

# Town of Proctor Selectboard Meeting Minutes

Draft

August 27, 2018

6:00 p.m. – 7:46 p.m.

## **Board Members Present**

Bruce Baccei, Chair

Ben Curtis

Judy Frazier

Tom Hogan

Bob Protivansky

## **Employees Present**

John Corliss, DPW (6:35-6:51p.m.)

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Rick Reed

Peg TV

## **Agreements/Approvals**

- Unanimously approved amended agenda.
- Unanimously awarded Sidewalk Contract to Richard Reed, \$57,425.00.
- Unanimously approved the August 13, 2018 regular meeting minutes.
- Unanimously agreed to have Stan Wilbur & John Corliss research additional options for the Salt Shed.
- Unanimously awarded Tree Contract to Vaillancourt, \$7,400.00.
- Unanimously agreed to sign the Bike/Path Grant Commitment letter.
- Unanimously agreed at 6:33 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to update the O&M manual and sign agreement, \$17,449.00.
- Unanimously agreed to send Hydraulic Analysis to the state for review and comment.
- Unanimously agreed at 6:51 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:01 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously awarded the Diesel Contract to Keyser Energy, \$2.58, 5,900 gallons.
- Unanimously awarded the #2 Fuel Oil Contract to Champlain Valley, \$2.45, 1,600 gallons.
- Unanimously awarded the Propane Contract to Proctor Gas, \$1.29, 2,000 gallons.
- Unanimously approved Faculty Use Agreement for Catamount Radio, 11/30/18-12/2/18.
- Majority approved Faculty Use Agreement for Proctor Youth Soccer League, insurance must be provided at 9/10/18 meeting.
- Signed orders totaling \$211,081.85  
Unanimously agreed at 7:46 p.m. to adjourn the August 27, 2018 Proctor Selectboard meeting.

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## Action Items

### I. Call to Order - Pledge of Allegiance

### II. Review and Approve Agenda

Bob Protivansky made the motion to approve the agenda with the addition of Skating Rink Youth Soccer League Facility Use Agreement. The motion was seconded by Judy Frazier unanimously approved.

### III. Grove & Church Streets Sidewalks Bid Openings

Three bids were received.

1. Richard Reed - \$57,425.00  
Grove - \$28,775.00  
Church - \$28,650.00
2. Champlain Construction - \$60,575.00  
Grove - \$34,551.50  
Church - \$25,923.50
3. Parker Excavating - \$94,734.00  
Grove - \$52,269.00  
Church - \$42,465.00

Bob Protivansky made the motion to award the Sidewalk contract to Richard Reed, \$57,425.00. The motion as seconded by Judy Frazier, unanimously approved.

### IV. Review of Minutes

Bob Protivansky made the motion to approve the August 13, 2018 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

### V. Open Public Comment

No public comment

### VI. Guests

No guests

### VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Judy Frazier thanked everyone that came out and supported the Our Yard fundraiser.

Lisa Miser noted that the PES-PHS Meet n Greet was a success with 120 people attending. Fall Festival will be held Saturday September 29, 2018 if you would like to have a booth, contact Our Yard through Facebook messenger.

### VIII. Highway Department

- Manager's Report:  
Field Activities:
  - Paint Crosswalks
  - Voting equipment to High School
  - Picnic table at pool
  - Stumps on Larson Street
  - 224 South Street water leak

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- Down tree on West Street
- WWTF dosing manhole
- Town wide mowing
- Fencing for concert
- Tracing water lines for shutoff, dig safe
- Tree removal locations
- Beaver Pond park parking lot
- lag poles
- Servicing backhoe & mowers
- Salt Shed bid openings
- Pot holes with hot mix

### Pending Activities:

- Gorham Bridge Road culvert replacement
- Proctor/Pittsford town line pavement settlement
- Paint Route 3 street markings
- Potholes
- Culvert and road inventory with RRPC

### Overtime:

None

- Salt Shed: Bids for the Salt Shed were opened at a prior meeting, the low bid was VMS Construction \$221,999.60, increased to \$223,849.60 (add Alternate 1: Silane Water Repellant). Stan Wilbur provided a handout to show the funding sources for the Salt Shed. Stan Wilbur suggested that he and John Corliss met with the contractor to look at some cost saving measures. Judy Frazier quired the need for a quarter of a million-dollar Salt Shed and shared other options. Bob Protivansky made the motion to allow Stan & John to meet with the low bidder for reductions and to look at other options. The motion was seconded by Judy Frazier, unanimously approved.
- Sidewalk: See Sidewalk bid opening.
- Tree Bids: Three bids were submitted.
  1. 40 Acre Tree Service - \$32,500.00
  2. Vaillancourt - \$7,400.00
  3. Trees Inc- \$11,975.00Bob Protivansky made the motion to award the Tree contract to Vaillancourt for \$7,400.00. the motion was seconded by Judy Frazier, unanimously approved.
- Bike/Path Grant Project Commitments: Bob Protivansky made the motion to sign the commitment letter. The motion was seconded by Tom Hogan, unanimously approved. The local share of \$120,000.00 will need to be included in the budget next year or bonded. The commitment letter will allow the Town to put out an RFP for engineering to know what the real numbers will be for the project.
- Other New and/or Old Business: No other new and/or old business.

