

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF SEPTEMBER 26, 2016
CASTLETON TOWN OFFICES**

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

MEMBERS ABSENT: W. Potter

OTHERS PRESENT: M. Shea, see attached list

Meeting called to order at 7:00 by Chairman, J. Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

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

MINUTES FOR APPROVAL- September 12, 2016

MOTION: J. Leamy made a motion to approve the minutes of September 12, 2016 with one change on page 2 the 2nd sentence change 'of' to 'for'). Seconded by R. Spaulding. All in favor.
Motion Carried.

PURCHASE ORDER FOR APPROVAL-POLICE DEPT.(GRANT REIMBURSED)

MOTION: R. Combs made a motion to approve P.O. # 039081 to Decatur Electronics for \$2,290.00 for a SpeedSpy Traffic Analyzer. Seconded by R. Spaulding. All in favor. Motion Carried.

CITIZEN'S COMMENTS

M. Combs asked about an update regarding the Town Offices.

J. Bruno stated that the vault walls have been poured. The radiant heat is in the vault. The floors were poured today.

J. Bruno will talk to contractor about the cost of raising the ceiling in the lobby area. It will not impact heating costs as radiant heat does not rise like hot air heat. This will allow many old artifacts from old Town Office to be displayed.

RRPC GRANT- H. SOLOMON

H. Solomon is the Director of the Poultney Mettowee Natural Resource Conservation District. She addressed the Board regarding a Grant they received to study Lake Bomoseen. She presented the Board with a map and list of projects that they have identified on and around the Lake to lessen runoff, silt and pollutants entering the Lake. She would like the Board Members to look over the list and add any places not on the list that they feel need to be improved. (i.e.:

runoff from driveways, houses or roads). She also asked to Board to rank these in order of importance. Her final draft to the State has to be filed in December. There is some money to repair private driveways also. The Town of Castleton is also included in the Grant, so she will be meeting with P. Eagan to discuss problem areas in the Town. H. Solomon will meet with J. Leamy to discuss details on past projects regarding the Lake.

MANGERS UPDATE

FY 2016-2017 Capital Plan: In keeping with this policy timeline, I am reaching out my Department Heads for information and will be presenting proposals to you next month on next fiscal year's Capital Budget Plan (CIP). As done for the last two years, please reach out to me and let me know your thoughts on this. The first draft proposal will be on your next meeting's agenda for discussion.

Town of Castleton Flood Hazard Regulation: In you packet you will find the draft Flood Hazard Regulation. The goal of any emergency action plan is to reduce risks to the Town. The Town does not have a history of budgeting for disasters. In this case we need to always plan and mitigate cost avoidance strategies. After complying with this requirement and if another incident occurs, our local share of FEMA grants will only be 2.5%. This is much better than the regular rate of 20%.

<u>Standard</u>	<u>Status</u>	<u>Local Benefit</u>
Roads and Bridge Standards	DONE	
LEOP	DONE	
National Flood Insurance Program	DONE	7.5%
Local Hazard Mitigation Plan	In Process	12.5%
River Corridor Protection	In Process	17.5%

Please read this and reach out to me and let me know your thoughts on this. If you are familiar with our zoning regulations, you will see how this updates and strengthens this policy.

Organization Chart: Within your packet you will see the Organization Chart of the Town. All structures of business, private and public require a formal Organization Chart. This document is the foundation upon an organization and how it interacts. It is a fact that a (business) organization needs to provide guidance and clarity on various organizational and human resource issues. It is through the organizational chart it is ensured that the responsibilities are being allocated, activities are being performed and management authority has been established in a way as needed. An organizational chart is of great support to create and define the organizational structure, so that the business objectives may be accomplished accordingly and yet successfully. This is essential in developing revised job description. As you know these JB's have not been done in a very long time and are obsolete which expose the town and staff potential problems.

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MOTION: R. Combs made a motion to approve the Town of Castleton organizational chart. Seconded by R. Spaulding. R. Spaulding, R. Combs, J. Leamy, voted Yes & J. Bruno voted no.

R. Combs questioned the position of Admin. Assistant reporting to the Secretary to the Tax Collector. M. Shea explained that the position just stated the two jobs are on the same plane.

R. Combs questioned the “dotted line” from Town Manager to Police Chief.

M. Shea stated that is not a dotted line and will be corrected in final draft.

J. Leamy wants to clarify that the Health Officer and Deputy Health Officer are appointed by the Commissioner of Health upon recommendation of the Board. Their final responsibility rests with the Commissioner of Health.

J. Bruno asked what M. Shea would be using this chart for.

M. Shea replied he would be using it to write job descriptions. This will also be used along with the town policies.

J. Leamy questioned the wording of “Highway Supervisor vs Foreman”.

Amendment made to motion by J. Leamy. Seconded by R. Combs.

VOTE: YES-R. Spaulding, R. Combs, J. Leamy & NO-J. Bruno

VLCT Annual Business Meeting: See enclosed form.

MOTION- R. Combs made a motion to designate M. Shea as delegate to the annual VLCT Meeting. Seconded by J. Leamy. All in favor. Motion Carried.

OTHER BUSINESS- NONE

SELECT BOARD CONCERNS

J. Leamy asked M. Shea about the date of the 2nd roadside mowing which a citizen asked about at the last meeting.

M. Shea stated that it was the last two weeks of October.

J. Bruno stated that was very late and for M. Shea to talk to P. Eagan about having it done sooner.

R. Combs asked if there was any progress on solving the accounts receivable issues discussed at last meeting. M. Shea stated that Town Counsel is on vacation.

R. Spaulding asked about if the Town had heard back regarding the letter sent about the

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placement of the pending tower. M. Shea stated the letter was sent and he had not heard anything back from them.

M. Shea stated that there is a highway project from Storm Irene that will be using our highway team for about 5 days. It is a culvert on Pond Hill Rd.

J. Bruno asked about the transfer station. M. Shea stated that he will be meeting with Ellis Concrete to sign the contract on Wednesday.

The crew will be starting work on Monday and Ellis Concrete should be ready to pour on Wednesday.

J. Bruno stated that it needs to start soon due to the weather changing.

MOTION: R. Combs made a motion to approve the final requisition to VT Municipal Bond Bank for \$12,132.15. Seconded by J. Leamy. All in favor. Motion Carried.

WARRANTS: MOTION: R. Combs made a motion to approve warrants #0926 for \$214,477.45, #0922 for \$5,833.94, #0920 for \$1,598,236.41, #0915 for \$5,592.45, #0922P for \$13,159.28, #0915P for \$12,705.13, #0927 for \$18.63, #0921P for \$336.70, #0914P for \$336.70. Seconded by J. Leamy. All in favor. Motion carried.

J. Bruno stated that the warrant for \$1,598,236.41 was for one quarter payment to school district.

MOTION: R. Spaulding made a motion to approve warrants # 0920P for \$547.74, # 0913P for \$547.75. Seconded by J. Leamy. R. Combs- abstained. All in favor. Motion Carried.

MOTION: I move to find that premature general public knowledge of the pending legal issue will clearly place the Town at a substantial disadvantage by disclosing the subject at 7:45pm.

MOTION: R. Spaulding made a motion to enter into Executive Session for legal issues with L. Garcia and Town Manager to discuss pending legal issue under provision 1 VSA§313(a)(1) of the Vermont Statutes. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: J. Leamy motioned to exit Executive Session with no action taken. R. Spaulding seconded. All in favor. Motion carries.

MOTION: J. Leamy motioned to send the case of VELCO to the BCA for their action. R. Combs seconded. All in favor. Motion carries.

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MOTION: R. Combs motioned to authorize the Town Manager or Designee to enter into negotiations and agreements on value and other decision making requirements on behalf of the Town on property valuation appeals before the property valuation & review hearing staff in Superior Court as it relates to the grand list. R. Spaulding seconded.

M. Shea stated this is the charge the listers used to have, and what the Select Board now has.

L. Garcia stated that anything PVR or court is legally the purview of the Select Board, so if the board is not going to handle the case directly they need to appoint someone.

Vote on the Motion: All in favor.

L. Garcia stated that there needs to be clarification, it is really the decision of VELCO whether they go to the BCA. What you are saying is that you are denying the Errors & Omissions and you are leaving it at the number it is set at.

MOTION: R. Combs motioned to reconsider the previous motion. J. Leamy seconded. All in favor. Motion carried.

MOTION: R. Combs motion to deny the assessment that VELCO presented and uphold the value assessed. J. Leamy seconded. All in favor. Motion carried.

MOTION: I move to find that premature general public knowledge of the contract will clearly place the Town at a substantial disadvantage by disclosing the subject at 7:45pm.

MOTION: R. Combs made a motion to enter into Executive Session to include Town Manager to discuss contract matters under provision 1 VSA§313(a)(1) of the Vermont Statutes. Seconded by J. Leamy. All in favor. Motion Carried.

MOTION: R. Combs made a motion to exit Executive Session with no action taken. J. Leamy seconded. All in favor. Motion carries.

MOTION: R. Combs made a motion to approve amendment #1 to Peter Mantello's employment contract. J. Leamy seconded. All in favor. Motion carries.

MOTION: I move to find that premature general public knowledge of the contract will clearly place the Town at a substantial disadvantage by disclosing the subject at 7:45pm.

MOTION: R. Combs made a motion to enter into Executive Session to include Town Manager to discuss contract matters under provision 1 VSA§313(a)(1) of the Vermont Statutes. Seconded by J. Leamy. All in favor. Motion Carried.

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MOTION: R. Combs made a motion to exit Executive Session with no action taken. J. Leamy seconded. All in favor. Motion carries.

ADJOURN

MOTION: J. Leamy made a motion to Adjourn at 8:41 pm. R. Combs seconded. All in favor. Motion carried.

Respectfully

V. Waldron

Date of Approval