

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF MAY 23, 2016
CASTLETON VOLUNTEER FIRE STATION**

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

MEMBERS ABSENT: R. Spaulding

OTHERS PRESENT: M. Shea, See attached listing

Meeting called to order at 7:30 by Chairman, J. Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: W. Potter made a motion to approve the agenda. Seconded by J. Leamy. All in favor. Motion Carried.

MINUTES FOR APPROVAL- MAY 9, 2016

MOTION: R. Combs made a motion to approve the minutes of May 9, 2016. Seconded by B. Potter. All in favor. Motion Carried.

POLICE CHIEF UPDATE- CHIEF MANTELLO

C. Mantello reported that they have increased the directed patrols and the property watches. Click it or Ticket it has begun on Main Street and Rte 30 were being covered today and they handed out about 70 tickets.

The speed cart is out on Main Street and they have applied for a grant to purchase another one.

The Open House for the new Police Station was Sunday and it was well attended by around 175-250 people. It was a success.

W. Potter asked if they had investigated the incident on between Sand Hill and Fair Haven where all the mailboxes were open. Chief replied nothing was reported taken and he had no leads.

TRANSFER STATION- SET 2016-2017 FEE SCHEDULE

M. Shea stated that there were no changes to the fee schedule. There was a proposed change to the temporary day pass. As it stands now, a temporary day pass is \$3.00/day and they are allowed one bag to dispose of. The new proposal is to reduce the cost to \$2.00/day for the pass and stickers would be purchased for the bags to be disposed.

M. Shea stated this change was a request from the auditors.

J. Bruno did state he felt it was wrong to eliminate cash all together, as there were some folks who only dealt with cash. He feels it is not reasonable to put pressure on the employees to

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have to deal with these few citizens. It is not fair to give the employees a hard time for accepting cash from the few people who don't have a check book or debit card. They should be allowed to handle it as the situation arises.

M. Shea explained that it was easier to track the money and this would allow the town to keep the prices down.

MOTION: J. Leamy made a motion to set the rate of the Temporary Pass to be \$2.00, (additional bag fee will apply). Plus all other fee are unchanged. Seconded by R. Combs. All in favor. Motion Carried.

BID AWARD-FLOAT BRIDGE ROAD CAUSEWAY

M. Shea informed the Board that he had completed lengthy background checks and contacted other towns where J. Bowen had completed work and they were very happy with the work. J. Bowen was the lowest bidder.

MOTION: R. Combs made a motion to award the Float Bridge Road Causeway to J. Bowen. Seconded by W. Potter. All in favor. Motion Carried.

J. Bruno asked M. Shea if he had made sure nothing was missing from the quote; it was for the same products and that his references had been checked.

J. Leamy asked about the paving contract with Wilk, as it stated Wilk Sealing and what the plan was for paving, was it the Bridge back to Rte. 30?

M. Shea stated that they would repair any damages caused by the trucks during construction and they would also be using existing guardrails.

R. Combs stated there would be at least one way traffic at all times.

CITIZEN'S COMMENTS

J. Hale expressed his thanks for insuring that there would be one way traffic on Float Bridge during construction.

L. Melandi asked if a state grant was used. M. Shea replied that it was and it was 80/20 split with the town.

PURCHASE ORDER FOR APPROVAL-FIRE DEPT. VFIS INCENTIVE PLAN

M. Shea stated with was an annual F. D. Incentive/Insurance program.

MOTION: W. Potter made a motion to approve P.O. # 038494 for \$13,058.08 for the VFIS. Seconded by J. Leamy. R. Combs- abstained. All in favor. Motion Carried.

MANAGER'S UPDATE:

Police Station: The grand opening celebration was Sunday, May 22, 2016 from 11:00am to 4:00pm. (Discussion....)

Wastewater Draft Budget: In your packets you will see the DRAFT FY-17 Wastewater Budget. In it there is no increase in the rates, and it is balanced. I will be presenting this at your next meeting for approval. In the meantime, I hope to talk to each of you (as the process of the general budget) to see if you have any questions or suggestions.

Creek Road - rock overhang: This project has been completed.

J. Bruno stated that if the hydro seed doesn't take that the town should maybe seed again to help hold it.

Transfer Station Fee Schedule:

In your packets you will see the 2016-2017 schedule of fees. I am not recommending any changes in the fees except for one item. There is a process in which a person can get a temporary pass for the day. This was \$3.00 which allows for access to the facility and a bag. In order to allow for a clearer inventory process of the bag stickers I am recommending that we reduce the temporary pass to be only \$2.00 and allow the purchase of stickers as regular users.

J. Bruno asked how many Board members would be present for judging at the parade. W. Potter and J. Leamy will not be, they believed that R. Spaulding would also not be available. J. Bruno asked M. Shea to talk to S. Day and see if other elected officials would like to volunteer.

M. Combs suggested a random sampling of members of the community, clergy, law enforcement, teachers etc.

M. Shea is working on the Local Roads Network, it is a plan to track streets and allows the town more opportunities for grants.

M. Shea welcomed the Board members to participate in developing situations for plans for the Hazard Mitigation plan. It has to be approved by FEMA, our Region one office in Boston will do this. This will allow the town more opportunities for grants and disaster monies if there ever is one. Sometimes this process takes a year to develop.

The paving bids went out and will be ready for the next meeting.

The crushing bids will also be ready for the next meeting.

OTHER BUSINESS

V. Waldron asked if the board would be considering a summer meeting schedule this year.

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J. Bruno stated the only issue is the warrants, as they need 3 board members signatures.

