

# Town of Proctor Selectboard Meeting Minutes

Draft

November 13, 2017  
6:00 p.m. – 7:17 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Tom Hogan  
Joe Manning – exited meeting at 6:14 p.m.  
Bob Protivansky

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Bob Curtis  
Andy Hutchinson  
John Jozwaik  
Dan Kearney  
Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, with one addition.
- Unanimously awarded Chittenden Timber Harvest contract to G.H. Evert & Company, \$214,074.49.
- Unanimously approved the October 23, 2017 regular meeting minutes, as written.
- Unanimously approved the Better Roads Grant Application, three projects.
- Unanimously agreed at 6:29 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Consensus to have Alan George update Water and Wastewater ordinances.
- Consensus to have Alan George seeking information for response to Mr. Paynter's letter.
- Unanimously agreed at 6:35 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:37 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$171,226.16.
- Unanimously approved Town of Proctor Public Nuisance Ordinance.
- Consensus to extend remediation date for Junk Ordinance violation until November 30, 2017.
- Unanimously agreed at 7:17 p.m. to adjourn the November 13, 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 from 6:14 p.m. until 7:17 p.m.

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6:00 p.m. – 7:17 p.m.

## II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda and add abandonment of water line under Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

## III. Chittenden Watershed Timber Harvest Bid Opening

Five bids were submitted.

1. Allard Lumber Company - \$129,810.00
2. Cersosimo Lumber Company - \$151,220.80
3. The A. Johnson Company - \$180,714.00
4. G. H. Everts & Company - \$ 214,074.49
5. Canopy Timber Alternates - \$202,857.56

Bob Protivansky made the motion to award the Chittenden Timber Harvest contract to G.H Evert & Company for \$214,074.49. The motion was seconded by Bruce Baccei, unanimously approved.

Logging will begin next summer. The board thanked Andy Hutchinson for his work on preparing for the harvest

## IV. Review of Minutes

Bruce Baccei made the motion to approve the October 23, 2017 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

## V. Open Public Comment

John Jozwiak: John Jozwaik was present to discuss the e-waste from the Free Trash Day, he provided a photo of the dumpster and compacted e-waste. He is concerned that the dumpster was onsite for 45 days and that the e-waste was compacted, which will result in an additional cost.

Stan Wilbur explained that the dumpster will be in Middlebury shortly and the state will accept the compacted e-waste. He did agree that there will be an additional fee and is unsure what that will be at this time.

John Jozwaik stated that he had been told that a commitment had been made on the Tandem truck and that was the reason it was onsite for 30 days. Bill Champine, Bruce Baccei and Tom Hogan noted that no such commitment had been offered by them.

Joe Manning felt this issue needed to be investigated, the remaining members did not see any reason to rehash the issue.

Bob Curtis: Bob Curtis was present to thank the Selectboard for offering the Free Trash Day.

Dan Kearney: Dan Kearney was present to inquire about the truck body and if it is available to purchase. Stan Wilbur noted the truck body had been left at Earl's as it had little value.

## VI. Invited Guests

No invited guest.

## VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Bob Protivansky thanked Linda Doty for her work cleaning up the front of the Town Office. Bill Champine thanked Bruce Baccei for arranging the Veteran's Day celebration. He noted eleven people attended the celebration.

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**November 13, 2017**  
**6:00 p.m. – 7:17 p.m.**

Lisa Miser shared a photo of the 1927 Flood, it is the 90<sup>th</sup> anniversary of the flood. The Proctor Free Library has the 1927 Flood retrospective on display until November 22, 2017. Lisa Miser also thanked all that bore the cold and attended the Our Yard Flannel Friday event at the Marble Museum.

**VIII. Highway Department**

• Manager's Report

Field Activities:

- Peter Carrara started work
- Crosswalk signs at South and Grove
- JD mower to pool for storage
- Top soil along newly paved streets
- VTrans Better Roads Grant Workshop
- Removed cross walk sign South and Grove (damaged)
- Storm damage Beaver Pond Rd, West St, & Pleasant St
- Better Roads grant projects with Kitt Shaw,RRPC
- Work sand pile
- Serviced and put plows and sanders on trucks
- Assisted Aldrich & Elliot survey crew on Ormsbee Ave
- Serviced trucks 1 & 2
- Better Roads Grant projects with Josh Carvajal, DEC
- Clean up leaves, catch basins and ditches
- Our Yard Banners
- Winter Salt Delivery
- Buried catch Basin at Church & Pine
- Quantities for Better Roads Grant application
- Check for ice and salt on hill
- Downed cable and phone lines on South Street Extension

Pending Activities:

- Pot Holes
- Winter Weather
- Culvert and road surface inventory with RRPC

Overtime:

- Ice Check – 6 hours

- North Street Railroad Bridge Public Meeting: Special Meeting will be held November 27, 2017 at 5:30 p.m. at the Proctor Free Library, downstairs in the Evelyn Peterson Community Room.
- Better Roads Grant Applications: Bruce Baccei made the motion to approve and submit the Better Roads Grant Application for three Class B grants;1. River Street 2. Cross Street 3. Gorham Bridge Road, each request is \$20,000.00 with a local match of \$5,000.00. (the full grant is available to review at the Town Office which describes each project). The motion was seconded by Bob Protivansky, unanimously approved.
- Other New and/or Old Business:  
Vermont RR will be replacing a beam on the Pleasant Street RR trestle and the road will be closed Saturday and Sunday  
Do to the lateness of the season Cain and Reynolds Street will not be paved until the spring, at the contracted price. Patching will take place on Cain Street this fall.

