

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
Monday, December 28, 2020 at 7:15 p.m.  
Castleton Town Office  
263 VT – 30  
Bomoseen, VT 05732**

**PRESENT:** Jim Leamy (Chair); Robert Spaulding (Member); and Michael Jones (Town Manager) were present for the meeting at the Town Office. Richard Combs (Vice Chair); Joseph Mark (Select Board Parliamentarian); Peter Mantello (Police Chief); Mark Brown (Resident) participated virtually via Zoom. Absent was member Zack Holzworth.

**CALL MEETING TO ORDER**

The meeting was called to order by Select Board Chair, Mr. Leamy at 7:20p.m.

**APPROVAL OF AGENDA:**

**Mr. Spaulding made a motion to approve the agenda. Mr. Combs seconded, all were in favor and the motion passed (4-0).**

**MINUTES FOR APPROVAL:**

**Mr. Combs made a motion to accept the minutes of 12.14.2020. Mr. Spaulding seconded the motion.**

During discussion, Mr. Mark noted that in the area of approval of agenda the first line should say that Mr. Holzworth made a motion to approve the agenda. Under Food Waste Alternatives, there are a couple of verbs that are in the present tense that should be in the past tense. Andy Vermilyea "discussed" composting, Mr. McSweeney "talked" about the wind row system. In the third line of that same paragraph, Mr. Mark stated he believes the amount the University pays should be \$10,000 and not \$100,000 per year. On page #2, VCDP Grant Award, the second line, should read, "without his help". Under the Deputy Health Officer paragraph, the word "deferred" is spelled incorrectly. On page #2, Better Places Grant, in the first line, there should be a comma after the word "Administrator". On page #2, second paragraph, the words "with the Select Board and Town Manager" should be added. Mr. Spaulding indicated that on page #2 under the 2021-2022 budget discussion approval, the word "if" should be changed to "of" where it reads, "in the amount if \$3,428,822.00". No other corrections were recommended. **All were in favor with the corrections and the motion passed (4-0).**

Mr. Mark advised that there were a couple of errors in the Sewer Commissioner meeting minutes from 12/11/2020 that were not identified during the Sewer Commissioners meeting. Mr. Mark advised that the minutes read that the board adjourned the SB meeting rather than the sewer commission meeting. Mr. Mark questioned whether Mr. Leamy made a motion to approve the agenda as reflected in the minutes. Mr. Jones stated he would check the Zoom recording to try and verify who made the motion to approve the agenda.

**CITIZENS COMMENTS AND CONCERNS (Not on the agenda): None**

**VERMONT STATE COLLEGE SYSTEM RESTRUCTURING:**

Mark Brown stated he thought Mrs. Martha Molnar was going to be part of the meeting. He explained Mrs. Molnar participated in his Community Development and Economic Revitalization Advisory

Committee (CDERAC) and she was very concerned that under the proposed restructuring plan of the Vermont State Colleges, a name change of Castleton University to Vermont University would be negative to our community and Castleton University. Mr. Brown advised the board agreed that a name change has the potential to be negative, but after reading the report himself, in addition to talking to Mr. Joe Mark and others in the community, he stated he was not sure if there any alternative for the Vermont State College System and that the board did not have an alternative. Mr. Brown respectfully stated he did not have any further comments. He acknowledged Mrs. Molnar's disappointment and she was hoping for a local outcry that might change the restructuring of the Vermont State Colleges to leave Castleton University autonomous, but Mr. Brown stated he did not think they had the ability to do that, and that the Vermont State College System could withstand that. Mr. Brown went on to say that he thinks the best things that can be done in our community is to do what the CDERAC board is working and that is generally promote our community more. He stated we need to market our community better than we have in the past and attract more people to our community, including college students. He cited the nursing program and vicinity of the University to skiing, Lake Bomoseen, hiking and biking trails, and other recreational resources. He stated we have a lot of attractions that might appeal to students, but he does not see whereas a community we have any standing trying to change what the Vermont State College System is trying to do. Mr. Brown stated he did not have any recommendations for the Select Board to consider for action.

Discussion - Mr. Combs advised he agreed with Mr. Brown's analysis and conclusion. He finds to reason to question, challenge or dispute his findings. He stated that our community needs to help the University maintain their brand as it well established in the Northeast. He further stated that the CDERAC and possibly the bridge committee could spearhead such an endeavor.

