

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, February 25, 2019 at 7:00pm
Castleton Town Offices
263 VT – 30
Bomoseen, VT 05732**

PRESENT: Joe Bruno, Select Board Chair; Richard Combs, Select Board Vice Chair; Zack Holzworth, Select Board Secretary; Jim Leamy, Select Board Member; Michael Jones, Town Manager; Eliza LeBrun, Recording Secretary; Peter Mantello, Police Chief; Heath Goyette, Fire Chief; Janet Currie, Planning Commission Chair; Robert Ward, Town Mechanic; Paul Egan, Town Highway Employee; Jay Luebke, PegTV; Wenger Rehlen

ABSENT: Robert Spaulding, Select Board Member

CALL MEETING TO ORDER

The meeting was called to order by Mr. Joe Bruno at 7:00p.m.

PLEDGE OF ALLEGIANCE

Mr. Bruno led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Holzworth made a motion to approve the Agenda. Mr. Leamy seconded the motion. All were in favor, the motion carried.

Town Manager, Mike Jones introduced Susie Kashuba (sp) the new Administrative Clerk to the Assessor and Zoning Clerk. Ms. Kashuba (sp) came highly recommended, she retired two (2) years ago from the Town of Poultney in which she served as the Bookkeeper for twenty (20) years and is familiar with the NEMRIC system.

POLICE UPDATE: CHIEF MANTELLO

Chief Mantello reviewed the January 2019 Monthly Police Department report for the Select Board. The Chief noted that there was an increase in calls in the month of January, nothing unusual. He also noted that the number of property watches was beginning to increase as we reached the end of winter. The number of arrests stayed about the same as the previous month. Traffic was down but this was believed to be due to the snow. Chief Mantello shared that the department had been involved in Border to Border over the weekend on February 9, 2019. Twelve (12) departments participated along the New York and Vermont border. Mr. Bruno was surprised at the number of violations that were cited.

Chief Mantello noted that the University was out of session this week, but the elementary and middle school were back in session, requiring Resource Officers.

Select Board Chair, Mr. Bruno thanked the Police Department for their assistance this past weekend in West Castleton. Between the Castleton Police and the Game Warden, there was a decrease in the number of fishermen crossing over private property to get to the lake.

Select Board Vice Chair, Mr. Combs noted that the property damage appeared to double in January. Chief Mantello responded that this was also weather related.

REQUEST FOR LIQUOR LICENSES APPROVAL:

Castleton Police Chief, Peter Mantello stated that he had reviewed all the liquor license applications and nothing had changed on any of them.

Mr. Combs made a motion to approve the First Class License to Sell Malt and Vinous Beverages for Sodexo Vermont, Inc d.b.a. Sodexo Vermont (Castleton); the First Class License to Sell Malt and Vinous Beverages and Outside Consumption Permit for Castleton Pizza Place & Deli, Inc. d.b.a. Birdseye Diner; the First Class License to Sell Malt and Vinous Beverages and Outside Consumption Permit for Castleton Pizza Place & Deli, Inc d.b.a Castleton Pizza Place & Deli / Blue Cat; and the Second Class License to Sell Malt and Vinous Beverages for Castleton Village Store, Inc d.b.a. Castleton Village Store, Inc. Mr. Leamy seconded the motion. All were in favor, the motion carried.

HIGHWAY DEPARTMENT: VEHICLE & EQUIPMENT QUOTES & DISCUSSION:

Town Manager, Mike Jones introduced Paul Egan and Bob Ward to speak regarding the quotes received for the replacement of two (2) vehicles. The vehicles to be replaced are the 2005 F350 Dump Body and the 2007 single axel truck. There was some concern that not enough quotes were received, so several other companies were contacted.

Mr. Ward priced out the replacement of the 2007 single axel truck with a tandem truck. The Town Manager noted that the purchase of a tandem axel should save in fuel. Quotes for the cab and chassis of a tandem truck were received from four (4) companies; Delurey Sales and Services Inc., R.R. Charlebois, Inc.; Sheldon Trucks and Advantage Truck Group. Of these four (4) companies, Sheldon Trucks and Advantage Truck Group did not meet the complete specifications requested by the Town. R.R. Charlebois provided quotes for both a Freightliner 1145D and a Western Star 4700 PRL-19T, both were quoted built to order with warranty packages. Delurey Sales and Service, Inc. quoted an International Model HV613 SBA 6x4 built to order with a warranty package. Delurey had the lowest quote. Mr. Ward also received quotes for equipment packages from Tenco, Ind.; HP Fairfield; and Viking. Mr. Ward's recommendation was the International Model HV613 with the Viking equipment package at a combined cost to the Town of \$188,495.00. It was noted that the International is up to the new emission code with Diesel Emissions Fuel (DEF). Mr. Ward also stated that he would rather have the stainless pan included with the International.

Currently there are electrical issues with the Ford F350. Mr. Ward priced out two (2) new trucks, a Ford F550 and a Dodge 5500, with the same equipment package. The companies quoted for the cab and chassis were John C. Stewart and Sons, Inc. and Goss Dodge Chrysler. Mr. Ward stated that he would like to see the Town purchase a Dodge, but he has no issue with Ford either. Mr. Ward also shared the package quotes he received from Tenco, Ind.; HP Fairfield; and Viking; to include a wing package, and when available the difference between carbon steel and stainless-steel dump bodies. Mr. Ward noted that the dump bodies were all side dump, which would be beneficial. The recommended Ford F550 package was the Viking package to include a stainless-steel body at a combined cost to the Town of \$113,205.00. The recommended Dodge 5500 package was the Viking package to include a stainless-steel body at a combined cost for a combined cost to the Town of \$114,373.00. There was much discussion over the different vehicle packages. It was noted that the Dodge would have a seven (7) year bumper to bumper warranty and a five (5) year warranty on the transmission.

All radios will be swapped from the old trucks into the new trucks. Someone from the company will need to come to make sure that they are installed correctly. Decals will need to be put on the vehicles.

The Board asked if Mr. Ward had spoken to Select Board Member, Bob Spaulding as he was not present at the meeting and had expressed interest in the vehicles. Mr. Ward had not. Mr. Bruno asked that the decision for the purchase of the new vehicles not be made this evening, rather have it added to the Agenda for the March 11, 2019 regularly scheduled Select Board meeting. Mr. Egan and Mr. Ward asked the Board to share any questions they may have in advance so that the answers could be found if they were not already known.

HIGHWAY DEPARTMENT: FUEL BIDS

Mr. Jones presented the Select Board with a list of bidders for diesel road fuel. The lowest bidder was shown to be Champlain Valley Fuels at a cost of \$2.27 per gallon for an 80/20 blend.

Mr. Combs made a motion to accept Champlain Valley Fuels as the winning bidder at a cost of \$2.27 per gallon for an 80/20 blend of diesel fuel. Mr. Holworth seconded the motion. All were in favor and the motion passed.

APPROVE LIST FOR TAX SALE

Town Manager, Mike Jones asked the Select Board for approval to move forward with the proposed Tax Sale. Mr. Jones noted that one listed property needed to be removed as the owner had made a substantial payment and was now on a payment agreement. There are a total of forty-seven (47) properties currently listed that have delinquent taxes and/or sewer charges with balances over \$500.00.

Mr. Combs made a motion to approve the Tax Sale list. Mr. Holworth seconded the motion. All were in favor and the motion passed.

CITIZENS COMMENTS

Ms. Janet Currie asked the Select Board when they would be reviewing the Meeting Minutes of February 18, 2019. Both the Select Board and Ms. Currie noted that there were some changes needed to the posted draft minutes.

MANAGER'S UPDATE

1. **Projects Update:** Town Manager, Mike Jones gave the Select Board a brief overview of continuing projects within the Town of Castleton.
 - a. **Sewer Project** – Mr. Jones received three (3) Clean Water State Revolving Fund (CWSRF) priority list applications for fiscal year 2020. According to the Agency of Natural Resources, Department of Environmental Conservation website, "To obtain funding for certain CWSRF final design activities and all construction activities, a project must either be included on the priority list or be accepted as an "emergency" project and meet readiness to proceed criteria." The three (3) projects which have been listed are the Waste Water Treatment Facility Update at an estimated \$2,700,000.00, Crystal Heights at an estimated \$450,000.00, and Route 30 (2000 feet) at an estimated \$615,000.00. The charge for Route 30 may be an error as it is the same amount that the Town just paid.
 - b. **Route 30 Paving 2019** - VTRANS provided a signed copy of the sewer manhole cover utility relocation agreement with the Town of Castleton. It included the language advising that the Town must notify the State within three (3) weeks of receipt of the bid prices of their intent to delete work from the contract. This means that the Town can do the work itself, or hire a

contractor, whichever is the most cost effective and complies with the scope of the work. No action is needed at this time.

2. **Transfer Station** – Mr. Jones informed the Select Board that there was a need to discuss personnel in executive session.
3. **Sand Lot Solar** – Mr. Jones received a contract for review from Janet Currie about a preferred site for Len Knappmiller’s solar project. Mr. Combs believes that the Board approved this at the January 11, 2019 meeting. Ms. Currie indicated that the Board had signed off on a preferred site approval in January for a private entity purchasing energy credits from Mr. Knappmiller, however that deal fell through, another preferred site had to be authorized. The preferred site was approved Tuesday, February 19, 2019 through Rutland Regional Planning. The next step is to get a good deal on the 500 kilowatts which Mr. Knappmiller is offering in the twenty (20) page contract. Town Manager Mike Jones sent Mr. Knappmiller an email asking to meet with him to discuss the credits for the Town.
4. **Sidewalk Projects** – After further conversations with the State and Pat Travers about splitting Phase 1 of the sidewalk project out, they recommended that the Town apply for the Bike and Pedestrian Grant in April and apply this to Phase 1, not Phase 2. If the Town were to split the grant, then the cost to mobilize the contractor twice and right now it is estimated to be \$60,000 for one mobilization. There has been a \$255,000 increase in cost to the Town on Phase 1. Therefore, if the grant is awarded to the Town in August, then it would go out to bid, and either start some of the work before winter or wait until the spring of 2020. The grant would cover up to 80% of that increase.
5. **LBA Weed Harvesting** – Mr. Jones indicated that the LBA is interested in speaking to the select Board about the \$17,000 that has been sitting in the reserve account for weed harvesting. Mr. Jones had a conversation at one point about cutting the weeds at Crystal Beach, at the swimming area and shore along Route 30. The LBA cannot take the money directly, however, they can invoice the Town several times a season for cutting weeds, and the Town Manager felt that this could last several years.

Mr. Leamy asked to clarify that the LBA would not charge the Town \$17,000 for one invoice. Mr. Jones said that the LBA and the Town would work out a rate for payment, whether it was by the hour or by the job. Mr. Leamy asked if there was a need for weed harvesting? Mr. Jones stated that there have been complaints that in the middle of the summer the weeds are an issue. Mr. Jones recommended a conversation with Martha regarding the Crystal Beach area.

Mr. Bruno stated the he believes that weed harvesting does not work. If the LBA would like to cut weeds in front of camps and charge those camps for it, that is fine. Mr. Bruno referred to Glen Lake and how it has never been harvested and the weeds choke themselves out, they come back and repeat the cycle. Mr. Bruno recommends that a Weed Razor be considered as pulling the weeds spreads the seeds around.

Mr. Combs supports Mr. Bruno’s suggestion of looking for other ways to deal with the weeds.

6. Highway Department

- a. *Road Maintenance* – There have been a lot of good comments have been coming in regarding the Highway Department.
- b. *Vehicles* – Previously discussed.
- c. *Sand & Salt* – The last of the Salt has been taken from Ruby's shed, Mr. Jones authorized Mr. Egan to purchase additional salt. The Town did not get the 66 tons that were previously authorized to purchase.

Mr. Combs asked how much was left in the 1,200 tons initially authorized? Mr. Jones stated that the Town has received less than 1,000 tons. More salt can be purchased, and the company will have to honor the quoted price.

Mr. Jones asked the Select Board if they would like to authorize the use of reserve funds to purchase the remaining tons of salt as the cost will increase next year. There is room for this at Ruby's shed and it will not go bad unless it is not covered.

Mr. Bruno asked what the State is using. Mr. Goyette said that it is an Egyptian Salt that was cheaper, but the State has had issues with the salt not breaking down fast enough and the plows are scraping it off.

7. Fire & Police Departments –

Last year, the Board approved the use of monies received from Hazardous Material spill accidents to purchase dress uniforms and such as it was not in the budget. Mr. Jones inquired whether the Board would again allow the Police and Fire Department to purchase items not currently in their budget as there are two (2) Hazardous Material spill accident claims pending. They would like to use the funds to replace supplies used at the scene, purchase safety gear, and fund training opportunities. The Fire Department has expanded their services and capabilities, thus requiring more training hours to remain certified (surface ice water and extrication are the two (2) newest.)

8. Town Report – The Town reports have been received and distributed around Town and placed at the office.

9. Select Board Candidate Forum – Thanked Rich Clark for securing the auditorium for the event. It was disappointing that so few voters attended. Hopefully there will be more voters for Voting Day. Mr. Bruno would like to see this continued.

