

# Town of Proctor Selectboard Meeting Minutes

Draft

October 9, 2017

6:00 p.m. – 7:35 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Tom Hogan  
Joe Manning

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manage

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## **Other Guests Present**

Bob Protivansky  
Carol Protivansky  
Rick Reed  
Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved the September 25, 2017 regular meeting minutes, as written.
- Unanimously agreed to move forward with Clearspan Structure, salt shed
- Unanimously agreed at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to submit the proposed contract with changes to Simon Operations.
- Unanimously agreed at 6:39 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:49 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$128,977.38.
- Unanimously agreed at 7:05 p.m. to enter executive session, for Selectboard candidates and Highway crew position.
- Unanimously agreed at 7:30 p.m. to exit executive session. Action
- Majority agreed to appoint Bob Protivansky to the vacant Selectboard position.
- Unanimously agreed to hire Peter Carrara for the Highway Department position.
- Unanimously agreed at 7:35 p.m. to adjourn the October 9, 2017 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. All motions passed unanimously, unless noted, four Selectboard members were seated.

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

Bruce Baccei made the motion to approve the agenda. The motion was seconded by Tom Hogan, unanimously approved.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the September 25, 2017 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

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### IV. Open Public Comment

Carol Protivansky: Carol Protivansky noted that there are two trees at the corner of North & Meadow that obstruct the view when turning left. Stan Wilbur will look into the concern/

### V. Invited Guests

Bill Champine welcomed Selectboard candidates Lisa Miser and Bob Protivansky. Both candidates expressed their willingness to serve the citizens of Proctor. Tom Hogan thanked them both for stepping up and submitting letters of interest.

### VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Thank you to the Town employees for a well-run Free Dump Day. Thank you to Selectboard Chair Bill Champine for once again donating his time to be on sight at the Free Dump Day. Homecoming is October 14, 2017 games begin at 10:00 a.m.

### VII. Highway Department

- Manager's Report

Field Activities

- CDL exam – certified to drive automatic
- Cut brush
- Roadside trash and limbs
- Clear fence line at WWTF
- Computer course – Word and Excel
- Assisted Sewer Dept. with sump pump at Willow Street Pump Station
- F350 new flat bed
- Chev 3500 spring hangers
- Wilk Paving prepping areas to be paved
- Prep catch basins, manhole and valve boxes for paving
- Fire wood
- Garage roof repair – Russell – in progress
- Downed Tree Pine Street
- Prep for Transfer Station Free Day

Pending Activities:

- Paving
- Pot Holes
- Culvert and road surface inventory with RRPC

Overtime:

- None

- Highway Crew Position: Will be discussed in executive session.
- Park Street Sidewalk: The two large trees are ash trees along the sidewalk. Consensus to have the two trees removed and rebuild a five-foot concrete sidewalk on a straight plane
- Salt Shed: Tom Hogan made the motion to move forward with the Clearspan Structure, preliminary opinion of probable total project cost \$142,000.00. The motion was seconded by Bruce Baccei, unanimously approved. Anticipate construction to begin in the Spring of 2018. A handout was provided for 2019 Transportation Alternatives Program Grant. Stan Wilbur noted there was a slim chance to receive the grant and would not be submitting an application.
- Other New and/or Old Business:

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North Street Bridge; Per Bruce Baccei repair based on state budget, speaking with Dave Potter Transportation Committee Rep.

Stan Wilbur shared that the Town did not receive the Bike/Ped Grant. No plan to improve sidewalk along South Street this year, will apply for grant next year.

### VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:26 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.

- Manager's Report

Work will be taking place on Pleasant Street next week

- Simon Operation Monthly Report: September 2017

Activities Completed:

- Excavated valve on Florence Road. Operating nut broken off. The valve was left in place in the closed position.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Cleaned the fluoride saturator's equipment and day tank. Installed new electrode probes on the fluoride analyzer.
- Worked with Dubois & King, and VT Rural water compiling a hydrant flow model. A model will be developed to determine which hydrants will meet the State minimum regulations of 500 gallons per minute at 20 psi. Hydrants that do not immediately meet this requirement are being taken out of service.
- The service to the pool has been shut off and winterized for the season.
- Located curb stop at 101 West Street. It was recorded in the curb book.
- Located curb stop at 1 Willow Street. It was recorded in the curb book.
- Located curb stop and marked utilities at 72 High Street. It was recorded in the curb book.
- Installed new chlorine feed line at the water plant.

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). The first home past this isolation valve is not affected all other homes are.
- Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure. Kit on order through D& K.
- Get communication to East Tank corrected. Talking to Champlin about radio repair. Talking to Jeff about radio replacement. A new radio is on order.
- Investigate why there is a lack of flow at Hydrant H13o1. End of High Street. The hydrant has been placed out of service.

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. The property owner has made

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arrangement to repair the line after October 15<sup>th</sup>. West side water consumption numbers have gone up and the leaking service is surfacing.

- Repair the leak on Terrace Hill service line.
- Repair the leak at the 26 Tower Road service line.
- Simon Operation Service Contract: Bruce Baccei made the motion to submit the contract proposal of 3 years, which includes mowing & snowplowing, a termination clause, and monthly cost of at \$14,300.00. The motion was seconded by Tom Hogan, approved by majority, 3-1. Joe Manning voted no.
- Other New and/or Old Business: No other new and/or old business.

### IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:39 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.

- Manager's Report

Decision needs to be made when completing the Park Street section to use the town crew or to contract the project out.

- Simon Operation Monthly Report: September 2017

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Repairs were completed to the Ormsbee sewer line. Approximately 30 inches of clay pipe was replaced with plastic.
- Repairs were completed on a section of sewer line on Park Street below MH7. Root infiltration and broken clay pipe were discovered and replaced with plastic pipe.
- Rebuilt backflow preventer in blower building, it was dumping due to pressure difference.
- Responded to request for service on Friday evening at 83 South Street. Private sewer line issue.
- Worked with highway dept. doing flushing and camera work on Ormsbee storm water.
- Installed a check valve on the sump pump at Willow Street pump station.
- Changed alum pump tubing.
- Serviced all blowers.
- Repaired the force main at Willow Street pump station. The pipe was broken at the wall. A new pipe was installed starting from inside the pumping station continuing outside the wall and included multiple angles to catch the offset, settled force main.

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. Now 3 months underway. A & E is scheduled to come and move the data logger 10/11/17 to another section for study.
- 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:

- 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

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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.
- Pull Library Pump #2. Removal and rebuild of pump is scheduled. We have a spare pump available and will swap pump motors.
- Truck for WWTF. The SOS employees are still using their personal vehicles for Town work.
- Simon Operation Service Contract: See Board of Water Commissioners.
- Ormsbee Avenue Sewer and Storm Drain Preliminary Engineering Report: Provided for information only. Consensus to have the town attorney investigate the legality of the town owing the curb stops.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 6:49 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 \$128,977.38.
  - Selectboard Vacancy: Will be discussed in executive session.
  - Budget Reports: Information only. Handout provided.
  - Sheriff Department Report: Information only. Handout provided.
  - Other New and/or Old Business:  
Joe Manning inquired to the status of the Town Office, Marble Bridge and the Front stairs. Tom Hogan requested that Stan Wilbur investigate selling the Elm Street lots. He also noted the bases of the lights on the Marble Bridge need to be painted. Rick Reed was present to let the Selectboard know that he is unable to offer a contract for the work at Beaver Pond after consulting with his attorney. He encouraged the Selectboard to contact the State and make a case for lowering the pond for the work to be completed. Stan Wilbur will distribute the State report to the Selectboard for review.
  - Executive Session:  
Bruce Baccei made the motion at 7:05 p.m. to enter executive session to consider Selectboard candidates and Employment of the Highway Crew Position. The motion was seconded by Joe Manning, unanimously approved.  
Bruce Baccei made the motion at 7:30 p.m. to exit executive session. The motion was seconded by Tom Hogan, unanimously approved
- ACTION:**  
Tom Hogan made the motion to appoint Bob Protivansky to the vacant Selectboard position. The motion was seconded by Bruce Baccei, approved by the majority,3-1, Joe Manning voted no

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Tom Hogan made the motion to hire Peter Carrara to fill the Highway Department staff position with continued employment conditioned on obtaining CDL within three months; initial pay rate \$15.00 per hour, increase to \$15.50 per hour upon obtaining CDL. The motion was seconded by Bill Champine, unanimously approved.

**XI. Adjourn**

Tom Hogan made the motion to adjourn the October 9, 2017 regular Selectboard meeting at 7:35 p.m. The motion was seconded by Joe Manning, unanimously approved.