

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
Monday, May 10, 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; Ed Savage, Public Works Director; Eliza LeBrun, Recording Secretary

**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. Holden seconded the motion. All were in favor and the motion passed.**

**APPROVAL OF MINUTES: 4/26/21**

**Mr. made a motion to approve the minutes of 4/26/21. Mr. Holden seconded the motion.**

The following amendments were noted:

- On page 3, in the 1<sup>st</sup> paragraph under Select Board Comments and Concerns, should read Rutland Solid Waste District.

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

**CITIZENS COMMENTS & CONCERNS**

There were no comments or concerns.

**LIQUOR LICENSE APPROVAL: CASTLETON PIZZA PLACE & DELI/BLUE CAT 3<sup>rd</sup> CLASS RENEWAL**

All renewals have been approved by the Chief of Police

**Mr. Combs made a motion to approve the Castleton Pizza Place & Deli and the Blue Cat request to renew a third class restaurant/bar license to sell spirituous liquors. Mr. Holden seconded the motion. All were in favor and the motion passed.**

**COIN DROP REQUESTS**

Mr. Jones indicated that there have been 4 submissions for Coin Drops in the Town of Castleton.

**Mr. Combs made a motion to approve the following Coin Drop requests; Castleton Fire Department for September 18; the Castleton Village School for August 7; the Castleton Community Center for September 25; and the Lions Club for June 26. Mr. Holden seconded the motion. All were in favor and the motion passed.**

Mr. Combs noted that the Castleton Village School does have the ability to choose a second Coin Drop date if they so choose. Ms. LeBrun stated that she would speak to the Principal and Assistant Principal to see what they would like to do.

### **TREE BID AWARD**

Mr. Jones shared that the prices to take down one tree was \$2,875 by Tree's Incorporated and \$6,500 from Vaillancourt. Mr. Jones noted that last year the cost to remove a similar tree of that size was only \$750.00, the current bids are not in the Town of Castleton's budget. The Highway Department and Tree Warden are not comfortable taking this tree down themselves given the size, angle and proximity to a home.

Public Works Director Ed Savage reiterated that the tree's that they need to bring down are very large and need to be topped off and could not be done safely or without making a mess.

Discussion was held regarding the lack of bids and the prices received.

Mr. Jones recommended to the Select Board that they send this out to rebid again after the end of this fiscal year.

**Mr. Combs made a motion to authorize the Town Manager to rebid the Tree removal after July 1, 2021. Mr. Holden seconded the motion. All were in favor and the motion passed.**

### **PERSONNEL POLICY REVIEW FOR APPROVAL**

Mr. Jones shared the changes that Mr. Mark had provided as well as those resulting from conversations with the Vermont League of Cities and Towns and Town Accountant Melanie Combs.

Mr. Mark made the following recommendations/suggestions:

- On page 11; annual evaluation date for employees not be based on the employee's anniversary date, rather choose a single date closer to the end of the fiscal year.
- On page 14; add the word "for" before "employees electing single coverage".
- On page 14; after the word "same" a noun.
- On page 17; define Exempt and Non-exempt employees in the definitions section.
- On page 33; addendum B, page is blank. (Mr. Jones provided the details that were forwarded from the VLCT in the updated version this evening.)

Mr. Jones felt that using anniversary dates for employee evaluation dates spreads the work of the department leaders evaluating and reviewing the annual evaluation for each employee. Mr. Mark agreed with the hope that there was a good tracking process in place to avoid missing evaluations.

**Mr. Mark made a motion to accept and approve the presented Personnel Policy as modified 5/10/21. Mr. Combs seconded the motion. All were in favor and the motion passed.**

### **LOCAL EMERGENCY MANAGEMENT PLAN REVIEW FOR APPROVAL**

Mr. Jones explained that not much in the document changed from last year, however, there were some updates provided by the state and Rutland Regional Planning Commission. Mrs. Stewart and Mr. Jones confirmed all of the contact names and phone numbers.

**Mr. Mark made a motion to approve the Local Emergency Management Plan. Mr. Spaulding seconded the motion for the purpose of discussion.**

Mr. Mark noted that Mr. Spaulding's name was absent from the list on page 2-7 and 2-8.

Mr. Spaulding noted that on page 1-2, the Town Accountant's phone number was incorrect.

**Mr. Holden made a motion to accept the changes to the Local Emergency Management Plan. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

#### **MANAGER'S REPORT**

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

Mr. Jone's noted that the Bike and Pedestrian Grant closes on June 4, 2021. There are 2 locations that Mr. Jone's has identified that would benefit from this grant. Those locations are South St, from University to Main Street (this has been engineered already) or Castleton Corners to Parson's Hill. There has been no engineering done on the Castleton Corner's to Parson's Hill.

**Mr. Combs made a motion authorize the Town Manager to spend an appropriate amount of funding up to \$3,000 for a preliminary engineering plan for sidewalk section from Route 4A to Parson's Hill in sufficient time to apply for the Bike and Pedestrian Grant. Mr. Mark seconded the motion. All were in favor and the motion passed.**

**Mr. Mark made a motion to authorize the Town Manager to sign the contract with Dubois and King for the for Sidewalk Project EH10(4). Mr. Combs seconded the motion. All were in favor and the motion passed.**

**Mr. Mark made a motion to approve and additional payment to Fuss and O'Neill in the amount of \$2,450 for public outreach work done on behalf of the sidewalk project. Mr. Combs seconded the motion. All were in favor and the motion passed.**

Discussion was had on the bid opening for the Sidewalk Project. Mr. Jones explained the timeline for the process.

Discussion was held on a small leak found in the large holding tank at the sewer plant.

Town Manager noted that there was a loss of \$80,000 in sewer revenue from the University because there were not students there. There is a formula that is used to determine the sewer cost based on the number of students which is then sent to the state for approval. The Town Manager is still looking into this. The Select Board would like him to approach the University about recouping these losses.

Mr. Jones shared that the cost to change the culvert on Little Rutland Road has increased significantly.

Mr. Jones has posted the 2006 International Dump Truck for sale but at this time the bids are coming in very low.

**Mr. Holden made a motion to accept the bid for \$9,300 if the bidder is still willing to pay that amount. Mr. Mark seconded the motion.**

Discussion was held on what should be done with the truck and how many trucks are already owned by the Town.

**Mr. Leamy called the question. Mr. Mark, Mr. Combs and Mr. Leamy voted in favor of the motion. Mr. Spaulding and Mr. Holden voted against the motion. The motion passed.**

As per Mr. Mark's previous question below is the language of Article 52.

*Shall the Town authorize the Select Board to use the remaining balance in the Weed Harvesting Reserve account*

*(estimated to be \$18,477 as of June 30, 2020) and remaining balance in the Lake Related Reserve account (estimated to be \$620 as of June 30, 2020) for the purpose of dredging the lake at the mouth of the Sucker Brook tributary to remove silt and debris, and to stabilize the banks of Sucker Brook to mitigate erosion and further degradation of the stream bank? The vote was 832 YES votes and 303 NO votes.*

**Mr. Mark made a motion to authorize the Town Manager to spend the balance in the weed harvesting reserve account once the bank stabilization projects have been paid for, on the diver assisted suction harvesting at the mouth of sucker brook. Mr. Holden seconded the motion.**

Mr. Combs asked to include Crystal Beach in the motion.

**All were in favor of the modified motion. The motion passed.**

Mr. Jones spoke to John and Wenger Rehlen about closing off the road that cuts behind the stone with memorial plaque in front of the "Meeting House" and reclaiming it as a community space. We can certainly clean up the area, add fix the benches and make it more inviting. The highway crew plows it and the surface is dirt, so it is problematic with where to push snow since the house there is an apartment. John and Wenger advised that they are open to the change because there is parking for the apartment behind the building.

**Mr. Holden made a motion to do away with the road and replace it with grass. Mr. Mark seconded the motion. All were in favor and the motion passed.**

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

**Mr. Combs made a motion to approve Purchase Order #046819 to the City of Rutland for sludge disposal in the amount of \$7,012.60. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**Mr. Combs made a motion to approve Purchase Order #046527 to the County of Rutland Treasurer for county tax for 2021 – 2022 in the amount of \$35,303.76. Mr. Mark seconded the motion. All were in favor and the motion passed.**

#### **WARRANTS FOR APPROVAL**

**Mr. Combs made a motion to approve check warrant #0510R in the amount of \$650.00, check warrant #0510 in the amount of \$69,022.63, check warrant #0506 in the amount of \$25,642.14, check warrant #0429 in the amount of \$5,780.29, check warrant #0506P in the amount of \$15,284.50, and check**

warrant #0429P in the amount of \$15,292. Mr. Mark seconded the motion. All were in favor the motion passed.

Mr. Holden made a motion to approve check warrant #0507P in the amount of \$694.30 and check warrant #0430P in the amount of \$694.30. Mr. Mark seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.

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

Mr. Spaulding noted that the guardrails on Drake Road need to be fixed by the bridge as residents are complaining.

Mr. Spaulding also wondered why the Rutland County Solid Waste District was behind in their last quarter billing.

Mr. Jones responded that the Town Accountant is looking into this.

Mr. Spaulding also asked M. Holden if he had received any financial information from the RCSWD. He asked if the Gleason Road facility had been paid off yet.

Mr. Spaulding asked Mr. Jones if a poll had been taken on who would sign up for septic on Crescent Lane.

Mr. Jones is working on this.

#### **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 8:33pm. Mr. Mark 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 8:49pm. Mr. Spaulding 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 8:49pm. 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 9:05pm. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

#### **ADJOURN**

Mr. Holden made a motion to adjourn the Select Board Meeting at 9:06pm. Mr. Combs seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary