

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

Board Members Present

Bruce Baccei, Chair

Ben Curtis

Judy Frazier

Tom Hogan

Bob Protivansky

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Peg TV

Agreements/Approvals

- Unanimously approved agenda with additions.
- Unanimously approved the August 27, 2018 regular meeting minutes, as written.
- Unanimously agreed at 6:31 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved the August 27, 2018 Boards of Water and Sewer Commissioners minutes, as written.
- Unanimously approved D&K Engineering Services Agreement for Contact 8B
- Unanimously agreed to advertise the railroad bridge waterline RFP.
- Unanimously agreed at 6:57 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:06 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Municipal Planning Grant Resolution.
- Unanimously approved FUA for Main Street Park September 29, 2018.
- Unanimously approved the Tax Stabilization Contract form.
- Signed orders totaling \$22,700.98.
- Unanimously agreed to go into executive session at 8:01 p.m. to consider a property valuation.
- Unanimously agreed to come out of executive session at 8:15 p.m.
- Unanimously agreed to take no action regarding 56 Main Street property evaluation.
- Unanimously agreed at 8:16 p.m. to adjourn the September 10, 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 with the following additions; Water RFP, Discharge Permit and VOSHA. The motion as seconded by Judy Frazier, unanimously approved.

III. Review of Minutes

Tom Hogan made the motion to approve the August 27, 2018 regular meeting minutes as written. The motion was seconded by Ben Curtis, unanimously approved.

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

IV. Open Public Comment

No public present.

V. Invited Guests

No invited guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: PHS varsity soccer teams are off to a great start. Varsity Ladies won the Black River Tournament over the weekend, defeating Green Mountain and Otter Valley.

VII. Highway Department

- Manager's Report

Field Activities:

- Trees at North Street for sewer repair
- Cross walks
- DigSafe – town office, Meadow Street, Gorham Bridge Road & Florence Road
- Catch basin and risers for Gorham Bridge Road culvert
- Graded Olympus Road
- Gravel Beaver Pond road and parking
- Water Department South Street valve conversion test
- Gibb Street culvert extension
- Brush at Beaver Pond park
- Stocking stone and gravel for Gorham Bridge Road culvert replacement
- JD2355 hydraulic leak
- Trim bushes and trees at intersections for sight distance
- Weed wacked Library Pump Station bank
- Crosswalk signs
- Town wide mowing
- Brakes on Chev 3500
- Vaillancort cutting trees
- Ford F350 new tires
- Water/Sewer truck bumper
- Curb stop at 3 Holden Ave
- Clean up Dosing Manhole roads and lawn
- Curb stop at 77 Park Street
- Bulletin board and cleanup at Town Office
- Clean out catch basin on Tower Road
- Cut and split firewood
- Salt Shed waste concrete blocks cost and availability

Pending Activities

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

Overtime

- None

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

- Salt Shed:
 - Poured Concrete Foundation:
Stan Wilbur provided a handout listing deductions from the present Salt Shed contract, reducing the cost from \$222,000.00 to \$201,515.00
 - Waste Block Foundation:
Selectboard members visited various sites and looked at different salt shed options. D&K will not put their stamp on a waste block foundation. Stan Wilbur estimates a waste block foundation would require 150 blocks, cost ranges from \$85.00 not delivered to \$65.00 delivered per block. Stan Wilbur will continue to look for an engineer that would stamp a waste block foundation.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Judy Frazier made the motion at 6:31 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.

- Review of minutes August 27, 2018:
Judy Frazier made the motion to approve the August 27, 2018 Boards of Water and Sewer Commissioners minutes. The motion was seconded by Tom Hogan, unanimously approved.
- Manager's Report
- Simon Operation Monthly Report: August 2018
 - Activities Completed
 - Yearly fluoride inspection on the 14th. Discussed an issue with the analyzer and the chemical feed pump. The state has purchased us a new chemical feed pump. We will rebuild the old one and use as a spare. They also set up a contract with Hach company to come and service the analyzer twice a year at no cost to the town.
 - Shipped out the line tracing equipment for repairs. Having issues with connection and accuracy
 - Repaired a service line leak at 224 South Street.
 - Worked with VTRWA on locating multiple curb stops on the delinquent list. Started the process of shutting off delinquencies.
 - Cleaned both chemical feed injection nozzles at the well house. Cleaned all fluoride saturator equipment.
 - Tested the Pressure Regulating Valve (PRV) conversion piping at south street vault. (See enclosed spread sheet). Hydrant flow above the required 500 gpm will not be available at ALL hydrants if the Town is using only the East side reservoir. An exact list of which hydrants that meet requirements has not been determined.
 - Activities in Progress
 - Leak detection. The Town was awarded 3 days. Scheduled for September 9-13.
 - Determine cause for lack of flow at the Willow Street 1202 (see 3), Pine Street Hydrant 1301 (see 4) and the Larson Street 1602 hydrants (see 5). Awaiting the 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 the 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

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

down for service. Recommend shutting the main down and adding a new isolation valve with a new hydrant.

- V-trans project on North Street.
- Locating curb stops for delinquent accounts. Curbs located outside the Town's right of way are to be moved into the right of way.

Activities Planned or Needed

- West Tank cathodic protection needs replacing. Quote may need to be updated.
- Possible second day of hydrant flow with PRV on SCADA bypass to determine potential hydrants that will meet 500 gpm flow while supplied by East tank only.
- Schedule Meadow Street/willow investigation. Hydrant #1202 low flow
- 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 the final flow testing.
- Willow Street 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 Improvements Contract 8B D&K Engineering Services Agreement: Bob Protivansky made the motion to approve D&K Engineering Services Agreement for Contact 8B pipeline (cut & cap at 20 locations) funds come from the bond, \$28,336.00. The motion was seconded by Tom Hogan, unanimously approved.
- Deficient Hydrants: A list of deficient hydrants was provided along with remedies for the hydrants. No action.
- Delinquent Accounts: A list of delinquent accounts was provided for information. Pink slips will go out next week.
- Town of Pittsford ZBA Application – 84 Deere Lane: Stan Wilbur will send a letter to the Pittsford Zoning Board of Adjustment requesting secondary containment for the proposed fuel tank and all chemicals be stored inside, Permit #18-27 for 84 Deere Lane.
- Railroad Bridge – North Street: Tom Hogan made the motion to advertise the RFP for the North Street Railroad Bridge water line. The motion was seconded by Judy Frazier, unanimously approved. This cost will be reimbursed by the state.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bob Protivansky made the motion at 6:57 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

- Review of minutes August 27, 2018: See Board of Water Commissioners.
- Manager's Report
- Simon Operation Monthly Report: August 2018

Activities Completed

- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- Responded to a power outage at Styles and Columbian Ave pump stations on the 7th. Worked with Patch Electric on some control issues after power was restored. New level transducer was installed at the Styles PS.
- Worked with contractor and divers to install a cap on the bypass line in lagoon 2 and remove the two test plugs. The Bypass line was broken during the EQ pipe repairs

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

- Installed new ¾ inch injection nozzle in the alum manhole. All new chemical feed lines were also installed. Removed the pumps and equipment around the dig site used as temporary bypass flow and returned to normal EQ pipe flow.
- Responded to a request for service at 5:30pm at 5 River Street. Homeowner had backed up sewer. Checked the main line. All clear and flowing. Determined the issue to be the service.
- Cleaned and flushed both UV chambers
- Weekly mowing and trimming
- Received quotes to repair exhaust fans in the blower building. Submitted to Stan.

Activities in Progress

- Routine sewer flushing in the problem areas
- Willow street I&I study completed. Review and course of action needed.
- Repairs to North street sewer. One section left to be repaired.

