

Select Board, October 28th, 2013

**Town of Castleton
Select Board
Meeting of October 28th, 2013
Castleton Town Offices**

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

MEMBERS NOT PRESENT: None

OTHERS PRESENT: Charles Jacien; see attached list

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

Minutes for Approval-October 14th, 2013

MOTION

Motion to approve the minutes of October 14th, 2013 by C. Smith. Seconded by E. O'Shea.

Discussion: J. Hale noted that during the conversation with the Recreation Commission, discussion was had regarding accepting credit cards via cell phones.

Vote on the Motion

All in favor. So voted.

Warrants for Approval

MOTION

C. Smith made a motion to approve warrant 1028 for \$64,111.20, 1028R for \$30,281.70; 1024 for \$4,877.12; 1017 for \$4,964.10; 1024P for \$12,715.58; and 1017P for \$13,358.56. Seconded by J. Hale. All in favor. So voted.

MOTION

Motion to approve purchase order 034780 for the Castleton Fire Department in the amount of \$7500 for the points fund 2013-2013. Seconded by E. O'Shea.

R. Combs stated that the fund was originally created to incur the cost of ruined clothes.

Vote on the Motion

All in favor. So voted.

Rutland Regional Planning Commission Executive Director Kristen Mark Hughes

K. Hughes stated that he has been on the board since January 2nd and wanted to extend greetings. He stated that there are a group of mixed experts on the board and they can bring resources and help to the table.

Town Clerk-Digitalized Town Records Information

K. Thornblade introduced B. Gerencser for ASC Xerox. She states he is running out of space and working with an antiquated system.

B. Gerencser stated that the system is a land records management system with two different proposals. A summary of the proposals are as follows:

- 1) ACS Xerox manages the entire system by providing the town with hardware. They maintain the hardware for the term of the contract, typically 5 year. They also supply the binders and paper the go with the system. \$650/month
- 2) Does not include hardware, paper, and archival binders. \$300/month

Both options: Training on site and retraining included. Records already on index will be converted to the system. Information will be backed up every day and tapes will be rotated every 6 months. Every month, information converted to microfilm. All records could be cashiered through the system in option one and a receipt printer validator would be supplied, as well as a search terminal.

Town Manager Jacien asked if this hooks into the Town Clerks portal. K. Thornblade stated it does not, that is a different company. She stated they would be able to go online with this system.

B. Gerencser stated that records can be online at USlandrecords.com. There is no cost to the town, and any revenues would be shared equally between the town and ACS Xerox.

E. O'Shea asked how long the training is. B. Gerencser stated it is typically a week.

C. Smith asked how the COT system is different from ACS Xerox. B. Gerencser stated he can't speak to their system but he does feel more services are offered. K. Thornblade stated that COT is less expensive but does not include archival microfilm. She stated she has researched both companies and feels ACS Xerox is the better company. She stated that COT is cheaper, but you get what you pay for.

J. Hale asked if the town does their own conversion. B. Gerencser stated that his company would do that, but they only generate a book on data going forward. J. Hale asked if a larger server was needed if that would be provided. B. Gerencser stated that would be included.

C. Smith asked if there is more money going into the reserve fund. K. Thornblade stated that \$3 per page recorded goes into the fund. She stated she averages \$880/month since July.

MOTION

Motion by J. Hale to hire ACS Xerox for the full package "Perfect Vision System" for \$650 per month. Seconded by C. Smith.

E. O'Shea asked what happens after the contract is up. B. Gerencser stated that you can renew the contract, go in house or with another vendor. The hardware would be returned and all hardware would be replaced if renewed.

E. O'Shea asked if the data was easily transferrable. B. Gerencser stated that it is.

W. Rehlen asked if there are any additional fees. B. Gerencser stated there would not be.

W. Rehlen asked how many search terminals would be available. B. Gerencser stated that there would be a work station for Katy and 2 search terminals, as well as a hard copy.

Vote on the Motion

All in favor. So voted.

Appointment-Zoning Administrator

J. Bruno stated that the candidate J. Biasuzzi would be happy to do a phone interview or come in another meeting, but he is out of town tonight. He stated that he is the Acting ZA in Wallingford and he recommends hiring, as well as the Planning Commission, who unanimously voted to recommend him.

C. Smith stated she was there for part of the interview and was very impressed. J. Hale agreed.

J. Bruno stated that it is up to the Select Board what to pay.

MOTION

C. Smith made a motion to appoint J. Biasuzzi as the new Zoning Administrator effective immediately. J. Hale seconded.

Chairman T. Etori stated that he should come meet the board at the next meeting.

Vote on the Motion
All in favor. So voted.

556 Man Street Bond Discussion

Chairman T. Etori stated that in his opinion, due to the fact they have spent as much money as they already have, it is prudent to send the project out to bid to know the actual cost, then a vote can be scheduled on the issue with the actual figure. He stated that the bond bank would not release funds until May. J. Berryhill should have prints by the end of the week, bids could be in by December, and the vote could be in January.

J. Hale asked about financing. Chairman t. Etori stated that the plans are at the USDA also. Major contractors are aware of the situation and don't mind bidding even though financing is uncertain. W. Rehlen and J. Hale agreed it is prudent to go out to bid.

Town Manager Jacien stated that this procedure would box the town out of receiving USDA funds, so the bond bank would be the option.

J. Hale stated that he feels a vote could be schedule without the hard numbers.

Town Manager Jacien stated that hopefully, Claypoint bids can go out at the same time.

E. O'Shea asked about the environmental court issue. Chairman T. Etori stated that the issues that would be affected by the environmental court are on the plan as alternates and wouldn't hamper construction on the rest of the project.

C. Smith stated that she would not want to strip the alternates and feels that this tactic is to plow through the project. She stated there should be a cease and desist on the project until the environmental court is dealt with.

E. O'Shea asked if the vote is a yes vote, will the project go forward despite the environmental court issue. Chairman T. Etori stated that the board will have to decide if that happens. E. O'Shea stated that if it was a business, the project would not go forward until all permit were in place.

W. Rehlen stated that is similar to buying the land without the Act 250 permit in place. He stated that the voters will be aware of the impending court case when they vote on the issue.

M. Combs asked if the things considered essential are now being considered alternate and optional. Chairman T. Ettori stated that the alternate gives the price of individual components. He stated he does not believe it includes a second story exit.

K. Thornblade asked if work would be done on the rest of the project without alternates. Chairman T. Ettori stated that is an option that the board would have to decide.

G. Trudo expressed concern that there is no second story exit. R. Newton agreed. Chairman T. Ettori stated that according to J. Berryhill, a second exit is not required and the project means the state code.

M. Finnegan urged the board to look at the needs of the town and look at the Woodard property again.

N. Cameron noted that a significant amount of people voted to renovate 556 and it is not a small minority.

M. Combs asked if the DRB could rescind the essential service decision and issue a variance instead. J. Hale stated that a variance could not be granted for this set of circumstances.

Citizens' Concerns

G. Trudo expressed a concern regarding a conflict of interest with W. Rehlen, stating he feels he could profit in a business sense from the location of the town office being on Main Street. W. Rehlen disagreed and stated he has always been open about his position on renovating 556.

M. Combs asked for an update on the fire station. Town Manager Jacien stated that M. Courcelle needs to do a little more detail on his plans and the Act 250 application will move forward after that. He estimated between 10 days and 2 weeks on the closing of the property.

M. Combs asked about a replacement for the police chief. Chairman t. Ettori stated that would be discussed under Town Manager's report.

J. Rehlen asked for an updated on pedestrian crossings. Chairman T. Ettori stated they are \$250 a piece and would not be put in until Spring. J. Potter stated these were tried 5 years ago and did not work.

B. Spalding asked what the threshold is for the town sending work out to bid. He stated that he feels the town should send more jobs out to bid. J. Mark agreed.

N. Cameron asked about the meetings between the college, police, and landlords. J. Rehlen stated that they are meeting again tomorrow at the community center.

Town Manager's Report

November 11 Meeting: Veterans Day, postpone meeting till?

New Highway Employee: Bob "Hawk" Kent will be retiring in early December. This will be advertised in-house for 7 days, as required by the CBA. This position needs to be filled in the next few weeks.

New Recording Sectary and Accounting Clerk: This position will be advertised.

Stone Valley Byway Kiosk: The stone frame has been set at Crystal Beach, the information panels and finish frame will be installed during the next few weeks.

Float Bridge Renovation: The Town now has a storm water construction permit for this project, we are still awaiting a permit from the Army Corp and the State Lake and ponds division. We will be looking for temporary construction easement from the abutting property owners, during the winter in anticipation of summer activity.

WWTF Tank Cleaning: This job is progressing, it is estimated that over 100 cubic yards of material will be disposed of.

Incident Command: The manager and chief of police will be attending a training session on November 6, in Fair Haven for "Incident Command for Executives".

Chief of Police: The Board needs to continue this discussion and give the Manager direction on how to proceed for the future.

Select Board Concerns

J. Hale asked about speaking with J. Berryhill two at a time. Chairman T. Ettori stated that he is waiting for J. Berryhill's response. J. Hale asked if plans will be shown at the informational meeting. Chairman T. Ettori stated that they will be psoted in the town office and at the information meeting before the vote.

J. Hale brought up a \$50,000 USDA grant for furniture and fixtures as an avenue to pursue.

E. O'Shea stated that his point of view is to do what is right for the community. He asked if easements are in order for 556. Town Manager Jacien stated that drainage and overhead easements are needed.

MOTION

E. O'Shea made a motion to appoint L. Witt as assistant treasurer. Seconded by C. Smith. All in favor. So voted.

C. Smith asked about work on the sign ordinance. J. Hale stated that the Planning Commission is about $\frac{3}{4}$ of the way through it and the RRPC is willing to review it for \$300. He stated that Planning could continue it and make a recommendation.

Adjournment:

MOTION

Motion to adjourn by C. Smith. Seconded by E. O'Shea. All in favor. So voted. The meeting was adjourned at 9:00 P.M.

Submitted by Brittany Gilman

Date of Approval