

# Town Manager's Report

## Select Board Meeting 4/22/2024

### 1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant:** **UPDATE: 4-18-2024** – *I spoke with the VTrans Project Manager for this project and the funding has not been released yet, so I cannot move forward with the project at this time.* **Last Update: 1-20-2024** – The Town was awarded and accepted the \$1.2M Bike and Pedestrian Grant and a \$150K Small-Scale Bike and Pedestrian Grant. I signed the grant agreement for the \$150K Small-Scale Bike and Pedestrian Grant but I await the actual grant agreement for the large-scale that will need to be signed. Once received and I sign the agreement, I can move forward with soliciting a Municipal Project Manager and solicit bids from an engineering firm to do the final design so it can be put out to bid. I reviewed the reserve funds and highway carryover funds for sidewalks. I put together a spreadsheet for the meeting on Monday night to provide the board with financial information to help with deciding on whether to use ARPA funds to make the three sidewalk projects whole. **Updated: 9-9-2023** – The Town was awarded \$1.2M for this project. The Selectboard accepted the grant at the August 28<sup>th</sup> regular Select Board meeting. The signed acceptance was forwarded to VTrans. Per the federal guidelines, the next steps are to select a municipal project manager and resident engineer for the project. The most expeditious process I can use without compromising the quality of the process, is to use the VTans “At the Ready” list of engineering services. These engineering firms have been vetted by VTrans and found to be capable and qualified to provide such services for these large type of federally funded projects. I have used this method for the past five years and with the exception of one project, everything has gone well from start to finish on those projects. **Updated: 8-14-2023** -A grant application was submitted for the large-scale and small-scale Bike and Pedestrian grant. We will not hear about an award until the August timeframe. **Updated: 5/6/2023** – I met with Ethan Pepin from RRPC and discussed the project and a strategy to best fund the total project. We decided that breaking the project into four phases to reduce how much we need to apply for each phase. There are two major funding sources available to apply for right now, which I will apply for in the month of May. The Bike and Pedestrian Grant requires a 20% match, and the Congressional Delegate grant requires no match. **Updated: 3-10-2023** – I spoke with Devon Neary regarding whether or not be thought it this project would be a good candidate for the Congressional Delegation Grant opportunity, to which he agreed. I will apply for this congressional add grant and ask that Jarrod Sammis reach out to Senators Welch or Sanders to promote it on behalf of the Town. I will apply for the entire \$1.7M. **Updated: 2-10-2023** – I received emails from project engineer Nicole Fox and VTrans Project Manager Pete Pochop that we should get the finalized copy of the scoping study in March 2023. The last TAP Grant application scored #3 of all the large-scale projects and this was using the draft scoping study results. I remain hopeful that the next application scores even higher. It will take some further scrutiny of the project costs. The last application was slightly over the threshold for approval. The threshold was determined on the funding available for projects that year. It so happened that the available funding was able to fully fund only two large-scale projects in the county. **Updated: 8-15-22** – The Town was disapproved for the Bike & Pedestrian Grant for this project I will apply at the next available opportunity.

*Action needed: Request the SB consider using ARPA funds to ensure the Town has the \$320,000 needed as our share of the local match required by the grant. By the time this project goes out to bid, over a year will have passed since the grant application was submitted and approved. This will undoubtedly mean that the costs captured in the grant application will increase by the time a bid is received and construction happens. I don't have an exact figure to provide to the board, but I am suggesting that a 20% cost increase over the figures provided over a year ago. The Town say the increases on the two previous sidewalk projects, both of which were at approved least five to seven years past the date the grants were initially submitted.*

**a. TAP Bike & Pedestrian Grant (Parsons Hill):** **UPDATE: 4-18-2024** – I received the bid documents from Fuss & O’Neill on 4-15-2024. I reviewed them and had a couple of questions that I sent to them for a response. Construction of 1,300 LF of new sidewalk and appurtenance along VT-4A from intersection of VT 30 east to Parsons Hill Road. A pre-bid conference for the Project will be held on Monday, May 6th at 2:00 PM at the Castleton Town Office, 263 Route 30 North, Bomoseen, VT 05732 with a site visit is scheduled immediately following at 3:00 PM at the intersection of VT-4A and Parsons Hill Road. The bid packet is scheduled to be released to the public on 4-22-2024 with a bid closure date of 5-20-2024. The project has an expected duration of 120 days. **Last Update: 4-4-2024** – Fuss & O’Neill are working on putting together a bid packet for the project. **Updated: 4-3-2024** – The signed agreement for Municipal Project Manager Services was sent to Fuss & O’Neill after the last SB meeting. I followed up with Dan Monette (Engineer) to schedule a time to discuss the next steps. I await his response. **Updated: 3-21-2024** – Fuss & O’Neill provided a proposal for project management. It exceeds the amount of ARPA that that the SB obligated at the 2-26-2024 meeting. **Updated: 11-13-2023** – Fuss & O’Neill is the preferred Municipal Project Manager. This was sent to Pete Pochop for approval. **Updated: 9-9-2023** – Bid packet not thorough enough. I requested assistance from Fuss & O’Neill (Dan Monette) and await a proposed contract from him to put together the bid packet (using our format) and the costs associated with such work. Fuss & O’Neill help with the design concept and are intimate with the project, so this is why I solicited a contract for your review from them.

Action needed:

None.....at this time. Informational Only.

**b. TAP (Transportation Alternatives) Grant for Stormwater Mitigation and New Salt and Sand Shed** –**UPDATE: 4-18-2024** – A signed copy of the project management proposal was sent to Fuss & O’Neill following the last Select Board meeting. **Last Update: 4-4-2024** – I received a project management proposal from Fuss & O’Neill on 4-3-2024 (I forwarded the SB a copy of the email) and it is on the agenda for Monday night’s meeting. **Updated: 3-22-2024** – I submitted a program manager proposal to Pete Pochop. Three engineering firms were chosen, and rank ordered from the VTrans Municipal Assistance Bureau’s “At the Ready” list. They are Fuss & O’Neill, Dubois & King, and VHB. Pete will review the proposal and if all is well, I will be able to solicit municipal project manager proposals from those engineering firms. Once the MPM is in place, the project will move forward. **Updated: 11-12-2023** – Jeff Davidson and I have been talking with vendors who build these salt and sand sheds to get a sense of building plans and prices. To build a salt and sand shed the size the Town needs to house 100% of our winter sand and salt stores will exceed \$800,00. If we reduce the size of the shed to house 50% of our winter salt (500 tons) and get two deliveries per year rather than one, while only putting half of our sand in the building, we can reduce the price by about half of the \$800,000. Although not the best solution, it will fit better into a budget we can afford. **Updated: 9-9-2023** – I met with Dave Fabricius and Jeff Davidson earlier this week and discussed the salt and sand shed grant agreement. I tasked them to continue what Brent Clark started and that is to contact vendors who design, manufacture, and sell buildings used as salt and sand sheds. I am looking for a company that includes engineering site design as part of their services. Because the Town employees lack the engineering experience and knowledge associated with such types of projects, I find it best to stay with one company throughout the process. It is a possibility that I will not be able to apply for the Municipal Mitigation grant for the additional \$200,000 for another year if the NEPA requirements are not met (<https://www.epa.gov/nepa/what-national-environmental-policy-act>) and the Right-of-Way certificate is not issued. I reached out to Pete Pochop, Rutland Regional Planning Commission, and the VTrans Program Manager for the Municipal Mitigation grant requesting their assistance

navigating a somewhat complicated federal requirements process. **Updated: 8-13-2023-** (Awaiting Municipal Mitigation grant to open so I can apply for the additional \$200,000). **Updated: 6-8-2023** – I received an email from a VTrans TAP Grant administrator on 6-7-2023, advising the Town is eligible to apply for the additional \$200,000 toward the salt and sand shed project. I will work on that application once I am back at work. 5-19-2023. **Updated: 5-22-2023** – I received the official grant award on 5-19-2023, which I will sign and return on Monday, 5-22-2023. **Updated - 5-6-2023** – Municipal Highway and Stormwater Mitigation Program (MHSMP) open this fall and this grant will provide an additional \$200,000 to the Town toward construction of a new salt and sand shed on Staso Road. According to the application guide, the maximum amount of funding per project through the VTrans Municipal Assistance Section (i.e., the sum total of MM and TAP grants) is capped at \$500,000 of federal funding which will require \$125,000 of local match funding, for a total grant amount of \$625,000 (i.e., 80% federal or state / 20% local funding split). Any additional expenses per project cannot be funded through these programs.

*Action needed:* I encourage the Select Board to keep the \$160,000 that is on the ARPA considerations spreadsheet toward the design and construction of the salt and sand shed. Because the anticipated construction of the facility isn't until the Spring-summer of 2026, I will still be able to apply for an additional \$200,000 from the Transportation Alternative Program (TAP). The max we can receive under the TAP program is \$500,000 and we have already been awarded \$300,000. I request the SB keep the \$160,000 on the ARPA considerations spreadsheet until December 2024 so I have a chance to apply for the additional \$200,000 in grant funds because the funding shortfall on the construction cost estimate is \$220,000, and that was pricing calculated two years ago.

**c. Grants-in-Aid Project (2024) –NO CHANGE. Last Update: 3-8-2024** – The DPW Foreman spoke with the Grants-in-Aid program manager and discussed the potential project site. An exact date was not established, but they do plan on meeting at the project site sometime in March so the site can be considered for approval and a notice to proceed issued. **Updated: 12-8-2023** - The road selected for the 2024 Grants-in-Aid project is Pencil Mill Road. There are segments of Pencil Mill Road that require a culvert change, stone-lined ditches, tree removal, and reshaping of the road surface. Jeff has contacted Alan Mays from VTRANS to schedule a site visit to get approval that the road segments will qualify for the grant.

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

**d. Better Roads Grant (2024) – NO CHANGE. Last Update: 1-20-2024** – I spoke with the Better Roads grant manager, and he advised that the Town will not likely be awarded more than one grant due to the amount of funding available and the number of towns who submitted applications. I was told to be prepared to rank order the three grant applications and based on the amount of the Category D (\$60,000) and the need for a costly replacement of a culvert on Belgo Road that sits on ledge, it would be my first choice. **Updated: 01-05-2024** – Three applications were submitted by the deadline. I spoke with the Better Roads Program Manager, and he advised that it is unlikely the Town will received more than one grant this year due to limited funding capacity. There will be a decision point in the near future. I was told to expect grant award notifications to be sent out in April 2024. **Updated- 12-08-2023** – The road selected for the 2024 Category B Better Roads Grant is Birdseye. There is a culvert to replace, reestablishing ditches, grading, and some stone-lining of the ditches on slopes over 10-degrees. The road selected for the Category D grant is Belgo Road.

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

**e. Highway Safety Improvement Program (HSIP) Grant award: NO CHANGE.**

**Last Update: 4-4-2024** – The signed grant agreement was sent to Debra Pierce (VTrans). I await the fully executed copy back from VTrans. I sent another email to Debra Pierce asking if the grant funds could also be used to purchase a new post pounder. Debra replied and it doesn't look like we can purchase the post pounder with the grant funds. I will get three quotes and bring before the Select Board if more than \$2,000. **Updated: 3-8-2024** – I received the grant award packet today. The Select Board approved me to apply back in 2023 and we were subsequently notified that the Town was awarded the grant. Due to administrative backlog, the grant agreement was delayed for a few months, but now we have it. I had Karen add it to the agenda so final approval was done at a public meeting and I can explain what the grant covers and the plan to implement the \$34,700 the Town received to help improve highway safety. Although not specifically stated in Attached A, paragraph #7 (page 4 of 25), Public Meeting, I thought it best to have a discussion in a public meeting, just in case there are any questions or concerns.

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

**f. VTrans Class II Structures Grant: UPDATE: 4-18-2024** – I spoke with VTrans

representative Brian Sanderson today and he advised it is, "our year" for a Class II paving grant. The grant amount is \$200,000 with a 20% local match required. If the project is over \$240,000, we will receive the full \$200,000. I have not been officially notified of the grant award at this time. **Last Update: 4-3-2024** – Jeff and Karen collaborated on a VTrans Class II Structures grant packet to remove, realign, and replace the culvert on Brown Farm Road, as well as armor the banks, headwalls, and exit walls with rip rap. I am hopeful this grant is approved because the project cost estimate is over \$80K. The application was submitted today (4-3-2024). **Updated: 3-21-2024** – The Town is facing a costly culvert replacement on Brown Farm Road. The bottom of the culvert is rotted and there was damage to the entrance headwalls by recent heavy rain and snow melt. The Town had River and Streams Josh Carvajal and Zapata Courage involved. Based on the watershed area and downstream considerations, the culvert the minimum, this location requires a squashed culvert sized to 95" x 67" and embedded 18" below the streambed with 12" high metal baffles every 20 feet within the pipe. The current needs to be 60-feet long to accommodate changing the position of the culvert so it crosses under the road at a 45-degree angle. According to District Wetland Ecologist, Zapata Courage, no wetlands permit is needed for the project area.

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

**2. Transfer Station –**

**a. Operations – UPDATE: 4-17-2024** – I received a Notice of Alleged Violation

(NOAV) on 4-8-2024 advising the transfer station was inspected on 2-22-2024 and a violation was found regarding electronics waste. The Town has satisfied the requirement to be in compliance and a letter will be sent to the Agency of Natural Resources and the Rutland County Solid Waste District on Friday verifying compliance with all three deficiencies noted in the NOAV. The other two were financial in nature. Once is a copy of our financial audit and the other is a letter from the Treasurer showing we have the financial capacity to dispose of any trash, recycling, appliances, compost, tires, etc., if we were to shut down the transfer station. **Last Update: 3-21-2024** – According to RCSWD, The District had been informed that transportation of materials to the land fill and tip fee cost have gone up 7.5% effective February 1, 2024. This is due to increased external factors such as high inflation, supply chain disruption and evolving regulation. Rutland County Solid Waste District has not adjusted its prices. The end effect of this means that the Gleason Road scale hauler price will change from \$128.60/ton to

\$136.11/ton. I directed the Town’s transfer station staff to bring all solid waste and C&D to the two New York facilities, Wheelabrator in Hudson Falls and Waste Management in Gansevoort. **Updated: 3-8-2024** – The project revenues for the Transfer Station fall short from offsetting the operating budget in FY2024-2025. I am working with the accounting office and Transfer Station Operator to look at ways to increase revenues before coming to the Select Board to discuss any recommended increases to our current fees. **Updated: 2-9-2024** – Revenues for the Transfer Station fell short for FYE2023 by \$26,705.60 and the operating budget has a surplus of \$52,202.83. The surplus was primarily due to underspending the personal services, employee benefits, and FICA expenses due to personnel vacancies (Roustabout) for approximately the same amount.

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

**b. Vehicles.** **UPDATE: 4-17-2024** – *The hydraulic fitting on the backhoe was repaired and it is back in service.*

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

**c. Personnel:** **UPDATE: 4-18-2024** – *The Town and AFSCME have still not met to finalize the collective bargaining agreement (CBA). I received an email from the AFSCME representative, David Van Deusen on 4-17-2024 asking me if the Town had any further issues to discuss. I responded and now await possible dates to meet.*

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

### **3. Solar Projects –**

**a.** Nothing new to report.

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

### **4. Wastewater Treatment Facility –**

**a. Nothing Significant to Report**

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

**b. Sewer Infrastructure:**

(1) **Inspection of gravity sewer line under Castleton Four Corners – NO CHANGE. Last Update: 3-8-2024** - The two places where leaks/breaks were found will be addressed in April-May timeframe. Neither are an emergency, so this timeframe allows the wastewater team to properly plan for the labor and materials needed for the repairs. **Updated- 2-23-2026** –The 12-inch collection line from the main pump station near the railroad tracks/Castleton River on Route 4a was televised and according to Russ, the line was approximately half full (6-inches) of gravel and debris. The line was cleaned using a high-pressure water jet up to Castleton Four Corners. There were places where the video footage indicated the pipe was leaking at a joint at the end of Patricia Lane and another location near the Castleton Community Center. No leaks or breaks were found in the gravity lines that run under Castleton Four Corners. **Updated: 2-9-2024** – I was able to make contact with Green Mountain Pipeline and was assured our project was on their calendar for the last week of February. **Updated -1-20-2024** – I shared an email with the Board of Sewer Commissioners that I sent to Green Mountain Pipeline on 1-20-2024. If a response is not received by the end of the week of 1-22-2024, I will work with Russ to find another contractor able to perform the inspections and televising in confined spaces. **Updated: 11-12-2023** – It has been over a year to get somebody to televise these lines and the job still isn’t done. I spoke with Russ at the WWTF and he advised

he has been in contact with the company to televise/inspect the sewer lines under Castleton Corners and Sucker Brook area and they are not committing to a specific date stating they are behind schedule with other projects. I will personally call them the week of 11-13-2023 to express my disappointment and try and get a date established. **Updated: 9-9-2023** – According to the DPW Director, the lines are tentatively scheduled to be televised/inspected next week, but an exact date has not been confirmed. The same for the lines in the Crystal Haven and Crystal Meadows area.

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

**(2) Wastewater Collection System Expansion – UPDATE: 4-17-2024 – Depot Terrace** - As of April 8<sup>th</sup>, Aldrich & Elliott conducted a field survey of Depot Terrace and are currently developing the 30% base maps in preparation of soil boring along the route. They have scheduled soil boring to occur on June 10th and will plan to conduct a 60% meeting shortly following the work. **Crystal Heights** – As of April 8<sup>th</sup>, Aldrich & Elliott confirmed with all permitting bodies that no regional/state-wide permits will be required for this project, which was in the air at a 60% meeting. We plan to deliver 90% project documents near the end of April. **Last Update: 3-8-2024** – The engineering contract with Aldrich and Elliott for Depot Terrace was signed and forwarded to them after the last Board of Sewer Commissioner’s meeting. I received an acknowledgement from Jeff Lewis. **Updated: 2-9-2024** – I spoke with Jeff Lewis and Jason Booth on 2-9-2024 regarding the status of the Crystal Heights and Depot Terrace sewer extensions. I was briefed in detail on Crystal Heights and the biggest takeaway was the cost increase. The total project cost, as briefed to me, has increased to \$651,000. This is substantially higher than the last estimate. I sent the Selectboard an email with all the documents, which will be in the Board of Sewer Commissioner’s meeting packets, and ask you review them over the weekend and bring your questions or concerns to the meeting on Monday night. If you have something you would like answered before the meeting, please let me know and I will seek out an answer on Monday before the meeting. Also before the BoSC is an agreement with Aldrich and Elliott for the design of the sewer extension on Depot Terrace. **Updated-1-20-2024** – I spoke with Jeff Lewis of Aldrich and Elliott this past Wednesday and he advised they are 80% complete with their updated design and wish to have an in-progress review with me and Russ the week of 1-22-2024. It sounds promising and with a cup of hope and pinch of luck, this will go out to bid before spring. **Updated: 1-5-2024** – Aldrich and Elliott are well underway with their engineering/design phase of the project. I have not received a status report (nor have I asked for one) from Aldrich and Elliott but I will contact Wayne Elliott next week to get an update. **Updated: 12-8-2023** – I received a call from Mark Courcelle advising that the sewer line for Crystal Heights has been designed and permitted. He is wondering why Aldrich and Elliott was hired for the design. I need to follow up with Mark to get details and verify his claim and then contact Wayne Elliott to sort it out. **Updated - 11-12-2023** – The contract with Aldrich & Elliott for engineering Crystal Heights was signed and returned. This was identified by the Board of Sewer Commissioner’s as their number one priority. **Updated: 9-9-2023** – There is an agenda item on the 9-11-2023 Board of Sewer Commissioner’s meeting to discuss funding source options for the proposed four sewer expansion projects and to rank order them for funding. **Updated: 8-11-2023** – There is an agenda item on the Board of Sewer Commissioner’s meeting agenda for August 14, 2023 for address what is needed from the BoSC to prioritize the four proposed projects and decide on how to fund it, along with what those connecting to the sewer expansion would be required to pay and options for them to pay their contributions to the expansion. **Updated: 7-7-2023** – I forwarded to the board members estimates from Wayne Elliott for the costs and type of collection system proposed for Crystal Heights, Preston Lane, Depot Terrace, and Creek Road. That information is included in the Board of Sewer Commissioners meeting packets for Monday night. **Updated: 5-20-2023** – I received a copy of Town correspondence from Jim Thomas that

goes back to 1985 regarding the sewer line extension up Route 30 and how the costs were broken down. The estimated cost back in 1985 was \$1.6M, with a local share of \$250,000. It also breaks down how much each homeowner to be serviced by the new municipal sewer line would pay. For those who needed a pump, the initial payment was \$500 and the remainder to be paid over a 5-year period. For those who only need gravity service, the cost was \$2,500, which was pro-rated over a 5-year period. The memo as discusses ownership, connection fees, electric bill payments, and more.

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

(3) **Wastewater Collection System Repair and Maintenance – UPDATE: 4-18-2024** – *I spoke with our WWTF Chief Operator about developing a project list for what I categorize as critical or high priority collection system issues. I learned that there isn't a formalized service schedule for our pump stations, grinder pumps, manholes, and collection pipes. There are two small pump stations in Hydeville that are basically grinder pumps. Russ advised that neither he nor Jeff knew they existed, so they have no idea the last time they were serviced. Fortunately, there haven't been any complaints until recently. Upon exploration of the pump stations, it was discovered that the rail system that is used to raise and lower the pump for service or replacement has rotted and need replacing. Russ has reached out to Penta Corporation to see if they do that type of work and try and get a sense of cost and timeframe. Another concern that can be resolved with time, money, and scheduling is the lack of routine inspection of manholes and sewer collection system pipes. I have a meeting scheduled with Russ on 4-19-2024 at 0800 hrs for an initial discussion on creating a project planning list, project cost estimates, and a service calendar/plan so we touch and see our infrastructure on a normal revolving schedule to perform services and assessments.* **Last Update: 3-8-2024** – I received an invoice from Green Mountain Pipeline and questioned the validity of the extent of the work they are charging the Town. I spoke with our wastewater department Chief Operator, and he agrees with my assessment. I am going to challenge the invoice based on the fact we know they did not work full days on at least three occasions because their truck sat in our highway garage to thaw the water lines. They left the truck outside two nights with temperatures below 20 degrees F. They also used several thousand gallons of water from the fire station, something they needed to get the job done, but not discussed ahead of time. Russ and I spoke today, and we will review the daily work verses the invoice next week. I will write a letter to the company explaining why I am disputing their invoice. **Updated -2-23-2024** - Green Mountain Pipeline worked this week cleaning and televising the sewer collection lines under Crystal Haven and found a couple more breaks in the lines where lateral lines from private residences collect to the Town line. The inspection showed ground water entering the Town's collection lines through these breaks as if a garden hose was feeding into our system. The remedy is to excavate these areas and work with the homeowners to make repairs and have the repairs inspected by our personnel before the lines are buried. Additionally, several of the manholes were found to be various states of disrepair and will need some renovations. As part of the contracted agreement with Green Mountain Pipeline, we will receive a written report, video, and photos of the work done and condition report of that inspected and cleaned infrastructure. Until that report is received, there isn't something that needs immediate action. **Updated: 2-9-2024** - Since the last report, there have been some problems with the sewer collection lines on East Crystal Haven. The WWTF crew and highway department had to excavate the road due to a brick in the line that could not be removed using a water jet or the camera. Groundwater was discovered at approximately 4-5 feet under the road and made excavating down to the sewer line challenging. A pumper truck was called in from A1 Sewer and Drain to keep water out of the hole while the crew worked to expose the sewer line. Excavation revealed a lateral line coming from a private residence consisted of materials inadequate for the application and had to be repaired. The brick was removed, and the sewer lines were televised from manhole to manhole (300-feet apart) and the lines appeared to be

in good shape. Heavy water flow was also discovered in the collection lines north of the Crystal Haven Common Area (north) suggesting that there may be breaks in other private lines that are collecting the groundwater, or water from basements are being pumped into the Town's sewer collection lines. I basement survey will be organized sometime in April to try and identify sump pumps in the area. With the groundwater being 4-5 feet below ground level, there could be basement that takes on water year-round.

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

### c. Sewer Vehicles & Equipment:

#### (1) Vehicles – Nothing significant to report.

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

(2) **Equipment - UPDATE: 4-18-2024** – A request for quotes (RFQ) was sent out on Friday to the electrical contractors we typically use, as well as posted on the Town website, and posted on Front Porch Forum. The deadline to receive quotes back to the Town Office is 4-29-2024. **Last Update: 4-4-2024** – I spoke with the VT Division of Fire Safety (Electrical) and VOSHA Program Manager Dan Whipple Friday morning to discuss confined space requirements for both an electrical contractor working for the Town and the Town's requirements. Based on what I learned, I tasked Russ and Karen to put together a scope of work that includes passing along potential hazards associated with our confined space(s). The electrical (breaker) panel and electrical outlet in the Sucker Brook pump station need replacing. In speaking with Russ, the panel should be upgraded and relocated outside of the pump station. Additionally, a separate panel needs to be installed for the beach pavilion with lines run from the panel to the pavilion for outlets. Past practice has been to run an extension cord from the pump station to the pavilion. That is wrong on a couple of levels. First, if anything being done at the pavilion were to overload the breaker at the pump station, that would lead to a power outage at the pump station and that means the influent could end up overflowing onto the ground. Secondly, on public property, we should not be running extension cords across the ground with people and vehicles in the area. Human nature is to try and plug in as much as possible to an extension cord and depending on the gauge of the wire and load put on it, it could melt and start on fire. I await two more quotes from Dan Gray, McClure Construction, Stebbins Electric, and Ellis Construction. We have one already from McDuff Electric. **Updated: 3-8-2024** – Now that the deep freeze of winter is pretty much behind us, Brookfield Services sent down a technician to install a block heater on the new generator at Sucker Brook pump station. It was the first time the technician had installed one and there were a couple of blunders. This is another invoice I am disputing due to the hours listed. I add this to an ongoing dispute of another invoice, where based on the contract, I see it as covered under warranty and the Town should not be billed at all. The owner has been out sick, so I don't have any further updates at this time.

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

### 6. Highway Department –

a. **Paving in FY24-25 – UPDATE: 4-18-2024** – A bid packet for paving of Blissville Road was published and posted on 4-18-2024. **Last Update: 4-4-2024**- Jeff and Karen collaborated on a bid packet for a Class II paving grant for Blissville Road. The packet was submitted today (4-3-2024). If we do not get this grant, this puts the Town even more on paving of existing roads. The voters approved the FYE25 budget, so there is \$239,000 in paving funds



in that budget starting 7-1-2024. That is not enough to do much more than the Blissville Road segment that is included in the grant. I am inclined to try the chip sealing method on David Ave and Tanya Lane to see how it holds up. It is a less expensive version than the typical asphalt method but does not last as long, but without trying it, we won't know whether it is a viable method of a road surface treatment. Any reduction of gravel road maintenance would be a win as it is a serious time and resource sucker. **Updated: 1-20-2024** – I shared some initial cost estimates that the DPW Foreman solicited from Wilk Paving at the last Selectboard meeting. As noted, the roads on the list I provided are Class II State Highways. Two of the roads, East Hubbardton and Blissville Road need immediate attention before they deteriorate any further and end up costing more money to repair than just the cost of repaving. IF the Town is awarded a Class II paving grant this year, the amount we would likely receive (based on amounts awarded in the past decade) would not be enough to cover the milling and paving costs quoted on either of those two roads. No matter what road gets paved, it will require the use of some of the Town's paving funds to round out the funding needed for just one of those roads. I am inclined to not spend the remaining Town funds in 2024 and let the money carry forward into the next fiscal year, where combined with that year's funding, we would then have adequate funds to pave roads like East Hubbardton and South Street. The per ton price of paving is largely determined based on the price of liquid asphalt. This fluctuates year-to-year, but the Town is likely getting a better price per ton if we pick one longer stretch of road to pave because the paving company won't have to mobilize several times and jump around town, which also drives up the cost per ton. **Updated: 1-8-2024**- DPW Foreman Jeff Davidson met with a representative from Wilk Paving, and they visited a couple of roads to get an opinion on what is needed to prepare it for paving, what the best type of application would be to resurface the road, and how many tons it would take to resurface the identified segments of road. Jeff did the same thing (different roads) with a representative from a company out of Massachusetts who offers the oil and stone chip sealing method of surfacing a gravel road (like Belgo Road resident Stephen Dechen mentioned at a previous SB meeting). The intent of these road trips around Town was to get a sense of the methods/application/cost associated with paving in 2024. There is no doubt that the costs associated with paving the identified roads will far exceed the amount budgeted, but it is all part of building a road assessment spreadsheet and paving replacement schedule that will be presented to the Selectboard in February 2024.

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

**b. FEMA**

**(South Street Trestle) – NO CHANGE. Last Update: 3-21-2024** – I contacted Jackie Cassino from VTrans as she is the project manager for the culvert replacement under the South Street trestle. She advised that the project is going to be moved from rail management to the VTrans municipal assistance program. I won't hear anything back until after their meeting later this month. **Updated - 3-8-2024** – I sent an email to John Nummy (VTrans) looking for an update on the progress of the planning to have this work completed. I will share with you when I get a written reply or phone call. **Updated: 9-9-2023** – Recent email correspondence from John Nummy advised he is moving on and a new project manager will take his place. I asked for a phone conference call with both of them before he moves on to discuss where this project is headed. I seek clarification because in the recent email correspondence from John, it sounds like VTrans is taking responsibility for the project. **Updated: 7-7-2023** – I shared with the SB an email I received from John Nummy from VTrans. It appears that there may not be a maintenance agreement between the Town of Castleton and the railroad for the culvert that runs under the trestle. If that is the case, it may end up being the responsibility of the railroad and VTrans to make the necessary repairs to the culvert. If this ends up being the case, it will relieve the Town from any fiscal responsibility. If they were to ask the Town to then take over the maintenance

and repair of the culvert, I would then propose they remove the trestle and build with build something more manageable for pedestrians, cyclists, and snowmobilers. **Updated: 5-19-2023** – I received an email on 5-19-2023 that I shared with the Select Board providing an assessment of the watershed and required size culvert opening running beneath the trestle. I will coordinate a meeting with John Nummy (VTrans) and our DPW Director and Highway Foreman to unravel the letter received as it pertains to our options. The bad news is that the Better Roads grants the Town was awarded is not eligible for use with the options contained in the letter received.

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

### c. Equipment.

(1) **Grader** – **UPDATE: 4-18-2024** – *Our mechanic contacted Milton CAT on 4-18-2024 and was informed that when the last time the grader technician was in Castleton that he replaced differential lock solenoid on the grader. Heath said he hasn't seen a leak all week, so it looks like the problem was rectified. The Town has not seen an invoice for that work.....yet.*

**Last Update: 4-4-2024** – I emailed the DPW Foreman today looking for an update. I advised that if he hit a wall with Milton CAT to give me the contact information on who he has been dealing with and I will craft a letter to the company owner/CEO and pass it past our attorney before sending. We need to know the grader is going to be fixed before we get into the spring/summer grading season. **Updated: 3-21-2024** – The grader is being used to make repairs to our roads and the transmission fluid level is being closely monitored. No word back from Milton CAT at this time. **Updated: 3-8-2024** – A representative from Milton CAT was at the garage looking at the grader trying to diagnose a possible transmission leak on Thursday. I await the findings. **Updated: 1-6-2024** – A Milton Caterpillar representative came to the highway garage to assess the grader. He identified and fixed a fuel leak on an injector but was not able to locate a transmission leak. His expert advice to the Town Mechanic was to ensure the transmission oil level was good and to “run it” and monitor it for a leak. If it does leak, give them a call, and they will come back down and perform additional troubleshooting. **Updated -12-8-2023** – The grader has a transmission leak that requires inspection by a Caterpillar representative. This could be related to work done by Milton CAT. Jeff advised that a Milton CAT representative will be in Castleton next week to make repairs to a damaged door hinge on the new backhoe. When the rep is here, he will inspect the grader and determine whether the grader can be repaired in our garage or if it has to be transported to their facility in Richmond, VT.

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

(2) **Vehicle Replacement** –**NO CHANGE. Last Update: 4-4-2024:** The most recent version of the draft highway department vehicle replacement plan is in the meeting packet for 4-8-2024. **Last Update: 1-23-2024** – The Select Board received a copy of my initial vehicle/equipment replacement schedule and cost estimate at a previous meeting.

Action needed: *I need to schedule a meeting with the Public Safety/Public Works Committee members to review the highway department and police department vehicle replacement plans.*

### d. Municipal Roads & Streets.

(1) **NO CHANGE. Last Update: 3-8-2024** – I spoke with Nancy Liberatore on Thursday and asked if she had any contact or updates about Joe Howard discussing with her and other landowners on Gilbert Lane about cost sharing in bringing that road/entrance up to Class 3 road standards if the Town would take over the plowing. She advised she has had no contact with Joe, but she was still

willing to participate in cost sharing. **Updated: 9-9-2023** – Hydeville Plaza property owner Nancy Libatore was at the Town Office two weeks ago and we had a brief discussion about the subject of the Town taking over the 60-foot-wide strip of land owned by Joe Howard that is currently co-used by patrons to the Hydeville Plaza, Paul’s Pizza, residents on Gilbert Lane, and to access the property Joe Howard is developing behind the plaza. This 60-foot strip of land is owned by Joe Howard is the access to the property he is developing into single-family residences. He currently has three houses built on those parcels. The property is bordered by South Woodard Way to the east, U.S. Route 4 to the north, East Creek Road to the west, and multiple private residences to the south. Joe has proposed to deed the 60-foot-wide strip of land to the Town (end point to be determined, but approximately 400-500 feet in length) and the Town maintain it. The 60-foot-wide strip of land will be the single common access to the Hydeville Plaza, Paul’s Pizza (and business behind Paul’s Pizza), residents on Gilbert Lane, and the 7-11 single family homes on Joe’s parcels. I explained to Nancy that the Town would not even consider taking over the road unless it is brought up to Class III standards and accepted by the Town as such. This includes a proper subbase, base, and surface of gravel approved for use by the highway foreman and road commissioner. The cost of such construction would have to be on Joe Howard. He would have to work out any cost-sharing with other users and the Town would have no involvement or responsibility in this matter. **Updated: 8-11-2023** – There is an item on the agenda regarding how the Town plans, authorizes, and builds roads. The Town itself doesn’t have a policy on how we, the Town plans, authorizes, and build roads. The Selectboard is the authority over roads and if they [Selectboard] decide to have a road built or upgraded in classification, they would follow State statutes to do so, and the highway department, or contractor, would build the road in accordance with industry standards and follow any State statutes or policy regarding rights-of-way, drainage, etc. The Selectboard may decide to take over a private road and make it a public road, and they would follow Statutes and be sure that the road meets VTrans recommended standards before agreeing to take over the road and maintain it. The Town building a road on Town-owned property is different than the Town seeking permission from landowners to lay out a new road, or to take over an existing road all have different requirements.

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

**e. State Highways**

(2) **NO CHANGE. Last Update: 8-11-2023** – I met with representatives from Dubois & King and VTrans on Thursday to discuss the paving project that would only pave the section of Town owned Class I road, which encompasses Route 4A from Sand Hill Road to the bridge east of the train depot. The plan is to mill two inches of material from the road and replace it with a shim and overlay. This project is scheduled for 2025. This project will include raising the utilities to ½ inch below the grade of the road, replace signs, line striping, crosswalks, etc. It will also include any drainage needed. I explained that following the last VTrans Class I paving project in the village area, that it created these low stops where water was trapped and could not make it to the stormwater catch basins, and that I would like those problems to be resolved, even if it take milling a swale into the pavement to mitigate the ponding and allow water to reach the catch basins. This primarily occurs in front of the Castleton Free Library and along the south side of Main Street. I will share the minutes of the meeting once I have them. **Updated: 6-5-2023** – I was contacted by a representative from Dubois & King regarding the Castleton STP PC25(2) Class 1 paving project. Sometime in the coming months the contractor will reach out to schedule a meeting with you and the public to discuss the project scope and get any feedback on other potential improvements that can be incorporated. At this time, they are developing the preliminary plans and as such are looking into the existing signage and what sign replacements should occur. This project is scheduled in the FYE25 construction season.

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

**7. Department of Parks and Recreation –**

**a. Former CVS. UPDATE: 4-17-2024 –** *Village Trust Initiative (VTI) VTI is offered by the Preservation Trust of Vermont in partnership with the Vermont Council on Rural Development and the Vermont Community Foundation. The Initiative will offer expertise and funding to help 20 small Vermont towns create or bolster a local community trust organization and take on a transformational project in the village. The project could be the revitalization of a general store, the creation of a community center, improvements to the accessibility of an old town hall, renovation of a large historic home into village-scale housing, and more. The community trust can then expand beyond their initial project to provide ongoing capacity to sustain village life, resilience, and vitality. The selection process begins with the completion of a simple intake form due Friday May 24, 2024 by 4pm* **Last Update: 4-3-2024 –** A1 Sewer and Drain did jet the pipes and there was a blockage. The line was televised for 450-feet and no other blockages were located. Due to the deep snow, the sewer crew could get in the equipment needed to the cleanout north of the former CVS (by the railroad tracks) and will do that once the ground isn't so soft. They will tear up the T-Ball field if they did it now. They want to see any debris needs to be cleaned out of the structure before it causes more problems down the line. **Last Update: 3-21-2024 –** The highway crew and WWTF personnel excavated the area to the west of the former CVS where a suspected sewer problem may exist. The excavation revealed a concrete "vault" with several inlets and outlets for sewage. Some of them were 90 degrees and explained why A1 Sewer and Drain believed there was a blockage because their "snake" could not make the 90-degree elbow in the pipes. Russ recommended we hire A1 Sewer and Drain to use their large jet to clean the pipes and Russ would run his camera down the line for 150 feet to inspect it. I asked if when A1 is using their water jet to clean the pipe if he could have the manhole cleanout that the pipe flow into down by the railroad open and be sure everything is flowing as it should, and any debris can be vacuumed out of the hole by A1 Sewer and Drain. This is to be coordinated by the Recreation Director with collaboration from Russ. **Updated: 3-8-2024 –** After a review of the operating budget for the former CVS (as of 1/31/2024), there was \$31,081 remaining of the \$90,519 in the operating budget. Since the end of January, there have been several repairs made to lighting, plumbing, and money spent to track down the source of sewer back ups into the gym. Until the accounting office loads all the invoices we have from February and March into NEMRC (our accounting software), and we get the outstanding invoices for work completed, I cannot provide you with a more accurate amount at the time of this report. There are still some building maintenance items, along with utilities and normal operating expenses, that need to be addressed before the end of the fiscal year. However, I feel confident enough to say that the operating budget for the former CVS will be depleted by the close of the fiscal year.

*Action needed: I have spoken to the "Friends of Rec" about this Village Trust Initiative opportunity to apply and possibly get expertise and funding to support a community revitalization project at the former CVS. Andy Vermilyea has volunteered to participate in the informational session on April 30<sup>th</sup>. The Recreation Director and I will also participate. Do any of the Select Board members want to participate?*

**b. Dewey Field. UPDATE: 4-18-2024 –** *I walked the entire Dewey Field property and the former CVS property this morning to assess damage done from the winter and what I saw was disturbing. I took photos and put together a slide show for the meeting on Monday. The amount of work needed on those fields will require a lot of time and money to restore to what a reasonable person would consider in "good" shape. Not to be dramatic, but it looks like we have abandoned those facilities. The needed repairs and work far exceeds what the Recreation Director can do himself. Some of it can be done through volunteer work by interested groups,*

such as the “Friends of Rec” and with some advertising and fundraising, we may be able to sell sponsorships of the fields, benches, dugouts, and the playground equipment. One of the items I would consider low hanging fruit is small grants, such as the Wal-Mart grant for communities. This type of small grant would help rehabilitate a field or park, purchase supplies, and help bring our recreational facilities back to life. **Last Update: 3-21-2024** – I sent Resolution 23-01 to John Alexander so he knows the amount of funds that the Select Board encumbered from the last fiscal year to make repairs to Dewey Field, Hydeville Field, and Crystal Beach. John is working with Mary McIntyre (Castleton Lion’s Club) to sponsor a dugout by providing some experienced labor to help build or rehabilitate dugouts and bleachers. John is also going to engage the “Friends of Rec” to ask if they are willing to do some fundraising to help purchase additional softball equipment. I told John I would reach out to the American Legion Post #50 and the Mason’s here in Castleton to help with catcher’s equipment for softball. **Updated: 3-8-2024** – Based on a discussion I had with the Parks and Recreation Director on 3-8-2024 and after his visit to our recreation facilities during the building/infrastructure assessments conducted by a subcontractor for Brightly, named Alpha, he noted several concerns with Dewey Field. The high winds have knocked over a dugout and knocked down trees and branches. There is a mess to clean up before the area can be mowed. The roof on the bathroom still needs repair, something John will take on in the spring. The playground equipment is in poor shape and needs rehabilitation. There are trees that need removal from the edge of the soccer field, something that John and the Tree Warden have discussed and plan to remove. It isn’t all doom and gloom though. I have presented resolutions at the end of each fiscal year (except this past fiscal year) to encumber money from one year to the next for planned projects, which the Select Boards have supported and approved. There is some money for Dewey and Hydeville Fields to build new dugouts, make repairs to the baseball backstops, buy new nets for the soccer goals, and to make repairs to the fields. I have made it known to the Select Board on several occasions that our athletic fields/recreation areas, including Crystal Beach, have been neglected and need a shot in the arm to revitalize them for the residents. The Select Board and voters have been supportive by approving the funds needed to rehabilitate these facilities and make them something we can be proud of and useable for our residents. We now have the expertise on staff to make it happen. Dewey Field is a gem and can be fully utilized without endangering or compromising our source of drinking water, which partially lies beneath that field. The Parks and Recreation Director is working on a plan to have the fields ready to be used this spring. There may be a financial shortfall to get it all done this fiscal year and some items may have to wait until the new fiscal year starts on July 1, 2024.

*Action needed:* I ask for Select Board support with additional funds, if needed, to help resurrect Dewey Field, Hydeville Field, and the T-ball field and basketball courts behind the former Castleton Village School. If there is a budget surplus in the recreation budget at the end of June, I ask the Select Board encumber funds to be applied toward the rehabilitation of our recreational infrastructure. As done the past four years, this would be done via a resolution I would bring before the Select Board in June 2024.

**c. Crystal Beach. UPDATE: 4-18-2024** – I took some time off and have not worked on getting up signs at Crystal Beach and drafting a public notice about closing the facility from “dusk to dawn”. I will work on it the week of April 22<sup>nd</sup>. **Last Update: 4-4-2024** – The north gate into Crystal Beach property now has a combination lock on it and the combination was distributed to the WWTF crew, Transfer Station supervisor, DPW Foreman, and GoNet Speed (they have internet/phone service inside the gate). The signs arrived and the beach maintenance supervisor will place them on the gate and fence stating, “No Unauthorized Entrance” **Updated: 3-21-2024** – The new gate on the north side of Sucker Brook that leads into the north picnic/pavilion area of the beach property is locked with a chain lock system. I was informed

that a resident who lives near Crystal Beach is cutting the chain and opening the gate because he likes to walk on the property and doesn't want to have to walk to the beach entrance to walk on the property. I spoke to Chief Mantello about it and because misdemeanor crime, it is punishable via fine. Nobody is going to jail of a misdemeanor, but it will send a message that you cannot damage or destroy Town property with impunity. **Updated: 3-8-2024** – The new fence from the north side of Sucker Brook to the north entrance into the park and associated new gate is installed. The Parks and Recreation Director and Crystal Beach Maintenance Supervisor have started removing large limbs that have broken and fallen from the dead and dying willow trees. There is some work to be done to remove large dangerous branches that hang precariously over the playground equipment. They believe this can be done safely ourselves if we were to purchase a safety cage for the front-end loader. We have found a couple of cages that are OSHA compliant, so I asked John Alexander to work with our mechanic and DPW Foreman to select one that I can approve for purchase. It will also help the highway department so they can safely remove dangerous branches that hang over public roads. A good cage could cost \$800-\$1200. Additionally, the roof on the bathhouse at Crystal Beach may need some additional work. The roof was not fully completed last fall and John Alexander is having a local contractor used to working with metal roofing take a look and provide an opinion on how to proceed. I spoke with the DPW Foreman and Parks and Recreation Director to begin planning out projects that are critical to opening the beach by Memorial Day weekend and provide me with a timeframe and cost estimate to get the place ready. We need to purchase coarse sand for the beach, fine sand for the volleyball court, repair and paint picnic tables, replace a toilet in the female bathroom, finish the roof, remove a patch of poison ivy, finish removing large branches and broken trees, repair the fence on the north side where people climbed over the page wire fence and broke it, and get power run to the pavilion on the north side of Sucker Brook.

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

## **8. Town Office & other buildings –**

a. **Fire Station.** **NO CHANGE. UPDATE: 3-8-2024** - I brought painting contractor Aaron King around to the fire station and Town Office to show him what I wanted painted (interior) and asked for a cost estimate. It is over \$2,000, so I will solicit additional quotes. Part of the job is painting the ceiling in the apparatus bay where we had the water damage. **Last Update -2-9-2024** – I spoke with Mickey McClure on 2-9-2024 to get an update on the repair of the ceiling at the fire station and the insulating of the attic/eaves. Mickey replaced the sheetrock on the ceiling and taped it. He has two more coats of joint compound to finish, and it will be ready for painting. He advised that the insulation has been difficult to get, but as soon as it arrives, he will get it installed. **Updated: 1-6-2024** – I spoke with Paul McClure this past week regarding repairs needed to the hot water system at the fire station and he advised the parts needed are scheduled to arrive this week and once he has the parts, he will complete the work. I reached out to Mickey McClure this week and asked for an update on his timeline to complete the work at the fire station. He advised that he had to close up some current jobs but would be able to start the project in a couple of weeks. **Updated: 11-12-2023** – The Town received an insurance payment of \$27,000 for the damage done to the roof and ceiling above the apparatus bay. The work to the roof is complete and I spoke to Mickey McClure, and he will get the interior work done since there is no evidence of leaking since the roof was repaired. The fire chief reported to me that he contacted Paul McClure because the apparatus bay heat was not working, and that Paul was going to stop by and diagnose the problem. I haven't heard back what caused the problem, but the fire chief hasn't reported the problem still exists.

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

b. **Highway Garage: NO CHANGE. UPDATE: 3-8-2024** – I received an update from Jeremy at RRPC regarding a timeframe I could expect a report on the MERP energy assessment. I was informed they are a couple of months behind in the testing and reporting, so I don't expect a report on the highway garage or former CVS until May 2024. **Last Update: 2-23-2024** – I have not received an official report following the testing. **Updated: 9-2024** – The Municipal Energy Resilience Program (MERP) pressure test of the highway garage is scheduled for 2-14-2024. I do not expect it to be a positive report. That would be in our favor because it increases our odds of receiving assistance in the way of a no match grant. I am working on a Request for Proposal for a painting contractor to finish painting the highway garage and will time it to get it done prior to new doors being installed. **Updated - 11-12-2023** – The painting of the exterior of the highway garage was not completed by the DPW Director. This is going to have to be bid out and painted by a professional. It will be addressed this winter through the bid process and scheduled for the spring/summer of 2024. The highway garage was approved for an energy audit through the Municipal Energy Resilience Program Grant (MERP) the Town was approved to participate in this year. I await the next step which is contact from a contractor to schedule a date for the energy audit/testing. **Updated: 9-9-2023** – Painting was started by the DPW Director and was not completed. The DPW Director asked the Transfer Station operator if he was interested in completing the job during his “off time” and be paid by the Town using the funds encumbered to have the building painted. I am disappointed it has even gotten to this point because it was supposed to be completed last year. It will get done prior to cold weather arriving.

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

c. **Town Office: UPDATE: 4-18-2024** – *The Town Office floors will be stripped and waxed on 4-25-2024. The office staff will be washing the inside and outside of windows, cleaning up the yard, and pressure washing the building in the afternoon, and then moving furniture out of rooms and into the lobby and foyer at the end of the workday. The cleaning starts at 4:00pm, so the lobby will be closed to the public from 3-4pm so the lobby can be cleaned, and furniture moved. This is an semi-annual event.*

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

d. **Police Station. Nothing to report**

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

e. **Municipal Facilities and Key Control – NO CHANGE. UPDATE: 2-9-2024** - I have drafted a policy that will provide greater guidance and accountability for key and lock control for employees and other Town officials. I have a concern about the safety and security of our buildings, facilities, and equipment based on the sloppy key and lock control that currently exists. The specifics, or the “how to” is contained in the policy and the policy will be briefed to the supervisors at each facility so they have a chance to ask questions before implementation. This is a tried and proven system whereas the process is not tedious or cumbersome to work with, yet thorough enough to provide peace of mind that our real and personal properties are as secure as possible from theft, vandalism, or trespass.

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

## 9. **Police Department** –

a. **Dispatching Costs – NO CHANGE: Last Update: 5-6-2023** – The Vermont

legislature took up the topic of regional dispatching during this year's session. VLCT provides legislative updates on their website that outlines what has been discussed in the legislature and their actions to address the issue. **Updated- 9-23-2022** – I provided a letter to the Selectboard from the State of VT, Department of Public Safety dated 9-22-2022 that provides an update on the progress being made on regional dispatching for police, fire, and EMS agencies. **Updated: 8-4-2022** – The Rutland County dispatch working group is still working to determine a location and strategy to pay for the dispatching services after the grant expires. Chief Mantello advised that the Rutland County Sheriff's Department used a Homeland Security Grant to order dispatching consoles. It appears that the location will likely be the Rutland County Sheriff's Office, but the big question is how to sustain the services over time. There have been discussions about how to pay for the services, which have included a county tax, which may have case law that states a county tax cannot be imposed for dispatching services. There is also a working group that was directed by the Vermont Legislature. That group is being led by Chief George Merkel from Vergennes.

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

b.     **Public Outreach** – Nothing significant to report

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

c.     **Vehicles and Equipment** – **UPDATE: 4-3-2024** – *The police department's vehicle replacement plan was presented to the Select Board at the 4-8-2024 meeting. The police department is looking to replace another vehicle so reviewing their replacement plan and providing feedback is a needed.*

*Action needed:*            *I need to schedule a meeting with the Public Safety Committee to review the Police Department's vehicle replacement schedule.*

## 10. **Emergency Management** –

a.     **Personnel/Training** – **NO CHANGE. Last Update:2-12-2024** -Emergency Management Coordinator (EMC) Peter Mantello is working with Cindy Ell, who is on the fire department, the Public Information Officer for the fire department and Emergency Management, and the emergency shelter manager for the Town, to build a core group of volunteers who can help work in the Emergency Operations Center and/or the Emergency Shelter at the American Legion, should either be activated. I am trying to work training, travel costs, and supplies and equipment into the Emergency Management budget each year. The primary focus has been on purchasing needed supplies for both the shelter and emergency operations center, and the budget has been able to absorb the costs, but the shortfall has been in funding training and providing some modest monetary compensation for many hours of personal time Cindy has devoted to public messaging, building a shelter plan, attending training events, and staffing both the shelter and EOC during every event over the past two years. It is my objective to build a team of trained and available community members who have a passion to help others in a time of need, which oftentimes comes with sacrificing time away from their own family. We cannot provide emergency services like this without those who give so selflessly of their time to the community.

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

b.     **Facilities/Equipment** –**UPDATE: 4-18-2024** – *Kerry Fowler sent me a message advising the emergency power standby generator has been installed at the highway garage. I have to contact Fyles Brothers to connect the propane and Dan Gray has to connect the automatic transfer switch and connect and test the generator. The EOC will be inspected by Taiga Christie (VT Emergency Management) on May 9<sup>th</sup>, so I need to finish sanding the ceiling and paint it, along*



with installing trim and baseboard before May 9<sup>th</sup>. The material has been ordered from Gilmore Home Center so I can complete the job. **Last Update: 3-8-2024** – The Town received the \$4,482 reimbursement for the EOC Enhancement Grant this week. I would like to thank the Select Board for authorizing the purchase of the emergency standby generator for the highway garage. That generator will power the garage as well as the Emergency Operation Center. It was the last critical infrastructure that needed emergency power. We now have the WWTF, all sewer pump stations, the Town Office, Public Safety Building, and the Emergency Shelter (American Legion Post #50) with emergency standby power. I believe we may be the only municipality in the county who has invested like this in our infrastructure. I am grateful we will have the resources to best provide services to our community during power outages, including long-term outages. **Updated:**

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

## **11. Fire Department** –

- a. **Dispatching Costs** – See notes under police department.

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

b. **Assistance to Firefighters Grant (AFG) – NO CHANGE. Last Update - 2-23-2024** – I reviewed the final version of the grant application today and signed off on it for submission. I received an email today showing where it was submitted. I sent the board members an email with a copy of the application that was submitted. **Updated: 2-9-2024** – The Assistance to Firefighter’s Grant application window is open and Chief Goyette and 1<sup>st</sup> Assistant Chief Dan Ducharme have reviewed the grant application, and it is ready for submission by Lexipol. **Updated: 1-6-2024** – I received an email from the grant writer from Lexipol advising that window for submitting grant applications will open at the end of January 2024 and that additional information may be required. Chief Goyette and 1<sup>st</sup> Assistance Chief Ducharme were also included on the email and are compiling the additional information the grant writer advised may be required. The grant writer recommended that the air refill station be removed, and a gear washer (extractor) be added in addition to the new sets of turnout gear. The grant writer was concerned that the grant for the gear would not be considered if the air refill station was included in the grant because this year the focus of the grant was individual firefighter safety. The gear washer, also called an “extractor” removes nasty carcinogens from gear that have been linked to higher certain types of cancer rates in firefighters that in the general public. This does mean that replacing the current air refill station falls either into a future grant (no guarantees) or build it into the small tools and equipment reserve the voters approved last year. One quote Chief Goyette received from a company called MES puts the replacement of the air refill station/compressor at \$75-\$90,000. This grant requires a 5% local match, something the fire department operating budget could absorb.

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

- c. **Operations – Nothing significant to report**

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

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

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

e. **Apparatus – UPDATE: 4-18-2024** – I spoke with Chief Goyette today and he let me know that he received two bids back for the replacement of Engine 6 (Mini-pumper) and that he and his truck committee have to meet and do an apples-to-apples review of them because according to Chief Goyette, there is a pretty sizeable cost disparity between the two bids. Once he and his

*truck committee have completed their review, he will let me know so another meeting with the Public Safety Committee can be scheduled. Chief Goyette also advised he called the Chief in Forest Grove, PA to get an update on the delivery of their new aerial platform. We cannot get their 2001 Sutphen aerial platform until they have their new one in service. I await his response.* **Last Update: 4-3-2024** – The Public Safety Committee met with Chief Goyette and members of his truck committee last week. They will provide the full Select Board with an update. **Updated: 3-21-2024** – *I spoke with Chief Goyette on March 21<sup>st</sup> and asked him if the new bid specs and cost estimate for Engine 6 (Mini pumper) is ready to present to the Public Safety Committee. He advised that he doesn't have all the updated quotes back and are looking at the first SB meeting in April to present their proposal to the full board. He is going to send me two dates/times where the Fire Dept. truck committee can meet with the Public Safety Committee to discuss the new mini-pumper proposal, along with the vehicle replacement plan and ARPA considerations to replace the van and Engine 5 (brush truck).* **Updated: 3-8-2024** – I spoke with Public Safety Committee member Dick Combs and Fire Chief Heath Goyette this past week and we agreed that the vehicle replacement plan was ready for final review and get it before the full Select Board. I will schedule a meeting for next week and have a final product for the full board at the March 25<sup>th</sup> meeting. **Updated: 1-20-2024** – I met with Dick Combs and Fire Chief Heath Goyette last week and we conducted an initial review of a fire department vehicle replacement schedule. There were some changes made and the PowerPoint presentation and cost analysis spreadsheet was sent to the Fire Chief and his two Assistant Chiefs to review the documents and schedule a time to meet with me to make any updates. This has to be done so they can schedule a follow up meeting with the Public Safety Committee to discuss the purchase of a new vehicle to replace Engine 6 (mini-pumper) and present a 20+ year succession plan for vehicle replacement. **Updated: 7-7-2023** – I sent an email to Chief Goyette asking him to bring his proposal to replace Engine 6 back before the Public Safety Committee ASAP. The cost of replacing that truck since the first time he asked to replace it and his request was denied by the Select Board, **has increased by \$100,000 \$150,000** and the timeline for delivery from the date of order is over 12 months. This cost of purchasing a replacement for Engine 6 is likely going to continue to increase and that increase will need to come from the fire department's vehicle reserve, depleting it even more. The \$100,000 increase represents at least ¼ of the total fire department reserve. **Updated: 5-19-2023** – I spoke with Heath Goyette and he advised that the owner or Har Rob Fire Apparatus is going to come to Castleton to assess Engine 2 and decide whether he wants to purchase it as a parts vehicle. The potential buyer that Mark Brown connected with Heath offered a purchase price lower than both Heath and I feel is fair. **Updated: 5-6-2023** – Engine 2 still sits in the fire station. It needs to be sold and the ball is in Chief's Goyette's court. He was working with Brown's Auto Salvage and Har-Rob Fire Apparatus to get it sold. The last conversation I had with Chief Goyette was that he had no commitments to purchase it. I recommended that it get put on eBay, or one of the many Facebook Marketplace sites for fire apparatus.

*Action needed: Consider using ARPA to fund the purchase of a quad-cab pickup truck, UTV, enclosed trailer, and slid-in wildland skid unit for the pickup truck. These pieces of equipment would replace the van and Engine 5. The cascade air refill station currently in the van would be moved to the enclosed trailer and the ice water rescue gear would be stored in the enclosed trailer. The van and Engine 5 would be sold, and the proceeds placed into the fire department vehicle reserve account or used to help outfit the pickup and UTV with lights, and an environmental enclosure for the UTV (doors/heater/AC). This would allow adequate funds to purchase the used aerial ladder truck from Forest Grove, PA, and to replace Engine 6 with a new quad cab mini-pumper or quick attack truck with a full-sized 1,200-1,500 GMP pump. Replacing the van (old ambulance) and Engine 5 (wildland fire/brush truck) with a quad-cab pickup increases the fire department's capability to move personnel and equipment, while removing two older vehicles that are well past their operational lifespan. The introduction of a quad-cab pickup truck, UTV, and*

trailer will allow more firefighter riding positions as a wildland unit/brush truck and for wildland fires/brush fires, manpower is always a concern because wildland operations are physically taxing and oftentimes remote. The UTV would allow access to remote locations and can carry heavy equipment and water, something that will fatigue a firefighter and by they reach the location of the fire, are physically exhausted and not capable of sustained physical exertion It would also improve the search and rescue capabilities across all public safety departments (police, fire, EMS).

f. **PACIF Scholarship – NO CHANGE. Last Update: 3-8-2024** – I received notice that the Town was not eligible for the full amount of the PACIF grant because we have not rectified some deficiencies found during safety inspections of some of our facilities. I reviewed the deficiencies and noted that all but three had not been fixed. Those are being addressed and a report sent back to VLCT to remove the deficiencies and allow the Town to receive the full 50% match of the grant. One example of the deficiencies was fire extinguishers were not being inspected monthly and recorded. Another one was that hallways or egress doors were not kept free of materials. They will be fixed at the end of next week. **Updated: 2-9-2024** – The PACIF Scholarship application period is open. This is a \$2,500 scholarship that the fire department can apply for toward training members on the new ladder truck. This is a first-come, first-served scholarship and will remain open until the available funds are exhausted. Training of fire department members to safely operate new equipment is an approved use of the scholarship.

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

## 12. Town Lands –

a. **Crystal Haven Common Area** – Nothing significant to report

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

b. **Park & Ride. NO CHANGE. Last Update: 3-8-2024** – I spoke with Dr. (Ret) Peter Dierksen about volunteering to take care of the flower gardens at the Town Office and Park & Ride this year. He agreed that he would like to do it and will talk with members of the Castleton Garden Club. The Town will pay for the materials, and they will do the work. They did a great job last year. **Updated -2-9-2024** – The Town was NOT awarded a Park and Ride grant. **Updated: 9-9-2023** – The park and ride was crack sealed, seal coated and new lines painted.

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

c. **Five parcels of land. NO CHANGE. Last Update: 5-6-2023** – I spoke with the Town assessor and asked about getting the five parcels of land the Town owns in the Crystal Heights and Crystal Meadows area assessed ASAP. As soon as the abstract for the grand list is submitted in June, she will conduct site visits of the properties and provide assessments. **Updated: 12-10-2022** – I spoke with Assessor Mary Jo Teetor about providing an updated appraisal of the five parcels of land owned by the Town near Crystal Heights and Crystal Meadows. This is something she can and will do after the beginning of the year. The Selectboard didn't instruct me to make it a priority, so unless the Selectboard wants to make it a priority, it may have to wait until the spring to allow Mary Jo and I to walk all the properties. Depending on what we find for timber, it may make sense to have a logger or forester walk the parcels and assess whether it is worth select cutting timber from the land. **Updated: 11-11-2022** – Sean Sargent provided a quote to appraise the five Town of Castleton vacant land parcels that were conveyed to the Town from the now disband Castleton Economic Development Corporation.

*Action needed:*

*None at this time. Informational Only*

### 13. Miscellaneous

#### a. Public Concerns –

(1) **Stormwater Runoff – UPDATE: 4-18-2024** – *A meeting has been tentatively scheduled for 4-24-2024 for West Crystal Haven. Tom Kearns has been notified and is able to attend. I sent Hilary Solomon an email on 4-17-2024 looking to confirm the meeting time. Once I have it, I will let Tom, the DPW Foreman, and the Select Board know.* **Last Update: 4-4-2024** – I await an opinion letter from our attorney regarding the culvert that runs under Tom Kearns’s property on West Crystal Haven. Deed research shows that there was an easement granted for a culvert by Tom’s Great Uncle Leo. I provided the Select Board with copies of the documents. I am working with our attorney to get a response to the letter that Tom’s attorney sent to the Town of Castleton. **Updated: 3-8-2024** – The Town applied for and was awarded a stormwater mitigation grant from the Basin Water Quality Council, who voted unanimously to fund the final design for the stormwater project at the village school. This project uses alternative methods to collect and treat stormwater. This is not your typical stormwater drains in the streets that collect and carry stormwater to other areas, most of which do not treat the stormwater before it gets discharged into a body of water, such as a lake, stream, or river. This type of treat uses pools, rain gardens, check dams, and stones, to slow down and treat stormwater through more passive methods before it is discharged or absorbed into the earth. I have not yet received the grant agreement, just an email advising me that the Town was awarded the grant. I shared that with Select Board members last week. **Updated: 2-9-2024** – I spoke with Hilary Solomon on 2-9-2024 regarding the stormwater runoff problem on East and West Crystal Haven. Hilary has submitted the project for review and advised she will have Zappa Courage from ANR and a hydrology/stormwater engineer involved in a site visit, including local residents. Hilary stated she would reach out to Tom Kearns directly to let him know what is going on and when, so he can decide whether or not he wants to be present during the site visit. I shared with Hilary my concerns about a potential groundwater issue in the Crystal Haven area. During a recent sewer line excavation project, it was discovered that groundwater was discovered to be 3-4 feet below the road surface in some places. There is also a constant stream of what was described as “clean water” flowing into the manholes from the sewer collection lines. This stimulated the age-old discussion on sump pumps. It is expected that several homes in that area likely have water seeping into their basements and are using sump pumps to clear the water from the basement and into the sewer collection system. This is not an authorized practice and is attributed to an increased load on our pump stations and volume of water that gets processed at the Wastewater Treatment Facility. All of this leads to more operating costs. **Updated: 9-9-2023** – I visited West Crystal Haven with the highway foreman following a hard rain two weeks ago and our observation showed no discharge of dirty water into Lake Bomoseen from the culvert at Tom Kearns’s camp. The water in the ditches was slowed by the crushed stone allowing debris to settle out before getting to the culvert leading to the Kearns property. I asked the highway foreman to take photos and he had them on his phone for review. **Updated: 8-11-2023** – I reached out to Evan Fitzgerald and Hilary Solomon to get an update on their progress developing a stormwater assessment and mitigation plan for West Crystal Haven. The response back from both was not uplifting. Due to the all the damage done by the recent storms, they are both inundated with work and advised they will not be able to devote any time to West Crystal Haven until sometime in September. Evan advised we should move on from his firm if we needed a quicker response. I don’t believe we need to move on at this point. As an FYI, the WWTF crew and the DPW Director used a camera to televise the culvert under Tom Kearns property and found one place where there was a hole in the top of the culvert and another place where there was dirt and debris in the culvert. The

culvert should be excavated and replaced. Since there is no easement on record for the current culvert, Mr. Kearns may not want a new one running under his property. This is still something that needs continued discussions and resolution. The WWTF crew also inspected Mr. Kearns' grinder pump station and found no leaks or infiltration. They are going to replace the top cover portion which is made of steel. These grinder pump stations are so old and outdated that parts are not available, and a cover will need to be fabricated. **Updated: 7-7-2023** – The DPW Director met with Crystal Haven West resident Tom Kearns to discuss the ongoing stormwater discharge concerns on his property. The Town is waiting for stormwater mitigation options from engineer Evan Fitzgerald.

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

(2) **Drinking Water – NO CHANGE.** A recent Development Review Board hearing brought to light for many the fact that a lack of public drinking water for businesses and homes along areas of Route 30 is real problem. Businesses that prepare/provide food or provide lodging accommodations need a clean and reliable source of drinking water. With all the discussion about the lack of housing and the need for economic development in our Town, it becomes difficult to find viable ways to support these known shortfalls without reliable municipal drinking water and wastewater services near a body of water. Many of the wells along the lake are known to be contaminated with high levels of arsenic and heavy metals. These are primarily those who are subject to mandatory testing by the Vermont Department of Health. The Vermont Department of Health send reports to the Town Health Officers when a boil water notice is issued or if there are known harmful contaminants that prohibit use of the well water. My concern is how many who are not subject to mandatory testing by the Vermont Department of Health also have poor quality drinking water and continue to ingest it unknowingly. This is something I need to discuss with Health Officer Jim Leamy and the Vermont Department of Health to see if we should be asking people to test the water coming from their wells. With respect to a recent zoning application before the DRB, during the hearing there were several concerned neighbors of a proposed building project on Prospect Point. The neighbors are concerned that the size of the project, which would have to drill wells for drinking water, would cause problems for their already fragile wells. Some wells in that area have long recovery times to replenish and this large project would compromise their wells' yield and quality. Here is a situation where a developer wants to provide housing, something that is considered a major shortfall, and they may not be able to build because of drinking water issues. As long as the two Fire Districts are unwilling or unable to expand, for many varied reasons, it will stymie growth and do little to provide the necessary infrastructure to support economic development and growth. Therefore, it is my opinion, that the Select Board consider having a meeting with the Fire Districts to hear what they have to say and whether the municipality taking over the responsibility of providing quality drinking water to its residents a viable consideration. Until it happens, I am not certain that growth and economic development, at least in any meaningful way, is realistic and achievable.

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

(3) **Problem Trees and Tree Removal Quotes. NO CHANGE. Last Update: 2-23-2024** – Trees Incorporated was informed that they were awarded the bid for tree removal along several Town roads, as approved by the Select Board at the special meeting on 2-16-2024. **Updated: 2-9-2024** – The Canopy Grant that the highway foreman applied for was not awarded. The letter received stated that it was a competitive process, the funding is extremely limited, and our project was not selected. No other feedback on our application or project was provided. Also attached are two quotes from tree service companies for removal of dead, dying and problem trees, as well as limbing trees branch that are in the Town's ROW that overhand the roadway or protrude

into the road creating a hazard. **Updated: 1-6-2024** – The highway foreman applied for a grant requiring a 50% match to remove dead, dying, nuisance, and hazardous trees from our roadsides. It also focuses on identifying and removing Ash trees that attract the highly destructive and invasive Emerald Ash Borer. This grant supports the Local Hazard Mitigation Plan (yet to be adopted), which was referenced in the grant application, so I am hopeful the grant will be approved. The application was for \$14,000. If approved, the Selectboard will have to decide whether to accept it and approve funding. **Updated: 11-12-2023** – The highway foreman is working with Trees Incorporated to develop a cost estimate to address the removal/trimming of dead, dangerous, and problematic trees along Town roads. A proposal will be brought before the Selectboard at the second meeting in November. **Updated: 9-9-2023** – The highway foreman and Tom Johnson from Trees Incorporated traveled roads in Town to identify the most problematic or dangerous trees in order to be able to create a bid packet. I added Moscow Road to the list and now wait for that road to be assessed in order to create a bid packet. It is my intent to come to the Select Board and request assistance using ARPA funds to address these “problem” or dangerous trees. If approved, it will position the Town to use the operating budget to address problem or dangerous trees moving forward. Like vehicle reserves, many years of underfunded department budgets have come to a head, and now need intervention. **Updated: 7-7-2023** – Complaints about “hazardous” or “problem” trees is ongoing, but recently took an uptick in the frequency. Some of the complaints are legitimate and the Town’s responsibility, while some are not legitimate due to the tree being on private property. For those complaints that are legitimate, the highway crew or tree warden attempt to do work themselves to remedy the situation, however, there are situations where the work is beyond the Town’s capability and needs outside contractor intervention. This is costly and our budgets do not support it. My concern is that if we (Town) do nothing and somebody get injured or killed because a tree or large tree branch falls on them and we knew about it, the outcome would likely cost more than spending the money to get these trees removed or property limbed.

*Action needed:*

*None at this time. Informational Only*

**14. Follow up from last meeting** – Nothing to report