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 located 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, specifically 2 holes in the pipe between MH 2.E.7 and MH2. E.8. (below recently repaired area at #104 Park.). Video shows significant amount of ground water flowing in to the holes. A&E has been updated on this.
- Invite representative down to the plant for an Alum vs. Sorbex comparison. Explore or run a trial of a new Phosphorus removal chemical. At this time there is no planned reduction of the Total P needed to be removed per Permit, but the first 5 permits issued are being challenged in court and the levels may change. EPA has approved those permits and the State's allocations per WWTF so far.
- Willow street pump station I&I remediation.
- Prepare to winterize and shut off Town owned service lines to cemetery and ballfield.
- Look at overflow piping on West side tank to prepare for draining the tank. The piping is a not typical drain and may need modification to prevent flooding situations. Approximately 600,000 gallons need to be removed before cleaning and cathode replacement begins.
- Dosing Manhole Update:
 - Repair: A&E continues to review invoices from Parker.
 - Chemical Looking at chemical's options.
- Ormsbee Avenue Sewer/Stormwater Improvements Update: Memo from State noting approval for final price, final completion date 8/12/18 and change order. Still waiting for Final Completion Certificate for official closure with any additional warranty considerations.
- Discharge Permit: Handout for Discharge Permit No. 3-1298 was provided, it addressed the Permit requirements.
- Other New and/or Old Business: No other new and/or old business.

Tom Hogan made the motion at 7:06 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 \$22,700.98.
- State Auditor Response: Stan Wilbur is still thinking about the response letter.
- Mosquitos: No new information.

Town of Proctor Selectboard Meeting Minutes

Draft

September 10, 2018

6:00 p.m. – 8:16 p.m.

- Municipal Planning Grant Resolution: Bob Protivansky made the motion to approve the FY19 Municipal Resolution for Municipal Planning Grant, \$8,000.00, town share 10%/\$800.00. The motion was seconded by Tom Hogan, unanimously approved.
- Park Facility Use Agreement- Our Yard Fall Festival: Tom Hogan made the motion to approve the FUA for Our Yard September 29, 2018 Main Street Park. The motion was seconded by Bob Protivansky, unanimously approved. Judy Frazier will provide all documents to Stan Wilbur.
- Draft Tax Stabilization Contract: Judy Frazier made the motion to approve the format form for the Tax Stabilization Contract. The motion was seconded by Tom Hogan, unanimously approved. Stan Wilbur will meet with the current applicant and provide the application.
- Transfer Station Day: Many ideas on how to improve the day were discussed: limit to a single drop-off of a pickup or trailer load, charge \$20 per load or \$2 per bag, buy load tag or bags at town office, no payment on day of event. Stan Wilbur will put a flyer together and circulate to Selectboard members for input.
- Flag Poles: The flag poles have not been installed, seeking volunteers.
- Junk and Junk Vehicle Ordinance Violation: Stan Wilbur provided a drive-by update. He is waiting for a RCSD report.
- Delinquent Tax Sales: A list of six delinquent property tax properties was provided to the Selectboard. There were numerous unanswered questions, a special meeting will be scheduled, Stan will invite the delinquent tax collector, an attorney who deals with tax sales and NeighborWorks director.
- NeighborWorks Single Family Property Rehabilitation Program: A handout was provided detailing the program and how it operates.
- VOSHA Complaint: The Town received a letter from VOSHA stating they received a notice of alleging hazards in Town Clerk office. Stan Wilbur has contacted ATC, who will be onsite Wednesday to complete an office evaluation. A response is due to VOSHA by September 17, 2018.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: Ninety -seven pool passes were sold this season, \$970.00.
- Executive Session:
 - 56 main Street Property Valuation
Bob Protivansky made the motion at 8:01 p.m. to go into executive session to consider 56 Main Street Property stipulation, given that premature general knowledge of the matter would clearly place the town at a substantial disadvantage. The motion was seconded by Judy Frazier, unanimously approved.

Ben Curtis made the motion to come out of executive session at 8:15 p.m. The motion was seconded by Judy Frazier, unanimously approved.

Bob Protivansky made the motion to take no action regarding a 56 Main Street property valuation settlement. The motion was seconded by Judy Frazier, unanimously approved

XI. Adjourn

Tom Hogan made the motion to adjourn the September 10, 2018 regular Selectboard at 8:16 p.m. The motion was seconded by Judy Frazier, unanimously approved.