

**TOWN OF CASTLETON
SELECT BOARD MEETING
Minutes of May 28, 2018
TOWN OFFICE**

MEMBERS PRESENT: R. Combs, Z. Holzworth, J. Leamy, J. Bruno, R. Spaulding

OTHERS PRESENT: M. Jones, Town manager. See attached listing.

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

APPROVAL OF AGENDA

MOTION: J. Bruno made a motion to approve the agenda. Seconded. All in favor. Motion carried.

MINUTES FOR APPROVAL

MOTION: J. Bruno made a motion to approve the minutes of May 14, 2018. Seconded. All in favor. Motion carried.

LIQUOR LICENSE/OUTSIDE CONSUMPTION – CASTLETON PIZZA & DELI/BLUE CAT

J. Bruno asked if building permit had been returned. N. Boutwell stated she has signed permit in her hand. She wrote a letter to the Board stating the permit would cover a 195sq ft deck on the left front of the building where the handicapped ramp is now, a 120sq ft deck on the southwest corner of the building, and a 275sq ft that is currently being built on the west side of the building. J. Rehlin stated he spoke with Zoning admin, who said a permit is not needed to change the handicap ramp to deck because it is a preexisting structure. J. Bruno states the Board already approved the liquor license/outside consumption, but was then brought to attention that J. Rehlin did not have building permit so the liquor license would be pending the building permit. N. Boutwell states she also has letter from Zoning administrator confirming all. J. Bruno asked if seating would be increased if the handicap ramp is turned into deck. J. Rehlin states no extra seating will be added. J. Bruno states J. Rehlin is in compliance so there is nothing to be done as liquor license/outside consumption was already approved pending building permit which he now has, so there is nothing to approve. Citizen asks how outside consumption will be monitored to prevent customers from leaving intoxicated or bringing their own alcohol in. J. Bruno states there is no way to police that and all they can do is to not overserve customers. Citizen asked if someone will be standing outside door checking ID's, etc. like at Fishtails. J. Bruno states this is not the same as Fishtails and there is nothing they can do to prevent it.

TRANSFER STATION – SET FEES FOR FY 18-19

E. Barnes addresses board stating that mattresses are being lumped in with regular loads and not being charges separately at Ace Carting, therefore town does not need to charge more for them. He said he spoke with the Operations Manager who said it is up to the equipment operator on duty if they will charge separately or lump in with load, and they normally do not charge separately unless there is an entire load of mattresses. As long as only a few at a time are being transported, there should be no extra cost. J. Bruno asks M. Jones if the transfer station is self-sufficient fiscally. M. Jones says it appears to be at a break even point right now. State says the town cannot charge for collecting compost, however town much pay \$350+ per month to have it picked up so that is having to come out of the regular budget. He suggests raising the \$1 bag fee by .25 which would make up an extra \$6500 per year to cover the cost. J. Bruno states he is worried people will try to beat the system and just bring the \$3 bags less often which would then not bring in the extra revenue needed. He suggests raising the yearly permit fee by \$10 which would raise enough revenue. M. Jones states TS is on track to meet revenue expected by end of fiscal year. J. Leamy asks where the money comes from is the TS does not meet its expected income. M. Jones states is comes from the regular budget. He also states the TS is in need of infrastructure upgrades. J. Bruno states that needs to be put on a 10 year plan. He asks how many permits are sold in a year. M. Jones states 375 permits are sold annually. He asks if the TS reserve fund is only for truck upgrades. J. Bruno states that fund is also for infrastructure upgrades. The fence upgrade is in 17-18 budget.

MOTION: J. Bruno makes a motion to raise permit fees from \$20 to \$30 for first vehicle, \$10 for second. Seconded. All in favor. Motion Carried.

BID AWARDS

TRANSFER STATION FENCING

J. Bruno states Cooper Fence was the lowest bid. Asks M. Jones if he has recommendation. M. Jones recommends Cooper Fence. Possible end of June start date. Project will come from 17-18 FY budget.

MOTION: J. Bruno makes a motion to award bid to Cooper Fence. Seconded. All in favor. Motion Carried.

TOWN OFFICE CLEANING

J. Bruno states there have only been two bids; one for \$500, one for \$1000. He states he would like to put the bid out again to see if they can get a third bid since that is the Town's bidding procedure. He asks M. Jones to put bid out again. M. Jones says he will.

PURCHASE ORDERS FOR APPROVAL-

FIRST RESPONDERS ANNUAL POINT FUND DISBURSEMENT

R. Combs makes a motion to approve PO #041543 for \$3500.00. Seconded. All in favor. Motion carried.

FIRE DEPARTMENT - EQUIPMENT

R. Combs makes a motion to approve PO #040594 for \$4,002.00. Seconded. All in favor. Motion carried.

TRANSFER STATION FACILITY RECERTIFICATION

J. Bruno states they will wait to sign until State tells them they need to sign. They need more info before they spend the money and sign it.

CITIZEN COMMENTS

J. Currie, Chair of PC said the Town Plan is ready. Her instructions state there must be two public meetings with warning.

TOWN MANAGER UPDATES

M. Jones states the interviews for the Admin Assistant position are done and he would like to speak to the board during the Personnel executive session. J. Bruno agrees.

M. Jones states Scholarship has been awarded that will cover the cameras for the Town Office, gloves for the Fire Dept, etc.

Sidewalk Project Phase II is ready to go out to bid. Town needs to send info the three preapproved companies for proposals before they can put it out to bid. There are funds to cover the construction phase so it will go out for bids after the proposals comes back.

There are two grants in the approval process. One is to repair Eaton Hill East where water is running down one side of the road and eroding and undermining a building. The plan is to put culverts in. The other is for the Transfer Station where rain is running off the gravel pile into the road and into a stream that leads to Castleton River. The grant will cover 80%. Engineers are assisting to ensure the new fence will not be affected by the drains, ditches, etc. that will be put in.

Green Solar Group is asking which buildings any electric credits would be put against. J. Bruno says it cannot be put against the Sewer department because that is funded by user fees. He says it should be put against whichever building is using the most energy out of Highway, Fire, or Town Office. M. Jones asks if board would like that information at the next meeting. J. Bruno says to find out which one is using the most energy and just put the credit towards it.

The roof repair at the Sewer Plant is complete and looks good. M. Jones has completed inspection papers in hand. J. Bruno asks if the project stayed within the estimate. M. Jones states the total price matched the quote.

Renee from VT Dept of Health is pushing Paramedics Program which would better First Responders time reacting to calls. Bob Helm is helping track down info. The program would put paramedics and first responders into the community to decrease response time. They would be housed at the Medical Center and when they weren't responding to calls, they would be assisting in patient intake, etc. The cost would be shared between RRMC and the town. It would be 24/7 for First Response. This is in regards to citizen concerns about delayed response time.

There were no internal applicants for the Transfer Station vacancies so they are now open to the public. The job descriptions were not correct and had to be updated. June 24th is the deadline for applications. J. Bruno asks what will happen if the positions are not filled before E. Barnes departure. He asks if E. Chalmers who is the roustabout who has been positioned in Highway full time will cover the vacancy until it is filled. M. Jones says yes, however he does not have his CDL so someone else will have to drive truck to Ace Carting.

SELECT BOARD COMMENTS

A taxpayer on Main St said during the spring snow storm in April, grass was torn up in their front yard.

R. Spaulding stated people are walking up to the Lake House because of lack of parking. J. Bruno said use Crystal Beach with boat. Topic will be revisited. R. Combs said lighting and attendant need to be renegotiated. J. Bruno said to invite owners to the meeting.

R. Spaulding said town needs to get a release by the state for mold. A concerned parent asked about Historical Society mold issue.

R. Spaulding said need to look at money town is charging for Crystal Beach.

R. Combs talked about DRB meetings and that permit numbers are not mentioned. Permit numbers need to be included in discussion.

Z. Holzworth said Gill Rd and Howland are Hubbardton's.

J. Bruno said there is a lawn mowing complaint. Cemeteries are not mowed.

WARRANTS FOR APPROVAL

Warrants #0528R for \$1,495.00, #0528 for \$123,410.37, #0524 for \$4,7875.82, #0517 for \$4,827.69, #0524P for \$12,740.69, #0517P for \$13,158.78, #0523P for \$544.01, #0516P for \$544.01 were approved and signed by all members. No tape or notes are available for who motioned or seconded.

EXECUTIVE SESSIONS –

PERSONNEL 1 VSA 313 (3) (a) (3)

MOTION: R. Combs made a motion to enter into Executive Session with J. Currie, Town Manager, and recording secretary. Z. Holzworth seconded. All in favor. Motion Carried.

MOTION: R. Combs made a motion to exit Executive Session with no action taken. Z. Holzworth seconded. All in favor. Motion Carried.

LABOR RELATIONS 1 VSA 313 (a) (1)

MOTION: Z. Holzworth made a motion to enter into Executive Session with Town Manager. J. Leamy seconded. All in favor. Motion Carried.

MOTION: Z. Holzworth made a motion to exit Executive Session with no action take. J. Leamy seconded. All in favor. Motion Carried.

ADJOURNED

No tape or notes were available on time or motion to adjourn.

Respectfully,

Darcy Van Noordt

Date of Approval: _____