

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
Minutes of June 11, 2018  
TOWN OFFICE**

**MEMBERS PRESENT:** J. Bruno, J. Leamy, Z. Holzworth, R. Spaulding, R. Combs

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

**MEETING CALLED TO ORDER** by J. Bruno at 7:00pm.

**APPROVAL OF AGENDA**

**MOTION:** J. Bruno made a motion to approve the agenda. R. Combs seconded. All in favor. Motion Carried.

**APPROVAL OF MINUTES**

**MOTION:** Z. Holzworth made a motion to approve the minutes of May 28, 2018. R. Combs seconded with the amendments as follows: Page 3 in the Town Manager's update discussing the PA System for the Fire Department should have been called a grant instead of a "scholarship". Page 4 in the Select Board comments discussing getting a release from the state for mold in the old Town Office building is the Historical Society's responsibility; not the town's as stated in the minutes. All in favor. Motion Carried.

**LEGAL SERVICES (RYAN, SMITH & CARBINE) TERMS OF ENGAGEMENT FOR SIGNATURE**

M. Jones stated in his follow up email with RS&C, they confirmed there is no charge for travel. This is an updated contract that needs to be signed.

**MOTION:** J. Leamy made a motion to sign the updated contract. Z. Holzworth seconded. All in favor. Motion Carried.

**LIQUOR LICENSE APPROVAL – JIFFY MART (GLOBAL MONTELLO GROUP CORP)**

J. Bruno stated the establishment was sold to Global Montello Group Corp so they are seeking a new liquor license.

**MOTION:** R. Combs made a motion to approve the liquor license for Jiffy Mart (Global Montello Group Corp). J. Leamy seconded. All in favor. Motion Carried.

### **BID AWARDS – PROPANE, FUEL OIL, 2018 PAVING**

PROPANE: Fyles Bros. was the only company to bid for propane. The bid was for a fixed rate of \$1.50 per gallon. Last year the bid was also awarded to Fyles Bros for \$1.35 per gallon. As there are not a lot of propane vendors in the area the board chose to accept only having one bidder.

**MOTION:** J. Leamy made a motion to award the bid for propane for FY 18-19 to Fyles Bros for a fixed rate of \$1.50 per gallon.

FUEL OIL: Local Fuel is the only company to bid for fuel oil. They bid a fixed rate of \$2.34 per gallon. Last year, Champlain Valley P&H won the bid at \$1.77 per gallon. R. Combs asked the town manager what the procedure was for putting bids out. M. Jones stated that the administrative assistant put the bids out by putting them in the newspaper and by calling the companies that normally bid. Out of all of those companies, Local Fuel was the only company to respond. J. Bruno stated that there is no problem with Local Fuel, but because the price is so much higher than last year and there are so many fuel companies in the area, he would like to see the bid put back out to try to get some more bidders to compare. The board instructed M. Jones to put the bid back out. M. Jones confirmed that he would.

PAVING: J. Bruno stated that Pike Industries was the low bidder by \$30,000. Mike from Pike Industries was present at the meeting. R. Combs asked him why the price per ton was more expensive for Main Street. M. Jones stated that address is not for Main St, it is the parking lot for the new Town Office and for the driveway at Cresci's that was torn up by the town, and that a lot of big companies charge more for smaller jobs like driveways. Mike from Pike confirmed.

**MOTION:** R. Combs made a motion to award the bid for paving to Pike Industries. Z. Holzworth seconded. J. Leamy recused himself from the vote as one of the roads being paved is near his residence. All others in favor. Motion Carried.

Mike from Pike also commented that in the future, bids should be put out in per ton pricing instead of a lump sum. If bids are in lump sum form, the town could lose money if the job doesn't take as much material as was estimated. If the bid is in per ton form, the town only pays for what is actually used. J. Bruno asked about the confusion on the contract two years ago when the town ended up having to pay more at the end of the year because the price of the materials went up after the bid was awarded and the work was done. Mike said that should also be in the bid wordage when they are sent out and it should also be discussed with the foreman before work is started to ensure pricing is the same, but that he doesn't see it being an issue this year.

### **CITIZEN'S COMMENTS**

J. Currie from the Planning Commission had presented a memo to the board for them to look over. J. Leamy had requested some changes be made and she is working on the changes. She also wanted the board to be aware that to approve the town plan, they must have two warranted meetings before 8/18. The two meetings could be warranted together, but they need to be fifteen days apart. She wants to ensure any citizens with concerns know that those two meetings are their last chance to comment or request changes. The two meetings need to be completed by 8/18, otherwise the plan expires. R. Spaulding asked if Castleton University still had the most employees in the town after having over 200

forced retirements. J. Currie said those were the numbers when the research was done, but if and changes are requested she will do the research to update the numbers. R. Combs stated that he has read through it a few times and has found a few areas where wordage needs to be changed and found typos, spelling mistakes, etc. J. Currie said those could be gone through at the first warranted meeting so she can make adjustments. The board set the dates for the two meetings; the first will be done before the regular Select Board meeting on June 25, the second will be done before the regular Planning Commission meeting on July 10 as that will be exactly fifteen days apart. J. Currie also asked where the plan with Green Lantern Solar is at and if it was being signed at this meeting. M. Jones stated that it was in his report to go over with the Select Board at this meeting. She pointed out that the rates go up on July 1.

### **TOWN MANAGER'S UPDATE**

Grant Updates: The grant for the Transfer Station water quality project was approved. This project will fix the sediment going across the road from the gravel pile at the Transfer Station down towards the Castleton River. It is a \$25,000 project. The grant to fix Eaton Hill East is in the approval process.

Green Lantern Group: Sam Carlson from GLG looked at copies of the electric bills going back two years broken down by site. All town buildings add up to \$18,000 per year for electric, and the sewer plant alone costs \$45,000 per year. He suggests adding the sewer plant to hit the \$50,000 platform that will maximize cost savings. Charlie Brown asked if the town's electric expense goes up to \$100,00, will we still get the credit for the \$100,000 platform. J. Bruno said he doesn't see it being an issue.

**MOTION:** Z. Holzworth made a motion to add the Sewer Plant to the rest of the town's electric expense to hit the \$50,000 mark to maximize savings. R. Spaulding seconded. All in favor. Motion Carried.

Crystal Beach-The Town hired Chris Forest for the full time maintenance position at the beach. Tom Coloutti trained him for one day so he knew where to mow, etc. Highway has been helping clean up debris by Sucker Brook and taking down a branch that was identified by VLCT as a liability. Ethan Barnes' last day as Transfer Station operator is June 24; after that he will be working 30 hours per week at the beach to help with maintenance. M. Jones' wife has entered into agreement with Martha Clifford to sell ice cream, soda, etc. from the concession stand. The paperwork for that is with Martha now for approval.

Town Dock Spaces- M. Jones stated he was called down to the town dock spaces three time in the past week for complaints about people encroaching on each other's spaces. He went down and identified the survey pins and tried matching up dock numbers to what is on the survey map. There are also some spaces that have had trailers parked on the for a long time which makes it hard to the town to mow and maintain. He said there is also an issue with people not being happy with their dock space so they move to whichever one is empty and claim it as theirs. J. Bruno said the dock contracts need to be updated with language that the spaces need to be kept tidy and trailers can't be parked for long periods of time. People also need to be staying the spaces that match their agreements and can't be moving around whenever they feel like it without making arrangements with the town to move their space. The town spent a lot of money years ago to have them all surveyed so this could be avoided but people are still doing it. R. Spaulding stated that part of the problem is that some of the dock spaces are unusable for a

boat because they're in such shallow water. The people with docks that are unusable are paying the same price as the people with usable space. J. Bruno said it's the same as people with lakefront houses with ledge are paying the same tax rate as people with beach; you can't pick and choose. M. Jones stated all of the spaces are 12 feet wide.

Transfer Station recertification: D. Wilson went through the numbers in case of growth and there is plenty of room for growth. The recertification is ready for the Select Board's signature. R. Spaulding asked how long the recertification is good for. M. Jones said it doesn't say on the paperwork. J. Bruno asked when it needs to be signed by. M. Jones said July 1. J. Bruno said the board will look at it at the next meeting on June 25<sup>th</sup>.

J. Currie asked if there is a contract with the Lake House for parking at Crystal Beach and the concession stand. M. Jones said he spoke with Kyle, owner of the Lake House, and he has no interest in doing the concession stand because he wouldn't make enough money from it. J. Bruno said there needs to be an agreement met regarding liability insurance, lighting, and a stipend for the town for allowing them to use parking at Crystal Beach. M. Jones said the agreement last year fell through after a stipend could not be agreed upon because the Lake House and the Town. J. Bruno said previous owners had an agreement to make a donation to the Rec. Department and he would be OK with that happening again. Helen Steele stated that the problem is more than just parking because people are walking up Route 30 and that the Lake House has enough parking spaces in their parking lot for their seating capacity. J. Bruno said there must be one parking space for every three seats in their seating capacity and that the agreement needs to be fixed between the Town and the Lake House. J. Currie suggested that H. Steele be present at the Planning Commission meeting on June 12 to discuss further. H. Steele agreed.

Listing Grievances: M. Jones stated thirteen owners so far are grieving their taxes based on the letters that were sent out.

Assistant Treasurer: Lois Witt resigned as assistant treasurer as of June 1. M. Jones will be speaking with Nancy Trudo about who the replacement will be and that some current employees cannot be considered because of separation of duties.

Tree at Marcell's: Phil Marcell's house on Main Street was hit by a large town tree that fell during a storm. The tree hit the house and put a hole in the roof and tore up the yard. The highway department took care of most of the cleanup. Vaillancourt was hired to grind the stump down and take it away. The roots were too big to be removed so grinding the stump was the best option. It's now been filled in and seeded. VLTC is paying for all damages except the grinding and removal of the stump.

Johnson Spooner Rd: The grant for the ditching and ledge removal expires on June 30<sup>th</sup>. Five vendors were contacted for quotes, only two returned pricing. Taconic quoted at \$8,900 and Thomas quoted at \$14,500. Because of the approaching deadline, the board felt comfortable approving a Taconic as they were the lower price and they were used on Barker Hill last year and did a good job.

**MOTION:** J. Leamy made a motion to approve Taconic for the work on Johnson Spooner Rd. Z. Holzworth seconded. All in favor. Motion Carried.

### **SELECT BOARD COMMENTS**

J. Bruno present a letter of resignation from Val Whaldron as Recording Secretary. R. Spaulding asked why he was just seeing it. R. Combs stated the letter was dated today so it was the first time anyone was seeing it.

**MOTION:** R. Combs made a motion to accept the letter of resignation. J. Leamy seconded. R. Spaulding voted not in favor. All others voted in favor. Motion Carried.

### **WARRANTS FOR APPROVAL**

**MOTION:** R. Combs made a motion to approve warrants #0611R for \$500,000; #0611 for \$84,271.44; #0607 for \$7,398.13; #0531 for \$17,197.48; #0607P for \$12,979.98; #0531P for \$17,728.53. Z Holzworth asked what the one for \$500,000 from the Reserve Account was for. M. Jones stated that the Treasurer was opening a Money Market account that would earn 1.06% interest rather than the .06% that the Reserve Account is making. He stated the Treasurer had assured him it had been done in the past. Charlie Brown asked if that amount of money would be insured by the bank. M. Jones stated he believe the Treasurer had confirmed it would be but didn't have the paperwork to confirm. J. Bruno suggested pulling the warrant to confirm before opening the account. R. Combs amended his motion to exclude warrant #0611R for \$500,000. Z. Holzworth seconded. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to approve warrants #0606P for \$544.01 and #0530P for \$544.01. J. Leamy seconded. All in favor. Motion Carried.

M. Jones brought before the board a Purchase Order for Adirondack Two Way Radio to install the PA system in the Fire House that is being 100% covered by a Homeland Security Grant.

**MOTION:** Z. Holzworth made a motion to approve Purchase Order #041468 for Adirondack Two Way Radio for \$2,559.62 that will be covered in full by grant money. J. Leamy seconded. All in favor. Motion Carried.

### **EXECUTIVE SESSION**

**MOTION:** Z. Holzworth made a motion to enter Executive Session for Labor Relations 1 VSA 313(a)(1) with Town Manager. J. Leamy seconded. All in favor. Motion carried.

**MOTION:** R. Combs made a motion to exit Executive Session for Labor Relations 1 VSA 313(a)(1) with no action taken. Z. Holzworth seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to enter Executive Session for Personnel 1 VSA 313(3)(a)(3) with the Board, Town Manager, and Charlie Brown. J. Leamy seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session for Personnel 1 VAS 313(3)(a)(3) at 8:25pm with the Board, Town Manager, and Charlie Brown with no action taken. J. Leamy seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to enter Executive Session for Labor Relations 1 VSA 313(a)(1) with the Town Manager. J. Leamy seconded. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session for Labor Relations 1 VAS 313(a)(1) at 8:40 with no action taken. R. Spaulding seconded. All in favor. Motion Carried.

**MOTION TO ADJOURN** at 8:41pm made by Z. Holzworth. R. Spaulding seconded. All in favor. Motion Carried.

Respectfully,

Darcy Van Noordt

Date of Approval: \_\_\_\_\_