

**TOWN OF CASTLETON  
SELECT BOARD MINUTES  
Monday, April 27, 2020 at 7:00pm  
Zoom Web Meeting**

**PRESENT:** Jim Leamy, Chair; Richard Combs, Vice Chair; Zack Holzworth, Secretary; Robert Spaulding, Member; Joseph Mark, Select Board Parliamentarian; Michael Jones, Town Manager; Peter Mantello, Police Chief; Eliza LeBrun, Recording Secretary; Jennifer Jones; Tom Fuller

**CALL MEETING TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Mr. Leamy led the pledge of allegiance.

**APPROVAL OF AGENDA**

**Mr. Holzworth made a motion to approve the agenda. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**MINUTES FOR APPROVAL: 4/13/20**

**Mr. Holzworth made a motion to approve the Select Board minutes of 4/13/20 with corrections. Mr. Spaulding seconded the motion.**

The following corrections were noted;

- 2<sup>nd</sup> Page, bottom of the page, first sentence of the motion, note Seguin "Services"
- 6<sup>th</sup> Page, bottom of the page, 3<sup>rd</sup> bullet, should read where "is the planned location of"
- 7<sup>th</sup> Page, 1<sup>st</sup> sentence, add to the last sentence "for the Town of Hubbardton."

**Mr. Leamy called the question with the corrections. All were in favor and the motion passed.**

**CITIZENS COMMENTS & CONCERNS**

Mrs. Jones followed up on the Car Parade scheduled Saturday, May 2, 2020 to honor all of the healthcare workers and first responders of Castleton. Mrs. Jones met with Chief Mantello and Mr. Combs to establish the route of the parade. The parade will start at Jefford's parking lot at Castleton State University. Cars will begin to gather at 5pm, only 50 cars will be allowed. The Castleton Police Department will lead the parade south on South Street. Across Route 30 to Rice Willis Road, turning right onto Blissville Road, right again onto Route 4A, left onto North Road, left onto Route 30, ending at the Castleton Health Center.

The Fire Department will supply 2 vehicles and will hold traffic at the intersection of South Street and Route 30. The Police Department will hold traffic at the intersection of Rice Willis Road and Blissville Road as well as at both ends of North Road.

Mrs. Jones spoke to Keith Molinari at Castleton University and they will provide the barriers.

Mr. Combs asked if there would be horns or sirens. Chief Mantello responded that he would like to have them in the residential areas only.

#### **LIQUOR LICENSES FOR APPROVAL: DOLLAR GENERAL SECOND CLASS**

Mr. Holzworth made a motion to approve the renewal application for a First Class Restaurant/Bar License to Sell Malt & Vinous Beverages for Breting, LLC dba Third Place Pizzaria, The, located at 595 Main Street, Castleton, VT 05735. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve the renewal application for an Outside Consumption Permit for Breting, LLC dba Third Place Pizzaria, The, located at 595 Main Street, Castleton, VT 05735. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve Third Class Liquor License and Tobacco application for Breting, LLC dba Third Place Pizzaria, The, located at 595 Main Street, Castleton, VT 05735. Mr. Spaulding seconded the motion.

It was clarified that Third Place had never had a Third Class Liquor License and Tobacco and this was the initial application.

All were in favor and the motion passed.

#### **POLICE UPDATE: CHIEF MANTELLO**

Chief Mantello noted that due to COVID-19 and the Stay Home order the police officers are not making as much contact; they are only making traffic stops on certain cases. If dispatch is called or vehicles are 10mph over the speed limit. Traffic violations decreased this month as they are only reactionary. Chief noted that they are not getting the same complaints at this time, they are seeing more suspicious persons calls. There is no grant work at this time, this is across the state. Chief also mentioned that he will require officers to use masks during traffic stops and to observe social distancing.

Mr. Mark noted that the wrecker calls appear to be going to the same company this month There was discussion over the wrecker rotation.

Chief Mantello shared that Officer Justin Szarejko, Walter Ducharme and Angela Woodbury are doing food drives to Castleton Meadows. They are putting packages together for residents who do not get out for lunch,

#### **PAVING BID AWARD**

Mr. Jones received 3 bids for Paving in 2020-2021 from Pike Industries, Wilk Industries and Fuller Sand and Gravel. The low bidder was Fuller Sand and Gravel. Mr. Jones noted that the Town of Castleton has used this company before with no issues.

Mr. Mark made a motion to award the Paving Bid for 2020-2021 to Fuller Sand and Gravel. Mr. Spaulding seconded the motion.

