

TOWN OF CASTLETON
COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE
Thursday, January 16, 2020 at 6:00pm
Castleton Town Hall
263 VT – 30
Bomoseen, VT 05732

PRESENT: Mark Brown; Chair, Ted Molnar; Vice Chair, Jennifer Jones; Parliamentarian, Mary McIntyre; Committee Member, Mark Gossarth; Committee Member, Martha Clifford; Committee Member, Tim Munks; Committee Member, Richard Combs; Select Board Liaison, Mike Jones, Town Manager; Eliza LeBrun, Recording Secretary;

ABSENT: Janet Currie; Committee Member

CALL MEETING TO ORDER

The meeting was called to order by Mr. Jones at 6:02 pm.

PLEDGE OF ALLEGIANCE

Mr. Jones led the pledge of allegiance.

ADOPT ELECTION OF COMMITTEE OFFICERS

Mr. Jones explained the need to elect the positions of Chairperson, Vice Chairperson and Parliamentarian prior to moving forward with the meeting.

Mr. Combs nominated Mark Brown for the position of Chair of the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE. Mrs. McIntyre seconded the nomination.

Mr. Molnar nominated himself for the position of Chair of the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE. Mrs. Jones seconded the motion.

The vote was called for the nomination of Mr. Brown to the position of Chair, all were in favor and the motion passed.

The second nomination was not voted on based on the previous vote.

Mr. Brown assumed his role as Chair of the Committee and asked for nominations for the position of Vice Chair.

Mr. Combs nominated Ted Molnar for Vice Chair of the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE. Mr. Gossarth seconded the nomination.

Mr. Combs made a motion to allow the Town Manager to cast one vote for Mr. Molnar. Mrs. Jones seconded the motion. All were in favor and the motion passed.

The vote for the nomination of Ted Molnar for the position of Vice Chairperson was called. All were in favor and the motion passed.

Mr. Brown asked for nominations for the position of Parliamentarian.

Mr. Brown nominated Mrs. Jones for the position of Parliamentarian of the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE. Mrs. McIntyre seconded the nomination.

Mr. Combs made a motion to allow the Chairman to cast one vote for Mrs. Jones as Parliamentarian. Mr. Munks seconded the motion. All were in favor and the motion passed.

The vote was called for the nomination of Mrs. Jones to the position of Parliamentarian, all were in favor and the motion passed.

The members then introduced themselves and gave their role within the Town of Castleton as well as their goals for this Committee.

Mr. Jones believes that there is a lot of good that can come out of this Committee and he, Jonas Rosenthal; Zoning Administrator and Karen Stewart; Executive Assistant are available to help.

APPROVAL OF AGENDA

Mr. Combs made a motion to approve the Agenda. Mrs. Jones seconded the motion. All were in favor, the motion passed.

ADOPT RESOLUTION OF DAY & TIME OF MEETINGS

The Committee discussed meeting on the second or third Thursday of each month at 6pm, and they could adjust the week as needed. However, several members are not available the third week of February, so the next meeting is set for Thursday, February 13, 2020 at 6pm in the Castleton Town Office.

Mr. Jones shared that he would need the agenda at least 48 hours in advance to meet posting requirements for the State of Vermont. It was also noted the Committee would need 6 people present to form a quorum.

Mr. Combs made a motion to meet on Thursday, February 13, 2020 at 6pm at which meeting a permanent schedule will be set. Mr. Munks seconded the motion. All were in favor and the motion passed.

ADOPT RULES OF PROCEDURE

Mrs. McIntyre made a motion to adopt Roberts Rules of Order for procedure. Mrs. Jones seconded the motion. All were in favor and the motion passed.

REVIEW CONFLICT OF INTEREST POLICY

The Town of Castleton Conflict of Interest Policy was provided to all members of the Committee for review.

