

# Town of Proctor Selectboard Meeting Minutes

Draft

September 11, 2017

6:00 p.m.– 8:30 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
John Corliss  
Tom Hogan  
Joe Manning

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Bob Curtis  
John Jozwiak  
Dan Kearney  
Bob Protivansky  
Carol Protivansky  
Jay Thornton  
Jolene Thornton  
Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, with four additions.
- Majority awarded Highway Garage Roof contract to Russell Construction, \$69,900.00.
- Unanimously awarded Diesel bid to Champlain Valley.
- Unanimously awarded #2 Fuel Oil bid to Champlain Valley.
- Unanimously awarded Winter Sand bid to Richard Reed, \$2,300.00.
- Unanimously approved the August 28,2017 regular meeting minutes, as written.
- Unanimously increased Kyle Thornton's hourly pay by \$0.50.
- Unanimously approved Winter Salt contract with Cargill, \$68.68.
- Majority approved expending \$10,240.00 on the 1995 International truck, 4-1.
- Unanimously agreed at 6:50 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:03 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:05 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$28,907.50.
- Unanimously approved Grand List Errors and Omissions.
- Unanimously approved and signed Housing Trust of Rutland County VCDP Grant Resolution.
- Unanimously approved Village Green Facility Use Agreement for Our Yard, 9/23/17.
- Unanimously agreed at 7:23 p.m. to enter executive session, for Highway Foreman candidates.4-0
- Unanimously agreed at 8:25 p.m. to exit executive session. Action.4-0
- Majority agreed to hire John Corliss as the Public Works Foreman, \$23.00 per hour and provide a vehicle for use to and from work,3-1
- Unanimously agreed at 8:30 p.m. to adjourn the September 11,2017 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. The Chair asked for a moment of silence to remember the 9/11 attack and the people who died.

### **II. Review and Approve Agenda**

Bruce Baccei made the motion to approve the agenda, with four additions; Under Additional Items - Vermont Marble Museum Sign, Village Green Facility Use Agreement- Our Yard and Mosquitos and under Executive Session – Highway Foreman Candidates. The motion was seconded by Tom Hogan, unanimously approved.

### **III. Bid Openings**

- Highway Garage Roof:

- VMS Construction- \$72,265.00

- Russell Construction - \$69,900.00

- Wright Construction - \$73,552.00

- Bruce Baccei made the motion to award the contract to Russell Construction for \$69,900.00.

- The motion was seconded by John Corliss, passed by majority, 4-1. Joe Manning voted no.

- Fuel Bids:

- Diesel – 5,060 Gallons

- Keyser Energy - \$2.0875 fixed price

- Rack Plus \$0.1550, Albany, price today \$1.9969

- Champlain Valley

- Rack Plus \$0.10, Valero, Rutland, price today \$2.033

- Irving Oil

- Rack Plus \$0.3330, Irving/Rutland, price today \$2.329

- Bruce Baccei made the motion to award the Diesel bid to Champlain Valley \$2.03. The motion was seconded by Tom Hogan, unanimously approved.

- #2 Fuel Oil – 1,365 Gallons

- Irving Oil - \$2.4020 fixed price

- Champlain Valley - \$0.10, Valero/Rutland Price today \$1.909, \$1.85 rack cap

- Joe Manning made the motion to award the #2 Fuel Oil bid to Champlain Valley. The motion was seconded by John Corliss, unanimously approved.

- Winter Sand:

- Richard Reed - \$2,300.00 for 150 cubic yards

- Bruce Baccei made the motion to award the Winter Sand bid to Richard Reed for \$2,300.00.

- The motion was seconded by John Corliss, unanimously approved

### **IV. Review of Minutes**

Bruce Baccei made the motion to approve the August 28,2017 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

### **V. Open Public Comment**

Bob Curtis: Bob Curtis was present to inquire about the construction on Ormsbee Avenue. Stan Wilbur explained they were addressing a broken sewer line.

John Jozwaik: John Jozwaik noted his disappointment of only one bid on winter sand.

Dan Kearney: Dan Kearny inquired if the Selectboard would look at the actual cost to outsource snowplowing. Consensus of the Selectboard to investigate actual cost to outsource snowplowing.

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## VI. Invited Guests

No invited guests.

## VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Carol Ault for her dedication to the flower garden in the triangle.

