

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
MINUTES OF OCTOBER 24, 2016  
PUBLIC SAFETY COMMUNITY ROOM- 273 RT 30 N**

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

**OTHERS PRESENT:** M. Shea, see attached listing

Meeting called to order at 7:00 by Chairman, J. Bruno.

**APPROVAL OF AGENDA**

**MOTION:** R. Combs made a motion to approve the agenda. Seconded by R. Spaulding. All in favor. Motion Carried.

**MINUTES FOR APPROVAL- OCTOBER 10, 2016( 2 SETS)**

**MOTION:** W. Potter made a motion to approve the minutes of October 10, 2016 (2 sets) with one change. (Eagle Scout- "polywood" not plywood). Seconded by R. Spaulding. All in favor. Motion Carried.

**COMMUNITY DEVELOPMENT BLOCK GRANT INFORMATION- WINDY HOLLOW CO-OP**

M. Shea introduced S. Martin from CDI.

S. Martin stated that CDI is a 501C-3 Non-profit based out of Northampton, MA. They assist mobile home parks and small businesses to become cooperatives throughout the Northeast. They have helped 7 out of 9 co-ops in Vermont.

Windy Hollow is a 44 unit community on 25 acres. If this community is not able to become a co-op the Town of Castleton will lose approximately \$40,000.00 in taxes and 44 families will lose their homes.

S. Martin is asking the Town of Castleton to open the application on line, which will then be completed by herself and D. Meyerhoff. There needs to be public hearing before the Nov. 22, 2016 application deadline. A resolution will also need to be signed. The town needs to have a "anti-displacement plan", a Board member needs to attend a VCDP Board meeting and attend a Fair Housing Training within one year of award. There are monies available to the Board for reimbursement of administrative time.

Receiving VCDP grant will open the door for Castleton to receive other grants more easily in the future. The residents are heavily invested in becoming a co-op.

**MOTION:** R. Combs made a motion to authorize M. Shea to open the application and be the contact person as stated in the application. Seconded by R. Spaulding. All in favor. Motion carried.

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J. Bruno did note that depending on the quantity of administrative work that needs to be done, the Town may ask for reimbursement monies. He also stated his and the Board's support for the Windy Hollow residents.

M. Shea stated that the date for the public hearing will be Nov. 14, 2016.

### **CASTLETON UNIVERSITY- 10,000 HOURS IN COMMUNITY PRESENTATION**

Students from Castleton University showed the Board a short slideshow presentation on their Community Housing and volunteer programs.

First year students all participate in the Green Campus Initiative, between 300 & 400 students work to clean the campus, trails and other areas in the community. It is a total of around 684 hours combined.

There are 36 students that reside in Community Service Housing. They are required to perform 30 volunteer hours a year (15 hours a semester).

Some examples of their volunteering include; mentoring at Castleton and Rutland schools, helping with community events like: "walk a mile in her shoes" and "walk to end Alzheimer's ", one student has become a member of the Castleton Fire Dept.

They asked to be contacted if anyone knows of any community needs they could help with.

### **FY-2017 CAPITAL IMPROVEMENT PLAN (CIP)**

M. Shea presented the Board with a Debt schedule for FY-2017 and a draft of a Capital Budget Plan for FY-2017. A CIP is needed for purchases that are over \$10,000.00 and usually every 10 years. He would like the Board to look this over and talk to him about any suggestions they may have.

J. Leamy stated that there are 111 properties up for tax sale which indicates that more people are having a problem paying their taxes. There should be no major purchases for 3 years until the Town Office is paid off.

J. Bruno stated that more money does need to be in the Capital Reserve Fund.

### **POLICE DEPARTMENT UPDATE- CHIEF MANTELLO**

P. Mantello discussed the August & September 2016 monthly reports.

They now have a speed counter which will attach to a pole, it is run by a battery and collects speed data.

The new cruiser is at Adirondack getting the lights and sirens. There was a problem with the grant monies, but the difference will be paid for by the Police Dept.

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RRPC placed a speed checker on Creek Rd and the information was sent to the citizen initiated the request. The average speed was 32 mph.

R. Spaulding asked if there was any conversation about Castleton having its own Police Dept. now that it is a University.

P. Mantello stated that he has been in talks with President Wolk and he is receptive to the idea.

#### **CITIZEN'S COMMENTS**

H. Steele asked about the sewer work on Rt. 30.

J. Bruno replied that there was a wastewater blockage problem, and another issue which included the replacement of 320 ft of 8" PVC piping.

#### **MANAGER'S UPDATE**

**FY 2016-2017 Select Board Goals:** As in the last two budget seasons, 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. I am looking for some discussion or perhaps some brain storming on what this can be. Between this now and your next meeting please reach out to me and indicate your Goals. I will consolidate each and at your next meeting we will prioritize the provided items. This is essential to start a Capital Improvement Plan and General Budget Plan. (see enclosed responses from Board member's received thus far).

**ICS-402 Training:** 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.

**Rte. 30 North sewer pipe issues:** In addition to last week's wastewater blockage problem, there was another issue that developed and included the replacement of 320 feet of 8" PVC pipe near the old Renquest restaurant. This project should be completed by the time of this meeting. (*More may be known on Monday...*)

**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?

J. Leamy asked if a letter had been sent to the Creek Rd resident who owes the town a substantial amount of money.

M. Shea stated that the numbers just came in today and letter would go out the next day.

J. Leamy also asked if the Wastewater position had been posted yet. M. Shea replied that it would

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be internally posted the next day.

### **OTHER BUSINESS**

J. Currie informed the Board that at an RRPC meeting she found out that the town could apply for a municipal planning grant up to \$8,000.00 for supplies and no matching funds from the town are needed.

**MOTION:** R. Combs made a motion to allow J. Currie to apply for the VDCP municipal grant. Seconded by J. Leamy. All in favor. Motion Carried.

H. Goyette informed the Board of a grant that the Fire Dept. was applying for. It is a 5% matching grant from the town.

### **SELECT BOARD COMMENTS**

W. Potter made a request to the Board to switch the Health & Zoning office and the conference room. The conference room will be used more and should be the larger room.

J. Bruno stated there was no cost to make this change at this point of construction.

W. Potter also asked the Board to accept his recommendation to use FireProTec for the sprinkler system at the new Town Office. The proposed water sprinkler system will be outlawed next year and this is a Clean Agent system. The Fire Marshal's office has approved a single discharge system without connected reserve capacity. The budget for the wet system was \$11,500.00. The cost for the Clean Agent system is \$13,400.00. The additional monies will come out of the contingency.

**MOTION:** R. Combs made a motion to accept the BID from FireProTec for fire protection in the vault for \$13,400.00. Seconded by R. Spaulding. All in favor. Motion Carried.

### **PURCHASE ORDER FOR APPROVAL- HIGHWAY DEPT.**

**MOTION:** R. Combs made a motion to approve P.O. #039032 to Nicom Coatings Corp. for crack sealing for \$19,500.00. Seconded by W. Potter. All in favor. Motion Carried

### **WARRANTS**

**MOTION:** R. Combs made a motion to approve warrants #1024R for \$39,859.99, #1024 for \$100,039.77, #1020 for \$5,758.59, #1013 for \$6,322.83, #1020P for \$12,881.12, #1013P for \$12,134.87. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** R. Combs made a motion to approve warrants #1019P for \$336.70, #1012P for \$336.70. Seconded by J. Leamy. All in favor. Motion Carried. W. Potter- Abstained.

**MOTION:** J. Leamy made a motion to approve warrants #1018P for \$547.74 and #1011P for \$547.74. Seconded by R. Spaulding. All in favor. Motion Carried. R. Combs- Abstained.

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**MOTION:** R. Combs made a motion to approve warrant #1023 for \$225.00. Seconded by J. Leamy. All in favor. Motion Carried. R. Spaulding – Abstained.

**ANY OTHER COMMENTS**

M. Combs asked if the moving of offices could be revisited. J. Bruno replied that it could not. M. Combs commented that the staff should have input if there are any moves to be made and the functionality of the rooms should be considered before any changes are made.

J. Bruno asked M. Shea who went with H. Solomon to visit spots on the Lake. M. Shea replied that he and P. Eagan went.

J. Bruno asked if M. Shea had sent out an email to the Board informing them of when H. Solomon would be making that visit. M. Shea stated that he did not forward that email.

**EXECUTIVE SESSION- LABOR RELATIONS (1VSA§313(A) (1)**

**MOTION:** R. Combs - motioned to find that premature general public knowledge of labor issue will clearly place the Town at a substantial disadvantage by disclosing its strategy. Seconded by W. Potter. All in favor. Motion Carried.

**MOTION:** R. Combs - motioned that we enter Executive Session at 8:50 pm to include the Town Manager under the provision of Title 1, Section 313 (a)(1) of Vt. Statutes. Seconded by W. Potter. All in favor. Motion Carried.

**MOTION:** R. Combs motioned to exit Executive Session at 9:00 pm with no action taken. W. Potter seconded. All in favor. Motion carried.

**MOTION:** W. Potter motioned to enter Executive Session at 9:02 pm with the board personnel. R. Combs seconded. Motion carried.

**MOTION:** W. Potter motioned to exit Executive Session at 9:25 pm with no action taken. R. Combs seconded. Motion carried.

**MOTION:** R. Combs motioned to adjourn at 9:26 pm. R. Spaulding seconded. Motion carried.

Respectfully

V. Waldron

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Date of Approval