

**Town of Castleton
Special Select Board Meeting
Minutes of June 20, 2016
Town Offices**

MEMBERS PRESENT: J. Bruno, R. Combs, B. Potter, J. Leamy

ABSENT MEMBERS: R. Spaulding

OTHERS PRESENT: M. Shea, Town Manager (See attached listing)

Special meeting was called to order by Chairman, J. Bruno at 7:00pm.

Agenda for Approval

R. Combs motioned to approve the agenda with the removal of the Pledge of Allegiance. W. Potter seconded. All in favor. Motion carried.

DISCUSSION AND ACTION ON TOWN OFFICE PLANS

J. Bruno stated that after reviewing the plans received he felt that they had completed the suggested changes.

The board reviewed the plans and discussed the attic space, interior changes, lighting, heating and approximate cost of construction.

The board continued to review the spec sheets and discussing the owner's contact information with Mark as the primary contact and add Dick, Bill, and Joe. Mark should contact any one of the three to discuss any questions that may arise from the contractor.

Continuing, they discussed temporary facilities and controls section, owner will provide the following power metering, etc. They decided that in this section to 'the contractor will provide all services.'

MOTION

J. Leamy made a motion to approve the town office plans with the changes discussed. W. Potter seconded.

M. Combs asked if the plans include a night depository box. J. Bruno stated that he had discussed this with Ed Clark and where it would be placed.

J. Bruno asked Mark to research the cost and size so they can find out their options.

M. Clifford asked how much space will be available for the Recreation Department so they can store their equipment bags.

J. Bruno responded that there will be about 1000 square feet. There will be shelving for the storage

VOTE ON THE MOTION

All in favor. So Voted.

Page 2 - Special Select Board Meeting - June 20, 2016

The board continued to discuss when they would be advertising and get bids back.

M. Shea stated would advertise it on Friday and 15 days between the advertisement and the pre-bid meeting thereafter.

R. Combs stated that the pre-bid should be on Friday, July 1 at 10:00 am and the due date the following week.

The board agreed that they would advertise by Friday, pre-bid on July 1 at 10:00 am at the site and bids due July 8 at 11:00 am at NBF and the bid award on July 11th.

M. Shea presented the curb cut permit to be sent to the Vtrans.

MOTION

J. Leamy motioned to have Mark Shea sign the curb cut permit. R. Combs seconded. All in favor. Motion carried.

ADJOURN

J. Leamy motioned to Adjourn at 7:40 pm. R. Combs seconded. All in favor. Motion carried.

Respectfully

J. Potter

Date of Approval