

Town of Proctor Selectboard Meeting Minutes

Draft

April 8, 2019

6:00 p.m. – 7:44 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

Wayne Elliott

Carrie Dougherty

Blithe Milks

Angela Oberg

Robert Oberg

Kiah Oechsle

Terry Heikkinen -Todt

Agreements/Approvals

- Unanimously approved agenda, with additions.
- Unanimously approved the March 25, 2019 regular meeting minutes, as written.
- Unanimously agreed to submit the State Revolving Loan Fund Application, \$38,000.00.
- Unanimously approved the letter and final payment to terminate lease with Proctor Fish & Game Club.
- Unanimously agreed at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:33 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:35 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FUA for April 13, 2019, Park.
- Unanimously agreed to move forward with Option 1, property survey and bond counsel for the Town Office Project.
- Unanimously approved Transfer Station fees for May 4, 2019.
- Consensus to find 2651 West Proctor Road residence in violation of the Junk Ordinance.
- Unanimously entered executive session at 7:19 p.m. for delinquent water contract.
- Unanimously exited executive session at 7:36 p.m. Action.
- Unanimously agreed to extend resident until May 13, 2019 to finalize payment plan.
- Unanimously entered executive session at 7:37 p.m. to consider Selectboard appointment.
- Unanimously exited executive session at 7:41 p.m. Action.
- Unanimously appointed Carrie Dougherty to the vacant Selectboard seat until March 2, 2020.
- Signed orders totaling \$109,844.67.
- Unanimously agreed at 7:44 p.m. to adjourn the April 8, 2019 regular Selectboard meeting.

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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 Selectboard members were seated, all motions passed unanimously, unless noted.

II. **Review and Approve Agenda**

Judy Frazier made the motion to approve the agenda with additions; Facility Use Agreement – Park Class of 2022, Executive Session request by 2 North Street resident-Delinquent Account, and Selectboard vacancy appointment.

III. **Review of Minutes**

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

IV. **Open Public Comment**

No public comment

V. **Guests**

- Wayne Elliott – Willow Street Pump Station I/I State Revolving Loan: Judy Frazier made the motion to submit the State Revolving Loan Funding Application, for \$38,000.00 and authorize the Selectboard to sign. The motion was seconded by Ben Curtis, unanimously approved. Engineering contract subject to loan approval.
- Selectboard candidates introduced themselves to the Selectboard; Robert Oberg, Carrie Dougherty, and Blithe Milks. All candidates had submitted letters of interest to the Selectboard.

VI. **Good Stuff**

The following groups/organizations/individuals were recognized for their outstanding service to the Proctor community: Spectacular production of the Wizard of Oz over the weekend at PH. Bravo to the actors, crew, directors and especially to all that came to watch! Thank you to Stan Wilbur, Town Clerk Office, Town Highway Department, Simon's and Jeff Patch for the seamless installation of the pump at Field Street.

VII. **Highway Department**

• Manager's Report

Activities:

- Salt shed progress
- Cut road side tress on Chatterton Park Extension
- Marked trees to be cut with Tree Warden
- Cut brush Green Square and Gorham Bridge Road
- Fire wood
- Cut trees on Pleasant Street and Gorham Bridge Road
- New Work Ahead signs
- Marked and measured sections of West Street and Gorham Bridge Road for 2019 Class 2 AOT Paving Grant Application
- International to Earls' for front spring replacement

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- Potholes
- Scrap steel to Rosen and Berger - \$600.00
- Pavement Management Workshop
- Pick up tree branches on roads – high wind
- Quotes for one ton to replace Chev 3500
- Gravel around new salt shed
- Marked and measured sections of Gibb, Taylor and Pleasant for possible 2019 paving
- Gravel for Beaver Pond access road
- Vehicles maintenance, cleaning and servicing
- Clean garage
- Check on status of F550 plow truck – this model has been discontinued

Pending Activities

- Pot holes
- Roadside brush
- VTrans Class 2 Paving Grant Application

Overtime

- Snow & Ice – 0 hours

- Salt Shed:

- Wrap – up – Final work being completed onsite.
- Lease Termination – Judy Frazier made the motion to terminate the lease agreement (July 10, 2019) with the Proctor Fish & Game Club, with a check for final payment \$427.75 and to authorize the chair to sign. The motion was seconded by Tom Hogan, unanimously approved.

- Plow Truck: Awaiting additional information.

- 1 Ton Truck: Waiting for price quotes.

- Bike/Ped Path VHB Design Engineering Proposal: Handouts provided for information only.

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

VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report

- Simon Operation Monthly Report:

Activities Completed

- Switched to original well pump Saturday the 2nd. New well pump installed on the 20th and put online the 25th. Collected 2 samples in the distribution system. Prepped the well house with tarps to protect the electrical equipment and placed sandbags to divert water into the sump pump.
- Scanned the curb stop swing tie mapping into the computer.
- Responded to 225 South Street for possible water leak. used leak detection equipment to determine there was no leak in the area. Drive way was soft and muddy most likely due to snow melt and run off.
- Replaced the pump seal on #2 pump at Taylor Hill booster station and greased all motors.

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- Located and marked out many curb-stops on the delinquent account list. Entered all curb stops into the book. Determined if curb was in the right of way location or not.

Activities in Progress

- Determined the cause for lack of flow at Willow Street 1202 is due to tuberculation.
- 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.

