

Town of Proctor Selectboard Meeting Minutes
Draft
August 13, 2018
6:00 – 7:48 p.m

Board Members Present

Bruce Baccei, Chair
Judy Frazier
Tom Hogan
Bob Protivansky

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Benjamin Curtis
Peg TV

Agreements/Approvals

- Unanimously approved agenda with additions.
- Unanimously approved the July 26, 2018 special meeting minutes, as written.
- Unanimously approved the July 23, 2018 regular meeting minutes, as written.
- Unanimously appointed Benjamin Curtis to the Proctor Selectboard.
- Unanimously agreed at 6:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:02 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Ormsbee Avenue Sewer/Stormwater Change Order No. 1 (\$106,079.21).
- Unanimously approved Ormsbee Avenue Sewer/Stormwater Payment Request No. 2 \$193,477.38.
- Unanimously agreed at 7:20 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Facility Use Agreement for Main Street Park August 18, 2018 noon-8:00 p.m.
- Consensus to have Lisa Wright represent the Town of Proctor at the Property Hearing.
- Unanimously approved the Grand List of Errors and Omissions.
- Consensus to appoint Judy Frazier as Town Leader for the Summit Meeting.
- Consensus to appoint Bruce Baccei as the voting VLCT delegate.
- Signed orders totaling \$110,420.56.
- Unanimously agreed at 7:48 p.m. to adjourn the August 13, 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. Four Selectboard members were seated, all motions passed unanimously, unless noted.

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II. Review and Approve Agenda

Bob Protivansky made the motion to approve the agenda with the following additions; Board of Water and Sewer Commissioners: Bryan Jones request for abatement of Water & Sewer charges. Additional Items: Catamount Radio Facility User Agreement, Community Leadership Summit, VLCT Voting delegate, Rutland Regional Planning Representative. The motion as seconded by Judy Frazier, unanimously approved.

III. Fuel Bids

The following companies submitted Diesel Fuel bids; Keyser Energy, Champlain Valley, Irving and Johnson for 5,900 gallons.

The following companies submitted bids for #2 Fuel Oil; Keyser Energy, Champlain Valley, Irving, Johnson, Sam's U-Save and Getcha for 1,600 gallons.

Bids were opened by the Selectboard and read aloud, all bids were taken under advisement. Stan Wilbur will contact companies for clarification on bids.

Contracts will be awarded at the next Selectboard meeting.

IV. Review of Minutes

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

Bob Protivansky made the motion to approve the July 26, 2018 special meeting minutes as written. The motion was seconded by Tom Hogan, unanimously approved.

V. Open Public Comment

No public present.

VI. Invited Guests

Benjamin J. Curtis: Selectboard Vacancy: Benjamin Curtis was present to discuss his submission for the Selectboard Vacancy. The Selectboard had no questions for Benjamin.

Bob Protivansky made the motion to appoint Benjamin J. Curtis to the Proctor Selectboard until March 2019. The motion was seconded by Judy Frazier, unanimously approved.

Joe Manning submitted his resignation letter and a memo of suggestions for the Selectboard. The Selectboard thanked him for his time and commitment to the Proctor Selectboard and Proctor community.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Judy Frazier reminded everyone of the Our Yard fundraiser on August 17, 2018 6:00 – 8:00 p.m. at the Marble Museum. Proctor Gas and PES students made the cover of the National Gas Association Magazine. The Music for Vets concert will be held in the Park on August 18, noon-8:00 p.m. Carol Protivansky for making a curtain for the tables. Jim Moore for repairing Gorham Bridge at no cost.

VIII. Highway Department

- Manager's Report

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Field Activities:

- International Plow Truck brake adjustment and inspection
- F350 servicing (in house)
- Check catch basins (raining)
- Gorham Bridge damage
- North Street sewer replacement
- Weed whacking around guard rails and signs
- Trees down on Beaver Pond and Florence Road
- Town wide mowing
- Clean up Rink for Pot Luck Dinner
- Clean rust and paint International body
- Unloaded shoring for dosing manhole excavation
- Painting crosswalks
- Maintenance check and service backhoe

Pending Activities:

- Gorham Bridge Road culvert replacement
- Painting Crosswalks
- Potholes
- Culvert and road inventory with RRPC

Overtime:

None

- Gorham Bridge: Bridge has been repaired at no cost. No ticket was given for damage.
- Salt Shed Bid: Out for bids, bids due by 10:00 a.m. on August 23, 2018.
- Sidewalk Bid: Will be out for bids this week with bids due by 4:00 p.m. on August 27, 2018.
- Tree Bid: Additional trees have been added, updating bid packet.
- VTrans Bicycle & Pedestrian Program: The Town of Proctor has been awarded \$496,000.00 for the Beaver Pond Shared Use Path. The Town of Proctor will be required to provide a 20% match, \$124,000.00 over a 3-year period.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Water Commissioners

Judy Frazier made the motion at 6:41 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

Stan Wilbur has provided a list of delinquencies to Water Dept. All property owners have received pink notices; owing over \$2,001.00 pay with 5 years, owing under \$2000.00 pay within 1 year if on a payment schedule.

The Water Dept. will begin shutting off water and replacing curb stops.

- Simon Operation Monthly Report: July 2018

Activities Completed:

1. Located and cleaned out curb box at 90 East Street. Shared service line between 3 homes. Worked with contractor installing 3 separate curb stops for 90 East St, 96 East St. and 41 Williams St.
2. Located curb stop at Johnson residence on Main St. for internal plumbing repair.
3. Trimmed grass and weeds around both storage tank buildings.

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4. Weekly pool samples have all been absent for bacteria.
5. Painted fire hydrants.
6. Capital evaluation with Ashley Lucht was started. This needed to be reviewed and updated (every 5 years) due to addition of funds. The additional funds will be added to the existing loan/bond.

Activities in Progress

1. Leak detection. We did fill out the State's form requesting another round of free leak detection service. The Town was awarded three days. Still waiting for State to schedule dates.
2. 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.
3. 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.
4. 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.
5. VTrans project on North Street.
6. Locating curb stops for delinquent accounts. We have started with the top 8 delinquencies.

Activities Planned or Needed:

1. West Tank cathodic protection needs replacing. Quote may need to be updated.
 2. Test the new PRV conversion piping in the South vault. Establish a procedure for switching from SCADA control to pressure control in instances where the East side tank may need to supply water to the West side. The conversion kit has been installed to allow either control scenario. (pressure or SCADA control)
 3. Schedule Meadow street/Willow investigation. Hydrant #1202 low flow.
 4. 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 final flow testing.
 5. 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.
- Water System Improvement Update- Capability Development Evaluation: Stan Wilbur reviewed the evaluation form, the manner in which water is billed will change for 2020, using the state flow chart.
 - Bryan Jones Request for Water Abatement: This will be placed as an agenda item for the next meeting, the property will be invited to the meeting for the discussion.
 - Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

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Judy Frazier made the motion at 7:02 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: July 2018

Activities Completed:

1. Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
2. Located and marked utilities on Eden Ave. Homeowner installing solar panels.
3. Worked with contractor and divers to install two test plugs in lagoon 2. Need to isolate and drain the piping from the injection M.H. to the lagoon 2's influent.
4. Installed temporarily, over the ground alum injections feed line to feed chemical where electrical pumps are transferring water from lagoon 1 to lagoon 2. Three electric pumps were set up to transfer water from Lagoon 1 to Lagoon 2 while EQ pipe is repaired.
5. Marked out water/sewer utilities near North Street train bridge.
6. Cleaned and flushed both UV chambers.
7. Started the North Street sewer line project. Completed the first section from M.H. to M.H.
8. Responded to a request for service at 71 Olympus Road. The main line was good and flowing properly. Individual sewer issue is most likely cause for request.
9. Request for service call at 9 Patch Street about sewer odor coming from M.H. in the road. Checked M.H. and it was clear and flowing. No issues found at this time.
10. Weekly mowing and trimming.
11. Replaced sump pump in the UV building.
12. Removed flow meter from Gorham Bridge M.H. Data gathering no longer required.

