussion on pricing from three vendors and funding.
 - Janet Metz made the motion “to approve the purchase of forks for the loader.” Kyle Guyette seconded. There was no further discussion. All were in favor and the motion passed (5-0).
- General Highway Department updates:
- The department is integrating well.
 - New staff member Dan O’Shaughnessy will be testing for his CDL on May 25th.
 - The staff have been resurfacing Notch Road and will be moving on to Stage Road.
8. **Adjournment:** Henry Corse made the motion “to adjourn the meeting.” Kyle Guyette seconded. There was no further discussion. All were in favor and the motion passed (5-0) at 8:02 p.m.

Attest: Amy Grover, Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Bolton Select Board on June 7, 2021.