

**TOWN OF CASTLETON
SELECT BOARD MINUTES
Monday, March 22, 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; members of the public

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

Mr. Leamy led the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Leamy stated that there was an addition needed to the agenda. An additional Request for Outside Consumption Permit from the Ice House was received.

Mr. Spaulding made a motion to accept the Agenda with the addition. Mr. Mark seconded the motion. All were in favor, the motion passed.

APPROVAL OF MINUTES: Informational meeting (signatures required) 2/24/21 & 3/8/21

Mr. Spaulding made a motion to approve the minutes of 2/24/21. Mr. Holden seconded the motion.

The following corrections were noted:

- On the last page, 3rd paragraph from the top, change "\$0.19/ton" to "\$19.97/ton."
- In the following sentence, replace "to host" with "for."
- On the last page, 5th paragraph from the top, change the word "doe" to "for."
- Mr. Combs name is spelled incorrectly on several pages, the correct spelling is "Combs."
- On page 5, 3rd paragraph from the bottom, 2nd to last sentence, remove the word "was."

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

Mr. Spaulding made a motion to approve the minutes of 3/8/21. Mr. Holden seconded the motion.

The following corrections were noted:

- On page 1, in the second motion, Mr. Combs voted "yes", and Mr. Spaulding abstained.
- On page 2 the title for the Liquor Licenses, remove the extra "c" from licenses.
- On page 4, in the 2nd line, replace "I" with "He."
- On page 5, the last sentence, replace "Mr. Jones" with "Mr. Mark."
- On page 7, 3rd sentence from the bottom, replace "Advisory" with "Alliance."

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

POLICE UPDATE

Chief Mantello shared that last month the call volume at the Police Department was down. There was an increase in accidents which is attributed to the weather. There was also an increase in welfare checks last

month. Most of these checks were mental health issues. There was an increase in Property Watches as well. Chief Mantello noted that there was an increase in domestic violations. Traffic violations stayed the same. Calls to service to the University increased, normally the University tries to deal with these internally unless they are medical.

Officer Stevens and Officer Szarejko were re-certified as EMT's. The other Officers have 2-3 weeks until they finish their course.

The Police Department is seeing an increase in off-campus college activity due to the nicer weather. Chief Mantello has spoken to the Director of Public Safety at Castleton University and they are not going to be having a graduation or commencement ceremony at this time.

There have been no COVID tickets issued.

Mr. Jones asked about the traffic on Sand Hill. Chief Mantello has had Officers monitoring this location about 5 days recording traffic and speed. The Department is trying to be present during the peak times. Chief Mantello has been invited to the Development Review Board's next meeting to discuss this in relation to the proposed childcare center on Sand Hill.

Mr. Mark asked if Castleton University has reminded the students about the COVID Ordinance and the number of people allowed at gatherings. Ms. Jakubowski shared that Dr. Spiro has been reminding students about wearing masks but is unsure if he has specifically reminded them about the ordinance.

Chief Mantello was asked how many first responders versus Firefighters and EMT's there are in Castleton. This information will be provided to Mr. Spaulding. It was also mentioned that in the past, the students at Castleton University have been made aware that the Town may be looking for first responders.

Mr. Combs made a motion to add Citizens Comments & Concerns to the agenda. Mr. Holden seconded the motion. All were in favor and the motion passed.

CITIZENS COMMENTS & CONCERNS

Mr. Spaulding asked Ms. Jakubowski if the University is involved in the proposed childcare center project on Sand Hill. Ms. Jakubowski responded that the only involvement the University has is as a potential location for their students to utilize. The University does have supplies which were purchased through a grant for their proposed childcare center that will be transferred to the newly proposed childcare center.

Ms. Jana DeCamilia introduced herself as a journalism student of Professor David Blow from Castleton University. She informed the Select Board that her class is doing a Community Journalism project with some local papers. Ms. DeCamilia shared that she will be writing an article about this meeting for the Rutland Herald.

MOWING BID AWARD: Bid #1 & Bid #2

Mr. Jones recommended that the Select Board choose Cuttin' It Sweet for bid #1, although this bid was slightly higher than Intrinsic's bid, Mr. Jones is not familiar with the Intrinsic company's work. Mr. Jones recommended that the Select Board choose White Knight for Bid #2. Both companies have worked for the Town before.

Mr Spaulding made a motion to select Cuttin' It Sweet for Bid #1 in an amount not to exceed \$11,795.00 and White Knight for Bid #2 in an amount not to exceed \$4,711.00 per year for two years. Mr. Holden seconded the motion.

