

TOWN OF CASTLETON SELECT BOARD MINUTES
Monday, February 27, 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/u1YQ4bFVwQIC85056WaVQsu22Oh-DODfuGuUjoQOGawUDUrTii1d6uVUFESQKs4.vKdwJarIY1fzjS15>

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

PRESENT VIA ZOOM: Linda Boutin, Mary Droege, Dave Fabricius, Melanie Combs, Richard Combs, Nedra Boutwell, Ron Smith, Laurie, 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

ML Harris made a motion to approve the agenda as presented. J. Mark seconded. All voted in favor. Motion carried 3-0.

APPROVAL OF MINUTES – February 13, 2023

Brief discussion on the minutes. **ML Harris made a motion to approve the minutes of February 13, 2023. J. Leamy seconded.** J. Mark was not present for the February 13, 2023 meeting and therefore should not cast a vote on the approval of them, so these will be postponed until the next meeting. Motion and second withdrawn.

CITIZENS COMMENTS & CONCERNS - ITEMS NOT ON THE AGENDA:

M. McIntyre gave a review of what the CDERAC has been working on, and that there has been discussion of using the Chamber of Commerce resources and a suggestion by Lyle Jepson that the Town have a Facebook page and the Town Webpage be further advanced, and that the Town should have a marketing director. It was also suggested that the Town have a direction and pick something to focus on to promote the Town, and to have an inventory of assets within the Town, things to do, places to visit and attractions.

Also T. Molnar has asked if she would bring before the Board some sort of statement being made about the trains going through Town and how the Town is prepared for any potential problems and what the trains are carrying when they go through in light of the recent disaster in Ohio.

J. Mark questioned the marketing director suggestion, he was not aware of any other towns this size having one. M. Jones stated Poultney and Brandon have one in some capacity.

J. Mark stated he felt the train issue is a very serious one, and if a State representative would be able to get some information on what actually goes through town and how the Town can get an idea of what is on them when they go through town. M. Jones further stated that they have had a tabletop exercise on derailments, and all they can really do is be prepared to respond to a derailment. They do know to some degree what the threats are, but they have no control of what goes through. M. McIntyre also stated that Chief Mantello is working with P. teRiele for a grant for crosswalks focusing on seniors. M. Jones stated the Town website and Facebook can be used for whatever the Town wants to be posted, and can give permissions to post and explained what can be included on the page and how it can be used to benefit the Town.

POLICE UPDATE – Chief Mantello

Chief Mantello reviewed the report for calls to service the Board should have received. They are still doing a lot of fingerprints and directed patrols, welfare checks and property checks, traffic stops are up some. Chief Mantello also stated that the Addison Sheriff's Department are interested in the cruiser that is for sale, he will keep the Board updated on that progress. He is working with P. teRiele on the ARP grant, for two solar radar speed signs, the grant is for \$2,300-\$4,500 for solar carts for speed and crosswalks focusing on seniors.

AUDIT UPDATE - Ron Smith, CPA CFE

R. Smith stated he was available for any questions they have about the 21/22 audit and what has been addressed with M. Combs. R. Smith stated there aren't any blaring problems with the audit, M. Combs did a great job and was very helpful in getting the finished product put together. Because the Town spent more than three quarters of a million dollars in federal funds they had to do a single audit, and they found no findings to address. He further stated that they like to see 60-90 days of the operating budget being available, and after reviewing numbers and where the funds are at for tax relief and the undesignated funds, he found that they had about 75 days of the operating budget available, which makes it sound. Further discussion and review of the funds available and what was carried over and that Town of Castleton is in great financial shape.

R. Combs entered the meeting via Zoom at this time.

APPROVAL OF ROAD NAMES FOR WINDY HOLLOW RE-ADDRESSING PROJECT

M. Jones stated L. Boutin is on zoom for this item. These changes need to be done for the State 911 system. L. Boutin stated they have individual road names assigned within the community, then the 911 board will get numbers assigned for each unit. She and K. Stewart are working with the 911 Board and the post offices to get this done. L. Boutin stated the post office has indicated the individual street name and number addresses, and they will each have a lot number as well assigned by 911.

ML Harris made a motion to approve the road names as presented for the Windy Hollow re-addressing project. J. Mark seconded. All voted in favor of the motion. Motion carried 4-0.

LIQUOR LICENSE FOR APPROVAL: Global Montello/Jiffy Mart 2nd & Tobacco

J. Leamy stated the Police Chief has reviewed this application and has no issues. **J. Mark made a motion to approve the liquor license for Global Montello/Jiffy Mart for a second-class liquor license and tobacco. ML Harris seconded. All voted in favor of the motion. Motion carried 4-0.**

MANAGER'S UPDATE

M. Jones stated he has had a lengthy conversation with the state representative regarding the storm water mitigation, and salt/sand shed. The earliest this will come to fruition is 2025, due to the federal grant process. They have the scoping study, approval, application for design and construction and the cap on the amount of money to be provided by the Town in the municipal match and the TAP fund. The in kind work that was previously discussed is discouraged in this instance, but it looks like it will be close to \$800,000 total cost, which includes the storm water piece as well, with all funds available. ML Harris asked how much the match would be. M. Jones stated 20% of the final cost and there is a maximum. The salt/sand shed is twenty percent of the \$500,000, the storm water is twenty percent of the \$400,000. They should know in March if they receive the grant, and they have \$253,000 in municipal funds available now. They can't apply for the municipal match portion until the grant has been approved.

The new backhoe has been delivered, is insured and has been used at the transfer station.

