

TOWN OF CASTLETON SELECT BOARD MINUTES

**Monday, September 11, 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/Bswdi46IQjBqw9Mxvy7c_JNAVEOVwR30DI_GwmOCJOjU2cHG1YD830BYS1CcyJGN.gkDy-ML6ZLnSwQMw

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

PRESENT VIA ZOOM: Allison Harvey, Recording Secretary

CALL MEETING TO ORDER

The meeting was called to order by Select Board Chair J. Leamy at 7:01 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 – August 28, 2023

R. Combs made a motion to approve the minutes of August 28, 2023 as presented. ML Harris seconded.

Page 1 – first line of the corrections to minutes, *be* should be added between *should* and *added*.

Page 2 – Heading of the second paragraph, *DEPARTMTENT* should be changed to *DEPARTMENT*.

Page 2 – Second motion on the page, *Piontack* should be changed to *Piatea*.

Page 2 - Fourth motion on the page, *pavilions* should be changed to *resilience*.

Page 3 – Third motion on the page should be deleted.

Page 3 – Fourth motion on the page, *Bardn* should be changed to *Barn*.

All voted in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

M. Droege made a request that the board allocate funds from the ARPA funds to purchase Hubbardton's share of the CVS building to simplify the process and decision making. J. Mark stated he would support that request if the Boards can agree on a purchase price. They have attempted to make an offer to Hubbardton but the Boards cannot agree on a price.

APPOINTMENT OF KAREN OAKMAN AS ZONING ADMINISTRATOR

K. Oakman stated she started on July 25, 2023 and has been training under Jim Thomas, so she has been working 7 weeks and they both agree it is time for her to go it on her own, J. Thomas has agreed to assist if needed. **R. Combs made a motion to accept the resignation of James Thomas as interim Zoning Administrator and thank him for his service and appoint Karen L. Oakman to the position of Zoning Administrator for a period of 3 years commencing on September 11, 2023. ML Harris seconded.** J. Leamy stated it is his understanding that J. Thomas will stay on as a consultant, which was confirmed. **All voted in favor. Motion carried 4-0.**

REQUEST FOR LOCAL BUSINESS SELLING TRANSFER STICKERS TO RECEIVE A 5% DISCOUNT TO COVER THE COST OF CREDIT CARD PROCESSING FEES

M. Jones stated J. Sessock had approached him months ago and has come before the Board previously and there was more information required. Mr. Sessock purchases transfer station stickers from the Town, he buys them for a reduced price, but

he is paying the administrative fee to process credit cards when customers use a credit card to purchase the stickers from him. He is asking that the discount be raised to 5% to cover the cost of the purchases with credit or debit cards. **R. Combs made a motion to change the discount for local businesses for selling the transfer station stickers from 2.5% to 5%. J. Mark seconded. Motion carried 4-0.** M. Jones asked if this would be effective today, which R. Combs stated that was his intent.

FENCE BID FOR CRYSTAL BEACH: Martha Clifford

M. Clifford distributed information from Middlebury Fence about gate types for the board to review. J. Mark pointed out the difference between the linear feet of fence being proposed. M. Clifford explained that they may have stopped measuring at a different place to prepare their quotes. Discussion on the types of gate and how the proposals differ. After brief discussion, it was requested that the measurements of feet of fence being confirmed for each bid. J. Mark would also like to see the Middlebury Fence price with posts that are cemented in, rather than driven into the ground.

RECREATION UPDATE

B. Ramos stated they just closed out the summer programs. Adult Rec walking was stopped but have since picked up again with Castleton Community Center and the Arthritis Foundation, there being more structure and education component with it through the Walk With Ease program. It will continue through October. Also continuing with pickle ball, there has been lower attendance in August and also started with yoga, which has been turned over into a facility rental. Soccer and summer camp reviews and number of participants and Castleton Garden Club group as well as a rundown of the income and expense of the various programs and waivers that are obtained for various programs. Discussion on the income and expense numbers and what is included in the figures given.

POLICE UPDATE

Chief Mantello reviewed his report and the numbers of arrests, traffic citations and calls. Questions from the Board about the nature of a reported homeless person and social media complaints. Brief discussion on staffing and activity.

NOISE ORDINANCE DISCUSSION

Chief Mantello stated he has acquired four other town ordinances Rutland, Wallingford, Burlington and Woodstock, as well as some larger places like Boston and addressed the Town ordinance and decibels. Other limits and ordinances were reviewed with the Board. Chief Mantello did suggest the addition of some definitions to make it clearer, and addressed what other towns have that address levels of noise. He would like to make some changes and bring a draft back to the board and felt the term reasonable should either be defined or omitted, as there may be different terms for different areas, ie: commercial or industrial areas vs residential. J. Mark offered to assist the Chief with the revisions.

PARK & RIDE GRANT PROGRAM APPLICATION

M. Jones stated this is a 20% match grant, there is only \$150,000 out there available and they meet the criteria on the application. Is close to us Route 4, public transportation with the Bus going by there and the lot size is large enough and is used year-round. **ML Harris made a motion to instruct Town Manager M. Jones to apply for this 20% grant for the Park and Ride. R. Combs seconded. All voted in favor. Motion carried 4-0.**

GENERATOR FOR TOWN OFFICE BID AWARD

M. Jones stated the only bid they received was from Fowler Services for an emergency stand-by generator with automatic transfer switch, which will be turn key for the town office. There are funds in the carryover from past years for this, but there is a shortfall of about \$4,000 based on the bid they received. J. Mark asked where the shortfall funds would come from. M. Jones felt it could be covered with other purchased services based on previous end-of-year numbers. M. Jones stated with the exception of the beach, library and CVS, all other Town buildings have backup generator power **J. Mark made a motion to authorize the Town Manager to sign the contractual agreement with Fowler Services for generator and automatic transfer switch purchase and installation at the Town Office for a total not to exceed \$10,017.87 R. Combs seconded. All voted in favor. Motion carried 4-0.**

APPROVE PURCHASE OF DELMORINO CENTURAIN SUPER DITCH BANK FLAIL MOWER FROM SALEM FARM SUPPLY

M. Jones has been working on this for two years, have been struggling with keeping up with roadside mowing. There are a

few different issues, the over the rail mower on the New Holland tractor, it is in the shop more than on the road. It is more for the banks, not over rails or close up. They have tried a sickle bar mower on the Kubota, but it doesn't mulch, the cuttings fall off and ends up in the road. This attachment can go behind both tractors and is 32" wider behind than the Kubota wheels and will get the roadsides and other side of the guard rails. It is a purchase that would serve the town well and a better application than what they have. Funds will come from the highway budget. **R. Combs made a motion to authorize the Town Manager to purchase the ditch bank flail mower from Salem Farm Supply as proposed for \$7,850. J. Mark seconded. All voted in favor. Motion carried 4-0.**

ARPA DISCUSSION

The \$393,261.12 items highlighted in green on a spreadsheet M. Jones provided the board are already allotted and/or obligated. The items in red are his proposals for remaining funds and what he feels it would be best used for. M. Jones further explained in more detail his proposals, and how it would benefit the Town where equipment and infrastructure is concerned. These funds need to be designated or obligated by December 31, 2024 and they need to be committed or spent by December 31, 2026. M. Jones stated he is just putting this information out there for consideration by the Board, no decisions need to be made at this time.

MANAGER'S REPORT

M. Jones reviewed the highlights of his report, grant applications, a new employee at transfer station, Peter Marshall, wastewater treatment facility, generator for the Crystal Beach pump station and whether it can be done under the Sewer bond capacity, fire department roof and building. H. Goyette stated he has been told the shingles on the building have maybe 8-10 years left. It was felt there are many other issues with the building, this is only the beginning. Update on problem with alignment on fire truck, and a pending update on the grader and when it will be done.

PURCHASE ORDERS FOR APPROVAL

R. Combs made a motion to approve Purchase Order #050786 to Ferguson Waterworks in the amount of \$2,499.10 for the Griffin Road Grant Project. ML Harris seconded. All voted in favor. Motion carried 4-0.

R. Combs made a motion to approve Purchase Order #050796 to T. Boutwell Logging in the amount of \$5,319.86 for tire chains. ML Harris seconded. All voted in favor. Motion carried 4-0.

R. Combs made a motion to approve Purchase Order #050797 to Abele Tractor in the amount of \$2,542.78 for excavator repair. ML Harris seconded. All voted in favor. Motion carried 4-0.

R. Combs made a motion to approve Purchase Order #050798 to Farnham's Scale Services in the amount of \$2,819.67 for the installation of new LED scale display at the Transfer Station. ML Harris seconded. All voted in favor. Motion carried 4-0.

R. Combs made a motion to approve Purchase Order #051018 to Advanced Pavement in the amount of \$3,680.76 for the estimate for sealing and line painting for the Castleton Village School. ML Harris seconded. All voted in favor. Motion carried 4-0.

WARRANTS FOR APPROVAL

R. Combs made a motion to approve check warrant #0830 in the amount of \$171.00, check warrant #0831 in the amount of \$22,078.21, check warrant #0907 in the amount of \$28,930.91, check warrant #0911 in the amount of \$440,485.45, check warrant #0831P in the amount of \$18,663.26 and warrant #0907P in the amount of \$19,275.07. ML Harris seconded. All voted in favor. Motion carried 4-0.

J. Mark made a motion to approve check warrant #0901P in the amount \$641.32 and check warrant #0908P in the amount of \$641.32. ML Harris seconded. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

R. Combs made a motion to approve check warrant #0912 in the amount \$385.60. ML Harris seconded. J. Mark recused himself. All remaining members voted in favor. Motion carried 3-0.

SELECTBOARD COMMENTS and/or CONCERNS:

J. Mark stated he wanted to bring up their relationship with the Hubbardton Selectboard specifically the costs of maintaining the building. He has asked M. Jones if they have made any payments and if invoices have been submitted. They have not paid anything at all it seems, and he feels their concern should be expressed to Attorney Howe. J. Leamy stated there has been something sent to the Hubbardton board as well as Attorney Howe. J. Mark asked that anything that has been sent to the Town of Hubbardton be sent to Attorney Howe.

ML Harris asked how a project manager can ok something without the selectboard okaying it. M. Jones stated the project manager was a member of the selectboard, but he is not sure how it happened, he was not here at that time. ML Harris feels it sounds like the rest of the board was not aware of what was being done. H. Goyette stated there was also a project engineer that was present.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

ENTER EXECUTIVE SESSION – 9:07 PM

R. Combs made a motion to enter Executive Session to discussion Real Estate to include the Town Manager, specifically Transfer Station, Sand Hill and CVS. J. Mark seconded. All voted in favor. Motion carried 4-0.

EXIT EXECUTIVE SESSION – 9:45 PM

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

ADJOURN – 9:45 pm

R. Combs made a motion to adjourn at 9:45 p.m. J. Mark seconded. All voted in favor. Motion carried 4-0.

Respectfully Submitted
Allison Harvey
Recording Secretary