

Town Manager's Report

Select Board Meeting 8/14/2023

1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant (Pedestrian Accessibility Scoping Study): NO CHANGE. Updated: 7-6-2023** – 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: *None.....at this time. Informational Only.*

b. **TAP Bike & Pedestrian Grant (Parsons Hill): UPDATE: 8-12-2023 – Bid packet completed and sent to VTrans for QA/QC. Updated: 7-7-2023** – I spoke with VTrans Project Manager, and a bid packet will be released on 7-11-2023 in hopes there will be a contractor able to fit this into their schedule before the end of October 2023. **Updated - 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.

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

c. **TAP (Transportation Alternatives) Grant for Stormwater Mitigation and New Salt and Sand Shed –NO CHANGE** (*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. **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: 8-11-2023** – *The project was started early and is almost complete. The Town will not utilize the full \$27,000 of the grant award so I sent an email to the VTrans Grants-in-Aid program manager asking if the Town could use remaining money to bring additional high priority 100-meter road segments up to the Municipal Roads General Permit (MRGP) standards. I await a response.* **Updated: 7-7-2023** – The grant project for Griffin Road is tentatively scheduled to begin 9-18-2023 and anticipated to take four days to complete. One component of this grant is two small culverts on the east and west side of the trestle on South Street. Based on the finalized paving schedule, the changing of those two culverts may have to occur prior to 9-18-2023. I will have greater fidelity on this once I meet with Tim Rice from Wilk Paving next week. **Updated: 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** – **UPDATE: 8-11-2023** – *Melanie submitted for reimbursement and the full grant amount of \$18,000 was received the week of August 7th. This grant is complete.* **7-7-2023** – The Better Roads grant work on Eaton Hill West was completed by the 6-30-2023 deadline.

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

2. Transfer Station –

a. Operations –

(1) **UPDATE: 8-11-2023 – Poured concrete walls:** *The DPW Director spoke with Myron White of Myron White Concrete and Myron visited the transfer station to look at what the Town is looking to have done. We await an estimate figure from Myron. The DPW Director will follow up with Myron the week of August 14th.* **Updated – 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. **UPDATE: 8-11-2023** – *I have been unsuccessful locating a roll-off truck to go inspect with Todd Boutwell. I am frustrated so I asked the DPW Director to coordinate for a truck repair technician from Central Vermont Truck Repair to inspect the frame of our roll-off and provide a second opinion.* **Updated: 7-7-2023** – The ongoing search for a used roll-off truck for the Transfer Station is frustrating because there isn’t much out there I would consider going to look at, and when there is something listed, it gets sold before I have a chance to ask questions and get additional photos. That said, I have located a truck in Maine that may be a viable candidate to go look at. I am awaiting a call back from the seller. **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 recommend spending more than \$65,000 on a truck because the money in the reserve is also to be used to make major repairs or replace the compactor bin, which is having some sporadic operating issues.

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

c. Personnel: *Assistant Transfer Station Operator/Roustabout Michael Green has resigned from his full-time AFSCME position effective August 17th. I agreed to keep him on part-time (on-call) to help with winter maintenance and summer maintenance. Interviews to fill the full-*

time vacancy are scheduled for August 14th. We have three applicants to interview.

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

3. Solar Projects –

a. UPDATE: 8-11-2023 – *In July, the Town received our annual \$10,000 payment for the solar array in the gravel pit.*

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

4. Wastewater Treatment Facility –

a. 20-Year Facility Upgrades: UPDATE: 8-11-2023 – *SBR Tank #2 is cleaned and work continues to get SBR tank #2 upgrades completed. I have an in-progress-review (IPR) on August 17th and will have a better understanding of what needs still needs completion and an updated timeline for completion. Updated: - 7-7-2023* – I spoke with Bob Moulton from Aldrich and Elliott on Thursday about a substantial completion date for the project. He advised that the project should reach substantial completion by the 2nd week of August 2023. This is the date that will trigger repayment of the bond. It didn't happen by June 30, 2023, so it didn't have to be accounted for in the sewer budget I have proposed. The last figure for the bond payment was a smidge over \$90,000. This will be the last year that any substantial amount can be placed in the sewer reserve with significantly increasing the operating budget. My intent was to have \$1M in the sewer reserve before having to begin bond payments. The sewer reserve will not reach \$1M but rather will fall short by close to \$250,000 due to some project costs that came from the sewer reserve.

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

b. Sewer Infrastructure:

(1) Trailer Mounted Generator - UPDATE: 8-11-2023 – *Brookfield Services has been less than dependable concerning the installation of the trailer-mounted generator and transfer switch at the Sucker Brook pump station. They have made three appointments to be there and have either canceled or not shown up. It disrupts the work plans for our employees and keeps the Town in a situation where we are hiring pumper trucks during heavy rains to keep the pump station from overflowing. Brookfield has known about this since they were awarded the bid and are now saying they are waiting on parts to make the connection to the pump station. The latest information I received is that they will be here at the end of August to do the work. Updated: 7-7-2023* – I received notice from Brook Field that they have the new trailer-mounted generator for the Sucker Brook pump station in their possession. I am in the process of arranging a delivery/installation date for either July 18th or 19th. **Updated: 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.

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

(2) Inspection of gravity sewer line under Castleton Four Corners – UPDATE: 8-11-2023 – *Russ Hallet received some quotes and provided them to Karen to include with the BoSC meeting packets for Monday, August 14, 2023. Updated: 7-7-2023* – I have in my possession one quote to televise/inspect the gravity sewer line under Castleton Corners. Russ is working with Aldrich and Elliott to identify other potential bidders for this project. According

to Russ, none of the local contractors want the job. **Updated: 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: **Review quotes for approval at BoSC meeting.**

(3) Wastewater Collection System Expansion – UPDATE: 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: **Decisions to be made at the BoSC meeting on 8-14-2023.**

5. Highway Department –

a. **Paving in FY22-23** – **UPDATE: 8-11-2023** – I met with Tim Rice, Dave Fabricius, and Jeff Davidson to attempt to finalize a paving schedule for August-September 2023 since so much has to be done by the Town to prepare for paving and have time to work on the road shoulders following the paving. It was determined at the milling will start on August 16th to be followed by actual paving. The roads that need milling are South Street, North Road, and the front of the former CVS. The items that will drag out the timeline for paving are the WWTF and the library. Until those projects are completed, the area cannot be prepared for paving. **Updated: 7-7-2023** – I will meet with Tim Rice from Wilk Paving next week to discuss a timeline to begin paving those town roads, town lands, and road aprons listed in the bid packet the SB awarded to Wilk Paving at the last meeting. There is quite a bit of prep work required by the highway crew before some of these areas can be paved. I will work this out with Tim Rice so paving begins while some of the prep work is still happening but limits the number of mobilizations required of the paving crew. It is likely paving will not start until the mid to latter part of August. **Updated: 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.

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

b. FEMA

(1) **(South Street Trestle) – NO CHANGE. 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 pedestrian, cyclist, 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: 8-11-2023** – After speaking with the Selectboard chairman, I made an emergency authorization to have the grader moved to Milton Catapiller in Richmond, VT to have the transmission oil and filter changed and further evaluated, as well as the moldboard shimmed and repaired. What was missing on the estimate was an inspection of the brakes to so know what we are facing for repair costs. According to operator Heath Goyette, there is something wonky going on with the brakes. I asked the highway foreman to get an updated. I did call Milton CAT on Friday, August 11, 2023, and left a message for the service manager to call me back about an updated estimate.

Action needed: Approve my decision to have emergency work done on the

grader. An updated estimate is forthcoming that will include the inspection and any needed repair to the brakes.

d. Municipal Roads & Streets.

(1) **UPDATE: 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: Decide on whether or not to accept the 60-foot strip of land that provides access to the Hydeville Plaza, Paul's Pizza, the houses on Gilbert Lane, and the two parcels of land owned by Joe Howard, where he is building 11 new homes. The road through the property would connect Route 4A to East Creek Road. In the short term, Joe Howard has stated he would deed the 60-foot-wide strip of land to the Town and the Town would then be responsible for plowing and maintaining it. Joe would have to agree to provide a snowplow turnaround area and bring the 60-foot strip of land up to standard before the Town would agree to accept the property from him. This could prove cost prohibitive to Joe and he may abandon the idea.

e. State Highways

(2) **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.

6. Town Office & other buildings –

a. **Fire Station. UPDATE: 8-11-2023** – An insurance claim was filed with VLCT for the water damage done to the ceiling of the fire station. An inspection and emergency repair of the roof was complete by Seth Durfee, but this was determined to only be a shirt-term repair and that shingles and flashing needed to be removed on the west side of the fire station roof needs to

be removed to determine the true cause of water leaking into the building and provide a fix plan. The insurance adjuster made a comment to Heath Goyette that nails poking up through the shingles is likely not storm related and would not be covered under an insurance claim. Like the short roofing nails using to secure the ridge cap, the nails used to secure the sheathing to the roof rafters may be the wrong length or it could a craftsmanship issue. Depending on the cost needed to repair the roof and the reason it failed, it may end being a decision to pursue this in a legal way with the contractor. I have not received anything back from VLCT regarding a decision on what they will cover for repairs. **Updated: 7-7-2023** – I received word from fire department members on Wednesday night that there was water dripping through the ceiling onto the apparatus bay floor during the heavy rain. I asked Mickey McClure to come take a look to investigate where the water was coming from, which he did. Mickey informed me that he was not able to fit the work into his schedule and recommended calling Seth Durfee. I met Seth at the fire station on Thursday and he believes the water is coming into the building around a vent pipe. There is also sections of the ridge cap missing due to high winds and I asked Seth to replace them as well. There is water damage to the sheetrock on the apparatus bay ceiling that needs to be replaced, but until it is removed, there is no telling what other damage was done to insulation, plywood, etc. Once I have all the quotes/invoices for the work that needs completing, I will be able to decide whether or not to pursue an insurance claim. We have a \$1000 deductible and the work that must be done to repair the damage will no doubt exceed \$1000, but by how much I don't know yet. **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: 8-11-2023** - *The building was pressure washed this past week and painting is scheduled to commence the week of August 14th, weather dependent. Once the side of the building is painted where the new overhead doors are to be installed, the highway foreman will reach out to Overhead Door Company to have the new doors scheduled for installation. The delays getting the building painted has directly impacted scheduling the installation of the new doors.* **Updated: 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: UPDATE: 8-11-2023** – *I was able to pressure wash the front and half of the north side of the building. It took a mold/mildew remover pre-spray to get it cleaned. I ran out of cleaner and asked Karen order more cleaner. I will finish the job when I have the cleaner. I did find three holes in the vinyl siding that need the siding replaced. I hired John Alexander to do the work since McClure's are too busy to do the work. The Town has the siding to make the repairs.*

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. UPDATE: 7-7-2023** – The TSA fingerprinting service is now operational. The scheduling and payment process is being added to HeyGov.

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 – Nothing significant to report**

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

c. **Vehicles and Equipment – NO CHANGE. Updated: 7-7-2023.** The new Chevy Tahoe cruiser is scheduled to be delivered in September. **Updated: 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.

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

8. **Emergency Management** –

a. **Personnel/Training** – Nothing significant to report.

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

b. **Facilities/Equipment – UPDATE. 8-11-2023** – I met with the highway foreman and DPW Director and we agreed to meet on an upcoming weekend to do most of the work needed to satisfy the grant. The highway foreman is going to order the stove, and a new sink, shower, and toilet and with the assistance from Russ Hallett, will remove the old sink, shower, and toilet and install the new items. I requested a quote from McClure Construction to perform the connections of new wiring and breakers in the electrical panel box. I see no reason why the work won't be completed by the grant due date. **Updated: 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) – UPDATE: 8-11-2023** - I spoke with Julie Fisher from Lexipol about resubmitting the grant application this fall since they are the ones who made the mistake last year. They agreed to file a new application, however, the SCBA would be removed since the SB authorized the purchase of new SCBA using ARPA funds. These grants are never a guarantee. I reached out to the Fire Chief and asked him if there was something else he would like included in the grant in lieu of the SCBA. Once I have a response, I will reach out to Julie Fisher with the item(s) the Fire Chief would like to include. **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.

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

c. **Operations** – **UPDATE: 8-11-2023-** *Hose testing was completed and that was paid for using funds the SB authorized for encumbrance from the previous fiscal year.* **Update: 7-7-2023** – Ground and aerial Ladder Testing and pump testing is complete. Hose testing is scheduled for July 17th. **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** – *The fire department volunteers hung and took down the Lion's Club auction banner over Main Street and hung the banner for Colonial Days.*

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

e. **Apparatus** – **NO CHANGE.** **Update: 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 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. **Last Update: 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: None.....at this time. Informational Only

10. Town Lands –

a. **Crystal Haven Common Area** – *A letter was sent to a resident who has deeded access to the Common Area and who has an assigned dock space but put in a dock in a space that is not assigned to him. I spoke with the Police Chief about what he can do to enforce this type of activity and there really isn’t much in the way of statutes since this isn’t a criminal matter. I also received a complaint about the condition of the road going out to the point on the south side of the common area and I took the DPW Director with investigate the complaint. It was determined that the driveway going out to the point does need some stone and gravel spread around to fill in some pretty good-sized holes. I asked that a load of stone and gravel be delivered and a local resident agreed to spread it around to fill the holes.*

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

b. **Park & Ride. UPDATE: 8-11-2023** – *The utility pole and streetlights were installed by Green Mountain Power. I received some photos and a “thank you” from Officer Szarejko advising it lights up the area well and is appreciated. The Castleton Garden Club did the work to plant flowers and shrubs at the park and ride. It is a start and will be improved on next year. Advanced Pavement will be crack sealing, seal coating, and line striping the park and ride in the near future. I await a date from the contractor. The contractor did a nice job at the Town Office and PSB.*

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

d. **PACIF Scholarship UPDATE: 8-11-2023** – *The items on the PACIF Scholarship have been ordered (most already received) and this will help correct some of the safety defecencies identified by our VLCT PACIF Loss Consultant during his site safety surveys. I would like to*

recognize and thank Officer Szarejko for his dedication and time invested in getting the grant.
Updated: 7-7-2023 – The PACIF Grant that Officer Szarejko applied for was awarded. The Town did not received 100% of the available \$7,500 no match award because we have not cleaned up all of the safety deficiencies identified by our PACIF loss consultant. All of the high priority deficiencies have been corrected, but there are several low priority deficiencies that need correcting. I will review those deficiencies with department heads at the next staff meeting.

Action needed: None at this time. Informational Only

11. Miscellaneous

a. Streetscape in the Castleton Village – **UPDATE: 8-11-2023** – *I will have to apply for additional funding from other sources to help cover the costs of the VTrans Bike and Pedestrian Grant for the village area. The application should open later this fall. I will work with Rutland Regional Planning Commission to determine the best course of action to bring before the Selectboard.* **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: 8-11-2023** – *I have reached out to K5 Corporation twice and have not received a call back. I tasked the follow-up to the highway foreman to contact K5 and get on their schedule, taking into account the paving schedule because those roads need to be striped once paved. The company is located in Massachusetts and will only want to mobilize up here once.* **Updated: 7-7-2023** – The Select Board awarded the line striping bids to K5 Corporation and the DPW Director still has to coordinate with K5 Corporation on a timeframe to get the work done. Line striping has to be synchronized with paving so roads that are paved also receive line striping. **Updated: 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.

Action needed: None at this time. Informational Only

c. Public Concerns –

(1) Stormwater Runoff – **UPDATE: 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 Cystal Haven. The response back from both of them 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 Srystal 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 the there was a hole in the top of the culvert and anther 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) Roads – Nothing significant to report.

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

(3) Problem Trees NO CHANGE. 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: *Nothing at this point. I tasked the highway foreman to contact a tree service and take them around the Town to assess the work areas with problem trees and provide me with an estimate to resolve the problem. Select Board consider using unassigned highway carryover or ARPA funds to hire a contractor to take the necessary steps to remove these trees or properly limb them to make the safe. My original estimate was \$24,000 to take care of these trees and the funding source was ARPA. It could just overspend the budget line and if there isn’t a surplus in the highway department operating budget at the end of the year, I would recommend to the Selectboard us unassigned highway carryover to cover the over expenditure.*

12. Follow up from last meeting –