

**TOWN OF CASTLETON SELECT BOARD MINUTES**

**Monday June 13, 2022 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/ftlc30XKaYOk7DmisticgnxeUFB5m8cV6\\_vrm1tfW9nXsD5764JTNmhBgqEhZ5Lwi.2cWk0ua3a9xg7mwz](https://us02web.zoom.us/rec/share/ftlc30XKaYOk7DmisticgnxeUFB5m8cV6_vrm1tfW9nXsD5764JTNmhBgqEhZ5Lwi.2cWk0ua3a9xg7mwz)**

**PRESENT:** Jim Leamy, Chair, Richard Combs, Vice Chair, Mary Lee Harris, Christopher Fouracre, DPW Director; Katy Culp, resident Sand Hill Road. See Attached List **Attending via Zoom:** Bill Wood, Mary Droege, Melanie Combs, Martha Molnar, Martha Clifford, Pat Schroeder, Allison Harvey, Recording Secretary. Absent: Michael Jones, Town Manager.

**CALL MEETING TO ORDER**

The meeting was called to order by 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. ML Harris seconded the motion.** J. Mark stated it is his understanding that they do not have a fee schedule update or the Transfer Station, and he would propose that an update from the Ad Hoc Committee for CVS replace that item on the agenda. **R. Combs amended the motion with the proposed change. ML Harris seconded the amendment. All were in favor. Motion carried 4-0.**

J. Leamy stated all were invited to the flag retirement ceremony at the American Legion on June 15, 2022 at 4:15 pm.

**APPROVAL OF MINUTES OF MAY 23, 2022**

**R. Combs made a motion to approve the minutes of May 23, 2022 as presented. J. Mark seconded.**  
**All were in favor. Motion carried 4-0.**

**APPROVAL OF MINUTES OF MAY 27, 2022**

**R. Combs made a motion to approve the minutes of May 27, 2022 as presented. ML Harris seconded. J. Mark abstained from the vote. All were in favor. Motion carried 3-0.**

**APPROVAL OF MINUTES OF MAY 31, 2022**

**R. Combs made a motion to approve the minutes of May 31, 2022 as presented. ML Harris seconded.**

Page 1 – List of those attending via Zoom: *Mary Lee Harris* should be replaced with *Joseph Mark, Parliamentarian*.

Page 2 – first line, *Shraller* should be replaced with *teRiele*, second line, *see attached* should be added at the end of the line.

Page 2 – third paragraph, *see attached* should be added at the end of the paragraph.

Page 2 – last line, *see attached* should be added after to review.

Page 3 – second line after the vote on the second motion on the page, *decision of whether can purchase* should be changed to *decision of whether she can purchase*. Sixth line of the same paragraph, *contacted him* should be replaced with *spoke to the committee*.

Page 4 – third sentence of the second paragraph should read *J. Mark asked if signage regarding the water was not potable could be more appropriate for children. All were in favor. Motion carried 4-0.*

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

None at this time.

#### **DOG WARRANTS**

Unlicensed dog report and annual warrant report from Nedra was reviewed. ML Harris asked what the board is to do about it. J. Leamy stated last time he believes they were referred to the constable, who refused to do anything about it. He also stated there is a copy for the animal control officer, but he doesn't know if he will do anything or not. ML Harris asked if there was anything they could do to have it done. J. Leamy stated could direct animal control to follow up and do something about them. **ML Harris made a motion to ask the animal control officer to follow up on the list. J. Mark seconded.** R. Combs stated it could be time consuming, they should probably make sure they have the funds in the animal control budget to cover the follow up. J. Leamy will follow up with Town Manager. **All voted in favor. Motion carries 4-0.**

#### **WINDOWS BID: WWTF**

Chris Fouracre stated the board has a copy of the bid for replacement of two windows in the control building at the Waste Water Treatment Facility. The two windows to replace are not part of the 20-year upgrade process. Portland Glass quoted \$3,239 without tax. C. Fouracre stated someone had gotten an estimate from Joyce Construction on 3/24/19 with a price of \$3,200 he had come across. He also reached out to another company, but they couldn't get here to provide an estimate. He also reached out to a third company but did not hear back from them. He is asking for approval, as this has been going on since 2019, why so long he does not know, but it needs to be done. Estimates are for double hung vinyl windows. **R. Combs made a motion to authorize to have the windows replaced as presented. ML Harris seconded. R. Combs amended the motion to the estimated cost of \$3,239. ML Harris seconded the amendment.** It was stated that the estimate includes installation. **All voted in favor. Motion carries 4-0**

