

**TOWN OF CASTLETON SELECT BOARD MINUTES**  
**Monday, December 13, 2021 7:00 p.m.**  
**Castleton Fire Station Community Room 273 Route 30N, Bomoseen**  
**In-Person & Zoom Virtual Public Meeting**

**Meeting Recording:**

[https://us02web.zoom.us/rec/share/U00j\\_81DOgZeVdOZdD2Y3gk-c4PtttQ5vr7PM2LVCh4\\_cz9N113pBNll6hFulpCR.EHCNHj5hnn8GCOjE](https://us02web.zoom.us/rec/share/U00j_81DOgZeVdOZdD2Y3gk-c4PtttQ5vr7PM2LVCh4_cz9N113pBNll6hFulpCR.EHCNHj5hnn8GCOjE)

**PRESENT:** Jim Leamy, Chair; Richard Combs, Vice Chair; Joseph Mark, Parliamentarian and Secretary; Michael Holden, and Robert Spaulding, Members; Michael Jones, Town Manager, Fred Laramie, Ted Parisi, Heath Goyette, Nancy Mark, Pam Arel and PegTV filming.

Attending via Zoom: Allison Harvey, Martha Clifford, Theresa Brannock, Sandy Mayo, Nedra Boutwell

**CALL MEETING TO ORDER**

The meeting was called to order by Select Board Chair, Jim Leamy at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mr. Leamy.

**APPROVAL OF AGENDA**

**Mr. Holden made motion to approve the agenda. Mr. Combs seconded the motion.**

Mr. Mark suggested that the 7:12pm item of Future of Castleton Village School and Associated Voting Requirements with Ted Parisi be moved to Executive Session. It was also noted that Tim Gilbert would not be in attendance. **All were in favor.**

**Motion carried 5-0.**

**APPROVAL OF MINUTES**

**Mr. Holden made a motion to approve the minutes of 11/8/21. Mr. Spaulding seconded the motion.**

Mr. Mark noted page numbers were missing but under those in attendance, Jonas Rosenthal was present in person, not via zoom. R. Spaulding questioned if Schrader was spelled correctly.

Motions for 9/13 and 10/11 regular and special, 10/25 regular and special minutes, motions should read 'made a motion to approve' and paragraph of the 10/25 regular meeting approval, second line, 'the motion passed' should be deleted and 10/25 special meeting, seventh line, as should be has.

Motion for minutes of 11/1, first line, makes should be made.

Page 3 – 8<sup>th</sup> line of citizens concerns, file the quarry a nuisance should be changed to wants the board to declare the quarry a nuisance.

Page 4 – fourth paragraph, first line, Mr. Combs references should be Mr. Combs stated.

Page 5 – 3<sup>rd</sup> line, town applied for the grant inserted after. 2<sup>nd</sup> para – Jonas get minutes up to date for the DRB, one meeting missing from June, he recalls it was selectboard meeting minutes.

**All voted in favor. Motion carried 5-0**

**Mr. Holden made a motion to approve the minutes of 11/22/21. Mr. Spaulding seconded.**

Mr. Mark stated on page 2, the line of the Police Department discussion, no present should be changed to not present

Mr. Mark stated the last paragraph on page 2, 8 lines down, sinking fund should be reserve accounts, same paragraph, line 10, beginning of the line should be they have \$400,000

Page 4 3<sup>rd</sup> para 2<sup>nd</sup> line, would like to see it reduced should be it reduced by 100,000.

**All voted in favor. Motion carried 5-0.**

**CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:**

Fred Laramie asked the board for an update on the meeting with Town of Hubbardton regarding the letter about the Hubbardton Battlefield and Grandpa's Knob proposed wind turbine project. Mr. Mark stated that he and Mr. Combs met with a member of the Hubbardton board and the Highway Commissioner to discuss the process that will be underway related to the Castleton Village School and the Slate Valley Unified School District having voted to close the school and offer it to the towns, first Castleton, then Castleton and Hubbardton, but they did not discuss the turbine project. It was stated that Sam Carlson, who represents the installation company, is meeting with the Planning Commission tomorrow night, they should have more information after that meeting.

Tearsa Brannock, present via Zoom, requested a letter of support from the town for her day care facility she is actively working to start. Vermont Capital Investment Grant has approved phase one and are asking for letters from the Town that confirm the project is compatible with the Town's development plans. Mr. Spaulding asked if this should be done by the Board of Selectmen or the Development Review Board. Ms. Brannock stated the letter forwarded to Karen at the Town Office contains who has the capacity for the approval letter. The turnaround for the request is quick, they need it by Friday. Mr. Mark asked if the project has been before DRB. She stated it did last March, and she has been working with Jonas since then, it has already been permitted for childcare use and the issues addressed. Mr. Leamy felt the DRB should approve or deny before the Board of Selectmen should act on the request. Ms. Brannock stated basically she needs a support letter, that the project would be a benefit to the Town, she will be licensed for 68 children, which could put that or possibly two times that number of parents back to work. She is also working with Castleton University students, and the education department to include them in the project as well.

**Mr. Mark made to authorize the Town Manager to draft a letter, to be reviewed by the board chair, for an acceptable version of that letter submitted no later than Friday to the State agency that is requesting it. Mr. Combs seconded. All were in favor. Motion carried 5-0.**

#### **LION'S CLUB REQUEST TO USE CRYSTAL BEACH FOR THEIR FISHING DERBY FEBRUARY 18-20, 2022**

**Mr. Combs made a motion to approve/accept the request to use Crystal Beach for their annual fishing derby from February 18 – February 20, 2021 with the condition the Lions Club provides the appropriate insurance documents to the Town Manager. Mr. Mark seconded. All were in favor. Motion carried 5-0.**

#### **REVIEW RECOMMENDATIONS FOR SANDBLASTING A SINGLE-AXLE AND TANDEM DUMP TRUCK – CHRIS FOURACRE**

Mr. Fouracre stated he was present to notify the board that at some point in future will be bringing a proposal to sand blast two of the town's highway trucks, one tandem and one single axle, the boxes and rust work on the frames. They will be able to get more longevity out the vehicles. Will have estimates soon, could give a range tonight, but will seek other estimates, and should be in the same neighborhood. Once he has collected them, he will get them to the next meeting. Mr. Jones stated they have budgeted for sand blasting, it is quite expensive, the funds do roll over, would come out of assigned surplus for the highway department.

#### **REQUEST FOR APPROVAL OF AMERICAN RESCUE PLAN ACT FUNDS - MULTIPLE REQUESTS**

Mr. Leamy stated he felt they should listen to all requests for the use of the ARPA funds, rather than approve them as they come in, so they can be sure to use them to their best advantage.

**Digitization of Public Records – Nedra Boutwell** - Nedra Boutwell stated she has funds of \$23,500 to have records digitized, outside of maps, but also has a quote for \$44,000 to preserve maps in the vault, the quote is for the system used right now, they would come to the office, scan the books and index them. Rutland town also got a quote, but they are going with a private company, which will save them a lot of money. She would have to purchase a computer, a scanner and hire someone, which she doesn't think is much savings. It would be best to go with the quote and do it all at once, they know what they are doing. Books 108-122 have been done since she came on board, and it is quite a process. She'd like to see the price a lot lower, somewhere near 125,000 to 200,000 for maps, and storing them, but she can do further research. Mr. Mark asked if would make the records all digitized. Nedra stated that books 155-131 were done in about 2004, books 107-

60 were done in 1978, which would cover the 40 years backwards that attorneys normally need to search. It was stated that they have a CIA mapping proposal from Maryjo for the zoning, and Mr. Mark stated he assumes that is a different proposal. Nedra said yes, is another unrelated system. Mr. Holden asked how much for funding they have right now, it was stated \$44,000 in restoration budget, but those funds also make the monthly payment for the system she has, and she would like to do a little at a time so it is not drained down. It was stated that ARPA funds do allow for this, as people can then do research remotely. Mr. Jones asked Nedra if the CAI mapping also on the agenda would also benefit her system, Nedra said it is all beneficial in the information system of the town. Further discussion held on how the digital system works and the fees for the use of the system by the public. When asked about the time frame of when she would like to do the project, Nedra would have to talk with everyone to see when they are available. The company giving the quote are in Burlington on a project right now. Mr. Mark felt it would be helpful to get an update on a proposal for the map preservation.

The board further discussed how the procedure would be for the designation of the ARPA funds, Mr. Leamy stated he had asked the board a while back about priorities for the funds, and has not received any as of date, except Mr. Mark who just now provided his suggestions. Mr. Spaulding stated he is not certain what the funds can and or cannot be used for. Mr. Jones stated it has been briefly discussed in the past and stated they would be getting half of the 1.3 million and other half next year.

**Modernization of facilities** – Mr. Jones stated he had gotten a quote from Vermont digital to outfit the fire station and the Town Office conference room with the technology to better allow remote attendance to meetings, and state he would be asking to use ARPA funds. Mr. Mark stated he would be in favor of the proposal and wants to make sure it is done correctly, and all available systems are considered. They may want to push back a bit and be sure the system is sophisticated enough, cameras and microphones, etc. Mr. Jones stated they do already own a lot of the equipment, just need to install and modernizing the rooms to meet the requirements and he will go to back and make sure it is what is appropriate for the project.

**Broadband internet** – Tim Munks has submitted a proposal for the board to consider. Mr. Jones stated he has been working with Comcast to get something that designates where they serve and where it ends, but it's hard to get. He hopes to have a clearer picture of what is fiber optic and where things start and end currently. So far, they've gotten a 4.5 million cost indicated, which is just Castleton coverage.

**Upgrade CAI mapping** – Maryjo was not present at this time, but there is a packet to present. She is asking for \$35,000 for the mapping program and maintenance, which helps listing and zoning, flood plain determination, etc. The initial \$3,475 set up fee, and then an annual fee, of the \$3,500 already plus \$3,000 for maintenance of all the mapping stuff. They are asking for support of a onetime set up fee for this program. Mr. Mark asked if it did the initial set up, but didn't have the \$3,000 annual if it would work, but felt they wouldn't have the public access if the \$3,000 isn't available. Jonas Rosenthal could also use the system.

#### **ADOPTION OF TOWN PURCHASING AND FINANCIAL POLICY**

Mr. Jones stated this is being proposed, and he pirated the policy from the Town of Norwich. He'll be looking for comments and recommendations at the next meeting.

#### **DRAFT OF FYE2023 OPERATING BUDGET**

Mr. Jones stated this has been updated on 12/13/21 by Melanie Combs, the one he just handed out had a change to the transfer station regarding the Town of Hubbardton, their assessment went down, so he had to make a change. Revenue for the transfer station, \$35,027 in current fiscal year, is going down to \$28,363. Based on operating costs and anticipated revenue Mr. Jones explained the changes made and the cuts made. Mr. Mark stated there is a \$111,00 difference in expenditures, accounts increased \$2,500, it is a short list, and the two big ticket items, public works and recreation administration. It was stated that half of the increase is attributable to the recreation commission proposal of a new full-time hire, and questions if there's a procedural way to put that issue before the voters. Mr. Mark stated he doesn't have a sense of how that should work. Discussion on whether there should be two articles for the recreation budget on the ballot,

one on the standard, and one for the increase to the full-time rec director. Mr. Combs stated there are multiple things for the potential position to be considered by the board. Mr. Jones stated the \$118,000 increase in the recreation budget is offset by the revenue that comes in from their programs, which is difficult to show that to the voters that a lot of the budget is covered by the revenues. Martha Clifford stated they are planning on having community meetings for the public to better inform them of the revenues to offset the expense.

Heath Goyette – had question for the board about money in his budget. He has budgeted for air bottles and rescue, extrication, and he asked if they could have another reserve account for small tools and equipment as they need replacing. Mr. Jones stated it could be done, as it not an expense done every year, but the replacement is contributed to each year so has funds when needed to replace. Mr. Combs felt it was a good idea but believes maybe they need to have voter approval for the creation of the new account. Mr. Jones stated the funds are already in the budget, would just need voter approval for the new reserve account. Mr. Mark asked about the timeline for budget approval. Mr. Leamy felt they had some time, Mr. Jones requested further discussion at the next meeting, so it is not down to the wire. Mr. Jones explained the tax rate figures for the 22/23 fiscal year budget and how much of the surplus is applied to the budget.

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

Mr. Jones reviewed his report, stating on page 2 – the transfer station, deficiencies at the transfer station and town garage. He also addressed the grant writing for fire station. On the common Town lands, the boat is being removed. As to the bargaining unit for the Police Department, Mr. Leamy asked if any board members were interested in participating in the negotiations, Mr. Holden stated he would, Mr. Mark stated he would also. Mr. Spaulding stated he didn't feel it should be someone from the board. Further discussion on the participation of board members or if it should be someone else. Mr. Mark felt someone should at least have notes taken, and there should be at least one board member reporting regularly to the board. Mr. Combs agreed with notes and documentation being kept.

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

None at this time.

#### **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve check warrant #1213 in the amount of \$159,896.52, check warrant #1212 in the amount of \$99,242.87, check warrant #1209 in the amount of \$18,862.77, check warrant #1202 in the amount of \$9,777.02, check warrant #1124 in the amount of \$6,054.06 and check warrant #1123 in the amount of \$297.00, check warrant #1209P in the amount of \$17,444.57, check warrant #1202P in the amount of \$17,545.50, check warrant #1124P in the amount of \$16,475.99. Mr. Mark seconded the motion. All were in favor. Motion passed 5-0.**

**Mr. Holden made a motion to approve check warrant #1210P in the amount \$632.66 and check warrant #1203P in the amount of \$632.26 and check warrant #1125P in the amount of \$628.33. Mr. Spaulding seconded the motion. Mr. Combs recused himself. All remaining members voted in favor. Motion carried 4-0.**

#### **SELECT BOARD COMMENTS & CONCERNS:**

Mr. Mark addressed a letter regarding a settlement overview received about a national opioid settlement from Atty general office for the State of Vermont. He passed this along to Mr. Jones to inquire if it requires a response. Also discussion with members Lyle Jepson, asking to contribute to the efforts of a committee for CEDAR, and he would like it on the next agenda to discuss. Mr. Jones stated there is \$1,000 in the planning commission and CEDRAC budgets that can be used. Mr. Mark was also considering that they would have input on the grandpa's knob project, after or before PC and should have some input documented. It was also questioned if anything is to be done about the petition with the stone mill solar project and any adjustment to the petition related to a solar array just off exit 5. Mr. Mark also requested an update on the lighting and Route 30 and the access by the fire station, suggested would like to see sticks with reflectors at the entrance. Mr. Jones

stated Green Mountain Power has recommended a light across the street, the cost would be \$244 a year to have a light installed. Could possibly split the cost with the medical center.

Mr. Spaulding questioned the draft motion regarding the Grandpa's Knob Turbine proposal and questioned if the direction was from board or if he did it on his own. Mr. Mark stated he did it on his own.

Mr. Spaulding questioned the lights at the park and ride by Morton buildings.

Mr. Spaulding stated the VT route 30 ruts are really bad. Mr. Jones stated he will draft a letter for VTrans. Brief discussion on Town of Hubbardton being affected as well. Mr. Jones stated Vt 30 to Sudbury is on the docket in the next five years.

Mr. Combs stated he got a call from Robert Gibbs, he indicated the Town of Hubbardton will pay their share of the inspection fee for Castleton Village School. Mr. Jones stated the inspection is happening on the 20<sup>th</sup> at 9 am.

**BRIEF RECAP & ITEMS FOR FOLLOW UP: None**

**EXECUTIVE SESSION: With town attorney re CVS and Town Manager**

**Mr. Combs made a motion to enter executive session at 8:38 p.m. to discuss Castleton Village School with the Town Manager and Ted Parisi. Mr. Holden seconded the motion. All were in favor. Motion carried 5-0.**

**Mr. Combs made a motion to leave executive session at 9:07 p.m. with no action taken. Mr. Holden seconded the motion. All were in favor. Motion carried 5-0.**

**ADJOURN**

**Mr. Holden made a motion to adjourn at 9:07 p.m. Mr. Spaulding seconded the motion. All were in favor. Motion carried 5-0. Meeting adjourned.**