They have interviewed for the transfer station operator and sent an offer letter. M. Jones expressed his thanks to Ryan Deno for his efforts, he will be moving on to another full-time position elsewhere.

M. Jones stated he has addressed the emergency backup power plan with D. Fabricius for the sewer pump stations. They have more available than most towns, but they are still concerned with Sucker Brook station, as it fills a lot faster than it

should, so they always need to keep an eye on it. They are looking into a trailer mounted, portable, dual phase generator that can plug in to the pumps when needed. Further discussion on the sewer lines and running a camera through them from Sucker Brook station to the LakeHouse to see where there might be infiltration. This will be on the March 13 agenda when M. Jones will have more information.

The fuel system at the Town Garage is up and running, has been for a short time.

The posting of the roads has been done. They have had a rough time with the road conditions already and have used all of the stone they had to fill ruts and there will be another mud season. They will do what they can to keep them passable.

The contract for the overhead doors at the Town Garage has been signed and that project is moving forward.

Public outreach with PD, Chief Mantello has made a recording and read books for school children. Officer Szarejko is on the board for Castleton Cares and has been very active with the program. They will be proposing to use the funds from the sale of the 2015 cruiser be used for a shortfall for the equipment on the new cruiser.

M. Jones stated he spoke with Chief Humphries regarding the lack of coverage in Fair Haven. Chief Humphries explained the gaps in coverage and how dispatch is supposed to be handling calls after hours. There are often times when the Castleton officers will slide over to assist without being called in case assistance is needed.

They have a fire department member that is interested in emergency management and will be attending a 3 day training in Massachusetts. The Emergency Management Enhancement Grant has been received, but they lost \$8,000 of it because they couldn't get three quotes as required, but they got a check in the amount of \$4,452.50 for emergency operations. The Board needs to accept the grant award. **J. Mark made a motion to approve the award of the Emergency Management Enhancement Grant in the amount of \$4,452.50 and authorize the Town Manager to sign the approval. ML Harris seconded. Motion carried 3-0. (R. Combs lost zoom connection and was not available for this vote.)**

M. Jones stated he sent photos to the Board members of the truck they looked at in Pennsylvania and he will put together a presentation on what they are proposing.

The CVS building ran out of fuel. They have found the 10,000-gallon tank had 2,000 gallons left in it, but the last 2,000 doesn't get used according to the gauge. It is now working, and they had 3,000 gallons delivered since. They are getting a quote for the cleaning of the coils and service that is needed from Paul McClure.

M. Jones was asked about the services of vendors to the Town, M. Jones stated a lot of companies will not work for municipalities because of how they pay and that is often the reason they don't get any quotes when requested.

PURCHASE ORDERS FOR APPROVAL

None at this time.

WARRANTS FOR APPROVAL

ML Harris made a motion to approve check warrant #0227R in the amount of \$650.00, check warrant #0216 in the amount of \$36,873.39, check warrant #0223 in the amount of \$5,592.44, check warrant #0227 in the amount of \$20,478.08, check warrant #0216P in the amount of \$16,067.42 and check warrant #0223P in the amount of \$16,319.76. J. Mark seconded the motion. All voted in favor. Motion carried 4-0.

J. Mark made a motion to approve check warrant #0217P in the amount \$612.53 and check warrant #0224 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:

J. Leamy asked about the dog ordinance if it was to be addressed. M. Jones stated they can't find a signed copy of when it was approved from 2019. Chief Mantello was supposed to address it in his report. M. Jones stated Dog Warden Chris Forrest has to testify in court and the judge wants to know where his authority is. It was approved by the Board in 2019 and has J. Mark, R. Spaulding and J. Leamy as signors. They are not able to find a signed copy. **J. Mark made a motion that reauthorizes approval of the dog ordinance previously approved by an earlier version of the Board on 10/28/19 but at the time was unsigned and the Board will sign the ordinance this evening. ML Harris seconded. All were in favor of the motion. Motion carried 4-0.**

M. Jones stated there is an Energy Upgrade to Municipal Buildings grant coming up that he plans to apply for. He wanted to be sure the Board was aware and he emailed the information to board members for review.

ML Harris asked M. Jones if he was able to set up a joint meeting with the Town of Hubbardton regarding the CVS building. M. Jones stated he has not gotten a response.

J. Mark asked about the Town Plan revisions and if it would be acted upon at the March 13, 2023 meeting. ML Harris questioned the comments made at the last meeting about the Act 250 changes. M. Jones stated he does plan to put this on the March 13, 2023 agenda.

M. Jones stated Castleton University will be able to accommodate their zoom needs for the Town Meeting Monday evening and that he will have the revenue information for the Transfer Station and Police Department available for the meeting.

M. McIntyre stated she and her husband are running a pickleball program at CVS, which has been very popular. They are looking for more time to hold more sessions. There is a lot of enthusiasm for the use of the building, it is serving taxpayers of the Town and it is good to see the use and involvement. M. Jones stated the Recreation Director is also marketing the new programs.

BRIEF RECAP & ITEMS FOR FOLLOW UP:

None at this time.

EXECUTIVE SESSION – 8:22pm

J. Mark made a motion to enter Executive Session to include the Board and Town Manager to discuss real estate. ML Harris seconded. All voted in favor of the motion. Motion carried 4-0.

EXIT EXECUTIVE SESSION – 8:36pm

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

ADJOURN – 8:37pm

ML Harris made a motion to adjourn at 8:37 p.m. J. Mark seconded. All voted in favor. Motion carried 4-0.

Meeting adjourned.
Respectfully Submitted
Allison Harvey
Recording Secretary