

Town Manager's Report

Select Board Meeting 6/12/2023

1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant (Pedestrian Accessibility Scoping Study):** **UPDATE: 6-7-2023** – *I submitted draft grant applications for the large-scale and small-scale Bike and Pedestrian grant. The application is due on 6-9-2023. Ethan Pepin and Devon Neary from RRPC are reviewing it and helping to get letters of support. I wanted it submitted by 6-8-2023, but according to Ethan Pepin, it is likely not going to be submitted until the 9th. Makes me nervous because late applications will not be considered.* **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: *None.....at this time. Informational Only.*

b. **TAP Bike & Pedestrian Grant (Parsons Hill):** **UPDATE: 6-5-2023** – *I received the VTrans 1111 Permit to allow work in the State ROW and a signed project commitment for was sent to Peter Pochop. This project is ready to go out to bid.* **5/18/2023** – I forwarded an email from Municipal Assistance Center Project Manager, Peter Pochop, to the Select Board members on 5-19-2023 explaining the current status of the approval process. Peter is awaiting the final plans from Fuss & O'Neill and right-of-way clearance from VTRans permitting representative, Theresa Gilman. I completed the ROW, Permits, and Accommodations Letter on 5-19-2023, I expected to have the plans that can be put out to bid no later than the first SB meeting in June. **Updated: 5-6-2023** – I am waiting on final plans that all hinge on getting drawings from Fire District #3 depicting the water infrastructure under the ground in the project area. According to Dan Monette from Fuss & O'Neill, he has reached out Rick Hall and has not been able to get a reply. This is holding up the project. I will touch base with Dan on 4-24-2023 and see if he has made contact. I may have to reach out myself to Rick to get this project moving. **Updated: 3-10-2023** – The DPW Director and I participated in a virtual meeting with VTrans reps Pete Pochop, Theresa Gilman, and Fuss & O'Neill project engineer, Dan Monette regarding options for curbing and driveway access at Dunkin Donuts. After much discussion, we agreed to keep both Route 4A driveway access areas and place "right turn only" signs at the access closest to the intersection. I also asked they grass not be used in this location to separate the

sidewalk from the roadway and parking areas because like other areas along sidewalks, it gets driven over or doesn't get mowed. It look terrible and creates for work for the landowner. VTrans also agreed to extend some guardrails on the east side of the Dunkin Donut property where it abuts Norm Spafford's driveway. Without the guardrails or some delineation between the properties, motorists tend to cut across part of Norm's driveway to access Dunkin Donuts. The DPW Director is also working with the WWTF and Fire District to get plans that show the water and sewer lines along the north side of Route 4A in the project area. **Updated: 2-10-2023** – I received word from the project engineer and Pete Pochop from VTrans that project approval is near, and I expect to the final plans and project approval in March so the project can be put out for bid with plans to build the sidewalks in the 2023 construction season.

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

c. **TAP (Transportation Alternatives) Grant for Stormwater Mitigation and New Salt and Sand Shed** –**UPDATE: 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. **Updated: 2-27-2023** - I spoke with VTrans Representative Pete Pochop on 2/21/2023 regarding our application. He is on the selection committee and had some question about our application. The takeaways were not good news. Pete advised that because this is a federal grant program, we will not likely be able to reduce project costs through in-kind work. These federal programs are designed to stimulate the economy and in-kind work competes with local businesses/contractors. Additionally, the max amount of funds the Town will received from the grant is \$300,000. The Town has \$253,000 set aside right now toward our 20% share of the total project. I reviewed one quote I received from Greystone, a company that builds salt and sand sheds, and their quote was \$472,000 for the building plans, building materials, delivery, and construction. That quote doesn't include civil engineering requirements, permitting, ground preparation, and the asphalt needed as the "slab" that the sand and salt will sit on. When that is added to the \$472,000, the project price will be closer to the \$800,000 that was the engineer's estimate in the Scoping Study final report. In talking with Pete Pochop, there is a Municipal Match fund that the Town would need to apply for to help make the project funding whole. The max we can receive is \$500,000 between the TAP grant and the Municipal Match funding, so we will need all of the \$253,000, possibly more, in order to pay for the project. The final piece of information I want to share from my conversation with Pete Pochop is that he anticipates it will take until 2025 to complete the project. **Updated - 12-11-2022** – I completed the application for the VTRANS TAP Grant that will help fund a new salt and sand shed.

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

d. **Grants-in-Aid Project (2023)** – **UPDATE: 5-6-2023** – *After speaking with the highway foreman and Ross Gouin from VTrans, the Grants-in-Aid funding will be used to upgrade five non-compliant road segments on Griffin Road as well as two Town-owned culverts*

on the east and west of the South Street Trestle. The work at the trestle must be completed prior to repaving that area, therefore I may have to hire a contractor to get that work done because the highway crew has other grant projects to complete during our short summer construction season. The good news is the work can be done using the grant funding, not take the highway crew away from other critical summer projects and will bring several non-compliant 100m road segments into compliance with the Municipal Roads General Permit (MRGP) standards.

Updated: 2-10-2023 – The Grants-in-Aid funds for 2022-2023 will be used to bring two 100-meter road segments on Griffin Road into MRGP compliance. One segment is classified as “high priority” on the road erosion inventory and the other “partially meets”. We have a situation where water is flowing onto private property and underneath the residence, so there is ditching, stone-lining, culvert replacement, and reshaping a section of the road so water can sheet flow into the ditches.

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

e. **Better Roads Grant – NO CHANGE. Last Update: 5-6-2023** – The Town was awarded \$20,000 under the Category B grant for West Castleton Road but was not awarded the Category D (large culvert) grant for Belgo Road. The Town will reapply for the Category D grant next year. **Updated: 12-10-2022** – Based on Selectboard approval, grant applications were submitted for a Category B grant to upgrade an undersized culvert, stone-line ditches, and replace some old wooden guardrails on a 100-meter section of road (segment #69358.1) on West Castleton Road near Coryell Road. This is the same area where a truck slid off the road and went into Glen Lake during the snowstorm on December 23, 2022. The Selectboard also authorized my request to apply for a Category D (large culvert) grant to emplace an existing undersized culvert with an upsized culvert on Belgo Road. Due to a large volume of stormwater that washed away areas of Belgo Road in 2019, it was determined that a section of ledge must be removed from beneath the road base and a larger culvert installed. Josh Carvajal from VTDEC (Rivers and Streams) conducted a survey of the watershed area in that area and put together a packet for the Town so the work could be done. It includes installing a temporary culvert to divert stormwater while the work is being done to install the new upsized culvert. The DPW Director and Highway Foreman put together the grant packets and submitted on the Town’s behalf.

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

2. Transfer Station –

a. **Operations** –

(1) **NO CHANGE. Poured concrete walls: Last Update – 2-10-2023.** The Selectboard approved \$6,000 in ARPA funds to replace a portion of concrete block wall near the compactor bin. The DPW Director will solicit bids in March 2023 for work to be done before Memorial Day and the return of summer residents.

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

b. Vehicles. NO CHANGE. Last Update: 5-6-2023 - The search is ongoing to find a used roll off truck. The highway foreman is working with Charlebois and looking at out-of-state sites. Todd Boutwell agreed to go on a road trip(s) with the highway foreman to inspect/evaluate prospective trucks that will best fit our situation. There is almost \$100,000 in the transfer station reserve, but I don’t want to spend more than \$85,000 on a truck because the money in the reserve is also to be used to make major repairs or replace the compactor bin.

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

c. **Personnel:** Nothing significant to report.

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

3. **Solar Projects** –

a. **Last Update:** Nothing significant to report

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

4. **Wastewater Treatment Facility** –

a. **20-Year Facility Upgrades:** **UPDATE: 5-6-2023** - The project remains on track for completion in late June-July 2023. The WWTF Chief Operator is soliciting quotes for the purchase of a trash pump to draw down the sequential batch reactor (SBR) tanks so they can be inspected and cleaned. The core samples taken from the walls of the SBR building show the deterioration is only on the surface of the concrete blocks and do not compromise the structural integrity of the building. The blower fans in the SBR building were not operational prior to the upgrades but are being upgraded as part of the project. Moving forward, it is important that the WWTF staff ensure the exhaust blowers remain operational and the gases from the raw sewage do not cause further deterioration of the concrete blocks. **Updated: 3-10-2023** – During electrical work being conducted in the SBR tank building, while electricians were trying to install new conduit and wiring, it was discovered that the concrete blocks are getting soft and crumbly. The DPW Director visited the site and based on the conversations had with the contractors, there was no immediate danger such as a building collapse, but it was recommended that the Town hire a structural engineer to conduct an inspection to get an assessment of the condition of the building and provide the Town with a recommendation as to any next steps. **Updated: 2-24-2023** – Change Order #3 was signed and forwarded on 2-23-2023. This change order included the items the BoSC approved at their last meeting (see below). Work is slowing down because of weather issues and supply chain delays. Electrical work is ongoing. The DPW crew used the new backhoe this week to excavate down six feet to expose a control valve with stripped gears. Luckily for us, there was a part available a short distance away and it was replaced quickly and didn't cause any major disruption to plant operations.

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

b. **Sewer Infrastructure:**

(1) **Trailer Mounted Generator - UPDATE: 6-8-2023** – Before the Board of Sewer Commissioners on Monday will be two quotes to install an automatic transfer switch at the Sucker Brook Pump Station and hook up the new generator and test it. **Updated: 5-6-2023** – The generator was ordered but has not been received as of the date of this report. **Updated: 3-24-2023** – Bid packets have been received and reviewed for an emergency standby trailer-mounted generator and automatic transfer switch for primary use at the Sucker Brook Pump Station. This request for approval is based on past history of the pump station holding capacity filling faster than any known point in its history during power outages. The lack of a backup power source has forced the WWTF technicians to hire pump trucks so the station does not

overflow. **Updated: 3-10-2023** – The bid packet for the trailer mounted generator had to be amended so a new due date of the 20th was established. This removes the bid packets and recommendation from coming before the Board of Sewer Commissioners (BoSC) on March 13th and instead will be presented at a BoSC meeting on March 27th.

Action needed: Board of Sewer Commissioners review quotes. I am recommending Brookfield for two reasons. First, they are the lowest quote, and second, they are the company we use to service all of our other generators (building and wastewater collection system).

(2) **Inspection of gravity sewer line under Castleton Four Corners – NO CHANGE. Last Update: 5-6-2023** – I reminded the DPW Director and WWTF crew that this needs to be a priority. The Board of Sewer Commissioners need to know the extent of any problem(s) and potential cost(s) to make repairs or replace lines so a decision can be made and if needed, bids solicited to make repairs/replacement. My concern is the longer this drags out, the less likely we will be able to find a contractor to do the work prior to winter. **Updated: 2-10-2023** – The DPW Director is working with the wastewater technicians to locate a contractor who is willing to televise the gravity sewer collection line that runs under the Castleton Four Corners from the east. This gravity line has been previously identified as compromised and if it fails, raw sewage will leak into the ground and potentially, a portion of the intersection will have to be excavated to make necessary repairs/replacement. It is imperative we find a contractor to perform the job so we can get video footage of the condition of the line and determine the best course of action to address the issue. **Updated: 12-10-2022** – I spoke with WWTF Chief Operator Jeff Jordan about having the gravity fed sewer lines under Castleton Corners intersection and he advised he has reached out to A1 and Dundon's and still hasn't received quotes back. I sent a message to the DPW Director and Jeff stating if we cannot find somebody local, they will have to go outside of the area. **Updated- 11-9-2022** – I asked the DPW Director and WWTF Chief Operator to contact A1 Sewer and Drain and Dundon's Plumbing and Heating to get quotes to televise the gravity sewer line that enters the collection system from the east along Route 4A into Castleton Corners. I await the quotes. **Updated: 10-21-2022:** I was reminded by Aldrich and Elliott engineer, Jason Booth, that the gravity sewer line that comes into the Castleton Corners intersection from the east (by Dunkin Donuts) was identified during the last sewer line replacement project as needing further inspection. The line was found to be rotted in places and it was recommended a camera be run through the line to assess the condition. At the time, the Board of Sewer Commissioners, decided to use Sewer Enterprise reserve funds to pay for the camera work, as well as replacing the Bomoseen pump station located near the Prospect Golf Course along Route 30. I have asked DPW Director Dave Fabricius and Wastewater Chief Operator Jeff Jordan to get a quote from A1 Sewer and Drain to do the camera work and provide photos of the sewer line as well as get quotes to upgrade the Bomoseen Pump Station.

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

(3) **Wastewater Collection System Expansion – NO CHANGE. Last Update: 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

5. Highway Department –

a. Paving in FY22-23 – UPDATE: 6-8-2023 – *I completed the paving bid packet and Karen was sending it out this week. I asked her and Dave to contact Todd Eaton at VTrans (Better Roads Program) to solicit more names of contractors to send our bid packet in hopes we get some competitive bids.* **Last Update: 5-6-2023** – Paving bids have not been sent out yet. I have a meeting with the DPW Director and highway foreman on 5-9-2023 to finalize summer project plans. **Updated: 3-10-2023** – The DPW Director and Highway Foreman are still working on the paving and crack sealing assessment. The price of liquid asphalt is expected to come down in price sometime in May or early June. This means our paving bids should be sent out sometime in April and then brought to before the Selectboard in May. **Updated: 2-24-2023** – I met with the DPW Director and highway foreman on 2-22-2023 to discuss an initial road inventory and a list of roads to pave this summer. The DPW Director is applying for a Class II paving grant this year that if approved, will provide funds to pave Class II roads after July 1, 2023, and must be spent within 18 months. Our Class II roads include, North Road, South Street, Blissville Road, Creek Road, West Castleton Road, and East Hubbardton Road. We determined that a section of South Street, West Castleton Road, and East Hubbardton Road are the best targets for this VTrans Class II paving funds. After a discussion with a local paving company, it was determined that the \$209,000 that the Town typically includes in the highway budget will no longer be sufficient to pave two miles of road (shim and overlay application). Some roads are getting to a point that if not paved within the next couple of years, they will need a different treatment method, one that is much more expensive (total reclamation). One key component of asphalt road preservation is to annually crack seal the roads to mitigate the risk of continued degradation. Some roads within the Town have been crack-sealed for years but are at their useful lifespan. These roads/streets include Elementary School Road, East Hubbardton Road, the south section of Drake Road, Elm Street, Johnson-Spooner Road, the north end of South Street from Staso Road to the University, a portion of Float Bridge Road, just to name the worst ones. There isn't enough money budgeted in the highway department operating budget and highway paving carryover to get it all done this year. This bad news will not get better with time, because the roads are degrading faster than we can keep up with the funds available. I will present to the Selectboard a proposal for paving once I receive back quotes. The DPW Director and highway foreman are working on the bid packet for my review. I anticipate it being before the Selectboard the second meeting in March.

Action needed:

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

b. FEMA

(i) (South Street Trestle) – NO CHANGE. Last Update: 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. **Updated: 5-6-2023** – This project is giving me gray hair. I had a meeting with VTrans personnel a few weeks ago and it was determined that the Town cannot use the FEMA funds from 2019 to do work on the trestle so I contacted Vermont Emergency Management and followed their guidance on how to de-obligate the \$45,000 the Town originally received. Additionally, the \$76,000 the Town received on the form of a Better Roads grant will not likely be utilized by 6-

30-2023 and an extension of that deadline will not be extended. While discussing the project with the VTrans members, I was made aware that the project costs, as per VTrans personnel, that the project costs will likely exceed \$1,000,000. The Town would have to pay 20% of that cost. The Town currently has \$176,000 in the form of a VTrans Class II Structures grant for this project. I had a subsequent email exchange with the VTrans member involved with this project, as well as ANR River Manager Josh Carvajal, and I made it known that I don't want to throw in the towel and would like to see if the Town can get the large diameter culvert needed for the project and find a contractor to remove the old concrete box culvert and install the new metal squash culvert. I also sent the DPW Director a link to a company that may be able to line the existing concrete box culvert. Riffles would need to be added for aquatic organism passage (AOP), so this is all part of the fact-finding mission I sent the DPW Director on to help determine alternate courses of action.

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

(2) ***(Little Rutland Road)*** –**UPDATE: 6-8-2023** -A letter was sent to the Kilchevsky's regarding the work done on their property by the Town highway crew and the claims alleging the highway crew damaged their water line. I wrote the letter based on the legal opinion from attorney Lois V. Baldwin. **Last Updated: 5-6-2023-** I am in possession of an email from attorney Lois V. Baldwin providing a legal opinion on a couple of situations related to the work the Town has done at the Kilchevsky's property. First, there is no proof that the highway crew did the damage to their water line and second, the Town has a deeded easement through this property and the landowner cannot burden the easement. In this case, the landowner burdened the easement in a few different ways that caused a hardship to the Town highway crew in work effort and working around these burdens increased the cost of the project. I will be sending a letter to the landowner regarding burdening of the easement going forward. The Town processed one-half of the invoice for the work Kevin Eagan performed to locate and fix the leak in the water line going in the landowner's home. The landowner has asked/expects the Town to pay the invoice for the plumbing service performed by Paul McClure. It is my understanding that the landowner paid the full \$447.57 to McClure Construction and expects the Town to reimburse him. **Updated: 2-24-2023** – I received a call from Kevin Eagan today and he was inquiring about a payment he was expecting for the work done excavating the broken fitting at Kilchevsky's. I advised I have not seen an invoice and asked him to send it to me. **Updated: 3-10-2023** – I received a copy of an invoice from Eitan Kilchevsky for repairs McClure Construction made to a cracked fitting that the Kilchevsky's claim was a result of the work the Town highway crew did at the site to replace a cross-culvert that runs under their parking area. **Updated: 2-10-2023** – I received a text message from Eitan Kilchevsky regarding water leaking in his basement and he believes it is a result of the work the highway crew did on his property. Eitan had a local contractor excavate the area where the Town crew worked to expose the water line. The Town highway crew repaired a section of water line they caught with the excavator bucket, and it was found not to be leaking. Further excavation by the contractor uncovered a broken plastic connection where the water line entered the foundation area. There is nothing to prove or disprove the damage was caused by the work the Town crew performed. The crack was in an old plastic coupling and why it took months to discover is suspicious. Eitan texted me on 2-10-2023 asking me to contact him to discuss it. I responded that I would be back in the office on Monday. **Updated: 12-10-2022** – This project has reached substantial completion. The highway crew will have some landscaping and gravel work to do in the spring. I contacted an attorney to draft a letter to the landowner advising that burdening the easement is against the law and that burdening the easement creates a hardship for the Town and uses taxpayers dollars unnecessarily to remove retaining walls, propane tanks, and fences just to gain access to the culvert that runs approximately 125 feet across their property.

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

c. Equipment.

(1) **UPDATE: 6-8-2023** – As of the beginning of the week, the Kobelco excavator is still at the shop awaiting parts. The DPW Director rented an excavator so that the highway crew could keep working on time sensitive projects. Both the DPW Director and I have called Milton Caterpillar to get somebody down to Castleton to troubleshoot our grader and provide a quote to make repairs. According to the DPW Director earlier this week, he is still awaiting a return call. It is going to difficult to do finesse work on gravel road projects using our grader. It can be used, but the operator has to go slower than usual (graders are not known for their speed) because the moldboard will bounce and the result will not be a smooth finished product. More follow up is needed. **Last Update: 5-19-2023** – I shared an email with the Select Board regarding the current status of our Kobelco Excavator and Caterpillar Grader. The excavator was transported to Albany, NY to a Kobelco Dealer for diagnostics. It is believed that the electronics control module is bad. Early estimates lead me to believe that the cost of parts and labor could exceed \$4,000, This was not budgeted for and will likely be absorbed in the overall highway operating budget. The other noteworthy maintenance issue is related to the Caterpillar grader. I spoke with Heath Goyette after I sent an email to the Select Board today (5-19-2023) and the repairs made to the mow board on the grader were closer to 10-15 years ago. The grader is 32 years old and depending on the cost estimate to replace it, it may not be cost effective, especially since it was brought to my attention that the transmission is making noises it should not be making and loses power. A new grader is north of \$300,000, so depending on the repair estimate we get back on our current grader, it may be time to start looking for a new or used replacement. I will keep the Select Board updated on what is discovered during the diagnosis of both machines. (It will be advertised for sale as per Town policy.) The water truck frame is rotted, and it needs other repairs that are not cost effective. I am recommending it be sold or scraped and the money be placed in the vehicle reserve and earmarked to be used toward the purchase of a replacement option that is not likely another vehicle, but instead a “skid” type unit that can be loaded onto another truck and used for apply chloride to roads to control dust.

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

d. Municipal Roads & Streets.

(1) **NO CHANGE. Last Update: 5-19-2023** - Complaints are increasing about the condition of gravel roads. The highway crew is behind on grading roads based on ongoing repairs to damage done to roads during that last of three mud seasons we experienced this year. Additionally, recent safety, OSHA, and MSHA training have taken members of the highway crew out of the field and into the classroom. This was necessary training. The DPW Director and highway foreman have been trying to keep up with the complaints and get back to people, to at a minimum, acknowledge the complaints.

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

e. State Highways

(2) **UPDATE: 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.

6. Town Office & other buildings –

a. **Fire Station. NO CHANGE. Updated: 5-6-2023** – I spoke with Mickey McClure on 5-5-2023 and advised that the contractor he recommended to do the insulating at the fire station portion of the Public Safety Building (PSG) has not responded to my requests. Mickey advised he will talk with him for me. Mickey advised he has the machine to blow in insulation in the attic area of the building. He also advised he will replace the shingles that blew off the roof during a storm last fall. He advised he made the temporarily made that area waterproof last fall until he could get up on the roof and make needed repairs. **Updated - 9-9-2022-** I met with contractor Roger Stanley at the fire station last week and it was determined that the area above the mechanical room was not insulated during building construction. I asked Roger to provide me with a quote to insulate that area. Roger was the contractor who insulated the town office and police station. I await his quote.

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

b. **Highway Garage: UPDATE: 6-8-2023** – *The painting of the highway garage is on hold while the highway crew works on some critical road projects. Also, Chris Forrest took the week off due to personal issues, so Heath Goyette had to work at the Transfer Station this week because Michael Greene is too new to be working there alone.* **Last Update: 5-19-2023** – The paint was ordered and staging requested so painting can begin the week of 5-22-2023. **Updated: 5-8-2023** The building is scheduled to be painted this month, but repairs are needed to some sheet metal before it gets painted. The DPW Director and highway foreman have some work to do to get a contractor lined up to make necessary repairs. I await a response on when the overhead doors will be replaced. It is prudent to wait until after the building is painted to avoid overspray onto the new white doors. **Updated: 3-24-2023** – The contract was signed and sent to Overhead Door. The highway foreman is working with the Overhead Door to establish as date for the work to start, weather dependent. **Update: 2-24-2023** – The signed contract was sent to Overhead Door Company and the highway foreman will coordinate with them for removal and replacement of the old doors. **-Updated: 2-10-2023** – I received an updated quote from Overhead Door for four new overhead doors and for new operators (motors & cables) the Selectboard approved ARPA funds to purchase & install. The invoice for approval is on the agenda and quote in the packets. **Updated: 10-8-2022** – The DPW Director advised he has a contractor grade paint spray gun and that if the Town purchased the paint that he would work on painting the building next year on Town time. Again, this has been in the budget but finding a contractor to do the work was unsuccessful. Using this approach, it will get done.

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

c. **Town Office: NO CHANGE. Updated: 5-6-2023** - The Town Office has not been pressure washed for two years so I will have that done ASAP. There was damage to one of the pillars near the main entrance. It appears to be damage done by a plow. I inquired and nobody seems to know how it happened. Mickey McClure provided the name of the contractor who installed them, so I called the guy and he agreed to do the work to fix it. It is mesh and stucco. There is also two pieces of siding with holes in them that need to be replaced It appears to be damage done by a mower projecting stones against the building.

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

d. Police Station. NO CHANGE. Updated: 2-10-2023 – After Selectboard approval, a contract was signed with TSA for the fingerprint terminal. No update on when it will be operational.

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

7. Police Department –

a. Dispatching Costs – NO CHANGE: Updated: 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 – NO CHANGE. Updated: 5-6-2023 – Chief Mantello continues to direct patrols on Drake Road to address the complaint of excess speed. I also had Rutland Regional Planning Commission conduct a speed survey on Drake Road. I spoke to Ethan Pepin from RRPC and I expect to receive the results the week of May 8th. Castleton police officers continue to observe school bus stops to address concerns of some residents that cars are not stopping for red lights. Chief has asked the bus company to be sure drivers report violations as well.

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

c. Vehicles and Equipment – NO CHANGE. Last Update: 5-19-2023 – I spoke with Chief Mantello and Officer Szarejko regarding options to replace the 2017 Ford Explorer and Chief Mantello has requested to come before the Select Board to explain the current situation and possible funding options to replace the oldest CPD vehicle. I also spoke with the First Constable who is interested in using some of his budget surplus to purchase the 2017 Ford Explorer from the CPD and sell the Ford Taurus he is currently using. The money from that sale could then be put in the CPD vehicle reserve for use toward future purchases. **Updated: 5-6-2023** – I spoke with Chief Mantello and Officer Szarejko the purchase of the next replacement vehicle. Officer Szarejko has contacted a couple of different departments who have recently purchased a new vehicle(s) and towns like Chester, Rutland City, and Colchester are going away from the Ford Explorer Interceptor and purchasing the Chevrolet Tahoe police package. There is a slight cost increase over the Ford Explorer, but the reduced maintenance repair frequency is the selling point. The Town recently had two cruisers out of service for maintenance at the same time. While speaking with Officer Szarejko, he advised that due to the issues municipalities have had using the State bid service in Vermont, that an out-of-state business is being used who can deliver a vehicle in 5-6 months versus the 12+

months that even the Town of Castleton has experienced when ordering vehicles through the state bid process. I expect to continue conversations with the police department about the timeframe for the next vehicle replacement.

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

8. Emergency Management –

a. **Personnel/Training** – **UPDATE: 6-8-2023** – *I was contacted by Taiga Christine from VT Emergency Management Southern Regional Coordinator inquiring if the Town of Castleton was still looking for a Shelter Fundamentals course. I responded to let her know we have been inquiring and following up since before the pandemic to get a regional course offering. I was informed that the course is now offered online, so our team will enroll and take the 3-hour course.*

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

b. **Facilities/Equipment** – **NO CHANGE. UPDATE. 2-24-2023** – I received notice that the Town was awarded \$4,483.50 from the EMPG 20 Local Emergency Management and EOC Enhancement Grant. It was not the entire amount expected, but I was not able to get three quotes from contractors to do all of the work. These grant funds will buy the materials to remodel a portion of the upstairs of the highway garage, hire an electrician to install an automatic transfer switch that was also funded by the grant, as well as install the wiring associated with the remodeling. The work must be completed by 9-15-2023. As previously stated below, this is a 50% matching grant. **Last Updated: 12-10-2022** – I submitted the grant application but did not have the quotes they wanted from contractors, so it is unclear at this time whether the application will be approved. I am still waiting for a quote from Paul McClure for wiring and installation of an automated transfer switch. I have not heard anything back from the Vermont Emergency Management informing the Town if the grant was awarded.

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

9. 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 Updated: 5-19-2023** – Chief Goyette contacted me this week to update me on a situation that recently transpired regarding the purchase of the used Sutphen Aerial from Forest Grove Volunteer Fire Department in Pennsylvania. He shared that the Chief from Forest Grove reached out to him to advise that their new aerial ladder will be delayed by three months due to parts availability by the manufacturer. Chief Goyette asked me my opinion and my response was not to abandon the deal with Forest Grove. My comments are based on the assessment by the fire apparatus service technician from Har Rob, the one who advised that this aerial was the second-best used truck he has ever seen for sale. Acceptance of the delay seems prudent because the Castleton Volunteer Fire Department aerial is not out of service and waiting an additional three months does not put the public safety in Castleton at risk. **Updated: 5-6-2023** – The Town is not going to receive the \$269,988.39 in Assistance to Firefighters Grant (AFG) due to an administrative error in the application. The computer grading system rejected the application because instead of a quantity of twenty (20) SCBA's, it showed a quantity of one (1). The narrative portion of the grant application was accurate,

but under the Personal Protective Equipment section of the application, it was wrong. I reached out to Lexipol, the company who wrote the grant, and I received a response that they would correct/update the grant application and resubmit it this fall. **Updated: 2-10-2023** – After final review by me, Chief Goyette, and 1st Assistant Chief Dan Ducharme, an application for 20 new Self-contained breathing apparatus and air refill station was submitted by Lexipol on 2-9-2023. The amount of the grant for the SCBA is \$191,975.80 and the amount of the grant for the Cascade Air Compressor System is \$76,512.59 and the grant writer fee is \$1,500. The grand total for all three is \$269,988.39. **Updated: 12-10-2022** – I signed the grant agreement with Lexipol and the Town received an invoice for the \$3,500 last week for processing. I spoke with grant writer assigned to Castleton Fire Department last week as well, and she will be reaching out to Chief Goyette to make initial contact and begin collecting information needed to write the grant. The tentative date for the grant to open is January 9, 2023. **Updated: 11-9-2022** – I received an updated grant writing agreement from Alma Catic from Lexipol that includes a grant for replacing Self-Contained Breathing Apparatus (SCBA) and a Cascade System (refills air bottles). The cost will be \$3,500 total. This is a full-service grant, meaning they write the grant and submit it. The quote received last year for SCBA replacement was \$150,000. That is likely more now. I have not seen a quote for the Cascade System. The SCBA are mission critical for a fire department. The Cascade System is convenient, meaning that if the Town of Castleton didn't have one, they would have to coordinate with another department to refill bottles. This can be problematic depending on the time of day or availability of the system elsewhere. Both items are legitimate and grant worthy.

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

c. **Operations – NO CHANGE. Updated: 5-6-2023** –I spoke with Chief Goyette and if there is any budget surplus in the fire department budget, he wants to encumber it toward hose and ladder testing. He advised that he has an opportunity to be part of a group of other area fire departments to hire a company to do the testing and get the service at a reduced cost. He will get back to me with a cost once his team verifies the number of feet of hose that needs testing. The work wouldn't be done prior to June 30, 2023, so that is why he is asking for the encumbrance.

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

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

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

e. **Apparatus – NO CHANGE. Last Update: 5-19-2023** – I spoke with Heath Goyette and he advised that the owner of 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: *None.....at this time. Informational Only*

10. Town Lands –

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

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

b. **Park & Ride.** *UPDATED: 6-8-2023 – The Park & Ride improvement has moved a snails pace. I received an email this week from VTrans issuing the permit allowing GMP to work in the State’s ROW to install a utility pole and remove a tree at the park and ride. I also received an email from Erika Pawlusiak from Green Mountain Power this week with a quote to place the utility pole at the park and ride with two streetlights. The price went up over \$2,000 since last quoted. **Last Last Updated: 5-19-2023** – Competing requirements prevented me from working on the Park & Ride landscaping this week. I have moved the work to the week of May 22nd. **Updated: 5-6-2023** – I will be working at upgrading the park & ride landscaping the week of May 15th. I have reached out to the Daughter’s of the American Revolution to help with the flower garden. The park and ride is on the list for crack sealing and line striping this year as well. I reached out to Erica at GMP a couple of weeks ago about the streetlights and have not heard back. I am not sure if she is still at the Poultney office. I will have to make some phone calls. **Updated: 9-9-2022** – I was not able to apply for the Park & Ride grant because VTrans has not issued a permit to work in the right-of-way, which includes much of the Park & Ride. **Updated: 8-4-2022** – I am still waiting to receive the permit back from VTrans to install the light pole. I plan on using the backhoe from the Transfer Station later in August to remove the stump from the spruce tree, clear out the flower garden, which is now home to poison parsnip, and move around the rocks. I will plant some tulip and daffodil bulbs this fall.*

Action needed: *SB review the quote from GMP and decide whether you want GMP to install the utility pole and lighting. I have inquired asking if a special tax could be waived. I await a response, but I am not hopeful it will be waived. The quote to install the pole and lights is \$3,805.21. It is still cheaper than fixing the solar lighting, which will require batteries every 5-7 years (best case) and parts are no longer available for the model we have at the park and ride. The manufacturer of the solar lights will send us parts that would be a retrofit, and we would have to hire an electrician to do a retrofit work on each light.*

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. **Updated: 10-8-2022** - I sent Sean Sargent the lister cards for the five parcels of land the Town owns at the top of Crystal Heights and east of Crystal Meadows (between Crystal Meadows and North Road) so he can appraise them. His appraisal may show something different than what our Assessor has valued the property.

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

11. Miscellaneous

a. **Streetscape in the Castleton Village –NO CHANGE: Updated: 3-10-2023** – I plan on applying for a grant that will come through our congressional delegation to Washington, D.C. I plan on applying for the entire \$1.7M for the project. **Updated: 2-10-2023** – I received a phone call from a business owner in Castleton Village regarding the dilapidated state of the bricked areas between the parking spaces and the sidewalk. I sent the DPW Director down to discuss the complaint with the business owner. Ongoing discussions will take place to try and find a solution to make repairs this summer.

Action needed: None at this time. Informational Only

b. **Line Painting – UPDATE: 6-8-2023:** *Without a highway foreman to act as the compass and rudder for the highway crew, I am not confident that the line painting will be done this year until this fall, or not at all. We don't have the painting machine and would have to rent one. We also lack the required stencils to do the railroad crossings and turn arrows, so I put together a bid packet to have it contracted out this year. The bids will be presented at a future SB meeting. Last Updated: 5-6-2023* – The DPW crew will be painting crosswalks, stop bars, stop signs, and parking lines over the next couple of weeks if we can borrow the painting machine from VTrans. The Town owns the stencils, and we have the paint and glass beads, but we don't have a painting machine. If we are not able to borrow one, we will have to rent one. I am contemplating the option of buying one so we are not at the mercy of borrowing somebody else's equipment or finding one to rent.

Action needed: None at this time. Informational Only

c. Public Concerns –

(1) **Infrastructure – NO CHANGE. Updated: 2-24-2023** – I had to have fuel ordered for the Castleton Village School because the furnace stopped working because it ran out of fuel. Paul McClure was called, and he called me while I was on my way back from Pennsylvania after looking at a fire truck. I had 3,000 gallons delivered. Paul McClure did some calculations and based on the size of the 10,000-gallon underground fuel tank; he estimates that there is approximately 2,000-2,500 gallons of fuel in the bottom of the tank that can never be used because it is below the fuel intake located inside the tank itself. This was never explained to me or anyone else, so while I was thinking there was still 2,000 gallons still in the tank to heat the building, that was not accurate. Paul McClure ordered parts to replace a blower and recommends that the heat exchange coils be cleaned in the building because he advised they are clogged, and it is reducing the heating efficiency by approximately 40%. **Update: 2-10-2023** - Sidewalks and bike paths – Several posts were made on Front Porch Form regarding questions and concerns about sidewalks in Town. Comments were made about the timeliness of clearing the sidewalk of snow, ice, and debris in the winter so they are safe to use for pedestrian activity. I made a 3-part post on Front Porch Forum in an attempt to explain what is currently underway for sidewalk projects and try to explain the grant process and the timeframe associated with grants.

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

12. Follow up from last meeting –