

Select Board, August 12th, 2013

**Town of Castleton
Select Board
Meeting of August 12th, 2013
Castleton Town Offices**

MEMBERS PRESENT: Thomas Etti, Cristine Smith, John Hale, Wenger Rehlen, Ed O'Shea

MEMBERS NOT PRESENT: None

OTHERS PRESENT: Charles Jacien; see attached list

Meeting called to order at 7:10 by Chairman T. Etti with the Pledge of Allegiance.

Minutes for Approval- July 8th, 2013

MOTION

Motion to approve the minutes of July 8th, 2013 by C. Smith. Seconded by W. Rehlen. All in favor. So voted.

Warrants for Approval

C. Smith made a motion to approve warrant 0630B for \$3,327.68, 0812 for \$73,822.93; 0808 for \$11,530.65; 0801 for \$6,345.18; 0726 for \$6,308.60; 0808P for 13,155.47 0801P for \$14,596.59 and 0725P for \$14,958.26. J. Hale seconded.

W. Rehlen asked about the \$7000 for mowing. Town Manager Jacien stated that it was a hired job. He stated that the town was unable to get the machine that was rented last year.

W. Rehlen asked about the mower for Crystal Beach. Town Manager Jacien stated that it is a 61 inch mower.

W. Rehlen asked about the charges from Wheelabrator. Town Manager Jacien stated that it is the solid waste facility in Glens Falls used by the town.

All were in favor. So voted.

Lister Changes to 2013-14 Tax Bills- Mars, Longtin, and Werberig

K. Miller presented a report of the errors. Mars was abated due to fire, Longtin was changed due to veteran's exemption, and Werberig removed the business use of the property.

MOTION

C. Smith made a motion to approve the changes as articulated by K. Miller in report dates 8/12/13. Seconded by J. Hale. All in favor. So voted.

Highway Dept- Winter Sand Bid Award

Town Manager Jacien stated that P. Eagan inspected Sheldon's sand and was satisfied with the quality. Sheldon Excavating is the low bid. He stated that a sieve analysis will be performed tomorrow.

MOTION

C. Smith made a motion to approve the bid award to Jim Sheldon Excavating for \$45,850, or \$13.10/yard delivered providing it passes the sieve analysis. Seconded by J. Hale. All in favor. So voted.

Request for BYOB Permit- Bob's Food Shack

Town Manager Jacien stated that according to the Vermont Liquor Board, the Select Board can allow BYOB permits. They are not monitored by the state. The establishment would have to surrender their liquor license.

Chairman T. Ettori asked if this has to be renewed on a yearly basis. Town Manager Jacien stated that he would look into it.

E. O'Shea suggested a renewal period of one year.

MOTION

C. Smith made a motion to approve a BYOB license for Bob's Food Shack for beer and wine for the period of one year. W. Rehlen seconded.

All in favor. So voted.

556 Main Street Update- John Berryhill

J. Berryhill provided an update as follows:

He has met with engineers several times as well as staff.

First floor: The front porch has been designed so it extends all the way across the front of the building. Still showing three parking spaces and a small addition for the police department. The vestibule is completely inside the building. The elevator is slightly larger, and restrooms were redesigned for ADA compliance.

Chairman T. Ettori asked if the tax department would use the door shown. J. Berryhill stated that only the front door would be used, and the door near the town clerk would be used for emergency exit only.

2nd Floor: Removed wall alongside meeting room to accommodate about 40 people. Town Manager Assistant closer to stair well. Town Manager office divided between office and small conference room.

Attic: Heat recovery unit in attic. Ducts run down through walls to bring fresh air to offices. Not accessible to general public. New chimney. Same general location of chimney due to boiler.

Basement: Removal of all loose rock and existing vault. Dig out floor about one foot and pour new slab. Elevator would go to basement. Shelving for storage. Crawl space stabilized as needed, blow in foam insulation.

Back: Covered roof over police department entrance.

Revised estimate changes:

Porch- \$6000

Select Board, August 12th, 2013

3 phase power for elevator- \$8000-\$10,000

Fire Alarm- Budgeted, but may not need.

Other- Wainscoating, trim, etc. \$4000

Total- Additional \$28,000, bringing total estimate to \$1,023,329

W. Rehlen asked what other types of places have sprinkler systems. J. Berryhill stated it is mostly hotels, dorms, etc. It depends on the size and construction of the building. He stated it would not normally be put in a building like this.

C. Smith asked if J. Berryhill had spoken to anyone regarding the location of the Police Department in town. J. Berryhill stated he had only spoken to the Chief in relation to the location within the building.

C. Smith stated that she had concerns about locating the Police Department in the town office. She stated she feels it should be located with other emergency service. She stated it may be a cost savings and would open up more usable space to possibly use in the town office.

W. Rehlen stated he feels it is a good idea to have the Police Department in the village. C. Smith stated that the police go where they are needed, and that the Chief stated in a letter that the majority of calls are no longer on Main Street.

Chairman T. Ettori asked about the timeline for the project. J. Berryhill stated that it would take 5-6 weeks to get bid documents ready, and 3 to 4 weeks to bid it out. It would cost \$40,000.

W. Rehlen asked how moving the Police Department in the future would affect the plans. J. Berryhill stated that it would change a lot since the construction documents will be based on the current plan. He stated he would advise changes be made now so as not to increase costs.