DISCUSS THE MISSION OF THE COMMITTEE, TOWN PARTNERS, AND SUPPORT ASSETS

The Town Manager provided all the members of the Committee with binders containing materials pertinent to running the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE. He asked that the Committee create a motto/logo to be placed on the cover of their binders.

Mr. Jones reviewed the contents of the binder and explained the purpose of including each document. The first page consisted of the Mission and Vision Statement as approved by the Select Board. Mr. Jones stated that the Committee may need to redraft these as the focus of the Committee becomes clearer. Staff contacts were listed for all members. A copy of a section of Roberts Rules of Orders as it pertained to this Committee was included for each member. The Town Plan was included, and members are encouraged to familiarize themselves with the Village Center Designated Areas. These are important to the Town as they allow the Town to apply for certain grants that it would not otherwise be eligible for. The Town applied for the Better Connections Grant through these Designated Village Centers, although it was not approved, this grant would have been for sidewalks and trails to connect all the villages, lighting, etc. The Town does plan to apply again this year.

Mr. Jones encouraged the Committee to review the Town Plan as it is important to understand through this process. Mr. Jones noted that Committee member, Janet Currie is also the Chair of the Planning Commission and would be able to help answer questions and explain the Town Plan to everyone.

Mr. Jones shared that there is a proposed budget that will go to the voters in March, this budget would help the Committee pay for assistance from different groups as well as pay a stipend to attend meetings for Committee members.

Mr. Jones shared that the groups which partner with the Town include the Fire Districts 1, 2 and 3. It is important to work with them on projects to avoid issues. Mr. Jones reiterated that it was very important to collaborate with community partners on projects. Sending out surveys was mentioned as a good way to determine what the residents and business owners are interested in seeing happen with in the Town of Castleton.

DISCUSS PLANNED AND APPROVED GRANT PROJECTS FOR FISCAL YEARS 2020/2021

Mr. Jones wanted to let the Committee know what was going on at this time regarding approved grant projects. Specifically, Mr. Jones discussed the Sidewalk project, the easements will be signed to move forward from Drake Road to the 4 Corners and the 4 Corners to the Medical Center. This is referred to as Phase I, Phase 2 was completed last year.

The Town will reapply for the Better Connections Grant to connect Castleton 4 Corners the Village. This is already in the works.

The Town Manager mentioned that there was already a grant that had been submitted for sidewalks, crosswalks and lighting going from Castleton University to Main Street (Route 4A) then going east to the Amtrak station. There will be public meetings to discuss this with the residents and business owners.

The Committee and the Town Manager discussed the Rail Trail as well as other possibilities for projects that would benefit from the Better Connections Grant.

Mr. Combs asked for maps showing the designated village centers. Mr. Jones will request these from Mr. Rosenthal.

Mr. Jones shared that the Town has applied for a Storm Water Grant for Castleton Village. The storm water lines within the Town are old and failing, many have roots growing through them. The Town has applied for a scoping study, if approved the grant usually carries through to design and engineering. This project will be very expensive.

The Municipal Planning Grant was also approved. This grant will be used to re-write zoning within the Town. As the Committee moves ahead, Mr. Jones noted that they may see some zoning issues that you can discuss with Mr. Rosenthal and the Planning Commission.

DISCUSS ROAD IMPROVEMENT PROJECTS PLANNED FOR FISCAL YEAR 2020/2021

Mr. Jones noted that nothing got paved last year. This year the paving projects that have already been approved and funded are at the top of the hill on Drake Road to Little Rutland, Sandhill from Route 4A to South Street, Depot Terrace, and a few driveways and the Crystal Beach parking lot. Then the Town will look at West Castleton from the Green Dump to the State Park.

Mr. Brown asked about the power poles on the lake near the Green Dump. Several members remembered that the power company put the poles along the lake as a temporary fix when a line failed along the upper ledge across the street. Mr. Brown stated that the power company never got a permit as it was a temporary fix, but that was 10 years ago. Mr. Jones is going to investigate this.

