

**Vermont Emergency Services Training Center  
Governance Committee**

**Meeting Minutes – May 22, 2024**

Attendees: Michael Desrochers (DFS), John Marcus (VFSTC Chair), Ken Hawkins (VCJC Director of Training), Chris Brickell (VCJC Deputy Director), Sherilyn Lafley (BGS), Rob Gallipo (BGS District Facilities Mgr), James Whitcomb (VSP), Brian Terhune (BGS Project Manager), Dave Marshall (Civil Engineering Consultant), Travis Denton (DOC)

Introductions of attendees. Chair Desrochers provided a history and summary of the charges of the Governance Committee to orient those who are new to the group.

BGS Presentation of Storm water Project: This project has taken the PFAS contamination into consideration to ensure that the further spread of contamination does not occur as a part of the project. Dave Marshall provided a project overview and review of the project plans. This project is to bring the campus into compliance with new storm water discharge laws applicable to plots with greater than 3 acres of impervious surfaces. The project will allow the collection of storm water and return it to the soils to prevent run-off.

The project team will work with the users to identify events that will be occurring within the construction areas and coordinate to minimize disruption to training operations. The hope is to start construction at the beginning of September and completed by the end of November. There are concerns about the poorly draining area between the Pole Barn and the Firing Range and they will be looked at more closely. Ken raised concern over the possibility of collecting lead contaminated water from the range. More follow up will be required by the engineering team on both of these issues.

Update on Capital Construction: Sherilyn reported that the only capital construction project currently in the works is the Main Building and West Cottage study to verify the current uses. This includes plumbing, electrical, heating, and cooling in these spaces as well as connecting to the municipal wastewater. The study will look at potential to expand the dining room. After that, an architecture and engineering plan will be developed over the winter with the hope of construction next summer. These are primarily maintenance and improvement projects.

The Committee feels that we need to meet next to compile the list of needed capital projects and ensure that we have a "big picture" and all users are on the same page. This would lend to the development of a master plan, which we once had and that plan will provide a roadmap for the development of the complex.

Major Maintenance: Rob reported out on upcoming major maintenance issues. These are projects under his control and under \$10,000 in costs.

- Main Building Classroom 1 and 2 and the offices along this hallway are getting heat pumps at the conclusion of the current class.
- Hot water heat pumps are being installed in the East Cottage and Main Building.

Michael Skaza asked about projects being planned under previous BGS staff:

- Building up the dirt roads, parking areas, and training grounds with material and grading them. Rob said that is part of general maintenance and he can make that happen.
- Warehouse Insulation: Rob said that BGS leadership determined that the user changed the use of the building and must therefore pay for any building changes. Michael would like further discussion on this since the use changed over 25 years ago and BGS is paying to heat an uninsulated building. BGS installed the heat with the intention of insulating and it never happened. Maybe we could recoup the cost in heating savings to keep fee for space lower?
- Locker room exit at Fire Station: This area was to be finished on the exterior but it wasn't done. Rob and Sherilyn will look at the construction plans and the site to determine what needs to be done.

General Maintenance: Users discussed the following maintenance items with Rob.

- Snow removal: the new contractor from last winter was an improvement over the previous contractor, however, fire academy staff spent a considerable amount of time doing snow removal in preparation for facility usage. This included shoveling around doorways, stairs, sidewalks, and pushing out training areas with the VFA loader.
- Washing building exterior: this will be done as a part of an exterior painting project at the Fire Academy Admin Building.
- Washing windows: this will be done within the next two weeks.
- Grounds keeping: Hoping for better upkeep this summer with mowing, trimming, cleaning up fallen trees and limbs. This was poor last year.
- Landscaping: mulching and replacing dead decorative vegetation, will be done before VPA graduation.

Discussed coordination of space use during July when the VSFA Cadet Academy is in session and pre-basic class begins. No conflicts exist at this time.

The next meeting will be scheduled for the end of June. Chair Desrochers will send out dates to choose from and decide on a date when most people can attend.