

# **Town of Proctor Selectboard Meeting Minutes**

**Draft**

**January 14, 2019**

**6:00 p. m. – 7:49 p.m.**

## **Board Members Present**

Bruce Baccei, Chair

Ben Curtis

Judy Frazier

Tom Hogan

## **Employees Present**

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Betsy Franzoni

Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, as presented.
- Unanimously approved the December 27, 2018 regular meeting minutes, as written.
- Unanimously approved January 3, 2019 special meeting minutes, as written.
- Unanimously agreed to terminate contract for Dodge truck.
- Unanimously agreed to accept VTrans Certificate of Highway Mileage.
- Unanimously agreed at 6:27 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:57 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:03 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$121,684.95.
- Unanimously agreed at 7: 49 p.m. to adjourn the January 14, 2019 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.

Four Proctor Selectboard members were seated for the January 14,2019 meeting; all motions passed unanimously

### **II. Review and Approve Agenda**

Tom Hogan made the motion to approve the agenda. The motion was seconded by Judy Frazier, unanimously approved.

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## III. Review of Minutes

Ben Curtis made the motion to approve the December 27, 2018 regular meeting minutes as written. The motion was seconded by Tom Hogan, unanimously approved.

Judy Frazier made the motion to approve the January 3, 2019 special Selectboard meeting minutes as written. The motion was seconded by Ben Curtis, unanimously approved.

## IV. Open Public Comment

Lisa Miser: Lisa Miser inquired about the Tax Sales and if the Town had purchased properties. Stan Wilbur explained that the town has two properties 60 West Street and 50 Chatterton Park, the other two properties sold. The town will wait for twelve months the time allowed for the owner to pay and redeem the property, the current owners continue to be responsible for all costs, taxes, utilities and insurance.

## V. Invited Guests

No guests.

## VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor Ice Rink is open and busy.

## VII. Highway Department

- Manager's Report

Activities:

- 3 Holidays
- Snow and Ice 7 events
- High water signs Gorham Bridge Road
- Sewer service backup at Town Office
- Paul Bourn started
- Christmas trees
- Sale deliveries
- Beaver Pond dam
- Clean and organize shop
- Fire wood
- Furnace maintenance
- Park Christmas tree
- Broken plow hose F350
- Equipment routine cleaning, maintenance and servicing

Pending Activities

- Snow and ice events
- Cut and split firewood

Overtime

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- Snow & Ice 12 hours
- Salt Shed Update: Blocks have been ordered from Ireland, \$ 27,601.00. Stan Wilbur signed agreement on 1/11/19, 2/15/19 is completion date for deliveries. Applying for Fire Safety Permit next step.
- Plow Truck Update: The Dodge is not yet in the production line, Stan Wilbur recommends terminating order and going out to bid. Tom Hogan made the motion to terminate the order and go out to bid. The motion was seconded by Judy Frazier, unanimously approved.
- North Street RR Bridge Water Main: Contract with Dufresne Group has been signed, \$36,000.00.
- VTrans Certificate of Highway Mileage: Judy Frazier made the motion for the Selectboard to sign and accept the VTrans Certificate of Highway Mileage, 22.233 miles, plus .35 Class 4. The motion was seconded by Ben Curtis, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:27 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2018
  - Activities Completed
    - Locating curb stops on delinquent list.
    - Located water/sewer lines at the skating rink. GMP installed new power pole.
    - Located water shut off for 61 Main Street. Recorded in curb book.
    - Fluoride meter serviced and calibrated by HACH company.
    - Signed up for water/wastewater training classes to maintain licenses.
    - Scheduled yearly calibrations for all the inline and bench meters (Jan 16)
    - Searched for curb stop at 34 Pleasant Street. Unable to locate at this time. Ground frozen and lots of scrap metal in the yard.
  - Activities in Progress
    - Determine lack of flow on Pine Street Hydrant 1301 (see 4), and the
    - Larson Street 1602 hydrants (see 5). 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 an evaluation will determine the course of action. Piping improvements may be needed.
    - The Pine/High street hydrant #1301 is noted in the D+K study to NOT meet flow. Hydraulic model confirms supply to the hydrant is inadequate. Solutions will be provided to address this hydrant.

## Town of Proctor Selectboard Meeting Minutes

Draft

January 14, 2019

6:00 p. m. – 7:49 p.m.

- Larson street hydrant #1602 will meet flow requirements per D+K study. Larson Street does not have an isolation valve that can be found and therefore is unable to be shut down for service. Recommend shutting the main down and adding a new isolation valve with a new hydrant.
- Locating curb stops for delinquent accounts. Curbs located outside the Town's right of way are to be moved into the right of way.
- Repair water leak near Tower and Olympus identified during leak detection.
- Schedule Hydrant flushing
- Select Engineering firm to oversee and assist with the State's North Street project. A selection committee has been formed to evaluate and select qualified bids.

### Activates Planned or Needed

- West Tank cathodic protection needs replacing. Quote may need to be Updated  
Possible second day of hydrant flow with PRV on SCADA bypass to determine potential hydrants that will meet 500gpm flow while supplied East tank only
- Evaluate Pine/High street hydrant # 1301 repair options. Upgrade main line, add supplemental supply piping or remove the hydrant. An approach will be prepared after the final flow testing.
- Willow Hydrant #1202 meets flow requirements. It currently does not flow and is placed put of order. The MEADOW STREET main line is suspected to have a restriction. The pressure loss is occurring all the way back to the intersection of Meadow and Beech Streets. The intersection needs to be excavated and the pipe needs to be evaluated.
- Look at overflow piping on West side tank to prepare for draining the tank. The piping is not a typical drain and may need modification to prevent flooding situations. Approximately 600,000 gallons need to be removed before cleaning and cathode replacement begins.
- Delinquent Accounts: A list of delinquent accounts was provided for information only. Ben Curtis requested a more detailed print out for the next meeting.
- Water System Improvements Update: Information only. Waiting on approvals from the state. The design has not been completed. Goal to complete this project summer 2019.
- Other New and/or Old Business: No other new and/or old business.

### IX. Board of Sewage Commissioners

Judy Frazier made the motion at 6:57 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2018

## Town of Proctor Selectboard Meeting Minutes

### Draft

January 14, 2019

6:00 p. m. – 7:49 p.m.

#### Activities Completed

- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- Brush cutting along the WWTF fence and moved all the brush to one location.
- Responded to sewer plug on Gibbs Street on the 7<sup>th</sup>. Used jetter to flush line. Followed up with camera inspection. A lot of roots in the line, will need to be addressed in the spring.
- Cleaned both UV chambers. Operating the plant on weekends during high flow events.
- Camera work on the town office sewer line found a broken section. The pipe was dug and repaired. Another section needs to be fixed closer to the road.
- Ordered new replacement bulbs for rh UV systems.
- Christmas Break

#### Activities in Progress

- Routine sewer flushing in the problem areas
- Willow street I&I study completed. Review and course of action needed.
- Repairs to North street sewer. One section left to be repaired.
- Sorbex trial. Chemical storage tank will be drained and cleaned to accept chemical delivery. The new chemical is used to reduce total Phosphorus without the use of aluminum and has a much higher pH. Low pH is the cause of the lagoon equalization pipe's failure.

#### 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 located 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.
- Repairs to Upper Park. MH 2.E.9, specifically 2 holes in the pipe between MH 2.E.7 and MH2. E.8. (below recently repaired area at #104 Park.). Video shows significant amount of ground water flowing in to the holes. A&E has been updated on this.
- Willow street pump station I&I remediation.
- Look at overflow piping on West side tank to prepare for draining the tank. The piping is a not typical drain and may need modification to prevent flooding situations. Approximately 600,000 gallons need to be removed before cleaning and cathode replacement begins.
- Boat replacement needed. Existing one is full of holes and taking on water.
- Delinquent Accounts: See Board of Water Commissioners.
- Dosing Manhole Closeout: Invoice in the orders. The matter is settled and will be paid, \$41,668.99.
- Ormsbee Avenue Sewer Update: Property corners need to be marked prior to tree work beginning.
- Willow Street Pump Station 1/1

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- Final Report: Information only
- Next Phase: Preparing cost estimate to submit to the state and get on the priority list. The state will pay for the planning phase. Application will be presented at a future meeting.
- Other New and/or Old Business: No other new and/or old business.  
Judy Frazier made the motion at 7:03 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

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

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$121,684.95.
- State Auditor Response: Stan Wilbur is working on the response letter.
- Town Office:
  - Front Wall – Seven contractors attended the pre-bid meeting. Bids will be opened January 28,2019 at 6:00 p.m.
  - Town Clerk Office Renovations- A handout was provided showing the design layout.
- Town Report: Information only.
- Town Meeting Warning: A draft warning was provided for review. Stan Wilbur will add two articles, one to charge interest on water and wastewater, the second to establish a reserve fund for downtown street lights. The warning will be ready for signatures at the January 28, 2019 regular Selectboard meeting.
- Rural Development Donation: Tabled until the next regular Selectboard meeting.
- Junk and Junk Vehicle Ordinance: A handout was provided to update on current violations.
  - 50 Gorham Bridge Road-Letter received, February 4,2019 will be thirty days.
  - Market Street- Return receipt has not been received by Stan Wilbur.
- FY2018 Audit: Information only. Audit provided for Selectboard review.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: No new and/or old business.
- Executive Session: No executive session.

**XI. FY2020 Budget Session**

A budget summary sheet provided an overview of the January 3 ,2019 budget meeting, where the Selectboard reduced the combined General Fund and Highway Department FY2020 budgets by \$31,300.00. This reduced the increase over the FY2019 budget from 7.8% to 5.3%.

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A list of possible reductions, totaling \$19,000.00 was provided for Selectboard review. Each \$14,444.00 reduction in expenses will lower the percentage increase by 1%. The Selectboard made reductions totaling \$16,000.00 This further reduced the increase over the FY2019 budget from 5.3% to 4.1%.

**XII. Adjourn**

Judy Frazier made the motion to adjourn the January 14, 2019 regular Selectboard at 7:49 p.m. The motion was seconded by Ben Curtis, unanimously approved.