

**Town of Castleton
Select Board Meeting
Minutes of July 18, 2016
Town Offices**

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

MEMBER ABSENT: R. Spaulding

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

Meeting called to order by Chairmen, J. Bruno with the Pledge of Allegiance at 7:00`PM.

APPROVAL OF AGENDA

MOTION: J. Leamy motioned to approve the agenda. Seconded by W. Potter. R. Combs asked to add an Executive Session to the Agenda. J. Leamy seconded. All in favor. Motion Carries.

MINUTES FOR APPROVAL—June 27 & 30 and July 11, 2016

MOTION: J. Leamy made a motion to approve the minutes of June 27 & 30 and July 11, 2016. W. Potter seconded with correction to line 1 - Members present. All in favor. Motion Carries.

Police Dept. Update - Chief Mantello

Chief Mantello reviewed the June report. He continued stating that they have been doing speed controls on Creek Road and the Police Dept. had received a \$10,000 grant for a new mobile speed cart. Continuing that he has posted a full time position advertisement, and had ordered the new SUV and delivery will be 8-10 weeks.

Budget Discussion - Part Time Officers

M. Shea stated that there was a budget item to raise the part time officer from \$14 to \$17 per hour. There has been discussion on how to keep part time staff with no benefits.

MOTION: J. Leamy motioned to have this discussion in Executive Session as it may impact negotiations. R. Combs seconded. All in favor. Motion carries.

Discussion & Action - Lake House Parking Proposal

J. Leamy asked if this was in agreement with the owners. M. Shea responded yes, but K. Sparks asked that there be a minor change that would include funding.

MOTION: J. Leamy motioned to approve the Parking Agreement with Lake House. R. Combs seconded.

Discussion continued with J. Bruno asking about the no parking signs and the donation. M. Shea responded that it will be a one-time fee.

R. Combs asked about the time frame and the winter months. J. Bruno asked about where it states through the summer months. M. Shea stated that it would not go beyond September.

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K. Sparks stated that this will happen beginning May 15th through September 15th.

J. Bruno stated that since there are not dates on this agreement, they should add something that this is year to year and may be terminated at any time upon written notice.

M. Clifford stated that she had not seen this and she and M. Shea had talked only in general about this.

J. Bruno stated the fee will be \$500 and the money will be placed in the concert fund. M. Clifford agreed.

W. Potter asked about Sunday also. M. Shea responded that he just heard about Sunday use.

J. Bruno stated that the agreement will be for Friday, Saturday, Sunday and Holidays and for occasional events. He asked that they keep the Town & M. Clifford informed on the special events.

M. Clifford asked that the employees park outside the fence as they have in the past. She also stated they need to parallel park.

K. Sparks stated that he just received the agreement and is giving it to legal counsel and insurance agent for their response.

The board changed the Agreement to add Sunday.

VOTE ON THE MOTION

All voted in favor. Motion carries.

REQUEST TO ADDRESS THE BOARD (CITIZEN'S PETITION) - DEBRA REGIMBALD

D. Regimbald stated this was about her petition against the refugee resettlement program. She had given the board information previously.

J. Bruno state that the information she had given them was on the internet. She responded that this was in the Huffington Post, Detroit News, etc.

D. Regimbald continued stating that they can be housed within 100 miles of Rutland and are already here threw Catholic Charities as part of the 9 organizations. How is this going to effect the Police, Ambulance or Fire in emergency situations with translation of their language to English.

J. Bruno stated that the board is not in a position to make a political petition, and the opinion from our attorney is that unless it has to do with Town business. But to ask this board to write a letter to the City of Rutland stating that we do not agree with what you are doing, I don't think we have that authority.

REQUEST FOR USE OF TOWN GREEN - CASTLETON LIONS CLUB & CASTLETON WOMEN'S CLUB

MOTION: R. Combs motioned to approve the Castleton Women's Club request to use the Town Green for Colonial Day on August 20, 2016. J. Leamy seconded. All in favor. Motion Carries

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MOTION: R. Combs motioned to approve the Castleton Lions Club request to use the Town Green for their auction on August 3 & 4 which will also include July 31 for set & up to Saturday for clean up. J. Leamy seconded. All in favor. Motion carries.

BID AWARD - HEATING OIL

MOTION: J. Leamy motioned to take the Heating Oil bid off table. W. Potter seconded. All in favor. Motion carries.

MOTION: J. Leamy motioned to award the Heating Oil bid to Champlain Valley Plumbing & Heating in an amount not to exceed \$1.90 per gallon. R. Combs seconded. All in favor. Motion carries.

PURCHASE ORDERS FOR APPROVAL - HIGHWAY - RUBY CONSTRUCTION; CARGILL & BROOK FIELD SERVICE - GENERATOR

RUBY CONSTRUCTION INC.

MOTION: R. Combs motioned to approve Purchase Order # 038733 for Ruby Construction for a salt shed lease from 6/1/16 to 5/31/17 in the amount of \$3,600. J. Leamy seconded. All in favor. Motion carries

CARBILL SALT BID

MOTION: R. Combs motioned to approve Purchase Order #038821 for Cargill for 1000 tons of winter salt in the amount of \$79,060. J. Leamy seconded.

J. Bruno asked if the price was the same as last year. M. Shea responded that the price is lower and is more than what we budgeted \$65,528 for 800 tons.

VOTE ON THE MOTION

All in favor. Motion carries

BROOK FIELD SERVICE- Generator

MOTION: R. Combs motioned to approve Purchase Order # 038820 for Brook Field Service for a generator for Fire & Police in the amount of \$22,160.

J. Bruno asked if this covers the cost of installation and running a line for the Police station.

VOTE ON THE MOTION

W. Potter seconded. All in favor. Motion carries.

The board also asked M. Shea to look for another grant for another generator to be installed at the American Legion since they are our Red Cross shelter.

CONTINUING REVIEW OF TOWN OFFICE BIDS & AWARD

J. Bruno stated that we had asked the 2 bidders to provide us with some reductions to come within our budget since they are all over budget. I want to be fair to all bidders.

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W. Potter stated that they received information on Friday from the architect on the reductions and the numbers do not match so it is hard to make a decision.

J. Bruno stated that they will need to have a meeting next Monday with Upland and McClure to ask questions and compare the numbers.

The board decided that they will meet with the bidders next Monday.

J. Leamy asked if they are taking out the fire suppression, we still need it so it is part of the project. J. Bruno responded that we met with Fire Safety, and we told them that we would apply for a waiver, and Fire Safety said it would not work for us because it is so expensive it would create a hardship, but they would grant us a 2 year extension. So, within 2 years we will have to install a system with a cost of about \$10,000 to \$12,000. He continued stating that he did not understand why the state requires this system in a vault with valuable documents and there is a danger of a mechanical failure that could destroy those documents. There is another system available that is a clean agent system, it is some sort of gas that displaces all the oxygen in the room.

R. Combs ask P. McClure if the fire suppression system was included in the bid. P. McClure responded yes it was.

CITIZEN'S COMMENTS

NONE

MANAGER'S UPDATE

Local Hazard Mitigation Plan: The emergency response committee, which includes myself, Paul Eagan, Peter Mantello, Heath Goyette, Ed Tracy & Walter Ducharme have been working with Rutland Planning Commission to complete this important document. I am hope to be sending this at you for August 22nd meeting your review. Once the State approves this, Castleton will receive a higher ERAF consideration for Federal Disaster Grants.

Crushing Contract: In an effort to hold venders and contractors to a higher standard and to ensure the work we say we want done is completed in a satisfactory and to professional standards, I have taken the proactive approach and require a contract between the parties. This follows best practices, insurance recommendations, and has saved us on several occasions in the last 1 1/2 years. Tomorrow the 19th this bid winner will be in to execute the document and work will start soon thereafter.

Setting the Tax Rate: With all the moving parts of this process to include the Assessor's Office with recent grievances and looking at local tax agreement and more we will need to meet soon (7/25 the latest) to set the rate.

Transfer Station Work: I am in the process of looking for venders to provide services such that the retaining wall on the most east side, or right of the shack is redone. This will consist of 14' reinforced concrete wall and a 10' X 50' reinforced concrete pad. This project has been budgeted and is needed.

SELECT BOARD COMMENTS

W. Potter asked if a realtor had been contacted to sell the town property. M. Shea stated he was

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working on it.

J. Leamy asked if the contractor awarded the bid would be ready to start immediately. J. Bruno replied that they will ask the question on Monday evening.

J. Bruno asked Fire District #3 about installation of a 2 inch water line on the north side, the one on the south side with 1 ¼ inch line and three 3/4" lines for the subdivision. They will meet on Thursday and give us an answer provided we cap the service on the south side.

R. Combs asked about the bids to clean the Fire House meeting room. M. Shea responded that it will happen in the next couple of weeks, he has 2 bid in and waiting for the 3rd.

J. Bruno suggested that we charge a deposit for any future use.

J. Bruno informed the board that there was an issue at the Float Bridge project. There was an under estimation of the amount of fill needed. The total project was to take about 2387 yards which is 800+/- on the south side and about 1500 on the north side. To date there has been about 2300+/- yards on the south side and have not begun on the north side. I don't know who is responsible, but it will cost us more to do the north side.

He continued that the guardrails are in bad shape, they used wood which is rotting, and J. Bowen stated that he would come up with a price and supply the guardrail if the Town would supply the hardware and the labor to install it. J. Bruno continued stating that he would present cost to the board for their review and determination.

J. Bruno asked J. Bowen to come up with an estimate of how much material was needed and the dressing.

J. Bowen stated he has a price of \$6800 for the guardrail & installation and will reduce that price by \$1400 due to during construction we damaged some of the guardrail. The total would be about \$5400.

ANY OTHER COMMENTS

NONE

WARRANTS FOR APPROVAL

MOTION: W. Potter motioned to approve warrants #0718 for \$9,449.64; #0714 for \$6,951.17; #0707 for \$20,621.03 and #0714P for \$16,223.63. J. Leamy seconded. All in favor. Motion carries.

MOTION: R. Combs motioned to approve warrant #0715P for \$381.23. J. Leamy seconded. W. Potter abstained. All others in favor. Motion carries.

MOTION: W. Potter motioned to approve warrant # 0716P for \$547.74. J. Leamy seconded. R. Combs abstained. All others in favor. Motion carries.

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EXECUTIVE SESSION

MOTIONS: R. Combs motioned that premature general public knowledge of the contractual matter will clearly place the town at a substantial disadvantage by disclosing its negotiations.

R. Combs motioned to enter Executive Session to discuss a contractual personnel matter under Title 1, Section 313(a)(1) of the Vermont Statutes. W. Potter seconded. All in favor. Motion carries.

M. Clifford asked the board when they were going to discuss part time employees and requested to be included. J. Bruno responded in this executive session.

M. Shea stated that they talked about the part time recreational staff are looking for a pay raise.

MOTION:

W. Potter motioned to exit Executive Session at 9:10 pm with no action taken. J. Leamy seconded. All in favor. Motion carries.

ADJOURN

MOTION: R. Combs motioned to Adjourn at 9:11 pm. W. Potter seconded. All in favor. Motion carries.

Respectfully

J. Potter

Date of Approval