

Town of Proctor Selectboard Meeting Minutes

Draft

May 29, 2018

6:00 p.m. – 8:41 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

Jim Andrews
Lisa Andrews
Bob Curtis
John Jozwiak
Dan Kearney
Kim Lefebvre
Shannon Maass
Rick Moreno
Mike O'Brien
Kathy Riley
Joanne Stockton
Peg TV

Agreements/Approvals

- Unanimously approved agenda with addition.
- Unanimously approved May 14, 2018 regular meeting minutes.
- Unanimously approved May 22, 2018 special meeting minutes.
- Unanimously approved soliciting bids for a new F-550. Unanimously approved the purchase of a roadside mower, \$12,133.00
- Unanimously agreed at 7:00 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:04 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:14 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously appointed Greg Gallus to the Beaver Pond Committee.
- Majority approved request of \$384.35 from Evelyn Peterson Fund to the Children's Center, 4-1.
- Majority approved Tax Stabilization Policy, 3-1-1.
- Unanimously approved Crowley Brothers' Race for June 10, 2018.
- Signed orders totaling \$27,375.35.
- Unanimously agreed at 8:41 p.m. to adjourn the May 29, 2018 Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

II. Review and Approve Agenda

Bruce Baccei added the Crowley Brothers' Race to Additional Items.

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III. Review of Minutes

Bob Protivansky made the motion to approve the May 14, 2018 regular meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

Tom Hogan made the motion to approve the May 22, 2018 special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

IV. Open Public Comment

Bob Curtis: Bob Curtis was present to comment on the Ormsbee Avenue Project. He finds the employees very respectful, the work site neat and orderly and finds that the overall project is going well.

John Jozwiak: John Jozwiak was present to inquire about the storm drain, that he spoke to at the prior meeting. The storm drain is diagonal from his property and was covered with topsoil diverting the water. It was also noted that John Jozwiak is the delegate for RCSW.

Shannon Maass: Shannon Maass was present to ask if the Town or Fire Department could take the responsibility of placing the flags on the utility poles, currently Andy Maass is hanging the flags. Bob Protivansky will touch base with the Fire Department. She also inquired to the possibility of not blowing the grass clippings into the flower circle in the triangle. She noted that the Memorial Day Parade was a success.

Rick Moreno: Rick Moreno was present to comment on the Ormsbee Avenue Project. He is appreciative that the work is being completed, he noted he had attended meetings related to the project prior to the project beginning. He spoke to the historic nature of his property, the rock wall and trees lining the rock wall. The trees have been limbed seven feet up, and he is unclear why the trees were trimmed. He stated that his water and sewer (break beyond rock wall) lines had been broken by the contractor and sewage had gone into the basement of his residence. The compaction has caused cracks in the walls and the ground shakes when this work is being done. Rick does not believe that the Town Manager is managing the project, that notifications about broken pipes have not been forthcoming. Also, that Stan does not answer his phone or put anything in writing.

Stan Wilbur response: The sewer pipe was broken by the contractor; the water pipe was crimped (not broken) when the trench box was pulled up. A-1 was onsite Friday night and did not want to push the pipe any further due to pipe condition. Contractor had Savage onsite to clean up property Rick Moreno would not allow on property. (Stan could not provide them name of the employee that said Rick would not allow onsite) A insurance claim has been filed with VLCT.

Jim Andrews: Jim Andrews was present to comment on the Ormsbee Avenue Project. He noted the contractor was doing a great job, also that the trees in front of his house had been botched.

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Thank you to the Our Yard for organizing the Memorial Day Parade, as well as, all that participated.

The Proctor High School Spring Concert will be held on June 4, 2018 at 6:30 p.m. The Proctor Varsity Men Baseball playoff game is Wednesday May 30 at 4:30 p.m. at PHS. The Varsity Lady Phantoms Softball playoff game is Thursday June 1 at 4:30 at PYL Field (home game).

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VII. Highway Department

- Manager's Report:

Free Transfer Station Day- The cost for Fall and Spring free days was \$8,129.00, budgeted \$3,000.00. However, it is estimated curbside trash will underrun the budgeted number. Board members discussed days to be open and possible fee. This item will be placed on a future agenda for discussion.

Field Activities

- Ormsbee Avenue Construction
- Sweep Streets
- Lawn digs
- Diesel spill at Beaver Pond
- Flags at half staff
- Clean up Hand Wall
- Cleaned and put plows away at WWTF
- Manhole risers on Park Street
- Mark dig locations for dig safe
- Weed whacked Library Pump Station
- Mowing and trimming
- Pick and return Library and Town office chairs for Community Meeting
- Pool fence damage
- Water at Pool
- Water leak at Pool
- Clean catch basins
- Church Street sink hole
- Repair potholes
- VTrans repairing Main Street RR bridge sidewalks
- Clean plow truck for parade
- Wilk working on Reynolds, Cain and Williams Street
- Repair idler pulley on Zero Turn
- Belt on John Deere Mower
- Closed Cain Street corporation stop on abandoned service line
- Memorial Day decorations
- Sewer back up on Ormsbee Avenue

Pending Activities:

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

Overtime: No overtime

- Highway Equipment

- Truck and Roadside Mower: Stan Wilbur noted that there is \$180,000.00 in the Equipment Fund, he is seeking authorization from the Selectboard to go to bid for a F-550 with plow, wing and tailgate sander, estimated to cost \$110,000.00 and to purchase a roadside mower from Champlain Valley Equipment for \$12,133.00. Bob Protivansky made the motion to authorize the Town Manger to solicit truck bids. The motion was seconded by Tom Hogan, unanimously approved. Bob Protivansky made the motion to purchase a roadside mower from Champlain Valley Equipment or \$12,133.00 using Equipment Fund monies. The motion was seconded by Tom Hogan, unanimously approved. The cost to repair the old roadside mower was \$8,000.00.

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- Highway Paving Projects: Stan Wilbur noted that the current contract will most likely be completed under budget. The FY19 paving budget is minimal. The bid package is going out for Class II paving.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Judy Frazier made the motion at 7:00 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: Water was shut down on North end of East Street, employee error, looking at valve.
- Other New and/or Old Business: John Jozwiak inquired about the smashed bumper on the Water/Wastewater truck and the location of the bumper crane. Bruce Baccei provided an explanation to the bumper crane location. Stan Wilbur corrected and clarified, the bumper crane location and how it is mounted in the bed of the truck.

IX. Board of Sewage Commissioners

Judy Frazier made the motion at 7:30 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: No report.
- Ormsbee Avenue Sewer/Storm Drain Project Update: Work is continuing. Waiting to hear back from Historic Preservation
- Dosing Manhole: Memo provided from last meeting. Diver to plug lagoon. Waiting for change order, change order will come to Selectboard for approval
- Jim Pease: Letter provided from Jim Pease, Watershed Management Division. Stan provided a recap of the letter
- Other New and/or Old Business: No other new and/or old business.

Bob Protivansky made the motion at 7:40 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. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Pool will be sprayed prior to opening from maintenance line item in the budget
- Personnel Committee – Bruce Baccei: No report
- Beaver Pond Committee – Judy Frazier: Last clean up at Pond no one showed up. Meeting Wednesday 6, 2018.
- Town Office Committee – Bob Protivansky: No report.
- Planning Commission – Tom Hogan: Provided Tax Stabilization Policy.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: No report.
- Rutland Regional Transportation Council – Bruce Baccei: Last meeting discussed Railroad trestle bridge, sidewalks being replaced. North St bridge slated for 2021.
- Rutland Regional Planning Commission – Joe Manning: No report.
- Real Rutland Marketing Committee – Joe Manning: No report.

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XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$27,375.35.
- Beaver Pond Committee Appointment: Judy Frazier made the motion to appoint Greg Gallus to the Beaver Pond Committee. The motion was seconded by Bob Protivansky, unanimously approved.
- State Auditor Response: Stan Wilbur provided the draft letter for Selectboard review. Will be placed as an item on the next meeting agenda.
- Evelyn Peterson Fund Grant Request- The Children's Center: Judy Frazier made the motion to approve the Children's Center request for \$384.35. The motion was seconded by Bob Protivansky, approved by majority 4-1.
- Mosquitos: The Proctor Pool will spray the pool area prior to opening from the maintenance line in the budget. Spraying for other properties will not begin until after July 1, 2018, there is \$15,000.00 in the spraying budget line. Stan Wilbur will solicit estimates for what \$15,000.00 will provide for spraying, time/area. It was suggested to save a portion of the funds to use for May-June 2019 spraying. Stan Wilbur waiting to hear back from the District.
- Yard Maintenance Ordinance: Consensus to look at sample ordinances at the next meeting.
- Junk and Junk Vehicle Ordinance Violation
 - 2651 West Street – The property owner has received notice that the violation has been turned over to the Rutland County Sheriff Department for enforcement.
 - 9 Center Street - The property owner has received notice of violation, property owner has 30 days to comply
- Delinquent Tax Sale: Waiting for response from collection agency. Will look at sample tax sale policies at the next meeting.
- Rural Development- Proctor's Future: An email was sent out giving an overview of the two meetings. Place on next meeting agenda.
- Tax Stabilization: Changes were made by the town attorney to the policy. Questions were asked about the timeframe once an application is submitted, no timeline is provided in the policy. The Selectboard chair noted each application will be looked at case, by case, does not feel a timeline is needed. Bruce Baccei made the motion to approve the Tax Stabilization Policy as submitted. The motion was seconded by Tom Hogan, passed by majority, 3-1-1. Joe Manning voted no.
- Crowley Brothers' Race: Bob Protivansky made the motion to approve the 42nd Crowley Brothers' Memorial Road Race on June 10, 2018. (insurance attached to application) The motion as seconded by Joe Manning, unanimously approved.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Other New and/or Old Business: Bob Protivansky inquired to the status of the Salt Shed and front wall. Stan Wilbur noted the Salt Shed documents are sitting on his desk, not a top priority. The state grant application for the front wall is due in September. John Jozwiak inquired to the use of the Sand Pit owned by the town. The Selectboard have no plans at this time for the Sand Pit.
- Executive Session: No executive session required.

XII. Adjourn

Bob Protivansky made the motion to adjourn the May 29, 2018 regular Selectboard meeting at 8:41 p.m. The motion was seconded by Judy Frazier, unanimously approved.