It was clarified that all paving not completed in 2019-2020 would be done by the companies awarded those projects. Wilk Industries will do that carryover paving to include the Crystal Beach parking lot.

Mr. Leamy called the question. All were in favor and the motion passed.

## **MOWING BID AWARD**

Mr. Jones noted that 3 bids had been received for the 2 Mowing bids. Mr. Jones chose not to make a recommendation as he is friends with several of the bidders.

**Mr. Holzworth made a motion to award Bid #1 to Ed Thompson in an amount not to exceed \$13,915 for the season. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

**Mr. Holzworth made a motion to award Bid #2 to White Knight Mowing & More in an amount not to exceed \$4,140 for the season. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

## **TOWNLIN EQUIPMENT SALES: WWTF TRACTOR REPAIRS**

Mr. Jones explained to the Select Board that the Wastewater Treatment Tractor was taken to Townline Equipment for service as previously approved by the Select Board. However, once the Tractor arrived, it was determined that there were additional issues. The provided quote is in addition to that which was already approved. This is still less than a new Kubota Tractor.

**Mr. Spaulding made a motion to authorize the expenditure of \$3,674.92 for parts and labor on the Wastewater Treatment Facility Tractor.**

Mr. Combs noted that the amount indicated was taken from an estimate and the final amount could be more.

Mr. Combs asked Mr. Jones what was in the garage at the WWTF as they agreed that the tractor should be stored in there once it is returned.

Mr. Mark asked how necessary these repairs were in reference to spending prior to the next fiscal year due to COVID-19. Mr. Jones assured him that the Tractor was not useable and that there is a possibility that enterprise and reserve funds could be used, VLCT has written recommendations for this method. Mr. Jones assured the Board that we are not experiencing any shortfall at this time compared to the same time as last year.

**Mr. Leamy called the question, all were in favor and the motion passed.**

## **CRACK SEALING BID: 2019-2020**

Mr. Leamy noted that this is a holdover from last year. Mr. Jones's noted that the original motion did not state "for one day" and would recommend that the Select Board re-do this motion.

**Mr. Combs made a motion to withdraw the motion made on 8/26/19 and make a motion to award the bid for roadway crack sealing to Nicom Coatings Corp. in the amount of \$20,750 for 5 days of crack sealing. Mr. Holzworth removed his initial second and will second this motion. All were in favor and the motion passed.**

#### **AMEND MOTION TO PAY FAIR HAVEN FOR BALLISTIC VEST**

Mr. Jones shared that the Town of Castleton hired Police Officers that were employed by the Town of Fair Haven. These Officers brought vests to the Town of Castleton that were purchased by the Town of Fair Haven. Fair Haven stated that they had requested that the vests be returned, but they were not. Mr. Jones would like to pay for half the cost of one vest. It was basically a brand new vest when it came to the Town of Castleton.

**Mr. Mark made a motion to amend previous action and modify the amount to be paid to the Town of Fair Haven Police Department by substituting \$462.85 for \$93.00. Mr. Combs seconded the motion. All were in favor and the motion passed.**

#### **MEMORIAL DAY PARADE**

Mr. Jones shared his recommendation that the Town of Castleton not organize a Memorial Day Parade and he will work with the Legion to make sure that the wreath is laid at the memorial in town and flags are placed at the graves of our fallen soldiers.

**Mr. Spaulding made a motion to cancel the parade for Memorial Day 2020. Mr. Holzworth seconded the motion. All were in favor and the motion passed.**

#### **2020 AUDIT: PACE & HAWLEY**

Mr. Jones provided the Select Board with a copy of an email trail of proposal for the cost of \$10,500 to complete the 2020 audit for the Town of Castleton. Next year the Town will need to find a new auditor as it is recommended by VLCT that Towns change auditors every 5 years.

**Mr. Holzworth made a motion to rehire Pace and Hawley for Town Auditor for fiscal year ending 2020 in the amount of \$10,500. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

#### **MANAGER'S UPDATE**

Mr. Jones reviewed his Manager's Report.

Mr. Jones noted that the lease agreement with MHG Solar was reviewed by the Town attorney. After working with the attorney and Pete Giese of MHG, a lease agreement is being presented that Mr. Jones believes will be agreeable.

**Mr. Mark made a motion to authorize the Town Manager to sign the MHG Solar contract on behalf of the Town of Castleton. Mr. Holzworth seconded the motion.**

It was clarified that section 10.8 will change before the final agreement is signed. The wording will change to remove the restrictions of the public board talking about the project, but that we will give MHG notice.

**Mr. Leamy called the question, all were in favor and the motion passed.**

**Mr. Holzworth made a motion to approve a contract with Evan Fitzgerald from Fitzgerald Environmental Associates, LLC, not to exceed \$3,200 to survey and develop a plan for stormwater runoff mitigation**

**and treatment for town land at the Transfer Station and the land for the proposed relocation site for a salt and sand shed. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

Mr. Jones shared that there a survey from Efficiency Vermont was provided to Jeff for an energy audit but it has not been completed yet. Mr. Jones does not know if the audit is needed to determine that a heat pump will be more efficient.

**Mr. Holzworth made a motion to allow the Town Manager to get an estimate for a heat pump at the Wastewater Treatment Facility. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

The Town Manager recommended that the Select Board approve the purchase of a street sweeper. He believes that this will pay for itself. Mr. Jones does not want to sweep sidewalks onto the residents yardm this will scoop it up.

**Mr. Spaulding made a motion to allow the Town Manager to purchase a Street and Sidewalk Sweeper for \$5,900. Mr. Holzworth seconded the motion.**

Mr. Leamy noted that it does not seem to make a difference with how much equipment the Town has, but it always seems that another piece of equipment is needed.

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

Mr. Jones shared that the Town received \$10,000 from thee Vermont Housing & Conservation Board to pay for the feasibility study for the Sand Hill project by Hale Resources, LLC.

**Mr. Holzworth made a motion to authorize the Town Manager to create a Purchase and Sales Agreement between the Town of Castleton and Hale Resources, LLC an undisclosed amount. Mr. Spaulding seconded the motion. All were in favor and the motion passed.**

Mr. Jones would like to speak with the owners of the Bomoseen Lodge about the possibility of non-congregate temporary housing for any Town employee or Healthcare employee who may be exposed to COVID-19. This cost is fully reimbursable under the Major Disaster Declaration for Vermont or DR-4532. The Select Board agreed.

Mr. Jones noted that he has spoken to Town Accountant Melanie Combs regarding providing the missing MSW and C&D/Bulky information as well as the formula for the Hubbardton assessment for the Transfer Station. Mrs. Combs spoke to Mr. Dodd and they could not recall how the formula was determined.

Mr. Holzworth felt that it made sense to change the formula to percentages based on population every 10 years and base it on the census.

Mr. Spaulding disagreed and felt that the calculation should be based on permits sold not residents.

Mr. Jones will request copies of the formula for the Hubbardton assessment formula and will copy it and place in the Select Board mailboxes for each Board Member.

#### **WARRANTS FOR APPROVAL**

Mr. Combs made a motion to approve check warrant #0427R in the amount of \$9,127.11, check warrant #0427 in the amount of \$70,179.70, check warrant #0423 in the amount of \$5,221.78, check warrant #0416 in the amount of \$5,919.46, check warrant #0423P in the amount of \$13,681.53 and check warrant #0416P in the amount of \$13,396.04. Mr. Holzworth seconded the motion. All were in favor, and the motion passed.

Mr. Holzworth made a motion to approve check warrant #0424P in the amount of \$678.15 and #0417P in the amount of \$678.15. Mr. Spaulding seconded the motion. Mr. Combs recused himself from the vote. Those remaining were in favor and the motion passed.

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

Mr. Combs made a motion to approve Purchase Order #045047 to the Castleton First Responders in the amount of \$3,500. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Combs made a motion to approve Purchase Order #026924 to VFIS in the amount of \$7,500. Mr. Holzworth seconded the motion. All were in favor and the motion passed.

Mr. Holzworth made a motion to approve Purchase Order #044849 to VFIS in the amount of \$22,713. 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. Mark asked the Town Manager what was happening in regard to Personnel policies as the Town was cited for a lack of these previously. Mr. Jones noted that the goal is the beginning of the fiscal year.

Mr. Spaulding asked who the Green Up Day Coordinator was. Mr. Jones shared that Liz Mackay is the Coordinator. Green Up Day is May 30<sup>TH</sup> and the bags are not available at this time.

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

There was no recap.

#### **EXECUTIVE SESSION**

There was no Executive Session.

#### **ADJOURN**

Mr. Holzworth made a motion to adjourn the Select Board Meeting at 8:43pm. Mr. Spaulding seconded the motion. All were in favor and the motion passed.

Respectfully submitted; Eliza LeBrun, Recording Secretary