

TOWN OF CASTLETON SELECT BOARD MINUTES

**Monday, January 22, 2024 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/prUimtmbB3DujQfAYz_vGHdFZ1Bmr1VjLP36kzPCatt94f78nh-GkA7e9hr5lkrta8ZRd7-wad1AFZ4J

PRESENT: Richard Combs, Vice-Chair, Joseph Mark, Parliamentarian, Mary Lee Harris, Mike Jones, Town Manager, See Attached List

PRESENT VIA ZOOM: Robert Spaulding, Highway Foreman, Mary Droege, Nedra Boutwell, Melanie Combs, Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

The meeting was called to order by Select Board Vice Chair R. Combs at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Fire Chief H. Goyette.

APPROVAL OF AGENDA

R. Spaulding made a motion to approve the agenda as presented. ML Harris seconded. M. Jones stated that the 8:00 and 8:15 items can be removed. **All voted in favor. Motion carried 5-0.**

APPROVAL OF MINUTES – January 8, 2024

ML Harris made a motion to approve the minutes of January 8, 2024 as presented. J. Mark seconded.

Page 2 – second paragraph – ML Harris asked for clarification on the walking program, if it was 1, 3 or 5 days a week. R. Combs recalled it was daily. M. Jones will follow up.

Page 3 – first line – *on* should be changed to *ton*.

Page 3 – Deputy Health Officer paragraph, the motion should be in bold, *being* should be changed to *begin* and *for a 3 year term*. J. Mark seconded. *All voted in favor. Motion carried 5-0.* Should be added at the end.

Page 3 – third paragraph of the Manager's Report J. Mark agreed to include previous years' amount, R. Combs stated it was agreed but no action was taken. should be added to the end of the paragraph.

All voted in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

Matt Brown stated there is a rail trail maintenance council that has been created through the Rutland Regional Planning Commission. The council wants a representative from each town the trail goes through, and he would like to request they appoint him as the Castleton Representative. His dad Mark would serve as an alternate if need be. M. Jones stated it was his understanding that the new Recreation Director would be interested in being the alternate. R. Combs asked M. Brown to come back before the board with a plan and clarification of the council and whether alternates are needed.

RUTLAND REGIONAL PLANNING COMMISSION: REGIONAL PLAN UPDATE AND ENGAGEMENT EFFORTS, MAGGIE O'BRIEN

Maggie O'Brien introduced herself and thanked the board for having her. They are looking at doing an update to the Regional Plan and are seeking community input at large. Every 8 years the plan must be updated which is now due. The plan is for homes and businesses and supports community economic development. Community engagement strategy is what they are focusing on. M. O'Brien further explained their vision and how they can achieve what the plan indicates they should proceed with. They will have a survey open until March 31, and she is asking for the support of the board and their communities for support to spread the word about the survey, and they are offering a drawing for participants.

RUTLAND COUNTY SOLID WASTE DISTRICT UPDATE: Tim Gilbert

T. Gilbert stated he had an update with the solid waste district. Budget is up about 5%, administration has requested a \$1.50 per ton increase in surcharge on municipal solid waste, but board was not in favor of that as there has been a surplus the last few years. The Board was comfortable with the costs the way they are and did not approve that. Casellas fees are up 7.5% which they will pass along to haulers going across the scales. They have the funds needed for the water run off program that they have to come up with, they have the approximately \$400,000 needed and that process will begin soon. R Spaulding asked about the assessed value of the properties of the RCSWD and what is it worth. T. Gilbert stated that last he knew assets were about 3 million but that could have changed, he would have to check on a more accurate figure. R Spaulding asked when the district took possession of the Gleason Road transfer station. T. Gilbert stated they have possession of it, but he believes in 2025 they would have to start paying the solid waste district. R. Spaulding questioned the \$20.47 surcharge if it was staying the same? T. Gilbert stated it was remaining the same.

ADOPTION OF THE LOCAL HAZARD MITIGATION PLAN

M. Jones stated in the board packets was an email from Stephanie Bourque, the VT Emergency Management looked at it, the concerns were answered and the next step is for the Selectboard to adopt it and return it to RRPC and will be submitted for final approval. Board will look for an updated version and address it at the next meeting.

