

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF APRIL 25, 2016
CASTLETON TOWN OFFICES**

MEMBERS PRESENT: R. Combs, J. Leamy, R. Spaulding, J. Bruno, W. Potter

OTHERS PRESENT: M. Shea, Listing Attached

Meeting called to order at 7:00 by Chairman, J. Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: R. Combs made a motion to amend the agenda by adding an Executive Session for Personnel to include the Board at end of meeting. Seconded by R. Spaulding. All in favor. Motion Carried.

AMENDMENT: R. Combs made a motion to approve the agenda with amendment. Seconded by R. Spaulding. All in favor. Motion Carried.

MINUTES FOR APPROVAL- APRIL 11, 2016

MOTION: R. Combs made a motion to approve the minutes of April 11, 2016 with corrections. Seconded by J. Leamy. Corrections: Time: 7:01, "sign up thru" VT ALERT", "Fish Tails was "not" on it.

VOTE: All in favor. Motion Carried.

LAKEHOUSE PARKING-DAN BROWN & KHELE SPARKS

The Board was presented with a proposal letter from D. Brown & K. Sparks.

W. Potter asked if the Crystal Beach would have to be unlocked for the Lakehouse to use it.

J. Bruno stated that this would be a question for the Park & Rec. Dept.

K. Sparks noted that patrons have been parking there and walking to the restaurant.

J. Leamy asked how they would enforce "no patrons walking to the restaurant"

K. Sparks replied that when they parked there they would be ushered by parking attendant to the boat.

D. Brown stated that it is a 450ft from lot to dock and is a 7 minute round trip.

J. Leamy stated that the proposal would have to be run by town counsel first, regarding The Lakehouse insuring the operation and naming the town of Castleton as an additional insured.

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M. Shea stated that he will be talking to the insurance company regarding any risk or exposure this would have on the town.

R. Steele did note that there was a NO PARKING sign on the North end of Rt. 30 by the mailboxes but was taken down in an accident and not replaced.

J. Bruno asked M. Shea to look into having the sign replaced by the State.

MOTION: J. Leamy made a motion to refer the proposal to legal counsel for an opinion. Seconded by W. Potter.

J. Leamy asked if D. Brown would be willing to pay for the legal counsel. K. Sparks agreed to pay \$250.00 toward legal counsel.

J. Bruno asked for a meeting with Board and Park Dept. to discuss this issue.

VOTE: All in favor. Motion Carried.

POLICE DEPT UPDATE- CHIEF MANTELLO

Chief Mantello reviewed the monthly report with the Board and has increased the patrols for Crystal Beach at night and any cars parked there are investigated. He continued stating there are extra patrols on the weekends, as graduation approaches.

REQUEST FOR LIQUOR LICENSE APPROVAL- EDGEWATER, INC.

MOTION: R. Combs made a motion to approve the Liquor license for the Edgewater, Inc. as presented. Seconded by W. Potter.

J. Leamy asked if the Police Chief had any comments on this request.

Chief Mantello addressed the Board regarding the accident of March 19, 2016 stating Vermont Liquor Control have this case and are working on it and could take up to 3 to 6 months. There were violations issued written in 2015 and one written in March 2016.

J. Bruno stated that the Vermont Liquor Control states that one license is issued for both businesses due to the fact they are in one building.

R. Combs stated that the board is a legislative body and not a judicial body and not our place to issue punishment and without due process I do not think we should do that.

R. Spaulding asked who was issued the written warnings. P. Mantello stated they would be going to Edgewater, Inc.

P. Sumner Forrest handed the Board 2 letters for the Board to read.

VOTE: J. Bruno, J. Leamy, W. Potter and R. Combs voted yes. R. Spaulding abstained. Motion Carried.

MOTION: R. Combs made a motion to approve the outside consumption permit for the Edgewater, Inc. Seconded by J. Leamy.

R. Combs questioned the amount of control the staff has on the outside area described as “adjacent to the walk out basement approx. 37’4- by 40’4 wide space is found on the east by the Trak Inn building, on the south & north by concrete retaining walks & on the west by a split rail fence. Hours of operation noon- 2am. Patrons can come and go as they please. Other establishments have more control as you have to walk by the bartender to get to outside area and it is enclosed.

J. Bruno stated that we have to look at our town policy. We should make restrictions to this permit.

M. Brown commented that in the summer time there is a bouncer at the entrance of the fenced area checking ID’s and making sure drinks are not brought into parking lot.

VOTE: All opposed- motion fails.

HIGHWAY DEPT. - ANNUAL CERTIFICATE OF COMPLIANCE FOR THE TOWN ROADS & BRIDGE STANDARDS

M. Shea states that this is an annual certificate that the state requires we complete.

MOTION: J. Leamy made a motion to approve the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory. Seconded by R. Combs. All in favor. Motion Carried.

PURCHASE ORDERS FOR APPROVAL: CASTLETON FIRE RESPONSE

MOTION: R. Combs made a motion to approve P.O. # 038547 for \$3,500.00 for Points for FY15-16. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve P.O. #038548 for \$7,500.00 to VFIS for incentive package for First Responders. Seconded by R. Spaulding. All in favor. Motion Carried.

CITIZENS COMMENTS

C. Collette asked about the consumption of alcohol at the dock at the Lakehouse.

R. Spaulding replied that there is no difference and that this was the permit in front of them tonight.

J. Bruno stated that the Board will be looking at a town wide policy regarding outside

consumption.

D. Rogers asked for a clear explanation of why the outside consumption permit was not approved.

J. Bruno stated that it has to do with the area not being completely enclosed and the bartender not being able to see the patrons he is serving.

D. Rogers states he has bouncer. He brought up the Lake House and Birdseye Diner.

J. Bruno stated that it just happened that your permit was in front of us and we will be looking at all other permits as they come to us.

APPROVAL OF LOAN DOCUMENTS - TOWN OFFICE

M. Shea stated that the Board had two documents to review. M. Shea noted that there was a mistake on the amount of loan one of the documents and will be corrected.

J. Bruno asked if there was a time constraint on this as he would like time to review complete document.

M. Shea stated that it should be done in a timely manner as to preserve the interest rate.

MOTION: R. Combs made a motion to approve the Capital Improvement Note with Merchants Bank upon completion of document with the corrected numbers which reflect the total loan of \$576,000.00. Seconded by W. Potter.

J. Leamy stated that he would vote no due to the 3 yr. loan, he would like to see the 5 yr. loan, it would have less impact on the property tax payers.

J. Bruno stated that at the informational meetings people were told that the tax increase would go away after 3 years.

VOTE: J. Bruno, R. Spaulding, R. Combs, W. Potter voted yes. J. Leamy voted no. Motion Carried.

MOTION: R. Combs made a motion to approve the Summary Proposal document and give permission to the Town Manager to sign. Seconded by R. Spaulding. All in favor. Motion Carried.

MANAGERS UPDATE:

Police Department Holding Area Policy: The purpose of this policy is to establish guidelines for the

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management and administration of this agency's prisoner holding cell to include the security, control and care of prisoners in temporary custody.

MOTION: R. Spaulding made a motion to approve the Police Dept. Holding Area Policy. Seconded by R. Combs. All in favor. Motion Carried.

The Vermont Better Roads Program: The town as submitted this grant for \$33,690. This is to repair and mediate an old culvert.

M. Shea stated this is a culvert on Main Street, this project was on the capital plan but removed.

Assessor Update: During your last meeting we welcomed Lisa J. Wright Garcia as our new Assessor. This week I would like update you on our new Assessor Clerk, who is Jacob Doman. He is a Castleton resident and a graduate of Castleton University with experience as a Lister in Hubbardton, and is currently in the process of pursuing professional Assessor credentials. New Office hours include Monday and Wednesday: 9:00 am - 12:00 pm, or by appointment

Accountant Clerk Update: Please welcome Darcy Van Noordt to this position. She is starting on May 2nd. I am happy to note that she has local roots and has an Associates in Business from The Community College of Vermont (CCV). She also has experience in book keeping, insurance, customer service and in billing.

New Town Office:

On Permits: In your packets you will see the project review sheet from Rick Oberkirk, Permit Specialist, Vermont DEC. (Discussion/Thoughts....)

On moving this project forward. As in this Board 5-19-15 vote as it related to the police station, and ensuring the paperwork is clear and process expeditiously, I am asking that the following board motion...

J. Bruno stated that we were told by Frank Parent that we do not need an Act 250 and that this is a pre-existing subdivision.

Action needed: *Move to authorize the Town Manager to engage Architectural services, permits, RFP for construction, and other items to complete construction of this project.*

R. Combs stated that the board has already given the Town Manager authorization previously. The board agreed.

Town Office Loan documents: In your packages, you will see the loan documents that need the Boards Approval. Please note that the process of this is to reimburse expenses.

Action needed: *Approve loan documents and execute.*

This was completed previously in the meeting.

EMPG Grant Award: The Town has been awarded this grant. If you will remember from several months ago this is the Generator Grant for the public safety building. It is a 50% share grant.

M. Shea stated that this is for the July 1. J Bruno asked that he call the vendor to see if we can make payments because we need to get this going right away and it may take a while to get the generator set up.

LEOP's: That is, the Local Emergency Operations Plan, as was done last year, this plan needs to be review every year and summited to the State. This document is important on many levels. As you will see, it helps in coordinating resources in a local emergency, and it is a requirement in receiving many grants. I have included it your packages for final consideration before it is summited.

OTHER BUSINESS: NONE

SELECT BOARD CONCERNS: NONE

WARRANTS

MOTION: R. Combs made a motion to approve warrants #0425R for \$76,192.70, #0425 for \$73,860.88, #0421 for \$5,922.22, #0414 for \$5,897.61, #0421P for \$12,275.91, #0414P for \$13,251.44. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve warrants#0422P for \$336.70 & #0415P for \$336.70. Seconded by J. Leamy. All in favor. Motion Carried. W. Potter abstained.

MOTION: W. Potter made a motion to approve warrants #0423P for \$547.74 & #0416P for \$547.74. Seconded by J. Leamy. All in favor. Motion Carried. R. Combs abstained.

ANY OTHER COMMENTS:

S. Loomis stated that the Police Station needs a mandatory Call Box on the outside of the building by the front door.

J. Bruno instructed M. Shea to look and see what is left in the budget.

C. Collette commented that it was nice to see democracy at work in a positive way. Thank you.

MOTION: I move to find that premature general public knowledge of the Collective Bargaining will clearly place the T own at a substantial disadvantage.

MOTION: R. Spaulding made a motion to enter into Executive Session for collective bargaining and Personnel with the Town Manager. Seconded by R. Combs. All in favor. Motion Carried.

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MOTION: J. Leamy made a motion to exit Executive Session at 9:45 pm with no action taken. R. Spaulding seconded. All in favor. Motion Carried.

MOTION: W. Potter made a motion to enter Executive Session for Personnel at 9:47 pm with the Board only. R. Spaulding seconded. All in favor. Motion carried.

MOTION: J. Leamy made a motion to exit Executive Session at 10:13pm with no action taken. R. Spaulding seconded. All in favor. Motion carried.

ADJOURN

MOTION: J. Leamy made a motion to Adjourn at 10:14 pm. R. Spaulding seconded. All in favor. Motion carried.

Respectfully

V. Waldron