

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
November 22, 2021**

**Zoom Virtual & Public Meeting Fire Department Meeting Room**

**Meeting Recording:**

**<https://us02web.zoom.us/rec/share/MsLr1k-yTA3O3om45m4g0vcHqfFcoUslcwdi6SG1-DJmVmjRftYahWpn7gDUgkev.0iBpyoleUxUsxfvQ>**

**BOARD MEMBERS PRESENT:** Joe Mark (via Zoom), Jim Leamy, Robert Spaulding, Michael Holden, Richard Combs

**OTHERS PRESENT:** Heath Goyette, John Alexander, Chris Fretta,  
**PRESENT VIA ZOOM:** Chief Peter Mantello, Allison Harvey

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Mr. Leamy at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

Mr. Leamy led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**Mr. Holden made a motion to approve the agenda as presented. Mr. Combs seconded. All voted in favor. The motion passed 5-0.**

**APPROVAL OF MINUTES**

11/08/2021: **Mr. Combs made a motion to approve the minutes of November 8, 2021 as presented. Mr. Spaulding seconded.** It was stated that minutes had been emailed to board members, not all members had reviewed them, and J. Mark stated he had a few suggestions and suggested approval be held over until the next meeting. **No vote on the motion, did not pass.**

**CITIZENS COMMENTS AND/OR CONCERNS (not on the agenda)**

No comments or concerns at this time.

**POLICE CHIEF – MONTHLY REPORT TO THE SELECTBOARD – CHIEF MANTELLO**

Chief Mantello was not present on Zoom at this time, moved on to next item on agenda.

**APPOINTMENT TO REGIONAL EMERGENCY MANAGEMENT COMMITTEE – Local Emergency Management Director & Representative from the Local Emergency Services Community – Vermont Legislature Requirement Enacted a Law (Section 12 of Act No 52)**

Mr. Jones stated this is some new legislature that has been enacted. Chief Mantello is already the Emergency Management Coordinator and Mr. Jones recommends himself and Chief Mantello for Representatives from the local Emergency Services Community, appointments to end in May, 2022. **Mr. Combs made a motion to appoint Town Manager Michael Jones and Police Chief Peter Mantello as representatives to the Regional Emergency Management Committee. Mr. Spaulding seconded. All were in favor and the motion passed 5-0.**

#### **ADOPTION OF VERMONT COMMUNITY DEVELOPMENT PROGRAM MP-1 FORM (MUNICIPAL POLICIES & CODES)**

Mr. Jones stated has an updated to February of 2021 form from the original signed in 2018 for the Windy Hollow Mobile Home Grant. It is basically the same, just has revisions to dates. **Mr. Combs made a motion to accept the updated 2021 Mobile Home Grant as presented. Mr. Holden seconded. All were in favor and the motion passed 5-0.**

Mr. Mark stated he won't be able to get into the office until the end of the month to sign forms. Board stated they have a quorum present to sign now, so they should be all set.

#### **POLICE DEPARTMENT – DISCUSSION ABOUT THE PURCHASE OF A NEW CRUISER – CHIEF MANTELLO**

Chief Mantello was still not present at this time for discussion

#### **FIRE DEPARTMENT – SUBMISSION OF BIDS FOR SELECTBOARD REVIEW TO REPLACE ENGINE 6 (MINI PUMPER) – CHIEF GOYETTE**

Chief Goyette stated pre covid they had requested bids to replace the 2004 Ford mini pumper. There were 5 vendors, 2 submitted bids back, only one is to specs. The Aaron Spocks/Lakes Region Fire Apparatus truck is to specs and also the low bidder. Asking board to accept bid from Lakes Region Fire Apparatus, and also request the Sams system, which is an upgraded pump system which adds \$35,165.00. There is a double warranty on the pump and goes from 4 to 6 years warranty on electronics. The total \$311,065.00, there may be more discounts, but won't know until later. He is being told there is 450 days for delivery, and it has been a long process due to covid. Their reserve accounts has \$400,000 available. Down the road, would like to replace engine 2 and the ladder truck with pumper on it and reduce the number of trucks by one. They have \$400,000 in their sinking fund now, use \$300,000 on this new truck, \$100,000 left, and another \$60,000 going in this year. Further discussion on grants and what's available and whether could get any. It was felt that if they have funds in an account, most likely would not get any. If they could get a grant, it pays for 95% of the cost. Chief Goyette stated that they've been trying for grants for a few years for air pacs, and haven't gotten any but if they hired a grant writer maybe they could apply for those too. Mr. Holden stated had he had a conversation with someone about Pownal getting a grant writer, someone should reach out to them to see how they handled the process. With delivery being 450 days out, have time to research and possibly apply for a grant. Mr. Leamy questioned what engine 5 was. Chief

Goyette stated it's the older brush truck, truck #6 is the one they are proposing to replace, which is an 04, used most of the time, has under 10,000 miles and has more hours than miles. Also is a standard transmission, which limits who can drive it. They hope to sell it, estimated at \$30,000 with no equipment. The new one they are proposing is a Ford 550, #6 is a Ford 5.6 diesel.

Mr. Leamy asked why the department needs so much equipment. Chief Goyette responded that they have the same as it has been since he's been around. 60% of the town is rural water, need pumpers and tanker to get water there, have a ladder for larger buildings such as the college. Smaller truck is brush truck, they have 7 rolling trucks. Further discussion on what other neighboring town departments have for equipment. Mr. Leamy questioned what does the town need and what would be adequate. Mr. Goyette stated there is an ISO fire rating, they give where the town stands, and a rating for what the Town has for equipment and what they should have. Some of it is also based on number of fire hydrants. Board asked for a list of equipment the town has, what's usable and what the replacement plan is.

Chief Goyette stated they will hold this price for 45 days. It was questioned if anyone knew how soon any grant requests need to be in, it was stated there's a December 17 deadline, and would not be until next August to find out if they got a grant approval. Discussion on what the department had planned on doing for replacement, and they are two years behind schedule. Board discussed if could plan to act on this request, the bid is valid for 45 days, date of the bid is 9/3/21. Discussion on how much longer the bid would be good for, questioned whether price could be held until the board is able to do research. Chief Goyette is to find out if they would hold the bid price until the end of December, next meeting is not until December 13.

#### **POLICE CHIEF – MONTHLY REPORT TO THE SELECTBOARD – CHIEF MANTELLO**

Chief Mantello reviewed the October report, not a lot has changed. Call ratio is a little up, but nothing significant. Patrol on US Route 4 was questioned, Chief responded it is mostly highway safety, but when they are up there, speeds are 90-100 mph so they have been doing more patrols up there for that reason. Some officers will be on VT Route 22 frequently, there's a Highway Safety campaign due to number of accidents up there. There has been a little less activity at the University, and assists with other Towns have been about average.

The school resource officer was questioned. Chief Mantello replied with the currently are doing Orwell, Benson, CVS and CES. Next year it will be for only 20 hours and only be Orwell, Benson and CES. Brief discussion on service to the community and neighboring towns. Chief Mantello stated last weekend they did 40 Thanksgiving meals for the community.

#### **POLICE DEPARTMENT – DISCUSSION ABOUT THE PURCHASE OF A NEW CRUISER – CHIEF MANTELLO**

Chief Mantello stated that he wants to do a replacement of a vehicle every 4 years. Right now they have a 2015, 2017, 2018 and a 2020. The 15 is used by the newest officer, the 17 is the Chief's, the 18 is Nate and Ed shared and the 20 is Justin's. They did not always have assigned vehicles, but he has decided it's better to have them used often, and the 15 was sitting too much.

Discussion on lease vs purchase and equipment that is included and/or being requested in the proposal. Radios and light bars are swapped from old to new. Also discussion on sale of old vehicle and what that entails, usually need to strip out all equipment, as well as a time line of ordering and when the new vehicle will be delivered. If order in January, will be June or July. At end of lease, can be purchased for \$1. The department usually does about 20-25,000 miles per year. Discussion on time lines of replacement and funds available for vehicle purchases.

Mr. Leamy asked why the town needs 4 cruisers. Chief Mantello stated it is average and if one is down for a long time for repairs, would put a lot of miles on others. The national rate 1.8-2.6 per thousand people for number of officers. After discussion, the board wants to wait to act on the request until it will be paid for after July 1. This will come back to the board in January.

### **PRESENT FYE 2023 DRAFT OPERATING BUDGET – TOWN MANAGER**

Mr. Jones stated the budget presented is a draft, has recently been updated so it is the newest version. Has a 3% increase for full-time non-union staff. Increased by 1,000 and would request the board approve that increase. M. Jones stated majority of them are trimmed down to bare bones. Biggest contributor to the overall bottom line is the rec budget, which was a request for a full time rec director. 2.9% increase of budget over all. Board reviewed and discussed the changes and what the largest areas are increased.

J. Leamy difficult to support increasing a budget with the way the economy is. He would like to see it reduced by \$100,000, and would leave it up to the town manager to find where it can be reduced. M. Jones stated that there are a lot of places that there are no increases, and the only places it could decrease is a select few departments. 50,000 is rec, the rest is elsewhere. Some pay increases and such. Concern with level funding, when salaries and benefits increase regardless, and the board has no control over those expenses, thus it would take away from other parts, equipment, maintenance and supplies, etc. Feels need to stabilize the position and role of documentation/minutes to get timely to public. Board wants to know how much salaries/benefits has increased and what part of that 50,000 that is not rec is allocated to that. Board members further discussed the budget and how it can be cut and what the effects of level funding would do, and whether it should be done. J. Mark would like to see the year end numbers, what parts of the budget had surplus and what was over spent.

### **UPDATING PURCHASING AND FINANCIAL POLICES – TOWN MANAGER**

Mr. Jones explained the updated policies and explained that nothing has changed, just need to get it updated for dates and presented regarding the Windy Hollow Trailer Park.

### **PUBLIC COMMENTS ON ACCEPTANCE OF FAIR HAVEN-RUTLAND TOWN**

Mr. Jones stated this is a formality, they are looking for feedback on the 18 miles that were paved from Fair Haven to Rutland. It has already been done, and it is fine if there are no comments or concerns. Mr. Holden stated he felt it was not a good job that was done.

### **MANAGER'S REPORT**

Mr. Jones explained highlighted yellow areas are new or follow up information. He briefly reviewed the report.

McClure's to take care of the areas of the building that need to be addressed, there are a few insurance claims in progress.

They are down to two feet of sludge in the tank at the sewer plant, dry tonnage handled at the sewer plant while draining the tank. It looks as though there is a bullet hole in the side of the tank and it went up out the roof. Should be done end of next week.

Mr. Jones stated he had gotten an email on the possible grant for the Assistance to Firefighters Grant, (AFG) and they could not recommend a grant writer at this time, but he will be reaching out to Rutland City as well.

Mr. Jones stated reached out for the maintenance inspection for the Village School, hope to have a report by first meeting in January. Attorney Ted Parisi has also been contacted about answering legal questions about the school. Should be able to get a number from the inspection of what needs to be done, as well as a time line. Discussion on meeting with the Town of Hubbardton concerning the disposition of the Village School and whether the school board would be sharing some of the costs as well.

As to Union negotiations, Mr. Combs and Mr. Mark negotiated almost three years ago with the New England Police Benevolent Association (NEPBA). Mr. Jones asked if the board wanted him to reach out to the association to begin to set up negotiating grounds rules, as the current agreement expires in 2022.

Mr. Mark stated Mr. Combs could comment on their discussions with the Town of Hubbardton. Mr. Combs stated they will set something up for the early part of December after Mr. Mark returns from Maryland to discuss the Village School with the Town of Hubbardton Select Board.

Mr. Jones stated he had a copy of the notes that Mary Droege brought to the CEDRAC meeting, he will get those to the board for their review. And also a Sand Hill Road letter of concern.

Mr. Spaulding questioned the State and filling the ruts on VT Rt 22A and South Main Street in Fair Haven and would like to see it done on Route 4A between Castleton and Fair Haven as well as Route 30 to see if it could be looked into.

## **PURCHASE ORDERS FOR APPROVAL**

**Mr. Spaulding made a motion to approve PO #047621 for Brookfield Services in the amount of \$3,226.00 for service of the generator. Mr. Mark seconded the motion. Motion passed 5-0.**

## **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve check warrant #1122R in the amount of \$650.00, check warrant #1122 in the amount of \$309,680.85, check warrant #1118 in the amount of \$32,888.27, check warrant #1112 in the amount of \$9,365.11, check warrant #1109 in the amount of \$12,405.36, check warrant #1118P in the amount of \$17,011.58 and check warrant #1110P in the amount of \$16,745.81. Mr. Holden seconded. All in favor, motion passes 5-0.**

**Mr. Holden made a motion to approve check warrant #1119P in the amount of \$628.33 and #1111P in the amount of \$628.33. Mr. Spaulding seconded. Mr. Combs recused himself from the motion and vote. All in favor, motion passes 4-0.**

**Mr. Holden made a motion approve check warrant #1120 in the amount of \$170.24 Mr. Spaulding seconded. Mr. Combs recused himself from the motion and vote. All in favor, motion passes 4-0.**

**Mr. Spaulding made a motion approve check warrant #1121 in the amount of \$9,000.00. Mr. Mark seconded the motion. Mr. Combs and Mr. Holden recused themselves from the motion and vote. All in favor, motion passes 3-0.**

#### **SELECT BOARD COMMENTS AND/OR CONCERNS**

Mr. Spaulding asked if there had been any Rutland County Solid Waste meetings. Mr. Holden stated he had not been to any and would get an update.

Mr. Leamy stated his concern with lighting at the fire station and public safety building. Mr. Jones stated it is on his work calendar. Mr. Spaulding asked if they could maybe get Green Mountain Power to put a street light on a pole at the entrance.

#### **BRIEF RECAP & ITEMS FOR FOLLOW UP**

None.

**Mr. Holden made a motion to adjourn the Select Board Meeting at 8:54pm. R. Combs seconded. All were in favor and the motion passed 5-0.**

Respectfully submitted  
Allison Harvey