

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF DECEMBER 12, 2016
TOWN OFFICES**

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

MEMBERS ABSENT: W. Potter

OTHERS PRESENT: M. Shea, Town Manager, see list attached

Meeting called to order at 7:20 by Chairman Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

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

Minutes for Approval- NOVEMBER 28, 2016

MOTION: R. Combs made a motion to approve the minutes of November 28, 2016.
Seconded by J. Leamy.
All in favor. Motion Carried

FINANCIAL AUDIT REPORT YEAR ENDING JUNE 30, 2016- NATHAN HAWLEY, PACE & HAWLEY, LLC.

M. Shea introduced N. Hawley to the Board.

N. Hawley highlighted the financial statements and audit reports.

N. Hawley stated that a recommendation was to have the town prepare a detailed listing of capital assets. This is presently being worked on by the town.

R. Combs asked about the line item "weed harvesting" and it's current account balance and if the money has to stay there and if not, how can the money be moved to another account.

N. Hawley replied that the only way the money can be moved to another account is with the approval of the town at the town meeting.

SOCIAL SERVICES LATE REQUESTS FOR REVIEW

M. Shea stated that the deadline for the requests was Nov. 10, 2016 and these two organizations were late.

J. Leamy asked how many organizations were there in total and if it was possible to call them to remind them of the upcoming deadline.

M. Shea replied that it would be possible to do that.

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MOTION: J. Leamy made a motion to place the MVRTD and Castleton Community Seniors, Inc on the ballot. Seconded by R. Combs
All in favor. Motion Carried.

PURCHASE ORDERS FOR APPROVAL- HIGHWAY DEPT- TIRE CHAINS, WWTF- MAINTENANCE AGREEMENT GENERATORS

MOTION: R. Combs made a motion to approve P.O. 039452 to Kay Kenneally for replacement chains for \$2003.00. Seconded by J. Leamy.
All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve P.O. 039241 to Brook Field Services for preventative maintenance for generators for \$2,603.00. Seconded by R. Spaulding.
All in favor. Motion Carried.

CITIZEN'S COMMENTS

P. Graziano asked if the employee's salaries would be in the town report.

M. Shea replied that they would be included.

M. Combs asked about the status of the Town Hall.

J. Bruno stated that the roof is complete. The windows are in so the electrical and plumbing can start. The timeline is on target.

FY 2017-2018 BUDGET REVIEW

M. Shea reviewed the FY 2017-2018 Capital, then the General Budget with the Board.

J. Leamy asked what the increase was.

M. Shea stated the proposal was \$168,944.00 in the Capital Budget.

R. Combs asked about the \$17,924.00 for an engine for the Grader. He asked about the condition of the transmission.

R. Combs asked if the roads were being graded twice a year and the possibility of subcontracting due to the condition and upgrade costs of our grader.

M. Shea stated he would look into this.

MANAGER'S UPDATE

Holiday Tree lighting event at the Castleton Library: As an annual event of the Tree Lighting Event will again be at the Castleton Library on Monday, 12/19/16 starting at 6:00pm to 7:30pm. Chief Mantello and I are planning to attending.

M. Shea will contact S. Day for correct date and put on town website.

Update on Accounts Receivable (School): As indicated, I was present at the 12/7/16 School Board meeting and expressed that the Town has a long outstanding AR on its' books and wish to resolved it. A historical conversation took place and the Board voted to pay what was due, which is \$7,753.00. I am happy that this is resolved.

M. Combs stated that the actually amount is \$6,253.00

MOTION: R. Combs made a motion to accept the payment of \$6,253.00 as paid in full for A & R from the Castleton Hubbardton School District. Seconded by J. Leamy.

All in favor. Motion Carried.

MOTION: R. Combs made a motion to agree to write off A & R for Bjarne & Elaine Skjetne on advice of Counsel. Seconded by J. Leamy.

All in favor. Motion Carried.

Fire District #3: As an effort to keep you in the loop, I have enclosed the latest correspondence from FD #3 as to a bill for \$4,842.58. Belden has received a copy of this and we hope to meet with all in the near future.

Fund Balance Policy: At your last meeting, and in your packets you received the draft fund balance policy. This policy is recommended by our independent auditor and categorizes and illustrates fund balances consistent to GASB statement #54. At this time I am asking for consideration on this item

MOTION: R. Combs made a motion to adopt the GASB Statement #54 A/K/A as the Fund Balance policy. Seconded by J. Leamy.

All in favor. Motion Carried.

Vermont State Police Lease Agreement: The enclosed is the latest draft from town Council. You will notice, not surprisingly, that her recommendation align with our insurance company. At the time, VSP has forward this to their Council.

Old Fire Station & Sand Hill properties for sale: These properties have been on the market for some time with little *[real]* progress. Would the Board be interest in reducing the asking prices?

R. Spaulding stated that the properties have not been on the market long enough to suggest a price reduction.

Your next Meeting... : Due to the busy Christmas Holiday, the Town Offices will be closed on your next scheduled meeting. I am expecting a lighter meeting this evening due to the season and would offer that we meet to pay the bills and if a couple of other items that may come up for Wednesday the 21st at 5:00pm.

After some discussion, the next meeting will be Thursday, Dec. 22nd at 7:00pm.

Transfer Station Holiday Hours: On Christmas Eve and New Year's Eve the transfer station will close at 1:00pm

OTHER BUSINESS- NONE

SELECT BOARD CONCERN'S

R. Spaulding asked M. Shea about the removal of the flag pole at the Library.

M. Shea stated he did not hear about this and will look into it.

R. Spaulding also asked about the flag pole light at the Fire Station.

R. Combs replied that the solar light they use does not last all night during the winter months and they are looking into an alternative solution.

WARRANTS FOR APPROVAL

MOTION: R. Combs made a motion to approve warrants #1212 for \$126,844.13, #1208 for \$17,825.57, # 1201 for \$5,690.05, # 1123 for \$ 5,366.48, #1208P for \$19,166.82, #1201 for \$13,168.13, # 1211 for \$21.11, # 1207P for \$335.67 and # 1130P for \$336.70. Seconded by J. Leamy.

All in favor. Motion Carried.

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MOTION: J. Leamy made a motion to approve warrants #1206P for \$546.71 and #1129P for \$547.74. Seconded by R. Spaulding.

All in favor. Motion Carried. R. Combs- Abstain

MOTION: R. Combs made a motion to approve warrant # 1213 for \$25.00. Seconded by J. Leamy.

All in favor. Motion Carried. R. Spaulding- Abstain

ANY OTHER COMMENTS- NONE

8:55pm ADJOURN

MOTION: J. Leamy made a motion to adjourn at 8:50pm. Seconded by R. Combs.

All in favor. Motion Carried.