



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
Capital Planning Committee Hybrid Meeting Minutes
November 4, 2021

Board members present: Tony Barbagallo, Steve Barner, Joss Besse, Chair, Jen Dudley-Gaillard
Board members absent: None
Also present: Chris Dubin, CCRPC (virtual)
Acting Clerk: Amy Grover

1. **Call to order:** The meeting was called to order at 6:32 p.m. by the Chair, Joss Besse, with a quorum of 4 members present.
2. **Additions or Deletions to the Agenda:**
Additions: None.
Deletions: None.
3. **Public Comment:** None.
4. **Communications:** None.
5. **Recurring Business:**
 - Approval of Minutes October 7, 2021: Tony Barbagallo made the motion *“to approve the minutes of October 7, 2021, as amended (clarification).”* Jen Dudley-Gaillard seconded. There was no further discussion. All were in favor and the motion passed (4-0).
6. **Appointments:**
 1. 6:40 p.m. Chris Dubin, CCRPC – Town Highway Inventory.
Chris Dubin noted:
 - In 2016, the Town of Bolton requested a town highway inventory including culverts, signs, and roadway conditions, and recently asked for that inventory to be updated by CCRPC (through the UPWP).
 - Since 2016, the Municipal Roads General Permit has come online which has impacted prioritization.
 - Conversations with Joss Besse have helped determine what information would be the most valuable for the town.
 - He had provided an extensive memo/report for the CPC with updated inventory information and associated costs, was seeking draft input.Group discussion included:
 - Signs:
 - The sign inventory was valuable information for the Highway Department and Select Board and could be self-managed by the Highway Department.
 - The CPC will not address the sign inventory information, not applicable to the capital budget.
 - Culverts:
 - Culvert replacement is generally budgeted out of the Highway Department operating budget.

- Increasing culvert budgeting would require the ability for Town Highway staff to take on additional annual culvert projects.
- Typical culvert replacement schedule is 2 – 3 annually, replacements are often wrapped into grant projects.
- The condition rating system, rating system in relation to location (new data field: culvert importance), defining importance provides an opportunity to look at prioritization beyond just scoring in the critical/urgent category.
- The seven culverts defined as closed (road forced to be closed to traffic) is an error – needs correction. CCRPC interns may not have been aware of the definition.
- Town Highways:
 - Town Highways and their condition are critical.
 - Black Fly Hill is not a Town Highway and should be removed from the memo, York Road needs to be added.
 - How far/if the CPC should delve into roads, both paved and gravel, with respect to capital planning, and lack of bandwidth in which to do so.
 - The theory of pavement deterioration over time is not linear, the surface of a roadway functions to show what is happening underneath the roadway.
 - How the town should address paving needs and develop a fully objective approach, i.e., worst first, critical access i.e., BV Road.
 - The memo provided numbers for 20, 25, and 30 year paving cycles, grant award amounts and cycles, and those impacts to the annual paving budget.
 - Gravel road conditions are also important, comparisons to Jericho's and Richmond's gravel roads, resource limitation issues.
 - Bolton is taking advantage of grant funding opportunities with CCRPC's assistance.
 - Bolton is doing well with respect to MRGP requirements and proving the efficacy of the Grant in Aid program with respect to the MRGP.
 - Chris Dubin will make adjustments/corrections to the memo/report, important to share the information with the BSB, scheduled for the BSB meeting on 12/6/21.
 - Amy Grover noted that Highway Department staff needed to be included.

7. **Business & Action Items:**

- FY 23 Capital Budget Review, Update, and Recommendations
Discussion included:
 - Uncommitted funds, voter approvals to move uncommitted funds to reserves, reserve fund contributions and use.
 - The spreadsheet formula inclusions and reserve contribution, counting all reserves (town buildings, planning fund) or just the 60/40 split reserve funds (equipment).
 - Debt service < 12%, per CPC Policy, practice vs policy, i.e., allowing for a debt service above 12%, if that will be rectified in a year or two.
 - Building reserve funds currently hold no specific project, placeholder for future costs.
 - Rescue vehicle payment added to FY 22-23.
 - Consensus to recommended to the BSB that reserve fund allocations for the FY 22-23 municipal budget be as follows: \$53,414 Highway Equipment, \$32,048 Fire Equipment, level fund all other line items.
- Policy Schedule Review & Update: Tabled.

- FY 22-23 Municipal Budget Request: No funding request.
 - Next Meeting Agenda: December meeting canceled.
8. **Adjournment:** Tony Barbagallo made 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 8:15 p.m.

Attest: Amy Grover, Acting Clerk

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

DRAFT