

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, May 13, 2019 at 7:00pm
Castleton Town Office
263 VT – 30
Bomoseen, VT 05732**

PRESENT: Jim Leamy, Chair; Richard Combs, Vice Chair; Zack Holzworth, Secretary; Robert Spaulding, Member; Michael Jones, Town Manager (by phone); Eliza LeBrun, Recording Secretary; Hope Loughan, Peg Camera Operator; Liz MacKay; Rose Ouimet, Deb Danforth, Maurice Ouimet, Martha Molna'r.

ABSENT: Joseph Mark, Select Board Parliamentarian

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Select Board Chair, Jim Leamy led the Pledge of Allegiance.

APPROVAL OF AGENDA

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

MINUTES FOR APPROVAL – April 22, 2019

Mr. Holzworth made a motion to approve the minutes of April 22, 2019. Mr. Combs seconded the motion. All were in favor and the motion passed.

CITIZENS COMMENTS

There were no citizen comments.

COIN DROP REQUESTS

Mr. Combs shared the following Coin Drop information with the Select Board as per the newly adopted Coin Drop Policy:

1. A Coin Drop for the Castleton Fire Department has been approved for the requested date of October 19, 2019.
2. A Coin Drop for the Castleton Village School 8th Grade Class has been approved for the requested date of September 28, 2019.

Mr. Combs made a motion to approve a coin drop for the Rutland County 4-H on June 1, 2019 with a rain date of June 8, 2019. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to approve a coin drop for the Alix Brown Memorial Scholarship Fund on July 13, 2019 with a rain date of July 20, 2019. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

FENCE BIDS FOR TOWN OFFICE

Mr. Leamy noted that bids were received from 802 Fence Company and Lafayette Highway Specialties for the installation of fencing at the Town Offices. A third offer was not received. Both offers quoted prices for both Spruce Pine Fir dog ear panels and Cedar dog ear panels. The bids were as follows:

1. 802 Fence Company - Spruce Pine Fir = \$7,461 / Cedar = \$7,432
2. Lafayette Highway Specialties – Spruce Pine Fir = \$16,800 / Cedar = \$20,000

Town Manager, Mike Jones recommended that the Select Board accept the bid for Cedar dog ear fencing from 802 Fence Company in the amount of \$7,432. Mr. Jones was not sure about the pricing differences between the companies. Neither company came to the pre-bid meeting.

Mr. Combs made a motion to award the bid for the installation of Cedar fencing at the Town Offices to 802 Fence Company for their bid of \$7,432. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

AUDIT ENGAGEMENT LETTER

The Town of Castleton received the Letter of Engagement from Pace & Hawley, LLC for the financial audit of fiscal year ending June 30, 2019. Mr. Jones recommends using Pace & Hawley for the 2018-19 audit as they did a very good job last year. The Letter of Engagement was provided to the Select Board as information only, no motion is needed at this time.

LION'S CLUB REQUEST FOR TOWN GREEN USE: AUCTION AUGUST 7 & 8

Mr. Spaulding made a motion to approve the Castleton Lions Club request for their Annual Lions Club Auction to be held at the Town Green on Route 4A on the evenings of August 7 & 8 from 6pm to 10pm. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

JULY 4TH BLOCK PARTY INSURANCE FOR THE BRIDGE COMMITTEE

Mr. Jones explained that the Town of Castleton had made an inquiry to the Vermont League of Cities and Towns regarding insurance coverage for the Bridge Committee during their July 4th Block Party. The League informed the Town Manager that the only way the Bridge Committee could be covered under the Town would be if the Town sponsored the event. It was determined that the cost of coverage for the event was too high for the Bridge Committee to purchase.

Martha Molnar explained that the Bridge Committee did not have a designated plan yet for the event as they were waiting to hear from the Town. However, the Committee would like to see different community organizations and boards set up tables for guests to visit as well as arts and crafts, games, music and food. The Committee would like to invite Castleton University as well.

Mr. Leamy asked Mr. Jones if there was an additional cost to the Town if it was to sponsor the event. Mr. Jones' understanding was that there would be no additional cost to the Town, but the Town would need to inform VLCT of the event date.

Mr. Combs believed that the Select Board had already approved the event at the previous meeting in a motion made by Mr. Mark. The motion specified that the approval was contingent on the insurance coverage.

Mr. Holzworth made a motion to have the Town of Castleton sponsor the Bridge Committee's July 4th Block Party for insurance purposes. Mr. Combs seconded the motion. All were in favor and the motion passed.

VTRANS MUNICIPAL ASSISTANCE BUREAU GRANT RECIPIENT

Mr. Leamy explained to the Select Board that the Town of Castleton was a recipient of \$26,400 of federal funds through the SFY 2019 Transportation Alternatives Program (TAP). This will require the Town match \$6,600 to complete a scoping study of the Staso Road area to address stormwater management from the road as well as the adjacent land uses.

Mr. Combs made a motion to authorize the Select Board Chair to sign the Vermont Agency of Transportation Municipal Assistance Bureau Grant Recipient Project Commitments Form. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

TOWN ROAD & BRIDGE STANDARDS

Mr. Combs made a motion to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

PROPOSALS FOR ROAD SALT: AGENCY OF TRANSPORTATION

Mr. Jones informed the Select Board that the State of Vermont Office of Purchasing and Contracting is currently preparing its request for proposals for road salt for the Agency of Transportation next winter. The State is soliciting interest from Towns that may want to take advantage of the bulk purchase price. Last year the Town requested 800 tons. This year, Mr. Jones would like to request 1,000 tons.

Mr. Combs made a motion to authorize the Town Manager to request 1,000 tons of road salt. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

ANNUAL FINANCIAL PLAN: TOWN HIGHWAY

Mr. Holzworth made a motion to authorize the Select Board to sign the Annual Financial Plan – Town Highways. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

MANAGER'S UPDATE

The Select Board was provided with a copy of the Town Manager's Report for review.

Mr. Spaulding asked about the Transfer Station. Mr. Jones explained that he was not sure about the revenue, there are people coming in without permits. Green Up Day they had to write several day passes. Mr. Jones was very surprised at where the Transfer Station stood at the end of the fiscal year. However, it was noted that all labor for the retaining walls was charged to the Transfer Station and not to the Highway Department.

Mr. Jones noted that there is a big problem at the Transfer Station with rats. The rats are undermining the walls causing them to sink. It was recommended by an exterminator that the Town get a handle on the situation soon. Mr. Jones will get some quotes for exterminators.

Mr. Steele of Tom's Bait & Tackle came in this afternoon and was very upset. Mr. Leamy spoke to him and went to visit the engineer on the sidewalk project in front of Mr. Steele's business. The engineer will not

be back for a week. After Mr. Jones and Mr. Steele had met with the State regarding the sidewalk, however, after that meeting, a curb cut was installed. This curb cut was not agreed upon or discussed. Mr. Jones will follow up to address.

SELECT BOARD COMMENTS

Mr. Spaulding asked where the Town stood regarding Patricia Lane, is it a Town road or not? Mr. Jones will investigate this tomorrow.

WARRANTS FOR APPROVAL

Mr. Combs made a motion to approve check warrant #0513 in the amount of \$ 144,317.95, check warrant #0506 in the amount of \$17,114.86, check warrant #0509 in the amount of \$6,579.82, check warrant #0502 in the amount of \$19,757.11, check warrant #0430 in the amount of \$30.00, check warrant #0425 in the amount of \$34,046.48, check warrant #0509P in the amount of \$14,550.82, check warrant #0502P in the amount of \$14,483.00, check warrant #0425P in the amount of 17,269.01. Mr. Holzworth seconded the motion.

Mr. Leamy noted that there was correction to warrant #0506, the amount is \$17,091.48.

Mr. Combs made an amendment to the motion to include the correct amount. Mr. Holzworth seconded the motion.

Mr. Holzworth asked why there were so many charges for Vandenburg Law Offices. The charges were related to the Tax Sale and each property was listed separately.

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

Mr. Holzworth made a motion to approve check warrant #0508P in the amount of \$504.16, check warrant #0501P in the amount of \$504.16 and check warrant #0425P in the amount of \$504.16. Mr. Spaulding seconded the motion. Mr. Combs abstained from the vote, three (3) voted in favor, the motion passed.

BRIEF RECAP & ITEMS FOR FOLLOW UP

Mr. Holzworth asked Mr. Jones if he had found anything out about switching from VLCT insurance coverage for the Town to something different? Mr. Jones has met with an insurance representative and has asked for an informational packet.

Mr. Spaulding noted that when he drove past the Town Offices about 11pm last night, the lights in Mrs. Stewart's office were on. This has been an ongoing issue, and Mr. Spaulding would like to know what can be done. Mr. Jones shared that there is an issue with the switch, and they are looking into this.

EXECUTIVE SESSIONS

Mr. Combs made a motion to enter Executive Session at 7:40p.m. to discuss Real Estate under the provision of Title 1, Section 313 (a) (2) of the Vermont State Statutes with the Town Manager via phone. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to exit Executive Session for Real Estate at 7:49 p.m. with no action taken. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to authorize the Select Board Chair to sign the two (2) deeds and any other paperwork deemed necessary to facilitate the closing of the sale of the old Fire Station. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to enter Executive Session at 7:50 p.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 via phone. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to exit Executive Session with no action taken. Mr. Combs seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to enter Executive Session to discuss personnel under the provisions of Title 1, Section 313 (3) (a) (3) of the Vermont State Statutes with the Town Manager via phone and Don Wood. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to exit Executive Session at 8:30p.m. with no action taken. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Holzworth made a motion to adjourn the Select Board Meeting at 8:31p.m. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary