

Town Manager's Report

Select Board Meeting 8/8/2022

1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant (Pedestrian Accessibility Scoping Study):** **Last Update: 7-21-2022** – Public meeting to brief the full Selectboard cannot happen on 7-25-2022. According to project engineer Nicole Fox, VTrans is still reviewing the responses to their initial comments on the project proposal. Nicole advised she will reach to me with adequate notice to get it on the SB meeting agenda. **Last 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. **Updated: 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. **Updated: 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. **Updated: 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 8th. 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.

Action needed:

None at this time.

b. **TAP Bike & Pedestrian Grant (Parsons Hill):** **NO CHANGE.** **Last Update: 7-21-2022** – According to engineer Dan Monette, the plans are 80% completed and Dan advised he will have them for my review the week of 7-25-2022. He advised the plans should be adequate to complete the 1111 permit to VTrans for highway access (driveway cuts) and identify any **easement issues.** **Updated: 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

Action needed:

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

c. **Staso Road Stormwater Scoping Study** – **UPDATE: 8-4-2022** – *This is on the meeting agenda for 8-8-2022.* **Last Update: 7-8-2022** – Briefing to the full board tentatively scheduled for 7-25-2022. **Updated: 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. **Updated: 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. **Updated: 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.

Action needed:

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

d. Grants-in-Aid Project (2022) – Update: 8-4-2022 – Project is still not complete. The highway foreman is looking at the week of 7-25-2022 if the weather cooperates and there are no staffing issues. Last Update: 6-25-2022 – The highway crew has moved their completion date for Barker Hill and Pencil Mill to 7-15-2022 due to competing requirements. **Updated: 6-10-2022** – The highway crew is planning to complete the grant work on Barker Hill the week of 6-27-2022. **Updated: 5-19-2022** – The large culvert that was part of the grant on Barker Hill was replaced. **Updated: 5/6/2022** - Work to begin on Barker Hill on May 10th (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 – Nothing to report

Action needed:

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

2. Transfer Station –

a. Operations – Permit sales are underway. Revenue from some recycling items has trended upwards and we are making some money. I will reevaluate the costs of disposing bulk/C&D and MSW in New York and look at costs to bring it to Gleason Road. The cost of fuel is a factor to consider as well as the increase in per ton disposal costs at New York facilities. Our scale fee is currently \$180/ton, substantially higher than New York facilities, Hubbard Brothers, and the Gleason Road facility, so increasing the scale fee would not be prudent. It may be time to start looking at ways to increase revenue without putting the cost out of reach for some people, in particular those on fixed incomes and keeping the rate of inflation on household incomes.

Action needed:

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

b. Poured concrete walls: NO CHANGE. Last 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

d. **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: 8-8-2022 – I am continuing the search for the Roustabout.**

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

3. **Solar Projects** –

a. **MHG Solar Gravel Pit – NO CHANGE. Last 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 Hadeka's.

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

4. **Wastewater Treatment Facility –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 contract 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.

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, but is not yet been started.

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

b. **FEMA (South Street Trestle) – Last 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 12th 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 –**

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

c. **FEMA (Little Rutland Road) –UPDATE: 7-21-2022.** – Property owner Eitan and Laurie Kilchevsky are still looking for resolution to the stormwater problem on their property on Little Rutland Road caused by stormwater that is discharged under their property via a culvert infrastructure. The damage to their property was partially fixed, but to do it right, 150 feet of culvert has to be removed/replaced and access is less than desirable. There are many considerations to consider, such as an existing cesspool, well, two retaining walls, and the roots from a large tree. In speaking with Brent on 7-21-2022 following another visit to the property, there is no way to abandon the culverts and still handle the stormwater discharge. FEMA provided approximately \$14K for this project, which included replacement of the approximate 150 feet of culvert, topsoil, and labor. I held a pre-bid meeting for this project two years ago and due to all the complexities and anticipated costs for the entire project, I halted the bid process. One contractor who does a lot of work for the Town when I asked how much he thought the project would cost stated, “well over \$100K”. I am disappointed and frustrated that a fix for this issue has not happened and without using Town funds, I see no way to fix this problem. I have reached out to VTrans reps Brian Sanderson and Todd Eaton for some guidance on whether or not there is a grant opportunity. When I inquired a couple of years ago, there wasn’t a grant opportunity to address this issue. **Last Updated: 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. **Updated: 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 Kilchvsky’s with a proposal. **Updated: 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: 7-8-2022** –

(1) New Fuel Dispensing System – The 20% down payment was received and the equipment was ordered.

(2) The highway foreman must take our oldest tandem axle dump truck to Rutland to Earle's Trucking for a quote to sandblast the frame and body so it can be repainted. Our trucks should also be undercoated to extend their lifespan, to meet the individual replacement timelines in the vehicle replacement plan. No action is required at this time but expect the highway foreman to bring some quotes before the Selectboard in August.

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

g. Roads & Streets. UPDATE: 8-3-2022 –

(1) There is more line striping to complete, which will be scheduled in the coming days. The Highway Department is still short one employee for another couple of weeks. The highway foreman is trying to keep the roadside mowing happening and there just isn't enough people or hours in the day to react to the unexpected, mow, and paint crosswalks while they are trying to complete a grant project on Pencil Mill and Barker Hill roads. They haven't forgotten about it.

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

6. Town Office & other buildings –

a. Fire Station. UPDATE: 8-3-2022 – Paul McClure installed the eyewash station (which included a shower head as well) at the fire station. Last Update: 6-10-2022 – I gave Chief Goyette permission to hire an exterminator to address an ant infestation at the fire department. **Updated: 5/6/2022 –** Site Safety Visit conducted by Wade Masure, PACIF Loss Consultant on 5/6/2022. **Updated: 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: NO CHANGE. Chris has solicited bids from contractors to paint the garage and repair some sheet metal, but as of 6-24-2022, nobody has 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: 8-3-2022 –** The parts have arrived to install the retracting door sweep at the police station and will be installed in the coming weeks. **Last Update: 7-21-2022 –** Selectman Richard Combs advised he found a retracting door stop that can mount on an outward swinging door and would order one and install it before winter arrives. If it works, it will be much cheaper than replacing the door. **Updated: 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 keep 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. **Updated: 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 – **UPDATE: 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.* **Last Update: 7-21-2022** – In talking with Chief Mantello this past week, the committee formed to assess the situation and find a dispatch alternative (other than the State Police dispatch centers) is meeting again next week. The costs associated with a Rutland County dispatch center has the potential to impact the Town of Castleton more than any other town in the county because we are the second largest municipality in Rutland County and the police and fire departments have the most call volume for a municipality in Rutland County that currently uses State Police dispatch services. Whether funding a future dispatching solution for Rutland County is based on size or call volume, we (Town) will pay the most. Dispatching services could have close to a \$2M price tag. Chief Mantello will share the results of the next meeting with me and I will pass along anything of intelligence value. **Updated: 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 – **Quarterly food drive August 6th with Castleton Cares.**

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

c. Vehicles and Equipment – **UPDATE: 8-4-2022** – *I spoke to Chief Mantello on 8-4-2022 and he advised that the new Ford Explorer cruiser will not be ordered until September*

2022. This changes the model year, but the good news is the Chief advised that the price decreases by almost \$2,000. **Last update: 7-21-2022** -Chief Mantello reached out to Chuck Williams (State bid representative for Ford and Chevy) a couple of weeks ago to get an update on the police cruiser that the Selectboard approved and found out it was never ordered. It is ordered now. I asked if they will honor the price when it should have been ordered and Pete was going to check on it.

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

8. Emergency Management – UPDATE: 8-4-2022 – There is an IS-400 Advance ICS for Command & General Staff training class in Springfield, VT scheduled for October 25-26 that Chief Mantello and Chief Goyette plan on attending. Last Update: 7-21-2022 – I was contacted via email on 7-20-2022 by the Southern Vermont Disaster Program Manager (A job I previously held) who advised he will help me get the Sheltering Basics class scheduled. **Updated: 7-7-2022** – I received word back from RRPC soliciting a date/time for Castleton to host an American Red Cross Basic Sheltering class, I have been trying to get this done for two years but due to the COVID pandemic, it was postponed.

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

9. Fire Department –

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

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

b. **Assistance to Firefighters Grant (AFG) – NO CHANGE. Last Update: 7-21-2022** – I watched a webinar on 7-20-2022 on how to go about applying for a grant under the Assistance for Firefighters Grant for SCBA replacement. There were several links to companies that help fire departments write grants. I filled out an online form to schedule a virtual meeting with MSA Safety Grant Assistance Program to get a quote. **Updated: 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.

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

c. **Operations – UPDATE: 8-4-2022 – Chief Goyette advised the fire department officer group has the SOPs/SOGs the Public Safety Committee has requested. The next meeting is tentatively scheduled for August 9th at 5:00PM at the Town Office. Last Update: 6-25-2022** – The Public Safety Committee met with Chief Goyette, 2nd 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. **Updated – 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. **Updated: 5-20-2022** – I received a couple of text message from 2nd 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. **Updated - 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. **Updated – 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.

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

d. Public Outreach & Support – The fire department held a pancake breakfast fundraiser on 7-31-2022 at the American Legion Post #50. They also hung the banner for Lion’s Club auction and will remove it after the auction is complete.

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

e. Apparatus – UPDATE: 8-4-2022 – On July 27th, Chief Goyette advised that a company in Syracuse NY that repair/refurbish fire apparatus was contacted, and he expected a call back the week of August 1st to set an appointment for a representative come to Castleton to inspect Engine 2. Chief Goyette is looking for a quote to fix the frame and other areas that need to be refurbished. I sent Chief Goyette a text message on August 4th asking for an update and if he and his officers are prepared to meet on August 9th at 5:00PM to update the Public Safety Committee on the status of SOPs/SOGs. **Last Update: 7-21-2022** - In reviewing this issue, I realized that Chief Goyette only received a text stating the repairs would be in the neighborhood of \$30K, but if we wanted a better assessment, the truck would have to be brought to the garage/shop in Granville, NY. **Updated: 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: *Review Chief Goyette’s recommendation on the future of Engine 2, once the vehicle has been inspected, and a list of repairs is known, as well as the cost to make the repairs. The truck has been out of service for over six months and is just sitting on the apparatus bay floor not doing the Town any good. We are down an attack engine in Town that degrades the fire department’s capability to respond to structure fires or shuttle water by 50%. If the assessment/quote of Engine 2 comes back recommending it is not repairable (or the cost is too great), then replacing Engine 2 seems to be the logical step. There isn’t enough in the fire department reserve to purchase a new engine, but there is enough to purchase a used truck or possibly look for a demo for sale. Even a demo would likely deplete most of the fire department vehicle reserve. The truck committee could still move forward with developing a long-range vehicle replacement plan. The Chief would provide guidance to the truck committee on what specs he would want in a replacement for Engine 2. The truck committee could then make their recommendations to the Chief on what else they would want for specs and then begin the search for a used truck or demo. Whatever happens, a used vehicle replacement should be newer than what we have now and not so old that it needs to be*

replaced in five-ten years. I recommend if the frame of Engine 2 is refurbished, it be done by certified personnel and the NFPA 1912 Standard for Fire Apparatus Refurbishing be followed. I have provided some excerpts from NFPA 1912 for your review.

10. Town Lands –

a. Crystal Haven Common Area – Joel Smith is looking for a letter that was provided to the Selectboard. I asked Karen to follow up and see if it can be further narrowed down because I am not sure which letter to which he is referring. Nothing has been sent as of 8-4-2022.

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

b. Park & Ride. UPDATE: 8-4-2022 – I am still waiting to receive the permit back from VTrans to install the light pole. I plan on using the backhoe from the Transfer Station later in August to remove the stump from the spruce tree, clear out the flower garden, which is now home to poison parsnip, and move around the rocks. I will plant some tulip and daffodil bulbs this fall. Updated: 7-21-2022 – I met with a member of the Ann Story Chapter of the Daughters of the American Revolution and they are agreeable to help beautify the Park & Ride and clean the monument. Updated: 7-8-2022 – A grant opened to assist communities improve park & ride areas. Updated: 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. Updated - 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.

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

c. Historic Cemetery in Village. UPDATE: 7-11-2022 - Castleton resident Kevin Fenton was added to the Historic Cemetery Association effective 7-11-2022. Last 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. **Updated: 11-19-2021** – Nothing further to report until spring when Castleton University student Joey Kinney will plan another day of cleaning headstones.

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

11. Selectboard –

a. Union Negotiations (NEPBA): NEPBA Collective Bargaining Agreement ratified on 7-25-2022 for a five-year contract.

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

b. Recreation –UPDATE: 8-4-2022 – *There were eight applicants. I am currently working with an applicant who is young, full of enthusiasm, and is visiting the area this weekend. I am going to take her and her husband out to breakfast or lunch over the weekend and give them a tour of the Town infrastructure. As with all candidates, the salary I can offer is lower than the average in Vermont and has turned away applicants. We are the second largest community in Rutland County with a lot to offer, but without the tools/resources to recruit and retain quality people, I feel like we would be “settling”, so I ask we take the same approach to hiring a full-time Parks and Recreation Director as was expressed with hiring and retain police officers and DPW personnel.* **Last Update: 7-21-2022** – A hiring board consisting of myself, Chief Mantello, Jonas Rosenthal, and Karen Stewart convened on 7-14-2022 and interviewed four applicants. One applicant sent an email the day of the interviews asking she not be considered. Another had car problems and could not make it. The board conducted the interviews using a series of questions asked to each candidate and scored them using the criteria that was placed into a matrix. The results were one candidate that stood out from all others and was a unanimous decision. I conducted one in-person and one telephone follow up with that individual. I find the individual a hard-working, intelligent, has prior parks and recreation experience, and a candidate that put effort into preparing for the interview. I am prepared to make a conditional job offer but want to meet with the Selectboard either individually or in executive session to discuss it. I refer the board to 1VSA §313(a)(1) and (a)(3). **Updated: 7-8-2022** – A total of six applicants will be interviewed for the position. The interviews are scheduled for 7-14-2022. **Updated: 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. **Updated: 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. **Updated: 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: *I am looking for a commitment from the Selectboard to support a 5% increase for the Parks and Recreation Director for FY-2023-2024. I would build that into the budget I submit to the SB in November. It will bring the budget to a level that is competitive and what the job description warrants.*

12. Public Concerns –

a. **UPDATE: 8-4-2022** – The highway crew has to do work on Crampton Road and due to concerns over the landowners past behavior, Brent contacted the police department to have them present when the highway is changing a culvert. If the police department is unable to stage an officer and cruiser on site, I will ask the First Constable to be there. This Landowner on Crampton Road – Claims the Town has raised Crampton Road 6-feet and has caused water problems on his property that lies between Crampton Road and the railroad tracks. Chris Fouracre, Brent Clark and I have visited the property on more than one occasion and there are culverts that have been in place for many years that run under Crampton Road and during heavy storms may discharge from the Town’s ROW into his property. I spoke with Brent Clark and there isn’t much that can be done because water that runs from both private property and the roadway into the ditches has to go someplace and it isn’t always a preferred location. Most of the time landowners who don’t want the water on their property have no issue with it being discharged on somebody’s else’s property. The landowner is not satisfied with the answers he has been provided and has even stated he will retain an attorney. This is an ongoing issue that may prove difficult to resolve. I have not returned a phone call to the landowner as of 7-21-2022.

Action needed:

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

b. **NO CHANGE** Homeowner on Route 30N – Submitted two invoices to me wanting the Town to pay for clean up of two of his residences because sewer backed up into the residences. One of the properties was part of an insurance settlement between the homeowner and VLCT (PACIF) for damage caused by sewer backup. VLCT agreed to a monetary settlement to install a backflow preventer so there would be no further sewer backup. According to our wastewater employees, that residence still does not have a backflow preventer installed, which approximately \$5,000 was provided by our insurance carrier to the homeowner to install the backflow preventer. In speaking with our wastewater technicians, they never received a call for these events in question so they cannot attest to whether they witnessed the backup of the sewer into the residence(s). I have not spoken to VLCT (PACIF) yet to see what they recommend. If the homeowner received an insurance settlement payout and did not install the backflow preventer, it may generate a case that VLCT wants to handle. In the case of the two invoices where the homeowner claims that sewer backed up into his residences and he wants the Town to pay for the cleanup, I am not agreeing with the landowner because we have no way of knowing it truly occurred. Couple that with the fact the homeowner received an insurance payment to install the backflow preventer and didn’t, make me question the validity of the situation. There is more history with this individual I will share with the board should the situation dictate.

Action needed:

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

c. **NO CHANGE.** Homeowner on Drake Road is claiming work done by the Town is creating a stormwater runoff issue that has caused the pavement in his driveway (on the edge of the ROW) to degrade, crack, and break up. I have asked the Highway Foreman to meet the homeowner to assess the situation and determine if the problem was caused from work the Town. If it was caused by our work, we will have to determine a fix plan, likely meaning expenditure of operating budget funds to make it right.

13. Follow up from last meeting – Items are included in the meeting agenda, in my report, or in the meeting packet.