

Town Manager's Report
Select Board Meeting
9/26/2022

1. Grant Project Updates:

a. **Transportation Alternative Program (TAP) Grant (Pedestrian Accessibility Scoping Study): NO CHANGE.** Last Updated: 8-15-22 – The Town was disapproved for the Bike & Pedestrian Grant for this project. I will apply at the next available opportunity.

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

b. **TAP Bike & Pedestrian Grant (Parsons Hill): NO CHANGE. Last Updated: 9-8-2022** – I spoke with Dan Monette and asked for an update, and he advised that VTrans is still reviewing the project plans. According to Pete Pochop, the Town is not registered in System for Award Management (SAMS), which I checked and found we are still registered through March 2023. I sent a screenshot of that information to Pete, and he was going to share it with sharing it with the VTrans Grant Administration office.

Updated: 8-17-2022 – According to an email from Dan Monette, the project plans still have not been review by Peter Pochop from VTrans but should be done by the end of the week, and sent to Theresa Gilman at VTrans with the 1111 Permit request (working in the VTrans ROW and driveway access widths/permits) the week of August 22nd. **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 –NO CHANGE. Last Update: 8-17-2022** – MSK Engineering and FitzGerald Environmental briefed the Selectboard on the outcome of the Stormwater Scoping Study for Staso Road. This was an 80% VTrans funded scoping study that primarily addressed the 3-Acres of impervious surface permit requirement for Town property on Staso Road (Transfer Station and Highway Garage) that also included an estimate for a salt and sand shed. The entire project (all inclusive) is estimated at \$1,206,585.00, that’s with a 20% contingency and engineering and construction oversight cost, the base cost with mobilization is a little over \$800,000. They split out the salt and sand shed, the other half is erosion and sedimentation control, costs for that are about \$115,000. **Updated: 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 Rodriquez 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: Looking for Selectboard feedback on what direction to head moving forward. There is no certainty that the prices provided will in 2022 will remain stable over the next couple of years when this project would be ready to go to construction. Does the Selectboard want to include any ARPA funds for the planning and construction phases in the pursuit of the vision of having a new salt and sand shed on Staso Road? ***I need to know this before I apply for a grant, The Town will need to pay 20% of the grant. This could exceed the \$200,000 we have in reserve for a new salt and sand shed.***

d. **Grants-in-Aid Project (2022) – NO CHANGE. Last Updated: 9-9-2022** – Project work is completed, and photos need to be taken so grant reimbursement documents can be submitted. **Updated -8-18-2022** – The highway crew hired Chestnut Excavation to hammer some ledge on Barker Hill Road so they could complete those road segments included in the grant. Pencil Mill and Barker Hill were completed on 8-18-2022. The Town will have VTrans inspect it once Brent Clark is back from vacation so we can get our 80% reimbursement.

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

e. **Better Roads Grant** – ***The next Better Roads grant could be used to help fund the required work at the Kilchevsky residence to replace the Town’s culvert. I had Josh Carvajal, Steffanie Bourque, Hilary Solomon, and Brent Clark at the property on 9/19/2022 to help assess what grants this project would be eligible next year. It was determined that the Better Roads grant and Grants-in-Aid program are the two the Town should pursue. This is problematic because the Better Roads Grant is already approved for another project that must be completed by 6/23/2023. The Grants-in-Aid project has not been selected, so I will work with RRPC representative Steffanie Bourque to put together the recommendation. We have been awarded the money, but we must have a valid project to apply those funds and the RRPC will validate the project is eligible for use of the funds.***

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

2. **Transfer Station** –

a. **Operations** – **Update: 9-23-2022** –

(1) ***Covered and non-covered electronics are now in compliance. Chris Forrest was able to get the disposable batteries packaged and three boxes will be picked up by FedEx on Monday. There is a disposal program available to the Town, so that many batteries should never have accumulated at the Transfer Station.***

b. (2) ***The bollards did not get installed to protect the electrical junction box between the pole barn and the exit gate. Chris found them in one of the storage shed. I spoke with Brent Clark and Chris this week and they will work together to get the bollards installed. This was a deficiency identified under the previous chief operator and it was not completed. The bollards were paid for using the PACIF grant and one of the items holding up the Town from receiving any of the PACIF grant money this year. This year the full \$10K would be awarded which normally requires a 50% match.***

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

c. Poured concrete walls: UPDATE: 9-23-2022 – *Nothing was done to get quotes, so I don't have a quote to bring to the Selectboard. It was discovered that the previous operator was not consistent with use of pest control measures and the rat problem has returned. These pets create a lot of damage by undermining the pavement around the concrete block walls and displace the gravel behind the walls. This compromises the integrity of the ground under the new paving by creating voids under it and it compromises the stability of the walls. This would not happen if the walls were poured concrete and not concrete blocks. I am confident Chris Forrest will be consistent with the pest control measures, but it won't likely eradicate every one of the rats so I stress that a poured concrete wall will best serve the Town for decades, verses having to remove and rebuilding the concrete block walls every 3-4 years. We have removed and rebuilt the walls twice since 2018. The first time we had to purchase 20+ new blocks because they were deteriorated or of varying sizes making it impossible to fit them together.* **Updated: - 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. **Updated: 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. UPDATE: 8-18-2022 – *I spoke to Chuck Williams the week of 8-8-2200 and he advised that the F-250 was still not ordered and would not be ordered until September. It will change the model year, but the new State Bid prices have not been negotiated, but it is likely it will cost more than the SB already approved.* **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.*

e. Personnel: UPDATE: 9-23-2022 – *I hired Chris Forrest at the Transfer Station. I am continuing the search for a Roustabout. Jim Bruno continues to haul the trash and recycling in the interim. Chris, Jim, and Brent communicate well and there have been no issues with keeping the operation working smoothly.*

Action needed: *I would like to discuss this in executive session with the SB on 9-26-2022.*

f. Equipment: UPDATE: 9-23-2022 – *When Chris Forrest took over as the Chief Operator, an inventory was done of small tools and equipment. It was discovered that a new chainsaw, chaps, and weed eater were missing. Chris checked with Brent Clark to be sure the highway department of WWTF personnel had not borrowed them. It was determined that nobody else from the Town had borrowed the stuff. I purchased a key box for the facility and all keys to sheds and vehicles are to be locked in the key box each day. I also instituted a daily active security checklist at the highway garage, transfer station, and WWTF that includes specific security checks be completed by the last person to leave the building at the end of the day. This includes visual*

checks that doors, windows, and vehicles are secured, and keys are locked in the key box and not left in vehicles. I don't have anybody pin the rose on for the missing items. It was also discovered that the outside surveillance camera at the transfer station cannot see the storage sheds, so I am having it moved so that area is visible to the camera. Chris Forrest and Ryan Denno cleaned out the two storage sheds and organized them. It was discovered that the previous chief operator was using the sheds to store furniture, tools, and other items people gave him, or he removed from the solid waste stream. All of these items have also been removed. I believe that the problems have been remedied and won't occur in the future.

Action needed: I would like to discuss this in executive session with the SB on 9-26-2022.

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. The Town is still waiting for documentation from the Probate Court so our attorney is still holding money in escrow until the document is received.

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

4. Wastewater Treatment Facility –**UPDATE: 9-23-2022** – I met with the Penta Corporation project manager, Aldrich and Elliot representatives, and Jeff Jordan on Thursday afternoon to discuss the 20-year upgrade project schedule. Penta Corporation will begin mobilizing on September 26th and begin work as soon as possible. **Last Update: 9-9-2022** - I

received notification from Jason Booth (Aldrich & Elliot) that Penta Corporation plans to begin on the 20-year upgrades on the 26th of September with the Chemical Feed work, which is a bit out of sequence but allows for the chem feed work to be completed before cold weather kicks in. Jason will prepare a no cost change order to adjust the start time from November 1st to September 26th. **Updated: 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 -NO CHANGE.** 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) – NO CHANGE. UPDATE: 9-9-2022** - There was a site visit between the Town (me and Heath), VTrans Bridge Engineer, and the VTrans contracted engineers to discuss the project, take photos, and assess whether or not anything

needs to be added to the scope of work. I sent the engineer a copy of the grant application which included several photos and the scope of work prepared by FEMA back in 2019. This project can be completed soon enough. 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. **Updated: 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. **Updated: 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. **Updated – 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.

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

FEMA (Little Rutland Road) –*UPDATE: 9-23-2022 - I had Josh Carvajal, Steffanie Bourque, Hilary Solomon, and Brent Clark at the property on 9/19/2022 to help assess what grants this project would be eligible next year. It was determined that the Better Roads grant and Grants-in-Aid program are the two the Town should pursue. This is problematic because the Better Roads Grant is already approved for another project that must be completed by 6/23/2023. The Grants-in-Aid project has not been selected, so I will work with RRPC representative Steffanie Bourque to put together the recommendation. We have been awarded the money, but we must have a valid project to apply those funds and the RRPC will validate the project is eligible for use of the funds. I also sent an email to Nicole Kesslering asking her if she would consider completing the engineering of the project so we have an approved set of project plans and a product to submit with the Better Roads Grant. She started a stormwater mitigation design that was funded by the Kilchevsky's and not completed so it makes sense to hire her to complete it. Last Update: 9-9-2022* – I spoke to Eitan Kilchevsky on 9-9-2022 and he was looking to get an update from me on the status of the replacement of the stormwater culvert through his property on Little Rutland Road. Eitan provided a proposal to the Town on a way forward. I also spoke to Josh Carvajal and Hillary Solomon about grant opportunities. Josh coordinated a site

visit with Hilary (PMNRCD), Laura Dlugolecki (ANR/DEC Lakes & Ponds), and Steffanie Bourque (RRPC) on September 19th at 11:00AM to try and determine what resources may be available to help the Town get this project completed. **Updated: 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. **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 Kilchevsky’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.

c. Overtime and Salt & Sand Usage –UPDATE: 9-23-2022 - Brent Clark advised the road sand has been screened and stockpiled for winter. Hiring Wilk Paving and the milling machine last summer cost \$7K to remove gravel from several roads before they were paved. The Town kept those millings and rented a screen last week to process the millings into our winter road sand. With all costs associated factored into the equation (milling machine, hired labor, screen rental, and the purchase of 3/8-inch (-) stone to add to the millings, it was still less expensive than purchasing the winter sand as usual. I recommend that we continue to mill gravel roads that are scheduled to get paved and use those millings to make out winter sand. It serves two purposes and saves money at the same time.

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

f. Equipment. UPDATE: 7-8-2022 –

(1) **NO CHANGE.** New Fuel Dispensing System – The 20% down payment was received and the equipment was ordered. I asked Brent to follow up with the contractor on 9-26-2022 to ask for a projected start date.

(2). **UPDATE: 9-23-2022** – Brent Clark spoke with Green Mountain Mobile Sandblasting and received a quote to sandblast the three pieces of equipment. I spoke with Brent this week and he advised he doesn't have a written quote from Earle's, so I didn't have

(3) three quotes to bring before the Selectboard for your consideration. I will plan on having three quotes for the next meeting. **Last Update: 9-9-2022** -The oldest tandem axle dump truck was brought to Rutland to Earle's Trucking for a quote to sandblast the frame and body so it can be repainted. Bob Spaulding provided me with another option and that is Green Mountain Mobile Sandblasting. I sent them an online request to sandblast one tandem dump truck and the skid steer. We now have a quote from Earle's and one from Turk's Auto Body. I asked Brent and Bob Ward to have a proposal in front of the SB for the second regularly scheduled meeting in September. I also asked Brent and Bob to schedule the trucks to be undercoated.

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

g. **Roads & Streets. UPDATE: 9-23-2022** – I hired Sean Sequin and Ryan Denno to perform mowing and perform weed whacking and washing of bridges. **Last Update: 8-3-2022** – The highway department is struggling to fit roadside mowing, bridge mowing, bridge washing, and line striping into the schedule. The line striping will get done in the village area, including parking spot lines before winter. The mowing may be a bridge too far. It is disappointing that it isn't done. It looks like hell in some places and most bridges have not been weed whacked and none were washed to get the winter sand removed. The dirt invites more plant growth. It may be worth applying for a permit to spray the bridges and guardrails with a weed killer next year. There are strict guidelines that must be followed, including employee protection. The mowing and bridge cleaning shortfalls have been an issue for the past five years and there has to be a way to crack the code. My thoughts are to hire summer (seasonal) employees for the summer to mow roadsides, trim around bridges and guardrails, clean bridges, and flagging for those road projects where it is required.

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

6. Town Office & other buildings –

a. **Fire Station. NO CHANGE. UPDATE 9-9-2022**- I met with contractor Roger Stanley at the fire station last week and it was determined that the area above the mechanical room was not insulated during building construction. I asked Roger to provide me with a quote to insulate that area. Roger was the contractor who insulated the town office and police station. I await his quote. **Updated - 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.

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 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) **NO CHANGE. Last Updated: 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: 9-23-2022** – *I provided a letter to the Selectboard from the State of VT, Department of Public Safety dated 9-22-2022 that provides an update on the progress being made on regional dispatching for police, fire, and EMS agencies.* **Last 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. **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),

b. 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.

c. Public Outreach – Nothing to report

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

c. **Vehicles and Equipment – NO CHANGE. Last 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: 9-23-2022 – *I attended a two-day conference hosted by Vermont Emergency Management this past week in Killington. There were some good takeaways from the classes I attended, one being cybersecurity and the risk it poses to the Town's digital infrastructure. VLCT is exploring insurance coverage for PACIF members that protect against cybercrimes where municipalities have money stolen or lost via these cyber-attacks.* **Last Update: 9-9-2022** – I completed a Local VT Emergency Management Director virtual training course on 9-9-2022. I am one class shy of having all requirements completed for the Emergency Management Director Certification. **Updated: 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. **Updated: 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. UPDATED: 9-9-2022 – I have been in contact with a company named Fire Grants Help and sent them a description of what we want for grant writing assistance. **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: 9-23-2022 – *I still have not received the SOG/SOPs from the fire chief that Public Safety Committee requested a couple of months ago. The fire department did form a truck committee and they had their first meeting last week.* **Last 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. **Updated: 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 – Nothing to report

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

e. Apparatus – NO CHANGE. UPDATE: 8-17-2022 – Engine 2 was inspected, and I shared the results with the Selectboard. The most inexpensive fix is more than \$60K and I agree with the Fire Chief that putting that much into the vehicle is a band-aid and not a prudent investment. Chief Goyette would rather sell parts from the truck and not sell it outright. That is a discussion he needs to have with the Public Safety Committee. **Last Updated: 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 the quote to repair/refurbish Engine 2 and consider Chief Goyette's recommendation on the future of Engine 2. 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 a truck that can pump and transport water, tools, and firefighters to calls. This degrades the fire department's capability to respond to structure fires or conduct shuttles water by 50%. There isn't enough money 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 truck for sale. Even a demo would likely deplete most of the fire department vehicle reserve. The truck committee should move forward with developing a long-range vehicle replacement plan, but according to Chief Goyette they have not have the first meeting to get the process started due to availability of personnel to get together at the same time. Perhaps they are directed to do so on a Wednesday night when members typically meet. The process is a structured one and at a minimum, it starts with the Fire Chief providing his planning guidance to the truck committee. This typically includes some targeted specifications, a budget, and a timeline. I was in charge of this process in Rutland City, and it was successful, so I know what I am talking about. The current fire Chief in Rutland (Bill Lovett) just informed me a couple of weeks ago that he is using the vehicle replacement plan I created and submitted to the Board of Alderman back in 2016 and is updating it because they have already replaced three vehicles that were in that replacement plan, I submitted in 2016. It was very comprehensive (out 30 years) and addressed how to fix the underfunding the vehicle reserve. It was approved by the voters and led to a change to City's charter, which had to be approved by the Vermont legislature. With those three pieces of guidance, the truck committee can begin the process. It is best if the Chief is there for the entire first meeting to discuss his guidance and answers questions, but after that

the truck committee should be free to complete the task, minus time they may need with the Chief to refine his guidance or provide that in-progress review update for Chief. 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 am not supportive of the “parting out” Engine 2 and instead think it should be sold outright or traded. Things have not moved very fast with the SOG/SOP updates or getting the truck committee underway, so I envision Engine 2 going to the elephant graveyard in our gravel pit or in one of the apparatus bays torn apart hoping more parts are wanted for a 1997 truck. I recommend the tools and equipment be removed and the truck be marketed for sale with the proceeds being placed into the Fire Department vehicle & equipment reserve.

f. **Events** – Nothing to report

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

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 further narrow down because I am not sure which letter to which he is referring. Nothing has been sent as of 8-4-2022.

Action needed: Selectboard to decide whether or not they will do away with dock agreements. Must notify those with deeded access and dock space agreements before 1-1-2023.

b. **Park & Ride. NO CHANGE. UPDATE: 9-9-2022** – I was not able to apply for the Park & Ride grant because VTrans has not issued a permit to work in the right-of-way, which includes much of the Park & Ride. **Last 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. Castleton University student Joe Kinney has an event scheduled for 9-24-2022 to clean headstones at the historic cemetery and is looking for volunteers to assist in the effort.

Action needed:

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

d. Five parcels of land. NO CHANGE. I sent Sean Sargent the lister cards for the five parcels of land the Town owns at the top of Crystal Heights and east of Crystal Meadows (between Crystal Meadows and North Road) so he can appraise them. His appraisal may show something different than what our Assessor has valued the property.

Action needed:

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

11. Selectboard –

a. Recreation –NO CHANGE. UPDATE: 9-9-2022 – The Parks and Recreation Director job description was sent to Katy Culpo at Castleton University so it can be distributed to alumni from the Exercise and Sports Science, Physical Education, and Sports Management programs. I have one opportunity to get the first-ever full-time Parks and Recreation Director hired and he/she have to be, in my opinion, a well throughout hire who will best serve the community. I am disappointed that the finalist from the last round of interviews had to decline my conditional offer due to an \$8,000 annual salary shortfall. Overall, her background and experience were impressive and, in my opinion, would have taken recreation in Castleton to a whole new level. Her attributes that can't be undervalued was her positive energy, enthusiasm, and caring spirit. I felt like she is the "fish that got away". The search continues. **Updated: 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. **Updated: 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.

Action needed:

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

12. Public Concerns –

a. **UPDATE: 9-9-2022** – *Vandalism to Dewey Field. Somebody vandalized Dewey Field by using a motor vehicle to do “doughnuts” tearing up the sod and creating ruts. I had Karen contact our two contracted mowers and Jeff Brown to conduct an assessment and provide a quote to repair the damage. Jeff Brown didn’t think the damage warranted his intervention but suggested a roller be used to flatten the ground. Nancy Parker from the Recreation Commission thinks the work should be done so kids playing soccer don’t step into a rut and injure a knee, hip, or ankle. I also believe there is liability to the Town should we do nothing. I will follow up on Monday to see if either of the two mowing contractors want to provide a quote to make the repairs.*

Action needed:

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

b. **UPDATE: 9-9-2022 – UPDATE: 9-23-2022** – *On Monday (9-26-2022), I will call GW Paving to get a quote to do this work. Brent Clark has already reached out to RA Filskov’s to see if they will provide a quote. We are also asking these same companies to provide a quote to pave an area under the South Street trestle before winter. I met the owner/operator of GW Paving at the Hydeville Plaza and he advised he will work into the second week of November. Last Update: 9-9-2022 - Brent Clark and I met with the homeowner at his property on Drake Road to try and ascertain that the damage to his driveway was a direct result from work done in the past by the Town or by a paving company. The homeowner provided a video of the stormwater runoff that comes from the Town road onto his property and creates damage. After talking with Brent, the work required to fix the problem is not something the Town has the equipment to undertake and it best to have a paving company give me a quote to consider. The Town can do the prep work, but it will take a paving company to do the work. I don’t have a quote yet but can get that done next week, subject to contractor availability. The asphalt plant typically shuts down in October so there isn’t much time to get it done. 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.