

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
Monday, August 12, 2019 at 7:00pm  
Castleton Town Hall  
263 VT – 30  
Bomoseen, VT 05732**

**PRESENT:** Jim Leamy, Chair; Richard Combs, Vice Chair; Zack Holzworth, Secretary; Robert Spaulding, Member; Joseph Mark, Select Board Parliamentarian; Michael Jones, Town Manager; Eliza LeBrun, Recording Secretary; Hope Laughlin, Peg Camera Operator; Denise Russo; Larry Newton; Joe Bruno; Tim Gilbert.

**CALL MEETING TO ORDER**

The meeting was called to order by Select Board Chair, Mr. Leamy at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mr. Leamy led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**Mr. Combs made a motion to approve the Agenda as presented. Mr. Holzworth seconded the motion. All were in favor, the motion passed.**

**MINUTES FOR APPROVAL – July 22, 2019**

**Mr. Combs made a motion to approve the minutes of July 22, 2019. Mr. Holzworth seconded the motion.**

The following changes were noted:

1. Page 2, end of the 3<sup>rd</sup> paragraph, change “4-millimeter” to “40 caliber”.
2. Page 5, 2<sup>nd</sup> to last sentence in the 3<sup>rd</sup> paragraph, change “Lyons” to “Lions”.
3. Page 5, 2<sup>nd</sup> sentence of 3<sup>rd</sup> paragraph, change “coopola” to “cupula”.

**All were in favor and the motion passed.**

**CITIZENS COMMENTS**

Mr. Gilbert thanked the Select Board for the sidewalks, he noted that they looked very good.

**HICKOK & BOARDMAN INSURANCE GROUP: DENISE RUSSO**

Ms. Denise Russo and Mr. Larry Newton presented the Select Board with a brief overview of services provided by Hickok & Boardman Insurance Group. Mr. Newton works with the Green Mountain Safety Consulting, LLC which performs safety consulting for member towns.

Hickok & Boardman Insurance provides Vermont Towns with an alternate to the Vermont League of Cities and Towns for comprehensive liability, property, workers compensation insurance, EAP, CDL drug testing, as well as safety training and compliance. Hickok and Boardman tailors coverage to the Town it represents by brokering with other insurance agencies for the best coverage and rate possible, often finding less expensive coverage.

Mr. Spaulding asked how the Town could receive a quote. Ms. Russo stated that she has already gathered 95% of the documentation necessary to provide a quote and is working with Mrs. Stewart and Mrs. Combs to gather the remainder. Ms. Russo is targeting October/November to provide quotes to members.

Mr. Newton provided more information about the safety consulting. Green Mountain Safety Consulting works with Towns to improve safety culture. They provide many trainings; however, they would begin by talking to and reviewing DPW. Mr. Newton was a former OSHA Compliance Officer and performs mock inspections for Towns providing recommendations. Mr. Newton that Green Mountain Safety Consulting works with the City of Burlington and will provide a list of other Towns in Vermont.

Ms. Russo noted that is the Town of Castleton is happy with what is happening with its current coverage, this is not for you. But, if the Town is openminded and would like to explore other options, Hickok & Boardman would love to work with the Town of Castleton.

Mr. Mark asked if the cost of the trainings are included in the coverage cost.

Ms. Russo confirmed that all training costs are included. Mr. Newton noted that there are some seminars and trainings available on the website but they will provide onsite trainings if requested.

Mr. Mark noted that the Vermont League of Cities and Towns recently highlighted their Human Resource program, what is Hickok & Boardman's equivalent.

Ms. Russo responded that it depends on the topic. The coverage is different from VLCT as there are not staff on site to answer questions, however, there is an online resource called HB HR Compliance.

Mr. Combs asked if there was on staff Law Enforcement Liability Services.

Ms. Russo responded that they do not provide this service, rather they rely on the brokered insurance companies to provide training. Traveler's Insurance has a program that the City of Burlington is using.

Mr. Mark noted that it sounded as though VLCT and Hickok & Boardman are substantially different. Mr. Mark asked if they are considered the "Middle Man."

Ms. Russo responded that H&B are an independent insurance company that will find and manage the best coverage to fit all of the Towns needs.

Mr. Holzworth asked if H&B offered legal services like VLCT does.

Ms. Russo responded no, but that the insurance companies do.

The next step to receive a quote is for the Town to have the supplemental forms completed by the Police Chief and Town Manager.

#### **RUTLAND COUNTY SOLID WASTE: TIM GILBERT QUARTERLY UPDATE**

Mr. Tim Gilbert provided the Select Board with an overview of the recent Rutland County Solid Waste Meeting. Currently RCSW has a surplus in their budget from increased revenues. Mr. Gilbert and other

representatives are advocating that the surplus be returned to the member Towns. The next meeting will be held in September.

RCSW has a problem with a post that was placed in a wet land area.

Both the Treasurer and Manager of Rutland County Solid Waste have tendered their resignations, so they are searching for replacements.

It was determined that RCSW has one of the lowest tipping fees in the state.

Mr. Spaulding asked what the current balance on the lease with Casella Waste was.

Mr. Gilbert was not exactly sure but believed that it was either 20 or 21 that the agreement is paid in full. Mr. Gilbert will follow up on that for confirmation.

