

TOWN OF CASTLETON SELECT BOARD MINUTES

Monday, April 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/TCfZduLQLMYFK5fDcxX0fqDTdTEdfa_KuC-zmGMXQT9Mfcx1lpF4Y7FcuujlLeu.AWWrDiCd8C5QBceK

PRESENT: Richard Combs, Rob Steele, Mark Brown, Mike Jones, Helen Steele, Chief Peter Mantello, Mary McIntyre, See Attached List

PRESENT VIA ZOOM: Robert Spaulding, Mary Lee Harris, Nedra Boutwell, Jeff Davidson, Highway Foreman, Justin Szarejko, Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chief P. Mantello.

R. Combs welcomed the Journalism Class of David Blow from Castleton University.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – April 8, 2024

R. Steele made a motion to approve the minutes of April 8, 2024 as presented. M. Brown seconded. R. Spaulding stated he had no corrections but wanted to be sure that M. Brown would be able to attend the RCSWD meeting on Wednesday. M. Brown confirmed he would be attending. **All voted in favor. Motion carried 4-0.**

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

M. McIntyre asked where they are at with CVS, she has heard rumors that we may have bought out the Town of Hubbardton share. R. Combs stated the only thing he can say is the Town of Castleton and Town of Hubbardton has agreed on a price. M. Jones stated as of today, the word from the attorney is they are working on the paperwork needed to convey the property and it has been agreed to convey the property. They should have something soon, probably in the next few weeks. M. McIntyre thanked M. Jones for the update, and stated she is still working with volunteers to get some clean up and things done for the Recreation Commission.

POLICE UPDATE – Chief Mantello

Reviewed monthly report, stating nothing is standing out and is pretty consistent with the normal calls. R. Spaulding asked about community outreach and what it means. P. Mantello stated it is food distribution, sometimes speaking to groups. M. Jones made a note of every Friday morning from 9-11, there is a coffee hour and games at the community center and offered board members to attend. Brief review of criminal arrests and incidents. M. Brown questioned if there were any recent vagrancy/homeless problems. P. Mantello stated there has seen some late at night concerns and he will address shortly in his report. Discussion on items in the report, directed patrols, driving off roadway, property checks and the annual rugby party which there are usually no issues with. P. Mantello stated it is easier to create a relationship with the rugby crew before the event, and it works much better. Brief review of suspicious people, P. Mantello will keep an eye on the summer.

M. Jones questioned the grants on the speed carts. P. Mantello stated they are at a standstill on that, will probably have to wait for the next cycle of grant offerings. P. Mantello asked if he would be attending an Executive Session later to review call numbers and information the Board requested for calls between 2-5am. The Board asked for a report to review before an executive session is held at a later date.

RECREATION UPDATE – John Alexander

J. Alexander presented his Recreation report for March, 2024, there was an Excel document presented at a previous meeting, and numbers are consistent with February into March. Pickle ball is the majority of the active participants in any programming right now. Pick-up adult basketball on Sunday afternoons fluctuates, they have been getting 5-10 then as many as 14. J. Alexander stated he doesn't see that getting better over the summer months, they will need to address it further in winter months. J. Alexander is working on stabilizing two hoops behind the building for summer to maybe get the pick-up basketball outside. Rutland County US Pickle Ball Association Rep Bob Witherbee has expressed interest in underwriting the Town courts, such as at CVS or the beach, if the Town were to provide space and subsurface, the association will provide materials for paint and lining which could further improve the program. He would like to see three courts put at CVS throughout summer, however they may have to put a time limit to end on it for the courtesy of neighbors in the evening hours. Prepping work has been done on the surface and courts.

They are transitioning from winter to summer events and have sign ups active for adventure camp, have 31 applications, not sure if on target yet or not, but 24 are paid, some are for entirety of camp, some are individual weeks, it varies widely. He has extended the opportunity for parents to pay week by week rather than up front which may be helpful for some families. At \$75-85/hour, if they offer early drop off and late pick up, it can be pricey.

For the sailing camp, the season is full, they have a waiting list with two people on the waiting list and a third to go on possibly. This will be held the weeks of July 8 and 15. J. Alexander stated this is one of the more unique offerings through town programs, they charge \$100 per week, which is very reasonable for the seven boats that all have individual volunteer instructors for each boat. This is a model for other programs, and not common for this type of area.

There are 12 people signed up for softball, will cut it off at 13 and is probable they will pick up one more. May 16 is the first game at the CES home field, J. Alexander is still working out the details.

Youth Baseball is being set up through Rutland County Little League with practice starting this week. They have 3-4 teams in Fair Haven, Castleton has one, there are 10 games schedule.

M. McIntyre had requested a paint and sip, but minus the sip, they will paint and have nonalcoholic beverages. There has also been a referral on a dance class that wants to be able to use the facility, they go by West Coast Swing, which should be coming in August.

Slate Valley Trails has indicated that they would be willing to take on more trail development specific to Castleton, which is a huge opportunity to the Town. He would like to further discuss with the Board how they could use the lands of the Town off Crystal Beach and the North Road for mountain biking trails.

J. Alexander spent a day at the Hydeville field, and last week at Dewey field, to get them up to speed. He will need to truck cement in to do concrete pads in the dug outs and the need to work on tree coverage. He hopes to have a work session with the roustabout at the Town Garage and use of the chipper to clean it up. There is a lot of work to be done at Dewey Field. J. Alexander will be meeting Paul McClure tomorrow to go through the bathroom facility at Dewey Field to determine what is needed to reopen it and will be looking for skilled volunteer labor to re-shingle the roof. He feels the underlayment is in decent shape, just need to reroof it. This will be the home field for Rutland County Little League. R. Combs encouraged J. Alexander to solicit help from M. McIntyre's group and any other volunteer help that can achieve what needs to be done. J. Alexander will take advantage of the experience and knowledge of volunteers to get everything accomplished. M. Brown expressed his concern with the CVS property and feels that a lot more will have to be going on there with results shown or the support of the community will fade away. It was felt there is potential, but it has to be substantiated. J. Alexander

stated it is his understanding that the school system will be doing away with the 5th and 6th grade athletics and returning it the responsibility of the Town rather than the school. M. Brown asked about the softball field at CES and stated it needs to be maintained as it was an agreement the Town will maintain the field in honor of the Casey family.

R. Spaulding asked for a nine-month report on revenues for recreation to date for the next meeting. M. Brown asked if J. Alexander was able to attend the Friends of Recreation and the Recreation Commission meetings. J. Alexander stated he is working them into his schedule when he can. M. Jones stated there is also a swim program being offered at the beach.

OCCUD REPRESENTATIVE TIM MUNKS: Thank you for your service and posting of position vacancy

M. Jones stated T. Munks is resigning his position, which needs to be accepted. **R. Steele made a motion to accept T. Munks resignation as the OCCUD representative with regrets. M. Brown seconded. All voted in favor. Motion carried 4-0.** M. Brown asked how a replacement will be done. R. Combs asked the Town Manager to advertise via social media for a replacement, and stated there is a possibility of a board member wanting to fill the seat, although he does not know what is involved. M. Jones stated he has the name of a person to reach out to but has not done that yet. M. Jones stated T. Munks is willing to be an alternate.

DEPARTMENT OF LIQUOR CONTROL APPROVALS

M. Brown made a motion to approve Liquor Control Licenses for American Legion Crippen-Fellows Post #50 for a Third Class Club License and Outside Consumption Permit, DG Retail, LLC DBA Dollar General Store #16871 for a Tobacco License, DG Retail, LLC DBA Dollar General Store #16871 for a 2nd Class License, BEEJJ, Inc. DBA Castleton Corners Deli for a 2nd Class Liquor License, Robo's Creemees & General Store for a 2nd Class Liquor License and Karl Champine DBA Token Glass Shop (CKA) for a Tobacco License and Tobacco Substitute Endorsement. R. Steele seconded. R. Combs asked that the motion be amended to include the First Class Club License for the American Legion that was overlooked. **M. Brown so amended, R. Steele seconded the amendment. All voted in favor. Motion carried 4-0.**

SHORT TERM RENTAL ORDINANCE DISCUSSION

R. Combs thanked R. Steele for his work on this, as well as Karen Stewart. R. Steele stated K. Stewart did most of the work. R. Combs feels they have more work to do and they are not in a position to approve at this time. R. Steele would like the entire board here for further discussion, but they will need to look at who does the inspections being proposed, the fire marshals will not do any inspections for property under 9 occupants. Single family properties will have to be a private company to inspect. M. Brown stated he felt typically a bedroom allows for two people per bedroom, which limits how many bedrooms are available and what is permissible. It was felt the number of bedrooms plus one or two would be more appropriate. Who will do inspections is the only left over issue and it was felt everything else is pretty standard. Waste disposal and parking issues should also be addressed before finalizing. R. Spaulding asked if any of the property owners have been contacted, to address the issues and have a discussion with them. R. Combs agreed the residents and/or nonresident landowners need to be notified and invited to attend a discussion. They will still need to set a time frame and have legal council look at it before approval. After discussion, it was stated they should have a final draft ready and modified before taking it to the property owners. Brief discussion held on ownership, who is to be notified if an issue or safety of everyone involved is impacted as well as parking requirements.

LEMP: FINAL DRAFT FOR APPROVAL

M. Brown made a motion to approve the LEMP (Local Emergency Management Plan) as presented, R. Steele seconded. M. Jones stated on page 3, paragraph 4-7 should be omitted, and asked to approve the proposal with that paragraph stricken. **M. Brown amended the motion with the exception of 4.7 on page 3 being adjusted to DPW Mutual Aid Agreement, take out tier two sites. R. Steele seconded. All voted in favor of the original motion with the amendment. Motion carried 4-0.**

UPDATE SELECTBOARD ON THE CONDITION OF TOWN PARKS AND RECREATION FACILITIES

M. Jones presented a power point of Dewey Field, T-Ball Field and basketball courts behind the Village School. They need to rehabilitate them and encouraged members of the board to visit in person. It will take time to recover, but between the Recreation Director and volunteers, they can move forward. He has changed the potential uses of the ARPA funds to include fields and their condition which can be discussed on what needs to be done, and what type of leadership needs to be

present to know what needs to be done and the type of field each location is designated as. They have the Friends of Recreation to help, as well as offers of help from the Lions Club. Discussion held on the condition of the fields, backstops, brush and tree cleanup and failing fences.

VILLAGE TRUST INITIATIVE

M. Jones stated this is a pie in the sky, knowing that they don't meet the criteria of 2500 or less people, but not out of the ordinary that the grants don't get used and they will sometimes change criteria and could still get some funding. Turning the CVS into a community center is a possibility and there is an informational meeting coming up that he will participate, hopefully it will be worth the effort. He will follow up next week to see whether it is a possibility if it is underapplied for and the criteria changes.

ARPA CONSIDERATION DISCUSSION

Brief discussion on the proposals for uses of the ARPA funds, and whether they will wait for the full board to be present before a lengthy discussion. Review of what is being proposed and what is included in the expenditure and if anything is time sensitive. The capital projects for paving could be reduced or taken out and added T-ball fields for consideration and \$18,000 for resurface and reline basketball courts at CVS. M. Jones stated he is also going to check on West Rutland, Brandon and Pittsford salt sheds to maybe make some changes on that project based on what they have done. Also planning on looking at some chip seal projects in other towns, as opposed to paving, to see how well it holds up. Brief discussion on the concrete wall at the transfer station. **R. Steele made a motion to rescind the \$6,000 obligation to use ARPA funds for the concrete wall at the transfer station. M. Brown seconded. All voted in favor. Motion carried 4-0.** R. Spaulding asked for the interest that has been made on the ARPA funds up to date.

SALE OF TOWN EQUIPMENT

M. Jones will bring this back for the next meeting, he didn't have time to gather information needed to discuss.

MANAGER'S REPORT

R. Spaulding asked if could take care of an item on page one, and noted there was a \$320,000 local match for sidewalk project, which is large scale and that it come from the ARPA funds. R. Combs suggested the item come off the action needed item of the report. M. Jones stated with regard to this page one item, he would like to see lighting along the new sidewalk addressed as well. It was a proposed cost of \$500,000, 20% of which the Town would have to pay for.

R. Combs questioned notation of quotes on electrical work on page 8 of report, M. Jones was for power at pavilion and the electrical issue at pump station.

M. McIntyre addressed lighting downtown and mentioned crosswalks and flashing lights. The Board stated there are lights at crosswalks in the sidewalk project.

M. Jones stated the grader was inspected and did work on it and changed a solenoid and it has stopped leaking since the repair.

