

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
MINUTES OF MAY 8, 2017  
Town Offices**

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

**MEMBERS ABSENT:** R. Spaulding

**OTHERS PRESENT:** M. Shea- Town Manager- see attached list

Meeting called to order at 7: 35 pm by Chairman J. Bruno.

**APPROVAL OF AGENDA**

**MOTION:** R. Combs made a motion to approve the agenda as presented with the exception of the Pledge of Allegiance. Seconded by J. Leamy.

J. Bruno asked that an Executive Session for Personnel be added.

**AMENDED MOTION:** R. Combs amended the motion to include an Executive Session for Personnel. Seconded by R. Combs. All in favor. Motion Carried.

**MINUTES FOR APPROVAL- APRIL 24, 2017 & MAY 1, 2017**

**MOTION:** R. Combs made a motion to approve the minutes to April 24 & May 1, 2017 as presented. Seconded by Z. Holzworth. All in favor. Motion Carried.

**SET 2017- 18 TRANSFER STATION RATES**

**MOTION:** R. Combs made a motion to approve the Transfer Station schedule of fees starting 7/1/17 ending 6/30/18 as presented. Seconded by Z. Holzworth. All in favor. Motion Carried.

J. Leamy asked M. Shea if there were any changes in the rates.

M. Shea replied that that charge for dressers went up from \$7.00 to \$8.00.

J. Bruno questioned the charging for "iron bathtubs", since we get money for these, we don't get charged for them and they don't end up in the landfill.

M. Shea asked if they should go into the metal bin.

J. Bruno replied that the porcelain tub charge should remain.

M. Shea stated that "iron bathtub" will be crossed off transfer charges.

## **Page 2 - Select Board Meeting Minutes - May 8, 2017**

### **APPOINTMENTS – DEVELOPMENT REVIEW BOARD**

**MOTION:** J. Leamy made a motion to appoint W. Potter for the vacancy on the Development Review Board. Seconded by Z. Holzworth. All in favor. Motion Carried.

Z. Holzworth asked how many seats were open. J. Bruno replied one seat was open and they could appoint alternates.

R. Combs stated he had never heard of alternates on the DRB.

J. Bruno replied that it has been a long time since they have had alternates.

Z. Holzworth asked how many alternates they could have.

J. Bruno thought they could have up to 4 alternates.

**MOTION:** R. Combs made a motion to appoint V. Waldron and F. Giannini as alternates to the DRB. Seconded by Z. Holzworth.

J. Bruno stated that he was not in favor of F. Giannini since he had resigned from the Planning Commission just recently.

**AMENDED MOTION:** R. Combs made a motion to appoint F. Giannini as an alternate to the DRB. Seconded by Z. Holzworth. R. Combs & Z. Holzworth – YES; J. Bruno & J. Leamy – NO  
**Motion Failed.**

**AMENDED MOTION:** R. Combs made a motion to appoint V. Waldron as an alternate to the DRB. Seconded by J. Leamy. All in favor. Motion Carried.

J. Bruno asked if there was a conflict with V. Waldron as the secretary and an alternate.

M. Shea stated as long her role is defined at the onset of the meeting.

V. Waldron stated that as long as I was not involved in the permit there was no conflict of interest and that she would not be taking her stipend for the position.

### **CITIZEN'S COMMENTS**

W. Potter thanked the Board for their support.

W. Potter asked about the discrepancy in the contingency fund and if it has been accounted for.

J. Bruno stated that they are working on it. They just received the numbers tonight before the meeting.

### **Page 3- Select Board Meeting Minutes - May 8, 2017**

W. Potter stated that there should be paperwork in the office as to what has been spent on the contingency. He continued stating that a town employee is asking the McClure people what is left in the contingency.

J. Bruno stated that we have received bills from McClure, but they are not itemized. He continued stating that what needs to happen is to go back to the bills because what he is seeing is the balance we owe them is the balance of the \$701,000.00 minus the 10% retainage, which is \$70,100.00. He thinks McClure's have billed us for their full contract. He does not believe that the fire suppression, windows or anything we have talked about has been subtracted from those numbers. He also stated that he needs to go thru the information we got tonight and talk to Micky.

W. Potter asked where the contract is which has the itemized budget.

J. Bruno stated that before McClure's gets the final \$70,100.00 the issues will be addressed.

J. Leamy stated that there have not been any change orders and the contingency fund is there to provide for any unanticipated expenses that should come within the \$701,000.00. Anything that is connected to the construction completion or operation of the building should be coming from the contingency fund. If money is coming from other accounts there is a problem.

J. Bruno stated that the drop box was brought to his attention.

J. Leamy stated that the \$1,800.00 for the drop box should come out of the contingency.

J. Currie stated that A. Breting, the owner of 3<sup>rd</sup> Place Pizza, had a very successful opening to the point that he ran out of food on Sunday.

Z. Holzworth stated that he was there and that his meal was excellent.

J. Currie is hoping to see more new businesses in Castleton.

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

**Transfer Station:** ...Just as reminder, effective July 1, 2017, consistent with the Universal Recycling Law Act 148, composting will be part of the conversation for all in Vermont and in Castleton. Composting will be required. This means that items like egg shells, coffee grounds, tea bags, veggies, fruits will need to separate from the trash stream. Attached please find a flyer for instructions on what can be composted whether they do it at home or bring into the transfer stations. I will be putting on the website and on location soon to aid in this transition.