Mr. Combs asked the Town Manager why White Knight's bid proposal had several areas with no cost. Mr. Jones is not sure but assumed it is because those areas had only minor items to be cleaned up.

A fourth bid was received, but the company failed to attend the pre-bid meeting so was not included for consideration.

Mr. Leamy called the question, all Select Board members were in favor and the motion passed.

ADDITION OF WEXEXXON CARD SERVICES TO THE LIST OF VENDORS THAT MAY BE PAID IN ADVANCE OF SELECT BOARD APPROVAL

The Town Accountant provided the Select Board with documentation regarding the reason for requesting these card services.

Mr. Mark made a motion to add WEXEXXON Card Services to the preapproved payment list. Mr. Spaulding seconded the motion.

Clarification was made on the timing allowed for payments to avoid issues.

Mr. Leamy called the question, all Select Board members were in favor and the motion passed.

GREEN UP DAY

Mr. Leamy referred to the information provided to the Select Board regarding Green Up preferences from Chris Forrest at the Town Transfer Station.

Mr. Holden made a motion to accept the recommendation from Chris Forrest regarding Green Up Day for discussion. Mr. Spaulding seconded the motion.

Mr. Holden agrees with everything listed but feels that the Transfer Station should allow an area for Green Up Bags that people may bring in without realizing they are not supposed to until the following weekend.

Mr. Combs agreed that it would be a good idea to hold the Free Day on a different weekend than Green Up Day so that people do not get confused.

Mr. Leamy called the question, all Select Board members were in favor and the motion passed.

LIQUOR LICENSE APPROVAL:

All renewals have been approved by the Chief of Police.

Mr. Combs made a motion to approve Sodexo for a First- and Third-Class Liquor License renewal, Castleton Village Store for a Second Class Liquor License renewal, Birdseye Diner for a First Class Liquor License renewal and Outside Consumption permit, Castleton Pizza Place & Deli /Blue Cat for a First Class Liquor License and Outside Consumption permit, and Ice House formerly known as Iron Lantern for a

First and Third Class Liquor License renewal and an Outside Consumption permit. Mr. Holden seconded the motion. All were in favor and the motion passed.

LIONS CLUB REQUEST FOR COIN DROP

Mr. Holden made a motion to approve the Castleton Lion's Club's request to hold a coin drop on Saturday, June 26, 2021 from 10am to 2pm. Mr. Combs seconded the motion.

The Castleton Lion's Club requested to hold a coin drop on Saturday, June 26, 2021. At this time no other coin drop requests have been received. The Select Board has given the Castleton Fire Department and the Castleton Village School 8th Grade Class priority on dates.

Mr. Holden withdrew his motion. Mr. Spaulding removed his second.

Mr. Holden made a motion to approve the Castleton Lion's Club's request to hold a coin drop on Saturday, June 26, 2021 from 10am to 2pm pending any conflict with the agencies given priority. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

MEMORANDUM OF UNDERSTANDING FOR MAINTENANCE WITH TOWN: Castleton Free Library

Mr. Jones explained that there has never been a Memorandum of Understanding between the Town and the Library. Mr. Jones supports the MOU provided by Mrs. Mark on behalf of the Castleton Free Library.

Mrs. Mark shared that having a memorandum of understanding is common between Towns and Library's. Mrs. Mark explained that the Library Board is applying for a grant, the 1772 Grant. The grant would be to repair the chimneys at the Castleton Free Library. To be eligible for the grant, the Library Board must show that the Library is responsible for the general upkeep and maintenance of the building both inside and outside.

Mr. Combs asked that on page 2, section 3, in the first sentence that the words "annual voting day following the" be struck from the document, for clarification. The Select Board members all agreed.

Mr. Holden made a motion to approve the Memorandum of Understanding between the Town of Castleton and the Castleton Free Library with the correction. Mr. Spaulding seconded the motion. Mr. Mark recused himself from the vote. All remaining members voted were in favor and the motion passed.

MANAGER'S REPORT

Mr. Jones presented his Manager's report to the Select Board. The following items were discussed further.

Mr. Jones explained that he will address the Bike and Pedestrian Grant with Pete Pochop at VTRANS to make sure that nothing is impacted by pushing these projects to next summer.

Mr. Mark asked about the Grants-In-Aid Project listed on the Town Manager's Report, specifically why nothing was reported to the state about the culverts.

Mr. Jones answered that it was never followed up on with previous employees. The road inventory was updated in 2017 and everything that was done between 2017 to date has not been updated in the State's

system including the culvert changes. Now the Town has someone who can update all this information and get it back to Steffanie Bourque by the end of May.

Mr. Jones shared that he did a walk-through with Mr. Mark and Mr. Leamy to view what is being discussed regarding the MHG Solar Gravel Pit site. Mr. Jones is willing to take any other Board members that would like to see the site up.

Mr. Jones pointed out that on page 4 of his report, under Wastewater Treatment Facility, he has signed the Preston Lane and Crystal Heights Priority List (P-list).

Mr. Jones spoke about an email he received stating that the owners of the property on Little Rutland Road are willing to meet with the Town and contractors at the property. We will need a total project cost for so that the property owners know what their share of the project is after the Town receives the money from FEMA for the project.

Mr. Jones noted that on Page 6, under Trainings and Meetings he would like to resume meetings as soon as this week following the new guidelines.

On page 7, Mr. Jones would like to speak to the Select Board in Executive Session regarding Town Lands and Crystal Haven common areas.

Mr. Combs asked if anything needed to be done with the Town of Castleton COVID-19 Safety and Health Work Plan revised on March 22, 2021. Mr. Jones provided an updated version with updated language to the Board to review.

Mr. Jones clarified that if the document were not approved tonight that opening the Town Offices would be delayed, but the Fire Department would not be delayed as they have separate guidance. Also, all the Police Officers have been vaccinated so they do not wear their masks in the Police Department when nobody else is there.

Several of the the Select Board members have not reviewed the revised "COVID-19 Safety and Health Work Plan since it was sent to them earlier in the day.

Mr. Combs made a motion to adopt, on an interim basis, the Town of Castleton Vermont COVID-19 Safety and Health Work Plan as adopted on January 11, 2021 and revised on March 22, 2021 until the next Select Board meeting on April 12, 2021. Mr. Mark seconded the motion.

There was discussion regarding the timing of the adoption of the Safety and Health Work Plan and the benefit of waiting until all of the Board members have had a chance to review it.

Mr. Combs withdrew the motion. Mr. Mark removed his second.

Mr. Jones asked the Select Board to read through the document and send their questions to him prior to the next meeting so that he may prepare answers.

Mr. Combs noted that on page 3 of the document, under the list of the Boards, the CDERAC is not listed.

PURCHASE ORDERS FOR APPROVAL

There were no purchase orders to approve.

WARRANTS FOR APPROVAL

Mr. Combs made a motion to approve check warrant #0322 in the amount of \$74,135.08, check warrant #0322R in the amount of \$650.00, check warrant #0319 in the amount of \$1,757,734.00, check warrant #0318 in the amount of \$5,569.24, check warrant #0311 in the amount of \$17,583.00, check warrant #0318P in the amount of \$15,612.74, and check warrant #0311P in the amount of \$16,311.13. Mr. Spaulding seconded the motion. All were in favor the motion passed.

Mr. Holden made a motion to approve check warrant #0319P in the amount of \$694.30, and check warrant #0312P in the amount of \$694.30. Mr. Spaulding seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.

Mr. Combs made a motion to approve check warrant #0313P in the amount of \$923.50. Mr. Holden seconded the motion. Mr. Spaulding recused himself from the vote. Those remaining were in favor and the motion passed.

Mr. Holden made a motion to approve check warrant #0320P in the amount of \$100.48. Mr. Spaulding seconded the motion. Mr. Leamy recused himself from the vote. Those remaining were in favor and the motion passed.

SELECT BOARD COMMENTS & CONCERNS

Mr. Leamy asked the Select Board members if they would mind meeting in the Fire Station for future meetings. The members agreed.

Mr. Spaulding asked when the next Development Review Board meeting was. Currently, the date is unknown. Mr. Spaulding also asked if Mr. Holden was able to get the previously requested information from the Rutland County Solid Waste.

EXECUTIVE SESSION

Mr. Holden made a motion to enter Executive Session with the Town Manager to discuss Real Estate 1VSA Section 313(a)[2] at 8:23p.m. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Holden made a motion to exit Executive Session at 8:27 p.m. with the board and Town Manager. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Spaulding made a motion to exit Executive Session at 8:47 p.m. Mr. Holden seconded the motion. All were in favor and the motion passed.

ADJOURN

Mr. Holden made a motion to adjourn the Select Board Meeting at 8:48 p.m. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary