

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF OCTOBER 13, 2014
TOWN OFFICES**

MEMBERS PRESENT: Joe Bruno, Thomas Ettori, Richard Combs, John Hale

MEMBERS ABSENT: R. Spaulding

OTHERS PRESENT: Charles Jacien, Town Manager, see list attached

Meeting called to order at 7:01pm by Chairman Bruno with the Pledge of Allegiance.

Minutes for Approval- September 22, 2014

Motion by J. Hale to approve the minutes of September 22, 2014. R. Combs seconded. All voted in favor. So voted.

Warrants for Approval

MOTION

Motion by T. Ettori to approve warrants #1013R for \$88,004.86: #1013 for \$90,764.92; #1009 for \$12,168.90; #1002 for \$8,918.32, #0925 for \$5,257.95; #1009P for \$14,942.74; #1002P for \$14,942.74; # 0925P for \$11,726.92. J. Hale seconded. All voted in favor. So voted.

T. Ettori asked where the money was coming from for the Fire Station construction.

M. Combs replied that the money is traveling thru the reserve fund, then on a monthly basis requests for reimbursements will be made from the Bond Bank proceeds.

C. Jacien noted that the Board will see the transactions twice, first time with the approval of the warrants and again when the invoices are drawn thru the Bond Bank.

T. Ettori asked if we are withholding 10% from Millbrook on each invoice or till the completion of the project.

C. Jacien noted that 10% is being withheld on each invoice.

R. Combs stated that the contract states the last 10% will be withheld till the architect and owner were completely satisfied.

MOTION

Motion to approve warrants #1009.1P for \$565.01; # 1002.1P for \$565.00 and #0925.1P for \$565.01 made by T. Ettori. Seconded by J. Hale. All voted in favor. (R. Combs abstained). So voted.

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Request for coin drop- Project Graduation @ FHUHS

C. Jacien noted that the policy reads no more than 2 coin drops per year. The organizations should have requests into the town by August.

MOTION

T. Etti made a motion to approve a coin drip for Project Graduation (Class of 2015) for FHUHS on Saturday, November 1, 2015 in front of the Castleton Federated Church from 9:00am to 1:00pm. R. Coombs seconded.

T. Etti asked that all safety procedures be noted to the organization.

C. Jacien noted that all the instructions are included in the information packet they receive.

S. Day asked if something could be put on town website or Front Porch Forum so people would know when and what organization it is supporting.

J. Bruno replied the organization is responsible for doing that.

VOTE ON MOTION

All voted in favor. So voted.

POLICE CHIEF'S UPDATE

Chief Mantello reports that since he took office on Sept. 8th there have been 9 citations, 9 arrests. Also 69 speeding tickets were issued and the average over limit was between 15 to 17 mph.

The DUI and Highway Safety programs began on Oct. 1, 2014. You will see extra patrols on duty. The town gets money from these programs. The DUI grant is for \$10,000.00 dollars the town puts in \$2,000.00 and gets \$8,000.00 from the state. The Highway Grant is for \$3,000.00; the town puts in \$600.00 and receives \$2,400.00. The extra patrols are paid out of these grants.

After evaluating the staff, he would like to add a part time officer. The town would benefit from having a good core of part time officers.

He presented the Board with information regarding a lease offer for a new vehicle. The State has a contract with FORD till 12/31/2014. He attended a VLTC seminar and spoke with the lease vendor. The 2015 FORD would cost the town \$26,956.00 to purchase outright. The 3 year lease is a yearly payment of \$9,707.41 and the town can buy the vehicle at end of 3 years for a \$1.00. The total cost would be \$27,381.00.

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The current fleet consists of a 2007 Charger not used for patrol, 2008 Blazer with 167,000 miles and needs ball joints, a 2011 Impala K-9 unit and a 2013 Taurus.

S. Stevens noted that the 2011 Impala has 90,000 miles on it, no heat, new radiator, but you can smell the radiator fluid. The transmission slips with every 3rd start.

