

# Town of Proctor Selectboard Meeting Minutes

Draft

December 10, 2018

6:00 p.m. – 7:41 p.m.

## **Board Members Present**

Bruce Baccei, Chair

Judy Frazier

Tom Hogan

## **Employees Present**

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Mary Cohen, Rutland County Chamber of Commerce

Russell Jones, The Reporter

Tyler Richardson, Rutland Economic Development Corp

Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, as presented.
- Unanimously approved the November 26, 2018 regular meeting minutes, as written.
- Unanimously approved December 5, 2018 special meeting minutes, as written.
- Unanimously agreed to accept Dubois & King as Bike/Ped Municipal Project Manager.
- Unanimously agreed at 6:47 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:53 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Tax Sale Resolution.
- Unanimously agreed to submit a PYL MRP application.
- Unanimously approved the Municipal Planning Grant Agreement.
- Unanimously agreed to move forward with Better Connection Grant Program meeting.
- Unanimously approved draft Outdoor Storage of Junk and Junk Vehicles Ordinance.
- Signed orders totaling \$413,555.20.
- Unanimously agreed at 7:41 p.m. to adjourn the December 10, 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.

Three Proctor Selectboard members were seated for the December 10, 2018 meeting; all motions passed unanimously.

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### II. Review and Approve Agenda

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

### III. Review of Minutes

Tom Hogan made the motion to approve the November 26, 2018 regular meeting minutes as written. The motion was seconded by Judy Frazier, unanimously approved. Judy Frazier made the motion to approve the December 5, 2018 special Selectboard meeting minutes as written. The motion was seconded by Tom Hogan, unanimously approved

### IV. Open Public Comment

Lisa Miser: Varsity basketball games begin this week, be sure to check Proctor High School Sports Boosters Facebook page for date & time. The Friends of the Field will be selling Raffle tickets \$5.00 apiece for a chance to win one of the old basketball scoreboards. There are two scoreboards, drawings will be held during the Men's and Ladies home senior games. All proceeds go to building concession/bathroom at Taranovich Field.

### V. Invited Guests

Mary Cohen- Rutland County Chamber of Commerce & Tyler Richardson, Rutland Economic Development Corp. A video presentation was provided to highlight the work being done to market the Rutland region. They noted the number one challenge is not having enough people to fill positions in Rutland County. The website has been refreshed and they encouraged Selectboard members to look at the Proctor section. They are building brand awareness in Year 2, expanding on this from Year 1. The region is being marketed with the website, videos on TV and social media. This year they will be telling 40 stories of Real Rutlanders. They are requesting \$1.00 per Proctor resident for their budget.

### VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor Ice Rink is open and had a fabulous opening weekend. Thank Our Yard and the Proctor Fire Department for hosting the Annual Tree Lighting. Thank you to John Corliss for his help with placing the tree in the gazebo.

### VII. Highway Department

#### • Manager's Report

Big hole on RR bridge on North Street, the state has repaired with a steel plate  
Activities:

- Kyle is back
- Snow and Ice 4 events
- Cleaned shop
- Installed electric clutch on International (in house)

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- New Sander for Chev 3500
- Residents' Sandpile
- Rear brake calipers for F350 (in house)
- Firewood pile
- Service wood furnace
- Service equipment
- Work on lights on new sander
- Hydraulic hose on toolcat
- Check and clean all catch basins
- Measured streets and sidewalks for budgets
- Removed hot water heater from rink building
- Sewer plug on Gibb Street

Pending Activities:

- Plowing and salting
- Cut and split firewood
- Culvert and road surface inventory with RRPC

Overtime

- Snow & Ice - 6.5 hours
- Wastewater - 3 hours
- Salt Shed Block Bids: One bid was opened, and will be held. Stan Wilbur will reach out to other vendors.
- Bike/Ped Municipal Project Manager: Judy Frazier made the motion to accept Dubois & King as the Municipal Project Manager for the Bike/Ped Shared Use Path and to authorize Stan Wilbur to negotiate a contract. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: Report of trash on west Proctor Road, the Highway crew cleaned it up and the RCSD is investigating.

## VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:47 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2018

Activities Completed

- Responded to a low water pressure complaint on Newton Street. Discovered only one fixture had an issue. Tested 80 psi on outside hose bib.
- Responded to a possible water leak on Patch Street. Turned out to be sump pump from someone's basement.
- Located a curb stop at 40 Gorham Bridge road. Homeowner shut off to winterize home. Installed a riser to bring up to grade. Recorded measurements in the curb book.
- Rebuilt the chlorine feed pump and cleaned all the injection nozzles.

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- Located curb stops at 7 & 11 Powers Square. Home owner replacing broken sewer line at foundation and may intercept.
- Located and shut off curb stop at 9 Cain Street. Vacant property.
- Responded to a low chlorine alarm on Monday evening the 12<sup>th</sup>. Repaired broken suction line.
- Lowered a curb stop at 5 Columbian Ave. Hit by plow and damaged.

### Activities in Progress

- Determine lack of flow on Pine Street Hydrant 1301 (see 4), and the Larson Street 1602 hydrants (see 5). Awaiting the D+K hydrant flow evaluation to determine if the hydrants meet current flow standards. If the hydrants do not meet the flow requirements an evaluation will determine the course of action. Piping improvements may be needed.
- 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.

### Activities 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 out of order. The Meadow Street main line has a restriction due to tuberculation.
- Delinquent Accounts: A list of delinquent accounts was provided for information only.
- Other New and/or Old Business: No other new and/or old business.

## IX. Board of Sewage Commissioners

Tom Hogan made the motion at 6:53 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
- Simon Operation Monthly Report: November 2018

### Activities Completed

- Performed all compliance monitoring for the wastewater facility and samples tested passed state requirements.
- Completed annual constituent sampling.

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- Performed required laboratory proficiency testing. Recorded results from the blind samples received were within acceptable data points.
- Met with sales rep from Sorbex to discuss different chemical options for phosphorous removal. He has supplied us with a cost sheet.
- Used jetter to flush all of Gorham Bridge Road. This is part of routine sewer flushing.
- Repaired level transducer at Styles pump station
- Repaired level transducer at Columbian pump station. Called in A-1 to remove grease from wet well. Suggest sending information concerning fat, oils and grease to customers on the Columbian P.S. The grease accumulation here is significant and causes influent pipe blockage
- Pulled both pumps at Library pump station and removed rags.
- Changed oil and air filters in blowers 1 and 3, #2 is still out of service.
- Received 2500-gallon alum delivery.
- Snowplowing and clean up at facilities.
- Worked with Highway and Patch Electric to locate underground power in the Park for lighting upgrades.
- Installed a heat lamp at the telescoping valve for the winter. Winterized UV building also
- Operated the WWTF over the weekends during high flow events.

### Actives in Progress

- Routine sewer flushing in the problem areas
- Willow street I&I study completed. 90% of review conducted with the State and Engineer.
- Repairs to North street sewer. One section left to be repaired.

### 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 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.
  - Willow street pump station I&I remediation.
  - 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.
  - Lagoon Boat replacement needed. Existing one is full of holes and taking on water.
- Other New and/or Old Business: No other new and/or old business.

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Judy Frazier made the motion at 6:55 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 \$413,555.20.
- State Auditor Response: Stan Wilbur is working on the response letter
- Town Report Cover: No decision was made for the town report cover.
- Tax Sale Resolution: Tom Hogan made the motion to approve the Tax Sale Resolution, and authorized Stan Wilbur to bid on five delinquent properties. The motion was seconded by Judy Frazier, unanimously approved.
- Proctor Youth League Mortimer R. Proctor Trust Grant Application: Judy Frazier made the motion to submit a Proctor Youth League grant application to Mortimer R Proctor Trust for a lawn mower. The motion was seconded by Tom Hogan, unanimously approved. The application will be completed by the PYL and given to the Town for submission. MRP applications will be ranked at a future meeting.
- Municipal Planning Grant Agreement: Tom Hogan made the motion to accept the Municipal Planning Grant and authorize Stan Wilbur to sign. The motion was seconded by Judy Frazier, unanimously approved.
- FY2019 -2011 Better Connections Grant Program: Judy Frazier made a motion to move forward with a meeting. The motion was seconded by Tom Hogan, unanimously approved. Stan Wilbur will be organizing a meeting within the next two weeks
- Reserve Funds: A handout listing all reserve fund accounts was provided for information only.
- Junk and Junk Vehicle Ordinance: A handout was provided to update on current violations.
  - Violations:
    - 35 Williams Street- In process.
    - 20 East Street – In process.
    - 50 Gorham Bridge Road – Being investigated.
  - Amended Ordinance: Judy Frazier made the motion to adopt the draft Outdoor Storage of Junk and Junk Vehicles Ordinance. The motion was seconded by Tom Hogan, unanimously approved.
- FY2018 Audit: The same five issues as last year, were once again noted in the management letter. Stan Wilbur will be working with the Town Clerk to address and make the recommended changes.
- Budget Report: Information only. Handout provided.
- Sheriff Department Report: No handout.
- Other New and/or Old Business: No new and/or old business.
- Executive Session: No executive session.

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**XI. FY2020 Budget Session**

Draft 1 budgets were reviewed for the following departments:

- Swimming Pool – 2019 budget \$33,531, 2020 proposed \$33,725, increase 1%
- Skating Rink - 2019 budget \$16,261, 2020 proposed \$18,312, increase 13%  
Tom Hogan recommended removing \$195.00 for internet from the budget.
- Highway Department – 2019 budget \$457,253, 2020 proposed \$457,253  
increase 16% Capital Projects have not been determined and have a significant  
impact on this budget.
- Special Appropriations – 2019 budget \$13,148, 2020 proposed \$13,148 increase 0%

**XII. Adjourn**

Judy Frazier made the motion to adjourn the December 10, 2018 regular Selectboard at 7:41 p.m. The motion was seconded by Tom Hogan, unanimously approved.