

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, October 14, 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; Robert Spaulding, Member; Michael Jones, Town Manager; Peter Mantello, Police Chief; Eliza LeBrun, Recording Secretary; Katie Paynter, Peg Camera Operator; Helen Steele; Rob Steele; Sandra and Leo Speare; Dan Ducharme; Ted Mounan(sp); Peter Koltay; Joe Bruno.

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. Spaulding seconded the motion. All were in favor and the motion passed.

MINUTES FOR APPROVAL: 9/23/19 Executive Session, 9/23/19 Regular

Mr. Mark made a motion to accept the minutes of 9/23/19 Executive Session and 9/23/19. Mr. Combs seconded the motion.

Mr. Mark requested that in the future, titles be included in either the listing of those present or the in the body of the minutes. Mr. Mark also noted that in the regular Select Board minutes of 9/23/19, on page 1 under Minutes for Approval, the statement "The vote was called to question" should be replaced with the actual motion. On page 3, it was noted that first person was used, and it was not throughout the rest of the document, in the future it should not be used.

All were in favor and the motion passed.

CITIZENS COMMENTS: SANDRA SPEARE, JUNK VEHICLES

Resident Sandra Speare explained that in 2018 she filed a complaint about junk vehicles on a property on East Crystal Haven Road. Mr. Rosenthal confirmed that a citation was issued to the homeowner. Only one vehicle was removed, leaving 2 unregistered vehicles in the front yard of the residence. Mrs. Speare would like to know what can be done to enforce the removal of the other 2 vehicles.

Mr. Rosenthal would like to see the citations removed from zoning and replaced with something that the Castleton Police Department could enforce.

Discussion was had on options available for Mrs. Speare. Follow up with Mr. Rosenthal was recommended.

Mr. Steele asked the Select Board what was happening with the sidewalk in front of his business, Tom's Bait & Tackle. The Town Manager noted that nothing is currently being done on the sidewalk in front of Mr. Steele's business.

SUSAN SCHREIBMAN: TRANSPORTATION ALTERNATIVE PROGRAM GRANT-CROSSWALKS & SIDEWALKS

Mr. Jones introduced Susan Schreibman. Ms. Schreibman was researching a transportation alternative program grant and found that the Town of Castleton has an open project for sidewalks for which an engineer was hired which has been active since 2010. Due to the fact that there is an active grant for sidewalks, the Town cannot apply for another grant for the sidewalks and crosswalks at the University. However, the Town can propose 2 scoping study grants. One scoping study grant could be for crosswalks and lighting and the other scoping study could be for stormwater runoff. The stormwater scoping study is recommended.

Mr. Holzworth made a motion to apply for a scoping study for crosswalks and lighting at Castleton University and a scoping study for stormwater runoff. Mr. Combs seconded the motion. All were in favor and the motion passed.

Ms. Schreibman asked the Select Board to consider having a public meeting at 6:30pm prior to their regularly scheduled meeting in 2 weeks as one would be needed for the scoping study application process.

FORMATION OF A COMMUNITY DEVELOPMENT AND ECONOMIC REVITALIZATION COMMITTEE

Mr. Leamy explained that 3 of the members of the Economic Development Committee met and after considering Mr. Jones's suggestion to disband the committee in favor of creating a new Community Development and Economic Revitalization Committee, agreed that it was a good decision and that they would recommend the same to the Select Board.

Mr. Holzworth made a motion to disband the Economic Development Committee and create the Community Development and Economic Revitalization Committee. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Combs asked if an ad has been placed yet for members of the new committee. Mr. Jones shared that prior to this vote, nothing could be done. It was noted that the committee would be made up of 9 individuals, one of whom would be a member of the Select Board. Mr. Spaulding recommended Mr. Mark for the role, but Mr. Mark declined the nomination. Mr. Leamy asked the Board members to think about the position.

MHG SOLAR CONTRCT AT TOWN GRAVEL PIT APPROVAL

Mr. Jones noted that a letter had been received from Lois Baldwin regarding the land lease and solar easement agreement between the Town of Castleton and MHG Solar, LLC. In the letter, Ms. Baldwin identified several issues with language within the contract. Mr. Jones recommends that the Select Board not move forward with the contract until the language has been worked out.

The Select Board agreed to table the MHG Solar Contract at this time.

WINTER SALT

Mr. Jones explained to the Select Board that his recommendation for salt this year is Cargill. Cargill is recommended as they provides good service, the salt is comparable and the delivery of the salt can be

made inside of the Highway shed. Mr. Jones noted that they would be ordering 1,000lbs of salt, if the Town uses all of this Cargill will honor this price for if more is ordered.

Mr. Combs made a motion to authorize the purchase of salt from Cargill at \$76.00 per ton. Mr. Mark seconded the motion. All were in favor and the motion passed.

HIGHWAY TRUCK: PAYMENT TERM

Mr. Jones recommended that the Select Board authorize the Town to use People's United Bank to finance the purchase of the new Town Truck and plow package. People's United Bank quoted an interest rate for a Capital Equipment Note with a 3 year term at 2.50%.

Mr. Leamy asked the Town Manager how many vehicles the Town is purchasing and how many vehicles the Town is selling. Currently the plan is to purchase 2 vehicles and sell 2 vehicles. Mr. Leamy would like to see the Town purchase 2 vehicles and remove 3 from the fleet. At this time, the Town Manager has spoken with the Town Mechanic and at this time, reducing the fleet by an additional vehicle is not possible.

Mr. Combs made a motion to authorize the Town to use People's United Bank to finance the purchase of the new Town Truck and plow package at an interest rate of 2.50%. Mr. Spaulding seconded the motion. Mr. Holzworth, Mr. Combs, Mr. Spaulding and Mr. Mark voted in favor of the motion, Mr. Leamy voted against the motion as he was not in favor of adding additional debt to the Town. The motion passed.

Mr. Mark noted that he did not feel comfortable discussing streamlining the Town fleet without more information. Mr. Mark would like to review the Castleton inventory compared to other Towns.

BID AWARD: WASTEWATER TREATMENT PLANT/DOORS & WINDOWS REPLACEMENT

Mr. Jones shared with the Select Board that 11 companies were sent requests, but only 1 responded. Mr. Jones stated that either the Board could rebid this and not replace the windows and doors at this time, or select this bid. If this is not accepted, this would be the third time it was placed out to bid. The current bid is within the budget.

Mr. Spaulding made a motion to accept the bid from Jost Construction for the replacement of the windows and doors at the Wastewater Treatment Plant for no more than \$13,800.00. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

BID AWARD: BELGO ROAD REPAIR

Mr. Jones invited 13 contractors to bid, however, only 3 bids were received. The work is to repair damage from the April 15, 2019 storm. There was a pre-bid meeting and the road was walked so that priority areas were noted. The Town Manager recommended that Taconic Excavating be awarded the bid as they are the low bidder. However, Mr. Jones wanted the Select Board to understand that it was possible that the work would not be completed before the weather shuts everything down.

Mr. Leamy inquired about the bidder that listed a proposed finish date of 11/29/19. Mr. Jones explained that this was only a proposed finish date and the contractor listed the cost at a higher price.

Mr. Combs asked if there were grant implications. There are none at this time.

Mr. Spaulding asked what we do with the debris being removed. Per Fema, the location of all debris must be identified. Mr. Jones noted that the debris would be used as fill for the solar location.

Mr. Spaulding made a motion to award the Belgo Road repair bid to Taconic Excavating in an amount not to exceed \$42,000.00. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

TREE TRIMMING: NORTH RD, ELEMENTARY SCHOOL RD, BELGO RD, TRANSFER STATION, SOUTH ST

Mr. Jones explained that there have been reports of buses hitting tree branches along certain roads. Three vendors were contacted but only 1 bid was received. The Town Manager recommended awarding the tree trimming bid to Trees Incorporated. The total bid is \$16,295, this would come from the highway and transfer station budgets, not the tree warden.

Mr. Holzworth made a motion to award the tree trimming bid to Trees Incorporated in an amount not to exceed \$16,295.00. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Bruno asked if the bid included removing the debris as well. The Town Manager reported that anything that was not burnable would be removed by Trees Inc.

ADOPT FIRE DEPARTMENT BYLAWS

Mr. Combs recused himself from the vote and discussion of the adoption of the Fire Department bylaws.