There were several questions about what the process and if there was a cost and who would be taking the containers.

M. Shea replied that it was a company out of Bennington and the users will pay the costs

#### **Page 4- Select Board Meeting Minutes - May 8, 2017**

associated at \$12.00 once a week for 60 - 65 gallons and the money will come out of the Transfer Station budget.

**Grants Update:** I have been informed that the town WAS awarded \$8,000.00 for Town wide road erosion and culvert inventory. We were recommended for approval of \$18,000 for the Town Highway Structures Grant. This will be utilized to finalize engineering on the west side of the Float Bridge. We were NOT awarded the Class 2 Roadway Grant (Paving).

J. Leamy asked what impact not receiving the \$100,000.00 grant will have on the budget.

M. Shea replied that the impact will be on how much we can do.

J. Leamy asked who makes the decision about the grants.

M. Shea replied that it was VTRANS.

J. Leamy asked to see how the priorities for the grants are set up.

**NBF Architects P.C.:** As requested, I have attached financial details as it relates to the new town office.

#### **SELECT BOARD COMMENTS**

J. Leamy asked if M. Shea was keeping a close eye on the final end of year expenses, are all areas coming in under or at budget.

M. Shea replied that the budget is looking good.

R. Combs was happy to see that some trees have been cut at the corner of Blissville and Rivers Sts. There are signs on the East and West sides, but he would like to see some signs on the North and South sides in anticipation of the 4 way intersection.

M. Shea replied that there are stop signs that have stripes on the poles and there devices tracking the traffic. After 7 days there will be more data from that intersection.

J. Bruno asked if M. Shea had tried to negotiate the cost to take down the town office trailer and stated that it is a month to month contract now and we have used it more than the 2 years that was anticipated.

M. Shea replied that he has not tried to negotiate a lower take down price.

J. Bruno asked if M. Shea would make an attempt to do this.

#### **Page 4- Select Board Meeting Minutes - May 8, 2017**

M. Shea replied that the since we have had the trailer longer than expected and the costs have gone up and there has been a lot of pushing and pulling to keep the cost the same, there is no room to negotiate a lower price.

J. Leamy asked how the prices could go up when it is depreciating every year.

J. Bruno asked for the Board's approval to call the company and try to negotiate a lower take down cost.

R. Combs asked what the take down cost was.

J. Bruno replied that it was \$20-21,000.00. M. Shea replied that it was \$9,100.00

R. Combs replied we need to find that out.

J. Leamy asked if M. Shea had notified them about the date. M. Shea stated that he had.

J. Leamy replied what the date was. M. Shea replied by the end of the month.

J. Leamy stated that they would be moved out by Monday. M. Shea replied that all the utilities have to be disconnected.

J. Leamy asked if all that had been planned and when would all those things be disconnected. M. Shea replied the weekend after they move into the new building.

J. Bruno asked who was going to disconnected the water and sewer. M. Shea replied that water district 1 will do that on the Friday after we move out.

J. Bruno asked who would be disconnected the electricity. M. Shea replied that GMP and he is trying to get an electrician to do it from the inside.

J. Leamy asked about the sewer. M. Shea stated the sewer will hopefully be done around the same time.

J. Leamy asked who did that. M Shea replied that he has not talked to J. Jordan and if that is not the case, he will have a to get a plumber.

R. Combs stated that they have 1 out of 3 planned.

J. Bruno asked if there has been any contact with the Buck's up on Creek Rd. M. Shea we are supposed to get in touch with them when they get back.

J. Bruno asked M. Shea to find out when they will be back.

J. Bruno stated that there was an article in the Rutland Herald and was surprised at the amount of information that was given and felt it was not appropriate.

## **Page 6- Select Board Meeting Minutes - May 8, 2017**

J. Bruno didn't know if it was a scare tactic that raw sewage would run into the Castleton River and the Town of Castleton could be sued and that M. Shea should be more careful with his choice of words.

W. Potter stated that they cannot move in to the new town office without a "Handicapped" parking sign is in place.

### **WARRANTS**

**MOTION:** R. Combs made a motion to approve warrants # 0508R for \$44,390.00, #0508 for \$41,001.75, #0504 for \$8,580.01, #0427 for \$6,623.75, # 0504P for \$13,467.45, #0427P for \$14,152.61. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to approve warrants #0503P for \$547.61 and #0426P for \$547.61. Seconded by J. Leamy. R. Combs – abstain. All in favor. Motion Carried.

### **EXECUTIVE SESSION**

**MOTION:** Z. Holzworth made a motion to go into Executive Session for Real Estate with the Board and the Town Manager. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session at 8:50 with no action taken. J. Leamy seconded. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to go into Executive Session for Personnel with the Board. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session at 9:32 with no action taken. J. Leamy seconded. All in favor. Motion carried.

### **ADJOURN**

**MOTION:** R. Combs made a motion to Adjourn at 9:33. Z. Holzworth seconded. All in favor. Motion carried.

Respectfully

V. Waldron

---

Date of Approval