

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, September 9, 2019 at 7:00pm
Castleton Town Hall
263 VT – 30
Bomoseen, VT 05732**

PRESENT: Jim Leamy, Chair; Richard Combs, Vice Chair (by phone); Zack Holzworth, Secretary; Joseph Mark, Select Board Parliamentarian; Robert Spaulding, Member; Michael Jones, Town Manager; Eliza LeBrun, Recording Secretary; Hope Laughlin, Peg Camera Operator; Helen Steele; Rob Steele; Jennifer Jones.

CALL MEETING TO ORDER

The meeting was called to order by Select Board Chair, Mr. Leamy at 7:18 p.m.

PLEDGE OF ALLEGIANCE

Mr. Leamy led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Mark made a motion to add the following sections to the agenda; Citizen's Concerns immediately following Approval of Agenda and to add Manager's Report prior to Select Board Comments. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

CITIZENS COMMENTS

There were no citizen's comments.

FENCE BID AWARD

The Town Manager presented a tally sheet of bids received from four (4) companys for the Town Office Fence. Mr. Jones recommends that the bid be awarded to the low bidder, 802 Fence for a bid of \$8,960.00.

Mr. Spaulding made a motion to award the Town Office Fence Bid to 802 Fence for an amount not to exceed \$8,960.00. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

CASTLETON DAYS UPDATE – JENNIFER JONES

Mrs. Jones informed the Select Board that the Castleton Days event was moving forward well. A sample schedule will be available to the Select Board soon. A resolution will be read, and Mrs. Jones asked that at least one (1) member of the Select Board be present and could perhaps give a speech. There will be live music, children's activities and food. The event will be held rain or shine, unless the weather is extremely severe and unsafe. Mrs. Jones shared that the group would like to have boat tours, but they will need to raise money for insurance for the event as it is not covered by the Town and is very expensive. The event will be held on September 22, 2019 at noon at Crystal Beach.

Mr. Jones asked If volunteers were needed. There will be some Castleton University students volunteering, but they are always looking for more volunteers. If anyone Is interested in volunteering, please contact Mrs. Jennifer Jones.

REQUEST TO ASSIGN FY18-19 FUNDS FOR FY19-20 PROJECTS

Discussion was held regarding assigning FY18-19 funds for FY19-20 projects. The Select Board was provided with documentation for review by the Town Accountant after the last Select Board meeting. Discussion was held regarding the legality of assigning funds from previous fiscal years as well as the need for a decision this evening. A decision needs to be made prior to the close of the fiscal year books.

Mr. Jones explained that the assignment of these funds was done in a diligent manner.

Mr. Combs made a motion to request a roll call vote for the approval of Resolution #19-00, Assignment of FY18-19 General Fund Operating Budget Surplus. Mr. Holzworth sectioned the motion. Mr. Combs, Mr. Spaulding, Mr. Holzworth and Mr. Mark voted in favor of the motion and Mr. Leamy voted against the motion. The motion passed.

HIGHWAY GARAGE FLOOR/FROST WALL REPAIR CHANGE ORDER

It was recently brought to the Town Manager's attention that a change order was needed as the bid specifications listed only six (6) overhead bay doors when there are eight (8) doors. A change order in the amount of \$9,126.10, this will increase the total balance needed from the highway department unassigned carryover is \$35,145.07

Mr. Mark made a motion to authorize the total expenditure of \$35,145.07 from the highway department unassigned carryover to pay Ellis Concrete to complete the repairs to the Highway Garage. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

USE OF SCRAP STEEL TO PURCHASE A SET OF PORTABLE TORCHES FOR THE TOWN MECHANIC

Town Manager, Mike Jones asked the Select Board to allow Bob Ward to purchase a set of potable torches using money from scrap steel he has collected, items that have been donated, or old culverts that have been replaced. If the Select Board will allow, Mr. Ward will take the steel to M&B in Granville, NY or Earth Waste in Castleton, VT for the best price. Any funds received over \$400 will be turned over to the Town of Castleton. The balance of \$400 will be used to purchase a Victor Technologies 0384-0948 Victor G150-J-Cpt Tote with Tanks in the amount of \$389.98 with free shipping from Amazon.

Mr. Spaulding made a motion to allow Bob Ward to turn in the scrap steel to purchase torches for the Highway Garage. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

FUEL QUOTES, HIGHWAY

The Town Manager received 4 bids for 3,000 gallons of diesel. Mr. Jones recommends that the Select Board award the bid to the low bidder, Champlain Valley P&H at \$1.98 per gallon.

Mr. Combs made a motion to award the bid for 3,000 gallons of diesel fuel to Champlain Valley P&H at a price not to exceed \$1.98 per gallon. Mr. Holzworth seconded the motion. Mr. Spaulding abstained from the vote. All remaining Board members were in favor and the motion passed.

MHG SOLAR CONTRACT CONSIDERATION

The Town Manager noted that he spoke to Lois Baldwin about the liability to the Town should anything leach out of the dump and contaminate the site MHG Solar is proposing for their solar array. Mr. Jones stated that a provision needs to be added to the contract. At this time, MHG wants to enter into a lease agreement with the Town with the understanding that the Town will have gravel added to the site.

However, it is the recommendation of the Town Manager that the Town does not enter any contracts until this is researched further.

Select Board member Joe Mark asked about having an insurance policy for this time of issue. The Town Manager felt this was a good idea.

EXCAVATOR RENTAL CONTRACT

The Select Board had previously approved Joe Garrigan for the lease of his excavator. Town Manager Jones asked the Select Board to approve an extension of the original contract at a cost of \$42.50/hour for 160 hours or \$6,800.00. The Town Manager pointed out that some of the funding will come from a grant. Local operators were given an opportunity to bid on this and Mr. Garrigan is still the least expensive option.

Mr. Mark made a motion to authorize \$6,800.00 for the lease of equipment up to 160 hours. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

SOUTH STREET CROSSWALKS AND SIDEWALKS

Mr. Jones met with the Castleton University Director of Public Safety concerning the 5 crosswalks on South Street. There is a concern that the crosswalks are no longer visible. It was determined that the crosswalks cannot be stamped but can painted.

Devin Neary from the Rutland County Planning Commission recommends applying for a grant for a long-term fix, but for a short-term fix, that they be painted. Mr. Jones has asked Paul Egan to reach out to L&D for a cost estimate on painting.

Mr. Spaulding noted that he did not have a problem sharing the cost with the University for the Town crosswalks but feels that the University should pay for those crosswalks that would not otherwise be there if not for the University. Does not feel that the taxpayers of Castleton should share the cost for those. Mr. Jones will investigate this and report back to the Select Board. Mr. Combs recalls that the last time those crosswalks were done that the University paid in full for the painting and stamping.

EMISSIONS IMPROVEMENT GRANT TO REPLACE THE WATER TRUCK AT THE HIGHWAY DEPARTMENT

The Town Manager informed the Select Board about the possibility of an emissions improvement grant to replace the water truck at the Highway Department. The grant has a 35% match. The Town Manager will continue to look into the grant and report back to the Select Board.

SIDEWALK PROJECT REPAIRS

Mr. Jones spoke to the State of VT regarding the water drainage issue in front of Tom's Bait and Tackle. Water is not reaching the catch basin and is pooling in front of the business driveway. VTRANS quoted the work at \$11,953.00. Mr. Jones is hoping that a solution can be found that will not be intrusive on the business. Ken Lougee advised that he could mill the pavement enough to allow the water that is pooling to make it to the catch basin, however, this must be approved through VTRANS.

SAILBOAT USE CONTRACT

Discussion was held regarding the Town of Castleton Agreement for Sailboat usage at Crystal Beach. The Vermont League of Cities and Towns reviewed the sailboat use contract says it is high risk, but that they

will insure the Town for coverable claims. At this time, Mr. Jones does not know what is considered not coverable. The sailboat program is one of the Recreation Departments most popular programs.

Mr. Spaulding made a motion to approve the Town of Castleton Agreement for Sailboat usage contract. Mr. Holzworth seconded the motion. Mr. Mark recused himself. The remaining Select Board members voted in favor; the motion passed.

MANAGER'S UPDATE

Town Manager, Mike Jones noted that the Select Board had reviewed the majority of his update already.

SELECT BOARD COMMENTS

Mr. Mark requested that the formatting for the agenda and the manager's report be corresponding.

Mr. Holzworth asked that the meeting minutes of August 26, 2019 be added to the next agenda.

PURCHASE ORDERS FOR APPROVAL

Mr. Spaulding made a motion to approve purchase order #043302 to Ray Bean Tire in the amount of \$2,304.00. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Spaulding made a motion to approve prder #043293 to Watch Guard Video in the amount of \$4,920.00. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

WARRANTS FOR APPROVAL

Mr. Holzworth made a motion to approve check warrant #0909 in the amount of \$161,819.89, check warrant #0905 in the amount of \$6,063.12, check warrant #0903 in the amount of \$14,259.84, check warrant #0830 in the amount of \$6,669.45, check warrant #0905P in the amount of \$15,974.53 and check warrant #0829P in the amount of \$18,062.93. 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 #0904P in the amount of \$682.97, check warrant #0828P 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. Spaulding made a motion to enter Executive Session at 8:32p.m. to discuss labor relations/ 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. Holzworth made a motion to exit Executive Session. with no action taken. Mr. Spaulding seconded the motion. All were in favor, the motion carried.

ADJOURN

Mr. Holzworth made a motion to adjourn the Select Board Meeting at 8:56p.m. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary