

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, March 23, 2020 at 7:00pm
Castleton Fire Department
273 VT – 30
Bomoseen, VT 05732**

PRESENT: Jim Leamy, Chair; Richard Combs, Vice Chair; Zack Holzworth, Secretary; Robert Spaulding, Member; Joseph Mark, Select Board Parliamentarian; Michael Jones, Town Manager; Eliza LeBrun, Recording Secretary; John Scarborough

CALL MEETING TO ORDER

The meeting was called to order by Mr. Leamy at 7pm.

PLEDGE OF ALLEGIANCE

Mr. Leamy led the pledge of allegiance.

APPROVAL OF AGENDA

Mr. Holzworth made a motion to approve the agenda. Mr. Mark seconded the motion. All were in favor and the motion passed.

MINUTES FOR APPROVAL: 3/09/20

Mr. Combs made a motion to approve the Select Board minutes of 3/09/20. Mr. Holzworth seconded the motion.

Mr. Mark had 2 comments;

- Page 4, 4th paragraph sentence should read as follows:
“Mr. ~~Mark~~ Holzworth noted that it is not required that there be a representative present for issuance of these permits. ~~and he~~ Mr. Mark ~~also~~ noted that periodically the Dining Hall caters events on campus requiring the requested permits to serve alcohol.
- Page 6, 3rd paragraph, last sentence, replace the word rom with from.

Mr. Leamy called the question with the corrections. All were in favor and the motion passed.

CITIZENS COMMENTS & CONCERNS

Mr. Scarborough asked the Select Board how time and attendance is tracked for Town employees. Mr. Scarborough is hearing concerns from people on the street.

Mr. Jones explained that the Police Department uses timesheets and also a radio log sheet as they must sign their radios in and out for each shift. The Police Chief is salary but also does a timesheet. There are no timeclocks at the Police Department. The Highway Garage everyone but the Foreman punch in and out on a timeclock, the Foreman uses a timesheet as he is contracted for 40hrs per week. The Transfer Station uses a timeclock. The Town Office has 1 union employee and then everyone else is hourly and the Town Manager is under contract. Everyone in the Town Office uses timesheets.

Mr. Scarborough encouraged the Select Board to look into installing a timeclock in the Town Office and the Police Department. Mr. Scarborough pointed out that the public should be able to look up people's time to make sure they are working for their pay and that time clocks are very useful if there was ever litigation.

Mr. Combs noted that the summer staff at Crystal Beach also use timesheets.

It was noted that timeclocks can be both good and bad with managerial employees. Mr. Mark recommended that if there was a problem; they should look into it.

It was noted that in the case of litigation, the cameras are all time stamped.

ADOPTION OF CONFLICT OF INTEREST POLICY

Mr. Holzworth made a motion to approve the Policy Regarding Conflicts of Interest and Ethical Conduct as presented. Mr. Combs seconded the motion.

Mr. Leamy noted that this is the policy that was adopted July 8, 2019.

Mr. Mark recommended that in the future, the original date of adoption should be left on the document and then resign or reaffirm the document with the new date.

Mr. Jones recommended listing the new date below the original date.

Mr. Leamy called the question to include the recommended addition of the reaffirmed date being added to the document below the original date. All were in favor and the motion passed.

POLICE UPDATE CHIEF MANTELLO

Chief Mantello was not present to discuss the most recent update with the Select Board. The Select Board did have a copy of the report.

Mr. Mark asked for clarification of the acronym "IFO" under Criminal Arrests on page 3. It was clarified to mean "In Front Of."

APPROVE LOAN FOR NEW POLICE CAR

Mr. Jones shared that he had spoken to the Town Accountant and determined that it would not make sense to lease rather than to purchase a new police car. The total cost to outfit the new vehicle would be \$13,407.85. This amount could be paid for through an inter-fund loan. The Police Department has enough money from remaining from drug asset forfeiture, the sale of the tasers, and the sale of a gun rack to cover to pay the balance of the cost if the radios from the 2013 Taurus were used.

Discussion was held on several ways that the new vehicle could be paid for.

The Town Manager recommended the Select Board use an interfund loan, to pay for the new vehicle rather than lease it.

Mr. Mark rescinded his motion made at a prior meeting to lease the new police car and Mr. Combs rescinded his second. All were in favor and the motion passed.

Mr. Holzworth made a motion to purchase a 2021 Ford Police Interceptor Utility SUV at \$35,463 with additional install cost totaling \$10,167.85 using the radios from the 2013 Taurus.

Mr. Combs asked if they had considered replacing the 1st Constables Blazer with the Taurus. It was noted that the Taurus does not hold the same amount of gear as the Blazer and it is also difficult for the Chief to get in and out of due to his height.

Mr. Leamy called the question, all were in favor and the motion passed.

LIBRARY PROPERTY SURVEY

The Town Manager shared with the Select Board that the library will be applying for a Community Development Block Grant. The library is trying to determine if the site for the planned handicap ramp is on Town Property. Mr. Jones recommends that the Town pay for the survey to determine the correct boundary lines as current language should be added for the Town's record. There is some question over ownership as there are 2 separate deeds pertaining to the land. The second deed states that the parcel in question was deeded to the Town from the Castleton Memorial Library Association to the Town in 1936 along with a second lot. The cost of the survey would be paid from the Town Lands budget line.

Mr. Combs made a motion to authorize the Town Manager to solicit bids for the purpose of surveying the property referred to as the Town Library to establish boundaries. Mr. Holzworth seconded the motion. Mr. Mark recused himself from the vote. All other members were in favor and the motion passed.

FLOOR STRIP & WAX BID AWARD

The Town Manager shared with the Select Board that he has solicited bids for Floor Waxing at the Castleton Town Office and Fire Station. 2 bids were received, Commercial Building Services (\$2,803.00 for the Fire Department, \$1,993.00 for the Town Office) and Service Master Professional Cleaning Services (\$1,325.00 for the Fire Department, \$950.00 for the Town Office) Mr. Jones noted that the low bid came from Service Master, whom the Town currently uses.

Mr. Holzworth made a motion to authorize the Town Manager to accept the bid for Floor Waxing from Service Master Cleaning Services in amounts not to exceed \$950.00 for the Town Office and \$1,325.00 for the Fire Department. Mr. Combs seconded the motion.

At this time, the Town Office is done once a year as there are runners to protect the floors, the Fire Department is stripped and waxed twice a year.

Mr. Leamy called the question. All were in favor and the motion passed.

WWTF DUMPSTER HAULING

Mr. Jones spoke to the staff at the Wastewater Treatment Plant and believes that the Town can change to every other week pick up of the dumpster. Casella's cost \$186/week to haul a 2yard container.

Discussion was had over the need to put this out to bid. The Board agreed the Town Manager will put this out to bid.

LIQUOR LICENSES FOR APPROVAL: BIRDSEYE DINER, CASTLETON VILLAGE STORE, CASTLETON PIZZA PLACE & DELI

Mr. Holzworth made a motion to approve the renewal application for a First Class Restaurant/Bar License to Sell Malt & Vinous Beverages for the Castleton Pizza Place and Deli, Inc. dba Birdseye Diner, located at Main Street, Castleton, VT 05735. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for an Outside Consumption Permit for the Castleton Pizza Place and Deli, Inc. dba Birdseye Diner, located at Main Street, Castleton, VT 05735. Mr. Mark seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for a Second Class License to Sell Malt & Vinous Beverages for the Castleton Pizza Place and Deli, Inc. dba The Village Store, Inc., located at Main Street, Castleton, VT 05735. Mr. Mark seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for a First Class Restaurant/Bar License to Sell Malt & Vinous Beverages for the Castleton Pizza Place and Deli, Inc. dba Castleton Pizza Place and Deli/Blue Cat, located at Main Street, Castleton, VT 05735. Mr. Mark seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for an Outside Consumption Permit for the Castleton Pizza Place and Deli, Inc. dba Castleton Pizza Place and Deli/Blue Cat, located at Main Street, Castleton, VT 05735. Mr. Mark seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for a Third Class Restaurant/Bar License to Sell Spirituous Liquors for the Castleton Pizza Place and Deli, Inc. dba Castleton Pizza Place and Deli/Blue Cat, located at Main Street, Castleton, VT 05735. Mr. Mark seconded the motion. All were in favor and the motion passed.

EXCESS SCHOOL RESOURCE OFFICER (SRO) MONEY

Mr. Jones shared a memo from Brooke Farrell-Olsen requesting the Town refund 100% of the unused SRO funds. The Town Accountant has calculated this to be \$9,530.34. Chief Mantello has the balance in his budget to cover the cost of the police equipment purchased with the unused funds.

Mr. Combs made a motion to return 100% of the unused 2019 SRO fees to the Slate Valley School District. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

REQUEST TO WAIVE INTEREST AND PENALTIES ON ELIAS PARCELS: 355103-1S & 35510003S

Mr. Jones spoke to the property owner and has denied the request to waive the interest and penalties for the Elias parcels. Mr. Jones explained that the past due balances on his sewer were significant. The property owner stated that he is in legal battle with mortgage company, but this is what he said last year and was given leniency, but nothing has been done. If the property owner does not agree with Mr. Jones' decision, the property owner can appeal the decision to the Select Board.

MANAGER'S UPDATE

Mr. Jones had previously provided the Select Board with his Manager's Update and the Board had no questions.

SELECT BOARD COMMENTS & CONCERNS

Mr. Combs asked if it the Town had posted the advertisement for the 2nd Constable. The Town Manager informed him that it had already been posted.

Mr. Spaulding asked Mr. Holzworth when the next Rutland County Solid Waste District meeting is. Mr. Holzworth believes it is in April but will get the exact date.

Mr. Holzworth asked for clarification on the policy for junk in people's yards, if there is a policy.

Mr. Leamy responded that he believed that there was a policy and that there may only be 2 unregistered vehicles on the property.

Mr. Holzworth would like someone to look at the property on the top of Route 4A headed into Fair Haven. On the left side of the shoulder there are periodically large trucks pulled over, this is very dangerous, and he believes it could cause an accident.

Mr. Combs suggested that the Town Manager ask the Zoning Administrator about the Ordinance. The Town Manager agreed to look into the issue.

WARRANTS FOR APPROVAL

Mr. Combs made a motion to approve check warrant #0323R in the amount of \$650.00, check warrant #0323 in the amount of \$31,837.41, check warrant #0319 in the amount of \$6,826.22, check warrant #0312 in the amount of \$5,969.81, check warrant #0310 in the amount of \$1,679,757.06, check warrant #0319P in the amount of \$15,847.92 and check warrant #0312P in the amount of \$16,091.90. Mr. Holzworth seconded the motion.

Mr. Spaulding asked why the dumpster rental at WWTF a different amount than the previous check was. The Town Manager explained that the price is dependent on the weight of the garbage in the dumpster.

All were in favor, and the motion passed.

Mr. Combs made a motion to approve check warrant #0322P in the amount of \$73.50. Mr. Holzworth seconded the motion. Mr. Spaulding recused himself from the vote. Those remaining were in favor and the motion passed.

Mr. Combs made a motion to approve check warrant #0321P in the amount of \$923.50. Mr. Mark seconded the motion. Mr. Holzworth recused himself from the vote. Those remaining were in favor and the motion passed.

Mr. Holzworth made a motion to approve check warrant #0320P in the amount of \$978.65 and check warrant #0313P in the amount of \$678.15. Mr. Mark seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.

PURCHASE ORDERS FOR APPROVAL

Mr. Combs made a motion to approve purchase order #044653 to Royal Group for the purchase and installation of 3 Camera Security Systems in the amount of \$2,882.13, 50% of which will be reimbursed by a PACIF grant. Mr. Holzworth seconded the motion.

The purchase of the Camera Security System was not put out to bid as Royal Group is the only vendor that provides this service.

All were in favor and the motion passed.

BRIEF RECAP & ITEMS FOR FOLLOW UP

Mr. Jones mentioned that he has been speaking with Paul Egan regarding upcoming bids for recurring highway projects such as line striping, paving, crack sealing and crushing. They plan to get the bids out by Wednesday so that Mr. Jones can bring something back to the Select Board by the April 21, 2020 meeting.

Mr. Leamy asked if any new road were going to be paved. The answer was no, only repaving will be done this year.

EXECUTIVE SESSION

There was no executive session.

ADJOURN

Mr. Holzworth made a motion to adjourn the Select Board Meeting at 8:02pm. Mr. Mark seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary