

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, June 22, 2020 at 7:00pm
Castleton Fire Department
273 VT - 30
Bomoseen, VT 05732**

PRESENT: Jim Leamy, Chair; Richard Combs, Vice Chair; Zach Holzworth, Secretary; Robert Spaulding, Member; Joseph Mark, Select Board Parliament; Michael Jones, Town Manager; Laura Sargent, Recording Secretary.

CALL MEETING TO ORDER:

The meeting was called to order by Mr. Leamy at 7pm.

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: 6/18/2020

Mr. Holzworth made a motion to approve the Select Board minutes for 6/8/2020. Mr. Spaulding seconded the motion.

Mr. Mark had comments.

- Executive session third page, every other sentence should read, no action taken. On time listed 9:35 and 9:55 should also read no action taken.
- Correction on May 11th, 2020, the sentence Birds Eye Mountain states Mr. Jones did, should say, Mr. Jones did not.

All were in favor, and the motion passed.

CITIZENS COMMENTS AND CONCERNS:

There were no Citizens comments.

PROPANE BID AWARD:

The Town Manager shared with the Select Board the bid for propane from FYLES Brothers INC. Mr. Holzworth made a motion to accept the bid from Fyles Bros at \$1.235 per gallon. Mr. Spaulding seconded the motion. All in favor. The motion passed.

HEATING OIL BID AWARD:

The Town Manager shared with the Select Board the bid for fuel oil from Sam's U Save.

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Mr. Combs made a motion to authorize the Town Manager to accept the bid for Sam's U Save. Mr. Spaulding recused himself for the vote. Those remaining were in favor and the motion passed.

NANCY MARK HANDICAPPED VERTICAL ACCESS AT LIBRARY:

Nancy Mark shared with the Select Board about applying for a development grant for accessibility modifications and about donations from the Friends of Castleton Free Library. Also money the Library invested with a grant that will be used for hiring an architect. There may be more adjustments at a later time, with Mr. Jones guidance. Nancy believes that there will be a conceptual drawing available for the select board to view by 08/01/2020 and that it should be shovel ready by 09/01/2020

CRUSHING BID AWARD:

The Town Manager shared with the Select Board that he has solicited bids for crushing and Hunter Excavating came in at 59,5550 for a total of 11,000 cubic yards

Mr. Combs made a motion to authorize the Town Manager to accept the bid for crushing from Hunter Excavating for 59,500 Mr. Holzworth seconded the motion. All were in favor and the motion passed.

POLE BARN BID AWARD:

The Town Manager shared with the Select Board that he has solicited bids for Pole Barn 3 Bids came in, Following bid policy 2 were not on time and the only bid on time according to policy that could be considered was Ellis Construction for 21,949.00.

Mr. Holzworth made a motion to authorize the Town Manager to accept the bid for Pole Barn from Ellis Construction for 21,949.00. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

BUDGET: ENCUMBER FUNDS FOR USE IN THE NEXT FISCAL YEAR:

The Town Manager shared with the Select Board that he researched and compared down to what it was last year.

Mr. Mark made a motion subject to a budget surplus, the select board assigns not to exceed 1200.00 from the FY2019-2020 General Government Building Town Office unassigned operating surplus for the purpose of a LCD TV, projector, and screen at the Town office, to be spent prior to September 30 2020. Mr. Holzworth second the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion whereas , subject to a budget surplus ,the select board assigns not to exceed \$1000 from the FY2019-2020 General Government Buildings -PSB unassigned operating budget surplus toward the purchase of a new projector, speakers, and associated cables for the PSB community room/ classroom in the fire house, to be spent prior to September 30th, 2020. Mr. Mark second the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion whereas, subject to a budget surplus the Select board assigns not to exceed \$6,105 from the FY -19-20 *Fire Vehicles and Equipment* Unassigned Operating Budget surplus for the purchase of three full sets of fire gear (jacket, trousers, suspenders, helmet, boots, gloves, and hood), to be spent prior to September 30, 2020.

Mr. Holzworth made a motion whereas, subject to a budget surplus, the Select Board assigns not to exceed \$1,500 from the FY 19-20 *Fire Vehicles and Equipment* Unassigned Operating Budget surplus for the purpose of hiring a license contractor for performing testing of the aerial on the ladder truck and ground ladders as per National Fire Protection Agency (NFPA) standards, to be spent prior to September 30, 2020.

Mr. Holzworth made a motion whereas, subject to a budget surplus, the Select Board assigns not to exceed 2,500 from the FY 19-20 *Fire Vehicles and Equipment* Unassigned Operating Budget surplus for the purpose of hiring a licensed contractor for perform testing of all diameter hose as per National Fire Protection Agency (NFPA) standards, Town manager will get two bids not to exceed \$2,500 to be spent prior to October, 31 2020.

Mr. Holzworth made a motion whereas, subject to a budget surplus, the Select Board assigns not to exceed \$4000 previously encumbered from the FY 18-19 *Fire Vehicle and Equipment* Unassigned Operating Budget surplus for the purpose of using a contractor to install an 18,000 enhanced capacity heat pump at the fire station, to be spent prior to October 31, 2020.

Total Assignment Requested for the Volunteer Fire Department from FY 18-19 - \$4000
Total Assignment Requested for the Volunteer Fire Department from FY 19-20 - \$10,105

Mr. Mark moves to accept Town Managers recording and budget to be spent in fiscal year 2021 with end date stipulations. Mr. Holzworth seconded the motion. Mr. Combs recused himself. All remaining were in favor and motion passed.

