

TOWN OF CASTLETON SELECT BOARD MINUTES

Monday, April 8, 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/W54-](https://us02web.zoom.us/rec/share/W54-gOazYv2WUO1NpuWuGqc0TAwxle5NbgSRfHxFm_OUlsWdkdBm5vl6jzVgUNUO.7yvq38RctFnn0Hsc)

[gOazYv2WUO1NpuWuGqc0TAwxle5NbgSRfHxFm_OUlsWdkdBm5vl6jzVgUNUO.7yvq38RctFnn0Hsc](https://us02web.zoom.us/rec/share/W54-gOazYv2WUO1NpuWuGqc0TAwxle5NbgSRfHxFm_OUlsWdkdBm5vl6jzVgUNUO.7yvq38RctFnn0Hsc)

PRESENT: Robert Spaulding, Rob Steele, Mark Brown, Mike Jones, Tom Kearns, Helen Steele, Bob Steele, Heath Goyette, Mary McIntyre, Scott Welch

PRESENT VIA ZOOM: Richard Combs, Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by R. Steele.

APPROVAL OF AGENDA

M. Brown made a motion to approve the agenda as presented. R. Steele seconded. All voted in favor. Motion carried 4-0.

APPROVAL OF MINUTES – March 25, 2024

M. Brown made a motion to approve the minutes of March 25, 2024 as presented. R. Steele seconded.

Page 2 – beginning of the fifth line of the third paragraph (*sic: vote is 11th, not 12th*) should be added.

Page 4 – first line of the Stormwater Runoff paragraph, *in their packets* should be replaced with *at the start of this meeting*.

All voted in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

M. McIntyre stated she was present as Friends of Parks and Recreation, town wide yard sale press release is being published, is June 22, 2024, will provide a copy to the Town, hope to get a number of vendors. Will be put on the Front Porch Forum, and M. Jones will post on Town website as well. M. Jones will be meeting with chair of the committee and the Police Chief on Friday to discuss a Thanksgiving Turkey Trot. R. Spaulding asked about the gym being used for the June 22 event, M. McIntyre stated that they are offering spaces in the gym as a fundraiser, which will help with dealing with weather. Food vendors will most likely be outside.

RECREATION UPDATE – John Alexander

Will not be able to make the meeting this evening. Will be moved to the next meeting of this month.

LIONS CLUB DONATION TO RECREATION DEPARTMENT

M. Jones stated there was a letter in the packet to recognize the Lions Club \$500 donation to the Recreation Department and they would like to publicly thank the Lions Club. M. McIntyre, president of the Lions Club stated they donated the \$500 and would also like to donate man hours to anything they can help with. They are waiting to hear from J. Alexander as to what they would be able to assist with. M. Jones had talked with J. Alexander about cleaning up the fields and dugouts, trees on the fields, and there were some funds reserved for some of the things that need to be fixed. M. McIntyre stated there are also a group with the pickle ball people that would also be willing to volunteer to get things cleaned up and taken care of. M. Jones stated he felt it would be very helpful and save on the Recreation budget. It takes time to figure out what and where things need to be done, but they are working on the list. Brief discussion on the programs with the Recreation Department that need some attention and/or volunteer hours to get them up to speed for the seasons and storage of the various equipment involved with the programs.

20-TON EQUIPMENT TRAILER REPAIR

M. Jones stated the highway foreman will not be attending. This issue was brought up in November/December and to work this into the budget to get the trailer fixed, they have to have a certified welder to fix it, and the only one that is certified close by is Lyle Fabrication. They have a quote of \$7,500 from them to get it fixed and back in service. A replacement would be \$20-\$25,000, which is in the replacement plan, but not in the near future. With this fix, it should make it another five years and they already have the parts to fix it. It is at Lyle's right now, and M. Jones would consider it an emergency fix at this time, and it is on Lyle's schedule for April. R. Spaulding and M. Brown are concerned this will be approved and then after this is done, they will come back with something else that is wrong and it will cost more than this. M. Brown would like to see it sprayed with oil when it is done, M. Jones agreed and stated that they have been undercoating things for the past two years, something that had not been done previously. Brief discussion on the repairs and that it needs to be done sooner than later so they can start moving the excavator. **M. Brown made a motion to have the 20-ton equipment trailer repaired as proposed by Lyle Welding for the cost of \$7,500 with the understanding it will be sprayed with oil after the job is done. R. Steele seconded. All voted in favor. Motion carried 3-0. (R. Combs was inaudible for the vote and comments after the motion was made).**

