

TOWN OF CASTLETON SELECT BOARD MINUTES

**Monday, February 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/EDDeExvvJeBKFmNC-LE2-ADcSGub0C8awHMslQc-FsiRExv3tBAktCcvvjHIXcB.O1yu5TexJ2AH5Y8Z>

PRESENT: James Leamy, Chair, Richard Combs, Vice Chair; Robert Spaulding, Mary Lee Harris, Michael Jones, Town Manager, See Attached List

PRESENT VIA ZOOM: Matt Ryan, Nick, B. Clark, 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. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

APPROVAL OF MINUTES – January 16, 2023

R. Combs made a motion to approve the minutes of January 16, 2023 as presented. R. Spaulding seconded.

Page 1 – third motion on the page, have should be deleted.

All voted in favor. Motion carried 4-0.

Minutes of January 23, 2023

R. Combs made a motion to approve the minutes of January 23, 2023 as presented. R. Spaulding seconded.

Page 3 – third paragraph, *consecrate* should be changed to *compensate*.

All voted in favor. Motion carried 4-0.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

Pat Keller asked about the Mill Stone Solar Project, if it got State approval. M. Jones stated he has received a letter that it is in the process with the State for approval but doesn't recall seeing an approval as of yet.

Mary Kearns asking about the large amount of water between the curb and the walkway at the library. M. Jones stated that he would have the highway department check on it and see what can be done to take care of it.

LIQUOR LICENSE FOR APPROVAL: Midway Oil/Tennybrook 2nd & Tobacco: Sodexo First and Third Class

J. Leamy stated the police chief has reviewed and has no issues. **R. Combs made a motion to approve the liquor license for Midway Oil/Tennybrook for a second-class license and tobacco. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0. R. Combs made a motion to approve the liquor license for Sodexo for a first- and third-class license. R. Spaulding seconded for discussion.** R. Spaulding asked why they need a liquor license at the University. M. Jones stated that they use it for catering at some events, for example at the President's house, etc. **J. Leamy, R. Combs, ML Harris voted yes. R. Spaulding opposed. Motion carried 3-1.**

GRANT AGREEMENT RESOLUTION: CASTLETON FREE LIBRARY

R. Combs made a motion to approve the grant agreement resolution for the single grantee Form PM1 for the library. ML Harris seconded. M. Kearns stated this was for the VT Community Development Grant for the accessibility project at the library. **All voted in favor of the motion. Motion carried 4-0.**

REVISED TOWN PLAN: Liz MacKay

L. MacKay explained the changes made and that the Planning Commission has had a public hearing and it then is presented to the Selectboard and they need to adopt the Town Plan. ML Harris asked if they could have more time to read the plan. R. Combs felt a full board should be present as well for approval. L. MacKay asked if it could be approved as soon as possible, and J Leamy stated it could be approved at their meeting on the 27th of February. Discussion held on where the revised plan can be found, and if it is on the town web site. It was stated that the Act 250 is being revised by the State of Vermont which could affect the Town Plan. Also a question from Pat Keller about the zoning districts and how they are laid out within the Town and the boundaries.

ANNUAL FINANCIAL PLAN: David Fabricious, DPW Director

D. Fabricious stated this plan is about the same as last year, with a few thousand dollars more coming from the State. D. Fabricious also explained the winter maintenance and non winter maintenance. M. Jones stated this is for the highway department for grants and is required and is calculated with abstract math based on the budget. **R. Combs made a motion to approve the annual financial plan for the Town of Castleton for the fiscal year 7/1/23-6/30/24. ML Harris seconded.** **All voted in favor of the motion. Motion carried 4-0.**

OVERHEAD DOORS AT HIGHWAY GARAGE

M. Jones stated this quote is valid until March 3, originally it was only valid through February 4. The price is different by about \$2,000. It was originally for eight doors and motors, but one door had been replaced in 2014 so now it is for seven doors and eight motors. M. Jones further explained that at the January 16 meeting he had explained that he would suggest using \$25,420 (the quote for four doors and four motors) out of ARPA funds that had been suggested previously, and then he would budget the other three doors and 4 motors into the next budget year. J. Leamy asked if could get an update on the ARPA funds and what's been spent. M. Jones stated \$136,000 so far, \$30,000 employees, \$6,000 on audio/video equipment and \$100,000 to the library. **ML Harris made a motion to approve the quote for Overhead Doors in the amount of \$25,420 for four doors and four motors to come out of ARPA funds. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0.**

UPDATE ON HEATING SYSTEM AT THE FORMER CVS BUILDING

M. Jones stated during the cold weather, there was a malfunction with the furnace at the CVS building, pipes ruptured, the blower motor is bad and needs to be replaced. He didn't seek authorization because of it being an emergency and needed to be fixed before more pipes burst. He has shared an email about records on last service, etc. and who did it. They have only 40% efficient and water is leaking from the circulators. B. Elliott was there the weekend after the extreme cold, and thermostats worked better, but still a struggle to keep the building warm. M. Jones has asked Paul McClure to check on an area on the roof that had no snow on it to see if it is insulated properly. R. Combs asked if heating coils are cleanable or need to be replaced. M. Jones stated it is mostly a boiler maintenance issue.

DISCUSSION ABOUT FORMER CVS & UPCOMING VOTE IN MARCH

ML. Harris stated she thinks they should consider if the Town decides they want to have this recreation department for 3 years, they should systematically work together and make it self-sustaining to prove it would be good for the whole community.

BE Ramos stated they felt that they would like to see a forward motion with the Selectboard and Town leadership, so when they are considering new things, they would know there is support from the leadership. They would like to ask each member a question and hear their answers, so they have some clarity and transparency of what direction they are going. Would they honor the results of the vote and if in favor, would they remove the CVS building from the real estate market so Recreation can develop and execute a plan for revenue generation. J. Leamy stated they can't do what they are asking, it is owned jointly with the Town of Hubbardton and the vote was unanimous to sell by both boards, and any further decision would need to be made by both boards. R. Combs stated the motion of the joint boards to sell was not unanimous, there

was 1 no vote. J. Leamy stated voted 8-1 to sell but to provide adequate space for recreation. Discussion on whether there would be space for the Recreation Department if it is sold and what the funds from any potential sale would be used for. B. Elliott further stated just the fact of a lease back being denied and sold still limits how they go forward with recreation. R. Spaulding has a problem with keeping the building for 3 years at close to \$100,000 for upkeep and where those funds are coming from. Discussion on budgets and long term plans for expenses, and what needs to be approved by the voters. Also discussion on the ballot item that is being voted on in Hubbardton, and whether the two boards will be meeting again to discuss the future of the building. It was questioned if the ballot item is approved in one town and not the other, whether it would halt any progress again. M. Droege asked if both towns vote to keep the building, if both boards would meet again to discuss whether the building should be taken off the market. She also feels that there is so much potential in the building, but the fact it is on the market is the biggest problem. M. Jones reviewed page 51 of the Town Plan regarding the Recreation Department. He has reached out to the Town of Hubbardton about meeting again but has not heard anything on the invoices for maintenance either that have not been paid. M. Jones hopes there's a civil conversation about this matter and added that a person that was looking at the building has agreed to give space to the Town of Castleton Recreation. Any grants that are available were also brought up and whether there would be eligibility as well as the possibility of the Boys and Girls Club being included in plans. It was also questioned whether ARPA funds could be used at all. Also discussed was the surplus in the budget that has been discussed at a previous meeting and whether they could be used for the expenses of the CVS building.

MANAGER'S UPDATE

M. Jones stated the pedestrian accessibility study, they are still waiting for the final scoping study results. Their application was 3rd last year, they funded two last year so Castleton should be near the top of the list this year.

The bike and pedestrian grant, Castleton Corners to Parsons Hill, 50% is paid by the Town, still waiting on this one.

Grants and Aid awarded about \$14,000 so looking at Griffin Road and a water issue.

The new backhoe is in Milton waiting for the bucket to be installed and waiting to be delivered.

They have one candidate for the roustabout position.

They have used some solar credits for electricity usage at the former CVS building.

Paving review, what will be done this summer and what type of paving should be done.

The trestle is also in the works.

Problem with water in a basement on Little Rutland Road, not for certain if the culvert work done caused additional problems.

Discussion on other Town roads and posting, whether it can be done sooner than later. **R. Combs made a motion to authorize the Highway Department to post roads as needed. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0.**

They have signed a contract on the TSA terminal, waiting for installation.

The new police car is in, they are waiting to install the equipment.

They do have an emergency shelter manager John Tester from the Legion and a number of people attended a meeting recently. Red Cross will often share their resources if there is a regional shelter need. They are going to attend another meeting in Massachusetts as well. M. Jones stated they have 15 cots the guard gave them and have power strips and lighting and have ordered more. They currently have 20 cots and 40 blankets and are working closely with the Legion to set up an emergency shelter plan.

M. Jones also stated the grant that is available for fire department equipment has been submitted, hoping to receive it. Some concern if they don't get the grant, they will still have very old equipment. ML Harris asked about the fire truck purchase, M. Jones stated they are going to Pennsylvania Thursday to look at it with some fire department members.

PURCHASE ORDERS FOR APPROVAL

R. Combs made a motion to approve Purchase Order #049696 in the amount of \$1,096.44 to Rick Pontillo for reimbursement of the installation of a back flow valve. ML Harris seconded. R. Spaulding questioned if this should actually be the Town's responsibility. M. Jones stated it was an insurance claim, and this was a portion of it that was not covered by the claim. R. Combs stated this was something they discussed a few meetings ago and approved the reimbursement. **All**

voted in favor. Motion carried 4-0.

R. Combs made a motion to approve Purchase Order #049531 in the amount of \$2,994.86 to Allegiance Trucks for exhaust and emissions repair to the 2013 International dump truck. R. Spaulding seconded. R. Spaulding questioned if this was fixed on site or was it taken to them. M. Jones stated it went to Hoosick Falls. B. Clark stated it has been down there a number of times with constant emissions problems. All voted in favor. Motion carried 4-0.

WARRANTS FOR APPROVAL

R. Combs made a motion to approve check warrant #0209R in the amount of \$39,770.00, check warrant #0126 in the amount of \$6,138.91, check warrant #0131 in the amount of \$2,963.29, check warrant #0202 in the amount of \$5,520.75, check warrant #0209 in the amount of \$20,998.17 and check warrant #0213 in the amount of \$460,239.82, check warrant #0126P in the amount of \$16,668.86, check warrant #0202P in the amount of \$15,847.45 and check warrant #0209P in the amount of \$15,241.40. ML Harris seconded the motion. All voted in favor. Motion carried 4-0.

R. Spaulding made a motion to approve check warrant #0127P in the amount \$612.54 and check warrant #0203P in the amount of \$612.53 and check warrant #0210P 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:

R. Spaulding asked if board members will be getting assigned articles for Town Meeting. M. Jones stated he will be emailing them to members tomorrow.

R. Combs wanted board members to be aware that Castleton University leadership has decided to digitize all books with the exception of special collections at the Castleton University Library. The building will be repurposed, and he just wanted to be sure other board members are aware. He feels it is not a good decision and ML Harris agreed. After brief discussion, R. Combs made a motion to have the chair of the board send a letter to Castleton University asking them to reconsider the decision. R. Spaulding seconded. R. Spaulding stated he felt all board members should sign it rather than just the Chair, R. Combs amended the motion to include that all Board members should sign the letter. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0.

Liz MacKay explained why the changes were made to the Town Plan, which was due to solar farms and wind turbines and proposals for those types of project and it was too complicated at the time to create an energy plan, so it was suggested by Ed Bove with the RRPC that it would be easier to revise the Town Plan.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

EXECUTIVE SESSION – 9:13pm

R. Combs made a motion to enter Executive Session to include the board and Town Manager to discuss real estate. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0.

EXIT EXECUTIVE SESSION – 9:30pm

R. Combs made a motion to exit Executive Session, no action taken. R. Spaulding seconded. All voted in favor of the motion. Motion carried 4-0. R. Combs made a motion to direct the Town Manager to prepare a letter to the Hubbardton Attorney about a real estate matter. ML Harris seconded. All voted in favor. Motion carried 4-0.

EXECUTIVE SESSION – 9:34pm

R. Combs made a motion to enter Executive Session to include the board and Town Manager to discuss personnel. R.

Spaulding seconded. All voted in favor of the motion. Motion carried 4-0.

EXIT EXECUTIVE SESSION – 9:48 pm

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

ADJOURN

ML Harris made a motion to adjourn at 9:49 p.m. R. Spaulding seconded. All voted in favor. Motion carried 4-0.

Meeting adjourned.
Respectfully Submitted
Allison Harvey
Recording Secretary

F E M N A L