

Town of Proctor Selectboard Meeting Minutes

Draft

May 14, 2018

6:00 p.m. – 7:58 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

Wayne Wilmans, Omya, Inc.

John Jozwiak

Dan Kearney

Rick Moreno

Bernie Ratti

Kevin Ratti

Peg TV

Agreements/Approvals

- Unanimously approved amended agenda.
- Unanimously approved the April 23, 2018 regular meeting minutes, as written.
- Unanimously approved \$365.00 quote for South/East Street stop signs.
- Unanimously approved submitting a letter of intent for Municipal Roads Grant-in-Aid Program.
- Unanimously agreed at 6:45 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority denied Cannucci request.
- Unanimously agreed at 6:56 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:02 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously appointed Dale Christie, Bill Sheidow, Laura Marsh and Eric Jensen to the Beaver Pond Committee.
- Unanimously approved Facility Use Agreement for Proctor Elementary School June 1 & June 4 at Proctor Youth League, June 11 at Beaver Pond and June 14 at Proctor Pool.
- Unanimously approved Facility Use Agreement for Greg King June 15 at Rink.
- Unanimously approved Facility Use Agreement for Proctor High School May 25 at Rink.
- Unanimously approved Local Emergency Operation Plan.
- Unanimously approved VCDP Museum Grant RRPC Grant Amendment.
- Unanimously agreed to send notice of enforcement action to 2651 West Street
- Unanimously approved to issue notice of violation to 19 Center Street.
- Signed orders totaling \$83,291.54.
- Unanimously agreed at 7:58 p.m. to adjourn the May14, 2018 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.

II. Review and Approve Agenda

Bruce Baccei added a letter from Brian & Megan Cannucci under Board of Water Commissioners.

III. Review of Minutes

Bob Protivansky made the motion to approve the April 23, 2018 regular meeting minutes as written. The motion was seconded by Judy Frazier, unanimously approved.

IV. Open Public Comment

Bernie Ratti and Kevin Ratti: Bernie and Kevin Ratti were present with a friendly reminder about the culvert that diverts water across their property. They are concerned that the culvert could become plugged with the Ormsbee Avenue Project and water will run across their property. This issue has occurred in the past. It was noted by Bernie the culvert is three quarters filled currently.

John Jozwiak: John Jozwiak was present to discuss top soil placement in front of a storm drain on a neighbor's property, causing water to be diverted and run across the property.

Lisa Miser: Lisa Miser was present to inquire about the Tax Stabilization Policy. She inquired about Section IIB, the criteria for eligibility. She is concerned this section does not appear to include business that are only doing interior renovations, which can be expensive. Some Selectboard members suggested new construction equates to new ownership.

Rick Moreno: Rick Moreno was present to discuss the new signs placed in the triangle area. He spoke to the Proctor Prosperity Plan that delineated this area as the gateway to Proctor. He noted there are 18 signs in the gateway area. He likened the signs to visual pollution. The signs are not welcoming to tourists. He spoke to the State data provide to lost trucks. He requested the Selectboard meet with VTrans, Sec. of State and Omya to try and come up with a solution that serves the best interest of the town.

Bruce Baccei stated the Proctor Prosperity Plan is being amended and that the Selectboard does not find 2011 data relevant. Bruce also stated that the town roads are not built to support truck traffic. Bob Protivansky likened his listening to kids yelling at the ballfields from his property to Rick Moreno looking at the signs from his property. Bob Protivansky noted he had chased five trucks going down North Street-Meadow Street- Gorham Bridge Road. He noted the town does not want trucks in downtown Proctor. The Selectboard stated that West Rutland and Pittsford had posted the same signs to curb lost trucks.

V. Invited Guests

No invited guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard thanked Kyle and Peter from the Highway Department for their time at the Transfer Station and Jim Moore for overseeing Green-up Day.

VII. Highway Department

- Manager's Report

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Field Activities:

- Plow damage
- Road side brush
- Swept Marble Bridge
- Main Street truck signs
- Chev 2500 ball joints (in shop) & inspection
- Park Street sidewalk
- Vehicle fleet cost estimates
- 1995 International to State Auction
- Swept roads
- Radio in Water/Wastewater truck
- Cleaned, greased and stored sanders
- Scrap Metal at Transfer Station (\$540) from last year
- Over flow at Beaver Pond
- Water leak in the Marble yard
- Transfer Station Free Day
- Green-Up Day
- Down tree and fence at pool
- Serviced lawn mowers
- Reset stop sign on School Street (wind)
- Crosswalk signs
- Park sinkholes
- Mowing
- Clean up transfer station
- Clean up Beaver Pond Park brush
- Clean and service equipment
- Clean shop

Pending Activities:

- Potholes
- Roadside trees and brush
- Culvert replacements
- Culvert and road surface inventory with RRPC

Overtime:

- Downed trees – 3.5 hours
- Transfer Station Free Day and Green-Up – 14 hours
- Water leak – 1.5 hours
- Main Street Truck Signs: See Open Public Comment.
- South /East Street Stop Signs: Bob Protivansky made the motion to approve the \$365.00 quote from Patch Electric for the description of work. The motion was seconded by Judy Frazier, passed by majority.
- Gorham Bridge Road Speed Signs: Consensus to place two new speed limit signs on Gorham Bridge.
- Highway Paving Projects: Amend to add Williams Street. No new list was provided.
- VTrans Class 2 Paving Grant: Application has been recommended for approval at local level, awaiting final answer. Grant application is for \$128,000.00, local share \$32,000.00.
- Municipal Roads Grants-in-Aid Program: Joe Manning made the motion to submit a letter of intent. The motion was seconded by Bob Protivansky, unanimously approved. Suggestion to apply for culverts that are causing erosion.

Town of Proctor Selectboard Meeting Minutes

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May 14, 2018

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

VIII. Board of Water Commissioners

Judy Frazier made the motion at 6:45 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
 - New Water Priority List approved – Proctor #13 on the list
- Simon Operation Monthly Report: April 2018

Activities Completed:

 - Assisted contractor with a water service connection at #6 River Street.
 - Repaired a broken service line on Ormsbee Ave.
 - Worked with Proctor Gas replacing vent piping for the heater at the well house.
 - Turned water on at the ballfield and cemeteries.
 - Repaired the curb stop riser at Willow pump station.
 - Responded to a call out at 68 Beaver Pond Road. Located curb stop and supplied homeowner with shut off wrench to manipulate the curb.
 - Responded to a call out at Taylor Hill pump station. Power fault caused pumps to cut out. Had to reset the control panel.
 - Cleaned out and raked out plow damage at the well house.

Activities in Progress

 - Leak detection. Will contact State for another round of free detection services.
 - 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.
 - 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 low flow.
 - Schedule 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.

Town of Proctor Selectboard Meeting Minutes

Draft

May 14, 2018

6:00 p.m. – 7:58 p.m.

- 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 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.
- D&K needs to return and complete the last day of hydrant flowing and modeling.
- Brian and Megan Cannucci - letter to the Selectboard outlining a water line break and requesting relief with a portion of the bill as the new water ordinance (effective June) would have made this a town expense. Thoughtful discussion ensued. Joe Manning made the motion that the property owner (Cannucci) is responsible for the water line bill. The motion was seconded by Tom Hogan, passed by majority, one abstention.

IX. Board of Sewage Commissioners

Judy Frazier made the motion at 6:56 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**

- Power outages at pump stations due to wind.

- **Simon Operation Monthly Report: April 2018**

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Located, marked and checked accessibility of 7 manholes for nighttime flow monitoring. Hand delivered notices to homeowners.
- Completed nigh time flow study with engineering firm. 10:30-2:30 a.m.
- Repaired 4 inch clean out cap. Located in the sidewalk near the distribution vault.
- Replaced broken hub on flow chart recorder at WWTF.
- Assisted the highway department with plugged sewer at town office.
- Pulled #2 pump at library pump station and removed rags that was causing an alarm situation.
- Attended a construction meeting for the Alum injection pipe project.
- Responded to a backed-up sewer on 26th. Unable to relieve plug with jetter. Called in the Vac-truck to assist. Follow up camera work shows a service line connection is obstructing flow in the main.
- Repaired broken sewer service line on Ormsbee Ave.
- Gave a tour of the WWTF to a few members of the Selectboard.
- Troubleshooting mission alarm system at Willow Street due to communication failure. Ordered new radio.

