

Town of Proctor Selectboard Meeting Minutes

Draft

September 24, 2018

6:00 p.m.– 7:24 p.m.

Board Members Present

Bruce Baccei, Chair

Ben Curtis

Judy Frazier

Tom Hogan

Bob Protivansky

Employees Present

Stan Wilbur, Town Manager

Other Guests Present

Debbie Suttle

Peg TV

Agreements/Approvals

- Unanimously approved amended agenda.
- Unanimously approved September 10, 2018 regular meeting minutes.
- Unanimously approved the September 19, 2018 special meeting minutes.
- Unanimously waived the penalty fee for Debbie Suttle.
- Unanimously agreed to reject all Salt Shed bids due to budget restrictions.
- Unanimously agreed to 56Wx50Lx30H size and no door for Salt Shed.
- Unanimously agreed at 6:39 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:46 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:50 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FUA for Rutland Parks & Rec. Leaf Chase Race 10/13/18.
- Unanimously agreed to the ATC recommendations.
- Unanimously agreed to prepare and submit Historic Preservation Grant application.
- Unanimously approved sending a citation to West Street tenant, Junk and Junk Vehicle
- Unanimously approved sending notice of violation to Patch Street resident, Junk and Junk Vehicle Ordinance Violation.
- Unanimously approved orders \$464,210.78.
- Unanimously agreed at 7:24 p.m. to adjourn the September 24, 2018 Proctor Selectboard meeting

Action Items

I. Call to Order - Pledge of Allegiance

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II. Review and Approve Agenda

Bob Protivansky made the motion to approve the agenda. The motion was seconded by Tom Hogan unanimously approved.

III. Review of Minutes

Bob Protivansky made the motion to approve the September 10, 2018 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Judy Frazier made the motion to approve the September 19, 2018 special meeting minutes, correcting the “A” in Assistant. The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public comment

V. Guests

Debbie Suttle: Debbie Suttle was present to request a waiver of \$52.34 penalty for filing her Homestead Declaration late. She also requested that the flashing speed limit sign be moved near Newton Street, as she is concerned about the speed of semi-trailers in her neighborhood.

Bob Protivansky made the motion to waive the penalty fee of \$52.34 for Debbie Suttle. The motion was seconded by Tom Hogan, unanimously approved.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The PVFD had a successful training session on Saturday. The sidewalks on Church Street look great. The bases for the flagpoles are in place. The PHS Class of 2021 had a successful 5th Annual Home Run Derby on Sunday.

VII. Highway Department

• Manager’s Report:

Salt tonnage prices received, Adirondack- \$75.00 per ton and Cargill- \$79.53 per ton.

Field Activities:

- Gorham Bridge Road Culvert (state grant)
- Tree removal
- Cleanup shop and equipment
- Cross, School and North Street Paving (state grant)
- North Street RR Bridge water and sewer line locations with AOT personnel
- Town side mowing
- Church Street sidewalk
- Flagger for South Street tree removal
- Roadside mowing

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- Replace alternator on Chevy 3500 (in house)
- Manhole and valve box risers for paving
- Trace water line for 11 Meadow Street sewer service repair (by owner)

Pending Activities:

- Proctor/Pittsford town line pavement settlement
- Meadow Street water main
- Road stripping for new pavement
- Paint Route 3 street markings
- Potholes
- Culvert and road inventory with RRPC

Overtime: None

- Pine Street Paving

Stan Wilbur noted that a resident had contacted him about paving between Church Street and Cliff Street due to rough pavement. Stan Wilbur reviewed the pavement concern and solicited a price from Wilk paving of \$5,906.00 to pave that section. He will review the paving invoices to see if any money remains in the paving budget and come back to the Selectboard at a future meeting.

- Salt Shed:

- Poured Concrete Foundation - Bruce Baccei made the motion to reject all bids for the Salt Shed due to budget constraints. The motion was seconded by Bob Protivansky, unanimously approved.
- Waste Block Foundation - Bids will go out for Blocks (delivered & unloaded) and asphalt pad. Bob Protivansky made the motion to move forward with the Clear Span 56Wx50Lx30H, Truss Building (front wall and no door) at an approximate \$97,000 cost). The motion was seconded by Tom Hogan, unanimously approved.

- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Judy Frazier made the motion at 6:39 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.

- Manger's Report:

Hydrants will be flushed in October.

- Delinquent Accounts: The delinquent account report has not changed since last meeting.

- Water System Improvement Update: Meeting was held with D&K and the State to discuss the abandonment contract.

- Other New and/or Old Business: The Selectboard requested that Stan Wilbur work on an article for Town Meeting to charge a penalty fee for late water and waste water payments.

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IX. Board of Sewage Commissioners

Ben Curtis made the motion at 6:46 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report:
 - Work continues on the North Street sewer repair.
 - The arborist is preparing the scope of work to repair the tree damage on Ormsbee Avenue and the removal of four dead trees.
- Dosing Manhole:
 - Repair: The repair has been completed
 - Chemical: Working with supplier for chemical options.

X. Other New and/or Old Business: No other new and/or old business.

Bob Protivansky made the motion at 6:50 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. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: The pool is closed; 97 passes were sold for the season. Tammy Landon will be stepping down as Assistant Director. Rink improvements will be made with grant funds from MRP. Currently, no Rink Manager for this season, no decision to advertise has been made.
- Personnel Committee – Bruce Baccei: No report.
- Beaver Pond Committee – Judy Frazier: Trees down from strong winds, looking to plan a clean- up day.
- Town Office Committee – Judy Frazier made the motion to suspend the Town Office Committee. The motion was seconded by Tom Hogan, unanimously approved.
- Planning Commission – Tom Hogan: Applying for grant to update the Town Plan.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei/John Jozwiak: No report.
- Rutland Regional Transportation Council – Bruce Baccei: Meeting 9/27/18
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.
- 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 \$464,210.78.
- State Auditor Response: The response is in progress.
- Mosquitos: No update.

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- Rink & Carriage Trail Facility Use Agreement – Rutland Parks & Rec.: Bob Protivansky made the motion to approve the FUA for the Rutland Parks & Rec. Leaf Chase 10/13/18, insurance provided. The motion was seconded by Ben Curtis, unanimously approved.
- Transfer Station Free Day: The Transfer Station will be open on October 6, 2018. Tickets will be available to purchase at the Transfer Station, \$20.00.
- Town Office/ VOSHA Alleged Workplace Hazard/Asbestos: Response letter sent to VOSHA. Bob Protivansky made the motion to act on the ATC recommendations. The motion was seconded by Ben Curtis, unanimously approved.
- Flag Poles: The flagpole bases are in place.
- Historic Preservation Grant: Judy Frazier made the motion to authorize Stan Wilbur to prepare and submit the Historic Preservation Grant application for \$20,000.00 for the Town Office front wall. The motion was seconded by Ben Curtis, unanimously approved.
- Animating Infrastructure Grants – Creative Placemaking Grants: Information only.
- Junk and Junk Vehicle Ordinance Violation: Tom Hogan made the motion to send a citation to the West Street tenant. The motion was seconded by Judy Frazier, unanimously approved.
Ben Curtis made the motion to send a notice of violation to the 1 Patch Street resident. The motion was seconded by Tom Hogan, unanimously approved.
- 16 Newton Street: See Invited guests.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Other New and/or Old Business: Ben Curtis requested the Casella information on the per household cost be forwarded to him.
- Executive Session: No executive session required.

XIII. Adjourn

Judy Frazier made the motion to adjourn the September 24, 2018 regular Selectboard meeting at 7:24 p.m. The motion was seconded by Ben Curtis, unanimously approved.