

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

Board Members Present

Bruce Baccei, Chair
Judy Frazier, Vice Chair
Ben Curtis
Tom Hogan
Bob Protivansky (via phone)

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Mary Fregosi, Proctor Free Library Board of Trustees
Russell Jones, The Reporter
Joe Manning
Kiah Oechsle
Vanessa Oechsle
Peg TV

Agreements/Approvals

- Unanimously approved agenda, with one change.
- Majority elected Bruce Baccei Chair, 3-2.
- Unanimously elected Judy Frazier Vice Chair.
- Unanimously appointed the Selectboard as the Board of Water Commissioners.
- Unanimously appointed the Selectboard as Board of Sewage Commissioners.
- Unanimously designated 2nd & 4th Mondays as regular meeting dates, all meeting at Proctor Free Library.
- Unanimously designated three posting locations: Town Office, Post Office, Proctor Free Library.
- Unanimously designated The Reporter as the newspaper of record.
- Unanimously adopted Selectboard Public Meeting Rules and Procedures Policy.
- Unanimously approved the February 25, 2019 regular meeting minutes, as written.
- Unanimously approved February 28, 2019 special meeting minutes, as written.
- Unanimously agreed at 6:27 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:41 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:45 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved slate of Appointed Officials.
- Unanimously approved halting discussion on the Town Office Project until March 25, 2019.
- Unanimously agreed to allow the Town Manager and Selectboard Chair to solicit local businesses for funding for downtown lights.
- Signed orders totaling \$101,277.67.
- Unanimously agreed at 7:23 p.m. to adjourn the March 11, 2019 regular Selectboard meeting.

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

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**

Ben Curtis made the motion to approve the agenda, with one change moving approval of minutes after Board reorganization. The motion was seconded by Judy Frazier, unanimously approved.

IV. **Board Reorganization**

- Elect Chair: Tom Hogan made the motion to elect Bruce Baccei Chair. The motion was seconded by Bob Protivansky. Ben Curtis made the motion to elect Judy Frazier Chair. The motion was seconded by Bob Protivansky. Vote: Bruce Baccei 3 (Bruce, Bob, Tom) – Judy Frazier 2 (Ben & Judy). Bruce Baccei is the Selectboard Chair.
- Elect Vice Chair Tom Hogan made the motion to elect Judy Frazier Vice Chair. The motion was seconded by Ben Curtis, unanimously approved.
- Appoint Board of Water Commissioners: Ben Curtis made the motion to appoint the Proctor Selectboard as the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved
- Appoint Board of Sewage Commissioners: Tom Hogan made the motion to appoint the Proctor Selectboard as the Board of Sewage Commissioners. The motion was seconded by Judy Frazier, unanimously approved
- Adopt Regular Meeting Schedule (holidays): Ben Curtis made the motion to designate the 2nd & 4th Mondays as regular Selectboard meetings, with the Tuesday following a Monday holiday, with meetings being held at the Proctor Free Library Community Room, 4 Main Street. The motion was seconded by Judy Frazier, unanimously approved
- Designate Location for Posting Notices: Judy Frazier made the motion to designate the Town Office, Post Office and Proctor Free Library as the three posting places. The motion was seconded by Ben Curtis, unanimously approved
- Designate Newspaper of Record: Tom Hogan made the motion to designate The Reporter as the newspaper of record. The motion was seconded by Judy Frazier, unanimously approved
- Adopt Selectboard Rules and Policy: Tom Hogan made the motion to adopt the Selectboard Public Meeting Rules and Procedures Policy. The motion was seconded by Judy Frazier, unanimously approved.

III. **Review of Minutes**

Tom Hogan made the motion to approve the February 25, 2019 regular meeting minutes as written. The motion was seconded by Ben Curtis, unanimously approved.

Ben Curtis made the motion to approve the February 28, 2019 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

V. Open Public Comment

Mary Fregosi – Proctor Free Library Board of Trustees, President: Mary Fregosi was present to offer the use of the Evelyn Peterson Community Room at the Proctor Free Library to the Selectboard, as a meeting space, while they determine the next steps for the remodel of the current Town Office and meeting space. She noted it would allow residents to attend and participate in Selectboard meetings

VI. Guests

No guests.

VII. Good Stuff

The following groups/organizations/individuals were recognized for their outstanding service to the Proctor community: Varsity Men and Women basketball teams made it t to the state semi-finals

VIII. Highway Department

- Manager's Report

Activities:

- Snow and Ice streets and sidewalks 4 events
- Road checks
- Styles Meadow PS access road
- Vehicle maintenance
- Pot holes
- Toolcat hydraulic line
- Clean garage
- Clean wood furnace
- Fire Wood
- Salt Shed foundation blocks
- Sale delivery
- Rink furnace cleaning
- Road Closed signs on Florence Road
- Cleaned and serviced vehicles

Pending Activities

- Snow and ice events
- Pot holes
- Cut and split firewood
- Roadside brush
- VTrans Class 2 Paving Grant Application

Overtime

- Snow & Ice hours – Kyle & Paul 15 hours

- Salt Shed: Block on site
- Plow Truck: No update
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Water Commissioners

