

**TOWN OF CASTLETON SELECT BOARD MINUTES**  
**Monday July 11, 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/l1Mf79EmrLNbFhMI0v\\_PaPt3tul3tyTs1kUIPHHIQ7Gm16IAUls8JOHl\\_tESuDWn.7i7cyYWq6q4ffvnP](https://us02web.zoom.us/rec/share/l1Mf79EmrLNbFhMI0v_PaPt3tul3tyTs1kUIPHHIQ7Gm16IAUls8JOHl_tESuDWn.7i7cyYWq6q4ffvnP)

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

**Attending via Zoom:** Nedra Boutwell, Nancy Mark, Katy Culpo, Melanie Combs, 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. ML Harris seconded the motion.**

To Board Appointment add: Historic Cemetery Appointment.

Add after the 7:40 slot a Sailing Program Request to Purchase a Boat

**All were in favor. Motion carried 4-0.**

**APPROVAL OF MINUTES OF JUNE 27, 2022**

**R. Combs made a motion to approve the minutes of June 27, 2022 as presented. ML. Harris seconded.**

Page 3 – Second line on the page, *call of nature* should be replaced with *new category*.

Page 3 – Next to last paragraph, middle of the third line - ML Harris stated Tearsa has, and they have asked all three to come together should be replaced with *ML Harris stated Tearsa has the cost of running the building that came from the Slate Valley Union and the committee has asked all three to come together.*

Page 4 – First Bold Heading – *BUDGTET* should be replaced with *BUDGET*

Page 5 – First motion on the page – *a motion* should be inserted after *R. Spaulding made*

Page 5 – Next to last paragraph – *Shirley Sequin to thanked ??? for* should be replaced with *Shirley Sequin thanked Conway Clark for*

**All others were in favor. Motion carried 4-0.**

**CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA**

Pat Schroeder read a statement to the Board at this time regarding the CVS School disposition (see attached) and her disappointment in the decision made.

Mary McIntyre, member of CDERAC committee. Appointed in 2020, are an advisory committee, and have attended many of the meetings regarding the CVS. They recommended that it be kept. She saw no reference to that recommendation in the minutes. Also very disappointed with the decision made, is disheartening to those volunteers on the boards that have put so much into the discussions.

Sean Seguin stated also disappointed with decision, has served on town boards, grew up in the town, feels very detrimental to the town and he offered kudos to Mr. Combs for voting no.

Robert Prostin – President of Neshobe Beach Homeowners Association. Looking for guidance and thoughts on how best to handle situations occurring. There is a swim area, and they are having trouble with boats anchoring within their private swim area. He has tried to politely ask them to move but has been met with opposition and told he has not control over the lake. He questions if there is something the town can do, or where he should be directing his questions for this issue. Is there a town police force that could help somehow or anyone that can lead him in the right direction? J. Leamy stated the lake is owned and managed by DEC, Crystal Beach is public swim area, allowed to put out buoys in swim area. He suggested DEC be contacted to get possible answers to his questions. Mr. Prostin questioned if the town has any jurisdiction or enforcement. J. Leamy they do not, it would be DEC.

Pat Schroeder asked if the sale of the CVS building included the land, or if it remained in town ownership. J. Leamy believes includes land, but he is not certain. P. Schrader asked if the funds from the sale would be put into a recreation building fund. J. Mark hoped the Town would try to retain some of the land before the sale.

M. McIntyre asked if any possibility that the CVS building sale be reconsidered. J. Leamy stated would also have to be reconsidered by Town of Hubbardton. M. McIntyre asked if Town of Hubbardton could be bought out, J. Leamy always that possibility. M. McIntyre asked what would have to be done to reconsider. J. Leamy felt there would probably have to be a petition for both towns and the process followed through from there. Discussion on the number of signatures needed for a petition. M. Jones stated is under T24, VSA 1061 and reviewed the statute.

#### **BOARD APPOINTMENTS: WRITTEN REQUESTS RECEIVED**

**ML Harris made a motion to appoint Michael Scovner to the Planning Commission for a term of one year. J. Mark seconded. All were in favor. Motion carries 4-0**

**R. Combs made a motion to appoint Kevin Fenton to the Historical Cemetery Association for a term of one year. J. Mark seconded. All were in favor. Motion carries 4-0**

#### **PURCHASE OF OFFICE SUPPLIES FOR THE SELECTBOARD MEMBERS**

M. Jones stated he wanted to bring to the board's attention is the internal budget for office supplies. He can overspend it and will be absorbed most likely by money that doesn't get used by stipends is one way, or through other purchased services is the other way. He is questioning how board wants him to handle this budget. Discussion on the use of funds and what it covers, whether in office or for home use by board members. J. Mark stated he preferred the printing be done at the office for board members as much as possible. ML Harris stated it's a problem if it is multiple trips to pick up things.

