

TOWN OF CASTLETON SELECT BOARD MINUTES

Monday, May 8, 2023 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/1z5hLzLSrpyyDPeHzH5IKiWwy1ovD7WBn3gvcPnT3USWxa6Qhyqbh9HHE98Ofj7v.JFJ6R_VjubxzU9Nu

PRESENT: James Leamy, Chair, Mary Lee Harris, Joseph Mark, Parliamentarian, Richard Combs, Michael Jones, Town Manager, See Attached List

PRESENT VIA ZOOM: Mary Droege, Martha Clifford, Bo Elliot Ramos, Dave Fabricious, Frank Johnson, Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

The meeting was called to order by Select Board 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 as presented. ML Harris seconded. All voted in favor. Motion carried 4-0.

APPROVAL OF MINUTES – April 24, 2023

R. Combs made a motion to approve the minutes of April 24, 2023 as presented. ML Harris seconded.

Page 1 – *Robert Spaulding* should be added to the Present list.

Page 1 – Present Via Zoom – *Coombs* should be changed to *Combs*.

Page 1 – Second line of the Approval of the Minutes, *Blows* should be changed to *Blow*.

Page 1 – third line from the bottom *heron* should be changed to *heroin*. **All voted in favor. Motion carried 4-0.**

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

M. Droege questioned the date of the 4th of July festivities if it had been set yet. M. Jones stated he will post it on social media when it has been finalized. He believes it is being discussed for Sunday or Monday.

M. Clifford asked if roofing materials bids are on the agenda for the Board to discuss this evening. J. Leamy stated it is under the Manager's Report.

RECREATION UPDATE – Bo Elliott Ramos

B. Ramos stated the adult rec indoor walking is going to keep going even though they thought it would drop off during the summer months. Pickle ball is also going, and they are going to start a glowing pickle ball. The program changes every six weeks. They are offering yoga through the end of May. This Friday they are having a youth spring paint event for the much younger children. They are also working on setting up the sailing camp, tennis camp and summer adventures camp and swimming lessons at Crystal Beach. There are 26 adult programs and they have only charged for pickle ball. For youth recreation they are charging a fee for softball, but there are 14 other events that are free. The revenue totals \$1,500 from April for adult and youth recreation, most of that is from pickle ball and youth softball. J. Mark asked what to expect in May for programs and income? B. Ramos stated this schedule most likely will continue through May. They are working through the transition from Evenbrite to HeyGov for registrations and revenues, which has been a challenge, but will get to one application eventually. J Mark asked about the reports or spreadsheets showing the number of events per month and

number of people participating, feels would be more helpful to see number of people participating of the number of events.

UPDATED BYLAWS FOR RECREATION

J. Leamy stated the Recreation By Laws were adopted in 1971, and last updated in 1998. The corrections being proposed are in red, which were done by M. Clifford. J. Mark stated he reviewed this proposal and feels it is obviously old and needs updating to coordinate with having a full-time recreation director. **J. Mark made a motion to table this matter until further research and review can happen. R. Combs seconded.** In brief discussion it was felt there are several things that should be addressed. M. Clifford agreed and was willing to work with M. Jones to make further revisions. **All voted in favor. Motion carried 4-0.**

LOCAL HAZARD MITIGATION PLAN (LHMP): Stephanie Bourque RRPC

M. Jones stated this plan has been expired for a year. They have put it out to bid and the board authorized RRPC to be the lead on this. Kerry Fowler represents Fire District #1, J. Leamy represents the health officer and selectboard member and D. Fabricious, M. Jones, Pete Montello, Heath Goyette, Jim Thomas for their respective departments and the local Emergency Preparedness Specialist, Eric Colvin who works for the Department of Health and is a Castleton Resident. They have had several meetings and received about 40 good surveys. S. Bourque, the planner with RRPC, has worked with local hazard mitigation plans since 2019, Castleton is the 23rd town she has worked with in this process. FEMA has issued new guidelines. S. Bourque and the board reviewed and discussed the proposed mitigation plan and what it entails and involves for the Town. Financial opportunities are grant opportunities for FEMA related issues and if there is a federally declared disaster with damage to public infrastructure. If there is no Local Hazard Mitigation Plan, the town would not be eligible for any of those funds.