QUOTE FROM SUMMIT EQUIPMENT FOR HAUGEN MWP-4X8-10FP WORK PLATFORM

M. Jones stated this is a platform that goes on the forks to allow tree work to be done to avoid the \$30,000 plus tree removal bid. Part of this will come from the Tree Warden budget. Discussion on how beneficial it would be for the removal of trees and allow two people to be in the bucket/on the platform to do the work necessary. Also helpful for other things such as flags on the poles on Main Street. It will go up ten feet, then if they are using the 16-foot pole saw, they would be able to reach a lot more of the limbs that need cutting/trimming. Also discussion on the use, who would be eligible to use it, any training that may be necessary, how it would be stored and maintained and well as a policy being drawn up for use. R. Combs arrived at the meeting at this time and took over as chair. **M. Brown made a motion to purchase the Haugen MWP 4x8 10 FP work platform from Summit Equipment Outlet for \$3,897.71, funding 50% highway and 50% from tree warden budgets. R. Steele seconded. All voted in favor. Motion carried 4-0.**

ACCEPTANCE OF ANNUAL FINANCIAL PLAN FOR STATE HIGHWAY GRANT PURPOSES

M. Jones stated this has gone to the State level, it was reviewed with K. Stewart and stated it is needed to apply for grants. The State takes miles of road within the town, the types of roads and Town's budget and splits into the presented categories and is an annual requirement and calculation. **M. Brown made a motion to approve the Annual Financial Plan for State Highway Grant as presented. R. Steele seconded. All voted in favor. Motion carried 4-0.**

BEEJJ, INC DBA CASTLETON CORNERS DELI TOBACCO LICENSE AND TOBACCO SUBSTITUTE ENDORSEMENT

R. Steele made a motion to approve the Tobacco License and Tobacco Substitute Endorsement for BEEJJ, Inc., DBA Castleton Corners Deli as presented. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

SHORT TERM RENTAL POLICY & REGISTRY DISCUSSION

R. Combs stated this is an update and should be a brief discussion. M. Jones had a proposal from the Rutland Town draft which they were agreeable to the Town using their format. Rutland Town had partnered with Fire and Safety to assist with inspections before short term rentals to make sure they were within code, as well as water and sewer being included and able to sustain the use as short term rental. R. Steele felt parking should also be addressed. Brief discussion on how the policy should be proposed and adopted, whether the Planning Commission should be involved and whether an ordinance or through a Town regulation was the better way to address it. R. Steele volunteered to work on drafting a policy to get things started and will work with K. Stewart to get it typed up. Brief discussion on the requirements for registration of the properties that are being rented short term and how it is enforced.

VEHICLE REPLACEMENT PLANS: Police Department & Highway Department

Review of the replacement plan, and whether enough funds are being allocated for vehicle replacement in the budgets on an annual basis. Discussion on maintenance of the existing equipment and whether recent repairs have been done properly and whether there is something else that needs to be done to fix a transmission leak on the grader. M. Jones asked if the Board would be willing to expand the public safety board to further review these plans and start working on the progression

of the plan.

POLICE DEPARTMENT VEHICLE USE POLICY

M. Jones stated P. Mantello was not presented, but this draft was proposed by him for take home cars for on call officers. They can address this in the next meeting if necessary if any Board members have any questions. R. Combs suggested an executive session later to address this and how it pertains to personnel so it can be taken care of at the next meeting.

CASTLETON STP CULV (123) VT ROUTE 4A BRIDGE #9 – Selectboard Follow Up To Last Meeting

R. Combs stated he felt they were supposed to get public input as to what could be done with road closures. Brief review of the four options that were presented at the last meeting, and how they should proceed from this point. Fire Chief H. Goyette stated to the Board that he felt it would be a long way around to get to properties east of Piontek Road if the road is closed for an extended period of time. He felt the shorter the closure the better it would be for the Fire Department and emergency services. He would be concerned with response time getting to anyone out there. He would prefer to see the five-day closure with one-way traffic before and after. After discussion, the Board agreed that the five-day closure would be the best compromise for everyone. M. Jones will let the State know what the preference of the Board is for this project.

STORM WATER MITIGATION – West Crystal Haven

R. Combs stated it has been discovered that the Town does have an easement/culvert on this property. When the attorney checked into this, it was discovered there was an easement issued in 1986, which he feels makes the Town having the rights and responsibility to maintain and take care of the problem. A hydrologist will be coming to look at this within the next few weeks and Mr. Kearns will be kept apprised of the scheduling. Mr. Kearns stated there are multiple issues, with run off, the road and seawall, as well as the easement. Brief discussion on the issue and what needs to be considered, mainly the lack of space for a lot of equipment to be in the area to fix it.

CRYSTAL BEACH – Vandalism, Misuse, Break-Ins and Unlawful Mischief

M. Jones stated he would like to close Crystal Beach to the public after open hours. They are continually having problems with vandalism, unlawful mischief and misuse of the area. People in the area after hours has become a problem and he is hoping to deter some of the problems by locking the gate when it is after hours for public use. The Police Chief is also worried about the activity increasing during the summer, suggesting 9 pm to 6 am and that No Trespassing signs be put up. There has also been an increase in broken bottles and trash in the parking lot at the Village School, and it is starting to happen at the Beach as well.

ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) & REVIEW OF THE LOCAL EMERGENCY MANAGEMENT PLAN (LEMP)

M. Jones stated the NIMS is done every year, and the LEMP is a draft form and he asked the Board to review and let him know if there is anything that they would like to address or change on that, he has until May 1 to complete that. **R. Steele made a motion to adopt the NIMS document for the Town of Castleton. R. Spaulding seconded. All voted in favor. Motion carried 4-0.**

MANAGER'S REPORT

M. Jones addressed bike and pedestrian grants and a spreadsheet that he had started for funds to use and what would be available from budgeted funds for various projects. Fuss and O'Neill is working on a bid packet as the project managers and when done they can send it out for the sidewalk.

Storm water mitigation and salt and sand shed to hire Fuss and O'Neill should have been on the agenda, but they have no dollar figure to take action on it. M. Jones took a moment to find an email to find a dollar amount for approval to get this project started. **R. Spaulding made a motion to authorize the Town Manager to hire Fuss and O'Neill as project management services for the salt and sand shed project for the amount of \$65,630. M. Brown seconded. All voted in favor. Motion carried 4-0.**

M. Jones stated he has been notified of a \$34,700 grant being awarded for signposts and signs, but they can't use the grant funds for a post pounder. He has found one for \$1,600, which will make the job much easier and will come to good use.

The backhoe at the Transfer Station has been fixed.

The Ford Taurus cruiser was sold to the Town of Fair Haven and the paperwork has been completed. M. Jones stated he has reviewed minutes for a motion for the 2017 Ford Explorer for funds to be transferred from the Constables to the general funds to the Police Department vehicle reserve, as well as the funds from the cruiser sale to the Town of Fair Haven and could not find one. **R. Steele made a motion to move \$3,000 from the sale of the Ford Taurus and the \$7,000 from the transfer of the 2017 Ford Explorer from the Constable budget to the Police Department Reserve fund. M. Brown seconded. All voted in favor. Motion carried 4-0.**

R. Combs stated he felt they were close to having a bid on the replacement of engine 6 and working on a plan to replace engine 5 and associated vehicles, as well as the ladder truck replacement, which will decrease the fleet from seven to five vehicles. H. Goyette stated the final build is almost done on the ladder truck, they hope to have a delivery date within the next few weeks. Brief discussion on training on the new truck and if they can get funds from VLCT for training.

PURCHASE ORDERS FOR APPROVAL

None at this time.

WARRANTS FOR APPROVAL

R. Steele made a motion to approve check warrant #0408R in the amount of \$700.00, check warrant #0313 in the amount of \$93,283.00, check warrant #0328 in the amount of \$27,894.58, check warrant #0405 in the amount of \$26,122.11, check warrant #0408 in the amount of \$57,130.67, check warrant #0328P in the amount of \$20,348.25 and check warrant #0404P in the amount of \$18,720.97. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

SELECTBOARD COMMENTS and/or CONCERNS:

M. Brown stated he met with the representative of the only company that gave a quote for the feasibility study of the CVS building, Mr. Hemmelgaard, however J. Alexander did not attend. After brief conversation, they decided to wait to see if the grant came through before spending any further time/effort on the proposal. He was very disappointed that J. Alexander did not show up, and he is concerned with the lack of action on additional programs, and he would like to have that discussion with the board at a later date.

R. Spaulding attended a RCSWD meeting last week, a lot is going on and he asked the alternate M. Brown to attend the next meeting, which is the first Wednesday of May at 6:30 pm as he knows he will not be in town that evening.

ACTION ITEMS:

None at this time.

9:28 pm - ENTER EXECUTIVE SESSION

R. Spaulding made a motion to enter Executive Session to discuss personnel to include the Town Manager. R. Steele seconded. All voted in favor. Motion carried 4-0.

10:10 pm – EXIT EXECUTIVE SESSION

R. Spaulding made a motion to exit Executive Session, no action taken. R. Steele seconded. All voted in favor. Motion carried 4-0.

ADJOURN

R. Spaulding made a motion to adjourn at 10:11 p.m. M. Brown seconded. All voted in favor. Motion carried 4-0.

Respectfully Submitted
Allison Harvey, Recording Secretary