#### **FUEL TANK UPGRADE**

C. Fouracre presented a follow up from last time he updated the board on the diesel fuel tank system at the highway garage. Of the 3 contractors FHP Tank is the only company that did what they said they would do. Their price came in at \$27,525 which includes concrete work, with islands, the piping from the diesel tank to the distributor and a new gauge system and recording system. **ML Harris made a motion to approve the proposal as presented as anyone could get fuel, there is evidence of fuel on the ground, etc. J. Mark seconded.** It was stated there is unassigned carryover is to cover the costs. C. Fouracre stated the smart disc reader is not included, which allows remote measurement of fuel in the tank, which is about \$2,000 so recommends approving up to \$30,000. **ML Harris amended the motion for approval up to \$30,000. J. Mark seconded.** C. Fouracre stated FHP should be able to do this in September and pointed out they need 20% down to lock in the contract. J. Mark asked about the not included in the work scope items such as handling of hazardous materials. C. Fouracre stated the piping would be contaminated, it is up to town to dispose of it and the electrical work is existing conduit and hooking up the system. **All voted in favor. Motion carries 4-0.**

#### **FENCE BID: WWTF & TRANSFER STATION**

C. Fouracre put out a bid for fences, and have gotten one bid from Perimeter Solutions Inc. He has looked at fences, and he recommends very strongly that the town employees need to maintain the fence lines, removing stumps and vegetation which causes a problem. There is 415 linear feet of fence to repair or replace. Part of the bid packet asked the contractor to salvage as much reusable fence as they could and replace what was needed. The \$28,000 bid is just at the WWTF. He also included two transfer station gates in the bid packet, \$7,345 for Transfer Station, which makes the total fence bid \$35,345. **J. Mark made a motion to approve the contract to Perimeter Solutions Inc. in the amount of \$35,345 to repair and replace fencing at the WWTF and Transfer Station. ML Harris seconded.** R. Combs asked if the reserve account would be used for the WWTF, and if the Town Manager hoped to get the gates at the Transfer Station from the existing budget. C. Fouracre stated again the fence needs to be maintained, there is a lot of vegetation that needs to be taken care of, many stumps and brush that needs to be taken care of, both now and later. **All voted in favor. Motion carries 4-0.**

J. Leamy asked C. Fouracre when his last day was. C. Fouracre stated Thursday, he is headed south. J. Leamy thanked him for his service to the Town and they are very sorry to see him leave but wish him the very best.

#### **BRIDGE COMMITTEE UPDATE ON RIVER VIEWING SPOT & TRAIL**

Bill Wood stated to the Board a progress report. Had the path walked and as long as it is a primitive path that goes around trees, there are no permits required, which is what they intend to do. They will need to build a bridge over a drainage ditch,

there is a downed pine tree which they will cut a piece out, split and use as a walk across the ditch. They have cut the path with a string trimmer twice so far and hope to have the Town crew mow the path, about 70 feet long, when they mow Dewey Field. They are still making plans, nothing firm yet, that's as far as they've gone so far. J. Mark stated they appreciate what has been done.

#### **LIONS CLUB REQUESTS: 2022 AUCTION**

Lions Club has submitted a request to hang their banner and use the village green from 7/29 for their auction on August 3 and 4, with rain date of 8/5. **R. Combs made a motion to grant the Lions Club request as presented. ML Harris seconded. All voted in favor. Motion carries 4-0.**

#### **RECREATION REQUEST TO CARRY OVER FUNDS**

Board received communication from Martha Clifford. R. Combs stated they are asking to encumber money but have no final figure, they appear to have through April, but not May and June. R. Combs felt they should defer this to the last meeting in June when they would be encumbering other departments as well. J. Mark stated he also has letter from M. Clifford requesting permission to use the CVS for their adventure camp this summer. **J. Mark made a motion to grant permission to the Castleton Recreation Commission to use VS this summer as outlined in the June 2022 letter. R. Combs seconded.** ML Harris questioned the specific classrooms requested and if in June, July or August the decision is made to sell or lease or whatever, are they going to be able to be a bit more flexible on the rooms they can use. M. Clifford stated the camp should be flexible if they have to change classrooms. **All voted in favor. Motion carries 4-0.**

R. Combs suggested they hold off until the last meeting when they do other departments for encumbering funds. M. Clifford stated she is ok with that, as well as they may not get a figure until later on, but she could have a ballpark, but doesn't see all PO's submitted. M. Combs recalls of how has proceeded over past 3-4 years for encumbering funds, the Town Manager has presented a list in terms of a single resolution for varying departments and within that the requests are for specific things, not a blanket hold over kind of concept. She assumed M. Clifford is working on what money would be for, as it would be part of the resolve to carry it over. **R. Combs made a motion to table the carryover of funds for the Recreation Commission until the next meeting. ML Harris seconded. All voted in favor. Motion carries 4-0.**

#### **CVS AD HOC COMMITTEE REPORT**

J. Mark presented a few documents that the Town Manager prepared in February prior to town meeting day, as well as an information sheet on issues with respect to the vote on the annual operating expenses the school district incurred to run the building, a second document is a proposal from a group of Castleton citizens proposing a Community Village Square involving the Recreation Commission and the Boys and Girls Club of Rutland County and a third document fact sheet that puts forth a financial analysis to two major options to consider, first being the Community Village Square concept, the town owns and mite lease a portion to ABC Daycare and the Boys and Girls Club of Rutland County. There are dollar lease values in the fact sheet taken from the proposal that the Recreation Commission submitted. These are based on the square footage lease value that the appraiser provided. He could not say they are certain proposals and fees, but shows where one proposal was to sell and lease it back, it wouldn't necessarily be less expensive than owning and leasing to other entities. He would advise to plan a meeting with joint Selectboards of Castleton and Hubbardton. They have approved a memorandum of understanding, the town of Hubbardton also have approved, and has a provision which relates to what should happen if the towns contemplate sale or lease. The Board should discuss options and think about them. J. Leamy asked if the ad hoc committee is going to have a recommendation for that joint meeting. J. Mark stated their next meeting is June 16 and also stated he has heard over the years that there are restrictions on the property. He has done a little deed research and there was a grant by Samuel Molton to the town that has restrictions that it be used as instruction and school. He cannot determine for certain where it was but feels the need to ramp up the legal research. The uses being contemplated do fall broadly under education, J. Leamy felt T. Parisi could address that later. M. Clifford asked if a copy of what J. Mark presented could be put in her mailbox to look over. J. Mark stated they have been putting relevant documents on the Board of Selectmen section of the Town web site.

#### **RUBY SALT SHED LEASE – 2 YEARS**

J. Leamy stated this lease is the same as it has been. **R. Combs made a motion to approve and agree to the lease between the Town of Castleton and Ruby Construction for the use of the salt shed on their property for a two-year period. J. Mark seconded. All voted in favor. Motion carries 4-0.**

R. Combs questioned the date of the flag ceremony at the Legion, whether it is July or June, document says July, J. Leamy believes it is June. Brief discussion on dates.

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

Nothing from board at this time.

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

R. Combs made a motion to approve Purchase Order #048578 to Castleton First Responders for Points per the budget in the amount of \$3,500.00. J. Mark seconded. All voted in favor. Motion carries 4-0.

R. Combs made a motion to approve Purchase Order #048556 to NEMRC for annual support in the amount of \$5,000.00. J. Mark seconded. All voted in favor. Motion carries 4-0.

R. Combs made a motion to approve Purchase Order #048067 to Treasurer, County of Rutland in the amount of \$40,261.63 for County Tax Assessment for Fiscal Year 23. ML Harris seconded. All voted in favor. Motion carries 4-0.

#### **WARRANTS FOR APPROVAL**

R. Combs made a motion to approve check warrant #0613R in the amount of \$647.00, check warrant #0613 in the amount of \$98,968.59, check warrant #0609 in the amount of \$10,291.69, check warrant #0602 in the amount of \$6,691.92, check warrant #0531 in the amount of \$2,616.60, check warrant #0526 in the amount of \$7,091.30, check warrant #0609P in the amount of \$19,517.58, check warrant #0602P in the amount of \$19,410.31 and check warrant #0526P in the amount of \$18,571.49. ML Harris seconded the motion. All were in favor. Motion carries 4-0.

J. Mark made a motion to approve check warrant #0610P in the amount \$634.29, check warrant #0603P in the amount \$634.28 and check warrant #0527P in the amount of \$634.28. ML Harris seconded the motion. R. Combs recused himself. All remaining members voted in favor. Motion carried 3-0.

#### **SELECT BOARD COMMENTS & CONCERNS:**

ML Harris questioned as to who gave the Town Manager authorization to add an ambulance bay to the Sand Hill Project, she finds nothing that authorized it, the land will no longer be owned by the town, is it budgeted, if not wouldn't it need to go to voters, and it is her understanding there is approval behind the fire station with act 250 for a two story building. See attached. R Combs stated he believes there is an approval for a building behind the fire station for a 24x24 one story building.

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

Nothing at this time.

#### **8:01 pm ENTER EXECUTIVE SESSION:**

R. Combs made a motion to enter executive session to discuss real estate to include the Board and Town Attorney Ted Parisi. ML Harris seconded All were in favor. Motion carried 4-0.

#### **8:20 pm EXIT EXECUTIVE SESSION**

R. Combs made a motion to exit executive session. J. Mark seconded. No action taken. All were in favor. Motion carried 4-0.

#### **8:21 pm ENTER EXECUTIVE SESSION:**

R. Combs made a motion to enter executive session to discuss labor relations and contracts. ML Harris seconded All

were in favor. Motion carried 4-0.

**8:35 pm EXIT EXECUTIVE SESSION**

R. Combs made a motion to exit executive session. J. Mark seconded. No action taken. All were in favor. Motion carried 4-0.

**8:36 pm-ADJOURN**

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

Respectfully Submitted

Allison Harvey  
Recording Secretary

DRAFT