#### **FENCE BID: TOWN OFFICE**

The Town Manager share Town had received a quote from Middlebury Fenced in the amount of \$16,356.00 for fencing at the Town Office. The Town Manager feels this is an excessive amount, the budget is only \$10,000 for the project.

Mr. Jones recommends putting this out to bid again as it does not meet the Towns bid requirements. He also noted that there are some neighbors asking why the Town does not just put up shrubs. Mr. Jones explained that they would like to flood the market with the bid and send it to specific businesses that may not have seen the ad.

**Mr. Spaulding made a motion to reject the bid from Middlebury fence. Mr. Mark seconded the motion. All were in favor and the motion passed.**

**Mr. Spaulding made a motion to direct the Town Manager to rebid the Fencing at the Town Office. Mr. Mark seconded the motion. All were in favor and the motion passed.**

#### **HEAT PUMP BIDS FOR FIRE & POLICE DEPARTMENTS**

The Town Manager shared that the Town only received one bid for the Heat Pump at the Police Department. As this does not meet the Towns bidding policy, he recommends that Select Board reject the bid and place the bid request again.

**Mr. Holzworth made a motion to reject the bid for the Heat Pump at the Fire Department. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**Mr. Spaulding made a motion to direct the Town Manager to rebid the Heat Pump at the Fire Department. Mr. Holzworth seconded the motion. All were in favor and the motion passed.**

#### **RECREATION COMMITTEE APPOINTMENT: NANCY PARKER**

**Mr. Combs made a motion to appoint Nancy Parker to the Recreation Commission for a term of three (3) years. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

## **SIGN TAX WARRANT**

**Mr. Combs made a motion for the Castleton Select Board to sign the tax warrant. Mr. Holworth seconded the motion. All were in favor and the motion passed.**

## **MANAGER'S UPDATE**

Mr. Jones informed the Select Board that he had nothing new to add to his update which had previously been emailed to the Select Board.

## **SELECT BOARD COMMENTS**

Mr. Spaulding asked if anyone knew why the state was setting up signs for paving on Route 4A, they are the large electronic signs.

Mr. Jones stated that he had not been invited to any pre-bid meetings, but he will follow up.

Mr. Spaulding asked the Town Manager if he was aware the when the stump located at the Federated Church was grounded, they got the fence.

Mr. Jones stated he was aware of the situation.

## **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve check warrant #0812 in the amount of \$102,090.69, check warrant #0808 in the amount of \$6,081.22, check warrant #0801 in the amount of \$9,672.93, check warrant #0731 in the amount of \$38.50, check warrant #0725 in the amount of \$7,558.83, check warrant #0808P in the amount of \$17,267.49, check warrant #0801P in the amount of \$17,606.55, and check warrant #17,040.86. Mr. Holzworth seconded the motion.**

Mr. Combs wanted to bring to the public's attention that the Town of Castleton paid Rutland County Solid Waste \$794.11 for recycling, there is no longer a credit. The Town Manager added that there is a town that has started a conversation about charging for recycling. It was noted that although you cannot charge for recycling by law, other fees could be increased to compensate. It was also noted that the issue with recycling glass at the transfer station has still not been resolved.

**All were in favor of the amended motion and the motion passed.**

**Mr. Holzworth made a motion to approve check warrant #0807P in the amount of \$682.97, check warrant #0731P in the amount of \$682.97, and check warrant #0724P in the amount of \$682.97. Mr. Spaulding seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.**

**Mr. Holzworth made a motion to approve check warrant #0709P in the amount of \$342.62. Mr. Spaulding seconded the motion. Mr. Leamy recused himself from the vote. Those remaining were in favor and the motion passed.** *It was later determined that this motion was a duplicate from the previous meeting and therefore not necessary*

## **PURCHASE ORDERS FOR APPROVAL**

**Mr. Holzworth made a motion to approve purchase order #0432077 in the amount of 2,401.00 to Leavitt Communication for the purchase of 6 pagers for the Castleton Fire Department. Mr. Mark seconded the**

motion. Mr. Combs recused himself. All remaining board members were in favor and the motion passed.

#### **BRIEF RECAP & ITEMS TO FOLLOW UP ON**

Mr. Holzworth noted the following items to follow up on;

1. The Town Manager will find out the sewage capacity and average flow for the Town of Castleton. How far can the Town expand the sewage system.
2. The Town Manager will find out what is happening on Route 4A with VTRANS.

#### **EXECUTIVE SESSIONS**

It was determined that there were no items for discussion under Personnel or Real Estate this evening.

Mr. Holzworth made a motion to enter Executive Session at 7:50p.m. to discuss labor relations/ contracts under the provisions of Title 1, Section 313 (a) (1) of the Vermont State Statutes with the Town Manager and Joe Bruno. Mr. Combs seconded the motion. All were in favor, and the motion carried.

Mr. Combs made a motion to exit Executive Session at 8:57 p.m. with no action taken. Mr. Holzworth seconded the motion. All were in favor, the motion carried.

#### **ADJOURN**

Mr. Combs made a motion to adjourn the Select Board Meeting at 8:57 p.m. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary