

**TOWN OF CASTLETON  
SELECT BOARD MEETING  
Minutes of March 26, 2018  
TOWN OFFICES**

**MEMBERS PRESENT:** J. Bruno, Z. Holzworth, R. Spaulding, R. Combs

**ABSENT MEMBER(S):** J. Leamy

**OTHERS PRESENT:** M. Jones, Town Manager, see listing

Meeting called to order at 7:00PM by J. Bruno, Chairman.

**APPROVAL OF AGENDA**

**MOTION:** Z. Holzworth made a motion to approve the agenda. Seconded by R. Spaulding. All in favor. Motion Carried.

**MINUTES FOR APPROVAL**

**MOTION:** Z. Holzworth made a motion to approve the minutes of March 12, 2018. Seconded by R. Combs. All in favor. Motion Carried.

**LIQUOR LICENSE FOR APPROVAL- FIRST CLASS LICENSE- THE PALMS AT PROSPECT BAY & SUNRISE FAMILY RESTAURANT, LLC.**

**MOTION:** R. Spaulding made a motion to approve the First Class Liquor License for The Palms at Prospect Bay. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** R. Combs made a motion to approve the First Class Liquor license for Sunrise Family Restaurant LLC. Seconded by R. Spaulding. All in favor. Motion Carried.

M. Jones thanked the J. Sabataso of the Palms for coming back to the community.

J. Bruno thanked J. Sabataso of the Palms for attending the meeting.

**TOWN APPOINTMENTS**

J. Bruno asked M. Jones if he had contacted the individuals to see if they wanted to serve.

M. Jones said J. Potter had done that.

**TOWN APPOINTMENTS**

**MOTION:** Z. Holzworth made a motion to appoint Kevin Mullholland for an indefinite term as Animal Control Officer. Seconded by R. Combs. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint M. Brown as Emergency Management Coordinator for a term of 1 year to expire 3/1/19. Seconded by R. Spaulding. All in favor. Motion carried.

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**MOTION:** Z. Holzworth made a motion to appoint M. Jones as Emergency Management Director for a term of 1 year to expire 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint R. Ladd as 1/3 Overseers of Historic Cemeteries for a term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint K. Flowers as 2/3 Overseers of Historic Cemeteries for a term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint J. Pintello as 3/3 Overseers of Historic Cemeteries for a term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint T. Parisi as a Town Attorney for a 1 year term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint L. Vandenberg Baldwin as a Town Attorney for a 1 year term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint P. Gillies as a Town Attorney for a 1 year term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint Ryan Smith & Carbine as a Town Attorney for a 1 year term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to appoint S. Welch as Deputy Tree Warden for a 1 year term to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to appoint People's Bank as the Town's bank for a term of 1 year to expire on 3/1/19. Seconded by R. Spaulding. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to designate Lakes Region Free Press and the Rutland Herald as the Town's newspaper. Seconded by R. Spaulding. All in favor. Motion carried.

### **PURCHASE ORDER FOR APPROVAL- TRANSFER STATION- WASTEQUIP & FIRE DEPT. LAKE CITY FIRE EQUIPMENT**

**MOTION:** R. Combs made a motion to approve P.O. 041401 to Wastequip for a dumpster for \$4,800.00. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** R. Combs made a motion to approve P.O. 041286 to Lake City Fire Equipment for 3 sets of fire gear for \$4,485.00. Seconded by Z. Holzworth. All in favor. Motion carried.

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### **POLICE DEPARTMENT UPDATE- CHIEF MANTELLO**

C. Mantello addressed the Board with monthly report. There were less motor vehicle incidents, less accidents.

R. Spaulding asked the Chief about directed patrols.

Chief replied that they are paid by grants and include speed monitoring, they do include when citizen's call with concerns about speed.

Chief asked M. Jones about the need for the lines and crosswalks on Main Street to be painted.

M. Jones replied that they should be done before May 12, in time for graduation.

J. Bruno instructed M. Jones to get quotes for stamping as it will stay on the road longer.

### **CITIZEN'S COMMENTS - NONE**

### **MANAGER'S UPDATE**

**Assessor Job Description:** I updated the Assessor and Assessor Clerk job descriptions to move forward with submitting them out for bid so we start the new fiscal year with an Assessor and Assessor Clerk on board.

#### **Grants Update:**

- Finance & Maintenance Agreement last step to get the Drake Road re-signing project underway.
- PACIF Grant – Need to complete an action plan to resolve violations some VLCT identified during a January 2017 facility safety survey before we can get reimbursement.
- Sidewalks – No word back on status of finals plans approval from the State.

**Green Lantern Group:** I have provided the board with an updated Net Metering Credit Agreement and net metering credit calculator for review. This is for the solar array proposed to be placed behind the Dollar General on Route 4A.

**The Town Plan has been posted on the Town Web Site:** I received a couple of calls asking me to send them a copy via email, which I did.

**Quotes for fence repair at the WWTF and replacement of the fence at the transfer station:** Only one vendor Homestead Fence Co., (Bob Almeida) has responded to our requests for quotes. An employee (Heath) met me at the Transfer Station on Friday, along with Ethan Barnes, to measure and verify the specifics. He bid on the job a couple of years ago, so it is should be a short turnaround to get a quote back.

