

TOWN OF CASTLETON SELECT BOARD MINUTES

**Monday, November 13, 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/2N8vpJvJ7VNnoOoxiawWCZ4vYVY4yJB1p2RYJR3vIwUD5WM1lzQbUGSCTODpVE7V.vcCmy_uvFoYfnk86

PRESENT: Richard Combs, Vice-Chair, Joseph Mark, Parliamentarian, Robert Spaulding, Mary Lee Harris, Allison Harvey, Recording Secretary, See Attached List

PRESENT VIA ZOOM: Mike Jones, Town Manager, Lynn, InnoPenny, Jeff Davidson, Martha Clifford, Nancy Mark, Melanie Combs

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

ML Harris made a motion to approve the agenda as presented. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

APPROVAL OF MINUTES – October 23, 2023

J. Mark made a motion to approve the minutes of October 23, 2023 as presented. R. Spaulding seconded.

Page 1 – ML Harris added to Present.

Page 1 – end of the first line of Pledge of Allegiance – *has* should be replaced with *passed and had*

Page 1 – Approval of Minutes – *September 25*, should be replaced with *October 9*, in both the heading and first line.

Page 3 – Sixth line of the Propose Sale of Dump Truck paragraph, *price that is what they would accept* should be inserted after *set a*.

Page 3 – Fifth line of Manager’s Report – *recommendations* should be inserted after *mitigation*, sixth line of same paragraph, *north of* should be inserted before *New Road*, eleventh line of same paragraph, *recommended* should be inserted after *link the*, next line, *position* should be inserted after *department* and after *development*.

All voted in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

John Woodbury of South Street stated he has mentioned the dirt and stones in the public sand at the Highway shed, and presented to the Board a scoop off the top of the sand pile which has rocks in it. R. Combs stated they will check with the Town Manager and DPW Foreman about that being corrected. M. Jones stated he has talked with the Highway Foreman and will follow up with him, they must not have gotten to it yet.

RESPONSE TO REQUEST FOR HISTORIC SOUTH STREET SCHOOL PLAQUE BE RETURNED TO SCHOOLHOUSE-John Woodbury

M. Jones stated MaryAnn Jakubowski did research on this topic, he did not do any of it and J. Leamy is not present to address it. Mr. Woodbury stated the school was purchased for \$100 for the land, the plaque itself was donated. The guy that donated it has passed away. The students on the plaque are the students that went to Meadowbrook in Civil War and World War I. Mr. Woodbury stated that he would leave it with house when he sells. R. Spaulding asked how it would be certain that it would remain in the building. Mr. Woodbury asked where it is currently, he was told it was in a closet. R. Combs stated it is on a wall at the Town Office. **ML Harris made a motion that the plaque stay in the Town Office for public**

display. J. Mark seconded. J. Mark stated that since attending town meetings, he has looked at that plaque, and he finds it inspiring and an asset being in a public place where citizens in general can view it. **All voted in favor. Motion carried 4-0.**

PERMISSION TO ERECT STATUE OF ETHAN ALLEN ON TOWN LAND: Nancy and Graham Trudo

Nancy and Graham Trudo stated their committee would like to put up a statue for the 250th anniversary of the taking of Fort Ticonderoga, to be put in Castleton where there currently is a plaque on a stone. They are not asking for money, just permission to erect a statue of Ethan Allen. The statue will be either bronze or marble, they are still working on funding. They want to keep the wording on the plaque that is already there. R. Spaulding asked where it will be located. N. Trudo stated it would be on Main Street, just west of the Federated Church, the stone is already there. R. Combs stated there has been research done and the Town owns that property. J. Mark stated he has had conversations about whether it was May 8 or May 9 that the meeting was held between Benedict Arnold and Ethan Allen. He feels the statue important for the role played in the battle it depicts and would be in favor of a life size statue, and would not want to see the existing plaque removed. He further stated that Ennis Dueling has been researching the topic and they do not agree that the meeting actually took place. Brief discussion on the turn of events and dates of meetings. **ML Harris made a motion to allow the statue of Ethan Allen on that property as presented. R. Spaulding seconded.** J. Mark stated he has a concern with what will be on the plaque, and would have a problem if it reinforces that the meeting ever happened. N. Trudo explained the proposal is for a statue, no plaque or words on the statue, they are only seeking approval to place the statue. **All voted in favor. Motion carried 4-0.** J. Mark made a donation to the efforts at this time.

ANTI ICE/DUST CONTROL SYSTEM PURCHASE RECOMMENDATION: Jeff Davidson, Foreman

J. Davison stated they have a trailer hook up for dust control that holds calcium chloride and is set up for one truck only. He would like to get another tank that can be moved to different trucks and handle different liquids. The big difference in bids is the more expensive gas engine vs electric engine. There are also different arms, the PVC arms vs stainless steel, the PVC is less expensive to replace. M. Jones stated the funds will come from the summer maintenance budget for the chloride. J. Mark questioned what they are doing to try to reduce the salination of brook trout streams. J. Davidson said that can be addressed in the next agenda item. **J. Mark made a motion to approve the purchase of the 550-gallon electric power single lane PVC spray bar with manual control flow system hitch attachment for a price not to exceed \$2,324.10. R. Spaulding seconded. All voted in favor. Motion carried 4-0.**

ANTI ICING LIQUIDS RECOMMENDATION: Jeff Davidson, Foreman

J. Davidson explained the various liquids being presented, and how they work. He further stated this is a proactive approach to winter roads with a liquid application put on the roads pre storm and it prevents bonding of snow and ice to the roads. It is put on before storms and eliminates packed snow when snow is driven on. R. Spaulding asked if there are any other towns close by using this method. J Davidson stated Rutland uses it and it cuts salt cost, is better for the environment and make for safer roads. If this is not considered for this year, he would definitely like to have it for next year. They have a first step with the treated salt already this year, this will add to the same benefits. M. Jones would like to see more information and research on the effects of magnesium or calcium chloride and its effects on vehicles and would suggest waiting a year.

PROPOSED UPDATES TO THE NOISE ORDINANCE: Chief Mantello

P. Mantello reviewed changes that have been made and what he is proposing. He added a few things from the first draft, such as a sound meter and where it is to be used. During discussion on the decibels, it was felt they should rely on the judgment of the police department officers. P. Mantello also suggested the 70 decibels be put in the definitions as the standard to go by for that time period. J. Mark will propose a definition that indicates the officers will use their judgment. Chief Mantello referred to social events and its definition of one or more persons not residing at the premises, which is pretty standard for any of the ordinances he has reviewed. The Chief also indicated they will also in the near future have to address the dog ordinance, it needs to be updated.

TOWN MANAGER REQUESTS APPROVAL TO APPLY FOR THE BETTER ROADS GRANT (Local Share Match)

M. Jones stated this is the grant he sent the board by email, which is to apply for a \$20,000 category B grant for ditches and stone lining and a category D grant for large structures, would cover the large culvert on Belgo Road. FEMA has denied that project twice, so it would be a good use of the funds there. The grant is up to \$60,000 to achieve the goal. These would be for fiscal year 2025 and would have in kind matches. **J. Mark made a motion to authorize the Town Manager to apply for**

the 2025 Better Roads Program for grants under Category B and D. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

TOWN-WIDE REAPPRAISAL BID REVIEW AND RECOMMENDATION: Mary Jo Teetor

M. Jones stated Mary Jo Teetor was out of town and couldn't attend the meeting this evening. R. Combs stated he has reviewed the proposal and feels since they went from CLA to COD method he doesn't see a down side, and he supports MJ Teetor's recommendation. R. Combs stated he reviewed the CLA's for the State on their website, and he also agrees, as if they wait a year, they will be in a bigger problem of getting someone to do the work. ML Harris asked if it was being said that it would take 2 years to get an appraiser. R. Combs stated that John Vickery of Tyler Technologies was present. He indicated they would be able to start and have the reappraisal done by April 1, 2025. J. Mark stated it looks as though they have \$165,000 for reappraisal and the bid is for \$275,000, he is wondering where the other funds would come from. M. Jones stated they would have to put it into the budget or ask the voters to use any surplus that would have to go on the ballot for this year, or the last effort would be to use ARPA funds. During discussion held on availability of funds, M. Combs stated they get approximately \$20,000 a year from the State that goes into a reserve, which is based on the number of parcels the Town has, which is calculated at \$8.50/parcel. **J. Mark made a motion that on the recommendation of the Town Assessor MJ. Teetor they authorize the Town Manager to sign a contract with Tyler Technologies for a town wide reappraisal to be completed prior to 4/1/25 for a cost not to exceed \$275,000. R. Spaulding seconded. All voted in favor. Motion carried 4-0.**

RUTLAND EMERGENCY MANAGEMENT COMMITTEE: Reappointment of Representatives

R. Combs stated they need to consider these reappointments as recommended. **J. Mark made a motion to reappoint M. Jones as Town Manager to the Rutland Emergency Management committee and Peter Mantello as Police Chief to the Rutland Emergency Management Committee as well. ML Harris seconded.** M. Jones stated it should be stated as he is the director and the Chief is the coordinator. **J. Mark rescinded his first motion and made a motion to appoint M. Jones as the Town of Castleton representative on the Rutland Emergency Manager Committee in the role of Emergency Management Director and appoint Chief Peter Mantello Rutland Emergency Manager Committee as Emergency Service Voter. ML Harris seconded. All voted in favor. Motion carried 4-0.**

eBIZ DOCS: Define Source for Disbursement of Funds

Two purchase orders were presented for approval, the Board needs to determine where the funds will come from to pay the orders. M. Jones stated there is no definite resource for funds. They have done one batch of documents and have another batch to do. Using ARPA funds has been mentioned in past discussion, or they overspend a budget line item. R. Combs stated they have \$482,000 out of 1.3 million available and there is still \$60,000 that has not been suggested or allocated after other suggestions from the Town Manager. J. Mark asked if some of it is a recurring expense. M. Jones stated no, if there is an annual cost for yearly digitizing, it can be budgeted or do it in house after purchasing a scanner. Brief discussion on what is being scanned and what format they are being done in. **J. Mark made a motion to approve these payments utilizing ARPA funds. R. Spaulding seconded. The motion was amended to pay Purchase Order #050922 for \$16,000 to eBiz and \$5,702 on Purchase Order #050938 to be paid with ARPA funds. R. Spaulding seconded All voted in favor. Motion carried 4-0.**

TREASURER, ACCOUNTANT, PARKS AND RECREATION DIRECTOR, TRANSFER STATION CHIEF OPERATOR (Anticipated Vacancies) vs. Budget Implications

M. Jones stated the Board should be aware of these vacancies. The treasurer is stepping down January 3, 2024 so there is a gap between that date and election day. The Board can appoint an interim, assistant Nedra Boutwell is willing to fill in until elections. M. Jones stated he is attempting to get the vacancy out there so someone can do a petition in time for the March Town Meeting and that the candidate needs to be a Town of Castleton resident.

M. Jones stated the accountant position will also be vacant, as M. Combs is retiring in January. They have placed ads and have interviewed two applicants. One has been chosen and starts November 20 pending passage of criminal background and physical being passed. There will be some overlap from November 20 until the final day in January so there will be no break in continuity.

The Parks and Recreation Director position is still vacant, they have interviewed a number of candidates and sent a letter to the Recreation Commissioner and wants to speak in Executive Session to board about this position. M. Clifford requested she be allowed to participate in the Executive Session, R. Combs stated he did not feel that would be appropriate at this time.

Transfer Station Chief Operator – M. Jones stated Chris Forest has resigned, the open position has been offered to the Union membership, there is one person in the Union interested, but there are a few issues that need to be resolved first. If that doesn't work out, they will have to look outside of the Union. There are also some budget implications. R Spaulding asked if the position is filled in house, would it leave a vacancy in another department, M. Jones stated it would.

24/25 BUDGET DISCUSSION

It was stated that the first draft of budget proposals has been issued, R. Combs asked board members to review it and let the Town Manager know if they have concerns or questions and asked to get that done within a week. M. Jones stated there are a lot of missing pieces and information and it is a bit early to make any decisions but the majority of it will be accurate, with the exception of wages and payroll related items. He will be preparing a new packet for the budget and asked that the board members do not consider those they have received. ML Harris suggested a special meeting for budget only with nothing else on the agenda. R. Combs agreed, and stated he is not the chairman to make the decision. R. Spaulding and J. Mark agreed that a meeting for just budget be set. Brief discussion on having such a meeting on November 28 for budget only discussion at 6:00 pm

LAKE BOMOSEEN PRESERVATION TRUST REQUESTS APPROVAL FOR BENEFIT OF BOTTLE REDEMPTION REVENUE

ML Harris stated she was very much opposed to this. She feels the bottles and things should go to children for different sports, recreation or project grad. The preservation trust has enough funds for lobbying and things, she feels it should go to children. All other board members agreed. R. Combs stated the bottle policy is very short, and the proceeds from the collections averages about \$150/month. If no one requests the proceeds, maybe it should go back into the transfer station or Castleton Cares or such an organization. **J. Mark made a motion to decline the request of the Lake Bomoseen Preservation Trust, Inc to be provided with those revenue generated by the transfer station bottle redemption process. ML Harris seconded. All voted in favor. Motion carried 4-0.**

MANAGER'S REPORT

M. Jones asked if there were any questions on the highlights of his report or otherwise. M. Jones briefly addressed the company that is supposed to be putting a camera in the sewer lines, he cannot get any response from them, so it is ongoing. He will also need some direction on the Village School budget. J. Mark asked about potential use of ARPA funds, including replacing vehicles and asked if they are on the previous list. It was stated they are. J. Mark asked if there was any feedback from Joe Howard on the upgrade of his road before the Town agrees to maintain it. M. Jones stated he has not gotten a response or commitment yet. J. Mark asked if he is aware that it is required for the Town to consider taking over that road, M. Jones stated Mr. Howard is aware.

R. Spaulding asked about the transportation alternative and if any action was taken. M. Jones stated he has not done anything yet, they are waiting for the grant process on that. R. Spaulding stated he also wants to meet individually with the Town Manager on salt and sand shed cost, with J. Davidson to address the \$800,000 price tag.

PURCHASE ORDERS FOR APPROVAL

R. Spaulding made a motion to approve Purchase Order #051169 to Central Vermont Truck Repair for repairs to the roll off truck in the amount of \$7,763.37. ML Harris seconded. R. Combs questioned if the funds would come from the Transfer Station budget, M. Jones stated it would. **All voted in favor. Motion carried 4-0.**

R. Spaulding made a motion to approve Purchase Order #050495 to Castleton Volunteer Fire Department for fiscal year 23/24 points fund in the amount of \$12,000. ML Harris seconded. R. Combs stated he needed to recuse himself from this approval and asked J. Mark to call the question. **All voted in favor. R. Combs recused himself. Motion carried 3-0.**

WARRANTS FOR APPROVAL

R. Spaulding made a motion to approve check warrant #1113R in the amount of \$650.00, check warrant #1026 in the amount of \$6,108.69, check warrant #1102 in the amount of \$2,035.00, check warrant #1109 in the amount of \$32,039.63, check warrant #1113 in the amount of \$243,621.77, check warrant #1026P in the amount of \$16,708.04, check warrant #1102P in the amount of \$17,276.04 and check warrant #1109P in the amount of \$19,450.60. ML Harris seconded. All voted in favor. Motion carried 4-0.

J. Mark made a motion to approve check warrant #1027P in the amount \$641.32, check warrant #1103P in the amount of \$641.32 and check warrant #1110P in the amount of \$641.32. ML Harris seconded. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

SELECTBOARD COMMENTS and/or CONCERNS:

ML Harris stated she felt that if no one has asked for the bottle redemption monies at the transfer station on any given month, they should automatically go to the Recreation Department general funds. R. Combs agreed and asked members to think about it and asked it be on the next agenda.

R. Spaulding questioned the budget printout, some figures seem to be designated. It was stated the green shaded figures are allotted already, red shading is being proposed by the Town Manager.

J. Mark stated he would like to have the bottle redemption policy on the next agenda for review. R. Spaulding wants to know what the revenues are year to date for the next meeting to further discuss.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

ENTER EXECUTIVE SESSION – 8:49 PM

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

EXIT EXECUTIVE SESSION – 9:10 PM

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

ADJOURN – 9:11 PM

ML Harris made a motion to adjourn at 9:11 p.m. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

Respectfully Submitted
Allison Harvey
Recording Secretary