The chief asked if there was money in the budget for a car.

C. Jacien stated there is \$10, 00.00 in the reserve fund and \$10,000.00 more will be added in next budget. It is not earmarked for a vehicle.

J. Bruno asked if any remembered that B. Sherwin was looking for an SUV type vehicle before he left.

Chief Mantello states that it is essential to order a new car this year. The vehicle will be available to the town before the end of 2014.

J. Bruno stated that a discussion will need to take place regarding the Blazer. He would like to see it used by the Constables. The constables have always used their own vehicles.

S. Loomis stated he hoped that the new chief would begin monitoring the maintenance of all vehicles better.

MOTION

J. Hale made a motion to authorize the purchase of the 2015 FORD Interceptor Utility Police vehicle for \$26,956.00 with a finance charge of 6.50% over 3 years with an annual payment of \$9707.41, which brings the total cost to \$27,381.00. T. Ettori seconded.

R. Combs asked if this included an extended warranty. Chief Mantello stated it was an extended warranty and after 3 years the town should purchase another warranty.

M. Combs asked if the existing equipment in the vehicles would be able to be used in the new vehicle. Chief reported that any additional monies for that would be coming from Castleton State College.

S. Day asked about the interest rate. J. Bruno stated that it was 6.50%.

VOTE ON MOTION

J. Hale, T. Ettori voted in favor. R. Combs voted No- **MOTION CARRIES.**

J. Bruno requested that Chief Mantello bring any details for the new vehicle to the Board before ordering it. The Chief stated he would.

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Purchase Order for Approval - CAI Technologies

MOTION

R. Combs made a motion to pay P.O. # 036113 to CAI Technologies for 2 yr tax mapping in the amount of \$3,150.00. T. Etori seconded. All in favor. Motion carries.

556 MAIN STREET SALE DISCUSSION

The bid has been sent to the Historical Society for first right of refusal. The closing date is Nov. 14, 2014. The building needs to be cleared out soon. There is additional room at the town clerks office for storage.

J. Bruno asked if the material is moldy. C. Jacien that has not been determined yet and if so then there will be an additional cost to clean them up. J. Bruno asked S. Stevens if he would be able to help move the materials. S. Stevens stated he would be available next week.

S. Day asked who purchased the property. J. Bruno stated that D. Nelson from Rutland had the highest bid.

M. Combs asked to have the timeline refreshed. J. Bruno stated that the sale was on 9/30/14. The Historical Society has 30 days to respond to their first right of refusal, and the closing will be 45 days from the sale.

FIRE STATION UPDATE

C. Jacien made a recommendation that there be a small group to monitor the construction. J. Bruno stated that he and H. Goyette are having weekly meetings to monitor the progress. J. Bruno stated that D. Pratt feels they should be under roof and water tight by end of November if the weather cooperates. The fire station should be completed by spring. He stated that the State has notified them that a new (3rd) inspector is to be hired. The actual qualifications or credentials needed by this 3rd inspector are not known at this time and will be looking into this.

CITIZENS CONCERNS

M. Combs asked the Board where they stand on the future of the Town Offices.

J. Bruno stated he would like to see a new Town Office built on the Moore site. There is a well on the property, as well as sewer and electricity and would like to see more public hearings before March in order to have it on the ballot in March.

M. Combs felt the more information the voters have the easier it is for them to make a decision.

S. Day asked about a report from the Chief regarding the issues with the college. The Chief stated that he has addressed the football team along with S. Dechen, Pres. Wolk, the Deans and

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CSC Public Safety. There is more coverage on the weekends. The Board should be receiving a letter from a student group regarding the development of a forum between students and the community. The Chief will be in the background for the group but states they have to take the responsibility for the direction of the forum.

MANAGERS UPDATE

C. Jacien would like some direction from the Board for next years budget. He informed the Board that the cost of health care is going up 10% this year and most likely 15% next fiscal year. He stated that the Board needs to address the "levels of service" provided by the town. He stated there is a cost difference between having 2 Constables with law powers or without law powers.