Activities in Progress:

- Pump station wet well clean out scheduled for May 2.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.
- Routine sewer flushing in the problem areas.
- 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. Repairs to pipe is scheduled to begin May16th.

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- Ormsbee Project scheduled to begin.

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. New ordinance effective June 1st.
- 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.
- Repair the equalization pipe between lagoons 1 and 2. Scheduled to begin May 16th.
- Ormsbee Avenue Sewer/Stormwater Improvements Update: Letter for information only. Project is beginning this week; staging site is the WWTF. Sewer installation projected to be complete between May -June 11. Storm Drain installation will occur June 11-June 18. Final paving and clean-up end of June.
- Dosing Manhole Update: Handout, information only. Work is expected to begin Wednesday May 16, 2018.
- Other New and/or Old Business: John Jozwaik recommended looking at the two lagoons for clean out.

Bob Protivansky made the motion at 7:02 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.

X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$89,291.54.
- Beaver Pond Committee Appointments: Bob Protivansky made the motion to appoint Dale Christie, Bill Sheidow, Laura Marsh and Eric Jensen to two-year terms on the Beaver Pond Committee. The motion was seconded by Judy Frazier.
- Facility Use Agreements:
 - Bob Protivansky made the motion to approve the Facility Use Agreement for Proctor Elementary School on June 1 and June 4 at Proctor Youth League Field, June 11 at Beaver Pond and June 14 at Proctor Pool. The motion was seconded by Judy Frazier, unanimously approved.
 - Bob Protivansky made the motion to approve Facility Use Agreement for Greg King at the Proctor Rink on June 15 (June 16 rain date) for 6th grade graduation. The motion was seconded by Judy Frazier, unanimously approved.
 - Bob Protivansky made the motion to approve the Facility Use Agreement for Proctor High School May 25 at Proctor Rink upon receipt of completed and signed application. The motion was seconded by Judy Frazier, unanimously approved.
- State Auditor Response: Stan Wilbur provided an in-progress draft response.

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- Local Emergency Operation Plan: Judy Frazier made the motion to authorize the board chair to sign and adopt the Local Emergency Operation Plan. The motion was seconded by Bob Protivansky, unanimously approved.
- VCDP Museum Grant RRPC Contract Amendment: Bob Protivansky made them motion to submit paperwork and sign contract per Stan Wilbur's recommendation. The motion was seconded by Judy Frazier, unanimously approved.
- Junk and Junk Vehicle Ordinance Violation:
 - 2651 West Street - Judy Frazier made the motion to send a notice of enforcement action to 2651 West Street property owners. The motion was seconded by Tom Hogan, unanimously approved.
 - 19 Center Street - Bob Protivansky made the motion to issue a notice of violation to 19 Center Street property owners. The motion was seconded by Judy Frazier, unanimously approved.
- Transfer Station Free Day: Discussion about possible fees/sticker for future Free Transfer Station Days due to the volume of items collected. Bob Protivansky made the motion to postpone a decision until the next meeting, when bills will be available for review of the day. The motion was seconded by Judy Frazier, unanimously approved.
- Delinquent Tax Sale: Stan Wilbur explained to the board the Delinquent Tax Collector would like to encourage the Selectboard to bid on properties. Joe Manning requested that Stan Wilbur investigate the cost of contracting with a collection agency. Stan Wilbur will report back at the next meeting.
- Rural Development Proctor's Future: Wednesday May 16,2018 6:30 – 9:00 p.m. Marble Museum
- Tax Stabilization: Draft plan was submitted to the board for review. Several questions about IIB and how businesses would meet the criteria of eligibility. No clear answer could be reached. It was suggested to send to the Town Attorney for review.
- Capital Projects: New schedule in process.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: John Jozwaik inquired to the liability status of Beaver Pond for the Town of Proctor. Stan Wilbur noted that the property is insured with VLCT, and swim at your own risk signs are posted.
- Executive Session: No executive session required.

XI. Adjourn

Tom Hogan made the motion to adjourn the May 14, 2018 regular Selectboard at 7:58 p.m. The motion was seconded by Bob Protivansky, unanimously approved.