

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, October 28, 2019 at 7:00pm
Castleton Town Hall
263 VT – 30
Bomoseen, VT 05732**

PRESENT: Jim Leamy, Chair; Richard Combs, Vice Chair; Zack Holzworth, Secretary; Joseph Mark, Select Board Parliamentarian; Michael Jones, Town Manager; Peter Mantello, Police Chief; Mary Jo Teeter, Castleton Assessor; Eliza LeBrun, Recording Secretary; Katie Paynter, Peg Camera Operator; Laura Jakubowski; John Burke; Ed Bove; Joe Bruno.

ABSENT: Robert Spaulding, Member

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Mr. Leamy led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Holzworth made a motion to approve the agenda. Mr. Combs seconded the motion. All were in favor and the motion passed.

MINUTES FOR APPROVAL: 10/14/19

Mr. Combs made a motion to accept the minutes of 10/14/19. Mr. Mark seconded the motion.

Mr. Combs asked if the minutes could reflect the title of Mr. Dan Ducharme as the First Assistant Fire Chief and on page 4 middle of the page, Mr. Ducharme should be identified as Assistant Chief Ducharme.

Mr. Mark also noted that on page 1, under minutes for approval the first sentence of the second paragraph had an extra "the" which needed to be removed. On the top of page 4, in the second sentence, "FEMA" should be capitalized.

All were in favor and the motion passed.

CITIZENS COMMENTS

There were no citizen's comments.

POLICE UPDATE: CHIEF MANTELLO

Mr. Mantello noted that nothing stood out in the September 2019 monthly report except an increase in property watches. Chief noted that Criminal Harassment was up by 3, welfare checks and suspicious persons also went up.

Traffic violations were a little under but stayed the same. There were 10 calls to service at the University in September, Chief noted that was also when school started. The intoxicated persons and medical emergencies were all related.

This was the first month that the Police Department showed the backup which the Castleton Police Department provided to other Towns. The Chief noted that the calls to Benson, Hubbardton and Poultney were all VSP cases. Also noted were the back up calls provided to Castleton, there were 11 provided by the VSP and 3 from Fair Haven.

Chief Mantello gave some background on the asset forfeiture which CPD has. Two years ago there was money seized from a house on South Street, \$113,000 was removed. There was a formula used to determine how much money went where and \$10,900 of this went to the Town of Castleton. Chief noted that there was some confusion on where the money should go, Chief would like to use the funds to update PC's in the office for law enforcement operations.

It was clarified that voter authorization was not needed to spend this money as it was not an anticipated revenue, per the Secretary of State so long as the protocols of the program are covered.

Mr. Combs made a motion to approve purchase order # 044117 to Competitive Computing in the amount of \$6,949.18. Mr. Holworth seconded the motion. All were in favor and the motion passed.

Chief Mantello shared that he has completed mediation with residents on Pine Street to resolve their issue. The Chief had both parties sign an agreement and he will follow up with them in 2 months. Another mediation is set for next week.

Town Manager Jones asked Chief Mantello if he had spoken to Nancy Trudeau about traffic control for December 7. Chief has been in contact.

SIGNING OF CAPITAL EQUIPMENT NOTE: TRUCK

Town Manager Jones gave a brief recap of the interest rates for People's United Bank. Installments are not due until 2020. However, as the Town has the money, he would like to make the initial payment now to pay the vehicle off early. The Town could pay in full for the vehicle, but it would deplete funds in case something catastrophic happened.

The total amount of the purchase is \$114,420 and the amortization schedule is \$38,140 yearly. The Town Manager will find out the total interest that would be paid and report it back to the Select Board Chair.

Mr. Combs made a motion that the Select Board sign the lease agreement with People's United Bank for the purchase of the Dodge 5500 plow truck. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

TAX MAP PROPOSAL: MARY JO TEETER

The Select Board had already seen the tax map proposal, but at this time, they have questions regarding the cost of the new program through Russell Graphics and if that cost would in any way limit the Town's ability to do a town wide assessment in the future.

Ms. Teeter informed the Select Board that the cost of the new program would not impact the Town's ability to perform a town wide assessment. Each year the Town gets a sum of money from the state that goes into a reappraisal fund to use when the new appraisals are due. There is money in the account now. Ms. Teeter would like to pay the \$8,900 initial fee out of that account and then pay the additional cost out of her budget.

Mr. Mark would like to know who else uses Russell Graphics. Ms. Teeter shared that she has worked with this company in the Town of Poultney for several years. She has found that the maps are more user friendly. Discussion was held on GIS mapping and evolving technology.

Mr. Combs asked if switching to Russell Graphics would make Ms. Teeter's job easier. Ms. Teeter stated that it would make the maps more user friendly for the Zoning Administrator and the public.

Ms. Teeter hopes that the switch will be completed by Spring, but that the Town would need to get on the schedule now.

Mr. Mark made a motion to approve the proposal from Russell Graphics for a one-time conversion fee of \$8,900 and an annual maintenance fee of \$3,500 paid within this fiscal year. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

DOGS IN CEMETERY: ANIMAL ORDINANCE

Cemetery Commissioner, Mr. Burke shared that a no dogs policy had been adopted by the Cemetery Commission about 10 years ago. This year it was realized that several people have been ignoring this and the Commission Trustees have no way to enforce the rule. The Trustees would like to have the Animal Control Ordinance section 2.10 be modified to include the Hillside Cemetery property. The Trustees would be willing to change their signage that no dogs are allowed unless on a leash.

Mr. Mark made a motion to insert the phrase "Hillside Cemetery" before the phrase "and the following." Mr. Combs seconded the motion. All were in favor and the motion passed.

Further discussion was held on the language under article 6 of the Animal Ordinance for fines.

Mr. Combs made a motion that in article 6 "per offense" be added. Mr. Mark seconded the motion. All were in favor and the motion passed.

Ed Bove of the Rutland Regional Planning Commission pointed out that the language for such fines was listed in the Vermont State Statutes and that you just need to make sure that the change is within those guidelines.

Mr. Mark made a motion to table the matter of changing the language in article 6 until a later date, Mr. Holzworth seconded the motion, all were in favor and the motion passed.

TRANSFER STATION CONTAINERS

Town Manager, Mike Jones explained that there are 2 bins at the transfer station that were given to the Town under a grant. They are falling apart now and there are no grants offered to replace them, so we need to buy it. Sorting the junk mail from the newspaper doesn't net a difference in commodity value, so going forward, they will not be sorted. The new bin is needed. Mr. Jones recommends purchasing the new bin from Northeast Industrial for \$6,620.00. This quote has been verified as accurate.

Mr. Holzworth made a motion to approve quote #3758 to Northeast Industrial in the amount of \$6,620.00 Mr. Mark seconded the motion. All were in favor and the motion passed.

MANAGER'S UPDATE

Town Manager, Mike Jones shared that the guardrails at Float Bridge Road are not in and that he is asking Jethro Doran to provide an estimate of what the materials will cost and the Town Highway department will do the work. This will then free up Mr. Doran to do the work on Belgo Road which he won. At this time, the Town will need to purchase stone for the guardrails.

Mr. Holzworth recommended polling the Select Board after the quote is received.

Mr. Mark recommended that the Select Board authorize the Town Manager to spend an amount not too exceed \$10,000 from the Town Operating budget for the purchase of stone. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Jones shared that the Transfer Station is continuing to have a problem with rodents. It is getting worse, they are digging holes everywhere. Mr. Jones would like to go to Orkin to see what else can be done as this is a health issue.

Mr. Combs recommends getting an updated quote/estimate from Orkin. Mr. Combs asked the Town Manager oi get 3 new bids by the next meeting.

Mr. Jones mentioned the community events on December 7. Mr. Jones asked if there was anything the Board would like to see happened before the event. There will be a tree lighting, a parade, and a market.

SELECT BOARD COMMENTS

Mr. Mark remembered that Ms. Shribner asked for a public meeting at 6pm for the scoping study application. Mr. Jones has been in contact with Ms. Shribner.

WARRANTS FOR APPROVAL

Mr. Holzworth made a motion to approve check warrant #1028 in the amount of \$72,014.54, check warrant #1024 in the amount of \$30,762.57, check warrant #1017 in the amount of \$5,237.89, check warrant #1024P in the amount of \$14,589.28, check warrant #1017P in the amount of \$13,875.36 and check warrant #1341 in the amount of \$53,431.22 to Goss Dodge Chrysler. Mr. Mark seconded the motion. All were in favor of the amended motion and the motion passed.

Mr. Holzworth made a motion to approve check warrant #1023P in the amount of \$682.97 and check warrant #1016P in the amount of \$682.97. Mr. Mark seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.

PURCHASE ORDER FOR APPROVAL

Mr. Combs made a motion to approve purchase order #1341 in the amount of \$53,431.00 to Goss Dodge Chrysler. Mr. Holzworth seconded the motion, all were in favor and the motion passed.

EXECUTIVE SESSIONS

Mr. Combs made a motion to enter Executive Session at 8:07p.m. to discuss labor relations under the provisions of Title 1, Section 313 (a) (1) of the Vermont State Statutes with the Town Manager and Joe Bruno. Mr. Holzworth seconded the motion. All were in favor, and the motion carried.

Mr. Combs made a motion to exit Executive Session at 8:45pm with no action taken. Mr. Holzworth seconded the motion. All were in favor, the motion carried.

Mr. Mark made a motion to accept the draft of the AFSME contract presented by the Town Manager with the one specific change in the area of retiree insurance substitution of medical care for social security eligibility and to direct the Town Manager to prepare a memorandum of understanding that clarifies how the backpay to July 1, 2019 will be awarded after the deduction of the additional employee costs for health insurance and that the union agrees to drop all pending unfair labor practice grievances. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to enter Executive Session at 8:47pm to for the purpose of discussing Contracts under the provisions of Title 1, Section 313 (a) (1) of the Vermont State Statutes with the Town Manager. Mr. Holzworth seconded the motion. All were in favor, and the motion carried.

Mr. Combs made a motion to exit Executive Session at 8:59pm with no action taken. Mr. Holzworth seconded the motion. All were in favor, the motion carried.

Mr. Combs made a motion to enter Executive Session at 8:59 p.m. to discuss Real Estate under the provisions of Title 1, Section 313 (a) (1) of the Vermont State Statutes with the Town Manager. Mr. Holzworth seconded the motion. All were in favor, and the motion carried.

Mr. Mark made a motion to exit Executive Session at 9:02pm with no action taken. Mr. Combs seconded the motion. All were in favor, the motion carried.

ADJOURN

Mr. Holzworth made a motion to adjourn the Select Board Meeting at 9:03p.m. Mr. Combs seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary