

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
Minutes of June 25, 2018  
TOWN OFFICE**

**MEMBERS PRESENT:** R. Combs, R. Spaulding, Z. Holzworth, J. Leamy

**MEMBERS ABSENT:** J. Bruno

**OTHERS PRESENT:** See attached listing

**MEETING CALLED TO ORDER** by R. Combs at 7:00pm

**APPROVAL OF AGENDA**

**MOTION:** Z. Holzworth made a motion to approve the agenda. R. Spaulding seconded. All in favor. Motion carried.

**APPROVAL OF MINUTES – JUNE 11, 2018**

**MOTION:** Z. Holzworth made a motion to approve the minutes from the June 11, 2018 meeting. Discussion followed. R. Combs would like the following amendments; on page two discussing the propane bid, no second or vote was listed. The line read "J. Leamy made a motion to award the bid for propane for FY 18-19 to Fyles Bros for a fixed rate of \$1.50 per gallon." The second was made by Z. Holzworth. All in favor. Motion Carried. Also, on page two, discussing J. Currie's comments on the meetings needed for the Town Plan, the wording should read "warned" rather than "warranted". Finally, on page four, discussing the Lake House agreement; the line read "M. Jones said the agreement last year fell through after a stiped could not be agreed upon because the Lake House and the Town." The word "because" should be changed to "between". Z. Holzworth made a motion to approve the minutes from the June 11, 2018 meeting with the amendments discussed. J. Leamy seconded. All in favor. Motion carried.

**POLICE DEPARTMENT UPDATE**

Chief Mantello was unable to attend due to a call out.

**CASTLETON UNIVERSITY PRESIDENT: DR. KAREN SCOLFORO & CFO LAURA JAKUBOWSKI**

New Castleton University president Dr. Karen Scolforo introduced herself and stated that she would like to see the town and the University work together. She would like the residents of the town to see the University as a part of their own. She corrected R. Spaulding's comment from the previous meeting regarding 400 forced retirements stating that the University offered optional early retirements with a financial incentive for those employees whom were interested. She stated that the University employs 450 people. The early retirement option resulted in 17 employees retiring, and another ten were laid off. She stated that last year enrollment was 1758, and this year it is just under 2000. Out of state enrollments are up this year due to liaison work with SUNY. She also stated that the college's accreditation organization has allowed them to offer any of their programs completely online which should also help their nationwide enrollment. Laura Jakubowski, CFO of the University, was also present and stated she would like to work as a liaison between the University and the town and will be attending one Select Board meeting every month to keep communication open. R. Combs thanked K. Scolforo for the University's generosity with the Town and the Fire Department thus far.

**COIN DROP: 8<sup>TH</sup> GRADE FUNDRAISING REQUEST**

N. Boutwell attended on behalf of the upcoming Castleton 8<sup>th</sup> Grade Class requesting a coin drop to support their Washington DC trip. The class would like to choose 8/4 or 9/1 for a date. R. Combs stated that the class missed the April 30<sup>th</sup> deadline to request a coin drop in the town and that the Town policy states there can only be four coin drops per year and this request would make five. He stated the board needs to make a decision whether or not to overrule the policy in place. He stated there is no conflict between any of the other four coin drops already approved and the dates the class had chosen. N. Boutwell apologized that the deadline was missed and that the class was unaware they needed to have a meeting to organize fundraising until June 18 which was already past the deadline.

**MOTION:** Z. Holzworth made a motion to approve the 8<sup>th</sup> Grade Class to have a coin drop on either 8/4 or 9/1. R. Spaulding seconded. All in favor. Motion Carried.

R. Combs requested the Town Manager get info on the current coin drop policy so it can be reviewed at another meeting and altered if the board decides so.

**TRANSFER STATION RECERTIFICATION**

At the June 11<sup>th</sup> meeting, the board requested the Town Manager find out how long the Recertification is for. M. Jones stated he found out that it is good for five years. The current certification is up in 2019, but the state likes to have the paperwork signed a year in advance so they can prepare documents without a time gap. He stated he again confirmed the numbers to cover growth and the town has plenty of room to grow. R. Combs stated he hasn't seen the info before and requested the discussion be put off until the next meeting after the board members have had an opportunity to review the information. M. Jones said there is plenty of time to sign it and will get copies to the board members to review.

## **PARAMEDICINE PROGRAM**

Renee from the Vermont Department of Health, Andrea from RRM Community Health Improvement, and Taylor from the Vermont Department of Health were present to discuss with the board the Paramedicine Program discussed at the last meeting. Renee stated she is reaching out to communities to see what concerns they can bring back to their office to help with. She stated there is a main office in Burlington and twelve district offices. She stated there are a lot of resources they can provide to communities regarding health concerns and asked what concerns the town had she could possibly help with. J. Leamy stated as the Health Officer, the Vermont Dept of Health has always been very cooperative and helpful and he had no concerns. R. Spaulding asked if she could assist in finding out what department the Town and Historical Society needs to speak with regarding the mold concerns at the old Town Office. He stated no department has signed off yet and there is concern because school children are being moved through it. Renee replied that if he sends her info on it, she would find out who they need to speak to. Taylor is a Public Health nurse that specializes in Emergency Preparedness, Community Immunizations, and Reportable Diseases. She discussed the availability of immunizations through the Vermont Dept of Health for uninsured and underinsured individuals. Andrea from RRM spoke about the Community Health Improvement department which educates individuals with chronic diseases and long-term illnesses to reduce readmissions. R. Combs stated that what started the interest in the Paramedicine Program was concerns from residents regarding slow response times from Rutland Regional Ambulance Service and the goal is to reduce response times. He stated that as a member of the Fire Department, his experience has been a response time of between 25-30 minutes in most cases. Renee said she has an ongoing conversation with the Town Manager trying to come up with ideas to help reduce response times and will try to help.

## **TOWN BOARD & COMMISSION APPOINTMENTS**

Z. Holzworth expressed concern that there were no letters from those up for reappointment confirming that they would like to be reappointed. He asked M. Jones if everyone had been contacted to confirm. M. Jones replied he didn't think everyone had been contacted yet. R. Combs suggested that those that were present at the meeting could speak for themselves and possibly those close to them. J. Currie was present to speak for herself confirming her interest in being reappointed, and also confirmed on behalf of J. Pintello. M. Jones also spoke for himself confirming his interest and confirmed on behalf of P. Eagan. No one from the Recreation Department or DRB were present, but it was decided they would need to be reappointed at this meeting, otherwise their appointments would lapse.

**MOTION:** J. Leamy motioned to appoint Janet Currie to the Rutland Regional Planning Commission for a one-year term, Jon Pintello as an alternate to the Rutland Regional Planning Commission for a one-year term, Mike Jones to the Rutland Regional Transportation Council for a one-year term, and Paul Eagan as an alternate to the Rutland Regional Transportation Council for a one-year term. R. Spaulding seconded. All in favor. Motion carried.

**MOTION:** Z. Holzworth motioned to appoint Gordon Chader to the Development Review Board for a one-year term, Joe Mark to the Development Review Board for a two-year term, and Donald Wood to the Development Review Board for a one-year term. Martha Clifford is appointed to a three-year term for the Recreation Commission, Jeff Hayes for a three-year term for the Recreation Commission, and

Aaron Perry to a three-year term for the Recreation Commission. R. Spaulding seconded. All in favor. Motion Carried. M. Jones stated he would get answers from those not present who were appointed to find out if they were interested or not. J. Leamy asked if the vacancies on the DRB were being advertised for. M. Jones said he didn't think so but that he would put them out.

#### **CITIZEN'S CONCERNS**

J. Currie asked why J. Pintello was not listed as a member of the Planning Commission on the town website. M. Jones stated that while trying to edit the website, J. Pintello was inadvertently taken off and the website would not allow him to put him back in. He stated he would direct K. Stewart to contact the website IT to fix it the following day. J. Currie also asked why the dates regarding the warned meetings for the Town Plan had been changed. R. Combs stated that it had been discovered that the statute states there must be thirty days between when it is presented to the Select Board until the first warned meeting. The first date the Board had selected would not have been outside the thirty-day window. J. Currie expressed concern that she, as the chair of the Planning Commission, was not notified about the date change. C. Smith requested that the Chairman of the Select Board discuss timely email responses with the Town Manager. R. Combs said he would discuss the situation with M. Jones the next day. C. Smith also presented a memo from the Planning Commission to the Select Board recommending the disbandment of the Development Review Board and relief of the current Zoning Administrator. R. Combs stated there would need to be review by the Board members prior to any discussion.

J. Nicklaw stated that she is having trouble with her neighbor's dog attacking her dogs and horses. She stated she has been to the vet many times to treat her dogs for attack injuries caused by her neighbor's dog. She stated that the owner of the dog, Matt Brown, has promised many times that he will learn to control the dog, but it still gets loose all the time. She has contacted the Dog Warden multiple times since last year when the attacks started occurring and nothing has been done. She stated that the Dog Warden runs the doggie daycare where the neighbor's dog is housed a few times per week and she felt this was a conflict of interest. She also stated that she bought the neighbor a special collar that was supposed to reduce the occurrence of the dog slipping the collar, but that she hasn't seen it on the dog once and that it was hanging at the doggy daycare when she knew the dog was home. N. Boutwell was present and confirmed that the dog is not registered with the town. R. Combs asked if anyone had the town's dog ordinance available. M. Jones had a copy and read it aloud stating that there are fines that can be imposed or the dog could be taken and that any enforcement officer could impose the fines including the Police Department or Constable. R. Combs asked J. Nicklaw if she had records of her previous complaints. She stated she has all of the vet bills of her dogs being treated for attack related injuries and that the vet would confirm that the injuries were from another dog. J. Nicklaw stated that the Dog Warden had finally responded to her home that day and told her she could shoot the dog if it attacked again, but she said she was not comfortable doing that. R. Combs stated he and the Town Manager would need to further discuss the issue and directed J. Nicklaw to file a formal, written complaint to the town so the Board could review.

**FY 2018 BUDGET ENCUMBRANCE - EMERGENCY MANAGEMENT, TRANSFER STATION, FIRE DEPT**

J. Leamy asked M. Jones if the Board were to approve the encumbrance, would there still be a surplus at the end of the FY 17-18. M. Jones stated that to the best of his knowledge, there would still be a surplus. He stated that the funds are needed to purchase a generator for the designated emergency shelter for the town, to repair the retaining wall that is in danger of falling in and to repair the runoff that goes across the road at the Transfer Station, and to assist the Fire Department in purchasing extrication equipment. R. Combs stated that "unexpended budget" assumes that the money will not be spent and asked what happens if the money ends up being spent before the end of the year. It was agreed upon that the wording in the motions to be read stated that only unexpended budget would be used, so if the money was spent, it wouldn't be unexpended anymore which means it wouldn't be available to use.

**MOTION:** Z. Holzworth moved to assign \$11,350 of the June 30, 2018 General Fund surplus fund balance toward the purchase of a generator. The remaining amount needed to purchase the generator will come from the FY 18-19 Emergency Management budget. J. Leamy seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth moved to assign \$3000 of the June 30, 2018 General Fund surplus balance toward the purchase of a second extrication tool for the Fire Department. The remaining amount needed to purchase the tool will come from the funds the Fire Department and Fire Department Association have earned from their fundraising efforts. J. Leamy seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth moved to assign \$10,000 of the June 30, 2018 General Fund surplus balance toward the purchase of materials and supplies to redesign and construct a new retaining wall at the Transfer Station. The remaining amount needed to purchase the service and supplies will come from the FY 18-19 Transfer Station budget.

**MOTION:** Z. Holzworth moved to assign \$1,000 of the June 30, 2018 General Fund surplus fund balance toward the purchase of fire danger warning level signage to warn residents and visitors of the fire danger level and provide the name and contact number for the Fire Warden. The remaining amount needed to purchase the signage will come from the FY 18-19 Fire Warden budget. J. Leamy seconded. Z. Holzworth asked why the sign would be necessary. M. Jones stated that it would be useful for townspeople and visitors to know the fire danger level in the summer when people are having campfires. He also stated that the Town Clerk receives many calls asking for the Fire Warden's information and that it would be beneficial to have that information available in a public place. All in favor. Motion Carried.