## IX. Board of Water Commissioners

Bob Protivansky made the motion at 6:33 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.

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- Delinquent Accounts: A handout was provided listing all delinquent accounts, as well as, those on a budget plan. Pink slip will be sent out and shut offs will begin. Stan Wilbur will provide an updated list at every Selectboard meeting.
- Water System Improvement Update:
  - Operation and Maintenance Manual Update – Dubois & King Engineering Services Agreement: Ben Curtis made the motion to update the O&M manual funded under the loan program (\$17,449.00 will be added to the bond) and sign the Dubois & King Engineering Services Agreement. The motion was seconded by Judy Frazier, unanimously approved.
  - Hydraulic Analysis: Bob Protivansky made the motion to submit the Hydraulic Analysis to the state for review and comment. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: John Corliss apologized for any confusion in how he referenced his responsibility for the curb stops.

### X. Board of Sewage Commissioners

Judy Frazier made the motion at 6:51 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: No report.
- Dosing Manhole.
  - Repair: The repair has been completed; Stan Wilbur read an e-mail from Jason Booth; the price from Parker will not be available until October 1, 2018
  - Chemical: Working with supplier for chemical options.
- Ormsbee Ave. Project:
  - Arborist Report: The report was reviewed by the Selectboard, it will be sent to the property owners for comment.
  - Settlement around Catch Basins: The contractor is to be onsite to look at the settlement around the catch basins.
- Other New and/or Old Business: No other new and/or old business.

Judy Frazier made the motion at 7:01 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bob Protivansky, unanimously approved.

### XI. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Pool closed. Pool pass numbers will be provided at the next meeting, by Stan Wilbur.
- Personnel Committee – Bruce Baccei: VLCT Human Resource staff to review all personnel policies.
- Beaver Pond Committee – Judy Frazier: Highway crew has completed work on the North end.
- Town Office Committee – Bob Protivansky: Submitting grant application for front wall.
- Planning Commission – Tom Hogan: Updating Town Plan and reviewing Tax Stabilization application.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: John Jozwiak: No report.
- Rutland Regional Transportation Council – Bruce Baccei: No report
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.

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- Proctor's Future – All three committees have met.

### XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$211,081.85.
- State Auditor Response: This agenda item was skipped by the Board chair.
- Mosquitos: The District's litigation continues; new lawyers have been appointed.
- Fuel Bids: Bob Protivansky made the motion to award the Diesel contract to Keyser Energy fixed price \$2.58 for 5,900 gallons. The motion was seconded by Tom Hogan, unanimously approved.

Judy Frazier made the motion to award the #2 Fuel Oil contact to Champlain Valley fixed price \$2.45 for 1,600 gallons. The motion as seconded by Ben Curtis, unanimously approved.

Judy Frazier made the motion to award the Propane contract to Proctor Gas fixed price \$1.29 for 2,000 gallons. The motion was seconded by Bob Protivansky, unanimously approved.

- Park Facility Use Agreement – Catamount Radio Santa Train: Bob Protivansky made the motion to approve the FUA for the Park for 11/30/18 – 12/2/18 Catamount Radio, insurance was provided. The motion was seconded by Tom Hogan, unanimously approved.
- Transfer Station Free Day: The Transfer Station will be open on October 6, 2018. Ben Curtis will provide a fee schedule/list of acceptable items for the September 10, 2018 meeting.
- Flag Poles: A handout from September 19, 2016 was provided to show when the flagpoles were awarded from MRP (flagpoles were delivered 12/12/16). A representative from the MRP Board contacted Stan Wilbur as the flags have not been erected. Stan Wilbur does not feel there is any violation, as the poles were purchased and the application stated volunteers would put the poles up. Stakes have been placed by the War Memorial as to placement of the two flags. Concern was voiced by Judy Frazier as to the location of the south flag. Bruce Baccei noted that Bill Champine and Bob Coons had selected the location and that they will be installing the flags where the stakes are.
- Junk and Junk Vehicle Ordinance Violation: The RCDS will provide an updated report at the September 10, 2018 meeting.
- Rink Facility Use Agreement – Proctor Youth Soccer League: Bob Protivansky made the motion to approve the Facility Use Agreement for the Rink 10/14/18 Proctor Youth Soccer League, no insurance was provided. Insurance must be provided at the September 10, 2018 Selectboard meeting. The motion was seconded by Tom Hogan, passed by majority, 4-1.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: No executive session required.

### XIII. Adjourn

Ben Curtis made the motion to adjourn the August 27, 2018 regular Selectboard meeting at 7:46 p.m. The motion was seconded by Judy Frazier, unanimously approved.