Chairman T. Ettori suggesting designed the Fire Station so the Police Department could be added in the future if necessary.

W. Rehlen asked if there was a special design for the police department or if it could be used for other office space. J. Berryhill stated it could be used for other office space.

J. Hale stated he feels the next step should be taken and the plans should be sent out to bid. W. Rehlen agreed.

MOTION

Motion to accept the drawings as presented and engage J. Berryhill to prepare bid documents for \$40,000 to come from unallocated funds by J. Hale. Seconded by W. Rehlen.

J. Bruno expressed concern about the size of the meeting room. He also asked if the 3 phase power would be overhead or underground. J. Berryhill stated that it would be overhead. J. Bruno also expressed concern with the existing boiler and the cost estimate.

G. Trudo expressed concern about only one exit in the event of a fire. He also suggested waiting 15 days to see if anyone would appeal the decision made by the DRB regarding the town offices in environmental court.

M. Combs suggested a larger department for the Police would be beneficial. She also noted that Chairman T. Ettori stated that if there were a mixed vote on the project, it would not proceed. She asked when the Select Board would decide if the project is viable. Chairman T. Ettori stated that if the motion carries, the bid process will move forward. At the end of the bid process, the board will decide what action to take.

J. Leamy urged the Select Board to seek voter input.

J. Rehlen stated that he was disturbed by the letter from Chief Sherwin and stated that he feels there is a strong argument for the Police Department being located in the village.

J. Hale, W. Rehlen, and Chairman T. Ettori voted yes. C. Smith and E. O'Shea voted no. Motion carries 3 to 2.

Coin Drop Policy Review and Adoption

MOTION

C. Smith made a motion to approve the coin drop policy as presented. Seconded by W. Rehlen. All in favor. So voted.

Citizens' Concerns

J. Bruno asked when the DRB decision regarding the town office will become public. Town Manager Jacien stated that it would be within 45 days.

M. Combs expressed concern that the meeting was warned to begin at 7:30 but began early.

J. Rehlen suggested a pedestrian warning for the crosswalks in front of the post office and the crosswalk used for the village school. He also stated that he has concerns that he received notice of a meeting to take place between the college, police department, and landlords the day after it occurred.

P. Graziano asked if there was a rollover in the budget. Town Manager Jacien stated that there is a highway rollover, but the overall projected rollover is between \$0 and \$-21,000.

Town Manager's Update

556 Main Street: Claypoint will be in the building this week, scoping out the various abatement jobs. Documents will be ready in another week, to bid this work. NBF has revised plans and budget (attached).

JAMAC Property: NBF is in the process of hiring a PE to design a plan for the property development and 250 permit requirements, this is all part of the NBF contract. Ted Parisi is working on the deed. Mark Courcelle has started the survey of the property. JAMAC is aware of all of the above, and ready for the property transfer.

BYOB: According to Ms. Kelly Pratt at VT Liquor Control, the Select Board can allow BYOB establishments. The State does not monitor or control these establishments. If a property does have a liquor license, they would have to surrender this and then ask the SB for permission.

Sand Bid: Paul has inspected the sand at Sheldon's and is satisfied with its quality. The low bid is anticipated in the current budget.

NON-PUBLIC REPORT:

Although the following may not be protected as an executive session item, I rather convey this as a nonpublic report.

Meeting with CSC, and Liquor Control: Mr. Gilbert, Chief Sherwin, Tom and I meet. It is clear that the College thinks it is doing all it can. It is their opinion that the students off campus are the Town's residents, and they have little control.

Facts:

Most parties occur in the weak link properties; for the most part the familiar named property owners do not permit parties and take responsibility for their tenants. It is only a few properties that are a problem. 100 to 200 or more people attend these parties.

20% of the students are of legal drinking age.

1,100 students reside on campus about 500 live off campus in the community.

There is no longer State funding available for the START team (6 to 7 officers dedicated to liquor enforcement) this team was in Town most weekends last school season.

Parties that start after midnight, Thursday, Friday, Saturday and Sunday are the major party nights.

CSC contributes annually \$5,000 for police coverage and \$10, 00 for emergency service, (police, fire and first responders).

It costs about \$66,000 a year to staff a full time police officer, most of the first responder calls are being handled by the police.

CSC only has a nurse on staff 4.5 days a week. There are no first aid facilities on site, or other emergency personnel.

There is an average of 1 (one) first responder call to the campus a day during the school year.

Most liquor and drug violations are dismissed or diverted by the Rutland County Prosecutors, because of their work load.

Rutland County was approved for disaster relief, and Castleton anticipates \$100,000 in FEMA funds for road repair.

Select Board Concerns

C. Smith stated that she was also concerned about the meeting between the landlords and the college and would like to schedule another. Chairman T. Ettori stated that he would contact the college.

Executive Session - Legal, Personnel & Real Estate

MOTION

Motion to enter executive session with the board and town manager regarding legal, personnel, and

Select Board, August 12th, 2013

real estate by C. Smith. Seconded by J. Hale. All in favor. So voted. The board entered executive session t 9:10 P.M.

Adjourn

C. Smith made a motion to Adjourn at 9:45 pm. J. Hale seconded All in favor. So voted.

Submitted by Brittany Gilman

Date of Approval

DRAFT