

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF NOVEMBER 24, 2014
TOWN OFFICES**

MEMBERS PRESENT: Joe Bruno, Richard Combs, John Hale, Robert Spaulding

MEMBERS ABSENT: T. Etori

OTHERS PRESENT: M. Shea, Town Manager, See attached list

Meeting called to order at 7:05pm by Chairmen J. Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: R. Combs made a motion to approve the agenda as presented, seconded by B. Spaulding. All in favor. So voted.

MINUTES FOR APPROVAL- NOVEMBER 10, 2014

MOTION made by B. Spaulding to approve the minutes of November 10, 2014. Seconded by R.Combs. R. Combs noted that J. Hale was present at the meeting but not listed. All in favor with correction. So voted.

WARRANTS FOR APPROVAL

MOTION: B. Spaulding made a motion to approve warrants # 1124R for \$8,263.91, #1124 for \$65,494.34, #1120 for \$6,136.83, # 1113 for \$8,625.15, # 1120P for 13, 477.81, # 1113P for \$12, 223.75. Seconded by R. Combs. All in favor. So voted.

MOTION: B. Spaulding made a motion to approve warrant # 1120.1P for \$565.00 and warrant # 1113.1P for \$565.00. Seconded by J. Hale. All in favor. So voted. Abstained: R. Combs.

PURCHASE ORDER FOR APPROVAL- CASTLETON VOLUNTEER FIRE DEPT.

MOTION: J. Hale made a motion to approve P.O. 034529 for \$8,500.00 for the point fund project for the fire dept. Seconded by B. Spaulding.

R. Combs noted that this is the annual stipend which is divided among the volunteers on an "earned points system" for miscellaneous expenses.

All in favor. So voted. R. Combs abstained.

REQUEST FOR CONTRIBUTION: FHUHS PROJECT GRADUATION

MOTION: R. Combs made a motion to donate \$100.00 to FHUHS Project Graduation for Class of 2015. Seconded by B. Spaulding.

J. Bruno asked if this was a yearly donation. M. Combs noted it was donated only when asked

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by the Project Committee.
All in favor. So voted.

CITIZEN'S CONCERNS

M. Combs asked about the latest developments on the River St. Project.

M. Shea stated it was not in the top 3 list of projects.

J. Bruno stated that he would ask our road foreman and asked R. Combs how the street was looking. R. Combs replied it looks stable at this point and wanted to know if the project would be put out to BID. B. Spaulding stated that he would follow up with P. Eagan and have a report for the next meeting.

M. Coombs asked about the status of the sale of 556 Main St. M. Shea replied that it would be discussed later.

J. Bruno stated that the Historical Society has exercised their Right of First Refusal and have 90 days to close. B. Spaulding asked when the 90 days begins. M. Combs replied the 90 days started on the day of their offer.

J. Hale stated that the Historical Society is looking to close before Christmas.

J. Bruno stated it would be nice to have someone from the Historical Society attend a meeting to keep the Board informed on the progress. This Board was left in the dark about their intentions until their deposit was made on 556 Main St.

M. Combs also asked about the status of new town offices.

J. Hale stated that this was a conversation that would be taking place in Executive Session.

M. Combs asked if the plan would include going to the public.

J. Bruno replied that the public would be involved and that there would be a plan on paper for March, hopefully there would be time for another public meeting before then too.

MANAGER'S UPDATE

Sidewalk Project: After reaching out to the Design Engineer and John LaBarge from the State, a better understanding of this project is realized. As it stands now the flooding issue in this area from Castleton Meadows is still there. There has been some analysis on how to cure this, it is estimated that the cost will be \$651,000.00. VTrans will still need to approve this as a project. This cost would need to be by the Town. I am looking for grant opportunities to help us. This project is not contingent

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or connected to the sidewalk project.

As to where this project will reach to... It will reach to the end of the drive entrance to the Medical Center (approx. 3000')

There is still a moving piece out there that may include the saving of 6 Maple trees. Options to this will be available soon.

The RFP for a Local Project Manager (LMP) is being worked on and will be ready for the procurement process soon. This cost for this position will come off the total grant.

As to a time constructions will happen... there seems to be consensus that early 2016 is likely.

Action needing: None

2015-2016 Budget: I sent each Board members in a memo asking for input into the 2014-2015 Budget process (see memo). I received some input and would like to talk more on this as it relates to priorities. Let's look at your items and then we can individually rank your priorities where 1 is your first to your least.

I have also enclosed the 2015-2016 Budget Calendar. Let's talk about it...

Action needing: None

Social Services Process in the Budget: I am looking to see how the Board wishes to handle these types of request. Will this Board desire that each follow the Petition Process?

Action needing: Your Thoughts...

Fire Station survey: This document has been completed. (see enclosed)

Action needing: None

Holiday Office Hours: This year Christmas and New Year's fall on Thursday. I am asking for your thoughts as to not having the town office open on the Friday following the two holidays? This is not to suggest that staff will receive a free day off.

Action needing: Your Thoughts....

MOTION: J. Hale made a motion to offer each town employee two extra vacation days. Seconded by B. Spaulding.

J. Bruno replied that this was a nice way to say "thank you" to the employees who work very hard. All in favor. So voted.

SELECT BOARD CONCERNS

J. Hale asked if the design for the sidewalks included "curb stops". M. Shea replied that they were included and it was an insignificant cost.

J. Hale commented on the Audit results stating it looked like a clean audit. R. Combs stated the last page did have some recommendations.

J. Hale noted that the Pilot money was received in the amount of \$279,926.00.

J. Hale asked if there were any bond draw downs. M. Combs replied only one next month.

J. Hale asked what the next step was in the Village Ctr Designation. M. Shea replied that the Planning Commission needed to reach out to Rutland Regional Planning.

J

. Bruno noted that the Historic Town Map, Charter and Plaque belong to the Town and are not the property of the Historical Society. R. Combs asked if the marble plaque on the wall will remain in 556 Main St. until the Historical Society begins renovations. J. Bruno stated that he would get a price to have the plaque removed and packed in a shipping crate until new Town Offices are constructed.

J. Bruno is also looking into prices for 2 bell towers for the new firehouse. The contractor stated it was no additional cost to work up a price for installation and he will also run it by the engineers to make sure the building could support them. J. Bruno also would like to get the old siren refurbished.

J. Bruno discussed the sand situation at the town garage. He reported that the sand does freeze in the winter and it is very difficult for town's people to remove it. Also, that some private contractors who are sanding in the town help themselves to it as access is easy with a truck. J. Bruno asked P. Eagan to give him some direction to address this. It was suggested that jersey barriers could be used to make the access harder for contractors and would allow for a tarp to be placed over sand to keep it from freezing. R. Combs asked if we have jersey barriers to use. J. Bruno replied yes.

M. Shea stated that he did speak to P. Eagan and it would cost about \$6,000.00 for barriers and signage. B. Spaulding reported that the town does have some barriers but they are being used. J. Bruno stated that we should be some prices as the barriers can be used for other projects too. This would also address a safety issue with children, as they would not have complete access to the sand.

M. Shea replied that it would be well worth the price to keep the commercial guys out and to prevent shrinkage due to weather.

OTHER BUSINESS

None

EXECUTIVE SESSION- PERSONNEL

R. Combs made a motion to enter into Executive Session for a Personnel matter at 8:15pm. B. Spaulding seconded. All in favor. So voted.

MOTION

Motion by R. Combs to exit Executive Session at 8:40 pm with no action taken. R. Spaulding seconded. All in favor. Motion carried.

MOTION

Motion by J. Hale to place Charles Jacien on administrative leave with pay, without any authority with regard to the day to day operations until January 30, 2015 and that he be paid \$10,900 net which will be processed through payroll and that he will receive the family health insurance plan through December 31, 2015. R. Spaulding seconded.

J. Bruno stated that this is a mutual agreement between the Board & Charles.

VOTE ON THE MOTION

All in favor. Motion carried.

EXECUTIVE SESSION - REAL ESTATE

Motion by R. Combs to enter Executive Session at 8:50pm for a Real Estate matter. R. Spaulding seconded. All in favor. Motion carried.

MOTION

Motion by R. Combs to exit Executive Session at 9:40 pm with no action taken. J. Hale seconded. All in favor. Motion carried.

MOTION

Motion by J. Hale that the Board authorize the Chairman of the Select Board to sign the Affidavit of Seller certifying the Town compliance with 24 VSA §1061 regarding the sale of 556 Main Street. R. Spaulding seconded. All in favor. Motion carried.

ADJOURN

Motion by R. Combs to Adjourn at 9:45 pm. R. Spaulding seconded. All in favor. Motion carried.

Respectfully submitted

Valerie Waldron

Date of Approval

DRAFT