Sale of 556 Main: Documents relating to this are included in the packet. The 30-day clock is running for the Rights of First Refusal, if this is not acted on a closing is scheduled for 45 days from the auction. Staff and elected officials have been told that the building needs to be cleared in the next 3 weeks. Bud Carpenter has offered the additional office space at the town clerks area for the TC stuff still left at 556. A storage trailer at a cost of \$75 a month is now in front of Town Office awaiting the necessary 10 years of documents and other files.

Clerk of the Works Fire House/ Project Manager Sidewalks: John Berryhill is suggesting that a clerk of the works be hired for the firehouse project information is enclosed. This position will require a budget of about \$10,000; this can be part of the contingency.

The ongoing sidewalk project will require a Project Manager, it is highly recommended that this person not be the Town Manager, I have been doing this job for the last year or so only doing about 10 hours of administrative work. However, as this initial project (corners to Drake and to medical center) begins, the additional project (Drake to Creek) needs to be planned and scheduled for construction. This 25 to 35 dollar an hour position can be paid through the grant.

Constables Vehicles: The town budget currently includes an appropriation for the personal vehicle insurance for the constables. Ed O'Shea has informed me that personal emergency service vehicles can no longer be insured at any cost. The Town pays about \$300 per vehicle in its fleet through the VLCT pool. If the Town is going to continue to have Constables with law enforcement powers, I recommend that the town own the constables vehicles and maintain them as part of the fleet. The bottom line budget will have to be monitored and the value continued evaluated.

Scheduled Construction: The Rte. 30 sewer project is out for bid for this is from the corners to the medical center. The Main street box culvert at Seminary Street is also out for bid with construction scheduled for this year. The Manager and Highway Supervisor recommend that the River street project put out to bid. Specs for this project will be worked out without extensive engineering or permitting (wetland issues). Unfortunately, because there is no pinpoint reason for the road failure this should be listed along with the sleeping giants as outlined in the Highway 5 year plan.

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OTHER BUSINESS

H. Goyette, Fire Chief, stated that the dry hydrant permit was finalized at the end of last week. This has been in the works for about 2 years. The pipe is being built at the town garage. The grant from the state was 75% and the town put 25%, the total cost should be around \$2,000.00. The pipe will be placed in Lake Bomoseen on or around Oct. 21st, 2014.

J. Hale noted that another dry hydrant will be placed by the lake near the golf course. The cost will be covered by the developer and it will have to be put into place before the developer can break ground on any construction.

SELECT BOARD CONCERNS

J. Hale would like to thank the Lee Lodge for replacing the Handicap parking sign on Main Street.

J. Hale asked about some bills he saw from Enman Engineering regarding the Float Bridge Project. C. Jacien stated the Board would see a break down of the recommendations at the next meeting.

J. Hale suggested a sit down with the library trustees and the Board to create a better relationship. C. Jacien noted that the library receives over \$100,000.00 from the taxpayers and that they should be responsible for their own payroll and finances, just as the Cemetery Association is.

EXECUTIVE SESSION - Executive Session - Legal, Personnel, Real Estate (if necessary)

MOTION

Motion to enter Executive Session for a Personnel matter to include the Town Manager & Accountant at 8:35 pm by R. Combs. J. Hale seconded. All voted in favor. Motion carries

MOTION

Motion by _____ to exit Executive Session with no action taken at 9:45 pm.
_____ seconded. All voted in favor. Motion carries.

MOTION

Motion to enter Executive Session for _____ to include _____
at _____ pm by _____. All voted in favor. Motion carries.

MOTION

Motion by _____ to exit Executive Session with no action taken at 9:45 pm.
_____ seconded. All voted in favor. Motion carries.

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ADJOURN

Motion by _____ to adjourn at _____ pm. _____ seconded. All voted in favor. Motion carries.

Respectfully Submitted

Valerie Waldron

Date of Approval

DRAFT