

Town of Proctor Selectboard Meeting Minutes

Draft

February 12, 2018

6:00 p.m. – 8:06 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

Linda Doty
Rick Reed
Bob Stein
Peg TV

Agreements/Approvals

- Unanimously approved amended agenda.
- Unanimously approved the January 22, 2018 regular meeting minutes, as written.
- Unanimously approved the January 29, 2018 special meeting minutes, as written.
- Unanimously agreed at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:39 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the Aldrich +Elliott Agreement for Professional Services.
- Unanimously agreed at 6:48 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$162,088.70.
- Unanimously approved Facility Use Agreement for Proctor High School 2/16/18.
- Consensus to accept Pittsford Selectboard Food Shelf challenge.
- Unanimously agreed at 7:30 p.m. to enter executive session, Town Manager contract.
- Unanimously agreed at 7:57 p.m. to exit executive session. No action.
- Unanimously agreed at 8:06 p.m. to adjourn the February 12, 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

II. Review and Approve Agenda

Bob Protivansky made the motion to amend the agenda and add the Vermont Council on Rural Development letter under Additional Items and Town Manager contract for Executive Session. The motion was seconded by Bruce Baccei, unanimously approved

III. Review of Minutes

Bruce Baccei made the motion to approve the January 22, 2018 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved. Bruce Baccei made the motion to

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approve the January 29, 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

Bob Stein and Linda Doty- Marble Museum: Bob Stein and Linda Doty were present to discuss the feasibility of the Town Office moving to the front office space at the Marble Museum. There is 3,000 square feet available to rent, this is raw space, that does not have a sprinkler system, has not been tested for asbestos and no ADA bathroom. The space does have air conditioning, part electric and part oil heat. The Town would be responsible for water, sewer, heat and internet. The lease for the space without improvements, \$12,000.00 - \$21,000.00. Improvements could be paid for upfront by the Town or could be built into the lease and paid over time. The Preservation Trust is the owner of the Marble Museum. The Selectboard has not addressed the ADA aspect of the railroad crossing. The Selectboard has been given a blank layout sheet by the Marble Museum, Selectboard members are working on a layout of the space.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard stated that the Highway Department has done a super job keeping the roads clear of ice and snow.

VII. Highway Department

- Manager's Report for a 3-week period
 - Field Activities:
 - Check for icy conditions
 - Downed trees on Cain and Florence roads
 - Repair Tool Cat
 - Water leak in home on Pleasant Street
 - Skating Rink flags
 - Repair toilet at skating rink
 - Snow & ice plowing and salting/sanding (7 events)
 - Clean and wash trucks
 - Clean off catch basin grates
 - Sewer plugged at Market & School street
 - Salt West Street due to fracked well
 - Service vehicles
 - Replace bearing son inbed sander (in house)
 - Residents sand pile
 - Storm sewer back up on West Street
 - Downed tree on Larson Street
 - 95 to Earl's
 - Chain saw maintenance
 - Cut and split firewood (from Park St)
 - Chevy 3500 back from Alderman's (fuel pump)
 - Push up snow banks
 - Accident on East Street with 95 damaged left front wheel
 - Clean up shop

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- Peter passed CDL test

Pending Activities:

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

Overtime:

- Snow and Ice – 46.5 hours for 2 weeks
- Salt Usage: Salt used to date 224.50 tons (71.03%), \$24,191.66 (60.98%). It was noted we are paying less for salt than paid in 2015.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:30 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: January 2018

Activities Completed:

- Responded to frozen water service complaint, on Sunday the 7th at 55 Cain Street.
- Responded to a service line leak at 13-14 Patch Street. Supplied customer with crimping tool. Unable to locate curb stop.
- Snowplowing and clean up in several areas.
- Replaced a section of 3/8 tubing inside the pressure reducing vault on Filed Street. The PRV was not reducing pressure properly and allowing pressure spikes.
- Responded to water leak on Pleasant Street on Saturday the 20th. Discovered a broken pipe in basement of abandoned home. Met with property management company and
- shut off curb stop on the 25th.
- Cleaned the chlorine tank at the well hose.
- Annual calibration of lab equipment completed
- Responded to the State concerning lead goose necks.

Activities in Progress

- Leak detection.
- Determine cause for lack of flow at the Willow Street 1202(see 3), Pine Street 1301 (see 4) and the Larson Street 1602 (see 5). Awaiting D+K hydrant flow evaluation to determine if the hydrants meet current flow standards. IF the hydrants do not meet the flow requirements per evaluation will determine course of action. Piping improvements may be needed.
- Willow hydrant #1202 meets flow requirements. It current does not flow and is placed out of order. The Meadow Street main line is suspected to have a restriction. The pressure loss occurring all the way back to the intersection of Meadow and Beech.
- The Pine/High street hydrant #1301 is noted in the D+K study to NOT meet flow. Unsure if this is a result of the current condition or if this is a result of the model data.
- 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 new isolation valve with a new hydrant.

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.

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- West Tank cathodic protection needs replacing. Test the PRV conversion by shutting down the West tank. Valve conversion is in place.
- Test the new PRV conversion piping in the South vault.
- Schedule Larson Street Hydrant #1602 replacement.
- Schedule Meadow street/Willow investigation. Hydrant #1202
- Determine Pine/High Street Hydrant #1301 fate. Either upgrade main line or remove the hydrant.
- Water System Improvements Update: Letter received from the state on how to close out Contract 8. Information had been requested by the state, Stan Wilbur will provide and sign off when an engineer was not on site. There may be paperwork he is unable to sign off on
- FY2019 Draft Budget: The proposed draft Water Budget for July 1, 2018 - June 30, 2019 is \$423,186. This would result in a \$90.00 increase in water rates, \$550.00. The increase is a result of a \$66,700.00 new bond payment.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:39 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: January 2018

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements except for Total Phosphorous. Alum will be increased to accommodate the cold temperatures.
- Snowplowing and cleanup of several sites.
- Responded to a request for service on 16 Olympus Road on the 16th at 9am. It is a private service line issue.
- Attended flagger training classes to renew certification certificates.
- Responded to a request for service at 51 Beaver Pond Road on Saturday the 20th. It is a private line issue.
- Responded to sewer plug near Proctor Gas. The hand rods were used to unplug a 4-inch diameter pipe.
- Annual calibration of lab equipment completed.
- Downloaded data from sewer flow meter and sent to A&E for the Willow Street I&I study.

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.
- Determine why lagoons will not maintain equal static levels. Lagoon 2 is frequently lower than lagoon 1. We have discovered a broken pipe at the alum injection header. The pipe was replaced in 2014. The State has been notified of the broken pipe and options are being explored for its repair.
- 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.
- 0% completion for the Ormsbee Hill project was held.

Activities Planned or Needed:

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- 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.
 - 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. Dave Braun has given an updated list to be followed up on.
 - A draft of the sewer ordinance updates has been completed for review.
 - 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.
 - I&I night time evaluation from Willow Street I&I project. To occur when the data logger has finished with the second MH site. Must occur with rain.
 - Repair the equalization pipe between lagoons 1 and 2. Belden completed last repair.
 - Alum Injection Manhole: Several handouts with correspondence from Chris Hayes was provided on the issue. Suggest addressing the project in April or May. The state has been contacted no violations will be cited. The project will go out to bid. The project is a bit of an unknown as to the exact problem.
 - Ormsbee Avenue Aldrich + Elliott Agreement for Professional Services: Bruce Baccei made the motion to approve and sign the A+E Agreement for Professional Services. This Agreement has been reviewed and approved by the state. The motion was seconded by Tom Hogan, unanimously approved.
 - Ormsbee Avenue Sewer/Storm Drain Project Informational Meetings/Bond Vote: 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.
- Bruce Baccei made the motion at 6:48 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Joe Manning, unanimously approved.

X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$162,088.70.
- Skating Rink Facility Use Agreement - PHS: Bruce Baccei made the motion to approve the Rink FUA for PHS for 2/16/18 for Winter Carnival. The motion was seconded by Bob Protivansky.
- Pittsford Food Shelf Challenge: The Selectboard accepted the Pittsford Selectboard challenge to be held on Town Meeting Day.
- Town Office: Bill Champine and Stan Wilbur are reviewing grants and determining which grants are applicable.
- Main Street Street Lights: No movement on meeting with businesses. Waiting for larger scale prints.
- Public Nuisance Ordinance: Stan Wilbur will research the house on East Street and how the Public Nuisance Ordinance can address the concerns of the Selectboard.
- Traffic Ordinance: Stan Wilbur will be updating the ordinance.
- Tractor Trailer Trucks: Tom Hogan and Stan Wilbur shared about tractor trailers that had ended up at the 5 -corners. Tom Hogan would like to bill Omya for the sheriff's time for these trailer

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issues. Main Street does not have posted weight limit signs and therefore the RCSD cannot issue tickets. Tom Hogan made a motion to post weight limit signs at the triangle and West Street. No second, motion dies. Stan Wilbur will research if the weight limit can be reduced to 18,000 and repost at the next regular Selectboard meeting.

- Town Meeting Preparation: Stan Wilbur requested the Selectboard let him know what type of presentation and information they will need for the Monday night meeting.
- Vermont Council on Rural Development Letter: Stan Wilbur will contact VCRD, for next steps for a 1-day workshop to be held in May.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: Deputy Sheriff was present to provide an overview of tractor trailer radar monitoring and the PES traffic concern.
- Executive Session: Bruce Baccei made the motion to enter executive session at 7:30 p.m. to discuss the Town Manager contract. The motion was seconded by Bob Protivansky, unanimously approved.
Bob Protivansky made the motion to exit executive session at 7:57 p.m. The motion was seconded by Tom Hogan, unanimously approved. No action.

XI. Adjourn

Bob Protivansky made the motion at 8L.06 to adjourn the February 12, 2018 regular Selectboard. The motion was seconded by Tom Hogan, unanimously approved.