

# Town Manager's Report

## Select Board Meeting 06/27/2022

### 1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant (Pedestrian Accessibility Scoping Study):** **UPDATE: 6-20-2022** – *VTrans reviewed the scoping study and sent the document back to the Town, RRPC, and Fuss & O'Neill to review their comments and either make changes or explain why their proposed changes should not be made. Comments must be made back to VTrans NLT 7-9-2022.* **Last Update 6-13-2022** – Scoping Study final report sent to VTrans for their review. VTrans has a 30-day review period, so the Town should hear back near the end of June from VTrans. **Last Update: 5-20-2022** – I spoke with Dan Monette from Fuss & O'Neill in 5-19-2022 and expressed by concern about not having the final products from the pedestrian accessibility scoping study to include in the VTRANS Bike & Pedestrian Grant due on 6-8-2022. Dan is checking into the status of the final report. **Last Update: 5/6/2022** – I had a phone conversation with Nicole Fox and Devon Neary about submitting proposals to the Selectboard where the project be “phased” and will allow the Selectboard to review the proposals and decide how a direction of travel so I can apply for the Bike & Pedestrian Grant, which is due by June 8<sup>th</sup>. It is possible, although not probable, that VTRANS will approve the money for all phases (alternatives the Selectboard agreed on). Therefore, by selecting phases of the project to include in the Bike & Pedestrian Grant, and not the entire project, the Town's likelihood of receiving a grant award is increased. I haven't received the proposal from Nicole yet, but the phone conversation between me, Nicole, and Devon led us to a recommendation to focus on South Street and Main Street from the intersection of North Road and South Street to the Amtrak Depot (north side of Route 4A) and from South Street to the Rail Trail (south side of Route 4A). This would include the bike lanes, traffic control devices, curbs, and crosswalks. This would serve the greatest number of walkers and cyclists. **Last Update – 4/8/2022** – I corresponded with Nicole Fox from Fuss & O'Neill this week about applying for the upcoming Bike & Pedestrian Grant and she advised she has spoken with Devon Neary from the Rutland Regional Planning Commission (RRPC) about this subject. I am hopeful that Nicole and Devon will have all the necessary information pulled together should the Selectboard agree to have me apply for the grant which is now open. Applications are due in electronic format not-later-than (NLT) 1:00 PM on June 8, 2022. I will participate in the webinar being hosted by VTRANS on April 29<sup>th</sup> from 10:00-11:30 AM for potential applicants. Last update: 3/28/2022 - The Selectboard alternative selections were sent to Nicole Fox following the 3/14/2022 SB meeting. I await more word from Nicole.

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

b. **TAP Bike & Pedestrian Grant (Parsons Hill): NO CHANGE.** **Last Update: 6-10-2022** – Dan Monette from Fuss & O'Neill confirmed that he received the file from Mark Courcelle for the survey of the proposed sidewalk area and Fuss & O'Neill have begun the process of loading the data in CAD to generate a set of drawings that are needed by Theresa Gilman from VTrans for the 1111 Permit for driveway cuts/access. **Last Update: 5-19-2022** – *I spoke with Dan Monette on 5-19-2022 about the status of the project and he advised that surveyor Mark Courcelle was rained out the week of May 16<sup>th</sup> and would be starting his field work the week of May 23<sup>rd</sup>.* **Last Update: 5/6/2022** – Following the award of bid to Fuss & O'Neill for design and engineering for the project, Dan Monette advised that he directed the survey work to begin. They are using local surveyor Mark Courcelle to do that work. **Last Update – 4/8/2022** – I submitted the VTRANS 1111 permit to Theresa Gilman. The meeting with Fuss & O'Neill had to be postponed to next week, so I have not spoken with Dan Monette yet. I

will follow up with Dan the week of 4/11/2022 to discuss the design and planning phase of the project. Last update: 3/25/2022. I had a Zoom meeting with Pete Pochop and we discussed the “next steps” in moving this project along. I reached out to Dan Monette inquiring whether or not Fuss & O’Neill is still interested in providing a set of drawings for the project. I heard back from Dan’s supervisor advising they are interested so we set up a Zoom meeting this upcoming week. I also spoke with Ted Parisi and advised I needed his professional services to do the easement and ROW research for the project. Once I have that I can file the VTRANS 1111 permit request. Last Update: 2/10/2022 – The Town received the approved Grant Award. Next step is to work with engineer to begin the research on easements, utilities, and the VTRANS 1111 Permit for highway access (driveways). Last Update 8/5/2021: The project was approved for sidewalks from Castleton Four Corners to Parson Hills. The project was selected among five applications statewide with funding requests totaling \$329,000 in state funds. The project was approved for \$92,400, thus meaning the Town has an obligation to match that amount. Last update: 6/14/2021 – The grant application for the Bike & Ped Grant for a small-scale project was submitted and acknowledged. The estimated project cost is approximately \$185,000 (includes a 15% contingency). It is a 50% cost share.

Action needed:

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

**c. Staso Road Stormwater Scoping Study –UPDATE: 6-21-2022 – The final report was received from MSK Engineering on 6-21-2022. VTrans and RRPC has commented. I will make my comments the week of 6-27-2022 and send back to MSK Engineering. Last Update-6-10-2022** – The Engineering and project manager are planning to present the final report from the Scoping Study to the Selectboard on 6-27-2022. **Last Update: 5-19-2022** – I corresponded with Andrew Rodriguez from MSK Engineering on 5-16-2022 and he advised that he and his team would like to present the final report for the Staso Road Stormwater Scoping Study to the Selectboard at second regularly scheduled meeting in June. **Last Update – 4/22/2022** – I corresponded with the project engineer, and he advised that the State is still reviewing the project proposal and there is nothing to discuss on 4/25. Last Update: 4/8/2022 – The final proposal is expected to come before the Selectboard on 4/25/2022. Last update: 3/25/2022 – Another virtual in-progress review was done this past Monday. Everything is on track to brief the final draft to the Selectboard in April. Once this is done, the report will be submitted to VTRANS for their review. The next grant cycle to apply for stormwater mitigation and the Salt and Sand shed is this fall. Update: 3/7/2022 – There was a meeting on 3/7/2022 between the engineer, Rutland Regional Planning Commission, and Town of Castleton (me). We discussed the proposed location of the building and a stormwater treatment area to the north of current small salt shed on Staso Road. Following the meeting, I contacted Brent Clark and Chris Fouracre asking them to clear the sumac trees and remove the trash (including tires) that is currently in that proposed stormwater treatment area. Last update: 01/06/2022 - I participated in a project update meeting on 01/03/2022 where it was announced that VT DEC agreed that the area adjacent to the current salt and sand store on Staso Road are not Class II wetlands. This is good news because that area can now be engineered as a treatment area. The final project presentation is expected in February for Selectboard review and approval. In speaking with Peter Pochop from VTRANS, the next round of grants for the salt and sand shed funding is November 2022 with award notifications going out in January/February 2023. If awarded the grant, the best guess on when it would go out to bid to build it would be late 2023 or the summer of 2024. The Selectboard will have to decide whether to pursue the grant knowing there would not be a new salt and sand shed through grant funding until 2023 at the earliest. The current lease agreement with Pete Ruby for use of his shed on Route 4A West runs out 5/31/2022. If the Selectboard decides to ask for another 2-year lease with Pete, that new lease would expire on 5/31/2024, which would align with building a new one using the grant funds.

Because the grant is not a 100% guarantee, I urge the Selectboard to consider asking the voters to assign a portion of last fiscal year's \$153,000 surplus to be used to help fund a new salt and sand shed. This was already done with the proceeds from the sale of the old fire station in the amount of approximately \$97K, so we already have some seed money in the bank, so to speak. As an FYI, I have asked Chris and Brent to start looking at grant alternatives and gather cost estimates for those alternatives. If it is determined that there is lost revenue due to COVID, the Selectboard could also consider using a portion of that amount to apply to building a salt and sand shed in 2023 or 2024. ARPA funds must be committed by mid to late 2024, so there is time to wait and see what happens with the grant application award in early 2023 and what Chris and Brent come up with for alternatives and costs if the Town were to fund it themselves. Last update: 12/27/2021– On 12/13/2021, MSK Engineering, Fitzgerald Engineering, and Rutland Regional Planning Commission representatives provided a briefing to the Selectboard outlining their proposed areas for a new salt and sand shed based. The location proposed was on the existing site of the sand pile and small salt shed adjacent to the Transfer Station on Staso Road. This would be the most cost effective, the best location for stormwater mitigation, would have no additional noise or visual impact to the neighbors, and would provide the best salt and sand delivery access each year. Last Update 11/8/2021 –There is a special meeting scheduled for 12/13/2021 for public comments.

Action needed:

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

**d. Grants-in-Aid Project (2022) – UPDATE: 6-25-2022 – The highway crew has moved their completion date for Barker Hill and Pencil Mill to 7-14-2022 due to competing requirements. Last Update: 6-10-2022 –** The highway crew is planning to complete the grant work on Barker Hill the week of 6-27-2022. **UPDATE: 5-19-2022 –** The large culvert that was part of the grant on Barker Hill was replaced. **Last Update: 5/6/2022 -** Work to begin on Barker Hill on May 10<sup>th</sup> (Culvert replacement). I received the fully executed grant application back last week. Chris Fouracre and I will meet in January on 2/22/2022 to begin looking at the road segments to include in this grant. The culvert replacement on Barker Hill will be included and we already have the sections of culvert and coupling on hand. 80% qualifies for reimbursement under the grant. It is a win-win for the Town because we compliance with the permit, our roads get fixed properly, and we only pay 20% of the costs, all of which can be paid through in-kind work.

Action needed:

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

**e. Better Roads Grant – UPDATE: 6-25-2022 – I submitted an official correspondence to VTrans declining the Class D (large structures) grant because the Town received the VTrans Class II Structures grant that afforded the Town a greater grant award to complete the project. Last Update: 5-20-2022 –** The Town of Castleton was one of eight towns in Rutland County to receive a Class B Better Roads grant in the amount of \$18,300 for highly erodible road segments on Eaton Hill West. The Town of Castleton was the only town in Rutland County to be awarded a Class D (large structures) grant in the amount of \$56,000 for the large culvert replacement on South Street. The Town was also awarded a VTRANS Class II Structures Grant, which is monetarily larger than the VTRANS Better Roads Class D grant. They cannot be used for same project, so the Town will decline the Class D Better Roads grant award. I would like to thank our Public Works Director, Chris Fouracre for his efforts in preparing and submitting the grant applications. **Last update: 12/27/2021 –** DPW Director Chris Fouracre crafted and submitted grant applications for a Category B (culvert replacement, stone-lined ditches, grading, ROW clearing) for Eaton Hill West and a Category D (concrete

box culvert replacement) for the South Street Trestle). If the Town is awarded the VTRANS Class II Structures grant for the South Street trestle, we [Town] cannot use the Better Roads grant for the same project, meaning we would have to ask VTRANS to remove the Category D application from consideration and ask that only the Category B grant be considered (See above for the Category B option).

