

Select Board, May 23rd, 2013

**Town of Castleton
Select Board
Meeting of May 23rd, 2013
Castleton Town Offices**

MEMBERS PRESENT: Thomas Etti, Cristine Smith, John Hale, Wenger Rehlen, Ed O'Shea

MEMBERS NOT PRESENT: None

OTHERS PRESENT: Charles Jacien; see attached list

Meeting called to order at 7:03 by Chairman T. Etti.

Minutes for Approval- May 9th and 13th, 2013

MOTION

C. Smith made a motion to approve the minutes from May 9th and May 13th, 2013. Seconded by J. Hale.

J. Hale noted that during the Grady Bridge Informational meeting, B. Enman stated that he would be negotiating with property owners at each end of the causeway for possible remediation.

All in favor. So voted.

Warrants for Approval

MOTION

C. Smith made a motion to approve warrant 0527 for \$83,445.61, 0523 for \$6,984.33; 0516 for \$6,168.15; 0523P for \$16,263.54; and 0516P for \$12,690.22. J. Hale seconded.

E. O'Shea asked about how long the \$1000 postage from Pitney Bowes would last. M. Combs stated that it can go 2-3 months depending on what is being mailed, but more is used when tax bills, etc., go out.

All in favor. So voted.

Proposed Tax Sale list for Approval

Town Manager Jacien stated that there is one property suggested.

J. Hale asked if it was just one year due. Town Manager Jacien stated it was at least two years.

MOTION

Motion to approve the tax sale list dated 5/13/2013 by J. Hale. Seconded by C. Smith. All in favor. So voted.

Set Dates for Sewer Commissioners Meetings and Annual Select Board Road Tour

Town Manager Jacien stated that the Sewer Commissioners should meet at least once a month as there are many things to be discussed.

It was decided that the Sewer Commissioners will meet June 10th, 2013 at 6 P.M at the Town Offices. The Road Tour will take place June 13th at 5:30 P.M.

Recreation Commission Stipend Increase Request

Town Manager Jacien stated that the Recreation Commission has tried to find a Part Time Recreation Director, but no one has applied. \$10,000 was budgeted for this position, and the Recreation Commission workload has been heavier since there has been no Director. He stated that the Commission is requesting a stipend increase of \$500 to bring individual stipends to \$1000.

C. Smith asked if this was budgeted. Town Manager Jacien stated that it was not. C. Smith questioned why the stipend would be increased when things were not accomplished last year.

M. Clifford stated that she had been on the Recreation Commission for 23 years and had never received a stipend increase. C. Smith expressed that she still wanted to work on getting a Part Time Recreation Director. M. Clifford stated that 2 ads were placed in the paper last year and 1 this year. C. Smith asked if anyone had spoken to the college about getting a paid internship for a student. M. Clifford stated that she felt \$10,000 for a student was too much. C. Smith noted that not all the budget needed to be used.

J. Hale asked if the position was summer or year round. M. Clifford stated that it is year round. C. Smith noted that the bulk of the work is in the summer.

E. O'Shea asked why revenue appears to be decreasing, and asked if M. Clifford had an estimate of this year's revenue. M. Clifford stated that it was dependent on the weather, but she anticipated additional \$3000-\$5000 revenue. She stated that last season, 5300 children/seniors and 4000 adults came in the gate.

E. O'Shea asked M. Clifford for ideas to increase revenue. M. Clifford stated that she could think of nothing besides increased patrons and more pavilion rental. Town Manager Jacien noted that the resident season pass may produce increased revenue.

W. Rehlen asked M. Clifford what improvements are slated to be made this year. M. Clifford stated that there is a new playground, but that the Recreation Commission does not have any other new improvement plans.

E. O'Shea asked if the check cleared from the concession stand. Town Manager Jacien stated that they did not know yet.

C. Smith asked if the staff were in place. M. Clifford stated that 2 maintenance staff are currently on. C. Smith asked if there were needs at Crystal Beach. M. Clifford stated that a lawnmower was needed and a drag for the beach. C. Smith asked for a cost estimate. M. Clifford stated she had not explored a dollar figure. Town Manager Jacien stated that Crystal Beach will be mowed for the holiday weekend.

Chairman T. Ettori asked about the mowers that the town bought. H. Goyette stated that the town has a John Deere mower and an older mower which is used to mow the cemetery.

J. Hale stated that he felt the Recreation Commission does a lot of work for \$500 per year.

J. Bruno asked if C. Dempster was given the opportunity to reapply for his previous position. M. Clifford

stated he was hired back but did not show up to work. J. Bruno asked if the Recreation Commission is doing anything differently than in past years to justify a stipend increase. M. Clifford stated that there are 3 people on the board, all with other full time jobs. She stated that they feel underappreciated and this is not the first year they have felt this way.

