

Town of Proctor Selectboard Meeting Minutes

Draft

April 9, 2018

6:00 p.m. – 7:49 p.m.

Board Members Present

Bruce Baccei, Chair

Judy Frazier

Tom Hogan

Joe Manning

Bob Protivansky

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Bob Curtis

Dave Currier

John Jozwiak

Dan Kearney

Rick Reed

Peg TV

Agreements/Approvals

- Unanimously approved amended agenda.
- Unanimously awarded Park Street Sidewalk Project to Richard Reed & Son, \$12,500.00
- Unanimously approved the March 26, 2018 regular meeting minutes, as written.
- Unanimously approved sending the 1995 International to the State Surplus Sale, May 12, 2018.
- Unanimously approved Town Road and Bridge Standards.
- Unanimously approved submitting VTrans Class 3 Grant Application.
- Consensus to stay the status quo with snow plowing.
- Unanimously agreed at 6:49 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved submitting Water System Improvement DWSRF Priority List Application.
- Unanimously agreed at 7:09 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:13 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously appointed Dale Christie to the Planning Commission
- Signed orders totaling \$66,531.92
- Unanimously agreed at 7:49 p.m. to adjourn the April 9, 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 approve the agenda as presented. The motion was seconded by Judy Frazier, unanimously approved

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III. Park Street Sidewalk Reconstruction Bid Opening

1. Richard Reed & Son - \$12,500.00
2. Fabien Earth Moving - \$13,980.00

Bob Protivansky made the motion to accept the bid from Richard Reed & Son of \$12,500.00 and award the Park Street Sidewalk contract. Motion was seconded by Judy Frazier, unanimously approved.

IV. Review of Minutes

Bob Protivansky made the motion to approve the March 26, 2018 regular meeting minutes as written. The motion was seconded by Judy Frazier, unanimously approved.

V. Open Public Comment

Dave Currier: Dave Currier was present to inquire about the clean up of property located on West Proctor Road. Stan Wilbur provided an overview of the clean-up, noting the property owner is working toward the goal. The Selectboard will send a letter extending the time until May 6, 2018.

VI. Invited Guests

No invited guests.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: A thank you letter from Lori Belmont to the Highway Crew was read. West Street market sold and will continue to be a store. Steve Follett and Nancy Kennedy for alerting the town to a water leak on Ormsbee Ave.

VIII. Highway Department

• Manager's Report

Field Activities:

- Vehicle maintenance
- Cleaned shop
- Park 95 WWTF
- Repair plow on F350- leak on oil tank
- Roadside brush
- Push up salt and prep for possible snow/ice
- Street sweeping
- Plow damage
- Check on possible Ormsbee Ave water leak
- Service back hoe
- Replace Tool cat hydraulic hose and control block
- Load of top soil
- Clean up Park, Town Office and Fire Station lawns
- Chev 3500 back from Aldermans
- Repair potholes
- River Street water service line leak repair by property owner – Town repaired corp. stop
- Repair corp. stop water leak on Ormsbee Ave.

Pending Activities:

- Plow damage

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- Sweep street
- Potholes
- Roadside trees and brush
- Culvert and road surface inventory with RRPC
- Overtime:
 - Ormsbee Ave. water leak – 6.5 hours
 - Ice & snow 2.0 hours
- Salt: Used to date 682.88 tons, \$46,900.20
- 1995 International State Sale: Tom Hogan made the motion to send the 1995 International to the May 12, 2018 State Surplus sale. The motion was seconded by Bob Protivansky, unanimously approved. This will be a final sale. The fee to place the truck in the sale was not provided.
- Town Road and Bridge Standards: Tom Hogan made the motion to adopt and sign the road and bridge standards. The motion was seconded by Judy Frazier, unanimously approved.
- VTrans Class 2 Grant Application: Bob Protivansky made the motion to submit the grant application. The motion was seconded by Tom Hogan, unanimously approved.
- FY2019 Highway Improvement Project: Handout provided for discussion. Money rolling over from three years for projects.
- Park Street Sidewalk Reconstruction: See bid opening.
- Main Street Railroad Bridge: Bridge report provided for information. The report will be passed along to RRPC.
- Contract Plowing Specifications: Handout provided. Consensus to stay with status quo.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Water Commissioners

Judy Frazier made the motion at 6:49 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: March 2018
 - Activities Completed:
 - Leak detection on Beaver Pond Road, no leaks were discovered.
 - Snowplowing and clean up in several areas.
 - Responded to lower pressure complaint on Tower Road. Advised homeowner that an internal plumbing issue is the most likely cause.
 - Removed and cleaned the chlorine and fluoride chemical injection nozzles. Replaced a faulty check valve on the fluoride injection nozzle.
 - Inspected both water storage tanks. Checked any snow or ice damage.
 - 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 an 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.

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- 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 new isolation valve with a new hydrant.

Activities Planned or Needed:

- 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. Establish a procedure for switching from SCADA control to pressure control in instances where both tanks may need to supply water to the West side. (fire protection) The conversion kit has been installed to allow either control scenario.
- Schedule Larson Street Hydrant #1602 replacement and valve addition.
- Schedule Meadow street/Willow investigation. Hydrant #1202
- Determine Pine/High Street Hydrant #1301 repair options. Upgrade main line, add supplemental supply piping or remove the hydrant. An approach will be prepared after final flow testing.
- One more day of flow testing has been planned to determine and fine tune the hydraulic model prepared by D&K.
- The problem areas identified in the D&K hydraulic analysis were investigated and a closed valve was discovered on the new piping installed down Olympus Avenue. It was opened. The final day of flow testing should show increased flows in several areas.
- Water System Improvements DWSRF Priority List Application: Judy Frazier made the motion to submit the application to the priority list. The motion was seconded by Tom Hogan, passed by majority, 4-1.
The application lists the single -family home water bill at \$550.00, the current water fee is \$460.00. During the bond presentations the figure used was \$490.00, based on income average. Stan Wilbur will investigate and rewrite the response to the last question on page one.
- Public Drinking Water System Rules and Regulations: The ordinances are being re-written.
- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Judy Frazier made the motion at 7:09 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: March 2018

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Cleaned both UV units.
- Operating plant 7 days a week due to high flows from broken pipe.
- Downloaded data from sewer flow meter and sent to A&E for the Willow Street I&I study. Scheduled night time flow gauging for April 12.

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- Pumped water from lagoon 1 to lagoon 2 for several weeks to maintain proper flows to final effluent. The restricted pipe does not allow full flow by gravity so three pumps are being used to transfer water from lagoon 1 to lagoon 2. The two lagoons have now equalized somewhat due to decreased influent flows.
- Placed a small garden hose pump in the alum manhole to help distribute the alum. We will maintain pumping the flooded vault until the pipe can be repaired.
- Received alum delivery.
- Changed the oil and belts on Blower 2 and 3.
- Scheduled A-1 to clean out pump stations wet wells.
- Ordered fuel for emergency generators.

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. Scheduled for April 12.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.
- A bid package has been prepared for excavation and repairs the deadline to submit is April 13.
- Algae blooms are already affecting the final effluent. The increase this early in the season is most likely due to the additional mixing the pumps create. We will be treating the lagoon with algaecide and decreasing the pH at final effluent to level below 8.0. Algal blooms increase pH and 8.5 is the State maximum.
- Alum Chemical adjustment to accommodate temperature decrease. Continue to pump the injection vault.
- Ormsbee Project approved.

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.
- 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.
- Alum Injection Manhole – Bid Opening April 13,2018: Handout for information only.
- Public Sewage and Sewage Disposal Systems Rules and Regulations: The ordinances are being rewritten.
- Other New and/or Old Business: No other new and/or old business.

Bob Protivansky made the motion at 7:13 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Judy Frazier, unanimously approved.

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XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$66,531.92.
- State Auditor Response: Stan Wilbur is in process of writing a response, not a top priority.
- Park & Recreation Committee Appointment: Application withdrawn.
- Planning Commission Appointment: Bob Protivansky made the motion to appoint Dale Christie to the Planning Commission. The motion was seconded by Tom Hogan, unanimously approved.
- Town Office Meeting: The Selectboard, Planning Commission and Town Office Committee will meet Monday April 16, 2018 at 6:00 p.m. at the Town Office.
- Transfer Station Free Day: Free Day May 5, 2018 Noon until 5:00 p.m.
- E-Wastes Response Letter: Stan Wilbur provided his draft letter response.
- Solar Panels: Stan Wilbur will draft a response letter with assistance from the Planning Commission and Selectboard.
- Rural Development Proctor's Future: Handout provided. Mailer to all residents and press release.
- Tax Stabilization: Draft in process. Also considering including water and sewer fees.
- Capital Projects: Handout provided, no priority ranking.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:
John Jozwiak stated he did not write the letter to the state auditor. Tom Hogan stated that he believes John Jozwaik was involved with the letter. The April 1 deadline has passed to notify Stan Wilbur, his contact is automatically renewed.
- Executive Session: No executive session required.

XII. Adjourn

Tom Hogan made the motion to adjourn the April 9, 2018 regular Selectboard at 7:49 p.m. The motion was seconded by Judy Frazier, unanimously approved.