

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
Monday, May 24, 2021  
Zoom Virtual Public Meeting**

**PRESENT:** Jim Leamy, Chair; Richard Combs, Vice Chair; Joseph Mark, Select Board Parliamentarian and Secretary; Robert Spaulding, Member; Michael Holden, Select Board Member; Michael Jones, Town Manager; Peter Mantello, Police Chief; Eliza LeBrun, Recording Secretary; Justin Belden; Laura Jakubowski; Ray LaMoria; Richard Pontillo; Joel Smith.

**CALL MEETING TO ORDER**

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

**APPROVAL OF AGENDA**

**Mr. Combs made a motion to approve the agenda. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**APPROVAL OF MINUTES: 5/10/21**

**Mr. Spaulding made a motion to approve the minutes of 5/10/21. Mr. Holden seconded the motion.**

The following amendments were noted:

- The motion to approve the minutes for 4/27/21 was made by Mr. Combs.
- In several locations, the Town Manager's last name has an apostrophe incorrectly.

**All were in favor of the motion as amended. The motion passed.**

**CITIZENS COMMENTS & CONCERNS**

Resident Richard Pontillo (103 East Crystal Haven), informed the Select Board that his house is at the end of Crystal Bay and he would like to know what the feedback from the Town Attorney was regarding the common area at Crystal Bay. He would like to know what the Select Board plans to do with the land as the local homeowners has language in their deeds pertaining to it. Mr. Pontillo was willing to wait until a future Select Board meeting to address this if the Board was not prepared tonight. Mr. Pontillo also invited the Select Board to attend a "Town Meeting" with the Residents of the Crystal Heights area.

Mr. Leamy shared that the Town has ordered 2 signs to be posted at the Crystal Commons site. These signs indicate guidelines for the use of the area. As soon as the Select Board makes a decision about the land, they will let Mr. Pontillo and the other Residents know.

Mr. Pontillo shared that he and the other Residents are concerned that they will not have an opportunity to speak to the Select Board prior to a decision being made.

Mr. Leamy recommended that Mr. Pontillo write a letter outlining the concerns and any recommendations that the Residents have and give this to Mr. Jones who will relay it to the Select Board.

**SIDEWALK BID REVIEW AND AWARD**

**Mr. Combs made a motion to award the contract for Sidewalk Project EH10(4) for the VTRANS Grant and Project BP20(2), Bike and Pedestrian Grant, to the Belden Construction, LLC for an amount of**

**\$441,597.00, for the sidewalks starting at Drake Road along the north side of Route 4a to the four corners then up the west side of Route 30 to the Medical Center. Mr. Holden seconded the motion.**

Discussion was had regarding the bid amounts and an explanation of the enclosed financial spreadsheet was clarified.

**Mr. Leamy, Mr. Combs, Mr. Mark and Mr. Holden were in favor of the motion. Mr. Spaulding abstained from the vote. The motion passed.**

#### **POLICE UPDATE**

Chief Mantello shared the April Monthly report with the Select Board. Comparatively, calls to service increased slightly. Criminal arrests remained the same. Traffic violations increased, but as the weather becomes nicer, the accidents increase. Shout out to the Castleton Fire Department, Poultney and AOT for the sign package as there were 2 extrications and a helicopter landing over the weekend.

Mr. Combs reinforced Chief Mantello's shout out, it was a team effort. R&D Auto had 3 wreckers up there and stayed to help clean up.

Chief Mantello noted that calls to service at the University, there was not anything too significant other than a burglary/home invasion.

Officer Hayes and Officer Webster have successfully completed the EMT-Basic Class and passed the National Standard practical's. They will both be taking the National computer test and once passed they will be certified EMT's. This class was paid for by grant funds secured by Castleton Police Department and covered all costs associated with the class.

Every month, Castleton Police Department partners with Castleton Cares to deliver boxes of food and necessities to Castleton residents in need. This weekend 100 food boxes were delivered. Castleton Police Department also distributed an additional 25 boxes to residents around town.

Officer Szarejko and Nancy Trudo recently put together household supply boxes for Castleton residents that will be delivered later this week.

Mr. Holden wanted to thank Officer Szarejko and the Officers taking the EMT tests.

Mr. Spaulding asked for another copy of the roster of Full Time and Part Time Officers.

#### **COUNTY FRAME MAP BIDS**

Mr. Jones shared that only 2 people came to the pre-bid meeting. One of them declined and the other bid was received with no dollar amount. The bidder emailed the amount, but it was not on the required bid packet. Mr. Jones recommends that it be put out to bid.

**Mr. Holden made a motion to send it out to rebid. Mr. Spaulding seconded the motion. Mr. Combs abstained from the vote, all remaining Select Board Members were in favor and the motion passed.**

## **MANAGER'S REPORT**

Mr. Jones noted that Mr. Holden reached out to a contact in getting a bulldozer out to reclaim the area for the solar panels. With the bulldozer they were able to recreate to slope that was removed when the good gravel was removed.

Mr. Jones presented an abbreviated version his Manager's report to the Select Board.

**TAP Bike & Pedestrian Grant:** Update: 5/21/2021 – *Mr. Jones spoke with Jon Kaplan who is the Bike & Pedestrian Manager for VTRANS and there are two routes to go for a grant for sidewalks from Castleton Corners to Parson's Hills. Mr. Kaplan recommends since it is only 1000 feet of sidewalk to use the "Small Project" application, but it is a 50% match. The total project costs cannot exceed \$250,000. Mr. Kaplan did some rough figuring, and he projects the project would fall in the \$200,000 range, meaning the Town would pay \$100,000. The Town can do in-kind work, reducing some of the total out-of-pocket costs from the operating budget. The Town will have to hire an engineer to draft plans that address right-of-way and stormwater issues along the proposed route, but since the "Small Projects" fall under State of Vermont rules and not the federal government, the requirements are less stringent, including the details of the plans.*

**Mr. Holden made a motion to go after the Small Projects application for the Bike and Pedestrian grant. Mr. Spaulding seconded the motion.**

Mr. Combs asked how the in-kind work on a sidewalk project will effect staff working on the roads. And what the time frame was.

Mr. Jones believes that it will only take 5 work days to complete and the project would need to be completed within 2 years.

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

**Grants-in-Aid Project (2021)** –Update: 5-21-2021 –*Mr. Jones received word from RRPC Planner Steffanie Bourque that the culvert on Barker Hill is eligible for replacement under the Grants-in-Aid award.*

**Better Connections Grant:** *Mr. Jones asked the Select Board if they would agree to a couple of joint meetings with the Community Development and Economic Revitalization Advisory Committee, Zoning Administrator, Recreation Commission, and Planning Commission to discuss community needs and priorities. Once priorities are established, a steering committee could be appointed to work with members of these groups, and members of the community to create a short-term and long-term strategic plan for the Town. This would be a resource for the Select Board for funding priorities and guidance for these committees/commissions to focus efforts and resources. The Select Board agreed to a meeting with the various Committees and Mr. Jones will coordinate.*

**MHG Solar Gravel Pit:** *Update 5/21/2021 – Ed Savage and Mr. Jones are scheduled to meet with Thomas Hand of MHG Solar on 5/26/2021 to discuss the layout of the solar array within the permitted area that has been marked by surveyors. Mr. Jones reported that the Town has done their due diligence and the exploration that was paid to have done either exposed clay and water, or poor-quality gravel with little stone. Mr. Jones will follow up with the Select Board as soon as the meeting is complete.*

**Mr. Holden made a motion to authorize Town Manager Mike Jones to sign the contract with the Belden Construction LLC on behalf of the Select Board. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**Emergency Management** Update: 5/10/2021 – Chief Mantello and Chief Goyette are enrolled in a virtual ICS 300 course through Massachusetts Emergency Management scheduled for 8-10 June 2021. Ed Savage already has already completed ICS 300 and 400.

Mr. Jones took photos of the guardrails on the north side of Drake Road based on Mr. Spaulding's recommendation. Mr. Jones sent the photos to VTRANS asking them to follow up and they have lost the records of who is responsible for Drake Road, the Town or the State, and have asked the Town to look to see what they have for documentation. The Town Clerk is searching through the records to determine who owns the right of way.

**Mr. Spaulding made a motion directing the Town Manager to write a letter to the State of Vermont asking them to take action regarding the guardrails on Drake Road. Mr. Holden seconded the motion. All were in favor and the motion passed.**

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

It was determined that the purchase order would be discussed in executive session prior to approval. No motion was made at this time.

#### **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve check warrant #0524 in the amount of \$57,553.07, check warrant #0520 in the amount of \$5,609.93, check warrant #0513 in the amount of \$31,125.72, check warrant #0520P in the amount of \$15,426.75, and check warrant #0513P in the amount of \$15,013.41. Mr. Holden seconded the motion.**

It was noted that clarification was needed on the first warrant that would be discussed in Executive Session. Check warrant #0524R in the amount of \$62,500.00 was removed from the motion to be discussed in Executive Session.

**All were in favor the motion passed.**

**Mr. Spaulding made a motion to approve check warrant #0521P in the amount of \$694.30 and check warrant #0514P in the amount of \$694.30. Mr. seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.**

#### **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve purchase order #046721 to Rutland County Solid Waste District for 203,400 tons of surcharge from January 2021 to April 2021 in the amount of \$4,060.69. Mr. Holden seconded the motion.**

Discussion was had on why there is a purchase order from Rutland County Solid Waste District to be approved when it is also listed under the check warrants that were just approved.

**Mr. Leamy called the question. Mr. Spaulding opposed the motion. All remaining members voted in favor and the motion passed.**

**Mr. Combs made a motion to approve purchase order #046720 to Rutland County Solid Waste District for 109,000.53 tons district surcharge for C&D in the amount of \$2,187.31 from January 2021 to April 2021. Mr. Holden seconded the motion. Mr. Leamy called the question. Mr. Spaulding opposed the motion. All remaining members voted in favor and the motion passed.**

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

Mr. Holden asked if a letter of thanks could be written to Reggie Lussier for the use of the bulldozer at only the cost of fuel.

Mr. Spaulding asked when the Select Board meetings would return to in person.

Mr. Jones explained that if they have been vaccinated they are welcome to attend with no restrictions, but if they have not, they would need to follow the governor's protocols and maintain the distance.

Mr. Spaulding would like to know the total surcharges collected for 2020 from the Rutland County Solid Waste District. He has asked for this information since December. Mr. Gilbert gave him a figure that represented the revenues which was not what he asked for. Mr. Spaulding would like Mr. Holden to get the correct numbers.

Mr. Holden explained that Mr. Gilbert is now the Vice Chair of the RCSWD and recommended that Mr. Spaulding contact the Rutland County Solid Waste District himself.

Mr. Leamy believes that there may be a charge for RCSWD to go back into their records to pull the information. Mr. Holden confirmed this. Mr. Spaulding asked for this in writing from the RCSWD.

#### **EXECUTIVE SESSION**

**Mr. Combs made a motion to enter Executive Session with the Town Manager to discuss Real Estate 1VSA Section 313(a)[2] at 8:08pm. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**Mr. Spaulding made a motion to exit Executive Session with no action taken at 8:15pm. Mr. Combs seconded the motion. All were in favor and the motion passed.**

**Mr. Comb made a motion to approve purchase order #0416747 to William Hadeka and Gerald Hadeka for the purchase of the gravel pit area behind the Transfer Station to be leased to a company for the purpose for a solar array, the funding of \$62,500.00 will come out of the Town Reserve Account and will be repaid over the next 5 years by the \$15,000.00 a year lease payment from the solar array company to the Town. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**Mr. Combs made a motion to approve warrant #0524R for \$62,500.00. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**Mr. Combs made a motion to enter Executive Session with the Town Manager to discuss Personnel 1VSA Section 313[3](a)[2] at 8:16pm. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**Mr. Combs made a motion to exit Executive Session with no action taken at 8:31pm. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**ADJOURN**

**Mr. Combs made a motion to adjourn the Select Board Meeting at 8:17pm. Mr. Holden seconded the motion. All were in favor and the motion passed.**

Respectfully submitted; Eliza LeBrun, Recording Secretary