W. Rehlen stated that he would like to see some vitality and improvements in Crystal Beach.

C. Smith asked if there is still a nightly drop. M. Clifford stated that there is a nightly drop at the bank.

J. Rehlen stated that he is surprised that nobody asked the college about a Part Time Recreation Director. He also asked what kind of accountability there is for cash at Crystal Beach.

M. Combs stated that the conversation may be better had in executive session since it involved details about cash handling.

Chairman T. Ettori asked if the Part Time Recreation Director position was advertised in the Rutland Herald. J. Potter stated that it was not.

E. O'Shea stated that he did not feel the Board could change the budget. Chairman T. Ettori agreed. He stated that at this time, there will be no increase in a stipend.

Appointment of Town Attorney

Town Manager Jacien presented the Board with the proposal from T. Parisi. C. Smith asked if the hourly rate is the same. Town Manager Jacien stated that it is.

MOTION

E. O'Shea made a motion to designate T. Parisi as the Town Attorney. C. Smith seconded. All in favor. So voted.

C. Brown asked what the hourly rate was. Chairman T. Ettori stated that it is \$150 per hour.

556 Main and JAMAC Property Update

Chairman T. Ettori stated that by 6/10, there should be plans and estimates available from J. Berryhill. He also stated that the Board needs to decide when to send the JAMAC property to vote. He stated that the curb cut is being taken care of, and it appears it should not be a problem. The wetland delineation will take place this coming week. Town Manager Jacien noted that we do know there is no problem with the front area.

E. O'Shea asked about Act 250. Town Manager Jacien stated that the plans and the permitting are done after the bond vote. He also stated that building plans are needed for the permitting. J. Hale expressed concern about the timing of the bond article. Town Manager Jacien stated that he is hoping for the bond article to be complete by tomorrow afternoon.

J. Hale asked if the \$1.5 million estimate is just for the Fire Department and the meeting room. Town Manager Jacien stated that it is. J. Hale asked if we could advise the town on the bond if the Board feels it will cost less. Chairman T. Ettori stated that they could not, and that the bond must read as the petition.

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W. Rehlen suggested asking for an extension on the hold agreement on the JAMAC property. Chairman T. Ettori and J. Hale agreed.

K. Thornblade stated that there must be 30 days from the warning to the vote. She also stated she would need 20 days before the election to prepare ballots and absentee ballots.

Chairman T. Ettori advised Town Manager Jacien to ask for another month extension on the JAMAC property.

J. Rehlen suggesting offering a deposit to hold the property given the scope of the project.

K. Thornblade stated that she could potentially have the ballot prepared for June 14th at the earliest. Chairman T. Ettori stated that they will shoot for July 22nd for the vote.

W. Rehlen stated that he feels the Select Board should meet with J. Berryhill. Town Manager Jacien stated he would ask J. Berryhill for a meeting.

J. Hale stated that he feels members of the Select Board should be given tasks so all can be involved in the project. Chairman T. Ettori stated that he has communicated J. Berryhill's thoughts and plans with the Board. He stated that the plans are similar to Wyman and Lanfear's plans, the major difference being the walls. He also stated a few things were changed after the meeting with the town employees.

J. Hale stated that he felt that just one member of the Board should not be making major decisions, and expressed a desire to be part of the design. Chairman T. Ettori stated that he has not been making individual decisions on the plans. He stated that the Board would meet with J. Berryhill, and if unsatisfied with the plans, changes would be made.

W. Rehlen asked for a roofer to look at the roof at 556. Chairman T. Ettori stated he would have it looked at.

W. Rehlen asked about sending the mold remediation out to bid. Chairman T. Ettori stated that it would be best to wait for J. Berryhill's cost estimates. J. Hale stated he felt it should be sent to bid. C. Smith stated she would like to see J. Berryhill's cost estimates first.

J. Hale asked about sending the removal of the underground oil tank to bid. Town Manager Jacien stated that it had not been done, but estimated that it would cost between \$10,000 and \$15,000, and that he would look into any available grants.

B. Potter expressed concern about the budget of the project since only \$750,000 is approved and the Donchian Grant was rejected. Chairman T. Ettori stated that it was not rejected, the Board simply wrote a letter stating that there was not enough money to move forward with the project.

G. Trudo expressed concern about the opinion of Claypoint regarding mold in bricks. He stated he has personally seen fungus growing on the brick outside of 556. He stated that he also feels it is a problem that the expert refused to guarantee his work. He also noted a letter from the State of Vermont indicating that 556 is not adequate for its current use even if it was in better shape.

Zoning Administrator Contract Discussion

Town Manager Jacien stated that D. Skidmore's contract is up June 1st, and the Planning Commission recommended his reappointment.

C. Smith abstained from all matters of discussion and voting regarding this issue.

C. Brown asked if J. Hale would recuse himself since he is the Chair of the Planning Commission. Chairman T. Ettori stated that he spoke with VLCT and was advised that J. Hale was not obligated to do so.

MOTION

J. Hale made a motion to reappoint D. Skidmore as the Zoning Administrator for an additional 3 year period.

Motion failed since a second was not obtained.

MOTION

Motion by J. Hale to appoint Town Manager Jacien as the acting Zoning Administrator. W. Rehlen seconded. All in favor. So voted.

Transfer Station Fee Structure 2013-14

Town Manager Jacien stated the proposal is to leave the fees the same as last year.

MOTION

Motion by J. Hale to leave the Transfer Station fee structure the same as 2012-2013 for the year 2013-2014. Seconded by C. Smith.

E. O'Shea suggested getting composting containers to sell at the transfer station as cost or a minor profit.

All in favor. So voted.

Citizens' Concerns

C. Brown expressed concern about the Police Department contracting with the state parks. He stated that taxpayers will likely have to pick up any services that go over budget. E. O'Shea agreed that the board should have examined the issue more thoroughly.

B. Sherwin stated that if any patrolling is done out of town, there is paid mileage. He also noted that the other 2 parks are backup if there is not much activity at Bomoseen. He stated that the contract is over September 15th, 2013, or when the \$7000 is gone. He also stated that if there was not contract, it would cost taxpayers more since the Police Department would be responding to complaints anyway. C. Brown questioned why the State Police are not responding to the complaints at State Parks. He asked what the hourly rate of pay is.

B. Sherwin stated that the full time officers will be paid \$30/hr and part time \$14/hr, but the figure including taxes, etc. is \$36.13/hr for full time and \$16.16/hr part time. The budget is for 140 full time hours and 116 part time hours.

G. Trudo stated he feels it is a good idea as long as it does not go over budget.

Other Business

None

Town Manager's Update

Recreation Commission update: The commission is requesting an increase of their stipend to \$1,000 per duty, the current figure is \$500. This includes youth sport, and Crystal Beach. A financial breakdown of the department over the past 5 years is enclosed.

Road Tour and Sewer Commission Meetings: A spring road tour needs to be scheduled, possibly for next week or the week of June 10th. The sewer commissioners have to meet at least once a month for the next 6 months at least to get things in order with the ordinance, meters, Crystal Heights extension, and pipe inspection and replacement.

Month 10 Financial Report: All accounts look ok, and on track. The enclosed graph shows activity of zoning and recording fees over the past few years, at year-end and month 10. The downward trend does not seem to be letting up. The spikes in zoning permits are due to activity at CSC.

Paving Bids: Bid packets are available and due by May 31, to be awarded at the Select Board meeting of June 10th.

Rutland Natural Resources Conservation District Grant: The RNRCD is administering a \$63,980 grant for ecosystem restoration to implement an illicit discharge and detection elimination project in Proctor, Wallingford, Benson, Castleton, Fairhaven, Poultney and West Rutland. Inspection of the various drainage systems in the town will be inspected and recommendations will be made to eliminate illicit discharge.

556 Main Street: NBF as interviewed the staff on needs and traffic flow for the renovations. Plans and estimates should be complete by the June 10th Select Board meeting.

JMAC property: Deadline of the sales agreement is the first week in July. Any bond vote will need at least 3 weeks for advertising. The curb cut permit has been filed and NBF is addressing plan comments from Vtrans. It does appear that the cut will be allowed once all plan concerns are taken care of.

Managers Time Off: I will be out of Town June 1st to the 9th. I will have contact info in your box by the end of the week.

Select Board Concerns

W. Rehlen asked for about 24 more flags. Town Manager Jacien stated that he would get them.

W. Rehlen asked about labeling the Police cruisers. B. Sherwin stated that there is only 1 unmarked car, and it would cost around \$700 to label. He stated he would be happy to do that. He noted that the detective vehicle will remain unmarked.

W. Rehlen asked about the bridge repair over the Castleton River. Town Manager Jacien stated that is in the state's hands.

W. Rehlen asked about the light on the flag pole outside the library. Town Manager Jacien stated that it is now working.

Executive Session:

MOTION

Motion to enter executive session for Legal, Personnel, and Union Contract with the full board and the Town Manager by C. Smith. Seconded by E. O'Shea. All in favor. So voted. The Board entered executive session at 9:00 P.M.

MOTION

J. Hale made a motion to exit Executive Session with no action taken at 9:45 P.M. Seconded by C. Smith. All in favor. So voted.

The meeting was adjourned at 9:45 P.M.

Submitted by Brittany Gilman