

# Town of Proctor Selectboard Meeting Minutes

Draft

January 8, 2018

6:00 p.m. – 7:00 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Tom Hogan  
Joe Manning  
Bob Protivansky

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

John Jozwiak  
Peg TV

## **Agreements/Approvals**

- Unanimously approved amended agenda.
- Unanimously approved the December 26,2017 regular meeting minutes, as written.
- Unanimously approved the January 4,2018 special meeting minutes, as written.
- Unanimously approved the VT AOT Certificate of Highway Mileage.
- Unanimously approved North Street Railroad Bridge Railroad Clearance Variance Agreement.
- Unanimously agreed at 6:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:25 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$43,606.04.
- Majority agreed to have Stan Wilbur and Bill Champine contact down town businesses for contribution to street lights.4-1
- Unanimously approved Beaver Pond Watershed Grant Application.
- Unanimously approved letter to Vermont Council on Rural Development, with proposed inclusions from Planning Commission, Chair.
- Unanimously authorized Stan Wilbur to contact Town Attorney for assistance in writing warning articles, Mosquito Control and Tax Stabilization.
- Unanimously agreed at 7:00 p.m. to adjourn the January 8,2018 regular Selectboard meeting.

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

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## II. Review and Approve Agenda

Tom Hogan made the motion to amend the agenda and add the Special Selectboard Meeting Minutes from January 4, 2018. The motion was seconded by Bruce Baccei, unanimously approved

## III. Review of Minutes

Bruce Baccei made the motion to approve the December 26, 2017 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved. Bruce Baccei made the motion to approve the January 4, 2018 special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

## IV. Open Public Comment

No open public comment.

## V. Invited Guests

No guest.

## VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard noted the positive reports about the Highway Department and their work during the ice and snow storms.

Bob Protivansky recognized the Proctor Fire Department for their quick response time to a call on Meadow Street.

Lisa Miser shared that the Proctor Free Library will be holding a photography contest, Winter in Proctor. Stop by the Proctor Free Library for information or visit the Proctor Free Library Facebook page.

## VII. Highway Department

- Manager's Report

Field Activities

- Snow & ice plowing and salting/sanding
- Salt deliveries
- Plowed area at Transfer Station for Trees Inc. to deposit trees for garage firewood
- Chev 3500 back from Stewarts (fit up with in bed sander)
- Clean and service vehicles after each snow event
- Service and repair backhoe and loader
- Clean up shop
- Christmas trees
- Replace Toolcat broom bearing
- 95 at Earl's - transmission

Pending Activities:

- Flagger Training
- Snow & Ice events
- Roadside trees and brush
- Culvert and road surface inventory with RRPC

Overtime:

- Snow and Ice – 72.5 hours

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- VT AOT Certificate of Highway Mileage: Bruce Baccei made the motion accept and sign the Certificate of Highway Mileage Year Ending February 10, 2018, 22.233 miles. The motion was seconded by Bob Protivansky, unanimously approved.
- North Street Railroad Bridge Railroad Clearance Variance Agreement: Bob Protivansky made the motion to accept and sign the North Street Railroad Bridge Railroad Clearance Variance Agreement. The motion was seconded by Bruce Baccei, unanimously approved. The variance lowers the clearance from 21' rather than 23', which will reduce the roadway grade.
- Other New and/or Old Business: No other new and/or old business.

### VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2017

#### Activities Completed:

- Worked with electrician at South Street vault diagnosing power problem. A 12-volt inverter power source caused SCADA to go down. New inverters were ordered.
- Worked with electrician at Cain Street pump station. VFD issue.
- Snowplowing and clean up in several areas.
- Located a curb stop at 17 Williams Street for emergency shut off.
- Located curb stop at 26 Tower Road. Recorded in book.
- Completed repairs to a 4-inch water main on Pine Street. A boil was issued, and samples were later collected to life the boil. A service line was also repaired during this dig, it was hit during the excavation process and the corporation stop was broken. Replaced all with new saddle and copper tubing.
- Located curb stop at 17 Williams Street. Recorded in the book.
- Emergency call out on the 28<sup>th</sup> at 9:30 p.m. Homeowner had frozen water service on Gibbs.
- Inventory of water/sewer repair fittings.
- Assisted with PRV conversion kit at South Street vault. The West side of Town should now be able to get water from the East side with pressure regulation. With the West Tank OFF the pressure can be regulated from the valve enabling the West Tank to be drained or taken off line. A test run will be tried in the spring.

#### Activities in Progress

- Leak detection.
- Determine cause for lack of flow at the Willow Street, Pine Street and Larson Street hydrants. Awaiting the D& K hydrant flow evaluation to determine if the hydrants meet current flow standards. If the hydrants do not meet the flow requirements and evaluation will determine the course of action. Piping improvements may be needed. Larson Street does not have an isolation valve that can be found and is therefore unable to be shut down for service.
- Respond to State concerning Lead pipe issue. "Goose necks" (corporation stop to copper/galvanized short adapter pipes) occasionally get removed when completing service line repairs.

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### Activities Planned or Needed:

- Develop procedures and requirements for sub-contractors who assist with Town projects, including equipment list. Excavation projects are going out to bid.
- West Tank cathodic protection needs replacing. Test the PRV conversion by shutting down the West tank. Valve conversion is in place.
- Winterizing various locations.
- Finish Hydrant flushing.
- Other New and/or Old Business: John Jozwaik inquired if there should be some type of bill - back from the Highway Department to the Water/Wastewater Department. The Highway Department has been using the new W/WW truck to plow. The W/WW truck was purchased from W/WW funds not the general budget.  
Stan Wilbur explained that he does not bill departments for equipment use, but rather bills for employee time. This concern will be an agenda item at the January 22 ,2018 regular Selectboard meeting.

### IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2017

#### Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Snowplowing and cleanup of several sites.
- Request for service on Gibbs Street. Cut asphalt to expose manholes to check town main. Ended up being homeowner issue.
- Insulated telescoping valve. Operating plants on weekends during cold spells.
- Received alum delivery at WWTF.
- Worked with Highway Department to repair sewer main on High Street.

#### Activities in Progress:

- Willow Street I&I- A+E to determine failed areas allowing groundwater into the collection system is on hold until rainy weather and MH flow are completed.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.
- Assist with A+E with Ormsbee Ave. project. A request to locate 15 water service connections has been made. A 60% meeting is scheduled for December 15<sup>th</sup>.
- Winter and cold related flow problems. We are running the plant over the weekend to allow flows through vulnerable pipes.
- Alum Chemical adjustment to accommodate temperature decrease.

#### Activities Planned or Needed:

- Repairs to Park Street Sewer Main. (In front of #9 Lower Park) Large roots were removed from a hole in the top of the pipe. Hole is in front of the service. This pipe is a good candidate to slip line as the pipe is now cleared and intact. A& E has been notified of this.

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- Repairs to Upper Park. MH.2.E.9, specially 2 holes in the pipe between MH.2.E.7 and MH.2.E.8( below recently repaired area at #104 Park.) Video shows significant amount of ground water flowing into the holes. A&E has been updated on this.
- Address the items Stone Environmental identified in their report.
- Review and update sewer ordinances.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- Root removal or repair on the sewer main crossing vacant lot on North Street.
- Infiltration night evaluation. To occur when the data logger has finished with the second MH site. Must occur with rain.
- Ormsbee Avenue Sewer/Storm Drain Project Informational Meetings/Bond Vote: A meeting will be held January 16,2018 5:30 p.m. at the Proctor Free Library – Evelyn Peterson Community Room. The informational meeting will be held February 27,2018 at 7:00 p.m. at the Proctor Free Library – Evelyn Peterson Community Room, the state and engineers will be in attendance to discuss the project and cost associated with the project. The project plans to remove and reset the marble sidewalk.
- Other New and/or Old Business: No other new and/or old business.

Bob Protivansky made the motion at 6:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved.

### X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$43,606.04.
- Draft Audit: The Selectboard was encouraged to review and contact Stan Wilbur with any questions, to pass on to the auditors.
- Main Street Lights: Stan Wilbur provided the handout from the engineering firm with cost and number of lamp posts. The first estimate is for 1- 5 light LED, 9-2 light LED and wiring for \$217,548.00 The second estimate is for 7-2 light LED and wiring for \$170,000.00. There was no consensus as to the configuration of lights.  
Bob Protivansky made the motion to authorize Stan Wilbur and Bill Champine to meet with, Carris Reels, GMP and Omya to seek contributions to the project. The motion was seconded by Bruce Baccei, passed by majority,4-1.
- Beaver Pond Watershed Grant Application: Bob Protivansky made the motion to sign and submit the Watershed Grant for \$10,000.00. The motion was seconded by Joe Manning, unanimously approved. The Beaver Pond Recreation Area Restoration project cost is \$35,000.00.
- Vermont Council on Rural Development: Bruce Baccei made the motion to approve the letter requesting Vermont Council on Rural Development assistance with a short program and authorize the Chair to sign, with the inclusion of suggestions from Dick Horner, Planning Commission, Chair. The motion was seconded by Bob Protivansky, unanimously approved.
- Mortimer Proctor Trust Grant Application: Information only.
  - Riverside Cemetery Access Road Paving; Bob Coons is gathering estimates to provide to the Selectboard.
  - Main Street Lights: See Main Street Lights.
- Town Report Cover: The Fire Department is taking another photo for the cover.
- Town Meeting Articles:

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- Mosquito Control
- Tax Stabilization

Tom Hogan made the motion to authorize Stan Wilbur to contact the town attorney to discuss verbiage for the two articles, Mosquito Control and Tax Stabilization. The motion was seconded by Bruce Baccei, unanimously approved. The mosquito control would only be for adulticide spraying.

- VT Department of Taxes 2017 Equalization Study Results: Information only. The CLA has decreased from last year, 100.79%.
- FY2019 Budget Draft 2: Review and comeback with suggestions at the January 22, 2018 regular Selectboard meeting. The budget will be approved and warning signed at this meeting.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: Tom Hogan noted that after reviewing Rutland County Sheriff Department reports, that it appears as Lisa Miser suggested at the last meeting, 18 wheelers are not receiving tickets for speeding. Stan Wilbur stated that conversation with Deputy Carter was that there is “no-hands off policy” for 18 wheelers. It was also questioned if 18 wheelers are fined when they are escorted from Gorham Bridge Road. Stan Wilbur will invite the Sheriff and/or Deputy assigned to Proctor to the January 22, 2018 regular Selectboard meeting.  
Joe Manning inquired on the status of several projects; Salt Shed, RRPC Culvert Grant and the Ormsbee Project. Per Stan Wilbur he is waiting for plans for the Salt Shed to place out to bid, RRPC had completed a portion of the culvert inventory work, Ormsbee Project moving forward with bonding meeting.
- Executive Session: No executive session required.

#### **XI. Adjourn**

Bruce Baccei made the motion to adjourn the January 8, 2018 regular Selectboard at 7:00 p.m. The motion was seconded by Tom Hogan, unanimously approved.