POLICE UPDATE

P. Mantello reviewed report for the month, the number of calls, arrests, traffic stops, etc. Sex offender registry which is done every quarter was included. Also reviewed the property checks, Castleton Cares and toy drive. Since the reward was announced on the local murder, a few tips have been received, but nothing has come through on them. Questions on the noise ordinance, and where they are at with it, as well as speed within town on town roads. Brief discussion on the radar carts, and whether they are beneficial and if the town can get any grants to get any additional units. R. Spaulding questioned sex offenders and if notification is required by the town department to neighbors, etc. P. Mantello stated the offender has to report to law enforcement.

APPROVAL OF FIRE DEPARTMENT OFFICERS: Chief: Heath Goyette, 1st Assistant Chief: Dan Ducharme, 2nd Assistant Chief: John Alexander, Captain: Chris Fretta, Lieutenant: Joey Smith

R. Spaulding made a motion to appoint Fire Department officers as follows: Chief: Heath Goyette, 1st Assistant Chief: Dan Ducharme, 2nd Assistant Chief: John Alexander, Captain: Chris Fretta, Lieutenant: Joey Smith. ML Harris seconded. All voted in favor. Motion carried 4-0.

SALE OF AIRPACKS

H. Goyette stated a few months ago the Board approved the purchase of new air packs to replace out of date packs. Chris Fretta was tasked with selling these units, he has a \$1,200 offer for the packs. They are waiting on another bid and will clear out all out of date old packs. There is no use or value to the department at this point in time. Asking the board to approve the sale for no less than \$1,200, the funds will go to the sinking fund for the small tools and equipment. J. Mark questioned the policy on selling town property, but doesn't recall details. Discussion on policies and whether they should approve the purchase. M. Jones doesn't feel they should be sold to the general public, they would have to be sold to someone who is familiar with them. Will hold off on this until the next meeting and would also allow time for the second bid to come in.

SALE OF ENGINE #2

H. Goyette stated is the same policy for this item as well when it comes to the general public. Board would like to see the entire policy before making any decisions on this as well as the air packs.

MAINTENANCE PROPOSAL FOR CASTLETON TAX MAPS: Cartographic Associates

M. Jones stated discussion should wait on this, he has been out sick as has MJ Teetor. He would not be able to answer any questions at this time and they probably have some time to get the facts together and confirm the details.

TANDEM DUMP TRUCK PURCHASE – Removed from Agenda

PARSON'S HILL SIDEWALK PROJECT FUNDING

M. Jones just wants to make the board aware of where they are on the funding for sidewalk projects and further explained the spreadsheet prepared and what they mean. It shows the town share and what funds the town needs to come up with for the projects. He does not see that they can come up with what they need to come up with to match. If they do not use ARPA for the two small scale pedestrian grants, the larger bike and pedestrian grant needs more funds to start and complete. There are not enough funds to start and complete if it is funded. If they don't use ARPA for the small scale bike and pedestrian grant, when the large one comes along, they wouldn't have the funds needed for the Main Street project. He doesn't need any action right now, just wants the board to be aware of what they have coming up on these items.

SOUTH STREET SIDEWALK PROJECT FUNDING

Included in above paragraph.

RFP FOR FEASIBILITY STUDY FOR THE FORMER CVS – Removed from Agenda

HEALTH OFFICER 3-YEAR APPOINTMENT: Jim Leamy

J. Mark made a motion to appoint J. Leamy to a 3 year term as Town Health Officer to be effective on the expiration of the current term. ML Harris seconded. J. Mark felt the vice chair should sign the appointment form, as the chair is the appointee. **All voted in favor. Motion carried 4-0.**

APPROVE WARNING FOR 2024 TOWN MEETING

J. Mark made a motion to approve the warrant as presented, ML Harris seconded for discussion. ML Harris stated she had reviewed this with a VLCT representative, who indicated that the warrant is not worded as it should be according to the state law and she also reviewed the State statute, and she feels very strongly that the items are worded as such that it is against the law to word them the way they are. R. Spaulding asked how you knew what way it could influence the voters, for or against. ML Harris stated that it can not be determined and no opinion or comment should be expressed by the board or any individual. Discussion held on the way things have been done in the past, whether they should have some other document that provides the same information but is not on the ballot available to hand out to voters. **J. Mark withdrew his motion. ML Harris withdrew her second. ML Harris made a motion that on the ballot where it says prior year so many dollars that that be removed and another article not connected right through this could explain differences and many monies received, for whatever, trash, steel or whatever revenues. R. Combs paraphrased the motion to approve the Town of Castleton warning as presented with the exception of Articles 2-34 do not include prior year expenditures information and that in addition we publish a separate document that will both show this year's proposed budget and last year's approved and any anticipated revenues for that line. J. Mark seconded.** R. Spaulding asked where that sheet being prepared is going to or should be presented. R. Combs stated he feels that at the minimum it should be on the Town website and included in the Town Report and also available as a hand out at the pre town meeting. It was suggested it be put on social media that the Town has available as well. R. Spaulding asked about anticipated revenues being included in ballot items in parenthesis as has been in the past. It was stated it would not be. **R. Spaulding voted against, all others voted in favor. Motion carried 3-1.**

MANAGER'S REPORT

M. Jones reviewed items in his report. Concrete wall at the transfer station. Was getting too costly for the concrete to be poured, best to monitor the block wall before going to expense of pouring concrete.

Cameras for sewer lines from Crystal Haven to Castleton Corners continues to be an issue, it is still difficult to find anyone that will do it. Brief discussion on the project being completed.

Vehicle replacement report, will review financials for replacement schedule for next eight years, could be difficult.

Review of generator at highway garage and stated that it is not able to output what is needed.

M. Jones also briefly reviewed the paving budgets and projects that should be done and whether there were enough funds to keep up with the needs of the town roads.

PURCHASE ORDERS FOR APPROVAL

None at this time.

WARRANTS FOR APPROVAL

ML Harris made a motion to approve check warrant #0122R in the amount of \$8,400.00, check warrant #0112 in the amount of \$7,250.50, check warrant #0118 in the amount of \$39,165.51, check warrant #0111P in the amount of \$18,922.81, check warrant #0118P in the amount of \$18,128.95. J. Mark seconded. All voted in favor. Motion carried 4-0.

ML Harris made a motion to approve check warrant #0122P in the amount \$613.30 check warrant #0119P in the amount of \$613.30 and check warrant #0122 in the amount of \$98,218.30. R. Spaulding seconded. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

SELECTBOARD COMMENTS and/or CONCERNS:

ML Harris requested an updated list of appointments/positions for the Town, who holds them and when the terms expire.

J. Mark commented he misspoke when he said at the last meeting that it looked like the light at the Medical Center has been refocused.

R. Spaulding asked if they are hiring another road crew person? M. Jones stated yes, one person left and went to transfer station operator and they have 2 truck operators, mechanic and foreman at the highway department.

ML Harris asked about Honoree Fleming and Joe Bruno dedications for the Town Report. M. Jones stated they are working on putting together a tribute for them.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

8:45 PM - ENTER EXECUTIVE SESSION

ML Harris made a motion to enter Executive Session, to include the Town Manager to discuss Personnel. J. Mark seconded. All voted in favor. Motion carried 4-0.

8:59 PM – EXIT EXECUTIVE SESSION

J. Mark made a motion to exit Executive Session, no action taken. ML Harris seconded. All voted in favor. Motion carried 4-0.

8:59 PM - ENTER EXECUTIVE SESSION

ML Harris made a motion to enter Executive Session, to include the Town Manager to discuss real estate. J. Mark seconded. All voted in favor. Motion carried 4-0.

9:03 PM – EXIT EXECUTIVE SESSION

ML Harris made a motion to exit Executive Session, no action taken. J. Mark seconded. All voted in favor. Motion carried 4-0.

ADJOURN – 9:03 PM

ML Harris made a motion to adjourn at 9:03 p.m. J. Mark seconded. All voted in favor. Motion carried 4-0.

Respectfully Submitted

Allison Harvey, Recording Secretary