

Town of Proctor Selectboard Meeting Minutes

Draft

October 8, 2018

6:00 p.m. – 7:26 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
- Unanimously approved the September 24, 2018 regular meeting minutes, as written.
- Unanimously agreed to pave Pine Street, \$5,906.00.
- Unanimously agreed at 6:23 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:38 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:47 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$231,535.32
- Unanimously agreed at 7:26 p.m. to adjourn the October 8, 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. The motion as seconded by Judy Frazier, unanimously approved.

III. Review of Minutes

Tom Hogan made the motion to approve the September 24, 2018 regular meeting minutes as written. The motion was seconded by Ben Curtis, unanimously approved.

IV. Open Public Comment

No public present.

V. Invited Guests

No invited guests.

Town of Proctor Selectboard Meeting Minutes

Draft

October 8, 2018

6:00 p.m. – 7:26 p.m.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Highway employees for their work at the Transfer Station. Our Yard for a great Fall Festival & Fireworks. The Vermont Supreme Court will be hearing four cases at Proctor High School on October 17, 2018. The Honorable Karen Russell Carroll a Proctor High School graduate is a member of the Vermont Supreme Court.

VII. Highway Department

- Manager's Report

Activities:

- Paint cross walks
- Meadow Street water line
- Grove Street sidewalk (Reed)
- Clean Main Street catch basins – street flooded
- North Street sewer replacement
- North Street driveways (paving)
- Mowing
- Backfilled flag pole holes
- 3500 breaks (bleed lines)
- Clean shop
- Cleaned wood furnace
- Town office air conditioners
- West Street smoke testing for sanitary discharge to storm drain
- Winterize Pool
- Cleaned up transfer station
- International plow truck to Clark's for recall work
- Clean up stump grindings
- Transfer Station dump Day

Pending Activities

- Proctor/Pittsford town line pavement settlement
- West Street fire hydrant valve replacement
- Road striping for new pavement
- Paint Route 3 street markings
- Potholes
- Culvert and road surface inventory with RRPC

Overtime

- Dump day – 12 hours

- Pine Street Paving: Tom Hogan made the motion to pave Pine Street this fall, \$5,906.00. The motion was seconded by Judy Frazier, unanimously approved. Spring paving need to be reviewed and prioritized by the Selectboard, prior to going to bid.
- Salt Shed Update: Asphalt Pad Information for Bidders handout provided for information only.
- Other New and/or Old Business: Bob Protivansky expressed concern about the Park sidewalk. This would need to be looked at during budgets as there is no money remaining in the sidewalk budget
Stan Wilbur shared he anticipates delivery of the new town truck in February 2019.

Town of Proctor Selectboard Meeting Minutes

Draft

October 8, 2018

6:00 p.m. – 7:26 p.m.

VIII. Board of Water Commissioners

Judy Frazier made the motion at 6:23 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report

- Simon Operation Monthly Report: September 2018

Activities Completed

- Located curb stops at 7, 77, 75 Park Street and 3 Holden Ave. Entered them into curb book for reference
- Leak detection for 3 days. Overall the leak detection was very good and Identified only a few minor leaks
- Repaired a leak inside the Pressure reducing vault on Field Street.
- Request for service at 8 Primary street. Located curb stop for new homeowner.
- Located water main on RT 3 for the State's culvert replacement.
- Marked out water line at 71 Olympus road. Homeowner repairing sewer service line.
- Handed out shut down and boil water notices on Meadow, Beech, and Willow St. The 4- inch main was exposed, cut and a camera was used to inspect the water main in both directions. Tuberculation was discovered. The hydrant was again tested for flow capabilities and no change (Some debris was dislodged with the camera). The hydrant is tagged out of service and remains shut off.
- Identified a leak on a hydrant on West Street. Shut off isolation valve and placed hydrant out of service until repairs can be made. Marked area for dig safe.

Activities in Progress

- 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 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.
- Repair water leak near Tower and Olympus identified during leak detection.
- Schedule Hydrant flushing

Activates Planned or Needed

- West Tank cathodic protection needs replacing. Quote may need to be updated
- 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 Hydrant #1202 meets flow requirements per D&K flow analysis. It currently does not flow as designed and is placed put of order. We will flow the hydrant again and determine service line psi while flowing. The service lines must meet 20+psi while hydrants are flowing.
- Delinquent Accounts: A list of delinquent accounts was provided for information only. There are six customers that can have their water turned off for non-payment. The

Town of Proctor Selectboard Meeting Minutes

Draft

October 8, 2018

6:00 p.m. – 7:26 p.m.

Selectboard directed Stan Wilbur to investigate out sourcing the shut off of water, curb stop installation.

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

IX. Board of Sewage Commissioners

Bob Protivansky made the motion at 6:38 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.

- Manager's Report

- Simon Operation Monthly Report: September 2018

Activates Completed

- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- Responded to an alarm at the Park pump station on Sunday the 2nd. Pump was ragged up. Pulled pump during normal hours and removed rags
- Replaced pump head on the chemical feed #2 alum pump. Replaced pump tubing also.
- Replaced the sump pump in the alum building.
- Rebuilt #2 exhaust fan in blower building.
- Received an alum delivery on the 13th.
- Marked out water/sewer utilities on Field St. for a homeowner repairing their sewer service.
- Scheduled Patch Electric to thoroughly clean the VFD's in the Blower building. They are overheating due to a dusty environment.

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

- Routine sewer flushing in the problem areas
 - 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.
 - 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:

Town of Proctor Selectboard Meeting Minutes

Draft

October 8, 2018

6:00 p.m. – 7:26 p.m.

- Repair: No final number from Parker's, continue to try and resolve numbers, per Aldrich & Elliott.
- Chemical: Looking at chemical's options; dosage, cost and availability.
- Other New and/or Old Business: No other new and/or old business.

Judy Frazier made the motion at 6:47 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.

X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$231,535.32
- State Auditor Response: Stan Wilbur is working on the response letter.
- Transfer Station Day: Lots of complaints on the cost by residents. This will be a future agenda item to discuss changes, continuing and funding for the day.
- Town Office: VOSHA has closed the matter, per letter.
 - Asbestos: Bids will be open October 10, 2018
 - Renovations: Town Clerk will move upstairs during renovations, late November, early December or January.
- Flag Poles: Holes have been dug, backfilled and flag sleeve in place. Flag poles will be in place soon.
- Dogs in Park: Several complaints about the amount of dog waste in the park. Suggestions call Proctor Place building management, request enforcement by RCSD.
- Junk and Junk Vehicle Ordinance:
 - Violations: Letters have been mailed, email from RCSD provided update.
 - Amended Ordinance: Placed on Planning Commission agenda for review of Junk Yard Section in the Ordinance, will place on next regular Selectboard meeting agenda.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided. Ask Sheriff Bernard to attend next meeting to report on activities in Proctor.
- Other New and/or Old Business: Officer Pennington's report on the Cain Street dog bite. No complaint has been filed to the Selectboard..
- Executive Session: No executive session.

XI. Adjourn

Bob Protivansky made the motion to adjourn the October 8, 2018 regular Selectboard at 7:26 p.m. The motion was seconded by Ben Curtis, unanimously approved.