A grant was submitted for an additional \$175,000 towards the paving for this year. There has not been any paving set for fiscal year 2020-2021 yet. As soon as it is available, Mr. Jones will share the paving list for 2020-2021 with the Committee.

DISCUSS CURRENT SERVICES PROVIDED IN THE TOWN (MUNICIPAL & PRIVATE)

Mr. Jones identified sewer as a municipal service, however, sewer does not run around the west side of the lake, it stops at East Crystal Haven, does not go up North Road, does not go all the way up South Street, it is very limited. There has not been a lot of growth since 1972.

The sewer plant is up for their 20-year evaluation. The Town will likely replace the main from Castleton Corners to the Pump Station, down by the railroad crossing on Route 4A.

There was discussion on how this project would affect local businesses.

Mr. Jones shared with the Committee that during the last 2 Town Meetings, residents have complained about the lack of EMS services in the Town. Currently Castleton has no EMS services available. This is part of community development. Fair Haven and Poultney have EMS services with ambulances, something Castleton does not.

Mr. Combs commented that when this was reviewed last year, and he pointed out that people do not realize it is not as easy as buying an ambulance. The Town would need the money to not only buy an ambulance, but also to staff it.

Another topic for consideration is internet services and broadband within Castleton as it is currently limited.

CITIZEN'S COMMENTS

There were no citizen's comments. It was recommended that this be listed at the beginning of the Agenda in the future.

DISCUSS THE COMMITTEE BUDGET

Mr. Jones will discuss this more with the Committee after the March vote. The amount is listed in the Town Report and Mr. Jones will email it to all the Committee members.

The Committee discussed the importance of speaking to and including Castleton senior citizens in public meetings. It was recommended that this demographic be focused on in the future and that their schedules be considered when planning public meetings.

COMMITTEE COMMENTS

Mr. Brown asked what the members would like to see accomplished in this Committee. Discussion was held regarding the benefit of reaching out to local businesses to find out their plans and to determine if any struggling businesses need assistance or any retiring service providers that are considering closing. It was mentioned that before looking to bring in new business, perhaps the focus should be on the local businesses and showing support.

Mr. Brown asked how a Committee of professionals could be put together to mentor failing businesses and where the funding would come from.

Mrs. McIntyre would like to see a way for residents to assist with the appeal of the Town by maintaining yards and sidewalks. Neighbors helping neighbors. Mr. Jones shared that there are grants for Community Beautification that the Committee could investigate.

The Committee informed the Town Manager that they would like to meet with Devon Neary of the Rutland Regional Planning Commission and a representative of Rutland Economic Development Corporation to discuss community engagement at the next meeting.

Mr. Jones mentioned again that a Community Survey would be very helpful in determining what residents and taxpayers would like to see happen in town and how can we attract new families and businesses.

Mr. Molnar noted that it is important to include Castleton University as a driving force. He feels that it would be worthwhile to ask what they would like to see from the Town. Mr. Molnar asked if there was a current list of businesses in town and how long they have been here. Mr. Molnar also noted that it was necessary to give environmental consideration to the Town as well.

Mrs. McIntyre asked for an inventory on skills that the members of the Committee have that would assist the group.

BRIEF RECAP & ITEMS FOR FOLLOW UP

The next meeting of the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE will be on Thursday, February 13, 2020 at 6pm.

The Committee has asked for a summary of local businesses and a copy of a map noting the designated village centers.

Mrs. Jones recommended sending out a letter to all businesses to let them know that the Committee is here and wants to help. Perhaps a letter of introduction. It was recommended that this wait until after the next meeting with RRPC and REDC. Perhaps a link to a survey could be included in the letter as well.

Mr. Jones will speak to Castleton University about bringing in interns from videography to assist the Committee with marketing.

Mr. Combs recommended that the members read the mission and vision statement and goals and consider amending them.

ADJOURN

Mrs. Jones made a motion to adjourn the COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE Meeting at 7:40p.m. Mr. Combs seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary