

**TOWN OF CASTLETON SELECT BOARD MINUTES**  
**Monday, May 22, 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/DD3aCPtfdWU5X8TO0eRWsbPjTCBymwilltpBbegDU9ojwxriNK720zGDOwLN-TEqO.uyseHZzMpcmYArkD>

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

**PRESENT VIA ZOOM:** Mary Droege, Melanie Combs, Allison Harvey, Recording Secretary

**CALL MEETING TO ORDER**

The meeting was called to order by Select Board 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 as presented. J. Mark seconded. All voted in favor. Motion carried 4-0.**

**APPROVAL OF MINUTES – May 8, 2023**

**R. Combs made a motion to approve the minutes of May 8, 2023 as presented. J. Mark seconded.**

Page 2 – end of the first line – *in* should be changed to *of*.

Page 2 - twelfth line from the bottom, *Committee* should be replaced with *Commission*.

Page 3 – beginning of the third line of the Appointment of Interim Zoning Administrator, *one* should be deleted.

Page 3 – first line of the Manager’s Report, *reported the Crystal* should be inserted after M. Jones and *beach* should be capitalized. Same paragraph, third line should read: *30 to use the \$3,800 that was included in Resolution 22.01 to pay for the materials for the roof.*

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

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

None at this time.

**POLICE UPDATE – Chief Mantello**

Chief Mantello reviewed the department report for April 2023. R. Combs questioned the burglary, if residential or commercial. Chief Mantello stated they are also down two officers right now, Board should be aware of the circumstances of one, the other is out on worker’s compensation, has a consultation this week to see when surgery will be. Brief discussion on feral pigs being on Main Street.

Chief Mantello stated the 2017 cruiser has 148,000 miles on it, and the 2018 has 115,000. Not including oil changes, tires and inspections, he has spent \$6,082 on the 17 and \$9,000 on the 18 for other repairs in the last two years. They are finding that on these Ford vehicles the parts are difficult to get and the cost of new vehicles has increased a lot as well. They are now looking at Tahoes, and more and more departments are going to Tahoes. Chief Mantello reviewed the proposals and explained that this would bypass the State based purchasing system. The only thing needed to be done locally would be the lettering, the seller takes care of everything else. He has \$11,050 in the reserve account, the Constables want to buy the 2017 for \$7,000 and they have the money for it. The reserve will get \$24,500 after July 1, and he will have to encumber about \$10,000 from this year to purchase a vehicle. Chief Mantello further stated he does not want to completely drain the

reserve account and presented a proposal on leasing. \$59,000 is everything but the lettering. Brief discussion held on the details of the purchase and advantages of purchase vs lease. Chief Mantello is not asking for approval at this time, just wanted to make the board aware of what he is looking into.

M. Jones asked if the department is seeing an influx of homeless people in the area. Chief Mantello has not seen any as of yet, but that may change with better weather coming.

**APPROVAL FOR THE TOWN TO PROCESS PAYROLL FOR THE LAKE BOMOSEEN BOAT WASH: John Hale**

R. Combs asked what they are approving of, is it to run the funds through the Town books once the people are vetted. M. Jones stated a background check was done and Mr. Hale will address the request. M. Jones stated Doug Casella has given funds to the Town to cover the payroll. J. Mark asked if someone would approve or be tracking the hours on the Town level. J. Hale stated it is the standard Town time sheet, and J. Hale would be approving the time sheet. **R. Combs made a motion to authorize the Town Manager to enter into an arrangement with the LBA for boat washing services at the Green Dump Fishing Access not to exceed \$2,000. ML Harris seconded.** J. Mark asked if this person would be considered a town employee. **R. Combs made an addendum to the motion to include that the \$2,000 will include payroll and all appropriate expenses for that employee, not to exceed \$2,000. ML Harris seconded the addendum.** M. Jones asked J. Hale if J. Hale would be providing any difference if a shortfall occurs for the payroll expenses. J. Hale stated he would personally be responsible for that difference if it occurs. **All voted in favor of the motion. Motion carried 4-0.**

**CASTLETON WOMEN'S CLUB REQUEST FOR USE OF THE TOWN GREEN: Colonial Day Saturday, August 19<sup>th</sup>.**

**R. Combs made a motion to authorize the Castleton Women's Club use of the Town Green for Colonial Day on Saturday August 19, 2023. ML Harris seconded. All voted in favor of the motion. Motion carried 4-0.**

**RESCIND MOTION MADE ON 5/9/23 REGARDING USING RESERVE FUNDS FOR THE ROOF REPAIRS AT CRYSTAL BEACH**

M. Jones stated that looking back in minutes he found that back in May of 2022, the Board of Selectmen made a motion to approve a purchase from LaValley's for \$3,542.67 for roof repairs at Crystal Beach. It was never done then, then they made a motion to use \$3,800 of the reserve at the May 9, 2023 meeting asking that the motion be rescinded so that there isn't conflicting actions. **J. Mark made a motion to rescind the motion on May 5, 2023 regarding the use of the reserve funds for the roof repairs at Crystal Beach. R. Combs seconded. All voted in favor. Motion carried 4-0.**

**LOCAL HAZARD MITIGATION PLAN: Discussion – Steffanie Bourque (Rutland Regional Planning Commission)**

Steffanie Bourque is not present, M. Jones stated after the last meeting, he attended the CDERAC meeting last Thursday, discussed breaking down the three areas of the town. They are proposing the Village designated centers, the outlying parts of town/the lake and the University and their growth and development. The areas of water and sewer are underdeveloped, so a proposal would be centered around those two things, along with housing. A lot of properties around the lake in particular have been purchased and are being used as Air BnB, reducing the number of available year-round residences.