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

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

- Manager's Report
- Simon Operation Monthly Report: February 2019
 - Activities Completed
 - Located curb stop at 6 Williams Street. Homeowner replacing inside valve and needed outside curb stop shut off.
 - Repaired a tube inside the chlorine analyzer at well house.
 - Took special samples to test water softener efficiency at 38 Eden Avenue. Results show the softener is working very well.
 - 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.
 - 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.
 - Replace the primary source's well pump. The new pump has failed. Parker well drilling has been employed to pull and replace pump and motor.
 - An Engineering firm was selected to oversee and assist with the State's North Street project. A selection committee has chosen Dufresne Group for this project.
 - Activities Planned or Needed
 - West Tank cathodic protection needs replacing. Quote may need to be updated.
 - 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 be tuberculated.
 - 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. Draining tank will require additional time supplying water from the East Tank.
 - Repair water leak near Tower and Olympus identified during leak detection.
- Water System Improvements Contract 6 – Public Meeting: Public meeting will be held two weeks after the map arrives on the Town Manager's desk. Easements and blasting will be discussed during the public meeting.
- Delinquent Accounts:
 - Shutoff Schedule- A handout was provided that shows a weekly shutoff schedule, beginning April 1 ,2019
 - Interest on Overdue Accounts - Stan Wilbur provide the statue on collecting interest on overdue water and sewer accounts. Selectboard members discussed when

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

interest would begin and on how it would be applied to current past due accounts.

Stan Wilbur will confer with the Town Clerk and bring a policy and procedure back to the Selectboard

- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Judy Frazier made the motion at 6:41 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

Portable generator being repaired, \$3,000-\$5,000 for repair, uncertain of generator age. Will look at cost of a new generator and provide age of current generator.

- Simon Operation Monthly Report: February 2019

Activities Completed

- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- Installed new check valve on sump pump at Styles pump station.
- Responded to a call out 34 Gibbs Street. Service line back up. Found MH full of rocks and debris. Cleaned out and inspected the line and found broken section of pipe. Repaired pipe the next day.
- Snowplowing and clean up.
- Pulled pump 2 at the Library pump station. Removed rags.
- Sewer jetting and camera work on Warner Ave. Discovered roots. Will need to address in the spring.
- Changed oil and serviced the Polaris mini generator.
- High level, overflow due to pump failure at Styles.
- Installed saddle and pressure gauge at Styles to monitor discharge pressure.
- All standby generators serviced by Brook Field. Portable generator sent out for repairs. Received rental generator for emergencies.
- Received quote for new UV bulbs. Old supplier went out of business.
- Worked with Patch Electric to repair WWTF flow meter. Meter stopped working after a power outage. Jeff is working on getting us a quote for a new meter.

Activities in Progress

- Routine sewer flushing in the problem areas
- Styles pump repair and motor install. Currently running just one pump while repairs are being made to two motors. Installed an 11hp motor with proper impeller. A new 11hp motor is on order. Both motors failed at approximately the same time. We are upgrading to 11hp from 7hp for longevity and better rating.
- Repairs to North street sewer. One section left to be repaired, scheduled for Spring.
- Sorbex trial. One Chemical storage tank is now drained and cleaned to accept tanker delivery. Delivery is scheduled.

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.

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

- 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.
 - Replace UV bulbs. New vendor was needed as our current supplier has gone out of business.
 - Delinquent Accounts: See Board of Water Commissioners.
 - Shutoff Schedule
 - Interest on Overdue Accounts
 - Other New and/or Old Business: No other new and/or old business.
- Ben Curtis made the motion at 6:45 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.

XI. Appointments

- Zoning Administrator: Robert Coons
- Planning Commission: Robert Coons and Raymond Beyette
- Recreation Committee: Brian Cannucci
- Assessor: Lisa Wright
- Constable: Donald Russell
- Emergency Management Chair: Kevin Blongy
- Fence Viewer: Robert Coons
- Inspector of Lumber: Raymond Beyette
- RCSWD Representative: Chris Curtis
- RCSWD Alternate Representative: Tom Hogan
- RRPC Representative: Benjamin Curtis
- RRPC Alternate Representative: Richard Horner
- RR Transportation Council Representative: Bruce Baccei
- RR Transportation Council Alternate Representative: John Corliss
- 911 Coordinator: Joseph Bernor

Tom Hogan made the motion to approve the above slate of Appointed Officials. The motion was seconded by Judy Frazier, unanimously approved.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$101,277.67.
- Town Office – Front Wall & Town Clerks Office: Selectboard members shared their thoughts regarding the Town Meeting discussion, impact of adding the lift and stairs to the current proposal, updated estimated project cost of the various options, availability of grant funds and how to keep the project moving forward.

Bob Protivansky made the motion to halt discussion until the next regular Selectboard meeting at the Proctor Free Library, so he could be present for the discussion. The Motion was seconded by Ben Curtis, unanimously approved

Consensus to move forward with the asbestos removal.

Town of Proctor Selectboard Meeting Minutes

Draft

March 11, 2019

6:00 p.m. – 7:23 p.m.

- Main Street Lights: Ben Curtis made the motion to allow the Chair and Town Manager to contact local business and solicit their assistance with funding for lights Downtown. The motion was seconded by Tom Hogan, unanimously approved.
- Traffic Ordinance: Discussion postponed until next regular Selectboard meeting.
- Mosquitoes: Selectboard members will meet with Chair of the District and report back at the next regular Selectboard meeting.
- Junk and Junk Vehicles: No report.
- 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.

XIII. Adjourn

Ben Curtis made the motion to adjourn the March 11, 2019 regular Selectboard at 7:23 p.m. The motion was seconded by Tom Hogan, unanimously approved.