

**TOWN OF CASTLETON
SELECT BOARD MEETING
MINUTES OF August 22, 2016
Town Offices**

MEMBERS PRESENT: R. Combs, J. Leamy, W. Potter, R. Spaulding

MEMBER(S) ABSENT: J. Bruno

OTHERS PRESENT: M. Shea, Town Manager, see attached listing

Meeting was called to order at 730 pm by v. Chair R. Combs

PLEDGE OF ALLEGIENCE

AGENDA FOR APPROVAL

MOTION: R. Spaulding motioned to approve the Agenda. W. Potter seconded. All in favor. Motion carries.

MINUTES FOR APPROVAL - July 18, 25 and August 8, 2016

MOTION: J. Leamy motioned to approve the minutes of July 18, 25 & August 8, 2016 as presented. W. Potter seconded. All in favor. Motion carries.

ASSESSOR - ERRORS & OMISSIONS

L. Garcia reviewed the list presented to correct errors on the 2016 Grand List. They are:

McNamara (Parcel # 242100033) request to reduce the assessment from \$75,700 to \$53,600 because the property was inhabitable due to no septic on April 1, 2016.

MOTION: W. Potter motioned to approve the change as from \$75,700 to \$53,600 requested for 1 year. R. Spaulding seconded. All in favor. Motion carries.

Trepanier (Parcel # 080200033) request to reduce the assessment from \$128,000 to \$88,000 because of a late receipt for the spousal Veteran's Exemption of \$40,000.

MOTION: R. Spaulding motioned to approve the change from 128,000 to \$88,000 as requested. J. Leamy seconded. All in favor. Motion carries.

Green Mountain Church of Christ (Parcel 43500027-1) to reduce the assessment from \$103,800 to tax exempt per statute that property qualifying as a church be tax exempt.

MOTION: R. Spaulding motioned to approve the change to tax exempt status for the Green Mountain Church of Christ. J. Leamy seconded. All in favor. Motion carries.

L. Garcia presented a request by VELCO to reduce their value for 2016. She explained that utilities must report to the state Vt. Property Valuation & Review their self-reported plant total for the given tax year. For Castleton, the value is widely varied and requested that the Town grant the correction from \$1,243,963 to \$987,703 or allow them a grievance hearing. She continued stating that she had contacted Sharon Tucker at VELCO and she stated she thought that there were some assets incorrectly valued in Castleton and the main loss in value was the CLA.

MOTION: R. Spaulding motioned to allow VELCO a grievance hearing as requested in their letter of March 31, 2016. J. Leamy seconded. All in favor. Motion carries.

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APPOINTMENT TO CASTLETON HUBBARDTON SCHOOL BOARD

MOTION: J. Leamy motion to appoint Michael Lenox to the Castleton Hubbardton School Board until the next election in March 2017. R. Spaulding seconded. All in favor. Motion carries.

APPROVAL OF CASTLETON LOCAL HAZARD MITIGATION PLAN

M. Shea explained that this document will be sent to the state and will give us a higher ERF and will give us a lower local share. This will go on to FEMA for their approval.

REQUEST FOR COIN DROP - 8TH GRADE CLASS TRIP

R. Combs stated that they had received a letter from Christie Coloutti requesting the Coin Drop. He continued stating that no one under the age of 16 is allowed in the roadway.

MOTION: J. Leamy motioned to approve the Coin Drop request. R. Spaulding seconded. All in favor. Motion carries.

HIGHWAY DEPT - WINTER SAND BID AWARD

M. Shea stated that they received 2 bids from suppliers.

MOTION: R. Spaulding motioned to award the bid to Markowski for 3500 yards of sand for \$55,335. W. Potter seconded. All in favor.

TRANSFER STATION - CONCRETE BID AWARD

M. Shea stated that they had received 5 bids with a great variation in prices. There are no engineering for this project and has been planned for a long time. During budgeting we put monies in to the budget to do this project. This came up in the notes from when OSHA was on site.

R. Combs stated that he had talked with Joe Root and what he described was what you both agreed to. M. Shea responded yes they had agreed.

W. Potter stated that after reviewing the bids there is a wide range of what they are bidding on. With no engineering how was the bid specs decided on.

M. Shea responded that he had conversations with several people and the ad in the paper.

R. Combs asked who was doing the site work for the project. M. Shea responded that the Highway Dept. was doing the site work beginning after Labor Day. The low bidder will be available at that time, he has the materials available and some said that it will be another month to get the material because it is a busy season.

R. Spaulding asked how long it would be that the Transfer Station would be without the 2 boxes. M. Shea responded about 2 weeks.

J. Leamy asked what the bid ad specified and how much money in the budget. M. Shea replied about \$15,000 which is enough for the low bidder.

R. Spaulding stated that if all the bidders went to the site then why the wall heights are is different on all the bids, then we need to re-bid the project.

J. Leamy asked how they came up with a 14' wall. M. Shea responded that he came up with that height on the advice he got from people who do this work.

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MOTION: J. Leamy motioned to table this until the next meeting. W. Potter seconded.

R. Spaulding suggested that they talk to Joe Root to ask exactly what he needs.

VOTE ON THE MOTION: All in favor. Motion carries.

PURCHASE ORDER FOR APPROVAL - FIRE DEPT & HIGHWAY

MOTION: R. Spaulding motioned to approve the purchase order # 038528 for Northeastern Technical Rescue in the amount of \$4,174.50. J. Leamy seconded.

H. Goyette stated that Justin Szarejko wrote a PACIF grant that included several departments. This is new training for the department. These are wet suits that will allow the fire personnel to go out onto the lake to rescue someone if needed.

