

TOWN OF CASTLETON SELECT BOARD MINUTES

**Monday August 8, 2022 7:00 p.m.
Castleton Fire Station Community Room
273 Route 30N, Bomoseen
In-Person & Zoom Virtual Public Meeting**

Zoom Meeting Recording Link:

<https://us02web.zoom.us/rec/share/KoBnPTmQPHRV60cxyGOUQiQw8krIEWhDRf6r0GFBw-w86lVidLPRHFhtNkjYYsB.wEtS4z-R32y1NHxK>

PRESENT: Jim Leamy, Chair, Mary Lee Harris, Michael Jones, Town Manager, See Attached List

Attending via Zoom: Richard Combs, Vice Chair, Joseph Mark, Parliamentarian, Tim Munks, Zak Hale, Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

The meeting was called to order by Chair J. Leamy at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by J. Leamy.

APPROVAL OF AGENDA

R. Combs made a motion to approve the agenda. J. Mark seconded the motion.

All were in favor. Motion carried 4-0.

APPROVAL OF MINUTES OF JULY 25 and JULY 29, 2022

J. Mark made a motion to approve the minutes of July 25, 2022 as presented. R. Combs seconded.

Page 2 – end of the third line of the second paragraph, *tht* should be changed to *that*.

Page 2 – 12th line of the second paragraph, *J. Mark were the well and retaining wall in place* should be changed to *J. Mark asked whether the well and retaining wall were in place*.

Page 2 – next to last line of second paragraph – *J. Mark has been lingering for a long time* should be changed to *J. Mark stated this has been going on for a long time*.

Page 2 – 10th line of the third paragraph – *J. Mark reviewed that DPS covers dispatching* should be changed to *J. Mark observed that DPS has been funded by the Legislature to cover*

Page 2 – 8th line of the fourth paragraph – *J. Mark urged them to take advantage of any opportunities with modern technology* should be changed to *J. Mark urged Board members to take advantage of any opportunities to learn about the modern technology*

Page 3 – 5th line from the bottom of the page – *J. Mark revised the motion for one year* should be changed to *J. Mark revised the motion for this appointment to be for one year*.

Page 4 – second line – *Ahave* should be changed to *Ahava*

Page 4 – 8th line of the Employee Appreciation paragraph, Board of Selectmen should be moved up one line to just before Planning Commission.

Page 5 – 4th to last line of the Manager's Report – *he is not comfortable with one pumper being in town and it needs to go* should be changed to *he is not comfortable with only one pumper being in town and Engine 2 need to go*

All were in favor. Motion carried 4-0.

J. Mark made a motion to approve the minutes of July 29, 2022 as presented. R. Combs seconded.

Page 1 – *The agenda was amended to include the change to the Memorandum of Understanding* should be moved up two lines to the end of the previous paragraph after the vote on the first motion.

Page 2 – beginning of the third line – *to discuss real estate* should be deleted.

All were in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA

Wenda Bird, would like to discuss the letters she has sent to the board. J. Leamy suggested since one member is absent, two members are on zoom he feels it should be discussed when there is a full board present in person.

M. McIntyre stated if the members attending via zoom are not considered present then there is no quorum. J. Leamy stated her comments are noted. M. McIntyre stated she has a question about special meetings and different times, the Board of Selectmen meetings are normally at 7pm, special meetings are at a different time. M. Jones stated it depends on what it is, if a joint meeting with the Hubbardton board for example, they try to get it scheduled before a regular meeting.

M. McIntyre, where can the recording of meetings be listened to. M. Jones stated the link to the recordings is on the minutes of the meetings, or if recorded by PEGTV, that is posted in about 48 hours. PegTV also archives meetings on their website and their utube channel. M. McIntyre asked how many selectboard meetings can a member miss? J. Leamy stated as many as need to if they are not able to be present, with a valid reason. M. McIntyre asked what is the status on CVS, she has not seen it listed for sale. M. Jones stated there is a meeting with the two Selectboards at CVS on August 11th. M. McIntyre asked if the status will be discussed then. M. Jones stated they haven't received a value of the building from Sargent Appraisals. M. McIntyre asked if the plan is still to put it up for sale. J Leamy stated the vote of combined the combined boards was to sell.