Mr. Ducharme explained that there were changes made to the bylaws to update language to include on-call technical support people. There were also changes made to clean up redundancy and vagueness. There was discussion between the Select Board, Mr. Combs and Mr. Ducharme regarding wording on page 15 and perhaps changing the word grant to appropriation.

Mr. Mark made a motion to adopt the Fire Department bylaws as presented. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

ERRORS & OMISSIONS

Town Manager, Mike Jones explained that the Assessor Mary Jo Teeter reported an error made to a bill for Comcast. The error has been corrected reflecting a revenue difference of \$4,312.00 for the municipality.

TAX MAP PROPOSAL

Town Manager, Mike Jones shared the recommendation of Mary Jo Teeter to switch from CAI Technologies to Russell Graphic Standards. This recommendation was based on the fact that Russell Graphic Standards will add owner names, acreages, complete parcel numbers and text associated with the maps. GIS data will be updated and the cost can be broken down over 2 fiscal years. The annual cost is higher than CAI Technologies and there also appears to be a one time fee over \$12,000.

At this time, the Town Manager recommends waiting to make any decision until the Town Assessor can be present.

Mr. Holzworth made a motion to table the discussion of Tax Map Proposals until the Assesor can be present. Mr. Combs seconded the motion. All were in favor and the motion passed.

MANAGER'S UPDATE

Town Manager, Mike Jones shared with the Select Board that he has met with Mr. Ellis regarding the Town garage. The trusses have been finished and the concrete has been poured. When the sheet metal was removed for the tracks for the doors, there was another problem found. To fix this new issue, Mr. Ellis has provided a quote for an additional \$2,500.00. The Town Manager feels that they are between a rock and a hard place. The work is needed to complete the job and at this time, the doors are not able to be closed.

Mr. Combs made a motion to spend another \$2,500.00 to finish the Town Garage project. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

SELECT BOARD COMMENTS

There were no Select Board comments.

WARRANTS FOR APPROVAL

Mr. Combs made a motion to approve check warrant #1014R in the amount of \$1,300.00, check warrant #1014 in the amount of \$305,432.95, check warrant #1010 in the amount of \$18,828.30, check warrant #1003 in the amount of \$19,444.50, check warrant #0930 in the amount of \$30.00, check warrant #0926 in the amount of \$5,387.36, check warrant #0923 in the amount of \$1,679,770.56, check warrant #1010P in the amount of \$15,387.02, check warrant #1003P in the amount of \$15,478.63, check warrant #0926P in the amount of \$14,839.71. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve check warrant #1009P in the amount of \$682.97, check warrant #1005P in the amount of \$682.97 and check warrant #0925P 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.

EXECUTIVE SESSIONS

Mr. Combs made a motion to enter Executive Session at 8:02p.m. to discuss contracts under the provisions of Title 1, Section 313 (a) (1) of the Vermont State Statutes with the Town Manager and Ed Balch. Mr. Holzworth seconded the motion. All were in favor, and the motion carried.

Mr. Combs made a motion to exit Executive Session at 8:46p.m. with no action taken. Mr. Holzworth seconded the motion. All were in favor, the motion carried.

Mr. Holzworth made a motion to enter Executive Session at 8:45 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. Spaulding seconded the motion. All were in favor, and the motion carried.

Mr. Holzworth made a motion to exit Executive Session at 8:49 p.m. with no action taken. Mr. Spaulding seconded the motion. All were in favor, the motion carried.

Mr. Combs made a motion to approve Purchase Order #044117 to Competitive Computing in the amount of \$6,949.18. Mr. Holzworth seconded the motion.

Discussion was held regarding where the fund for this expenditure would be coming from. They were requested under the asset forfeiture line. Originally, the Police Chief had requested to purchase the computer equipment before the fiscal year closed, but the Town Manager denied the request as the Police Department budget was too close. Mr. Combs and Mr. Leamy do not believe that the residents authorized the expenditure of this money. These funds are from any seized property, it is unanticipated revenue.

It was recommended that the item be tabled until the Town Manager can contact someone to find out if a Town can spend unanticipated revenue without voter approval. The motion was withdrawn.

Mr. Holzworth made a motion to table discussion on Purchase Order #044117 to Competitive Computing. Mr. Combs seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Combs made a motion to adjourn the Select Board Meeting at 8:55 p.m. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary