

TOWN OF CASTLETON  
**SELECT BOARD MEETING**  
**MINUTES OF MARCH 27, 2017**  
**TOWN OFFICES**

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

**MEMBERS ABSENT:** R. Combs, R. Spaulding

**OTHERS PRESENT:** M. Shea, Town Manager

Meeting called to order at 7:00 pm by Chairman J. Bruno with the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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

**MINUTES FOR APPROVAL – MARCH 13, 2017**

**MOTION:** J. Leamy made a motion to approve the minutes from March 13, 2017. Seconded by Z. Holzworth. All in favor. Motion Carried.

**FOURTH OF JULY COMMITTEE**

S. Day addressed the Board regarding the Fourth of July Committee. She asked the Board if they could approve a reserve account for the Fourth of July Committee. She stated that when she received donations they had to be used before June 30<sup>th</sup> of the year, while the celebration occurred in July of the next fiscal year. A reserve account would allow the monies left over from one fiscal year to be used in the next fiscal year.

J. Bruno asked what happened last year.

S. Day noted that last year was the first year, so this is a new situation. She does have a donation of \$50.00 and if she does not use it before June 30<sup>th</sup>, she will lose it.

M. Shea stated that a reserve account for this purpose can be created.

J. Bruno asked if the committee can open a checking account in the committee's name.

S. Day stated that she did not want the responsibility of having her name on an account.

J. Leamy asked if the town would need to vote creating this reserve account and spending from any of the reserve accounts, and what type of expenses the committee had.

S. Day noted that they pay for the fireworks at Castleton beach.

J. Leamy asked why the Lake Bomoseen Association is not paying for them anymore.

M. Shea replied the Town took a donation a check from the committee and paid for the fireworks last year.

J. Bruno stated that they have run into a problem with reserve accounts previously and wants to make sure it is done correctly.

M. Shea stated that the this request for the creation of a reserve account could be added to the revote on the school budget that is taking place on May 9, 2017.

**MOTION:** J. Leamy made a motion to investigate the creation a reserve account for the Fourth of July Committee. Seconded by Z. Holzworth. All in favor. Motion Carried.

**REQUEST FOR APPOINTMENT-FHUHS BOARD & CASTLETON HUBBARDTON SCHOOL BOARD AND DEVELOPMENT REVIEW BOARD**

J. Leamy asked how many appointments needed to be made.

J. Bruno replied that there were 2 opening on each of the school boards. The appointments were only until the next election.

**MOTION;** Z. Holy worth made a motion to appoint J. Finnegan to the Fair Haven Union High School Board. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint J. Jones to the Fair Haven Union High School Board. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint M. Bethel to the Castleton Hubbardton School Board. Seconded by J. Leamy. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint S Ryan to the Castleton Hubbardton School Board. Seconded by J. Leamy. All in favor. Motion Carried.

J. Bruno stated that in light of a letter the Board received regarding the DRB he would support to postpone any appointments to the DRB.

**MOTION:** J. Leamy made a motion to table to appointment to the DRB at this time. Seconded by Z. Holzworth.

J. Bruno request a meeting of the Select Board and the members of the DRB.

All in favor. Motion Carried

**REQUEST FOR COIN DROPS- CASTLETON FIREFIGHTERS ASSOCIATION**

**MOTION:** J. Leamy made a motion to approve the coin drops for the Castleton Firefighters Association as presented. Seconded by Z. Holzworth. All in favor. Motion Carried.

**REQUEST FOR LIQUOR LICENSES APPROVAL- FIRST CLASS LICENSE W/ OUTSIDE CONSUMPTION- IRON LANTERN, LLC; LAKE BOMOSEEN LODGE, LLC ( FORMERLY TRAK IN)**

J. Bruno informed the Board members that he had received a letter from the Chief of Police stating everything was all set.

**MOTION:** J. Leamy made a motion to approve the renewal First Class License w/ outside consumption for the Iron Lantern, LLC. Seconded by Z. Holzworth. All in favor. Motion carried.

**MOTION:** J. Leamy made a motion to renew the First Class License with outside consumption for the Lake Bomoseen Lodge, LLC ( formerly Trak In). Seconded by Z. Holzworth. All in favor. Motion carried.

**TOWN APPOINTMENTS**

**MOTION:** J. Leamy made a motion to approve M. Brown as the Emergency Management Coordinator for a 1 year term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve M. Shea as the Emergency Management Director for a 1 year term. Seconded by Z. Holzworth. All in favor. Motion carried.

**MOTION:** J. Leamy made a motion to approve J. Bruno Jr. As a Fence Viewer for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve R. Steele as a Fence Viewer 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve M. Finnegan as a Fence Viewer as a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J Leamy made a motion to approve T. Ettori as the Lumber/Shingle & Wood Inspector for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve R. Ladd as an Overseer of Historic Cemeteries for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve K. Flowers as an Overseer of Historic Cemeteries for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

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**MOTION:** J. Leamy made a motion to approve J. Pintello as an Overseer of Historic Cemeteries for a 1yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve T. Gilbert as the Rutland County Solid Waste Representative for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve R. Spaulding as the alternate Rutland County Solid Waste Representative for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve T. Parisi, L. Vandenberg Baldwin and P Gilles as Town Attorney's for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve C. Immel as the Tree Warden for a 1 yr term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve S. Welch as the Deputy Tree Warden for a 1 year term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve B. Steele as the Weigher of Coal for a 1 year term. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve People's Bank as the Town of Castleton 's Bank for 1 yr. . Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** J. Leamy made a motion to approve the Lakes Region Free Press and Rutland Herald as the Town of Castleton's newspaper designations for 1 yr. Seconded by Z. Holzworth. All in favor. Motion Carried.

**HIGHWAY DEPT.- ANNUAL FINANCIAL PLAN FOR TOWN HIGHWAYS**

M. Shea stated that this was an annual requirement by the State of Vermont.

**MOTION:** J. Leamy made a motion to approve the Annual Financial Plan for Town Highways for a total of \$1,096,164.00. Seconded by Z. Holzworth. All in favor. Motion Carried.

**PURCHASE ORDER FOR APPROVAL – WWTF**

**MOTION:** J. Leamy made a motion to approve P.O. # 039863 to UV, Inc. for \$7,168.00. Seconded by Z. Holzworth. All in favor. Motion Carried.

**LOCAL HAZARD MITIGATION PLAN APPROVAL**

M. Shea informed the Board that this Plan will allow the town to apply for certain FEMA grants that are not currently available to the town. This plan does address the issue of storm water

run off which is a state priority.

**MOTION:** J. Leamy made a motion to adopt the Town of Castleton 's Local Hazard Mitigation Plan as presented. Seconded by Z. Holzworth.  
All in favor. Motion Carried.

**CITIZEN'S COMMENTS**

W. Potter questioned M. Shea regarding the bond payment relating to the new Town Offices which was approved by the citizen's when they approved Article 41. This will pay one Bond payment and \$6,000.00 in interest.

M. Shea stated that it will be paid before April 1, 2017.

J. Finnegan thanked the Board for appointing her to the FHUHS Board.

J. Finnegan also wanted to encourage the citizen's of Castleton to attend the meeting on 3/30/17 @ 6:00pm at Castleton Elementary School regarding the new school budget.

J. Bruno asked J. Finnegan if the meeting would be advertised in the newspaper for those people who don't frequent the usual places where the meetings are posted.

J. Finnegan did not know if it would be addressed in a newspaper.

**POLICE DEPARTMENT UPDATE- CHIEF MANTELLO**

Chief Mantello reports that things have been going along well. On St. Patrick's Day weekend Main Street was saturated with patrols. There were a few arrests and a couple parties were broken up. He stated that total calls and arrests were up a little. He did note that speeding violations were down.

Chief Mantello reported that J. Szarejko has been working on grants for the Police Dept. The Castleton Police Department is now outfitted with a digital fingerprint machine, which is owned and maintained by the Vermont State Police. They can obtain digital fingerprints for arrests and the Town School System employees. The cost of the device is \$60,000.00 with a yearly maintenance fee of \$6,000.00. We are fortunate to have access to this device free of cost.

**MANAGER'S UPDATE**

**Website Updates; 2017 Annual Town Meeting Survey:** When clicked on, it will indicate to please click on the below link and complete the survey. This survey is anonymous and there are no right or wrong answers. No personal data is collected or stored. Each question is optional. The more honest and detailed responses you provide will allow for more accurate municipal planning. The goal of this

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tool is to collect relevant data to best serve the voters of the Town of Castleton. The theme of this survey revolves around providing voters with adequate information prior to decision making.

If you don't have internet access, you can fill this out at the clerk's office or here at the town offices.

**Grants:** Recently the following grants have been applied for:

DEMHS Department of Public Safety - Emergency Operation Center Equipment	\$15,983.70
DEMHS Department of Public Safety - Communication Equipment	\$30,640.00
Better Back Roads Grant Program: Road Erosion Inventory + Culvert Inventory Update	\$12,301.44
Better Back Roads Grant Program: Cedar Mountain Road	\$65,112.00
Better Back Roads Grant Program: Barker Hill Road	\$26,228.84
Municipal Highway Structures Grant Application: Float Bridge (West Side) Engineering	\$20,000.00
Municipal Highway (Paving) Grant Application: E. Hubbardton Rd/ Creek Rd	\$140,000.00
VLCT – PASIF Equipment Grant	\$10,000.00

**As A Reminder...** I will be on vacation from 4/4/17 to 4/19/17

M. Shea provided information and request to sign the loan agreement for the WWTF Rte 30 project and to schedule the vote on the bond for May 9, 2017.

**MOTION:** J. Leamy made a motion to accept the loan agreement for the Vermont State revolving fund as presented. Seconded by Z. Holzworth. All in favor . Motion carried.

**MOTION:** J. Leamy made a motion to schedule a Bond vote on the same day as the Castleton Hubbardton School Budget in an amount not to exceed \$525,000.00. Seconded by Z. Holzworth. All in favor. Motion carried.

M Shea stated that there needs to be a meeting on April 3, 2017 to complete paperwork for the Bond vote.

J. Leamy asked if the \$65,000.00 grant for Cedar Mt. Road was for the public or private part of that road.

M. Shea replied that he was told the project was within the town side of the road.

J. Leamy would like to see the documentation that shows the grant will be used for only the public portion of the road.

W. Potter asked if Bond vote goes through when would the construction begin.

M. Shea replied that it would begin in 2018.

W. Potter asked how many grants M. Shea was involved in working on, as the Police Dept. was working on 3 grants. He wanted to thank J. Szarejko for working on these for the Town.

M. Shea replied that the writing of grants was a group effort.

#### **SELECT BOARD CONCERNS**

J. Bruno commented on a complaint the Board received regarding the Zoning Administrator and the DRB. This concern will now be sent to the Planning Commission to review. After the Planning Commission has reviewed it, it will come back to the Select Board.

J. Currie requested that all correspondence (directly or indirectly) regarding the complaint brought to the Planning Commission to be used for exhibits.

The new town office is close to completion. We will be moving into the new building on May 1, 2017.

J. Bruno asked M. Shea about the generator for the Red Cross emergency designated location.

J. Bruno asked M. Shea how much was in the budget from last year and what was appropriated this year.

M. Shea stated that this year \$10,000.00 was approved and he was not sure about the amount from this year's budget.

J. Bruno would like the generator ordered before 6/30/17.

#### **WARRANTS**

**MOTION:** J. Leamy made a motion to approve warrants # 0327 for \$74,439.13, #0323 for \$5,568.85, #0316 for \$1,603,821.35, # 0323P for \$13,646.74 and # 0316P for \$13,175.11. Seconded by Z. Holzworth.

**MOTION:** J. Leamy made a motion to approve warrants #0322P for \$547.61 and #0315P for \$547.61. Seconded by Z. Holzworth. All in favor. Motion Carried.

#### **OTHER COMMENTS**

W. Potter asked if there was any information regarding the town lands for sale on Sand Hill Rd and the Fire Station.

J. Bruno replied that there was no new information on these properties.

**EXECUTIVE SESSION**

**MOTION:** Z. Holzworth made a motion to move into Executive Session at 8:30 for a Real Estate matter with the Board and the Town Manager. Seconded by J. Leamy. All in favor. Motion carried.

**MOTION:** J. Leamy made a motion to exit executive Session at 8:50 pm with no action taken. Z. Holzworth seconded. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to enter Executive Session for Labor Relations with the manager and board. J. Leamy seconded. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session for Labor Relations with no action taken. J. Leamy seconded. All in favor. Motion carried.

**ADJOURN**

**MOTION:** J. Leamy made a motion to Adjourn at 9:05pm. Z. Holzworth seconded. All in favor. Motion carried.

Respectfully

V. Waldron

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Date of Approval