CRACK SEALING BID AWARD

D. Fabricious recommends going with the company that did the crack sealing last year. The company from Massachusetts has a good product but is very expensive. He would recommend FreshCoat. They did a good job last year, they boil the product on site and don't charge for the time while boiling. **R. Combs made a motion to award the crack sealing bid to FreshCoat for \$23,700 J. Mark seconded. All voted in favor. Motion carried 4-0.**

COIN DROP POLICY REVIEW: Remove Reference to CVS 8th Grade & Consider Castleton Recreation

J. Leamy stated the maximum for the year is currently six. Brief discussion on what is being proposed for changes. **J. Mark made a motion to strike the phrase Castleton Village School and replace that with Castleton Recreation Department, retain the rest of that line, the following line and the line below that, which is now the fourth line, and where it says giving consideration to the Castleton 8th grade class, we put instead giving consideration to the Castleton Recreation Department, and continue the rest of that sentence as it currently stands. ML Harris seconded.** R. Combs stated he has a concern with a paid employee doing coin drops, they are a volunteer event. **J. Mark withdrew his motion and replaced it with the recommendation that they allow Castleton Fire Department to have two coin drop days.** R. Combs doesn't want to be misunderstood, he doesn't have a problem with the Recreation Commission having a coin drop, he just doesn't want to require the Recreation Director to attend, plan or coordinate these events. J. Mark stated could amend his motion to say Castleton Recreation Commission rather than department. **J. Mark amended the motion to say Castleton Recreation Commission rather than Castleton Recreation Department. ML Harris seconded the amendment.** M. Clifford stated that was what she was going to suggest and felt it was a good compromise. **All voted in favor. Motion carried 4-0.**

COIN DROP REQUESTS FOR APPROVAL:

Friends of the Fair Haven Union High School: Project Graduation 5/27/23 (Memorial Day Weekend)

Castleton Volunteer Fire Department 9/16/23

Castleton Community Center 10/14/23

Castleton Lions Club 6/24/23

T. Day stated they would ask for a backup rain day 10/28 for Castleton Community Center date. **R. Combs made to approve coin drops for Friends of the Fair Haven Union High School: Project Graduation for 5/27/23 (Memorial Day Weekend), Castleton Volunteer Fire Department for 9/16/23, Castleton Community Center for 10/14/23, Castleton Lions Club 6/24/23. J. Mark seconded** R. Combs amended to have a rain date of 10/28 for Castleton Community Center. **All voted in favor. Motion carried 4-0.**

LIONS CLUB REQUEST FOR TOWN GREEN: Auction 2023

ML Harris made a motion that the Castleton Lions Club be allowed the use of the green on August 2 and 3, 2023 for their annual auction. R. Combs seconded. R. Combs stated they actually start to use it a week ahead, plus a few days after to clean up depending on the weather, not sure if should be in the motion. J. Thomas stated the letter does include the set up and clean up. **All voted in favor. Motion carried 4-0.**

TOBACCO & TOBACCO SUBSTITUTE LICENSE FOR APPROVAL: Karl Champine/Token Glass

LIQUOR LICENSE FOR APPROVAL: CapBret LLC/The Bomoseen Dog: 1st Class, 3rd Class, Outside Consumption

R. Combs made a motion to approve the Tobacco & Tobacco Substitute License for Karl Champine/Token Glass and the Liquor License for 1st Class, 3rd Class, Outside Consumption for CapBret LLC/The Bomoseen Dog. J. Mark seconded. J. Leamy stated the police chief had no issues or concerns with the application. **All voted in favor. Motion carried 4-0.**

RUTLAND COUNTY DEPARTMENT OF PUBLIC WORKS MUTUAL AID AGREEMENT – Annual Approval

M. Jones this was an oversight on his part, not change to what it has been for the past eight years. **J. Mark made a motion to reauthorize the Rutland County Department of Public Works Mutual Aid Agreement. R. Combs seconded. All voted in favor. Motion carried 4-0.**

APPOINTMENT OF INTERIM ZONING ADMINISTRATOR

M. Jones stated he got an email from the Planning Commission on 5/4 and their recommendation is to appoint James Thomas as the interim Zoning Administrator. J. Thomas is not here year-round, in the budget they have money to bring someone to train during summer so someone is here during the winter months when J. Thomas is not in Town. The Planning Commission did interviews on 5/4/23 and have selected someone for the winter months and it will be presented at the next meeting. In the meantime, J. Thomas will be the interim and work with the Zoning Consultant J. Biazussi to get up to speed for this summer. ML Harris asked if he would have to resign from the DRB, which he has offered to do if necessary. It was felt he should resign but can stay on the Planning Commission. J. Thomas usually leaves for the south in mid-October for the winter, when the replacement will step in. **R Combs made a motion to appoint J. Thomas as the interim Zoning Administrator. ML Harris seconded.** M. Jones asked if the DRB resignation would be part of the motion or separate. **R. Combs amended to also include the acceptance of J. Thomas' resignation from the DRB. ML Harris agreed to the amendment. All voted in favor. Motion carried 4-0.**

ADOPTION OF ROAD AND BRIDGE STANDARDS

R. Combs made a motion to sign the Certificate of Compliance for the Town Roads and Bridge Standards and Network Inventory for this coming year. J. Mark seconded. All voted in favor. Motion carried 4-0.

J. Mark asked if it would be possible to put a stand with a sign to make sure everyone attending signs in on the attendance sheet for these meetings. M. Jones also had wanted to ask the chair to announce that sign in was requested at beginning of each meeting.

MANAGER'S REPORT

M. Jones reported the Crystal Beach house roof is rotted on the east side. They have an estimate of \$3,866.50 for materials to do the roof. The work will be done internally by the staff. He is asking the board to authorize the purchase and get material ordered by June 30 to use the \$3,800 that was included in Resolution 22.01 to pay for the materials for the roof. **R. Combs made a motion to authorize the Town Manager to proceed with ordering materials and the Board will sign the purchase order when prepared and presented to them. ML Harris seconded. All voted in favor. Motion carried 4-0.**

R. Combs concern with the Parson's Hill. M. Jones stated they are having an issue with getting the water line drawings from Fire District #3. There is no state approval to put it out to bid, they need drawings from CFD #3 to get it moving. M. Jones is not sure what the holdup is with CFD #3, someone will need to talk with operator possibly to get drawings needed. They need the drawing for the lines that go along the Route 4a corridor, the State will not proceed without them.

J. Mark questioned the trestle project, and the project costs estimate of just over a million dollars. The Town's share is 20% of that projection. M. Jones stated they were awarded two grants and money from FEMA. After the research was done, they got VTrans involved because of the trestle. They were going to pay for the engineering, but they hamstrung the Town in the process. They can't use the FEMA money because that portion doesn't meet the VTrans standards and would have to tear it all apart after it was built. They de-obligated the FEMA money and gave that back to the State through VT Emergency Management. The Better Roads Grant has to be done by June 30 of this year, but they can't get that scope of work done by then, so now there are not enough funds to cover the project. They have \$156,000 in grant money to use, but the involvement of the Federal funds, it is pushing the project out probably three years.

M. Jones stated due to an administrative error they did not get the Assistance to Fire Fighter's Grant that was applied for. They can do it again in the fall, but he has talked with the Chief and the concern with waiting is that they won't get it again, and then they are way overdue on replacing the air packs. The cost is now close to \$200,000. They should include the fire chief in the conversation, and the board would like the number of packs in inventory now, how many seats in the trucks need to be filled with packs and how many of those are currently in use that have passed their expiration dates now.

PURCHASE ORDERS FOR APPROVAL

None at this time.

WARRANTS FOR APPROVAL

R. Combs made a motion to approve check warrant #0508R in the amount of \$650.00, check warrant #0425 in the amount of \$240.75, check warrant #0427 in the amount of \$5,349.34, check warrant #0428 in the amount of \$2,803.49, check warrant #0504 in the amount of \$17,967.50, check warrant #0508 in the amount of \$307,771.20, check warrant #0427P in the amount of \$15,208.77 and warrant #0504P in the amount of \$15,605.74. ML Harris seconded the motion. All voted in favor. Motion carried 4-0.

J. Mark made a motion to approve check warrant #0427P in the amount \$612.53 and check warrant #0504P in the amount of \$612.53. ML Harris seconded the motion. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

SELECTBOARD COMMENTS and/or CONCERNS:

ML Harris stated it looks like Sand Hill Road has become the new dump. J. Mark stated he did green up on Sand Hill Road and he ran out of bags before he ran out of road.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

8:28 PM - ENTER EXECUTIVE SESSION

R. Combs 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.

8:40 PM - EXIT EXECUTIVE SESSION

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

8:41 PM - ENTER EXECUTIVE SESSION

R. Combs 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.

8:51 PM - EXIT EXECUTIVE SESSION

R. Combs made a motion to exit Executive Session, no action taken. ML Harris seconded. All voted in favor. Motion

carried 4-0.

ADJOURN – 8:52 pm

R. Combs made a motion to adjourn at 8:52 p.m. ML Harris seconded. All voted in favor. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted

Allison Harvey

Recording Secretary

F E M A L E