# Town of Proctor Selectboard Meeting Minutes

Draft

November 13, 2017  
6:00 p.m. – 7:17 p.m.

Stan Wilbur will look at the pot holes on Gorham Bridge Road and address as needed.

## IX. Board of Water Commissioners

Bruce Baccei made the motion at 6:29 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
- Simon Operation Monthly Report: October 2017

Activities Completed:

- Shut off water to cemeteries and ball field.
- Worked with plumber to locate curb stop at 55 Gorham Bridge Rd. Recorded in curb book
- Located curb stop at 17 Bluff Street. Recorded in book.
- Located curb stop at 26 Tower Road. Recorded in book.
- Took truck load of metal and garbage from WWTF to transfer station.
- Power outage on the 15<sup>th</sup>. Monitored pump station and well house.
- Labeled and inventoried water/sewer maps.
- Terrance Hill service line has been repaired.

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. The radio has been ordered.
- Hydrant flushing in progress.

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.
- West Tank cathodic protection needs replacing.
- Winterizing various locations.
- Develop procedures to normalize pressure spikes from the Field Street Pressure Reducing Vault (PRV) vault. The PRV is not regulating pressure always and requires resetting back to 90 psi.
- Water Service Line Responsibility: Stan Wilbur provided a quick overview of the Town taking responsibility of maintaining the service line from the main to the property line, including the curb stop, pros and cons. A change in the ordinance would be required per Alan George. Consensus of the Selectboard to have Alan George incorporate the change and update both the water and wastewater ordinances.
- Abandoned Water Line – Paynter: Consensus to have Alan George assess Town's response to letter requesting status of interest in pipeline over property.
- Other New and/or Old Business: No other new and/or old business.

## X. Board of Sewage Commissioners

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## Draft

November 13, 2017  
6:00 p.m. – 7:17 p.m.

Bruce Baccei made the motion at 6:35 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bob Protivansky, unanimously approved.

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

### Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Brookfield completed the yearly service on all generators.
- Pulled pump #1 at Park on 10/5. Removed a significant amount of rags.
- Repaired the float bracket the Park pump station.
- Responded to town wide power outage on the 15<sup>th</sup> Midnight-5 a.m. Used portable generator to pump levels down at pumping stations without an onsite generator.
- Responded to sewer complaint on Gibbs Street on the 15<sup>th</sup>. Service line backed up. Camera showed main was clear and flowing.
- Brought jetter to garage for winter storage.
- Changed pump #2 at Library pump station. Sent failed pump out for rebuild. Quoted a price for the repairs.
- Worked with A-1 removing grease from Columbia Ave. pump station.
- Received new truck and installed tool boxes on it. Loaded them with tools and equipment.
- Pulled pump #2 at Park on 10/25. Again, removed a significant amount of rags.
- Worked with engineers relocating sewer flow meter to Gorham Bridge Road.

### 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.
- Assist with A&E with Ormsbee Ave. project. A request to locate 15 water service connections has been made.

### 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 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.
- Review and update sewer ordinances.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- Root removal or repair on the sewer main crossing vacant lot on North Street.

# Town of Proctor Selectboard Meeting Minutes

## Draft

November 13, 2017  
6:00 p.m. – 7:17 p.m.

- Infiltration night evaluation. To occur when the data logger has finished with the second MH site.
- Sewer Service Line Responsibility: See water.
- Other New and/or Old Business: No other new and/or old business

Bob Protivansky made the motion at 6:37 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 \$171,226.16.
- Public Nuisance Ordinance: Tom Hogan made the motion to approve the Town of Proctor Public Nuisance Ordinance. The motion was seconded by Bruce Baccei, unanimously approved.
- Junk Ordinance Violation: A junk ordinance violation was sent to Bryan Jones on October 23, 2017. Consensus to set the deadline of November 30, 2017 for remediation.
- Dog Bite Report: Stan Wilbur provided an overview of the RCSD report of a dog bite incident on Williams Street invoicing a pit bull, no charges, the dog owner paid the vet bills for the injured animal.
- FY2019 Budget Work Session: Selectboard members reviewed the following FY2019 proposed budgets.
  - Legislative and Administrative: \$92,714.00, 6% increase from FY2018. Suggested reductions; Direct Labor \$63,083.00 to \$61,000.00 Fees/Travel \$800.00 to \$610.00. Stan Wilbur noted his insurance cost is \$35.64, a two-person plan is \$15,386.00. He asked what the Selectboard would like incorporated in the budget.
  - Town Clerk and Treasurer: \$147,322.00, 3.3% increase from FY2018.
  - Listers: \$20,856.00, 39% increase from FY2018.
  - Elections: \$4,000.00, 100% increase from FY2018.
  - Professional Services: \$26,300.00, 7% decrease from FY2018.
  - Municipal Building: \$15,102.00, 50% increase from FY2018.
  - Planning Commission/Zoning Board: \$3,955.00, no change from FY2018.
  - Planning Grants Local Match: \$12,000.00, no change from FY2018.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: John Jozwaik inquired to the tonnage used for paving and the cost of the town garage roof. Stan Wilbur stated he had the paving slips in his office, roof coat was \$69,900.00. Bill Champine noted the dry hydrant would be installed next year.
- Executive Session: No executive session required.

### XII. Adjourn

Bruce Baccei made the motion to adjourn the November 13, 2017 regular Selectboard at 7:17 p.m. The motion was seconded by Bob Protivansky, unanimously approved.

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