



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Capital Planning Committee Hybrid Meeting Minutes
August 12, 2021

Board members present: Tony Barbagallo, Steve Barner, Joss Besse, Henry Corse, Chair
Board members absent: Jen Dudley-Gaillard
Also Present: Craig Deyo
Acting Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:32 p.m. by the Chair, Henry Corse, with a quorum of 4 members present.
2. **Additions or Deletions to the Agenda:**
Addition: Discussion regarding road improvement plan. See below under “Updates.”
3. **Public Comment:** None.
4. **Communications:** None.
5. **Recurring Business:**
 - Approval of Minutes July 15, 2021: Joss Besse made the motion *“to approve the minutes of July 15, 2021, as presented.”* Steve Barner seconded. There was no further discussion. All were in favor and the motion passed (4-0).
6. **Appointments:**
 1. 6:45 p.m. Craig Deyo – Highway Department - Excavator Lease Options, Town Garage Addition.
Excavator Lease Options:
Craig Deyo noted he wanted to bring forward the following information to the attention of the CPC and provide initial costs.
 - He requested a ten-year lease-to-own quote from Caterpillar (same purchase plan as the grader) which was \$11,707 per year, \$102K total price. Excavator size: 307 & 1/2, 3’ bucket, tracked, would require a trailer to move, with a trailer cost estimate of \$20K - \$25K new, \$8K used.
 - An excavator would eliminate/reduce outside contractor costs, which were \$20K in FY 20-21, and allow the town to perform the work and not be tied to a contractor’s schedule and availability. There had already been issues with the contractor failing to do the culvert work necessary on Duxbury Road prior to the paving scheduled for early September. This required that the Highway Department rent an excavator and complete the work themselves. This has happened in previous years, making it a challenge to complete grant work and meet mandated MRGP requirements.
 - Discussion: five year look back on excavator expenses, maintenance costs negligible (10-year warranty), funding in the standard 50/50 split, whether to include an excavator in the capital plan and recommend to the BSB, timing of a purchase, consideration as a warned item for Town Meeting 2022.
 - Amy Grover to pull historical information on excavator use for further consideration by the CPC.Town Garage Addition:
 - For storage of equipment: hydroseeder, trailer, broom for grader.

- Permit would require DRB review due to the garage already exceeding the maximum square footage allowance and other potential issues due to the location in the Winooski River flood zone.
- The estimated cost is \$4,800.
- Brief discussion: structure size, other options. Consensus that the cost is below the capital threshold of \$5K and therefore outside purview of the CPC to make a recommendation to the BSB.

7. **Business & Action Items:**

- Updates:
 - Town Garage Assessment:
 - BSB indicated there was no appetite for assessment due to the costs from 2016 of \$25K - \$30K.
 - Brief discussion of current conditions; the floor was repaired months ago, a remodel is currently underway for the office/storage area.
 - Group consensus that the Town Garage assessment is fully off the CPC agenda/plan/recommendations.
 - CCRPC Town Highway Inventory Updates:
 - Road surface, culvert, and sign inventory by CCRPC is complete except for site visits in Bolton, on the CCRPC schedule.
 - Joss Besse to continue to follow up with CCRPC.
 - Once inventory is updated, it can be utilized to generate a 5 - 7 year road plan for pavement and gravel.
- Information Needs from Town Staff for CIP Updates:
 - Identify what information is needed (equipment needs, cost, life span), access to that information, and compilation.
 - The information is needed for the 10-year plan, which in turn is used to generate the 5-year plan.
 - Discussion: equipment maintenance, undercoating of vehicles, access to and requirements for the ongoing capital spreadsheet information, gather information from neighboring towns on life expectancy and costs (Tony Barbagallo to contact), and from department heads on equipment needs. Both Department Heads to attend the next CPC meeting in September.
- Information Needs to Develop FY 23 Capital Budget: address after information procured.
- Capital Planning and Fund Policies and Attachments Review discussion included:
 - Challenge to budget for MRGP, CPC to determine if MRGP needs to/should be the purview of CPC.
 - Review of policies. Noted: the replacement schedule needs to be updated.
 - Table further review until updated information is received from department heads.
- Rules of Procedure Clarification: Reviewed with amendments approved at the July 15, 2021, meeting, and further amended. Steve Barner made the motion “to approve the CPC Rules of Procedure as re-amended.” Joss Besse seconded. There was no further discussion. All were in favor and the motion passed (4-0).

8. **Adjournment:** Joss Besse the motion “to adjourn the meeting.” Steve Barner seconded. There was no further discussion. All were in favor and the motion passed (4-0) at 8:32 p.m.

Attest: Amy Grover, Acting Clerk

Minutes are unofficial until approved. These minutes were read and approved by the Capital Planning Committee on: September 2, 2021.