PURCHASE ORDERS FOR APPROVAL

M. Brown made a motion to approve Purchase Order #05083 to Lyle Welding for previously discussed repair of the town equipment trailer that was originally replacing suspension and then additional rust repair after that work was done for \$11,040. R. Steele seconded. R. Spaulding asked about a previously approved \$7,500 for the repair if it was redundant. The previous approval was for the work to be done, there was no purchase order in the previous action. M. Jones stated the trailer has been painted and undercoated, it just needs to be inspected. **All voted in favor. Motion carried 4-0.**

WARRANTS FOR APPROVAL

R. Steele made a motion to approve check warrant #0422R in the amount of \$1,351.64, check warrant #0404 in the amount of \$6,717.00, check warrant #0411 in the amount of \$38,152.11, check warrant #0418 in the amount of \$6,207.93, check warrant #0422 in the amount of \$65,093.17, check warrant #0411P in the amount of \$19,395.50 and check warrant

#0418P in the amount of \$18,423.36. M. Brown seconded. All voted in favor. Motion carried 4-0.

SELECTBOARD COMMENTS and/or CONCERNS:

M. Brown has a concern about solicitors or pan handlers and feels that it should be addressed. He would like to discuss ordinances that would limit where and when pan handling can be done. He feels it would protect the person doing the soliciting as well as those who are affected by the soliciting. He would suggest limiting the actions within certain areas/intersection and/or ATM's and businesses and the town owned parks and recreation properties. He feels it would protect all involved and keep the community safe. M. Jones can check with VLCT to see if there is a model ordinance that could be used, as well as whether there is something already on effect that addresses this issue on State highways, ie: intersection of Routes 30 and Route 4A. M. Brown further stated he does not want to limit someone's ability or need to ask for help if they need it, but pan handling happened last week in Fair Haven, and he would like to be proactive.

R. Spaulding asked to address a memo from the Friends of the Taxpayers of Castleton that was left in the board member mail boxes. M. Jones stated he spoke to the individual, and they are not an organization that has been formed as of yet, but not sure where it is going. R. Spaulding asked if it should be addressed, R. Combs stated he didn't feel they should discuss it in open meeting but maybe a future discussion.

R. Spaulding addressed the agency of natural resources and violations at the transfer station, but he is disappointed he was not aware of it before now so he could have addressed at RSCWD meeting. M. Jones stated he did speak with Mark Shea and discussed a letter that was sent, and because of a wrong address, it was delayed in getting delivered to the Town. The issues have been resolved, and the delay in mail delivery was the hold up.

R. Steele asked that T. Kearns be notified of the meeting at Crystal Meadows Wednesday at 9:30am. R. Spaulding asked if only two members could be present. R. Combs stated the entire board can be present as long as they take no action.

R. Combs stated he and R. Steele met with the Town Manager earlier today to discuss needs to town for capital improvements and equipment for infrastructure, fire, highway and police are the primary departments to be addressed. Would like to have a separate special public meeting to discuss the topic to make taxpayers aware of status and where the infrastructure will be in five to ten years from now and would suggest early June. M. Jones asked about it being before a regular meeting and felt it should be sooner than later. R. Combs suggested sometime between May 28 and June 7 and asked other Board members to look at calendars and decide what works best. After a brief discussion, a tentative date of June 3 was set, with board members to let the Town Manager know for certain if it works for their schedules. M. Brown asked if it could be scheduled earlier in the evening, rather than 7:00 pm to take into consideration the elderly voters. It was felt 6:00 would be acceptable.

ACTION ITEMS:

R. Combs stated he and R. Steele need to take care of a few items on the short term rentals.

9:26 pm - ENTER EXECUTIVE SESSION

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

9:45 pm – EXIT EXECUTIVE SESSION

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

9:46 pm - ENTER EXECUTIVE SESSION

R. Steele made a motion to enter Executive Session to discuss real estate to include the Town Manager with ML Harris recusing herself from the session. M. Brown seconded. All voted in favor. Motion carried 4-0.

9:49 pm – EXIT EXECUTIVE SESSION

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

ADJOURN

R. Steele made a motion to adjourn at 9:59 p.m. M. Brown seconded. All voted in favor. Motion carried 4-0.

Respectfully Submitted
Allison Harvey, Recording Secretary

DRAFT