J. Thomas addressed the board as a member of the Planning Commission, the bottom of Page 1 of community Profile and he felt the Lake Bomoseen Inn should be removed, and possibly general businesses should be included so nothing is overlooked for properties. M. Jones stated there are also some shortfalls that need to be addressed in the Town Plan, it is outdated and should be brought up to date. J. Thomas stated the UDR (Unified Development Regulations) will replace zoning and subdivision regulations in one, they hope to have this done by end of the summer and will then go on to updating the Town Plan. Discussion on the update of the Town Plan, what the benefits are to the Town, and where things should go from this point forward. Also brief discussion on short-term rentals and how it can be addressed.

**MANAGER'S REPORT**

M. Jones called the Board's attention to the list of vehicles that will need some work done. Most should not have been inspected, and there is concern with the condition of the vehicles. Mr. Boutwell is preparing a list of what is needed for those vehicles for the Town. M. Jones feels these situations will improve at the end of June, with a personnel change. The excavator is also down and may be in Albany for some time waiting for parts. They are borrowing one from Fair Haven until the Town machine is back. Also an issue with the grader, after the mechanic did a repair it is not operating as it should. Has

contacted CAT about a rental until this is corrected. Right now, the Town only has two trucks on the road, the other two need work to be operable. They are also looking for a new trash truck, one has been found in New York, will bring it to the Board when he has details.

J. Mark asked about the Fire Department trucks, and what they should look for moving forward on replacement of vehicles. M. Jones will be doing more research, and also feels that the Brightly program that was proposed to the Board a few weeks ago can be a big asset to the vehicle maintenance and buildings, etc.

M. Jones stated he spoke with a contractor about the Parson's Hill sidewalks and learned that concrete should cure for about 4 months before winter weather, so will see if it can be moved to Spring, as it seems it won't be scheduled until September this year. M. Jones also reviewed other grant projects, and what the time frame for finishing is on them.

A roustabout has been hired at the Transfer Station. He will be at the garage Monday and Wednesday and Tuesday, Thursday and Saturday at the Transfer Station to get him acclimated to the position.

SBR tank cleaning is ahead of schedule at the Sewer Plant, then they will go to the rest of the punch list, July or early August the project should be wrapped up.

M. Jones explained they will have to go out of State for sewer line repairs. No one local will do the work. There are issues with confined space regulations that most are worried about, and they will need a trench box to satisfy the safety regulations. He is pricing them, has found them to be \$19,000, and there is an OSHA fine of \$14,000 if the work is done without one.

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

**R. Combs made a motion to approve Purchase Order #050055 to LaValley Building Supply for materials for stairs at Crystal Beach in the amount of \$2,371.14. J. Mark seconded. All voted in favor. Motion carried 4-0.**

**R. Combs made a motion to approve Purchase Order #050246 to AED Market for 4 AED's and associated warranties, etc., for \$3,802.00. ML Harris seconded. All voted in favor. Motion carried 4-0.**

#### **WARRANTS FOR APPROVAL**

**R. Combs made a motion to approve check warrant #0508 in the amount of \$3,705.15, check warrant #0511 in the amount of \$35,780.16, check warrant #0518 in the amount of \$5,611.35, check warrant #0522 in the amount of \$42,563.14, check warrant #0511P in the amount of \$18,364.39, check warrant #0518P in the amount of \$15,878.78. ML Harris seconded the motion. All voted in favor. Motion carried 4-0.**

**J. Mark made a motion to approve check warrant #0512P in the amount \$612.53 and check warrant #0519P 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:**

ML Harris asked if there was anything new on the CVS building as far as the sale. J. Mark asked if anything has been set up to meet with the Town of Hubbardton. M. Jones stated he has reached out to the attorney for the Town of Hubbardton and has gotten no reply yet.

J. Mark asked about someone researching a bond in light of the information provided by J. Thomas. M. Jones will be bringing this up in the future regarding issues with bonds.

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

None at this time.

**8:20 PM - ENTER EXECUTIVE SESSION**

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

**8:35 PM - EXIT EXECUTIVE SESSION**

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

**ADJOURN – 8:36 pm**

**ML Harris made a motion to adjourn at 8:36 p.m. R. Combs seconded. All voted in favor. Motion carried 4-0.**

Meeting adjourned.

Respectfully Submitted

Allison Harvey

Recording Secretary

FINAL