Mr. Brown went on to explain to the Select Board some of the projects the CDERAC is working on to promote our community, including a community brochure highlighting what Castleton has to offer, including students. He stated that 145,000 people went through the welcome center in Fair Haven and not nearly enough likely stopped in our community.

#### **SALVAGE YARD LICENSE RENEWAL**

Mr. Mark Brown owner of Brown's Auto Salvage in Hydeville was at the meeting virtually. He advised that what the Town of Castleton signs at the local level is a Certificate of Approval for the location of the salvage yard. This is the first step in the approval process and then the State of Vermont issues the certificate. Based on Mr. Brown's comments about renewal options, Mr. Combs asked Mr. Brown if he wanted a five-year license which Mr. Brown stated he did. Mr. Mark asked about a blank line to be filled in on the form, which was determined to be "Town of Castleton". **Mr. Combs made a motion to approve a five-year application with the words "Town of Castleton" inserted as discussed. Mr. Spaulding seconded the motion.** All were in favor with above corrections and the motion passed (4-0).

#### **POLICE UPDATE:**

Chief Mantello referred to his monthly report that the board received with their packet. Mr. Spaulding asked Chief Mantello what the public speaking events are about on his report and Chief Mantello provided an explanation. Mr. Spaulding asked Chief Mantello to explain what the "annual ticket refund" was on the report. He asked if the police department is giving money back for some reason. Chief Mantello explained that each year about this time the Town receives a refund surplus from the State of Vermont.

### **POLICE UPDATE (Con't)**

The Chief explained the Police Department has a strong relationship with Castleton Cares and over Thanksgiving they helped deliver about 85 meals. Chief Mantello also stated that his officers take care of collecting, packaging, and delivering meals and supplies to 10-14 people. He advised that he has two officers enrolled in an ongoing Emergency Medical Technician (EMT) Course being held at the fire station. The State of Vermont is paying 100% of the training. Mr. Spaulding asked Chief Mantello if he could speak to why EMS people that respond to an emergency show up to calls with nothing (defibrillators, paddles, etc.). Mr. Spaulding stated he was asked by some onlookers at an incident in Castleton where 3-5 EMS guys showed up empty handed, no stethoscopes, paddles, defibrillator, and asked Chief Mantello if this was standard protocol. Chief Mantello advised that our First Responders probably will not have AEDs but should have a kit. He further stated that he hasn't really seen this, and he doesn't know why, so he could not really answer Mr. Spaulding's question.

Mr. Jones spoke up and advised that the Castleton First Responders do not report to the fire station and go directly from home to the call. They do not have AED's issued to them. They do not report to the station first, nor does Castleton have an ambulance. Members respond with what they have issued to them. Mr. Jones advised that Castleton First Response has a taxpayer-funded budget, as well as support from Regional Ambulance Service. Mr. Jones advised this is worth exploring and he will ask Castleton First Response Chief Walter Ducharme.

Mr. Mark expressed his appreciation for the considerate and generous efforts made by the Castleton Police Department officers for supporting needy residents. He asked if the need was significant and otherwise unable to be met without officers spending money from their own pocket. Mr. Mark asked if there was something that can be done to solicit more funds to support these needy individuals. Mr. Mark mentioned that we have generous churches and service organizations in town who would step up and help if they knew of the need.

Chief Mantello provided a history of how this all started and advised that when COVID-19 hit us, there was some miscommunication in town with certain service organizations, but the police department now has a good working relationship with Castleton Cares.

### **LION'S CLUB FISHING DERBY 2/13 & 14 AT CRYSTAL BEACH:**

**Mr. Combs made a motion to approve the Lion's Club request to use Crystal Beach on February 13-14 for their fishing derby, provided they adhere to all the CDC and State Guidelines that are pursuant to that time. Mr. Spaulding seconded the motion. No discussion. All were in favor and the motion passed (4-0).**

### **TOWN REPORT COVER SELECTION:**

A discussion about the options presented happened. **Mr. Combs made a motion to use a clip art rendition of "Essential Workers" with a thank you to First Responders also on the page. Mr. Mark stated he thought using photos of actual essential workers around town would be a more personal approach but may not be achievable at this point in time. Mr. Mark seconded the motion. All were in favor and the motion passed (4-0).**

### **TOWN REPORT DEDICATION:**

Chairman Leamy made a recommendation to dedicate the report to a group and one person and then recused himself from the discussion and vote. Mr. Jones recommended that the report be dedicated to Essential Workers. He further recommended that the report recognize Bill Mulholland for his service to

### **TOWN REPORT (Con't)**

the town and Jim Leamy for his lifetime service award. **Mr. Mark made a motion to accept the recommendation. Mr. Spaulding seconded the motion. All were in favor and the motion passed (4-0).**

### **UPDATED PERSONNEL POLICY:**

Mr. Jones explained that he was working on updating the personnel policy and will present a draft to them prior to the next meeting for their review. He stated that the policy was last updated in 1985 and it is a big deal to get it updated. He stated that it is a hybrid of the old policy, Vermont League of Cities and Towns model personnel policy, and items taken from other municipalities. **No motions were made.**

### **MANAGER'S REPORT:**

Mr. Jones asked the board for clarification on a previous discussion about recycling fees. It was determined that Mr. Jones will provide the board with a six-month look at recycling costs (revenue vs disposal costs) to help the board determine whether a fee for recycling should be instituted.

Mr. Jones advised that there will be some figures provided at the next meeting from the 20-year engineering study for the Wastewater Treatment Facility.

Mr. Jones advised that the safety concern Mr. Spaulding voiced at a previous meeting regarding concrete barriers placed in the pull off on Drake was addressed by the Public Works Director.

Mr. Spaulding asked if anybody called Foster Brothers Farm about taking compost material for free. Mr. Jones advised that Chris Forrest will be calling a couple of places about accepting the compost we collect at the Transfer Station and any associated charges.

### **PURCHASE ORDERS FOR APPROVAL:**

**Mr. Spaulding made a motion to approve a purchase order from DPS (045873) for annual telecommunications charges. Mr. Combs seconded the motion** and a discussion ensued. It was determined the purchase order was for payment to ADS for police department communications systems specific to the Vermont Department of Public Safety. **All were in favor and the motion passed (4.0).**

### **WARRANTS FOR APPROVAL**

**Mr. Spaulding made a motion to approve the following warrants:**

**12282R \$3,100.00, 1228 \$152,157.75, 1224, \$1,763,910.84, 1217 \$5,937.50, 1124P 15,821.86, 1217P \$15,711.20. Mr. Combs seconded. All were in favor and the motion passed (3-0).**

Mr. Spaulding inquired as to how overtime is calculated and questioned a couple of overtime calculations on the spreadsheet and why the calculations at the bottom do not equal out. Mr. Jones advised he would look into the specific questions, in particular on page #3, fifth employee down on the roster.

**Mr. Spaulding made a motion to approve warrants 1225P \$692.42, 1218P \$692.42 and Mr. Mark Seconded the motion. Mr. Combs recused himself. All were in favor and the motion passed.**

### **SELECT BOARD COMMENTS AND CONCERNS:**

Mr. Spaulding had a question about what will be on the sign the Town will be placed at the Crystal Haven.

**SELECT BOARD COMMENTS AND CONCERNS (Con't):**

Common Area. Mr. Jones advised he has not created the sign yet, but it will include language about storing equipment, open fires, etc., however, it will not be placed until the spring of 2021. Mr. Spaulding asked that Mr. Jones send him a text with the language that will be on the sign.

Mr. Spaulding asked about the status of culvert replacement on Birdseye Mountain Road Extension. Mr. Jones and Public Works Director, Ed Savage, explained that the culvert is outside of the Town's right-of-way and after calling in Josh Carvajal from the State of Vermont (Rivers and Streams) to determine if a permit is required to work in the stream, it was determined that a permit was required. Mr. Jones and Mr. Savage explained that the informal agreement with the residents on that road took a step backwards when the size and length of the culvert was determined by Mr. Carvajal. It went from a few hours of equipment and personnel time for the Town to help replace a culvert (that the residents were to purchase) to a much more complicated and time-consuming project. Mr. Spaulding advised the residents are not happy with the situation and that the school bus turns around there too. Mr. Leamy reiterated what Mr. Jones and Mr. Savage stated and that a permit is required and working without a permit would be a liability to the Town of Castleton. Mr. Savage advised that he provided a resident with the size of the culvert required and the associated cost. No further discussion happened.

**Mr. Combs made a motion to adjourn at 8:32 p.m. and was seconded by Mr. Mark. All were in favor and the motion passed.**

Respectfully submitted,

Mike Jones