

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
MINUTES OF NOVEMBER 28, 2016  
Town Offices**

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

**MEMBERS ABSENT:** J. Bruno

**OTHERS PRESENT:** M. Shea, Town Manager, see attached listing.

Meeting called to order at 7:00 pm by V. Chairman R. Combs with the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**MOTION:** J. Leamy made a motion to approve the agenda as presented, seconded by W. Potter. All in favor. Motion Carried.

**MINUTES FOR APPROVAL- NOVEMBER 14, 2016 (2 SETS)**

**MOTION:** made a motion to approve the minutes of November 14, 2016 (2 sets). Seconded by J. Leamy. All in favor. Motion Carried.

**POLICE DEPARTMENT UPDATE – CHIEF MANTELLO**

Chief Mantello presented the Board with the October report. The new cruiser is in and operational.

The department is now at full staff. T. Tavares has graduated and started working tonight, (Nov. 28, 2016).

W. Potter informed Chief Mantello that younger drivers were driving over the speed limit on Sand Hill Rd and not stopping at the stop sign at Rte 4A.

**CITIZEN'S COMMENTS**

H. Steele asked if the Chief knew where the college students were going now that FishTails is closed.

Chief Mantello replied that they were traveling into Rutland and there has been increased pedestrian traffic to a few off campus houses.

**MANAGER'S UPDATE**

**FY 2016-2017 Select Board Goals:** As was done for the last two years. I have enclosed the memo that outlines the Boards top three priorities as indicated your last meeting.

R. Combs asked that his intention was to include the Fire House to Goal #2- restoration of

reserve accounts to include sufficient funding for the Highway and Police Dept.

**Police Officer Tyler Tavares:** On Nov 18, 2016 Tyler graduated from the VCJTC 102<sup>nd</sup> Basic Training Class. It was well attended by his family, peers and co-workers. I would like all that see Tyler, please say Hi and congratulate him on a job well done.

J. Leamy asked Chief Mantello to pass along the Board's congratulations to Officer T. Tavares.

**Fund Balance Policy:** In your packet you have a draft fund balance policy. I am not looking for any action on this tonight. This policy is recommended by our independent auditor and categorizes and illustrates fund balances consistent to GASB statement #54. At your next meeting I will be asking for action on this. If you have any questions please reach out to me.

W. Potter asked if this was a standard policy.

M. Shea replied that it originates from GASB and is part of BEST practices. The auditors informed M. Shea that it is something we should have in place.

R. Combs asked when the Auditors report will be complete.

M. Shea stated when he receives it, the Board will receive it.

**Vermont State Police Lease Agreement:** *(more during meeting?)*

M. Shea presented the Board with a lease agreement between the Vermont State Police and Castleton Police Dept. The VSP would like to rent an office at the Police Dept. The VSP will provide all their own office supplies.

Lieutenant Studin stated that their present agreement with Fair Haven will terminate on Dec. 31, 2016. The initial lease will be for 2 years and then in 3 year increments after that.

M. Shea suggested that the lease be passed by our legal counsel. There were concerns regarding insurance.

Lieutenant Studin stated that the VSP would be responsible for any claims that involve the VSP. Chief Mantello supports this agreement.

The Board stated that they would like to have the time to go over the lease agreement before they make a decision.

**Annual Town Report:** As indicated at your last meeting, it time that departments and boards will need to submit their annual reports. Please forward this to Donna Fortier. Also discussion on Dedication and Memory pages have also started. Would you have any thoughts on this?

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The Board reiterated their suggestion for the American Legion to be honored (dedication page) in the Annual Town Report.

**Old Fire Station Purchase Offer:** *(Enclosed in your packet)*

**MOTION:**

J. Leamy made a motion to reject the offer on the sale of the Old Fire House. Seconded by W. Potter. All in favor. Motion Carried.

M. Shea informed the Board that in the Warrants was a payment to McClure Construction for \$78,000.00.

W. Potter explained that \$50,000.00 will be going to Bowen for the ground work, in exchange for being paid now, Bowen will drop all the extras and will come back in the spring to complete the project.

J. Leamy asked about the status of grants for the westerly side of Float Bridge.

M. Shea stated that the grants are not available yet, but will look into the dates.

J. Leamy asked about the sidewalk projects. M. Shea stated that he met with the State and there is approval of the State Grants for phase 1- The Castleton Medical Center to Drake Rd. Phase 2 is from Drake Rd to Hydeville Post Office is coming along.

M. Shea is hoping to put both projects out to BID at the same time in hopes to get a lower cost on the cement.

**OTHER BUSINESS – NONE**

**SELECT BOARD CONCERNS**

W. Potter asked M. Shea to notify the realtor for the town property for sale that the sign is broken on Sand Hill.

**WARRANTS FOR APPROVAL**

**MOTION:** W. Potter made a motion to approve warrants #1128R for \$80,793.75, #1128 for \$78,642.59, #1117 for \$6,317.05, #1123P for \$12,764.26, #1117P for \$13,559.88. Seconded by J. Leamy. All in favor. So voted.

**MOTION:** J. Leamy made a motion to approve warrants, # 1122P for \$336.70, #1116P for \$336.70. Seconded by R. Spaulding. W. Potter- abstained. All in favor. Motion Carried

**MOTION:** R. Spaulding made a motion to approve warrants #1121P for \$547.74, #1115P for \$547.75. Seconded by W. Potter. All in favor. So voted. R. Combs abstained.

**ANY OTHER BUSINESS**

R. Combs asked M. Shea if any other locations were being explored for the location of the tower.

M. Shea replied that other locations on private properties including the University were not viable, as this is a for profit company and they do not want to pay anyone. They also need to be within a 3 mile radius of the University. They want to partner with the town in exchange for space on the tower.

R. Combs stated that the person who made the presentation at a Board meeting, did say that they were open to alternative locations. M. Shea asked for alternative locations.

The Board suggested the gravel pit, the transfer station, behind the new Fire House, the sewage plant and up off Brown's Farm Rd. (near the cemetery ).

R. Combs asked M. Shea to pursue getting this list of alternative sites to the PSB.

V. Waldron asked if M. Shea knew how much we would be able to charge other vendors for rental space on the tower. M. Shea stated he did not know.

**ADJOURN**

**MOTION:** J. Leamy made a motion to adjourn the meeting at 8:05 pm. Seconded by W. Potter. All in favor. Motion Carried.

Respectfully submitted,

Val Waldron