Mr. Holzworth motion whereas, subject to a budget surplus, the select board assigns not to exceed \$35,000 from the FY 19-20 Transfer station unassigned operating budget surplus for the purpose of planned facility upgrades at the Staso Transfer station, to be spent prior to October 31, 2020. Mr. Mark second the motion. Mr Spaulding was opposed. Those remaining were in favor and the motion passed.

Mr. Holzworth made a motion whereas, the select board assigns \$5000.00 previously assigned from Fy18-19 Historical Cemeteries unassigned operating Budget surplus for the purpose of repairing damaged headstones in town historical cemeteries, to be spent prior to September 30th 2020. Mr Spaulding second the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion Whereas, subject to a budget surplus, the select board assigns not to exceed \$5000.00 from the Fy19-20 Historical Cemeteries unassigned operating budget surplus for the purpose of repairing damaged headstones in the town historical cemeteries, to be spent prior to September 30th, 2020. Mr. Spaulding second the motion. All were in favor and the motion passed.

APPOINTMENTS TO DRB & PC THAT EXPIRE ON JUNE 30, 2020:

Mr. Mark recused himself for the purpose of vacancies and became a member of the audience.

Mr. Combs motion to have Mr. Mark retains his position for up to One year or until a replacement can be found, with an aggressive search for a replacement. Mr Holzworth second the motion. All remaining were in favor and the motion passed.

Mr. Spaulding move to fill Two vacancies. Mr. Combs second the motion. All were in favor and the motion passed.

Mr. Spaulding motion for Bruce Longtin and Don Wood to retain their positions until June 30th of 2021. Mr. Combs second the motion. All remaining were in favor and the motion passed.

Mr. Holworth made a motion that if there is a vacancy the select board will aggressively advertise to fill said vacancies. Mr. Mark second the motion. All were in favor and the motion passed.

TRANSFER STATION: PROPOSED MINIMUM SCALE FEE ADJUSTMENT:

Mr. Combs made a motion to change the fee from \$15.00 to \$10.00. Mr. Spaulding seconded the motion. All were in favor and the motion passed

INDEPENDENCE DAY BANNER AND FLAGS:

The Town Manager, Mr. Jones shared with the select board the cost of the Independence Day banner would be 350.00 and he was unsure if it could be purchased in time. Mr. Jones also shared the Fourth of Julys committee's concerns on the purchase of the banner.

Mr. Spaulding made a motion to purchase the Independence Day banner for the sum of 350.00. Mr. Holzworth second the motion. Mr. Leamy and Mr. Combs were against it.

Two were against and Three were in favor the motion passed

DUFRESNE GROUP UPDATED AMENDMENT 5: SIDEWALKS:

Mr. (too muffled on the recording to determine) Motioned to increase basic service budget from \$32,320.00 to \$43,670.00 and special services to \$25,820.00. Mr. (too muffled on the recording) Second the motion. Mr Spaulding was opposed. Those remaining were in favor and the motion passed.

MANAGERS UPDATE:

Town Manager, Mr. Jones

SELECT BOARD COMMENTS AND CONCERNS:

Mr. Holzworth noted his concerns regarding collecting taxes on unusable dock space around the common area in Crystal beach.

Mr. Spaulding requested that Mr. Holzworth get information regarding how much HHW was collected in Castleton on 06/20/2020 and the cost associated with the disposal of the materials.

Mr. Spaulding asked for minutes of the last RCSWD meeting.

WARRANTS FOR APPROVAL

Mr.Combs made a motion to approve check warrant #0622R in the amount of \$650.00, check warrant # 0622 in the amount of \$372,900.68, check warrant #0618 in the amount of \$1653, 55.93 , check warrant # 0611 in the amount of \$17,175.01 , check warrant #0618p in the amount of \$16,106.40. check warrant #0611p in the amount of \$15,577.16, Mr. Holzworth second the motion, all were in favor and the motion passed.

Mr.Holzworth made a motion to approve to approve check warrant #0619p in the amount of , \$678.15 check warrant #0612P in the amount of \$ 678.15 . Mr. Mark second the motion. Mr.Combs recused himself for the vote. Those remaining were in favor and the motion passed.

Executive Sessions

Mr. Holzworth made amotion to go into executive session at 8:40pm. to discuss real estate matters with the select board and Town manager Mr.Spaulding seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to exit the executive session at 8:55pm with no action taken. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to appoint Joe Mark to represent the town regarding discussion stipulations of the sale of the towns Sand Hill Rd. property. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to enter the executive session at 8:57pm for contractual matters with the Select Board and Town Manager. Mr. Holzworth seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to exit the executive session with no action taken at 9:05pm. Mr. Spaulding seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to instruct the Town Manager to send the contract between the town and Officer Webster to N.E.P.B.A for their review and consideration.

Mr. Combs made a motion to enter the executive session at 9:06pm for personnel matters. Mr. Spaulding seconded the motion. All were in favor and the motion carried.

Mr. Spaulding made a motion to exit the executive session at 9:10 with no action taken. Mr. Mark seconded the motion. All were in favor and the motion carried.

Mr. Leamy made a motion to enter the executive session at 9:11pm with no action taken. Mr. Spaulding seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to exit the executive session at 9:14pm with no action taken. Mr. Spaulding seconded the motion. All were in favor and the motion carried.

Mr. Combs made a motion to adjourn at 9:15. Mr. Spaulding seconded the motion. All were in favor and the motion carried.