M. Shea stated that it is a State Statute that 3 people need to sign the warrants, but they can post a Special Meeting within 24 hours, it could be a short meeting.

R. Combs raised a concern about the upcoming Town Office project.

M. Combs expressed her concern about having bills paid in a timely manner.

SELECT BOARD CONCERNS

J. Leamy asked about the status of the plans for the Town Offices, when would we receive them and when would they go out to bid.

J. Bruno responded they met with the architects last Thursday and received the final draft, which everyone has a copy of. Everyone has been hired, the mechanical, civil engineer, architect. We expect to have a drawing to go out to bid by June 6th or 7th.

J. Leamy asked if there was a two week limit on the bids.

J. Bruno stated "absolutely". Our goal is to have a contractor in place by July 1st. We will make sure that the temporary services will be the obligation of the contractor.

R. Combs inform the Board that there will be about 6/8 members of F.D., who will be going "bald" for cancer on June 17th @ 5:00 at the Fire Station. They are looking for sponsorship.

W. Potter stated that the "for sale" sign on the Sand Hill property has the wrong phone # on it. W. Potter stated there is no price on the sign and asked if there were any stipulations to building on it.

M. Shea replied the price was \$125,000.00 and the University put a stipulation on it that it had to be used for Economic Development.

J. Bruno had a question about who is responsible for mowing Fire & Police Dept. property. If the Highway Dept. does not have manpower to do it, it should go out to bid; it is not feasible to ask the members to do it.

M. Shea states that it has already been done. The change this year is that they don't have the inmate work crews this year. He does have the fields subcontracted out.

J. Bruno asked the Board to consider the funding of the building thru General Gov't Bldgs., instead of relying on Fire Dept. to pay for heating and other maintenance for this building as the Police Dept. is part of it, but the Board uses it also. There is one heat source; it is not fair that the Fire Dept. is paying for all of it thru their budget.

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He continued stating that he wants the board to remember at budget time that maintenance of all town buildings are under General Government Buildings we all use this building.

J. Bruno addressed the parking issue. He would like signage at the Fire Dept. to keep the public from parking in front of the bays, etc. and designated parking spaces for fire fighters.

M. Shea responded that it is already being ordered.

J. Bruno states there is no lightening on the front of the Police Building. We need to find some money to put in lighting in the entry way and on the sign.

MOTION: J. Leamy made a motion to have one (1) meeting a month for June, July & Aug. Seconded by W. Potter.

J. Leamy stated that special meetings can be called at any time.

J. Bruno agreed with M. Combs regarding getting bills paid. There is no set date for the meetings, they will rely on the Town Manager and Accountant to work together and set the meeting date.

VOTE ON THE MOTION

Yes - J. Leamy, W. Potter, J. Bruno; No - R. Combs. Motion Carried.

J. Bruno had a question regarding the reconsideration of the Trak Inn's outside consumption. This will be on next agenda, so the public can attend.

R. Combs asked about the locks for the Firehouse. M. Shea stated that they will be put in this Friday and it was cheaper than the amount approved.

WARRANTS

MOTION: R. Combs made a motion to approve warrants # 0523R for \$38,568.35, # 0523 for \$ 71,888.20, # 0519 for \$5,714.69, #0512 for \$17,814.58, #0519P for \$12,717.67, #0512P for \$ 13,176.63. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve warrants # 0520P for \$ 336.70 & # 0513P for \$336.70. Seconded by J. Leamy. All in favor. Motion Carried. Abstain- W. Potter

MOTION: J. Leamy made a motion to approve warrants # 0521P for \$547.74 & # 0514P for \$547.74. Seconded by W. Potter. All in favor. Motion Carried. R. Combs- Abstain

ANY OTHER COMMENTS

R. Rogers was not told she had to reapply for a permit. So it was just done today.

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J. Bruno stated that he was not sure either.

H. Steele asked about the status of parking at Crystal Beach for the Lake House.

M. Shea talked with Martha Clifford, Town Counsel about the risks and with the insurance company about how to mitigate our risks. They had a tour and there seems to be no problems. There should be a letter for next meeting from Town Counsel with information for the Board. There will be talk about how much the town will be getting for this.

J. Bruno stated there is parking along Rte. 30 and in front of the fence the wrong way. We have to enforce parallel parking. He would like to see parking inside instead of parking outside the fence. Beach overflow has always been sent to the other side.

H. Steele questioned why the Select Board is involved because we have Zoning Bylaws and they regulate parking for establishments and does not allow for what you are trying to do and that this should be in front of the D.R.B.

J. Bruno stated that there are 34 spaces with 5 allotted for tenants. H. Steele indicated that there are allotted 39 spaces and can allow 96 people in the building including staff. H. Steele suggested that they contact the DRB before the next meeting.

P. Graziano asked about who was mowing Dewey Field. M. Shea stated he would call her with the person's name and inform the Board of price too. J. Bruno asked that he inform the board as to who was hired and for what fee.

EXECUTIVE SESSION - PERSONNEL (if necessary)

MOTION: R. Combs made a motion to go into Executive Session at 8:45pm for Personnel with Board and Town Manager. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: J. Leamy made a motion to exit Executive Session at 9:10 pm with no action taken. All in favor. Motion carried.

ADJOURN

MOTION: J. Leamy made a motion to Adjourn at 9:12 pm. R. Combs seconded. All in favor. Motion carried.

Respectfully

V. Waldron

Date of Approval