Action needed:

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

## 2. Transfer Station –

### a. Operations – UPDATE: 6-25-2022 -

**Schedule of Fees:** Enclosed is the recommended changes to the schedule of fees for the Transfer Station in FY2022-2023. The proposed change to the small bag fee, mattresses, and tires is a best guess to help close the gap between revenue and operating expenses. Rutland County Solid Waste District is six months behind in their billing of surcharge fees and fuel costs are predicted to continue rising, so the proposed changes are the best guess of the management team going into the next fiscal year. The “best guess” proposal also does not include any changes to the operating costs of the facilities in Gansevoort NY, Hudson Falls, NY, and the MRF in Rutland, VT. If our operating costs are going up, one can surmise that their costs are also going up. I have not received any confirmation of cost increases as of 6-25-2022.

Action needed:

*I recommend that the SB review the proposed changes to the Transfer Station schedule of fees for FY2022-2023 and either approve them or submit questions that can be researched, and answers provided by the next meeting so an updated schedule of fees can be approved and implemented. These proposed changes were a collaborative effort between me, Chris Fouracre, Joe Rice, and Melanie Combs. The proposed changes were made without the final revenue figures for the current fiscal year. What is being proposed is a change based on increases to the per/ton fee at Green Ridge and Wheelabrator, as well as updating the fee to accept mattresses and tires. We need to make at least as much as it costs to dispose of them (including fuel, labor, New York tax, etc.). It would be a better scenario if the Transfer Station fee schedule did not align with the fiscal year. It doesn't give me time to review the end of year revenue and operating costs before the next fiscal year ends. The effective date of any changes to the schedule of fees would be better suited in the month of August or September, following the audit. This may not be feasible because our fiscal year is July 1 through June 30 of each year, so if the board is not open to discussing such a change, then I will continue to provide the board with my proposals based on the data available (before July 1<sup>st</sup>) and the use of historic data. That is how it has happened for many years. It was until four years ago when I started that I was challenged to present a budget that would work with anticipated revenue to make the Transfer Station cost neutral to the taxpayer and be solely funded by the users. We have closed the gap significantly over the past four years, but operating the Transfer Station continues to be a delicate dance between keeping it affordable to the users and keeping the operating costs reasonable.*

**Fence Bid: UPDATE** – Work will begin on the fence at the WWTF on 6-27-2022. The gates for the WWTF and Transfer Station have been ordered by the contractor and will be installed once received. Thanks to the Selectboard for approving the work and helping us to better secure the facilities.

Action needed:

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

**Quote for poured concrete walls: UPDATE: - 6-25-2022 – I sent Joe Rice a list of vendors to call to get quotes to pour concrete walls at the Transfer Station to replace the block walls. I am planning on bringing back some quotes to the board on 7-11-2022. Last Update: 4/8/2022.** I spoke with Joe Rice about the layout of the transfer station, and he advised that the layout as it is now has been working well and does not recommend a change. I have directed Joe to work with Chris to get a quote to have concrete walls poured where the concrete block walls are currently located. This is the first step in upgrades that include a pole barn over cardboard and plastic bins.

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

b. **Vehicles. NO CHANGE. Last Update: 6-10-22** – According to State Bid representative Chuck Williams, he doesn't have a build sheet on the F-250 pick-up truck, so he really can't provide an update timeline that we will receive it. This is a change from what Chris Fouracre was told in just a couple of months ago.

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

c. **Personnel: UPDATE: 6-25-2022 – Two interviews were conducted while I was away on vacation. The recommendation by the interview panel was to continue the search, to which I concurred.**

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

### 3. Solar Projects –

a. **MHG Solar Gravel Pit – UPDATE – 6-25-2022 – The first lease payment of \$10,000 was received by the Town and as a reminder, the lease payments get applied toward paying back the cost of purchasing the property from Hadaka's. Last Update: 4/18/2022** – I received a phone call and correspondence from the new operator of the solar array in the gravel pit. MHG Solar sold that right to larger company named The Greater Light USA LLC. They wanted to introduce themselves and they want to pay their lease payment. I am working with the Treasurer and Accountant to take the steps necessary for ACH transfers with our bank. **Update: 3/11/2022** - I received an email from Ted Parisi with a copy of a Memorandum of lease that he filed in the Castleton Land Records, Volume 226 at page 94. I also received a message from Pete Giese from MHG Solar confirming our address to mail a lease payment. **Update: 01/7/2022** – The final solar lease deal still not made it through probate court. This is ongoing and a favorable outcome is expected. I did check on the progress of the solar project on Monday during one of my many trips around town and the contractor is working on the electrical portion of the array. The power lines are installed and are of insignificant impact on the Town. I walked the array and checked the eastern edge to be sure there was no migration by the solar array contractors, and everything is okay. MHG Solar already received one extension to the deadline for the array to be producing power and that expired on 12/31/2021. With the number of electrical connections remaining to be made, I would guess they are a couple of weeks away from going live with the array. **Update: 12/23/2021** – I signed documents with Ted Parisi on Thursday that will allow MHG to get title insurance and show total ownership of the property to the Town of Castleton. **Update: 11-19-2021.** I signed the three Green Mountain Power utility pole and power line easements. Chris Fouracre and I met with both a GMP and MHG Solar representative in the gravel pit to finalize the location of the poles. **Update: 11/08/2021** -The Town received the signed warranty deed for the purchase of the Hadeka property in our gravel pit. It has been filed with the Town clerk. This gives clear title so I can now sign the power pole easement agreements with Green

Mountain Power and MHG Solar can proceed with the project.

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

**4. Sewer Plant –NO CHANGE. Last Update: 6-10-2022** – I signed the Notice to Proceed to Penta Corporation on 6-9-2022. Simultaneously, I signed Change Order #1 to temporarily stop the contact time for the period ranging from 6-3-2022 to 10-31-2022. This period of time is for the contractor to conduct non-contract time to procure equipment. The earliest expected project start date based on the contractor’s preliminary schedule is 11-1-2022. The shutdown adds 150 non-working calendar days to the contract. **Last Update: 5-20-2022** – The Board of Sewer Commissioners approved the bid award for the 20-year upgrades for the Wastewater Treatment Facility (WWTF) to Penta Corporation in the amount of \$2,111,300 on 5-16-2022. Jason Booth from Aldrich & Elliott Engineering presented the projects costs to the Board of Sewer Commissioners and advised that the Town is receiving a 40% subsidy (\$844,520) in addition to the \$250,000 Pollution Control Grant. The total loan funding required is \$1,466,145 out of the \$2,500,00 bond capacity. **Last Update – 4/21/2022** – I received an email from the Vermont Bond Bank advising there is some good news about Castleton receiving grant assistance for the 20-year upgrades. Tom Brown wrote in an email to me that, “He is working on adding the construction subsidy to the loan but won’t be able to finalize it until de-obligation of the St. Johnsbury project has been completed. That work is underway at this time.” **Update: 4/8/2022** – The bids were reviewed, and a recommendation will be presented at the next Board of Sewer Commissioner’s meeting on 4/11/2022. All bids came in over anticipated figures, but this is primarily due to the increase in products and services across the nation. The low bidder was under the bond amount, but it increased the amount to be repaid, therefore the annual sewer user fee increased. The Town still needs a grant that will offset the \$680,000 20-year upgrade project shortfall. **Update: 3/25/2022** – I submitted the five-year projected sewer budget to the Vermont Bond Bank with corrections. It was received. I have a virtual meeting with Wayne Elliott and Jason Booth from Aldrich and Elliott on Monday, March 28<sup>th</sup> at 10:00 AM to review the bids and discuss the project costs. **Update: 3/11/2022** - While working with the Vermont Bond Bank, it was discovered that the \$90,000 that Aldrich & Elliott projected as the annual loan payment amount was incorrect. According to the bond bank, the actual amount will be \$150,000 per year, resulting in an underestimate of \$60,000. This creates a revenue vs expenses shortfall, so I have to go back into the 2023-2027 draft budget figures and adjust them to account for that \$60,000 shortfall. **Update: 01/22/2021** – I am working with Aldrich and Elliott to get the bid packet ready for the 20-year upgrades and the bond bank on final paperwork requirements. The bid packet is expected to be on the street by the middle of the month.

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

**5. Highway Department –**

a. **Paving in FY21-22** -*The paving of Carter Lane, Mary Lane, Brown Lane, Blue Cat Lane, Crampton Road (partial), North Road (RR Tracks) is complete. The highway crew still has to place topsoil and grass seed on the shoulders of some of these places, as well as the roads paved last year. Additionally, there are areas in town that will need patches where culverts were replaced, or water lines excavated. Some is the Town’s responsibility, and some is the responsibility of the Fire Districts. The highway crew will rent a roller from Stan Martelle and purchase the hot mix and do those jobs themselves. This includes the area around the new fuel pump when installed and an area for handicap parking access behind the library.*

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

b. **FEMA (South Street Trestle) – UPDATE: 6-25-2022 – Good news! VTrans has**

*assigned an engineer to work with the Town to develop a set of stamped plans for the project. That process is currently underway. The goal of this phase of the operation to have a set of approved plans so the project can be put out to bid in March-April 2023 with a project date completion date of 9-30-2023. I still have to get final approval from Vermont Emergency Management to expend the deadline yet another year.* **Last Update: 6-10-2022** – Still working with the VTrans bridge engineer to conduct a site visit so the Town can do some excavation while they are onsite to expose the trestle footings to determine if there are current issues that may be causing the water problems which have deteriorated the road surface. **Last Update: 5-20-2022** - I spoke with DPW Director, Chris Fouracre on 5-19-2022 about the status of the assessment of the South Street trestle by the State of Vermont bridge engineers. I sent the Selectboard an email from Erin Charbonneau (VTRANS Rail Bridge Management Engineer) on May 12<sup>th</sup> explaining that VTRANS wants a plan set, stamped by a PE, that indicates any work that will be performed will not impact the stability of the overhead bridge. I asked Chris to contact Erin and insist that the bridge inspectors make a visit to the site and meet with Chris and highway foreman Brent Clark to help determine how we move forward. I am uncertain how the bridge inspectors know the degree of structural integrity of the trestle foundation when it cannot be seen with some excavation being done, which has not taken place. Chris will reach out to VTRANS to try and coordinate a site visit where he and Brent will be present when the inspectors are on site. **Last Update – 5/6/2022** – The Town was awarded the VTRANS Class II Structures Grant that Chris Fouracre applied for to make this project whole. The bridge engineers have not yet conducted their site visit. Chris and Brent will break this project down into phases but it cannot be completed until we [Town] get a report from the bridge inspection team. This will be a substantial project with some environmental considerations that may require putting part of the project out to bid if it ends up beyond our technical skills, abilities, and equipment capabilities. It will require shutting down through traffic, however, until the report is received from the bridge inspection team, a best guess cannot be made at this time. **Update – 4/8/2022** – There is some alarming settling of the road under the trestle. I spoke with Chris and recommended he contact Brian Sanderson from VTRANS to find out what agency is responsible for the care and maintenance of the trestle. It would be irresponsible to blindly move forward with the project if there is an issue such as erosion around or under the trestle support footers, or other water problems. Chris is working with VTRANS to have the area assessed as we wait to hear back from VTRANS about the VTRANS Class II Structures grant. This is now in motion and more to follow. **Update: 3/28/2022** - Chris Fouracre received a new quote for a metal squash culvert with the required aquatic passage riffles and it is significantly less expensive than the concrete box culvert. This culvert can be handled with our excavator, and we won't need to rent a crane. Still no word back about the grant we applied for to make the project whole. As an FYI, the pavement under the trestle is coming up in chunks. The highway crew is using cold patch right now. The road has to be torn up to replace the culvert so no need of paving it now. I will have a final cost estimate for the project by the next meeting. I am hopeful we will have a response to our grant request as well. This will allow Chris to present to the board the project and any financial shortfalls needed to complete the project. **Update: 2/11/2022** – Chris Fouracre has reached out to Rivers and Streams Management Engineer Josh Carvajal asking if a metal squash culvert could be used in-lieu-of a concrete box culvert. Josh's response was believed that he could approve a change to the metal culvert, but he had to do some calculations on how large the culvert would have to be in order to be in compliance. Josh is going to send Chris a drawing with some additional information on how to make it all work keeping in mind the aquatic organism passage is still required. This approach if approved should reduce the cost of the project significantly. **Update: 01/7/2022** - The entire project is projected to exceed \$100,000, which far exceeds what FEMA paid the Town after the 4/19/2019 storm. We won't know for a couple of months whether the Town was awarded the \$60K Better Roads Category D Structures grant(s), however, the lowest of the two quotes Chris has received back for a pre-cast box culvert is \$86K and that does not include the entrance and exit wing walls, therefore the \$60K from the grant won't even cover the cost of the culvert itself. This has gone well

beyond the financial limits the Town has the resources to complete. Chris and I will be reaching out to Steffanie Bourque at the Rutland Regional Planning Commission and Robert Faley at VTRANS District #3 to try and find an additional funding source to complete his job. In addition to the \$30K FEMA gave to the Town and \$60K from the Better Roads grant, our best guess as to the amount of money needed to complete this project is in the neighborhood of \$75K. This project has been simmering on the back burner since April 2019 and needs to be put to bed. If we have another storm and it washes out the road, it is unlikely that FEMA would give us a dime because we haven't fixed the original problem. FEMA funds projects to bring them back to "pre-storm condition" and right now, these conditions are less than favorable.

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

c. **FEMA (Little Rutland Road) –NO CHANGE. Last Update: 6-10-2022** – A site visit was conducted with me, Brent Clark, Chris Fouracre, and the Kilchevsky's to assess the damage done to their property this spring from stormwater runoff. I do need to contact a vendor that performs work to slip line or chemically line culverts so see if this project area is a candidate for such action. This type of "treatment" is likely expensive and if viable, would not require tearing down two retaining walls and working near the Kilchevsky's well and cesspool. I have asked Chris and Brent to begin researching possible vendors who are licensed and experienced in this type of work. **Last Update: 5/6/2022** – Spring has sprung and this issue will surface again. After talking with Chris Fouracre, I agree that the Town should take the lead and reach out to the Kilchevsky's with a proposal. **Update: 11/08/2021** – The work was completed at Kilchevsky's. I believe the Town fulfilled the agreement for this year.

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

d. **Overtime and Salt & Sand Usage** –Update not included.

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

f. **Equipment. UPDATE – 6-25-2022** –

(1) New Front End Loader - Still on track for delivery on **27 or 28** June 2022.

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

(2) *New Fuel Dispensing System* – I spoke with Brian Devereux on Thursday and he was supposed to send me a separate quote to authorize the 20% he requested as a down payment to order the materials needed to start the project. I did not receive it so it did not make the warrant. This will hold up the project even longer because the next regularly scheduled meeting is not until 7-11-2022.

Action needed: *If the Selectboard so chooses, they could take 20% of the amount they have already approved for the project and authorize that (not to exceed) amount at the 6-27-meeting and Melanie and I could work off that motion (if approved) to get the project started. The 20% down was mentioned in the minutes, but there was no motion to authorize that 20% separate payment. The board could do so this meeting.*



**6. Town Office & other buildings –**

**a. Fire Station. UPDATE: 6-10-2022** – I gave Chief Goyette permission to hire an exterminator to address an ant infestation at the fire department. **Last Update: 5/6/2022** – Site Safety Visit conducted by Wade Masure, PACIF Loss Consultant on 5/6/2022. **Update: 3/11/2022** - I spoke to Mickey McClure on 3/11/2022 and he provided me the name of the contractor who insulated the police station and town office building. I will contact the contractor and see if he is willing to give me a quote to insulate the eaves of the fire department. Mickey is going to also remind Paul about providing a quote for a “watchman” temperature monitoring system at the fire station. This system can be programmed to send out an alert to designated personnel should there be a problem with the heating system and the temperature drops below a pre-set number. The damage could be extremely costly if the water in a truck freezes and causes pipes to rupture or causes damage to a pump.

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

**b. Highway Garage:** *Chris has solicited bids from contractors to paint the garage and repair some sheet metal, but as of 6-24-2022, nobody as shown up or called. I will follow up the week of 6-27-2022 to see if I can solicit a response.*

**c. Police Station. NO CHANGE. Last Update - 5-20-2022.**

(1) Site Safety Visit conducted by Wade Masure, PACIF Loss Consultant on 5/6/2022. I have not received his report as of 5-20-2022.

(2) **UPDATE: 6-25-2022** – *Selectman Combs visited the police department on 6-22-2022 and looked at the door that needs replacing and he advised there may be a form of retracting door sweep that will work on the door so it keeps out the weather and critters without have to change the entire door and jamb. Selectman Combs is doing the research and will let me know if he finds one that will work.* **Last Update: 5-20-2022** – I asked Chief Mantello to coordinate meeting with Selectman Combs at the PD to look at possible alternatives to replacing the door before the Selectboard considers approving replacing the entire door. Attached to my report is a request to approve McClure Construction to replace the rear door to the police station. Chief Mantello and I met with Mickey last week and he explained why the bid to replace the door was so high. The reason the bid is so high is Mickey advised he needs to remove the siding, the jam, and resize the opening. There is an approximately 1.5” gap at the bottom of the door that lets critters and the weather inside.

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

**7. Police Department –**

**a. Dispatching Costs – NO CHANGE.** Last Update: 2-11-2022 – Recent discussion about the future of dispatching services is evolving. The recent discussion includes the State funding 4-5 dispatch centers (PSAPs), including one in Rutland County. The State is looking at \$11M to get the dispatch centers operational and approximately \$3M of that money to fund the first year’s operating costs. Discussions about how to fund them in the future are ongoing. A county tax is on the table for discussion, The next meeting is on 2-15-2022. Chief Mantello is one of the local law enforcement officers taking a leadership role in the process. Last update:

(11-19-2021) There was a meeting with the Vermont Department of Public Safety Director and State Police about the future of dispatching. Nothing was resolved, but it was made clear that the State is looking at ways to subsidize the costs to municipalities. There is also talk about counties forming their own dispatch centers. It is unresolved at this point, but I feel confident it will not negatively impact the FY22- 23 budget.

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

**b. Public Outreach – NOTHING TO REPORT**

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

**8. Emergency Management – 6-27-2022**

a. Emergency Operations Center – I placed the previous \$7,000 the SB approved for assignment from FY18-19 General Fund surplus into the latest resolution for re-approval.

b. Government Buildings – I placed a \$7,000 request for approved by the SB to assign the funds from the FY21-22 General Government Buildings surplus to FY22-23 toward the purchase of an emergency standby generator, two shipping containers, a heat pump, lights, wiring, lumber, and fencing to build an emergency operations center, to be spent prior to June 30, 2023;

*Action needed:* Request SB approval of the assignment. It has been difficult to get his project completed. First it was COVID and getting materials and contractors proved impossible. The prices of materials have increased to the point where the cost of materials or the lack of inventory in 2022 put the project on the shelf once again. I will continue to work with suppliers to find the materials and get this project moving.

**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. Late Update - 5-20-2022** - It is that time of the year to begin seeking grant writer assistance. The fire department could apply for apparatus replacement and safety gear SCBA (Self-contained Breathing Apparatus). I put \$155,000 on the ARPA considerations list to replace the fire department’s SCBA inventory with new and upgraded SCBA. Since the ARPA money doesn’t have to be obligated until December 31, 2024, it would give the department an opportunity to apply for the grant and if not awarded, go back to the Selectboard for ARPA funding. The cost estimate from earlier this year was \$155,000 to replace the department’s SCBA inventory. That price will most likely increase each year. This is a critical or “pacing item”. A pacing item is a vital piece of equipment that is designated as required for a department to accomplish its mission; it is the highest equipment readiness code for life/safety operations.-

<https://firehousegrants.com/>

<https://firegrantwriting.com/>

<https://www.firegrantwriting.com/grant-writing-pricing>

<https://www.firerescue1.com/fire-grants/articles/how-to-hire-a-fire-grant-writer->

*Action needed:* **Commitment by the SB to support the use of a professional grant writing service for the 2022 Assistance to Firefighters Grant (AFG) and authorize up to \$2,500 encumbrance (assignment) from FYE2022 fire department operating budget surplus to be carried over into FYE2023 for the purpose of hiring grant writing services in 2022-2023 for SCBA and apparatus replacement.**

**c. Operations – UPDATE: 6-25-2022 –** *The Public Safety Committee met with Chief Goyette, 2<sup>nd</sup> Assistant Chief John Alexander, and Captain Chris Fretta on 6-21-2022. A spirited discussion happened. The next meeting was tentatively set for 7-26-2022.* **Last Update – 6-10-2022** -The Public Safety Committee has requested to meet with the fire department officers on 6-21-2022 at 5:00PM to discuss safety related issues. As of 6-10-2022, I have not received confirmation that the fire department officers are able to all attend on that date/time. **Last Update: 5-20-2022** – I received a couple of text message from 2<sup>nd</sup> Assistant Chief John Alexander looking to coordinate a meeting with Public Safety Committee. I spoke with both board members on the committee and Sunday nights do not work. I informed John Alexander and he went back to the fire department officer group to find out if they could meet on a Sunday morning or early afternoon. On 5-18-2022, I received another text from John Alexander asking if the Public Safety Committee could meet on Sunday, May 22, 2022. I reached out to both members on 5-20-2022 to check their availability. **Last Update - 5-6/2022** – The officer group requested to meet with the public safety committee on a Sunday evening to “move on with some items ASAP.” I will follow up with Jim and Dick to try and solidify a date. **Update – 4/10/2022** – Two members of the Selectboard and I met with Chief Goyette to discuss forming a truck committee, developing standard operating guidance/procedures, and how to better maintain the building. I specific timeline was not set to meet again to review progress, but it was agreed on that I send Heath some go-bys for a truck replacement plan and some sample SOGs/SOPs, as well as the last couple safety assessments our VLCT Loss Consultant, Wade Masure, has done on the fire department and the fire station. I could only locate one safety assessment, so I sent that along with the other items agreed upon. I asked Wade Masure to provide a copy of the missing safety assessment. Jim, Dick, and I asked Heath what he needed to meet the requirements placed on him besides what was already agreed upon. Heath had a meeting that evening with his fire officers and he would discuss with them what was discussed during the meeting with me, Jim, and Dick. We will follow up with the Chief in a couple of weeks to get a progress report.

*Action needed:* **To coordinate a date/time for the Public Safety Committee to meet with the fire department officer group as a follow-up to the first meeting with Chief Goyette.**

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

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

**e. Apparatus – NO CHANGE. Last Update: 1/21/2022** - Engine 2 remains out of service. Chief Goyette has been in conversations with a shop in Granville, NY who agreed to come up Castleton and look at the vehicle but has not showed as of 2-10-2022. Chief Goyette stated he would reach out to them again if they had not contacted him by the end of the week.

Action needed:

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

**10. Town Lands –**

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

Action needed:

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

**b. Park & Ride. UPDATE: 6-25-2022** – *The VTrans permit process has begun to allow a utility pole to be installed by GMP at the Park and Ride to two streetlights can be installed to light up the parking area. Another permit must be requested to allow for landscaping and removal of a solar light pole that sits in the VTrans right of way. That is the Town of Castleton's task and not GMP. After two days of discussions with VTrans and GMP, I will apply for that permit the week of 6-27-2022. That permit will not hold up GMP from installing their utility pole once VTrans issues the permit to GMP. Following the landscaping permit issuance (I am confident it will be issued), I will begin work to improve the landscape at the park & ride as it is the first area you see coming into the village from the east. I will work with the Tree Warden and local businesses to secure plants, shrubs, rocks, and materials to dress up the area. Additionally, when I inquired about moving the Fort Warren historical marker sign, VTrans permitting helped me link up with the correct VTrans agency to solicit the moving of the sign. Not only will they move it, but they are also taking it down, repainting it, and reinstalling it where I have suggested, which is near the granite monument placed there by the Ann Story Chapter of the Daughters of the American Revolution. That chapter has a website, and the site says they are based out of Rutland. I reached out to them via email asking if they would be interested in helping rehabilitate the monument and help with the landscaping.*

<http://www.annstorydar.org/index.html>

[https://archive.org/details/pegvtvt-Ann\\_Story\\_Chapter\\_Rutland\\_VT\\_-\\_Daughters\\_of\\_the\\_American\\_Revolution](https://archive.org/details/pegvtvt-Ann_Story_Chapter_Rutland_VT_-_Daughters_of_the_American_Revolution)

**Last Update - 6-10-2022** – Notice to proceed was given to GMP to install the power pole and two lights. It is with the VTrans permitting section for approval since the pole would be in the VTrans right-of-way. **Last update: 5/6/2022** – *I sent the Board (minus Jim) an email from Erica Pawlusiak (GMP) with the option for streetlights at the Park & Ride and associated cost.* **Last Update – 4/10/2022** – I spoke with Sol Energy and I was provided a quote to replace the batteries and the controllers in the solar lights. There are three batteries per light and each battery costs \$306 (without freight costs). The batteries had a five-year warranty, which expired in 2020. They expected lifespan is 5-7 years, which we reached in 2022. If we purchase the batteries ourselves and install them, it will void the warranty on the controllers, which expires in 2025. The controllers are close to \$1000 each and are a retrofit because they no longer make the parts for these older solar lights. I would have to hire a local electrician who will work on solar lights because the warranty is for parts, not parts and labor.

Since this started getting so costly, I corresponded with Erica Pawlusiak from Green Mountain Power, and she informed me that the annual cost of a streetlight is \$145 per year (\$0.398 per day). Based on the fact that batteries are only warranted for five years and have a 5–7-year lifespan, the Town would have to plan on spending (at today's prices) \$3,672 every 5-7 years to replace the 12 batteries in the four solar lights. The streetlights at today's prices would be \$435. Divide that into \$3,672 and it would take eight (8) years of paying for streetlights to equal what it would cost to replace the 12 batteries in the solar lights and every 5-7- years thereafter. The cost of the batteries doesn't include freight or hiring an electrician to remove the old ones and install the new ones. It

also doesn't factor in the costs should a controller need to be replaced past the 10-year warranty period. I do need to talk with Erica about whether or not the streetlights can be mounted on existing poles or whether or not additional poles would have to be installed. That would cost up to \$2,000 per pole. Last Update 3/14/2022 - Awaiting a response about the new controller for Sol Energy. Update: 01/7/2022 – I spoke with Paul McClure from McClure Construction on 01/6/2022 about the solar lights at the park and ride near Exit 5. Paul advised that there was proper voltage to the device and sensors, but the controller lights were not lit as per the technical manual. He recommended that I contact the company who manufactures the device and see if they would ship one to the Town Office so he use his lift to get up in each light tower and troubleshoot the system. I will purchase two replacement batteries (\$200 each) so Paul will have a new controller and new batteries to help isolate whether it is the controller, batteries, or something else that is the reason they are not working. Last Update 12/23/2021 – I met Paul McClure at the Park & Ride on 12/22/2021 to investigate why the solar lights are not working. Last Update: 12/27/2021 -After a few attempts to open a light housing, it was determined a special wrench is needed, one Paul did not have with him. Paul advised he would come back on 12/23/2021 with the proper tool and let me know what he finds. Last Update: 11/19/2021 – I received a message from Paul McClure at 10AM on Friday (19<sup>th</sup>) advised he was still interested and to call him back to try and coordinate a time to inspect the control modules on the solar lights at the park and ride.

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

**c. Historic Cemetery in Village. UPDATE: 6-25-2022** – I spoke with Ray Ladd on 6-23 and asked him if he wanted to encumber money from the historical cemeteries budget into the next fiscal year. His response was that he did want to encumber the money so he can schedule a contractor to come in like they had two years ago to repair headstones/markers. The annual \$5,000 operating budget for the cemetery is not sufficient to do much annually. It has proven that combining the two year's funding nets better success getting a contractor to commit to the work and process is made in the repairs needed to all of our historic cemeteries. **Last Update: 11-19-2021** – Nothing further to report until spring when Castleton University student Joey Kinney will plan another day of cleaning headstones.

Action needed: *I request that the Selectboard approve encumbering \$4,000 from the fiscal year ending 2022 operating budget surplus from Historical Cemeteries into Fiscal Year ending 2023 for the purpose of repairing/restoring headstones, markers, fences, signs, and cemetery grounds. Money is to be spent for these purposes not later than June 30, 2023.*

**11. Selectboard** – Members of the Selectboard will participate in a site visit to Grandpa's Knob on 6-28-2022 along with members of the Planning Commission. The site visit was warned on the Town website on both the Planning Commission and Selectboard meeting agenda pages.

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

**a. Union Negotiations (NEPBA): UPDATE – 6/25/2022** – Negotiations are ongoing. Next negotiations meeting is scheduled for the week of June 27<sup>th</sup>. The collective bargaining team for NEPBA submitted a wage supposal to the Town's negotiating team on 6-24-2022.

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

**b. Recreation –UPDATE: 6-25-2022** – I received four applications/resumes for the Parks and Recreation Director vacancy. My intent is to form a panel to conduct interviews on 7&8 July 2022. The panel will consist of myself, Karen, Jonas, and an outside person who has or is serving as a recreation director in another like-sized town. I have reached out to the Towns of Brandon and

*Pittsford as they have robust programs. I will also contact Rutland Town and Rutland City. If I can get more than one to commit to the interviews, I will take up to two from an outside entity.* **Last Update: 6-10-2022** – The Director of Parks and Recreation job was advertised. Last update: 5-20-2022 – I reviewed the Recreation Director job description and made a couple of small changes. The position will be advertised starting the week of 5-23-2022. **Last Update 4/10/2022** -I would like to move forward with a hiring search for a full-time recreation director, however, I believe that the Selectboard should make a decision whether recreation stay a commission or whether it becomes a separate department under Town government. They are funded by the taxpayer and when there is a recreation director hired, it should be known who that person directly reports to for any reason.

Action needed:

*None.....at this time. Informational*

**12. Public Concerns** – *I received four messages from residents lodging a complaint or expressing their disappointment that the Independence Day parade is at 10AM on a Sunday morning and it conflicts with their church services. All efforts were made to accommodate religious services in the village area. I personally spoke with Pastor Noble at the Federated Church at the first 4<sup>th</sup> of July Committee meeting, and he was very supportive of the day and time stating that he felt it was an important activity and they would work around parking and time. In order not to disrupt their services (11AM), I asked the Bridge Initiative folks to move their music and celebration elsewhere. They worked out a plan with the Castleton Free Library to hold their activities on the library lawn. At the last 4<sup>th</sup> or July Committee meeting (June 23<sup>rd</sup>), I brought up the topic of planning and we all agreed to begin planning next Independence Day activities starting in October 2022, or at least agree to set the date of the parade and fireworks. Many of the parade entrants participate in activities in other communities, so the earlier we can set the date, the more participants we can secure before they commit elsewhere. Additionally, most of the participants that provide music have a fee they charge. The Shriner's don't specifically charge a set amount via an invoice, they instead ask for a donation, typically \$300 for each group (cars, mini-bikes, camels, etc.) so I should start including those fees in the operating budget. We are fortunate to receive some generous donations, but those may dry up if the cost of doing business continues to rise. The 4<sup>th</sup> or July Committee did conduct a coin drop this year and collected enough money to pay for the majority of the entertainment and there were donations from Woodard's Marine, the LBA, the Lion's Club, Trudo Construction, and Mike and Jen Jones that covered the \$2,500 needed for the fireworks. There is no rain date for the parade this year. Too many participants have committed elsewhere on the 4<sup>th</sup>.*

Action needed:

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

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