**Meeting with the American Legion on 8 April :** The American Legion agreed to put us on their meeting calendar on 8 April at 0945 hrs to discuss the way forward to get an emergency sheltering agreement in place, including Red Cross training and placement, installation, and annual maintenance of the generator.

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**EMS Response:** I received an office visit from a Castleton resident expressing the disappointment in alleged poor response times by ambulance service from RAS to Castleton. I have not yet gathered dispatch information on the volume of calls or the time from dispatch to arrival. I will work on that this week. This conversation is a carry-over from the Town Meeting and deserves attention

**ALICE Training:** Chief Mantello is conducting ALICE training with employees tomorrow at 4:30 PM

J. Currie informed the Board that there will be a public hearing for the new Town Plan on April 25, 2019 @6:00pm. She invited the public to come to the meeting if they any questions and/or suggestions.

S. Steven asked the Board if they would consider selling the Impala to him to use as his Constable vehicle.

J. Bruno asked Chief Mantello if there was money in his budget to support the vehicle.

S. Stevens replied there would be as of the new budget on July 1, 2019. He also stated that if there was not enough money in the maintenance budget for a repair he would fix it at his own cost.

**MOTION:** R. Spaulding made a motion to give the Impala to the 2<sup>nd</sup> constable. Seconded by Z. Holzworth. All in favor. Motion carried.

#### **SELECT BOARD CONCERNS**

Z. Holzworth asked if the \$1,600.00 charge in warrants would be put that line item over budget.

M. Jones replied that it would indeed put it over the budget and he is also keeping an eye on the bottom line number for the current budget.

J. Bruno stated that he had previously asked the Z.A., J. Biasuzzi to give him a list of permits where he had charged citizen's for demolition. There were 2 out of the group of 20 where the applicants had taken down a structure and not rebuilt.

J. Bruno stated that the town does not have a zoning ordinance that requires a charge to take down a structure (demolition) when it is not replaced with a new one.

J. Bruno asked the Board if they would consider refunding the 2 applicants and if anyone else was charged for taking a structure down and did not rebuild, they would also be entitled to a reimbursement.

J. Bruno noted that the Z.A. stated that the demolition was considered an alteration and suggested another Executive Session meeting with the Z.A. at the next meeting.

**MOTION:** Z. Holzworth made a motion to refund anybody who demolished a building in Castleton and did not rebuild and were charged for it. Seconded by R. Spaulding. All in favor. Motion Carried.

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J. Bruno asked M. Jones about the future purchase of a generator for the Legion, the Town's emergency hub. There will be \$22,000.00 in the budget as of July 1, 2018 for the purchase.

M. Jones has not reached out to anyone with bid request as of now. He did talk to Brookline, the company that does our servicing, and asked for suggestions for a vendor. He also asked if they sell generators and is waiting on an answer.

J. Currie informed the Board that there possible could be problems with neighbors surrounding a net metering project. Continuing she stated the Planning Commission is requesting to go into Executive Session with the Select Board to discuss the zoning administrator. She suggested that some Board members attend the Planning meeting on Tuesday, 3/27/18 or the following meeting, along with the Town Manager.

R. Combs noted that if 3 or more members show up it will need to be warned.

J. Bruno stated they will have a Special Select Board meeting on Thursday, March 29, 2018 at 7:00pm with the Planning Commission, and Town Manager, Executive Session only.

### **WARRANTS FOR APPROVAL**

**MOTION:** R. Combs made a motion to approve warrants #0326 for \$39,297.48, #0322 for \$5,996.18, #0321 for \$1,669.26, #0320 for \$1,647,212.25, #0319 for \$1,350.00, #0318 for \$45,705.50, #0315 for \$5,973.51, #0322P for \$15,893.59, #0315P for \$13,881.57. Seconded by R. Spaulding. All in favor. Motion carried.

**MOTION:** Z. Holzworth made a motion to approve warrants #0321P for \$544.01 & #0314P for \$544.01. Seconded by R. Spaulding. All in favor. Motion carried. R. Combs – abstained.

**MOTION:** Z. Holzworth made a motion to accept W. Potter's resignation from the DRB with regret. Seconded by R. Combs. All in favor. Motion Carried.

J. Bruno thanked W. Potter for his service on the Board.

### **EXECUTIVE SESSION**

**MOTION:** R. Spaulding made a motion to go into Executive Session for Real Estate, 1 VSA §313(a)(2) with J & Z Hale and the Town Manager. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session with no action taken. Seconded by R. Spaulding. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to go into Executive Session for Personnel 1 VSA §313(3)(a)(3). Seconded by R. Combs. All in favor. Motion Carried.

**MOTION:** Z. Holzworth made a motion to exit Executive Session at 9:10pm with no action taken. Seconded by R. Spaulding. All in favor. Motion Carried.

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**MOTION:** R. Combs made a motion to hire W. Krajewski from Patriot for the sum of \$9,750.00 to bring us up current with the Grand List and Zoning permits and appoint as Acting Assessor to sign the Grand List. Seconded by Z. Holzworth. All in favor. Motion Carried.

**MOTION:** R. Combs made a motion to adjourn at 9:12pm. Seconded by Z. Holzworth. All in favor. Motion Carried.

Respectfully

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Date of Approval

V. Waldron