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 out 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: Meeting will be held at the Proctor Free Library Wednesday April 10, 2019 6:00 p.m.
- Delinquent Accounts
 - Shutoff Schedule: A handout was provided with the most current account information.
 - Interest on Overdue Accounts
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Ben Curtis made the motion at 6:33 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report

Activities Completed

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- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- At Styles Meadow Pump Station, a larger Hp motor and larger diameter impeller on pump 1 was installed. Also, a new pump 2 (to match pump 1) was installed, we also took apart and cleaned the check valves. This upgrade should now better match the flow dynamics and psi required for the lift station.
- Installed newly rebuilt pump at Field Street sewer pump station.
- Responded to 1 Columbian Ave for sewer line back up. Checked town main for proper flow. Discovered that the Homeowner's service line was broken close to the foundation and causing the home to back up.
- Received quote and purchased new UV bulbs (old company went out of business). Waiting for delivery.
- Received new Sorbex delivery. Set up temporary smaller pump to achieve smaller pump dose rate. Parts on order to be able to throttle down our existing alum pumps to the desired fed rate of 3-5 gallons per day. Alum was at 18-25 gpd.
- Homeowners sewer line problem at 25 Park Street. Used camera on town main to make sure all was clear.
- Pulled pump 2 at the Library pump station. Removed rags on the 23rd. Over temperature alarm and high run times.
- Attended a Vermont rural Water training class for continuing education hours

. Activities in Progress

- Routine sewer flushing in the problem areas
- Repairs to North street sewer. One section left to be repaired, scheduled for Spring.
- Determine Library Pump Station issues with one of the pumps. Run times are higher on one pump than the other.

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.
 - Boat replacement needed. Existing one is full of holes and taking on water.
 - Willow Street Pump Station I/I Loan Application: See Invited Guests.
 - 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.
- Judy Frazier made the motion at 6:35 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 \$109,844.67.

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- Facility Use Agreement- Park for Class of 2022: Judy Frazier made the motion to approve the FUA for April 13, 2019 for the PHS Class of 2022. The motion was seconded by Tom Hogan, unanimously approved.
- Town Office Asbestos Removal – Week of April 29: The Town Clerk's office downstairs will be closed the week of April 29. There will be no access to the vault. The Town Clerk will be upstairs in the meeting room and will still be accepting payments.
- Town Office – Front Wall & Town Clerks Office: A handout from NBF was provided that listed 3 exterior lift options
 - Option 1: 20'x13' 2 story addition, with new stair and lift \$110,000 to \$120,000.
 - Option 2: 20'x7' 2 story addition, new lift only, existing stair to remain \$80,000 to \$90,000.
 - Option 3: outdoor lift with modifications to front porch for accessibility \$35,000 to \$45,000 (includes installing a foundation and slab under the lift)
Historic Preservation does not endorse the option infringing upon the front porch. Stan Wilbur suggested separating out the two items for a Special Town Meeting; Article 1: The wall, Article 2: Renovation/Lift. The property needs to be surveyed for the boundary line.
Judy Frazier made the motion to move forward with Option 1, the survey and contacting bond counsel. The motion was seconded by Ben Curtis, unanimously approved.
 - Financing
 - Accessibility Grant – 90%
 - Surplus
 - Bond – contact bond counsel for paperwork
 - Special Town Meeting
- Traffic Ordinance: Changes were provided to Stan Wilbur he will incorporate into the ordinance for the April 22, 2019 meeting.
- Transfer Station – May 4: Ben Curtis made the motion to charge \$5.00 per car, \$10 per truck and \$10 per trailer. The motion was seconded by Tom Hogan, unanimously approved.
- Mosquitoes Mailing: Waiting for the information from the district to incorporate into the public mailing.
- Junk and Junk Vehicles: Stan Wilbur asked that the Selectboard to find 2651 West Proctor Road residence in violation of the Junk Ordinance, consensus of the Selectboard.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided. Ben Curtis inquired why the town was being charged (on Proctor time) to serve subpoenas. Stan Wilbur will investigate.
- Other New and/or Old Business: No new and/or old business.
- Delinquent Account:
Ben Curtis made the motion to enter executive session at 7:19 p.m. for a delinquent water contract, given that premature general knowledge of this matter would clearly place the Town and the property owner at a substantial disadvantage. The motion was seconded by Tom Hogan, unanimously approved. The property owner was invited to join the executive session.

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Judy Frazier made the motion to exit executive session at 7:36 p.m. The motion was seconded by Ben Curtis, unanimously approved.

ACTION: Judy Frazier made the motion to extend the time until May 13, 2019 to come up with a payment plan. The motion was seconded by Tom Hogan, unanimously approved.

- Selectboard Appointment

Ben Curtis made the motion to enter executive session at 7:37 p.m. to consider the appointment of one of the three Selectboard candidates. The motion as seconded by Judy Frazier, unanimously approved.

Judy Frazier made the motion to exit executive session at 7:41 p.m. the motion was seconded by Tom Hogan, unanimously approved.

ACTION: Ben Curtis made the motion to appoint Carrie Dougherty until March 2, 2020 to fill the vacant Selectboard seat. The motion was seconded by Judy Frazier, unanimously approved.

XI. Adjourn

Judy Frazier made the motion to adjourn the April 8, 2019 regular Selectboard at 7:44 p.m. The motion was seconded by Tom Hogan, unanimously approved.