

**TOWN OF CASTLETON
SPECIAL SELECT BOARD MEETING
MINUTES OF NOVEMBER 14, 2016
273 RTE 30 NORTH- FIRE/POLICE BUILDING**

MEMBERS PRESENT: Joe Bruno, Richard Combs, Robert Spaulding, J. Leamy, W. Potter

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

Meeting called to order at 7:15 pm by Chairman J. Bruno with the Pledge of Allegiance.

APPROVAL OF AGENDA

MOTION: R. Combs made a motion to approve the agenda as presented, seconded by J. Leamy. All in favor. Motion Carried. .

MINUTES FOR APPROVAL- OCTOBER 24 & 28, 2016

MOTION: R. Combs made a motion to approve the minutes of October 24 & 28, 2016. Seconded by J. Leamy. All in favor. Motion Carried.

APPOINTMENTS- ZONING ADMINISTRATOR - JEFF BIASUZZI –(3 YRS)

MOTION: R. Combs made a motion to appoint J. Biasuzzi for a 3 year term as Zoning Administrator. Seconded by J. Leamy. Yes- J. Leamy, R. Spaulding, R. Combs, W. Potter. Abstain – J. Bruno. Motion carried.

J. Biasuzzi thanked the Board for their confidence. He also thanked the Board for supporting all the progress that has taken place in Castleton, Fire Dept., Police Dept. and new Town Offices.

DEVELOPMENT REVIEW BOARD- DONALD WOOD – (1. YR)

MOTION: J. Leamy made a motion to appoint Donald Wood for a 1 year term to the Development Review Board. Seconded by R. Spaulding. All in favor. Motion carried.

FIRE DEPARTMENT – PURCHASE ORDER(S) FOR APPROVAL & UPDATE ON GRANT APPLICATION.

R. Combs stated that this purchase order is for the point system used at the Fire Dept. The officers have a certain amount taken out from original amount and then the balance is divided among the members. Each time a member goes to a call or attends a drill they receive a point. The total number of points are added up and divided into remaining balance and that determines the monetary amount of each point. This is to cover their gas and clothing, but does not come close to those costs.

W. Potter asked where the money comes from. R. Combs stated that it is in the Fire Dept. budget.

MOTION: J. Leamy made a motion to approve P.O. 039329 for Point System for Castleton Fire

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Dept. for \$8,500.00. Seconded by R. Spaulding. R. Combs abstained. All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve P.O. 039330 to OSI International, LLC for 5 pagers. Seconded by W. Potter.

J. Bruno asked if they had made calls to other vendors. F. Immel stated that yes; these are the best quality for the price.

VOTE ON THE MOTION

All in favor. Motion carried.

UPDATE ON GRANT APPLICATION

F. Immel updated the Board on the 2 Grant applications that the Fire Dept. is working on. The first grant is for extraction tools. It is a 5% matching grant and the Fire Dept. has the 5% to match the grant which they attained thru fundraising.

The second grant is for a new ladder truck. The total cost for a new truck will be between \$700,000.00 - \$800,000.00. The matching grant will be 5% also, which is around \$60,000.00. The grants are due on Friday, Nov. 18, 2016. The truck grant might not be ready to be submitted, but it is a yearly grant. So, they will be ready for next year's deadline. The ladder truck we have is a 1983. The average truck life is 25 years.

J. Leamy asked how often a ladder truck is needed at a fire. D. Ducharme stated that it would be used at the University. It also helps to keep the firefighters safe by being able to get the above the fire.

F. Immel stated that it is also quickest way to put a fire out. It is used for chimney fires and also to hang the banners for the Town.

GOALS AND PRIORITIES

M. Shea stated that this is a yearly request from the Board in order to come up with goals for the upcoming financial year.

J. Bruno asked to have "restore reserve accounts" to his list.

J. Bruno reviewed the list and determined that the goals are as follows:

- 1) Invest in the Waste Water System maintenance and updates
- 2) Restoration of reserve accounts

M. Shea was instructed to compile the final list and deliver to Board members as soon as possible.

CITIZEN'S COMMENTS- NONE

MANAGER'S UPDATE

FY 2016-2017 Select Board Goals: As in the last two budget years, and again at your last two Selectboard meeting and again tonight, I am looking for the Boards direction and vision to set Budget Goals with Priorities for the upcoming fiscal year. I realize it is a difficult task to project and plan eighteen months out, but it is what we do and needs to be done before we talk of Budgets. Thus far I have receive the Goals from Board members who wish to. At this point we need to set the priorities. Again, without Goals, Priorities and Vision coming from the Board, chaos will occur. I hope prevent this.

ICS-402 Training: As a reminder, this is an introduction to the "Incident Command System" being offered in Fair Haven. It is a critical course necessary to have BEFORE a disaster strikes and you would rely on FEMA for assistance. It is offered on Thursday, November 17, 2016 beginning at 6:30 p.m. in the American Legion Post #49, 72 South Main Street (Route 22A) in Fair Haven.

Mobilitie Information Update: The representative has reached out to me and suggest an alternative location within the blue area of the enclosed map. They are also interested in partnering with the Town.

M. Shea was instructed to contact Mobilitie and tell them to look to the Castleton University to place the tower or a private land owner.

Accounts Receivable item from the School Department: I met with Superintendent Ryan not too long ago to discuss the history of this accounts receivable on the Town's books. After some discussion and meeting of the minds it was recommending that I meet with the School Board to fill-in and be available to indicate this information and answer any questions they may have in pursuant of resolving this item. (12/7/16)

Annual Town Report: As indicated at your last meeting, it time that departments and boards will need to submit their annual reports. Please forward this to Donna Fortier. Also discussion on Dedication and Memory pages have also started. Would you have any thoughts on this?

Budget Calendar: The Budget Calendar will be presented to aid you as we move forward up to the Annual Town Meeting.

Revised Vendor Recurring Payment List. It is requested that we the town add Blue Cross/Blue Shield Vt to this list to ensure payments are received on time. (see letter is enclosed in your packet)

MOTION: R. Combs made a motion to add BC/BS to the recurring payment list. Seconded by J. Leamy. All in favor. Motion Carried.

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Joe Root: Joe Root submitted a letter indicating that he will be retiring at the end of the calendar year.

OTHER BUSINESS- NONE

SELECT BOARD COMMENTS

R. Spaulding questioned the speed limit in front of Police Dept. as there is the Medical Center, Fire Dept. and soon the Town offices.

J. Bruno replied that it is a State Road. He instructed M. Shea to look into making a recommendation to the State to lower the speed limit on Rt. 30, especially in the vicinity mentioned.

J. Bruno asked M. Shea to continue to pursue a grant to purchase a generator for the American Legion which is our Red Cross Shelter.

R. Combs asked M. Shea about the progress of the uncollected monies from Accounts Receivables.

M. Shea stated that the Attorney is working on the letters. He will also be attending the School Board meeting to discuss the issue.

J. Bruno requested that M. Shea inform the School Board that it is a “union school” and the Town of Castleton should not be solely responsible for that bill. The Union should pay the town as Castleton and Hubbardton pay our share of the school tax, the payment should come out of that budget.

WARRANTS FOR APPROVAL

MOTION: R. Combs made a motion to approve warrants #1114R for \$30,931.70, #1114 for \$117,712.84, #1110 for \$5,410.49, #1103 for \$15,946.53, #1027 for \$5,091.68, #1110P for \$12,237.91, #1103P for \$13,036.26, #1027P for \$12,397.50. Seconded by W. Potter. All in favor. So voted.

MOTION: R. Combs made a motion to approve warrant #1113P for \$19.87, # 1109P for \$336.70, #1102P for \$336.70, # 1026. Seconded by R. Spaulding. W. Potter- abstained All in favor. Motion Carried

MOTION: J. Leamy made a motion to approve warrants #1108P for \$547.74, #1101P for \$547.74, #1025P for \$547.75. Seconded by R. Spaulding. All in favor. So voted. R. Combs abstained.

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MOTION: R. Combs made a motion to approve warrant # 1112 for \$117.72. Seconded by R. Spaulding. J. Leamy abstained. All in favor. Motion Carried.

MOTION: R. Combs made a motion to approve warrant # 1111 for \$25.00. Seconded by J. Leamy. R. Spaulding – abstain. All in favor. Motion Carried.

EXECUTIVE SESSION -

MOTION: W. Potter made a motion to enter into Executive Session where premature public knowledge of the will clearly place the Town at a disadvantage.

MOTION: W. Potter made a motion to enter Executive Session with Board members and Town Manager for Labor Relations under 1VSA §313(a)(1). Seconded by R. Spaulding. All in favor. Motion Carried.

MOTION: R. Combs made a motion to exit Executive Session at 8:40 pm with no action taken. Seconded by W. Potter. All in favor. Motion carried.

MOTION: R. Combs made a motion to enter into Executive Session where premature public knowledge of the will clearly place the Town at a disadvantage.

MOTION: R. Combs made a motion to enter Executive Session at 8:42 pm for Contracts with the Town Manager under 1VSA §313(a)(1). J. Leamy seconded. All in favor. Motion carries.

MOTION: R. Combs made a motion to exit Executive Session at 8:47 pm with no action taken. Seconded by W. Potter. All in favor. Motion carried.

MOTION: R. Combs motioned to Adjourn at 8:48pm. J. Leamy seconded. All in favor. Motion carried.

Respectfully submitted,

Valerie Waldron

Date of Approval

DRAFT