

**Town of Castleton
Special Select Board Meeting
Minutes of January 3rd, 2013
Town Offices**

MEMBERS PRESENT: Thomas Ettori, James Leamy, Ed O'Shea, Cristine Smith, Patricia Graziano

MEMBERS NOT PRESENT: None

OTHERS PRESENT: Charles Jacien, town manager; see attached list

Meeting called to order at 6:10 by Chairman T. Ettori with the Pledge of Allegiance.

Continuation of FY 2013-14 Budget Discussion

Town Manager Jacien stated that changes had been made per Select Board discussion. He also noted two errors- pg 6, Highway Storm Drainage Operating Supplies should read \$20,000 instead of \$25,000; Bridges should read \$10,000 instead of \$15,000. This would make the net change from last year's budget -\$74,417.

Chairman T. Ettori asked about the Administrative Services line under Managing Municipalities. Town Manager Jacien stated that is a reflection of the realistic split of a position that assists the Manager as well as Zoning and Planning.

J. Leamy stated that he was not in favor of adding personnel under Accounting.

E. O'Shea asked how many hours the auditors usually spend. M. Combs stated that it is about 20 hours on site, plus work done at the auditor's office, which is substantial.

Under Municipal Planning and Zoning, J. Hale asked the board to reconsider giving Planning some funds to seek professional planning assistance to better serve the community. He stated that RRPC is a professional organization which could assist Planning greatly. Chairman T. Ettori stated that the town gives funds to RRPC already, which should cover services. B. Day stated that in the past, grants have helped to fund special projects. J. Hale stated that special projects require special funding. The money the town gives to RRPC covers phone correspondence, general questions, etc.

J. Leamy stated he was not in favor of funding since the budget for Municipal Planning and Zoning is already up. E. O'Shea stated that the Planning Commission should be able to accomplish its goals with a five person board.

Chairman T. Ettori suggested giving \$1000 instead of the requested \$3000. He also stated that Planning could seek legal opinion from town counsel on planning issues if needed instead of seeking assistance from RRPC.

J. Hale stated that he would refuse his stipend in order to get funding. B. Day stated that members should not have to give up their stipend to get funding.

The board decided not to add additional funding for the Planning Commission.

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Related to the Police Department, J. Leamy stated that he is still concerns about the PT line item increase. E. O'Shea stated that he was in favor of it.

Under Emergency Medical Services, Town Manager Jacien stated that the point system was adjusted to mirror the Fire Department point system.

Town Manager Jacien stated that the budget was prepared with no salary increases and the same benefit level.

MOTION

J. Leamy made a motion to reduce the Accounting Clerk line item to \$4,345. Seconded by P. Graziano.

Town Manager Jacien stated that he feels it would be better to see a reduction coming from a line item not being used, such as the Administrative Services line under Document Recording.

J. Leamy asked when the Accounting Clerk position was created. Town Manager Jacien stated it was presented in a Manager's Memo during an Executive Session.

M. Combs stated that J. Potter needed to assist more with Zoning and Planning, so there was no time for her to assist with the accounting function, causing M. Combs to get behind. She also stated that the Accountant position is more than a 40 hour work position.

C. Smith stated that if there is work that needs to be done, somebody needs to do it.

P. Graziano and J. Leamy voted in favor of the motion. E. O'Shea, Chairman T. Etti, and C. Smith voted against. Motion failed to carry.

MOTION

C. Smith made a motion to change the Accounting Clerk line item to not exceed 10 hours a week, in the amount of \$6240. E. O'Shea seconded.

J. Leamy and P. Graziano voted against. Chairman T. Etti, C. Smith, and E. O'Shea voted in favor. Motion carries 3 to 2.

Minutes for Approval- December 10th and 17th, 2012

MOTION

C. Smith made a motion to approve the minutes of December 10th and 17th, 2012. Seconded by E. O'Shea. All in favor. So voted.

Warrants for Approval

MOTION

C. Smith made a motion approve warrants 0104 for \$124,088.02; 0103 for \$5,479.60; 1227 for \$5,742.71; 1221 for \$4,954.89; 1213 for \$4,574.83; 0103P for \$20,273.98; 1227P for \$20,094.54; 1220P for \$19,944.03; and 1213P for \$17,953.67. Seconded by J. Leamy.

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Town Manager Jacien pointed out that the \$500 to RRPC for the Town Plan Update appeared on the warrant again.

Chairman T. Etti requested a memo with the town purchasing policy be sent to all department heads.

P. Graziano asked about the charge from J.J Petelle related to the boiler. Town Manager Jacien stated this is related to the fittings and hookup for the wood furnace.

P. Graziano asked about the Rutland Printing Receipt Books. M. Combs stated that these are for the transfer station, and are 3 part receipts that are specialized, pre-numbered, and come with Town of Castleton printed on them. They are ordered annually.

P. Graziano asked about the charge from VCJTC. Town Manager Jacien stated that is related to Officer Warffle training with his dog.

J. Leamy pointed out overtime for the Highway, Police, and Sewer. Town Manager Jacien stated this was largely related to the storm, and the Police overtime was grant related.

Vote on the Motion

All were in favor of approving the warrants. So voted.

Chairman T. Ettori commended the Fire Department for their work during the storm.

Select Board Update- Town Office

Chairman T. Ettori stated that the board was looking at 2 existing buildings, but one piece of property has fallen through. He stated they are waiting on numbers for a second piece of property. Other than that, the board is looking at a 5 acre parcel on Route 30 that would house only the Town Office initially, but there is space for expansion to include the Fire Station in the future. The board believes the property and building of the town office can be completed for less than 1 million, including the purchase of the property. Chairman T. Ettori also stated that the 556 Main had been appraised by a realtor, who placed the value of the building anywhere between 45,000-190,000 before renovation and mold abatement. The realtor stated to expect anywhere from 40,000-70,000 if sold. Chairman T. Ettori stated that if either proposal went through for the existing building or property, the town office would be sold, and the Historic Society would have the right of first refusal.

K. Thornblade stated that she was surprised to see the town office assessed around \$490,000 on a lister's card, and more for insurance purposes, which doesn't seem to fit with the assessed value of the realtor.

J. Hale asked what price the Historical Society would be offered. Chairman T. Ettori stated it would likely be the highest bid. He also stated that the sale of the Town Office would likely be included in bond verbage.

Citizens' Concerns

T. Spangenberg stated that during the windstorm, the elementary school lost power at 10:30, and the
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back up generator didn't kick on until 7:30. He asked why the generator is not stored in the school, and pointed out that the school is still the emergency center for the town.

Town Manager Jacien stated that the elementary school is still the emergency center on paper, but that the town is moving toward a different shelter. He also stated that the town owns one generator, which takes 4 man hours to get up and running, and requires someone to sit with it at all times. He stated that the town was protected, and that the man power was better used on the roads at that time. He also stated that the town is working on getting the Legion to be the primary emergency center.

K. Thornblade asked if any progress had been made regarding the shelter around her vault. She also stated that the heater in the vault needs work. Chairman T. Ettori stated nothing had been done yet, but it would be worked on.

Town Lands Review and Discussion

Town Manager Jacien reviewed a list of town owned lands. C. Smith asked if there was any reason to keep these lands. Town Manager Jacien stated that some of the areas were planned to be forested. He also stated it is not a good time to sell property. Chairman T. Ettori stated that there is too much going on right now to consider selling property.

Proposed Tax Sale List for Approval Additional List from August 2012

Chairman T. Ettori asked how many properties have been through this process before. Town Manager Jacien stated that more than half had been, and none were in dispute. Chairman T. Ettori stated that a lawyer should not do title searches on those that have already been on the list.

MOTION

C. Smith made a motion to approve the proposed tax sale list dated 1/3/2013 as presented. E. O'Shea seconded. All in favor. So voted.

Town Manager Jacien presented a list of tax sales ready for title search. He stated he would see which had been searched before and re-present to the board for approval.

Other Business

None

Town Manager's Update

Budget Review: Revisions were made per Select Board recent discussions.

Upcoming Meetings: At the Select Board meeting of January 14th a discussion on Solid Waste Districts will be on the agenda. A decision has to be made if this is going to be a ballot item. Tim Gilbert and Bob Spalding will be invited .

The Sewer Commissioners are scheduled to meet at 6pm on January 21st to discuss the expansion of the sewer system to Crystal Heights. If there is enough interest in this project, future meetings will include Rt. 30 and Float Bridge residents, to discuss further expansion.

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Grady Bridge: Work is complete on the footings a final inspection is scheduled for this week. A letter requesting funding for the additional phases (\$500,000) has been sent to our State delegation in time for the new session in Montpelier.

Select Board Concerns

None

Executive Session - Legal, Real Estate, Personnel

MOTION

Motion to enter executive session by J. Leamy to include the Town Manager at 8:25 pm. Seconded by E. O'Shea. All in favor. So voted.

MOTION

_____ made a motion to exit executive session at _____ with no action taken. Seconded by _____. So voted.

Adjournment:

_____ made a motion to Adjourn at _____. Seconded by _____, So
voted.

Submitted by Brittany Gilman

Patricia Graziano, Clerk

DRAFT