

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**February 9, 2015**  
**6:00 - 8:31 p.m.**

**Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Dick Horner  
John Jozwiak

**Employees Present**

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

**Other Guests Present**

Susan Feenick  
Lieutenant Fox, RCSD  
Carol Grace  
Jodi Jones  
Peg TV

**Agreements/Approvals**

- Majority approved the January 26, 2015 special meeting minutes.
- Majority approved the January 26, 2015 regular and January 29, 2015 special meeting minutes.
- Majority approved new protocol for Junk Ordinance violation letters.
- Majority approved Certificate of Highway Mileage.
- Majority agreed at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 7:40 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved 911 Dispatching letter.
- Majority approved FUA for PHS.
- Signed orders totaling \$32,294.62.
- Majority agreed at 8:10 p.m. to enter executive session for personnel.
- Majority agreed at 8:30 p.m. to exit executive session. No action.
- Majority agreed at 8:31 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. All motions were approved by majority as a full board was not present.

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

Bruce Baccei made the motion to approve January 26, 2015 special meeting minutes. The motion was seconded by Dick Horner and approved by the majority. Bruce Baccei made the motion to approve the January 26, 2015 regular and January 29, 2015 special meeting minutes, as written. The motion was seconded by Dick Horner and approved by the majority.

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

Carol Grace: Carol Grace was present to inquire about the condition of the roads and plowing procedure. She expressed her disappointment with the plowing of town roads.

Susan Feenick: Susan Feenick was present to discuss the plowing of the roads in particular Cain Street. She provided a time line for Cain Street plowing; she expressed her disappointment in the lack of timely plowing. She did state that when the roads are eventually plowed they are in excellent condition. She also inquired about the Water Department, asking if water employees would be receiving a 2.3% raise.

Stan Wilbur provided an update on plowing procedures and how plowing/sanding/salting decisions are made.

### **V. Invited Guests**

Lieutenant Fox, RCSD: Lieutenant Fox was present to discuss the RCSD contract with the Selectboard. An Activity Report was provided for the Selectboard to review. Dick Horner noted that the report listed several instances of running radar with no activity. He believes this a waste of time and money, Bill Champine agreed. John Jozwiak inquired as to why it is taking so long for the RCSD to deliver letters. Stan Wilbur has created a new protocol and will work with RCSD, with respect to letters for violation warnings.

Dick Horner made the motion for the Town Manager to send the letter first by certified mail. The motion was seconded by Bruce Baccei and approved by the majority.

John Jozwiak requested that the Selectboard receive the Activity Report every two weeks.

### **VI. Highway Department**

Highway Department Report: The Selectboard reviewed and discussed the report. A status update on project activities was provided.

Accomplishments Highlights:

- Winter operations –plowing, sanding, salting street and sidewalks.
- Vehicle winter maintenance.
- Corrective action in the WorkSafe report –response due date 2/27.
- Restocking fire wood in garage.
- JD 2755 left rear tire repairs.
- Loader to garage for fuel and washing.
- Loader initiation problems – being checked.
- Truck #1 - 4 recap tires on back.
- Pre-warranty John Deere inspection fee of \$841.00 will be refunded to the town. Thanks to John Jozwiak for the follow up.

Sidewalk Sander: Consensus of the Selectboard to have Stan Wilbur pick 4/5 used machines and provide prices at the next Selectboard meeting. Stan Wilbur will also provide the number of sidewalk miles.

Street Lights: The decorative lights on Main Street need to be replaced, due to safety issues. Stan Wilbur will provide catalog/pricing at a future meeting. He is also looking for possible

grants. Bulbs for the bridge lights are in and will be replaced.

Certificate of Highway Mileage: John Jozwiak made the motion to approve and sign. The motion was seconded by Bruce Baccei and approved by the majority.

Special Weight Limits: Stan Wilbur will confirm information with the Town of Pittsford.

Other New and/or Old Business: John Jozwiak inquired if the town received the state discount for tires. Stan Wilbur will look into this and report back at the next meeting.

The proposed site for the new Salt Shed is at the Wastewater Treatment Facility. Waiting for site plan from DuBois & King, to provide to ANR.

Overtime hours: Week of 2/1 58 hours overtime, Week of 2/8 70 hours overtime.

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

Dick Horner made the motion at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei and approved by the majority.

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

- Changed the oil and fuel filters in the water/wastewater F350.
- Plowed road and sidewalk during every storm.
- Cleaned all snow off the Marble Bridge. Removed garland.
- Installed a new raw water sampling point at FSW.
- Worked with Lincoln Applied Geology to perform a complete sampling analysis at FSW. Results should be available in the next few weeks.
- Responded to customer complaint on West Street. Homeowner's private service line was frozen.
- Started clearing snow from around all fire hydrants. Will continue to work on this.
- Climbed the West side tank to check for ice. Ice is affecting our level transducer. We worked with Jon Champlin to correct this issue.
- Researching prices/quotes for sidewalk machine.

In Progress:

- Fluoride start up at Field Street Well.
- Working on all January report forms.
- Coliform Bacteria monitoring on Park and School Street.
- Stage 2 disinfection by-products monitoring on Gibb and West Street.
- Chemical monitoring Nitrates and Volatile organic chemicals at FSW.

Appraisal Report and Valuation Analysis for Chittenden Water Plant: A report was provided for information only.

Other New and/or Old Business: John Jozwiak requested weekly reports on the FSW.

John Jozwiak would like the number of hydrants in town.

Stan Wilbur will contact Simmons and invite them to a future meeting.

Susan Feenick inquired about the breakdown of monies expended to the Town Clerk and Credit Supervisor. The increase is due to FICA and retirement.

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

John Jozwiak made the motion at 7:40 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 approved by the majority.

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

- Plowed road and cleared sidewalks during every storm.
- Received 3,000 gallon Alum delivery at the WWTF.
- Cleaned UV lights at the WWTF.

- Started cleaning and organizing equipment in the blower building.
- Cleaned floats and removed grease at the Columbian Ave. pump station.

In Progress:

- Changed oil and clean lobes on all blowers.
- Replace exhaust fan bearing in blower building.
- Waiting for all arts to change the pressure reducing valve at the WWTF.
- 8 hour composite sampling for monthly required sampling at WWTF.

Other New and/or Old Business: John Jozwiak requested that the lab building be cleaned, no plowing against the blower building, and make sure that the doors at the blower building are closed. Stan Wilbur will contact DuBois & King about pipe report. Consensus of the Selectboard that Stan Wilbur write the Water and Wastewater reports.

Susan Feenick inquired to the status of improvements based on the photographs and report she provide to the Selectboard.

Stan Wilbur requested that when Selectboard members visit the facilities that they speak to the town employees. He noted that a doorbell will be installed at the Town Garage.

Dick Horner the motion at 7:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.

## **IX. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Denise Anderson looking for recreation grants.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Meeting discussed composting.
- Personnel Committee: Per Dick Horner: No report.
- Fluoride Committee: No report.
- Fire Department: Per Vinnie Gatti: No report.

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

- Town Office: This issue will not be placed for a
  - Mortimer Proctor Trust Grant Application: For information only.
  - Meeting with College of St. Joseph Administration and Trustees: The attorneys will meet and discuss an ownership agreement.
- 911 Dispatching Letter: Bruce Baccei made the motion for the Selectboard to sign and send the letter. The motion was seconded by Dick Horner and approved by the majority.
- Skating Rink Facility Use Agreement: Dick Horner made the motion to authorize the chair to sign and approve. The motion was seconded by Bruce Baccei and approved by the majority.
- Junk Violations: For information only.
  - Dean: Letter provide for information.
  - Greb
- Other New and/or Old Business: Susan Feenick provided a report for the brush day at the transfer station, four people participated. Dick Horner suggested a dumpster for a bulky item day. John Jozwiak suggested that Stan Wilbur speak to the Fire Department about a controlled burn at the transfer station.
- Orders: The Selectboard reviewed and signed orders totaling \$32,294.62
- Executive Session: John Jozwiak made the motion at 8:10 p.m. to enter executive session for personal. Stan Wilbur was invited to join the Selectboard. John Jozwiak made the motion at 8:30 p.m. to exit executive session. No action.

## **XI. Adjourn**

Dick Horner made the motion at 8:31 p.m. to adjourn the February 9 2015 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.