#### **CDERAC – PROPOSED CHANGES TO BYLAWS AND CHARTER**

J. Leamy confirmed that the board has received the proposed changes. **R. Combs made a motion to approve the proposed changes to the CDERAC bylaws as presented. J. Mark seconded.** J. Mark and ML Harris are confused by two documents, Bylaws and Mission Statement, which are both very similar. J. Mark stated Rutland Economic Development Corporation no longer exists, Chamber and Economic Development of the Rutland Region and terminology should be updated at the same time. Also a reference to Parks and Recreation, should it not be Recreation Director. M. Jones stated he changed it to the Parks and Recreation when doing the job description for the Recreation Director. Also asked if member reference should change to local resident. M. McIntyre stated they are working with the document that was given to them when the committee was created, left a lot as it as originally presented. ML Harris questioned the out-of-town members. R. Combs felt the thought was to include local business owners but may live outside of town. Suggested change to officers and voting. **R. Combs withdrew his motion so changes can be made and the board can address at next meeting. J. Mark withdrew his second.** M. Jones asked if the Mission Statement should also be postponed. R. Combs will review and give M. McIntyre some feedback on that document as well.

#### **EMPLOYEE APPRECIATION COMPENSATION**

**J. Mark made a motion to endorse the plans for employee appreciation dated June 27, 2022 as prepared by the Town Manager. ML Harris seconded for discussion.** R. Combs asked if he should recuse himself as his wife is full time employee. Yes, he should and did at this time. ML Harris asked if there was a total amount provided. M. Jones he did not, but can and further explained the compensation being proposed, beach pass and transfer station pass, whether are automatic. J. Mark stated he felt they should maybe address the thresholds, as he feels some that should be compensated are not included. J.

Leamy asked if the funds are in the budget. M. Jones, ARPA funds can also be considered and the details of what is being offered. **ML Harris made a motion that the beach pass and transfer station be considered and done. J. Mark seconded.** J. Mark questioned the union members and whether included. M. Jones stated they could be. **All were in favor. Motion carries 3-0.** R. Combs asked about items 2-4, being tabled. Yes they are.

#### **CHANGE TO PERSONNEL POLICY ABOUT BENEFITS FOR PERMANENT PART-TIME EMPLOYEES**

M. Jones stated not consistent in all spots in the personnel policy, topic in two places and not consistent. M. Jones explained dental and whether could participate without being involved in other benefits. One place said could, other said couldn't. He would recommend town be consistent across the board with various groups, should read permanent part time employees. Discussion on the proposal being revised, and town originated emails.

#### **PUBLIC SAFETY COMMITTEE – UPDATE TO FULL BOARD**

R. Combs not prepared to say much other than have met with 3 officers of the fire department a few weeks ago, held discussion on guideline and cataloging things, getting building into OSHA compliance, and plans to make things more streamlined. Also discussed preliminary truck committee, 3 officers, 3 members and the fire chief. They are trying to come up with plan, what needs to be replaced, and a future plan. Any plans will have to be approved by the Board of Selectmen, public safety committee and chief.

#### **PARK & RIDE GRANT OPPORTUNITY**

M. Jones stated there is an opportunity for him to apply for a park and ride grant. There is some work that needs to be done down there, the State has committed to helping with an upgrade. Amstory Chapter of Daughters of American Revolution have been contacted. M. Jones stated he would like to apply for this grant, the town doesn't own the land but could get it resurfaced, and a new bus stop could make more appealing. He believes there is a 20% town match, if it comes in too expensive could turn it back. He wants to start the conversation with RRPC to apply. **J. Mark made a motion to authorize the Town Manager to submit an application for the 2023 Municipal Park and Ride Program. R. Combs seconded.** M. Jones felt town share would be less than \$10,000. **All were in favor. Motion carries 4-0.**

#### **SAILING PROGRAM SUNFISH PURCHASE**

J. Mark has collected Sunfish donations for youth sailing over the years. Some are not usable, they have sold some to use funds, and others too heavy, etc. He has learned lately of a boat that would be best in fleet, at a cost of \$1,295 if able to purchase. He would like to purchase and retire one of the heavier boats. M. Jones spoke with Melanie Combs motion would have to authorize purchase of the boat now, make sure the PO is on the next warrant and to be able to cut check immediately so they can get it. **J. Mark moved to authorize purchase of a Sunfish sailboat from Ron Patterson of New Hampshire for \$1,295. ML Harris seconded. R. Combs should include Town Manager is authorized to cut a check tomorrow. Motion should be amended.** Questioned how will get it back to town, J. Mark can pick up if necessary and it was also stated that the town could pick it up at the same time they are picking up equipment being repaired nearby. **Include authorization for Town Manager to issue a check and purchase immediately, which will show up on next warrant. All were in favor. Motion carries 4-0.**

#### **MANAGER'S REPORT**

Highlighted changes, no questions from board.

#### **PURCHASE ORDERS FOR APPROVAL**

None at this time.

#### **WARRANTS FOR APPROVAL**

**R. Combs made a motion to approve check warrant #0711R in the amount of \$192,796.64, check warrant #0707 in the amount of \$18601.55, check warrant #0630 in the amount of \$20,778.65, check warrant #0707P in the amount of \$19,675.09, check warrant #0630 in the amount of \$17,886.89. ML Harris seconded the motion. All were in favor. Motion carries 4-0.**

**R. Combs made a motion to approve check warrant #0711 in the amount \$264,400.67. ML Harris seconded the motion. J. Mark recused himself. All remaining members voted in favor. Motion carried 3-0.**

**R. Combs made a motion to approve check warrant #0710 in the amount \$127.87, check warrant #0706P in the amount \$535.63. J. Mark seconded the motion. J. Leamy recused himself. All remaining members voted in favor. Motion carried 3-0.**

**J. Mark made a motion to approve check warrant #0708P in the amount \$632.05, check warrant #0631P in the amount \$634.28. ML Harris seconded the motion. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.**

M. Jones stated on Thursday they will start to wire the room for audio and video.

**SELECT BOARD COMMENTS & CONCERNS:**

ML Harris asked what the status is on hiring recreation director. M. Jones stated interviews Thursday, six people.

ML Harris questioned the water complaint by Precision Auto and the slate quarry complaint. M. Jones stated at Camaras the State is involved and town and state police. An attorney is dealing with it as well. M. Jones stated the water at Precision, they had gone to the State, they won't do anything until the road is paved. The engineer from state looked at it, but there's nothing they can do right now. There is a drain that comes out from Dollar General toward Precision but is further back from the road.

ML Harris stated the minutes are not being done as they should be, for any committees and posted within 5 days. M. Jones stated the quality has gone up not sure how can effectuate the timeline. Since Allison started, quality has improved, if they go another route, it will take away from employees trying to get them done, it is very time consuming. R. Combs stated they should figure out what the problem is to try to solve it. J. Leamy asked what is wrong with someone on the committees doing the minutes. It was stated that it is difficult to participate when taking notes. J. Mark would rather participate in doing than have them be late. R. Combs suggested they start tracking when done and published, and figure out what support is needed to accomplish getting them done on time. J. Mark believes M. Jones has tried hard to find someone to take the minutes, it is hard to overcome, he would propose to do internally. J. Leamy questioned what that means. J. Mark stated someone takes notes within the committee and post within five days. He doesn't feel they can expect Allison to do them all. M. Jones stated he will reach out and see what can be done to help. K. Culp stated every town has to do this, and asked what other towns do or if they may have ideas. Important to be accurately documented, her comments at a recent meeting were not accurately stated.

**BRIEF RECAP & ITEMS FOR FOLLOW UP:**

Nothing at this time

**8:37 pm ENTER EXECUTIVE SESSION:**

**R. Combs made a motion to enter executive session to discuss labor relations to include the Board and Town Manager M. Jones. J. Mark seconded All were in favor. Motion carried 4-0.**

**8:57pm EXIT EXECUTIVE SESSION**

**R. Combs made a motion to exit executive session, no action taken. J. Mark seconded. No action taken. All were in favor. Motion carried 4-0.**

**8:58 pm ENTER EXECUTIVE SESSION:**

**R. Combs made a motion to enter executive session to discuss contracts to include the Board and Town Manager M. Jones. J. Mark seconded All were in favor. Motion carried 4-0.**

**9:12pm EXIT EXECUTIVE SESSION**

**ML Harris made a motion to exit executive session, no action taken. J. Mark seconded. No action taken. All were in favor. Motion carried 4-0.**

**9:13 pm-ADJOURN**

**R. Combs made a motion to adjourn at 9:13p.m. ML Harris seconded the motion. All were in favor. Motion carried 4-0. Meeting adjourned.**

Respectfully Submitted

Allison Harvey  
Recording Secretary

FINAL