## VIII. Highway Department

- Manager's Report

  - Field Activities

    - Painting crosswalks and stop bars (3)
    - Cain Street and Pleasant Street water leaks
    - Ordered replacement street signs
    - Surepack at East Street water main repair
    - Clean up and prep for Transfer Station Free Day
    - Road signs to Ormsbee Ave for sewer repair
    - Cleaned downed tree on Main Street and downed branches around town
    - Olympus Road washout
    - Don not enter signs on Gorham Bridge Road
    - Cleaned and fired up wood furnace
    - Replaced surepack stockpile
    - Raft at pool
    - Sink Hole on Church Street

  - Pending Activities:

    - Schedule paving- Complete by end of September
    - Pot Holes
    - Culvert and road surface inventory with RRPC

  - Overtime:

    - None

- Highway Department Opening: Highway Foreman applicants to be discussed in executive session. Bruce Baccei made the motion to increase Kyle Thornton's hourly pay by .50, as he will be the only Highway employee after Friday and to drawback once additional Highway employees are hired. The motion was seconded by Tom Hogan, unanimously approved.
- Paving Program Update: Per Stan Wilbur paving should be completed by the end of September.
- Winter Salt: Bruce Baccei made the motion to contract with Cargill \$68.68, for winter salt. The motion was seconded by John Corliss, unanimously approved.
- Plow Truck: Stan Wilbur provided a quote from Earl's Truck Repair for the 1995 International \$10,240.00, repairs to make the truck road ready and pass inspection. Bruce Baccei made the motion to approve the repairs to the 1995 International. The motion was seconded by John Corliss, passed by majority, 4-1, Tom Hogan voted no.
- Other New and/or Old Business:
  - Sink hole in front of Franklin's next to catch basin.
  - Stan Wilbur requested permission from the Selectboard to solicit quotes for a new plow truck, Joe Manning objected as he feels this issue has been discussed multiple times. Bill Champine indicated Stan Wilbur had permission to solicit bids

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### IX. Board of Water Commissioners

Bruce Baccei made the motion at 6:50 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.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report
- Simon Operation Monthly Report: August 2017

#### Activities Completed:

- Re-installed fire hydrant on Meadow St./Gorham
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Cleaned the chlorine and fluoride injection nozzles at the well house. Ordered replacement parts for the fluoride analyzer.
- Typed and handed out lead and copper results with educational information to the participants. (only sampled homes receive information)
- Weekly pool and Beaver Pond sampling. Completed for season.
- State inspection was completed on the 10<sup>th</sup> for the fluoride chemical feed process.
- Marked out the water main on East Street. Cleaned out 3 valve boxes and exercised. Hand delivered shut down notices.
- Made repairs to 6-inch water main on East Street. Used a bell repair clamp and completed repairs on August 23<sup>rd</sup>.
- Traced and marked utilities at 11 Pleasant Street. Abandoned property. Worked with contractor to replace corporation stop up to the curd stop. The line was left disconnected and shut off.
- Marked utilities on Cain Street. Worked with contractor to repair leak. Also repaired sagging sewer main.

#### Activities in Progress

- Leak detection.
- Determine cause for lack of flow at the Willow Street hydrant. Suspect leaks now. Fluoride and chlorine are noted in the box culvert on Meadow Street. (2 locations) Storm water is making things difficult. Culverts have high flows now. The pressure is reduced all the way back to the isolation valve located on Meadow Street a (and Beech).
- Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure. Met with engineer on site to look at the valve and determine possible installation methods.
- Get communication to East Tank corrected. Talking to Champlin about radio repair.
- Hydrant painting.

#### Activities Planned or Needed:

- Develop procedures and requirements for sub-contractors who assist with Town projects, including equipment list. Excavation projects are going out to bid.
- Hydrant flushing. Fall
- West Tank cathodic protection needs replacing.
- Fix leak on Pleasant Street service line. The property owner at #16 Pleasant Street has been notified several times about the leak and is disputing his liability for repairs. He is claiming leak detection process caused the leak.
- Fix leak on Terrace Hill service line.

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- Hydrant study. Scheduled for September 12, 13 and 14<sup>th</sup> with D&K and Vermont Rural Water Association. Data will be used to develop a flow model.
- Simon Operation Service Contract: Awaiting a response from Simon's.
- Overdue Water Accounts: Delinquent accounts have a lien placed on the property. Selectboard proposed placing an article at Town Meeting to charge interest on late water/wastewater accounts.
- Other New and/or Old Business: Stan Wilbur reported there has been a reduction in water with leak repairs, 150,000 gallons per day to 125,000 gallons per day.

