

**TOWN OF CASTLETON SELECT BOARD MINUTES**

**Monday, June 26, 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/jP71yGPbmtx6eh6rpTSAqgTXSZyDN130SdeZS2trVOJZfxyVvoJl53X5nFmv-1nX.Z39K9pPjJulV3azR>

**PRESENT:** James Leamy, Joseph Mark, Parliamentarian, Richard Combs, Michael Jones, Town Manager, Robert Spaulding See Attached List

**PRESENT VIA ZOOM:** David Fabricous, Melanie Combs

**CALL MEETING TO ORDER**

The meeting was called to order by Select Board Chair J. Leamy at 7: 02 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 5-0.**

**APPROVAL OF MINUTES – June 12, 2023**

**R. Combs made a motion to approve the minutes of June 12, 2023 as presented. J. Mark seconded.**

Page 1 – third line of the next to last paragraph *time and* should be deleted at the end of the line.

Page 2 – second line the first *from* should be deleted, third line *subsiding* should be changed to *subsidizing*, *as* should be deleted and *thought* should be changed to *though*.

Page 2 – first line of Police Cruiser Purchase Update the second *on* should be changed to *of*.

**All voted in favor. Motion carried 5-0.**

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

None at this time.

**POLICE UPDATE – Chief Mantello**

Chief Mantello reviewed his report and asked if there were any questions. Nothing stood out as extraordinary. Brief discussion on the upcoming July 4<sup>th</sup> parade and who would be available to participate from the Board members. Chief Mantello also gave an explanation of the TSA precheck station that is coming to the Department and how it will be manned and operated. R. Spaulding asked about cars going right on red at the corners. He questioned if the department could patrol that, as well as recent car invasions that are still occurring on Main Street.

**BOARD REAPPOINTMENTS:**

ML Harris asked about the vacancies that have no one to fill them. M. Jones will be putting out a posting for those vacancies.

**DRB: Laura Sargent – 2 Year Term to Expire 6/30/25 and Michael Holden, Requests to Finish Dan Forcier’s vacant 3 year seat which will expire on 6/30/24.**

**PC: Frank Johnson – 1 Year Term to Expire 6/30/24, Mike Holden – 2 Year Term to Expire 6/30/25 and Liz MacKay – 1 Year Term to Expire on 6/30/24.**

**J. Mark made a motion to Reappoint all five of the candidates listed for continuation on the Development Review Board and the Planning Commission. R. Spaulding seconded. All voted in favor. Motion carried 5-0.**

**CDERAC: Members Did Not Request Re-Appointment. See Letter from Mary McIntyre, Chairperson**

Discussion on the letter from Mary McIntyre which proposed the CDERAC be set up like the Recreation Commission with a full-time Economic Development Director included. J. Leamy asked what a full-time position would be for a salary. M. Jones guessed about \$60,000. R. Spaulding asked M. Jones if he had considered what other position this proposed position could be combined with. Discussion on how this proposal should proceed and what type of research needs to be done before taking any action. J. Mark suggested they get back to this discussion in the early fall before they start budget discussions. M. Jones recommended any new appointments to the CDERAC be held until they have a further discussion in the fall.

**DISCUSSION – Update of Fee Schedule – Transfer Station**

M. Jones stated based on the fee structure based on what goes out and in at this time, he would recommend leaving the fee structure as it is and asked if the board wanted to discuss the Town of Hubbardton fees and what the formula is for their share of costs and usage. No one can seem to find the original agreement as to percentages of what the Town of Hubbardton contributes. There is also a slight issue with the black culverts and non-recycling items from the Town of Hubbardton highway department and whether the Town of Hubbardton should be charged for them. Lengthy discussion on fees and whether the Board had enough information to decide or if they should wait for a suggested 6 months and work more on getting accurate numbers of revenues and usage. **R. Combs made a motion to continue on the next year with the same permit fees for per vehicle and temporary pass and if and when other fees need to be adjusted, they will do that and give the public 30 days notice. ML Harris seconded. All voted in favor. Motion carried 5-0.**

**LINE STRIPING BID AWARD RECOMMENDATION: Parking Lots, Crosswalks, Etc.**

M. Jones stated he recommended awarding the bid to K5 Corporation in the amount of \$7,584 for services described in the bid package. **R. Combs made a motion to award the bid to K5 Corporation in the amount of \$7,584 for services described in the bid package ML Harris seconded. All voted in favor. Motion carried 5-0.**

**LINE STRIPING BID AWARD RECOMMENDATION: Roadways (Center Lines & Fog Lines)**

M. Jones recommended awarding this bid to K5 Corporation for \$.12 per linear foot for total linear feet of 99,000 and a total cost of 11,8880. **R. Combs made a motion to award the bid to K5 Corporation for \$.12 per linear foot for total linear feet of 99,000 and a total cost of \$11,8880. R. Spaulding seconded. All voted in favor Motion carried 5-0.**

**PAVING BID AWARD**

M. Jones spoke to Connie Fuller of Fuller Sand and Gravel and Tim Rice of Wilk Paving as the bid wasn't clear if it was all or nothing. He got two answers, one was we will do either or they priced the whole thing. If all 3 bids awarded, it would be the least expensive to go with the Wilk bid of \$450768. **J. Mark made a motion to authorize the Town Manager to contract with Wilk Paving for paving services detailed in the bid packages at the price of \$432,287. R. Spaulding seconded. All voted in favor. Motion carried 5-0.**

**R. Combs made a motion to authorize the Town Manager to use an amount not to exceed \$60,000 from the unassigned highway carryover funds to make this project whole and resolve the shortfall that exists. All voted in favor. Motion carried 5-0.**

**UPDATE FEE STRUCTURE FOR THE FOLLOWING: Jim Thomas**

**R. Combs made a motion to authorize the Town Manager to change the fee for driveway cuts from \$5.00 to \$50.00. J. Mark seconded.** R. Combs stated the \$5.00 fee is 40 years old. ML Harris asked if a culvert is needed, who would be responsible. R. Combs stated it would be the landowner, M. Jones stated they have a culvert policy as well.

**R. Combs made a motion to authorize the Town Manager to enact a \$50 fee for the extension of building permits for projects that are not done in the initial two years plus a \$15.00 recording fee. J. Mark seconded.** Brief discussion on whether the \$50 should include the recording fee and how long the extension should be for. R. Combs rescinded the motion and J. Mark rescinded the second. J. Mark stated he doesn't feel that it is this Board's duty to determine the length of the extension, that should be up to the Zoning Administrator based on the Zoning Regulations. **R. Combs rescinded the first motion and made a motion to authorize the Town Manager and the Zoning Administrator to enact a \$50 fee for the extension of zoning permits which will include the \$15 Filing Fee. J. Mark seconded.** R. Spaulding stated he doesn't understand how they could not put a time limit on it. It was questioned if this could wait until the next meeting to see what

the Zoning Administrator would recommend. J. Mark is comfortable with the motion as it is, and that it should be at the discretion of the Zoning Administrator. **R. Spaulding abstained, all others voted in favor. Motion carried 4-0.**

#### **DISCUSSION OF RESOLUTIONS: 22-01 & 23-01**

M. Jones stated he has presented 23-01 to the Board for end of year use of surplus funds. M. Jones stated \$85,215 is the total for the current ending fiscal year, \$1,500 from 20/22 year, \$7,500 from 20/21 year and \$24,500 from the 18/19 fiscal year. M. Jones explained the previous years and what they cover. M. Jones stated if the Recreation is approved, they will have enough to cover the expenses of the CVS Building. **R. Combs made a motion to approve Resolution #23-01 Assignment of Unassigned General Funds. ML Harris seconded.** R. Spaulding stated M. Jones just stated when he asked about the Transfer Station standings with revenues and RCSWD fees, yet this document shows \$4,700, how can they figure that without those other numbers. M. Jones stated it states if there is a budget surplus and he made some predictions. **J. Mark abstained, all others voted in favor. Motion carried 4-0.** R. Spaulding asked if they could try really hard to have the 18/19 numbers off this list for next year. M. Jones stated they are still working on it, but it is a slow process. R. Combs stated the wetlands out back of the Town Office building are considered for where it would need to be mowed, but if a vernal pool is when it would be a problem.

M. Jones stated Dr. Dierckson and Scott Welch cleaned up the flower beds out in front of the Town Office and they will be going to the Park and Ride next. The Board thanked the volunteers for their efforts.

#### **MANAGER'S REPORT**

None at this time.

#### **SB CONSIDERATION FOR APPROVAL: Brightly Proposal for Asset Management**

M. Jones stated the public works folks are struggling pulling data in which sheds light on this Asset Management program and he would ask for the Board's support of this program, with cost being shared by sewer and highway departments. R. Combs questioned other departments benefiting from this. M. Jones stated it would include vehicles and buildings also. R. Combs asked if they should also be included in the cost share. R. Combs stated originally they had discussed ARPA funds being used, but M. Jones felt the robust highway excess ARPA won't have to be used. Discussion on what is included and how the program works, where it comes from and who creates the database. **J. Mark made a motion that the Selectboard endorse the Brightly Asset Management Proposal that the Town Manager has brought before us and the upfront expenditure cost of \$28,794.82 and accept as well the proposal for annual subscription fees starting in year two of approximately \$10,000 with the understanding that those will increase marginally on an annual basis. R. Combs seconded.** M. Jones asked that these funds be used from the highway carryover to get things started and then he will come back to them with percentages to flush out where funds should come from for the cost share. **All voted in favor. Motion carried 5-0.**