R. Spaulding asked how many were training. H. Goyette stated that there are 10 members training at this point. These suits are not custom fit to one individual and are interchangeable from one to another.

VOTE ON THE MOTION: All in favor. Motion carries.

HIGHWAY DEPARTMENT - G. Stone

MOTION: W. Potter motioned to approve Purchase order # 039003 to G. Stone Motors for a trailer in the amount of \$6,295.00. R. Spaulding seconded.

R. Combs asked if this was in the budget. M. Shea responded that this purchase is being covered by the proceeds from the sale of the 2006 Ford truck.

Vote on the motion: All in favor. Motion carries.

HIGHWAY DEPARTMENT - J. Bowen Excavating

MOTION: R. Spaulding motioned to approve Purchase Order #038832 for Jack Bowen Excavating in the amount of \$98,531.73 for the Float Bridge Causeway project. W. Potter seconded.

M. Shea stated this includes extra rock, guardrails, shimming and crushed gravel. He continued stated that this is within the grant agreement and will be reimbursed 80%.

VOTE ON THE MOTION: All in favor. Motion carries.

PROPOSED TAX SALE PROPERTIES

M. Shea stated that this is the list of property owners who owe tax monies and Donna is contacting them to make arrangements for payment which will reduce this list.

MOTION: J. Leamy motioned to approve the list of 114 properties for tax sale. R. Spaulding seconded. All voted in favor. Motion carries.

CITIZEN'S COMMENTS

Korrine Rodrigue a candidate for Rutland County Senate and is currently a lives in Rutland Town and is a Public Health Researcher introduced herself. She has worked in substance abuse and its impact on the state.

C. Smith asked about the pole proposed for Main Street.

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Jennille Smith of Mobility introduces herself and continues stating that there is a need for, streaming movies, smart project that requires data. They had received a certificate of public good from the Public Service Board.

M. Shea noted that this area that is proposed is within the Historic District.

There were several questions as to its location, height and size at the base. J. Smith responded that this area has a better line of site like the state highway (ROW). This location was chosen by the radio frequency engineers who identified it as the most needed area.

J. Leamy asked what input does the Town and citizens have. J. Smith responded depending on the process and the jurisdiction, there could be public hearings or comments. J. Leamy asked who they contact. J. Smith responded they contact is Mobility the applicant.

J. Smith stated that the hand out shows how much data is being used, like smart card, blue tooth, fitbit and is new technology that is booming and Vermont is not prepared for this data.

R. Combs suggested that they explore a better placement.

POLICIES - Organizational Chart, Employee Profession Code of Conduct & Public Records Inspection, etc.

Organizational Chart: The board discussed the chart.

Employee Profession Code of Conduct Policy: M. Shea this will provide an ethical work force. This is a stronger document that deals with ethics, responsibility and accountability.

MOTION: R. Spaulding motioned to approve the Professional Code of Conduct policy. J. Leamy seconded. All in favor. Motion carries.

Public Record Inspection, Copying & Transparency Policy

M. Shea stated that this deals with the request for documents. Recently the Clerk and Treasurer have received requests for documents and were unsure how to handle the requests.

MOTION: J. Leamy motioned to approve the Public Record Inspection Policy. R. Spaulding seconded. All in favor. Motion carries.

MANAGER'S UPDATE

4th of July Parade Recognitions: Within your packets you will see the many participants that

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made our 4th of July parade a success story in its self. I am asking that the Board acknowledge each and endorse the Certificate of Recognition letters.

MOTION: J. Leamy motioned to approve as presented. R. Spaulding seconded. All in favor. Motion carries.

Float Bridge:

This project has been completed. There is one more payment due in the amount of 10%.

Sidewalk Project

This project is moving along and putting Phase 1 out to bid by February.

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ANY OTHER BUSINESS

R. Spaulding asked who signed off on the final 10% of the Float Bridge Project. M. Shea responded that there was positive response to the project.

J. Bowen stated that he turned in his waivers of liens by today what he would be paid the 10% retainage and M. Shea stated that if they were in then he would be paid tonight.

M. Shea stated that the lien wavers and the final inspection is done before payment.

The aboard agreed that they would meet within 7 days to approve the payment.

W. Potter stated that the new town office will be rotated that it is parallel to the Fire Station.

J. Bowen stated that he is doing the site work and state specs gravel inside the building to raise it up to the same height as the fire station.

P. Eagan stated that they had crushed extra gravel which can be used as fill and when the fire station was paved they took out about 4 inches of gravel and put it on the town office lot for use.

WARRANTS FOR APPROVAL

MOTION: W. Potter motioned to approve warrants #0822R for \$35,181.30; #0822 for \$285,313.45; #0818 for \$6,867.42; #0811 for \$6,309.83; # 0818P for \$13,323.19 and #0811P for \$15,088.70. R. Spaulding seconded. All in favor. Motion carries.

MOTION: R. Spaulding motioned to approve warrant #0817P for \$354.51 & #0810P for \$425.72. J. Leamy seconded. W. Potter abstained. All others in favor. Motion carries.

MOTION: R. Spaulding motioned to approve warrant #0816P for \$547.74 and #0809P for \$547.74. J. Leamy seconded. R. Combs abstained. All others in favor. Motion carries.

EXECUTIVE SESSION - CONTRACTS

The board decided this was not necessary.

ADJOURN

MOTION: J. Leamy motioned to adjourn at 9:35pm. W. Potter seconded. All in favor. Motion carries.

Respectfully

J. Potter

Date of Approval