

## Town of Proctor Selectboard Meeting Minutes

### Draft

January 26, 2015

6:00 - 7:35 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

Jody Jones  
Peg TV

#### Agreements/Approvals

- Majority approved the January 12, 2015 special meeting minutes with corrections.
- Unanimously approved the January 12, 2015 regular and January 20, 2015 special meeting minutes.
- Consensus to investigate sidewalk sander options and pricing.
- Unanimously agreed at 6:32 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved water disconnect at 36 Olympus Road.
- Unanimously authorized Contract 4A Payment Estimate No. 6 \$159,185.18.
- Unanimously agreed at 6:50 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:05 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to send certified Junk Ordinance Violation letters.
- Consensus to invite Sheriff to a February meeting.
- Signed orders totaling \$205,337.31.
- Unanimously agreed at 7:35 p.m. to adjourn the January 26, 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**

The agenda was accepted by consensus.

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

John Jozwiak made the motion to approve January 12, 2015 special meeting minutes with corrections. The motion was seconded by Dick Horner and approved by the majority. Vinnie Gatti made the motion to approve the January 12, 2015 regular and January 20, 2015 special meeting minutes, as written. The motion was seconded by Bruce Baccei and unanimously approved.

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

Planning Commission: The Proctor Planning Commission will discuss the boundary for Village Designation at the February 3, 2015 meeting at 6:30 p.m. The meeting will be held in the Town Meeting Room.

### **V. Invited Guests**

No invited guests.

### **VI. Highway Department**

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

Accomplishments Highlights:

- Winter operations.
- Christmas trees town wide pickup. (4times over 2 weeks)
- Body work on loader.
- Holiday decoration from park and town office.
- Safety meeting.
- Clean up after ice and snow storm.
- Cleared sidewalks.
- Maintenance of trucks; wash, oil and grease.
- Front tires on truck #1.
- Sand at garage for resident use.
- Cleaned furnace heat exchanger.
- Fire wood into garage.

Sidewalk Sander: Consensus of the Selectboard to investigate machine options/pricing.

Other New and/or Old Business:

- The F350 is currently at Formula Ford having necessary repairs.
- Bruce Baccei requested that Stan Wilbur follow up contractor for bulb replacement on the bridges.
- John Jozwiak requested that the tires that were replaced be capped and stored as spares.

### **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.

Water Department Report: The board received and discussed the report prepared by Dan Protivansky, Operator

- Cut and capped the 6 inch finished water main at the Chittenden plant. We have one more to do in the spring when the ground thaws.
- Worked with the DEC Water Supply Division on stage 2 DBP monitoring schedule. Picked out two new sampling sites and the division approved.
- Bob Coons installed new shelves and counters at the FSW. We now have the office set

- up and everything looks good.
- Assisted HW Dept. with snowplowing and sidewalks.
- Took two required total coliform samples in the distribution system, all samples were good.
- Met with Don Haddox, DEC FED at the Well on 1/15.
- Sanded sidewalks on 1/20 and 1/21.
- Worked with Stan doing invoices.
- Cleaned up Chittenden Water Plant, we brought back all the tools and equipment we needed. Working with VRWA to post some equipment on their website to sell.
- Completed a spring/summer work list and submitted to Stan.
- Loading woodstove twice a day on the weekends.

**In Progress:**

- Building chart holders for the Well office.
- Scheduled with John Carroll to install an outlet so we can plug the F350 block heater in at night.
- Fix broken vent pipe at the Well. It was hit by the town plow.
- Leak detection training with VRWA. We will schedule this when our new equipment arrives.

Spring/Summer Work Schedule:

- Stain Cain St. booster pump station.
- Valve repair/replace at 5-corners and High St.
- Paint floor at the Well House.
- Raise 2 fire hydrants on West St.
- Leak detection and repairs as needed.
- Assist Highway Department as needed.

Water Department Routine Operations: A handout was provided for information only.

Request for Water Shutoff – 36 Olympus Road: Bruce Baccei made the motion to allow the disconnect request. The motion was seconded by Vinnie Gatti and unanimously approved. Dick Horner clarified that the town is not responsible for draining any pipes as mentioned in the letter.

Contract 4A Kingsbury Companies Payment Estimate No.6 - \$159,185.18: Dick Horner made the motion to authorize the payment request. The motion was seconded by Bruce Baccei and unanimously approved.

Other New and/or Old Business:

- John Jozwiak inquired as to the repair status of the door on the water truck. Consensus to have the door repaired.
- In response to a prior question asked by John Jozwiak, Stan Wilbur reported that 10 properties are currently disconnected from the Proctor water system.

**VIII. Board of Sewage Commissioners**

Vinnie Gatti made the motion at 6:50 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bruce Baccei and unanimously approved.

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

- Started cutting the brush around the WWTF fence.

- Worked with Stan doing a daily, weekly and monthly operations form.
- Worked with the Highway Dept. plowing and doing sidewalks.
- Completed all January required monthly sampling.
- Ordered parts to change the pressure reducing valve at the WWTF. The pressure relief valve keeps tripping on the hot water heater. The existing PRV is old and we cannot adjust it.
- Ordered 3,000 gallons of Alum for the WWTF. It will be delivered 1/27.
- Used the highway truck to sand all buildings and access roads due to ice.
- Organized files and cleaned the WWTF office.
- Started organizing and cleaning in the blower building. This fall we brought down all the water/sewer equipment from the garage to make room for the jetter.

**In Progress:**

- Brush cutting around the fence at the WWTF.
- Blower building cleaning.
- Change oil and clean lobes on all 3 blowers.
- Replace exhaust fan bearings in the blower building.
- Remove old level indicator and floats at Columbian Ave. pump station.
- Replace PRV at the WWTF office when parts arrive.
- Clean grease from the wet wells at Columbian Ave. and Willow St. pump stations. We do this a lot to avoid any problems. For some reason these stations accumulate a lot of grease.

Spring/Summer Work Schedule:

- Sewer jetting all problem area.3 months.
- Paint all doors and trim at the WWTF>
- Sewer line repair at 5-corners.
- Manhole rebuilds on Ormsbee Ave., Reynolds St., Main St., Florence Rd., and North St.
- Lagoon maintenance.
- Assist Highway Department as needed.

Wastewater Department Routine Operations: A handout was provide for information only.

Other New and/or Old Business: John Jozwiak would like a breakdown of time the water/wastewater employees spend on highway work. He would also like a price on sandblasting/cleaning the jetter.

Dick Horner made the motion at 7:05 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.

**IX. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: No report.
- Rutland Regional Transportation Council: Per John Jozwiak: Last meeting discussed electric cars and charging stations.
- Rutland Regional Solid Waste District: Per John Jozwiak: No meeting.
- Personnel Committee: Per Dick Horner: No report.
- Fluoride Committee: No report.
- Fire Department: Per Vinnie Gatti: Creating a schedule to evaluate building improvements. The ladder truck is at Earl's.

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

- Town Office: This issue will not be placed for a Town Meeting article, anticipate special meeting and vote. Currently filling out application for the Mortimer R. Proctor Trust. Will be discussing the possibility of a MOU with the CSJ.
- Town Meeting Warning: Draft provided for information only.
- Junk Ordinance Violations: Vinnie Gatti made the motion to send two certified letters to Junk & Junk Vehicle Ordinance violators. The motion was seconded by Dick Horner and unanimously approved.
- Other New and/or Old Business:
  - John Jozwiak requested clarification on the monies paid to the Town Clerk and Assistant Town Clerk to perform bookkeeping and credit supervisor duties for the water /wastewater department. Stan Wilbur will provide this information. It was noted there has been no increase for four years.
  - The Selectboard noted they are looking at water softener options, as the well water is considered hard water.
  - Consensus to invite the Sheriff to a February meeting.
- Orders: The Selectboard reviewed and signed orders totaling \$205,337.31.

## **XI. Adjourn**

Dick Horner made the motion at 7:35 p.m. to adjourn the January 26, 2015 regular meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.