**MOTION:** Z. Holzworth moved to assign \$9,000 of the June 30, 2018 General Fund surplus fund balance toward the purchase of seven new Dell computers and eight monitors to replace the old and outdated PC's currently in use by the Police Department. The remaining amount needed to purchase the computers will come from the FY 18-19 Police Department budget. J. Leamy seconded. All in favor. Motion Carried. R. Spaulding asked what would happen to the old computers. M. Jones stated he was in the process of writing a policy calling for the PCs' hard drives to be wiped to protect any sensitive information being available. The computers are too outdated to be of any use of anyone.

## **MANAGER'S UPDATE**

K. Stewart started work on June 18, 2018.

Grants-There is a pre-bid meeting for Float Bridge on Friday, June 29. R. Spaulding stated he would like to attend.

Dock Spaces-People are still fighting over dock spaces. It will take at least a full day to measure out all of the spaces. A lot of the survey pins have been pulled out, moved, or pushed into the ground, and none of the spaces are numbered. Space 99A is the only easy one to find based on the map because there is a boat access next to that space. There are roughly 140 dock spaces. J. Leamy stated that there had been a previous problem of boats being docked by people who didn't have a space because they were sitting empty.

NEMC Grievances- The town needs an assessor representative at the BCA hearings. N. Boutwell stated that due to the timeline, there is no time to hire an outside assessor that would have to learn all of the history in addition to being present at the hearings. R. Combs stated that the funds to pay for a representative would come from the FY 17-18 budget. As there have been no viable candidates for the open assessor position, it would make the most sense to hire NEMC who did the assessments to be the representative for the hearings. R. Spaulding asked if anyone knew how much it would cost to hire them. M. Jones said he would get an estimate but he thought he recalled it being \$560 per day. N. Boutwell said she believed she could schedule all of the hearings for one day. R. Combs instructed the Town Manager to hire NEMC if the price was not unreasonable.

Johnson Spooner Rd- The work needs to be done by 6/30 and looks to be on track to be completed on time.

Transfer Station Operator- M. Jones conducted five interviews and had one applicant that met all of the qualifications.

Lake House- M. Jones reached out to Khele and M. Clifford to discuss a donation from the Lake House to the Rec Department. He stated that both parties agreed to a \$500 donation being made to the Rec Department on behalf of the Lake House as a stipend for parking at Crystal Beach. He also stated that Khele had assured him that on busy nights, there is an attendant in the parking lot directing people to Crystal Beach for overflow parking and a pontoon boat shuttling people to the dock entrance of the restaurant in an effort to cut down on foot traffic on Route 30.

Fourth of July- \$8200 has been collected so far to pay for July 4<sup>th</sup> celebrations.

## **SELECT BOARD CONCERNS**

R. Spaulding asked if anyone knew why Tim Gilbert had not reported for two months. M. Jones said he had not heard from him.

## **WARRANTS**

**MOTION:** Z Holzworth made a motion to approve warrants #0620R for \$500,000; #0625 for \$183,580.10; #0621 for \$4,735.77; #0619 for \$1,562,094.36; #0614 for \$4,876.91; #0613 for \$18,459.65; #0621P for \$13,514.27; and #0614 for \$13,731.26. J. Leamy seconded. Z. Holzworth asked if the \$1000 for the constable vehicle was covered by the town. M. Jones stated that repairs to the constable vehicle were covered by the town. J. Leamy asked about the bill from Belden's to repair a sewer leak near Patricia Ln. Once Belden had gotten in to repair, it was discovered that the leak was from the private line coming from Patricia Ln which means the residents on that line need to pay for the repairs. It was agreed upon that the bill should be paid to Belden's since the town is who called them for the emergency repair, and that the cost would be recovered from the residents afterward. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to approve warrants #0620P for \$544.01 and #0613P for \$544.01. J. Leamy seconded. All in favor. R. Combs abstained. Motion Carried.

**MOTION:** Z. Holzworth made a motion to approve warrant #0624 for \$73.03. R. Spaulding seconded. All in favor. J. Leamy abstained. Motion Carried.

## **EXECUTIVE SESSION**

**MOTION:** J. Leamy made a motion to go into Executive Session regarding Personnel 1 VSA 313 with the Board and Town Manager. Z. Holzworth seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session. R. Spaulding seconded. All in favor. Motion Carried.

## **MEETING ADJOURNED**

Respectfully,

Darcy Van Noordt

Date of Approval: \_\_\_\_\_