

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
Minutes of APRIL 9, 2018  
TOWN OFFICES**

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

**ABSENT MEMBER:** R. Spaulding

**OTHERS PRESENT:** M. Jones, Town Manager, see attached listing

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

**APPROVAL OF AGENDA**

**MOTION:** Z. Holzworth made a motion to approve the agenda. Seconded by J. Leamy  
All in favor. Motion Carried.

An Executive Session was added for Personnel with Board and Town Manager.

**MINUTES FOR APPROVAL: March 26 & 29, 2018**

**MOTION:** R. Combs made a motion to approve the minutes of March 26 & 29, 2018. Seconded by Z. Holzworth. All in favor. Motion Carried.

**TOWN APPOINTMENTS**

**MOTION:** Z. Holzworth made a motion to appoint S. Welch as Tree Warden and C. Immel as Deputy Tree Warden for a term of one year. Seconded by R. Combs. All in favor. Motion Carried.

**MOTION:** R. Combs made a motion to appoint Tim Gilbert as Rutland County Solid Waste Representative for a term of 1 year to expire 3/1/19 and R. Spaulding as Alternate. Seconded by Z. Holzworth. All in favor. Motion carried.

J. Bruno asked that T. Gilbert keep the Board informed on meetings and outline discussions on a monthly basis.

T. Gilbert said a monthly update will be tough as there isn't that much activity on a monthly basis. He did suggest a report for the Castleton Town Report next year.

**REQUEST FOR LIQUOR LICENSE APPROVAL -FIRST CLASS-IRON LANTERN**

**MOTION:** J. Leamy made a motion to approve the First class liquor license for Iron Lantern, LLC. Seconded by Z. Holzworth. All in favor. Motion Carried.

**REQUEST FOR LIQUOR LICENSE -SECOND CLASS**

**MOTION:** R. Combs made a motion to approve the Second Class Liquor license for DG Retail, LLC (Dollar General Store) and Castleton Village Store, Inc. Seconded by J. Leamy. **VOTE: YES-** R. Combs, J. Leamy, Z. Holzworth; **NO-** J. Bruno. Motion Carried.

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### **REQUEST FOR OUTSIDE CONSUMPTION ONLY-THE PALMS AT PROSPECT BAY, INC**

**MOTION:** R. Combs made a motion to approve the outside consumption license for The Palms at Prospect Bay as presented. Seconded by Z. Holzworth. All in favor. Motion Carried.

### **REQUEST FOR LIQUOR LICENSE APPROVAL -FIRST CLASS WITH OUTSIDE CONSUMPTION:**

**AMERICAN LEGION CRIPPEN-FELLOWS POST #50, CASTLETON PIZZA & DELI, INC. (w/BLOCK CAT), CASTLETON PIZZA & DELI, INC.(BIRDSEYE DINER)**

**MOTION:** R. Combs made a motion to approve the First Class Liquor Licenses with outside consumption as presented for American Legion Crippen Fellows #50, Castleton Pizza & Deli (Blue Cat) & Castleton Pizza & Deli (Birdseye Diner). Seconded by Z. Holzworth. All in favor. Motion Carried.

### **CITIZEN'S COMMENTS**

K. Lenz asked if the Board had received his letter. J. Bruno replied that they did receive his letter.

### **MANAGER'S UPDATE**

**Assessor Job :** ... I updated the Assessor and Assessor Clerk job descriptions and Jill is sending the requests to advertise to the Rutland Herald on Monday.

### **Grants Update:**

- Finance & Maintenance Agreement and proof of insurance has been submitted for the Drake Road signage project.
- PACIF Grant – All but the replacement of the steel drains at the highway garage are fixed. VLCT is going to allow the grant to be processed during the first round of awards.
- Sidewalks – Bids will be sent out for Phase 2 of the project. Phase 1 should be held off until next year due so the sewer pipe upgrades and Phase 2 work are completed this year. There would be too much disruption of the traffic in and around the Castleton Four Corners at the same time. This will allow for ample time to work out the appeal for the denial of a curb cut on the Moore property.

**Green Lantern Group:** Green Lantern Group to brief the Select Board on the Net Metering Agreement.

### **Ryan, Smith & Carbine agreement is ready for review and signature**

**Roof repair to the Sewer Plant is scheduled to begin Monday (9 April 2018):** I spoke with Jake Helm about starting work this week and the next day he was down at the WWTF looking at the roof and told both myself and Jeff that he would be there around 9AM on Monday, weather dependent, to start the job. He will have to sign the Non-Employee agreement before works starts.

**American Legion:** Provide report from meeting on Monday (9 April) with Legion officers.

**EMS Response:** Provide update on possible courses of action for increased response time for EMS services in Castleton.

**Better Back Roads:** Request the board set a date/time to allow Susan Schreiber to brief them on the Capital Improvement Plan for the Town of Castleton as it pertains to high priority road, culvert, drainage and equipment replacement plans so allow for work & financial plans over the next eight years. Her work, along

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with Paul Eagan and Health Goyette's work, was a collaboration that will allow the Select Board and voters decide on how to plan for the future (some are unfunded mandates) and provide fiscal predictability to voters, as well as provide a tool that provides a proactive and responsible approach to maintaining our roads, bridges, culverts, ditches, and equipment. It will not avoid crisis manage entirely, but it will put us on a path to wellness in this arena. She will need about 30 minutes.

**Open House:** The long range weather forecast is predicting that the snow will continue through the end of April. I have contacted the Carving Studio, Red Cross, Police Department, and Fire Pro Tech asking if there would be any issue changing the date to 05 May 2018 to try and avoid the snow and set conditions for maximum participation. This is the same weekend as Green-Up Day so some people will be out and about anyway. I have not heard back from all agencies at this time.

**Mowing:** Paul Eagan approached me about the non-availability of renting a mower this summer to get the roadsides mowed before July 4<sup>th</sup>. There is nothing available so he is looking into contracting somebody to get it done before July 4<sup>th</sup>. There is availability to rent one in late August to mow themselves, but the non-availability in late June will limit the normal flexibility in getting things done. Mowing bids for the town spaces like Dewey Field, etc. have been advertised.

**Crystal Haven:** This is now on the mowing schedule. I was approached by a resident asking to keep their boat and trailer parked in the common use area all the time. I told him that it was not for parking of personal watercraft for any long-term duration. I was also approached by a Crystal Heights resident who inquired on the process in which dock space was allocated, wishing to change his space because the water is too shallow for his boat and there are adjacent docks not being used. It was also brought to my attention that some of the docks do not conform to the permitted size.

**Water and Sewer Upgrades:** I have received numerous calls from full-time and seasonal residents asking when the water and sewer lines would run up the east side of the lake, including three calls about sewer upgrades up Crystal Heights. I found two engineering designs, the first from (Aldrich & Elliot - 2013) for a total cost of \$450,000, and a second from Enman & Kesseling (2016) (Engineer's Opinion of probable construction costs) for a low pressure sewer main for \$185,509.72 and Individual Connections for \$19,519.85. This was for 14 existing houses. I recommend that there be exploration on the different ways to fund the project that do not rely solely on grants. In order to increase economic development opportunities within the Town, critical infrastructure upgrades like water and sewer provide the backbone for future development that conform to zoning regulations within areas that are prime for future development beyond single family homes.

### **SELECT BOARD CONCERNS**

Z. Holzworth suggested that the Board work on the wording of the contract with Ryan Smith & Carbine regarding the charges for travel outside of Castleton.

J. Bruno stated they should find out when "the clock starts", is it when they leave their office or Castleton.

### **GREEN LANTERN GROUP PROPOSED SOLAR ARRAY-SAM CARLSON**

S. Carlson stated that they will be filing for the Certificate of Public Good this week. They still need to get the approval from GMP to plug into the grid. This project will allow the Town to save around \$5,000.00 a year on its electric bill. Continuing he informed the Board that the town is eligible to receive an

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increase of a 12% discount. The Town is also eligible to receive net metering credits from a solar array in Royalton, which could allow the town to another \$5,000.00 savings.

J. Bruno noted that the Board had just received the contract and they needed to review it. He stated the Board will also consider the Royalton offer.

There was a discussion about the process of how the Town can choose which electric bill the credits are applied to.

J. Leamy asked if there were any contracts in Vermont that were receiving credits above 12%.

S. Carlson replied that there were about 50, these were projects that were in place before 2016.

M. Jones asked S. Carlson if something happens to the array and it's not generating what it is supposed to, we are not bound by any flaws to the system, we still get the net metering credits as we so designed.

S. Carlson asked the Board to look at the second to last page of the contract, where it explains how billing and invoicing is done. The town has a choice, they can either be invoiced based on the previous month's actual production of credits, so you know your only being billed for how many credits the town received. So, the town never pays for something that it didn't receive or the town can do an automatic monthly payment that is the same across the 12 months. At the end of the 12 months there is reconciliation, they look at how many credits the town bought, how many credits the town received and if you don't get all the credits you paid for we cut you a check and if you got more credits than what you paid for thru the automatic payment the Town will receive an invoice.

#### **WARRANTS**

**MOTION:** R. Combs made a motion to approve warrants # 0409R for \$935.00, # 0409 for \$250,298.11, # 0405 for \$7,307.49, # 0329 for \$4,843.89, #0327 for \$25.00, #0405P for \$12,866.06, #0329P for \$13,402.88. Seconded by Z. Holzworth. All in favor. Motion Carried.

R. Combs noted that warrant # 0409 includes the final payment for the new Town Office.

**MOTION:** Z. Holzworth made a motion to approve warrants #0404P for \$544.01 and # 0328P for \$544.01. Seconded by J. Leamy. All in favor. Motion carried. R. Combs -abstained.

#### **OTHER COMMENTS**

T. Gilbert stated he did not understand how S. Carlson's answer addressed M. Jones' question about what happens if array fails.

J. Bruno replied that he had asked that question and S. Carlson stated that the land owner ends up with the property.

#### **EXECUTIVE SESSION**

**MOTION:** J. Leamy made a motion to go into Executive Session for Real Estate 1 VSA§313(a)(2) with Town Manager, Z. Hale and Board. Seconded by Z. Holzworth. All in favor. Motion carried.

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**MOTION:** J. Leamy made a motion to exit Executive Session at 8:30pm with no action taken. Seconded by Z. Holzworth. All in favor. Motion carried.

**MOTION:** R. Combs made a motion to authorize the Town Manager to enter into an agreement with Hale Resources for a first right of refusal letter agreement. Seconded by Z. Holzworth. All in favor. Motion carried.

**MOTION:** R. Combs made a motion to go into Executive session for Personnel 1 VSA §313(3)(a)(3) with the Board and Town Manager. Seconded by J. Leamy. All in favor. Motion carried.

**MOTION:** R. Combs made a motion to come out of Executive Session at 8:45pm with no action taken. Seconded by Z. Holzworth. All in favor. Motion carried.

**ADJOURN**

**MOTION:** J. Leamy made a motion to adjourn at 8:46pm. Seconded by Z. Holzworth. All in favor. Motion carried.

Respectfully

V. Waldron

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Date of Approval