

vegetation growing under and around the solar panels that it is not considered an impervious surface area.

Action needed: *None.....at this time. Informational Only.*

d. Grants-in-Aid Project (2021) –Update: 11/8/2021 – *This will be the final update on Barker Hill. As I shared with the board members already, the project inspector was impressed with the work done by our highway crew. It was shared with me by the DPW Director that the inspector stated that the work done on the project is a model for others to follow, also stating the work done with the stone ditches, turnouts and sumps were some of the best he has seen in the State. With the addition of the new highway foreman, I see greater productivity, increased customer service, and we will catch up on the maintenance needed to preserve our roads. Chris and Melanie are actively working on putting together the grant reimbursement documents for VTRANS.*

Action needed: *None.....at this time. Informational Only*

e. Windy Hollow Mobile Home Park (WHMHP) VCDP Grant – Update: 9-24-2021 - The Town received funds from drawdown #3 requested by the mobile home park. It included money the Town requested to recover administrative time and attorney fees spent administering the grant.

Action needed: *None.....at this time. Informational Only.*

f. Grants-in-Aid Project (2022) – I received the fully executed grant application back last week. Chris Fouracre and I will meet in January to begin looking at the road segments to include in this grant. The culvert replacement on Barker Hill will be included and we already have the sections of culvert and coupling on hand. 80% qualifies for reimbursement under the grant. It is a win-win for the Town because we compliance with the permit, our roads get fixed properly, and we only pay 20% of the costs, all of which can be paid through in-kind work.

Action needed: *None.....at this time. Informational Only.*

g. Better Connections Grant – No change. Last update 6/14/2021 – Based on my conversations with members of the selection committee, the Town overall lacks community engagement in determining the future path of community and economic development. We will not likely be awarded Better Connections, or a host of other grants until we have a lead agency, steering committee, and community engagement. The CDERAC has started the SWOT (Strengths, Weaknesses, Opportunities, and Threats) assessments, but less than 300 people have participated in taking the survey. It is a start. The Town Plan and priorities set by the Select Board are key ingredients in getting our resources pulling in the same direction.

Action needed: *None.....at this time. Informational Only.*

2. Transfer Station –

a. Operations – Update: 11/08/2021 – *I received the latest safety assessment of the Transfer Station from Wade Masure. I then spoke with Joe Rice, and he advised that he is working with Chris Fouracre on the fix plan. When asked what he needed, he advised that he is all set and will work out the details with Chris for a fix plan that will satisfy the deficiencies noted by PACIF Loss Consultant, Wade Masure. My assessment has not changed and that*

correcting noted deficiencies are underway, which once completed will increase both employee and patron safety.

Action needed: None.....at this time. Informational Only.

b. Equipment. Update: 11-8-2021

- (1) Joe advised the new open-top bin is still not ready for pickup.
- (2) The painting is complete of the pole barn, electronics bin, and compactor.

Action needed: None.....at this time. Informational Only.

c. Vehicles. Update: 11/08/2021 - Chris ordered the 2022 Ford F-250 that the SB approved (with purchase order) and we now await a projected delivery date.

Action needed: None.....at this time. Informational Only.

d. Public Outreach/Community Engagement – Nothing significant to report.

Action needed: None.....at this time. Informational Only.

3. Solar Projects –

a. MHG Solar Gravel Pit – Update: 11/08/2021 – The Town received the signed warranty deed for the purchase of the Hadeka property in our gravel pit. It has been filed with the Town clerk. This gives clear title so I can now sign the power pole easement agreements with Green Mountain Power and MHG Solar can proceed with the project.

Action needed: None.....at this time. Informational Only

4. Sidewalk Projects – .

a. Phase I. Update:11/08/2021 – I participated in a project status meeting on 11/3/2021 and it is on track to be completed in two weeks. I reiterated the concerns about the height of the sidewalks in some areas and I was assured that the heights are as per the plans. This was double-checked by the resident engineer, municipal project manager, and the contractor in several areas. We all met with a Mr. Davis, who stores pontoon boats and cars behind the real estate office at Castleton Corners, and we worked out a solution, so his boat trailers don't drag over the sidewalk and still keeps stormwater from the State highway flooding private property. We will keep an eye on it this winter and in the spring to be sure the fix works. The resident engineer and project foreman made some changes in the field to the sidewalk in front of the fire station to mitigate stormwater pooling on the sidewalk and on the paved ramp. Belden's started doing their own paving because the paving contractor that had scheduled is unable to do the work. They do have a new contactor lined up to complete the paving over the next two weeks.

Action needed: None.....at this time. Informational Only

5. Wastewater Treatment Facility–

a. Preston Lane –No change. Update: 7/20/2021 – I still have not sent the letter to residents on Preston Lane. Extending sewer collection infrastructure the full distance of Preston Lane is something the SB may want to consider as a project using the American Recovery Act Plan funding.

Action needed: Does the Selectboard want to consider the use of ARPA funds to extend the sewer trunk line the full length of Preston Lane so homeowners can pay to connect to the line and pay the annual sewer fee? This area has not been previously engineered, so that would be required. If this is the direction the board wishes to head, I recommend using Aldrich and Elliot as they are well educated about our wastewater treatment plant, the collection system, and our daily flows, capacity, and our State permit.

b. **Crystal Heights – No change.** Update 9/26/2021– I spoke with Sean Sargent from Sargent’s Appraisals, and he is sending me a contract for the board to review/approve. Update: 9/10/2021 – Sargent’s Appraisal will not get to the assessment of the Common Area or other Town lands until late September or early October. This has been on the priority List (P-List) the longest of any other location in the Town for expanding sewer collection infrastructure. The Town owns two parcels of land at the top of Crystal Heights that extend to Pencil Mill Road and the North Road.

Action needed: None.....at this time. Informational Only

c. **Sewer Plant –Update: 11/08/2021** – DPW Director Chris Fouracre has begun coordination with Senesac, Englobe, and Goulet Trucking to get the draining, cleaning, inspections, and repair made to the 400,000-sludge tank (Course of Action#1) using sewer reserve funds as approved by the Board of Sewer Commissioners on 11/1/2021.

Action needed: None.....at this time. Informational Only.

6. Highway Department –

a. **Paving in FY21-22 -Update: 11/08/2021** – Paving is complete for this year and VTRANS did have the center lines painted on North Road. The shoulder work is complete on all newly paved roads/streets as well, but there will be some cleanup required. Wilk’s will be back before June 30th 2022 to complete the paving of North Road from Main Street to the Castleton River bridge, East Crystal Haven, West Crystal Haven, Crystal Lane, Mill Street, Crampton Road (partial), and the apron at the highway garage fuel point.

Action needed: None.....at this time. Informational Only.

b. **FEMA (Town wide designation)** – No change.

Action needed: None.....at this time. Informational Only.

c. **FEMA (Little Rutland Road)** –Update: 11/08/2021 – The work was completed at Kilchevsky’s to fill in the sink hole below the retaining wall/parking area, as well as some small depressions in the parking area. Chris Fouracre and crew did install an 18” piece of used culvert in the existing 22” diameter culvert at the lake. Picture were sent to Lois Baldwin. Chris and I did get a chance to talk with the Kilchevsky’s at their home before the work started so we were all on the same page. I believe the Town fulfilled the agreement.

Action needed: None.....at this time. Informational Only.

d. **FEMA (South Street Trestle)** – No change. Update: 9/10/2021 – Due to the complexity of this project, I asked Vermont Emergency Management for an extension to this

project, which was granted until October 2022. Bid packets and grant applications will be completed in 2022.

Action needed: None.....at this time. Informational Only

e. **Crack Sealing –Update: 11/08/2021** – Chris Fouracre checked/confirmed that Nicom crack sealed four miles of East Hubbardton Road and Drake Road. A purchase order was created.

Action needed: Request the SB approve the purchase order for NICOM as presented.

f. **Salt Bids –Update: 11/08/2021** – Salt has been ordered from Cargill this year as approved by the SB. It has not yet been delivered, but we do have enough salt to take care of one snowstorm currently on hand.

Action needed: None.....at this time. Informational Only

7. Town Office & other buildings –

a. **Fire Station.** Update: 10-22-2021 – I spoke with Chief Goyette about the water damage to the fire station due to a separated vent pipe and he sent me photos of the damaged ceiling tiles. McClure’s Construction will be doing some follow up investigation to the damage and

replace the damaged vent pipe. Based on an estimate to repair the water damage, I will review it with our insurance company to determine if it qualifies for coverage. Update: 9/24/2021 – I

spoke to Mickey and Paul McClure via phone about water leaking around vent pipe and getting into the ceiling in the tool room. Somehow the pipe got separated and water damaged some ceiling tiles. I sent them a text today reminding them. I also asked for a quote to properly insulate the eaves on the west side of the building. Mickey acknowledged that it was not adequate from the beginning, but that is what the plans showed.

Action needed: None.....at this time. Informational Only.

b. **Police Station.** N/A

Action needed: None.....at this time. Informational Only.

c. **Highway Garage & Fire Station.** Update: 9/24/2021 – Quotes from Overhead Door and Ski Door have been solicited to service the westside doors at the fire station and the doors at the highway garage before winter. Paul McClure is scheduled to begin servicing the boilers at all town buildings with boilers starting the week of 9/27/2021.

Action needed: None.....at this time. Informational Only.

8. Police Department –

a. **Dispatching Costs** – No change.

Action needed: None.....at this time. Informational Only.

b. **Public Outreach** – No change.

Action needed: None.....at this time. Informational Only.

9. Emergency Management –

Action needed: None.....at this time. Informational Only.

10. Fire Department –

a. Dispatching Costs - No Change.

Action needed: None.....at this time. Informational Only.

b. Assistance to Firefighters Grant (AFG) – Nothing to report

Action needed: None.....at this time. Informational Only.

c. Operations – Chief Goyette approached me to advise that two vendors have submitted bids to replace the mini-pumper (Engine 6) and that the officer group was going to review the bids this past Wednesday night and bring their recommendation/request to the Selectboard on the second meeting in November. I am not sure if they plan on submitting another grant application to try and defer out-of-pocket costs or plan on asking the SB to use money from the vehicle reserve account. The Assistance to Firefighter Grant period opens on 11/8/2021 and closes on December 17, 2021. As discussed last year, it would be worth the investment to hire a grant writer to increase the odds of being approved. The devil is in the details.

Action needed: Due to the large monetary investment in fire apparatus, I recommend that the SB direct the fire department apply for a grant to help fund the majority of this vehicle/apparatus. The taxpayer stands to save up to \$200K+ if a grant was approved, but you will never get it if you don't apply. The application I submitted last year would be a great place to start so they would not have to reinvent the entire wheel. The grant requires a 5% cash match, so a \$300K truck would cost the taxpayer (fire department reserve) \$15K, thus leaving more money in the reserve account to address other needs.

d. Public Outreach & Support –Nothing significant to report.

Action needed: None.....at this time. Informational Only.

11. Town Lands –

a. Crystal Haven Common Area – N/A

Action needed: None.....at this time. Informational Only.

b. Sucker Brook Bank Stabilization & Diver Assisted Suction Harvesting.

Update: 11/08/2021 - Chris Fouracre has coordinated with Hilary Solomon and the Poultney Mettowee Natural Resource Conservation District (PMNRCD), to plant indigenous species of plants and trees in strategic locations along the south side of sucker brook to help stabilize some area of the bank that are eroding and falling into the brook. They are also installing a couple of large flat pieces of slate donated by Hadeka's Stone to help stabilize the bank and create nice fishing spots for kids.

Action needed: None.....at this time. Informational Only.

c. **Park & Ride. Update: 11/08/2021** – This is ongoing. Chris Fouracre is working to coordinate a date to get Paul McClure there to test the controllers, so we know if the problem is the controllers on the solar lighting or the batteries.

Action needed: None.....at this time. Informational Only.

d. **Historic Cemetery in Village. Update: 11-08-2021** – I spoke with Joey Kinney at the Town Office last week when he came by to pick up more supplies to continue cleaning the headstones and markers in the historic cemetery. He advised that the publicity from the last event generated more interest from residents and business owners to get involved. He advised that Rutland Marble & Granite would match the amount of cleaner he is able to purchase for the next cleaning. I authorized Joey to purchase 10 gallons of the cleaning solvent, so RMG will provide another 10 gallons. The next cleaning is now scheduled in the spring. I also asked for his mailing address so I can send him the letter of appreciation.

Action needed: None.....at this time. Informational Only.

12. Recreation Department – No change. Update: 10-22-2021 – I met with the Recreation Commission last week and they wanted to address the SB at the 10-25/2021 meeting about the future of recreation in the Town of Castleton and to submit a proposal for the future

Action needed: None.....at this time. Informational Only.

13. Selectboard – I spoke with Jonas Rosenthal about minutes for the Planning Commission as back to March 2020. The request came from Laura DesJardin who lives on Sand Hill Road at the same address as DRB member Dan Forcier. Jonas has been working with Martha Clifford, Christine Etori, and Janet Currie to get minutes assembled and drafts posted. All of these minutes will still have to be reviewed and approved by the Planning Commission. There is a member of the Planning Commission who is battling some health issues and may have to take a leave of absence.

Action needed: Speak to or correspond with the chairs of all boards, committees, and commissions about the need for meeting minutes and the requirement to tape or record the meetings whether via Zoom or tape recorder.

14. Public Concerns – Update: 11/08/2021 -Chris Fouracre advised the larger mirror was installed on Corey Lane that a resident(s) had requested.

Action needed: None.....at this time. Informational Only.

15. Follow up from last meeting - The figures on how many transfer station permit holders there are in Castleton and Hubbardton was supplied to the SB members, as were the number of customers Ed Balch has in Hubbardton and in Castleton. If the Castleton SB is thinking about

increasing the annual assessment based on the data provided, it should be done soon as they are entering into their budget cycle just as we are.

11/08/2021

Executive Session –

Contracts – Town of Hubbardton (annual assessment percentage)

Potential Litigation –