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

**R. Combs made a motion to approve Purchase Order #050438 to NEMRC Fund Accounting for the Annual Support Agreement for \$5,425.00. R. Spaulding seconded. All voted in favor. Motion carried 5-0.**

**R. Combs made a motion to approve Purchase Order #050425 to VFIS (Glatfelter Insurance Group) for First Responders Benefits Incentive package for the sum of \$7,500. J. Mark seconded. All voted in favor. Motion carried 5-0.**

**J. Mark made a motion to approve Purchase Order #050564 to VFIS care of M&T Bank (Glatfelter Insurance Group) for the Fire Department Annual Incentive Package for the sum of \$29,047.00. R. Spaulding seconded. R. Combs recused himself. This is for the Fire Department Package. All voted in favor. Motion carried 4-0.**

**R. Combs made a motion to approve Purchase Order #050566 to Leavitt Communications for the Fire Department for 6 Minitor VI Pagers for \$2,684.00. J. Mark seconded.** ML Harris asked what this was for. R. Combs stated pagers for the Fire Department. M. Jones stated it would be from FY/24 funds and they are in the budget. **All voted in favor. Motion carried 5-0.**

**R. Combs made a motion to approve Purchase Order #050569 to Brook Field Services for Replacement of the Controller on the Generator at the Public Service Building for an estimate of \$2,424.66. ML Harris seconded. All voted in favor. Motion**

carried 5-0.

#### **WARRANTS FOR APPROVAL**

R. Combs made a motion to approve check warrant #0612R in the amount of \$650.00, check warrant #0615 in the amount of \$29,238.89, check warrant #0622 in the amount of \$1,649,896.33, check warrant #0626 in the amount of \$217,530.76, check warrant #0615P in the amount of \$17,525.95, check warrant #0622P in the amount of \$17,930.73, check warrant #0626A in the amount of \$3,805.21. ML Harris seconded. All voted in favor. Motion carried 5-0.

R. Combs made a motion to approve check warrant #0625 in the amount \$104.06. ML Harris seconded. J. Leamy recused himself. All remaining members voted in favor. Motion carried 4-0.

J. Mark made a motion to approve check warrant #0616P in the amount \$612.53 and check warrant #0623P in the amount of \$612.53. ML Harris seconded. R. Combs recused himself. All remaining members voted in favor. Motion carried 4-0.

#### **SELECTBOARD COMMENTS and/or CONCERNS:**

M. Jones stated in regard to the Castleton Lions Club coin drop, due to inclement weather when it was scheduled last Saturday they are requesting a reschedule for August 26, 2023 and there are no other conflicts with that date. They also requested an alternate date for October 28, 2023 if they are not able to hold the coin drop in August. J. Mark expressed concern that the August date may be moved in day for the University. M. Jones felt it would not be a problem if that was the case. J. Mark made a motion to grant the Lions Club their request of back-up dates in view of their plans for a coin drop were cancelled due to weather and allow them to use either the date of August 26, 2023 or the date of October 28, 2023. R. Combs seconded. All voted in favor. Motion carried 5-0.

J. Mark stated ML Harris has not been on the screen this entire meeting and he asked if they would be able to get the remote attendees on the other screen. M. Jones stated he believes it is possible but he would have to get someone from Vermont Digital to help him with that.

J. Mark stated as the head of the sailing camp he wanted to let the board know they have gotten a few very generous donations from Brad and Lisa Bird and Jeff and Pat Schrader.

R. Spaulding stated this past January Rutland County Solid Waste District raised their district surcharge a dollar to \$21.37/ton, adding to the Transfer Station expenses and the Town pays between \$45,000 and \$49,000 in district surcharges every year.

ML Harris asked about the trestle information that was in their packet. M. Jones stated it was for information purposes.

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

None at this time.

#### **8:57 PM - ENTER EXECUTIVE SESSION**

J. Mark made a motion to enter an Executive Session to include the Town Manager to discuss real estate. R. Spaulding seconded. All voted in favor. Motion carried 5-0.

#### **9:19 PM - EXIT EXECUTIVE SESSION**

J. Mark made a motion to exit Executive Session, no action taken. R. Combs seconded. All voted in favor. Motion carried 5-0.

#### **ADJOURN – 9:19 pm**

R. Combs made a motion to adjourn at 9:19 p.m. J. Mark seconded. All voted in favor. Motion carried 5-0.

Respectfully Submitted  
Allison Harvey  
Recording Secretary

DRAFT