### X. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:03 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.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report
- Simon Operation Monthly Report: August 2017

#### Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Replaced the sump pump at Willow Street pump station.
- Added algaecide to the seconded cell in lagoon#2. The algaecide did have a positive affect bringing the ph and alkalinity into range.
- Got quotes for tool boxes to be installed on the new truck and ordered.
- Responded to request for service on Sunday the 20<sup>th</sup>. Sewer plug at #12 Olympus Road.
- Camera work on Ormsbee and Park Street. Marked damaged sections for excavation. Scheduled September 6<sup>th</sup> for repairs.
- Downloaded and sent rain and flow data from Willow Street data logger to Elliot & Aldrich.

#### Activities in Progress:

- Evaluate "problem areas" in collection system for possible slip line repair. A spreadsheet has been developed to track progress. A& E engineering will be assisting and has been retained.
- Camera work and root removal on Upper Park Street. Upper Park Street to Holden Avenue needs to be cleared.
- Complete manhole to manhole evaluation spreadsheet and use it to assist with evaluating and identifying problem areas in the sewer collection system. Copies of all the files has been given to A&E, including videos.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.

#### Activities Planned or Needed:

- Ormsbee Avenue repair. Pipe is broken and allowing dirt and debris into the main. Not all roots can be removed, in the area, due to large hole in pipe. Continued flushing only makes hole larger and pushes more debris into the pipe. Video of hole provided. The engineer's evaluation has been completed.

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- 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 r4ecently repaired area at #104 Park.) Video shows significant amount of ground water flowing into the holes. A&E has been updated on this.
  - Repairs to pipe below MH#2.E.7 are scheduled for September 6<sup>th</sup>
  - Investigate and repair the Willow Street Pump Station. Water occasionally surfaces. We believe there is a hole in the pipe.
  - Review and update sewer ordinances.
  - Root removal in several sections of pipe-ongoing mostly due to necessity.
  - Root removal on the sewer main crossing vacant lot on North Street.
  - Camera work on sewer line from High Street to Main Street. A-1 is checking service line. No word from A-1 yet.
  - Investigate seal fail alarms at Library Pump Station. Removal and rebuild of pump is scheduled.
  - Simon Operation Service Contract: See Board of Water Commissioners.
  - Overdue Sewer Accounts: See Board of Water Commissioners.
  - Other New and/or Old Business: No other new and/or old business.
- Bruce Baccei made the motion at 7:05 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

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

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$28,907.50.
- Omya Verpol Facility Tour: Consensus of Selectboard any time after 3:00 p.m. for a tour. Stan Wilbur will contact Omya, for dates and reply to members.
- Grand List Error and Omissions: Bruce Baccei made the motion to approve the Grand List Errors and Omissions to the four properties submitted by Chris Landin, Assessor. The motion was seconded by Tom Hogan, unanimously approved.
- Housing Trust of Rutland County VCDP Grant Resolution: Bruce Baccei made the motion to approve and sign the VCDP Grant Resolution. The motion was seconded by Joe Manning, unanimously approved.
- Transfer Station Free Day – Staffing: John Corliss will work the Free Day along with a Highway employee.
- Vermont Marble Museum Sign: A photo of the sign was provided for information only. The Selectboard approved a sign at a prior meeting.
- Village Green Facility Use Agreement: Joe Manning made the motion to approve the FUA for Our Yard on September 23,2017 Fall Festival. Th emotion was seconded by Bruce Baccei, unanimously approved.
- Mosquitoes: Stan Wilbur and Bruce Baccei will attend the 11/21 meeting in Brandon at 7:00 p.m. and seek information on cost and process for Proctor becoming a member of the District.
- Budget Reports: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:
  - John Jozwiak noted that RCSW now has a new full-length scale at the Gleason Road facility.

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- Executive Session: Bruce Baccei made the motion at 7:23 p.m. to enter executive session to consider Highway Department candidate applications for employment. The motion was seconded by Joe Manning, unanimously approved, 4-0. John Corliss did not attend executive session as he was one of the candidates.  
Bruce Baccei made the motion at 8:25 p.m. to exit executive session. The motion was seconded by Tom Hogan, unanimously approved, 4-0.  
ACTION: Bruce Baccei made the motion to offer John Corliss the Public Works Foreman position at a starting wage of \$23.00 per hour and use of a truck to drive between home and work. The motion was seconded by Tom Hogan, approved by majority, 3-1. Joe Manning voted no.

### **XI. Adjourn**

Tom Hogan made the motion to adjourn the September 11, 2017 regular Selectboard at 8:30 p.m. The motion was seconded by Bruce Baccei, unanimously approved.