M. Droege stated she appreciates the minutes being posted in advance. A question she has asked is not reflected in the minutes, so maybe could be included today. Will CVS be listed by licensed real estate broker so more people can see it is for sale? J. Leamy yes it will. M. Jones stated to M. Droege the letter she gave to him would be posted on the website today.

J. Currie asked if the DRB board decision was public now? J. Leamy stated it was. J. Currie asked if the Selectboard is going to entertain any questions, suggestions or concerns from public. J. Leamy assume at appropriate time the board will discuss it and sees no reason why they wouldn't entertain comments from the public. J. Currie states she would like it in the minutes that she as a citizen and voting member of the Town of Castleton request a reconsideration of the DRB. J. Leamy stated so noted. J. Currie also stated that with regards to the letter of Wenda Bird, that the members attending the meeting via Zoom be in attendance at the next meeting and that the item be put on the agenda for consideration. J. Leamy replied with sounds good.

R. Combs would like to know what J. Currie wants the DRB wants to reconsider, entire decision or just part of it. J. Currie stated she would submit her answer in writing to selectboard. J. Leamy accepted that response.

M. Droege asked two weeks ago asked the Selectboard to respectfully consider keeping in town ownership all of the land west of CVS as town property and asked the question again and if there's been a decision made about that. J. Leamy stated no decision has been made and it is under consideration.

STASO ROAD SCOPING STUDY: MSK ENGINEERS

Andrew Rodriquez and Evan Fitzgerald present who are working on this project. A. Fitzgerald stated they have been before the board a few times, this is a summarizing of cost analysis, funding options, project timeline, etc. This is their best guess based on historical projects and what they are seeing in projects right now. Salt and sand shed proposal is in the position of the existing, most cost effective, pricing options, \$1,206,585.00 all inclusive, that's with a 20% contingency and engineering and construction oversight cost, the base cost with mobilization is a little over \$800,000. They split out the salt and sand shed, the other half is erosion and sedimentation control, costs for that are about \$115,000. The funding options are the municipal highway mitigation program that has a \$250,000 minimum, federal funding requires a 20% local match. There is also the VTrans alternatives program that has a \$375,000 cap. For the VTrans Alternatives, if it is not construction, the town is required to pay back all funds provided. After the funding, a rough schedule is approval, grants process, final design by next summer with a construction window of winter 2023-2024. Discussion on terms of the project, the Act 250 process and the permitting process moving forward. M. Jones stated based on the numbers, \$64,000 short in budget. R. Combs stated

based on what has heard, would have up to two years to come up with additional funds, and A. Fitzgerald stated the caps and percentages could also change.

CDERAC BYLAWS: Mary McIntyre

M. McIntyre stated the board has copies of the revised bylaws, corrections were made per J. Mark's recommendations. There is now a chart on the appointments of the members. The town had everyone at two years, so they made some changes to the dates. M. McIntyre gave an explanation of number of members and terms, what is a quorum and requested the board approve the bylaws as presented and the terms of the members. **J. Mark made a motion to approve the revised bylaws as presented. R. Combs seconded. All were in favor. Motion carries 4-0. J. Mark made a motion to adopt for endorsement the list of CDERAC appointments dated August 2022 provide to selectboard in meeting packets. R. Combs seconded.** It was stated that Mr. Bruno has requested he not be reappointed and should be removed from the list. J. Leamy stated it was his understanding the Planning Commission will ask someone will to be appointed at their next meeting. J. Mark stated Beth Murphy at the last meeting changed his motion to appoint her to two-year term, and changed to one year term at M. McIntyre's request, that conflicts with list and believes appointed her as neighboring community resident and now listed as business representative and has a two year term, so need to change list or that decision of the last meeting. M. McIntyre stated the bylaws had not been followed for the past two years, she made changes to the terms, herself and Martha Clifford to one-year terms, and Beth Murphy has a business and is willing, which made sense to her.

J. Mark modified the motion to make this superseding any previous appointments of community members and others to the CDERAC committee. R. Combs seconded. All were in favor. Motion carries 4-0. Vote on the amended motion: All were in favor. Motion carries 4-0.

PROPANE BID AWARD

M. Jones stated they received only one bid from Fyles Brothers. **R. Combs made a motion to approve the propane bid for the winter propane at \$1.90 per gallon from Fyles Brothers. J. Mark seconded. All were in favor. Motion carries 4-0.**

UPDATE ON BROADBAND INTERNET EXPANSION: Tim Munks

T. Munks shared screen, explained the findings of OCCUD and requests for approval and grants being applied for to pay for this project. They have submitted requests for proposals and looking for service providers to respond. Have applied for pre-construction grant for \$441,000 has been granted and they have hired a project manager to get things started. The internet service providers, Comcast, Otelco, Consolidated, etc and this is primarily targeted for unserved or underserved addresses. J. Mark asked how many Castleton residents don't have adequate service. T. Munks stated he can send more information and guessed in about the 100's of residents that are not served. J. Mark asked if there is a level of service or bandwidth that is optimal, what is the threshold. T. Munks stated they need to have 200 mb/sec download is minimum.

RECREATION COMMISSION APPOINTMENT: Amanda Stockwell

This appointment is for a 3 year term on the Recreation Commission. ML Harris recused herself from the discussion. **R. Combs made a motion to appoint Amanda Stockwell to the Recreation Commission for a term expiring on 6/30/25. J. Mark seconded. ML Harris recused herself. All others were in favor. Motion carries 3-0.**

RCSWD UPDATE: Tim Gilbert

T. Gilbert no meeting in July or August but can say household hazardous waste has been smoothed out. R. Comb felt it had been improved. T. Gilbert they are currently doing household by appointment, they are still a person down, have been working on improving. They should have the 2021 audit done in September.

MANAGER'S REPORT

M. Jones asked if any questions, and stated on page 8, paragraph e, the apparatus update from Chief Goyette, they will be here at 7pm on 8/15 to do an assessment on Engine 2, he will have something following that. M. Jones also stated that on page 10, paragraph 11b, the Parks and Recreation Director, everyone he had reached out to has backed out. He will get ahold of Castleton University to see if they can reach out to people with degrees in that program. It seems it's all about the money, it is not enough. The board had approved some carryover money, the only problem is if they dip into that, if the board doesn't approve the budget for next year, they wouldn't be able to pay at the end of the fiscal year. He is researching

salaries and will go back to the drawing board to see what they can vet through the University. J. Mark questioned the comparables for the position. M. Jones looked at Brandon, an average is \$44-45,000 range, Castleton is at \$38-42,000. R. Combs asked what M. Jones thinks the offer needs to be. M. Jones stated it depends on experience, if they are out of college or if they have a lengthy background, but he feels it needs to be around \$45,000 to be competitive.

PURCHASE ORDERS FOR APPROVAL

R. Combs made a motion to approve Purchase Order #048606 in the amount of \$5,295.00 to Motorola Solutions for the in car camera unit replacement, 84% being paid for by GHSP Equipment Grant, remaining paid from Police Department budget. ML Harris seconded. All were in favor. Motion carries 4-0.

WARRANTS FOR APPROVAL

R. Combs made a motion to approve check warrant #0808 in the amount of \$72,122.03, check warrant #0804 in the amount of \$12,655.28, check warrant #0729 in the amount of \$6,875.74, check warrant #0804P in the amount of \$22,153.30, check warrant #0728P in the amount of \$21,485.18. ML Harris seconded. All were in favor. Motion carries 4-0.

R. Combs made a motion to approve check warrant #0807 in the amount \$186.21. ML Harris seconded. J. Mark recused himself. All remaining members voted in favor. Motion carried 3-0.

J. Mark made a motion to approve check warrant #0805P in the amount \$654.67, check warrant #0715P in the amount \$654.68. ML Harris seconded. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

SELECT BOARD COMMENTS & CONCERNS:

J. Mark stated at the last meeting they discussed the Little Rutland Road culvert issue, he had asked M. Jones to come back with a plan, but personal time frame was 2-3 months to get it accomplished. M. Jones stated he and Brent are working on it, they are trying to find a rubber track excavator to rent, he will keep the board updated on their progress.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

Nothing at this time

8:19 pm-ADJOURN

ML Harris made a motion to adjourn at 8:19 p.m. R. Combs seconded. All were in favor. Motion carried 4-0. Meeting adjourned.

Respectfully Submitted

Allison Harvey
Recording Secretary