Activities in Progress:

1. Routine sewer flushing in the problem areas.
2. 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.
3. Repair lagoon EQ pipe. Scheduled for 8/6. (since completed) We will be adding the injection quills and returning to normal flow pattern next week.
4. Repairs to North Street sewer. One section left to be repaired.

Activities Planned or Needed:

1. 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.
2. 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.
3. Exhaust fan repairs or replacement in the blower building. Trouble locating parts for the old units.
4. Invite representative down to the plant for an Alum vs. Sorbex comparison. Explore or run a trial of a new Phosphorous chemical. At this time there is no planned reduction in Total P needed to be removed per Permit, but the first 5 permits issued are being

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challenged in court and the levels may change. EPA has approved those permits and the State's allocations per WWTF so far.

- Dosing Manhole Update:
 - Repair: Project is 90% complete.
 - Chemical: Looking at chemicals options.
- Ormsbee Avenue Sewer/Stormwater Improvements Update: Stan Wilbur and John Corliss will meet with arborist to look at the trees on Ormsbee Ave impacted by the construction. A report will be provided at the next Selectboard meeting.
- Change Order No.1: Tom Hogan made the motion to approve Change Order No. 1 (will not change /increase/decrease contract price) (\$106,079.21). The motion was seconded by Judy Frazier, unanimously approved.
- Payment Request No.2: Bob Protivansky made the motion to approve Payment Request No. 2., \$ 193,477.38. The motion was seconded by Tom Hogan, unanimously approved.
- Bryan Jones Request for Sewer Abatement: See Board of Water Commissioners.
- Other New and/or Old Business: No other new and/or old business.

Tom Hogan made the motion at 7:20 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.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$110,420.56.
- State Auditor Response: Stan Wilbur is still working on responses for inquires B-F.
- Mosquitos: No new information.
- Park Facility Use Agreement- Marble Music Fest: Judy Frazier made the motion to approve the FUA for August 18, 2018 Noon until 8:00 p.m. for Main Street Park. The motion was seconded by Bob Protivansky, unanimously approved. Insurance was attached to the application.
- Property Valuation Hearing – Proctor Mill Association: Consensus to designate Lisa Wright to represent the Town of Proctor at the Property Hearing scheduled for August 30, 2018 at 2:00 p.m. at the Town Office.
- Rutland Regional Planning Commission Representative: The Selectboard did not discuss.
- Grand List Errors and Omissions: Bob Protivansky made the motion to approve the Errors and Omissions 2018 AS Billed Grand List submitted by the Town Assessor. The motion was seconded by Tom Hogan, unanimously approved.
- Tax Stabilization Application – The Market on West Street: The application is not complete per the Tax Stabilization Policy. Stan Wilbur suggested one Selectboard and one Planning Commission member meet with the applicant at their convenience.
- Junk and Junk Vehicle Ordinance Violation: The three property owners below have received notice of violation letters. The 30 days to correct the violation begins from date of receipt.
 - 37-39 East Street: Date of receipt July 21,2018.
 - 50 Gorham Bridge Road: Date of receipt July 27,2018.
 - 38 West Street: Date of receipt July 30,2018.
- Selectboard Vacancy: See Guests.
- Catamount Radio Facility Use Agreement: Tabled until insurance has been submitted with application.

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- Community Leadership Summit: Consensus to designate Judy Frazier as the Town Community leader to attend the Summit.
- VLCT Voting Delegate: Consensus to appoint Bruce Baccei as the voting delegate and for other Selectboard members to attend the Town Fair the next day.
- Rutland Regional Planning Commission Representative: The Selectboard did not discuss this agenda item.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:
Judy Frazier mentioned she had been contacted by two residents about RCSD flashing their high beams and following with high beams from Gorham Bridge.
Stan Wilbur suggested putting up actual cameras at Beaver Pond, due to litter concerns. Currently, signs are up stating there are signs.
- Executive Session: No executive session required.

XII. Adjourn

Bob Protivansky made the motion to adjourn the August 13, 2018 regular Selectboard at 7:48 p.m. The motion was seconded by Judy Frazier, unanimously approved.