

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**January 12, 2015**  
**6:00 - 8:45 p.m.**

Board Members Present

Bruce Baccei  
Bill Champine, Chair  
Vinnie Gatti  
Dick Horner  
John Jozwiak

Employees Present

Celia Lisananti, Town Clerk  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

Other Guests Present

Paul Bruhn  
Chuck Goodling  
Todd Nebraska  
Peg TV

**Agreements/Approvals**

- Unanimously agreed to amend the agenda and add three items.
- Unanimously approved the December 22, 2014 special meeting minutes.
- Unanimously approved the December 22, 2014 regular meeting minutes.
- Unanimously agreed to accept final Proctor Prosperity Plan.
- Unanimously agreed at 6:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Contract 4A change order.
- Unanimously agreed to accept Contract 5B summary report.
- Unanimously agreed to accept report for Water System Hydraulic Modeling.
- Unanimously agreed to contract with Bill Scranton for water plant appraisal.
- Majority agreed to request a cost analysis proposal from Simmons for Water and Wastewater operations.
- Unanimously agreed at 7:45 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:50 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to accept Ladder Truck.
- Unanimously agreed to apply to the MRP Trust for \$250,00.00
- Unanimously agreed to contract with Vermont Digital for computer upgrades.
- Unanimously approved two amendments to the Traffic Ordinance.
- Unanimously agreed to hold a Special Budget Meeting, January 20, 2015 at 4:30 p.m.

- Signed orders totaling \$71,833.72.
- Unanimously agreed at 8:45 p.m. to adjourn the January 12, 2015 meeting of the Selectboard.

## **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**

Dick Horner made the motion to amend the agenda and add; Water Plant Appraisal, Ladder Truck under Fire Department, and Town Meeting Agenda under Additional Items. The motion was seconded by Vinnie Gatti and unanimously approved

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

Dick Horner made the motion to approve December 22, 2014 special meeting minutes and December 22, 2014 regular meeting minutes, as written. The motion was seconded by Bruce Baccei and unanimously approved.

### **IV. Open Public Comment**

No public comment.

### **V. Invited Guests**

Paul Bruhn – Preservation Trust of VT –Community Block Grant: Paul Bruhn was present to Thank the Selectboard for helping and supporting the Marble Museums request for grants. He provided a handout on the VCDP grant program. This grant is due in April. They will be asking the town to apply for \$200,000.00 grant to assist as a match for an EPS grant.

Todd Nebraska – Bread Loaf – Proctor Prosperity Plan: Todd Nebraska was present to provide a final summary presentation of the Proctor Prosperity Plan. Dick Horner made the motion to accept the final plan. The motion was seconded by Bruce Baccei and unanimously approved. The PPP booklet is available at the Proctor Free Library and Proctor Town Office for review.

### **VI. Highway Department**

Road Commissioner's Report: The Selectboard reviewed and discussed the report. A status update on project activities was provided.

Accomplishments Highlights:

- Worked on list from WorkSafe; completed most of the recommendations
- Winter operations.
- Town road maintenance, filling in holes.
- Tree removed at 6 Larson Street, \$315.00.
- Working with Water Department on water projects.
- Maintenance on garage and trucks
- Patched holes on salt shed
- Picking up Christmas trees. To date 7 loads.
- Rearranged garage to provide storage for Fire Department.
- Re-furbished the wood shed – safety issue.
- Picking up road side debris.

- Brakes repaired in 1 ton truck.
- Need to begin safety meetings.
- Today all 4 employees have been plowing.
- Plow truck needs some repair work.

## **VII. Board of Water Commissioners**

Vinnie Gatti made the motion at 6:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei and unanimously approved.

Operator's Report: The board received and discussed the report prepared by Dan Protivansky, Operator.

- Drained all internal plumbing at the Chittenden water plant. Shut of furnace. Cut and capped 6 inch raw water main. We will have two more cut and caps to complete.
- Field Street well is running great, no issues. Jon Champlin has been here to fine tune all scada equipment. On average we are pumping around 150,000 gallons a day at the FSW. We were pumping 400,000 a day from the Chittenden water plant.
- Scheduled meeting with Linda Greaves from the Department of Health to help set up and turn on Fluoride feed system.
- Scheduled with the Water Supply Division to come down and help us with the Stage 2 DBP Compliance Monitoring Plan.
- Discovered a small water leak on High Street near the 5 corners. We are working with VRWA to pin point where the leak is and we will schedule a day to dig and repair.
- Attended a close out meeting with Tom Doty.
- Completed all December state reporting forms.
- Completed all December monthly sampling requirements.
- Located curb stop for a customer on Ormsbee Ave.
- Worked with Stan doing invoices and budgeting.
- Dug out swale on High Street so the water leak doesn't affect the road.
- Weekly monitoring of pressure, Ph, and chlorine residuals in the distribution system.

In Progress:

- Working with Stan on making a daily operations form.
- Cut and cap the 6 inch finished main in Chittenden.
- Clean up at Filter Plant in Chittenden.

### Water System Progress Update

Contract 4A –Change Order No.4 – Balancing (\$22,320.00 decrease in contract amount: Vinnie Gatti made the motion to approve Change order No.4 and authorize the chair to sign. The motion was seconded by Bruce Baccei and unanimously approved.

Contract 5B Taylor Hill Booster Pump Station – D&K Study Summary Report: Bruce Baccei made the motion to accept the report and forward to the state for review and comment. The motion was seconded by Vinnie Gatti and unanimously approved.

### Water System Hydraulic Modeling – D&K Agreement for Engineering Services \$24,800.00:

Dick Horner made the motion to accept the scope of work in accordance with the ANR agreement, subject to review and comment by the state, as well as, possible funding eligibility. The motion was seconded by Vinnie Gatti and unanimously approved.

Chittenden Intakes & Filter Plant – US Fish & Wildlife: Bruce Baccei made the motion to take

the next step and allow the Hatchery to proceed with their research. The motion was seconded by Vinnie Gatti and unanimously approved.

Water Plant Appraisal: Dick Horner made the motion to contract with Bill Scranton to provide an appraisal for the Chittenden Water Plant, \$900.00. The motion was seconded by Vinnie Gatti and unanimously approved. The funds will be expended from the operating fund.

Other New and/or Old Business: John Jozwiak made the motion to have Simmons provide a full cost analysis proposal of managing the FSW, Wastewater Plant and Pump Stations. The motion was seconded by Dick Horner and approved by the majority, 3-2.

### **VIII. Board of Sewage Commissioners**

Bruce Baccei made the motion at 7:45 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Vinnie Gatti and unanimously approved.

Operator's Report: The Selectboard reviewed and discussed the report prepared by Dan Protivansky, Operator.

- Adjusted air lines in the lagoons to compensate for cold weather and ice.
- Repaired loose aerators and fittings in the lagoons.
- Exercised all air lines valves at the lagoons.
- Organizing department tools, fittings and inventory.
- Added degreaser to the wet wells at Columbian Ave and Willow St. Also cleaned all floats and transducers.
- Responded to alarm at the Park pump stations on 12/31.
- Qc services was her on 1/5 to perform annual calibrations of all lab testing equipment.
- All December monthly state reporting forms complete.
- All December monthly sampling requirements complete.
- Working with Dan Lily to install all new ballasts in our back up- UV panel at the WWTF.
- Changed chemical feed tubing on pump 1 in the Alum injection building. We also cleaned and flushed out tank B and all plastic feed lines.
- Cleaned lights in the UV building.
- Drained and cleaned channel near effluent weir.
- Exercised the clay valve on the discharge line at the WWTF.

In Progress:

- Brush cutting around the fence at the WWTF.
- Preparing a work list for spring/summer projects.
- Working on budgets with Stan.

Vinnie Gatti the motion at 7:50 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei and unanimously approved.

### **IX. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: No report.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussed proposal for trash bags.
- Personnel Committee: Per Dick Horner: No report.

- Fluoride Committee: No report.
- Fire Department: Per Vinnie Gatti: Bruce Baccei made the motion to accept the Ladder Truck on behalf of the Town of Proctor. The motion was seconded by Dick Horner and approved by the majority. Vinnie Gatti recused himself from the vote. Vinnie Gatti noted that the Fire Department would donate \$3,500.00 to make upgrade to the Ladder Truck. This money is from fund raising. He also stated that the FD will be looking to sell Engine 3 and purchase a crew cab truck. The equipment from Engine 3 can be placed on the Ladder Truck. Long range plan at the Fire Department includes looking at a more efficient heating system.

## **X. Additional Items Requiring Action from the Board**

- Town Office Update and Cost Estimate: Reviewed information provided and will meet with Dan Pratt to discuss the proposed figures. Dick Horner made the motion to apply to the MRP Trust for \$250,000.00. The motion was seconded by Vinnie Gatti and unanimously approved.
- Town Report Cover -Water Project: Made changes to proposed cover. Will review at next meeting.
- Town Report Printing –Quotes: Three printing bids were submitted and opened.
  1. R.C. Brayshaw - \$2,415.00
  2. Print Tech - \$3,067.17
  3. Repro Graphic - \$2,775.00
 Consensus to take the bids under advisement and place on the January 20, 2015 agenda.
- Computer System Upgrade: Vinnie Gatti made the motion to hire Vermont Digital, this was the committee recommendation. The motion was seconded by Bruce Baccei and unanimously approved.
- Traffic Ordinance Amendment: Vinnie Gatti made the motion to approve two changes;
  1. Remove the Stop sign at Church & Main and replace with a Yield sign.
  2. Do not install a Yield sign at the triangle on Main Street.
 The motion was seconded by Dick Horner and unanimously approved.
- FY2016 Budget: Budget meeting January 20, 2015 at 4:30 p.m.
- Other New and/or Old Business: John Jozwiak requested the salt use tonnage. Stan Wilbur will provide the number. John Jozwiak also questioned a \$800.00 bill to North Track for a warranty inspection. He provided a contact name, John Burke and requested Stan Wilbur follow up about possible reimbursement.
- Orders: The Selectboard reviewed and signed orders totaling \$71,833.72.

## **XI. Adjourn**

Dick Horner made the motion at 8:45 p.m. to adjourn the January 12, 2015 meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.