10. Breakdown of Warnings and Articles – Mr. Jones provided the Select Board with hard copies of the warnings and articles for Town Meeting.

11. Village Center Designation – Jonas Rosenthal, Zoning Administrator for the Town of Castleton asked the Town Manager to ask the Board to approve a motion for the application for Village Center Designations.

Mr. Leamy made a motion to approve the application for a 4 Corners Village Center Designation, a Main Street Designation and the new Hydeville Village Center Designation. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

SELECT BOARD COMMENTS

Mr. Leamy asked that for the Informational Meeting next week, there be printed copies of page 11 of the Town Report, which is the budget. This should be at the entrance for people to pick up and use to follow along on.

Also, Mr. Leamy thanked Mr. Bruno for his eleven (11) years of service on the Select Board. Although they agreed on some things, disagreed on others, and even agreed to disagree, (Mr. Bruno) was never disagreeable.

Mr. Combs also thanked Mr. Bruno for his service on not only the Select Board but also his previous years on the School Board.

Mr. Holzworth also thanked Mr. Bruno for his service.

Mr. Holzworth requested that Mr. Jones provide the cost and possible savings for the Town of Castleton if they were to leave PACIF and joining a private insurer as Fair Haven did. Mr. Holzworth would like those numbers at the next Select Board meeting.

Mr. Bruno asked the Board if they had all received the letter of agreement that Mr. Jones submitted for Hubbardton regarding the Transfer Station. The document has been sent to Hubbardton, but there has not been an answer yet.

Mr. Bruno asked about the status of the plaque for the clock. Mr. Jones recommended an inscription in gold or silver on a piece of local slate. Mr. Bruno recommended Charlie Brown's or Camarra's would be good contacts for the Slate. Mr. Leamy asked if Charlie Brown's or Camarra's were included in that plaque. They are not as it was the plaque for the clock. It was suggested that a second plaque be made listing all those who contributed over and above the cost of the building. Mr. Combs asked Mr. Goyette if the Fire Department had a plaque for the donations made towards the building of the station. There is not one at this time. Mr. Bruno stated that having the plaques provides a way to show through the years who gave towards the Town.

Mr. Bruno asked that the Board create a plaque for anyone who donated.

Mr. Bruno asked that the Board continue to follow up on the Weathervane for the Town Office. Mr. Bruno asked that they pass the torch to Mr. Spaulding as he knows the man who said he would create the weathervane and the Lions Club said that they would pay for it. Once it has been received and paid for, there should be a plaque for the Lions Club.

Mr. Bruno thanked the Board and feels the Board has accomplished a lot in the last five (5) years and hopes that the Board continues to move forward.

PURCHASE ORDERS FOR APPROVAL

Mr. Combs made a motion to approve the purchase order #042832 to Lilly's Instrumentation & Tech Services in the amount of \$2,298.54. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

WARRANTS FOR APPROVAL

Mr. Combs made a motion to approve warrant #0225 in the amount of \$18,288.42, warrant #0221 in the amount of \$5,315.07, warrant #0214 in the amount of \$30,985.62, warrant #0221P in the amount of \$14,005.08, and warrant #0214P in the amount of \$13,926.38. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

Mr. Holzworth made a motion to approve warrant #0213P in the amount of \$534.17 and warrant #0210P in the amount of \$534.16. Mr. Leamy seconded the motion. Mr. Combs abstained from the vote, the remaining Select Board members all voted in favor and the motion carried.

EXECUTIVE SESSIONS

Mr. Combs made a motion to enter Executive Session at 9:13 p.m. to discuss Real Estate under the provision of Title 1, Section 313 (a) (2) of the Vermont State Statutes with the Town Manager and Janet Currie present. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

Mr. Holzworth made a motion to exit Executive Session at 9:25 p.m. Mr. Leamy seconded the motion. All were in favor, and the motion carried. No action taken.

Mr. Holzworth made a motion to enter Executive Session at 9:26 p.m. to discuss Personnel under the provision of Title 1, Section 313 (a) (3) of the Vermont State Statutes with the Town Manager present. Mr. Leamy seconded the motion. All were in favor, and the motion carried.

Mr. Leamy made a motion to exit Executive Session at 9:42 p.m. Mr. Holzworth seconded the motion. All were in favor, and the motion carried. No action taken.

ADJOURN

Mr. Leamy made a motion to close the Select Board meeting at 9:43 p.m. Mr. Holzworth seconded the motion. All were in favor, and the motion carried.

Respectfully submitted; Eliza LeBrun, Recording Secretary