

Town of Proctor Selectboard Meeting Minutes
Draft
July 28, 2014
6:00 p.m.- 8:52 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Dick Horner
John Jozwiak

Employees Present

Celia Lisananti, Town Clerk
John Capen, Highway Department Lead Person
Stan Wilbur, Town Administrator

Other Guests Present

Reg Ryan
Beverley Taranovich
Warren McCullough
Joseph McKearin
Tom Doty
Jodi Jones
Leslie Muir
Michael Muir
Carol Grace
Susan Feenick
Cindi Wight
Peg TV

Agreements/Approvals

- Majority amended agenda to add four additional items
- Majority approved July 14, 2014 regular Selectboard meeting minutes
- Majority approved July 24, 2014 emergency Selectboard meeting minutes
- Majority approved the Proctor Youth Soccer's use of the Town's Tax ID Number
- Majority approved the Rutland Rec and Park's Rink Facility Use Agreement
- Majority approved purchase of radios for the back hoe and loader
- Majority agreed to recess the meeting of the Selectboard and convene the Board of Water Commissioners
- Majority accepted Tom Doty's water improvement project reports
- Majority approved Beverly Taranovich's request to change to the service connection planj
- Majority approved LaPlant's request for water and sewer fee abatement
- Majority approved testing the new well before it is put on line
- Majority agreed to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners
- Majority agreed to put the Dosing Manhole Project out to three bidders
- Majority approved Palmer's request for sewer fee abatement
- Majority agreed to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved VT Marble Museum's Malt and/or Vinous Serving Permit
- Majority approved to defer the Firearm Discharge Ordinance until the next meeting

- Majority approved making any town meeting open to the public and that if a selectperson wants to be at a meeting it will be called as a special meeting
- Majority agreed at 8:40 p.m. to enter executive session to consider the road commissioner position.
- Majority agreed at 8:47 p.m. to exit executive session.
- Majority approved to table the road commissioner position item until the next meeting.
- The Selectboard reviewed and signed orders totaling \$293,598.15.
- Next meeting will be August 11, 2014
- Majority agreed at 8:52 p.m. to adjourn the July 28, 2014 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. Stan Wilbur reviewed the proposed additions to the agenda and the information handed out tonight.

Bruce Baccei made the motion to amend the agenda to add; 1. Water Department – Abatement, 2. Water Department – B. Taranovich Water Service Connection, 3. Wastewater Department – Abatements and 4. Additional Items – Beaver Pond. The motion was seconded by Dick Horner and approved by the majority.

II. Review of Minutes

Dick Horner made the motion to approve the July 14, 2014 regular Selectboard meeting minutes. The motion was seconded by Bruce Baccei and approved by the majority.

Bruce Baccei made the motion to approve the July 24, 2014 emergency Selectboard meeting minutes. The motion was seconded by John Jozwiak and approved by the majority.

III. Open Public Comments

John Jozwiak asked people to use the mike when they speak for the benefit of the TV audience.

Jodi Jones: Jodi Jones asked about the firearms ordinance and where it stands. Dick Horner responded that the Board has requested a large map of Proctor to define an area to restrict discharge of firearms.

Reg Ryan: Reg Rayn asked about self protection in the event of a break in, shooting a rabid animal and use of safety signs in Styles Meadow.

Celia Lisananti talked with Joel Blumenthal at Omya. Omya does not post its land and does not give permission to hunt, but would consider posting if requested. Dick Horner noted that a restricted area would generally be the residential areas shown in yellow on the Town zoning map.

Jodi Jones: Jodi Jones asked about the Library land.

Dick Horner said the Board will sit down with the map and define the area; this will take some time; a couple months.

Jodi Jones: Jodi Jones asked about the old ordinance for the village. Bill Champine said we can't find it.

Joseph McKearin: The Proctor Youth Soccer Program is requesting a grant from the Mortimer Proctor Trust to offset costs related to registering Proctor youth indoor soccer teams into the Rutland City Recreation Indoor Soccer League and to support the spring league to keep the cost

down for the kids. They are asking to use the Town Tax ID number for the application. He didn't have the application with him because they are still working on working on it.

Dick Horner made the motion to approve use of the Town's Tax ID Number on the Proctor Youth Soccer's application to the Mortimer Proctor Trust subject to review of the application by the Chair. The motion was seconded by John Jozwiak and approved by the majority.

IV. Invited Guests

- Cindi Wight, Rutland Recreation and Parks: Rutland Recreation and Parks Department will be holding the 10th annual 10K Leaf Chase Trail Run at Pine Hill Park using the newly opened Carriage Trail on October 18, 2014. They will provide certificates of insurance to all landowners and along the trail naming them as additional insured for the event. Cindi submitted a Rink Facilities Use Agreement for Selectboard approval. Dick Horner made the motion to approve the agreement subject to receipt of the certificate of insurance. The motion was seconded by Bruce Baccei and approved by the majority.
- Michael & Leslie Muir: The Muirs have sent a letter to the Selectboard requesting reimbursement for personal property, two garage doors that have been damaged by water runoff from School Street. Estimated replacement value of the loss is \$2,000.00. Dick Horner said to turn it over to the Town's insurance company to investigate. Stan Wilbur will work with the Muirs to prepare the claim form.

Carol Grace asked about how often catch basins are cleaned out. There are two on her street; she has seen the highway crew clean up the top of the grates but no one picking up the grate to clean the catch basin. John Jozwiak agrees with Carol and it is an easy fix.

V. Highway Department

- **Loader** - John Jozwiak had a sample of the oil in the loader tested and it came back bad and he asked Bill and Bruce what they wanted to do with the loader. The sample was tested by Castro. John J suggested draining refilling, run for two weeks and to test again. Drain and refill a couple times, testing again each time. Bill Champine will talk with John Capen. John Jozwiak made the motion to drain the oil in the loader a couple of times over the next three weeks. The motion was seconded by Dick Horner and approved by majority.
- **Route 3 Paving** - Bill Champine reported on his meeting with Tim Pockett regarding Selectboard concerns with the Route 3 Paving Project. The State will take care of the majority of the items on the list. However they will not address the runoff at the end of the marble sidewalk near the South Street valve vault or paint the steel handi-cape ramps.
- **Pleasant Street Retaining Wall** – Bill Champine read a letter from George Loso expressing his and his wife's appreciation on a job well done. Bill also noted that the cost of the project to date is \$10,715. It still need black top and a check on the drainage. Susan Feenick questioned why the Town replaced the wall; would it affect the highway? John Jozwiak suggested that since the wall is on the Loso's property, the Town should have a release from the Losos covering future owners, that the wall is not on Town land and that the town is not responsible for future repair. John Jozwiak will meet with Stan Wilbur to get the wording right.

- Highway Department Report – Bruce Baccei read the report prepared by John Capen. John Capen was present to respond to questions.

John Jozwiak asked why the Town was using cold patch and not using hot mix to patch pavement. The Highway Department is just doing what it has always done. Make small repairs to paved surfaces at catch basin or other sites with cold patch and replace with hot mix when there is there is a large paving project.

The report included an \$850 quote from R. C. Allen Communications for the purchase and installation of radios in the back hoe and loader, Bruce Baccei made motion to approve \$850 from the Equipment Reserve Fund for the purchase of radios for the back hoe and loader. The motion was seconded by Dick Horner and approved by the majority.

The report also included a \$,725 quote from F. & M. Retail, Inc. for backup cameras on all town vehicles (5). The backup cameras would qualify for a VLCT grant which will cover half the cost. Deadline for submitting a grant applications is the end of August. There were questions and concerns regarding maintenance, reliability during bad weather, warranties and experience with similar equipment by other towns. John Capen was asked to get additional details on the equipment and a least three quotes for furnishing and installing the equipment.

- Other New and/or Old Business:
There were questions regarding the cracked concrete curb at Pleasant Street and why the granite curb was not put back and repair of the damaged guard rail on West Street. This will be added to the list of work to be done.

VI. Board of Water Commissioners

Bruce Baccei made the motion to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Dick Horner and approved by the majority.

- Operator's Report: The board received a report prepared by Operators. Bill Champine read the report aloud.
Accomplishments:
 - Daily operations and maintenance
 - Mowed and trimmed the grass at Field St Well
 - Responded to a low water pressure complaint on Park St. Ended up being a homeowner issue
 - All monthly samples complete for July
 - Cleaned, primed, and painted the vents and covers on the isolation valve vaults on South Street
 - Weekly E Coil samples at the Pool. We sample every Monday morning. So far ALL the samples have been good
 - Started flushing and cleaning at the Furnace Brook Intake. We want it to be ready to go in case we get too low at Kiln Brook
 - Replaced chemical feed tubing and rebuilt our main Chlorine pump at the Filter Plant
 - Assisted the HW Dept with ditch work on Gorham Bridge Road and helped them with a storm water issue on School St
 - Traced out water utilities on Willow St. GMP is replacing 2 poles on that street
 - Traced out utilities on School St for HW Dept storm water project

- Traced out our water transmission main near Taranovich for their upcoming project

In Progress:

- Preparing to do 10 lead and copper samples in the distribution system
- Meeting with Water Supply Division and Stan is scheduled for Monday July 28th at 10am to discuss disinfection byproducts
- Repair a valve box at the Elementary School and Oak St
- Called VT Rural Water to get help identifying a possible cross connection in the marble yard

Stan Wilbur reported on a meeting with Doug Kievit-Kylar, Ray Solomon, Tim Kingston and Dan Protivansky at the Water Treatment Facility to conduct an Operational Evaluation and prepare an Operational Evaluation Report. The purpose of the evaluation is to allow a system to take action to reduce elevated disinfection byproducts. Doug and Ray are aware of the schedule for water system improvement project and that the system will for off the surface water source and on the ground water source this fall.

There was discussion regarding the punch list to be completed at Field Street Well and the Field Street Pressure Reduction Valve. There were also questions regarding startup of the well pumps.

- High Street Valve: The water department exercised the valve and it stopped leaking for a week, but has started leaking again. Tim Kingston and Dan Protivansky met John Jozwiak at the site today to try turning the valve again. John Jozwiak feels the Water Department crew can replace the valve. John will work with them and will donate a machine to do the excavation. The work needs to be completed before school starts. Bill Champine will talk with Tim and Dan about doing the work.
- Contract 5A – Belden Company
Tom Doty, DuBois & King, updated the Board on construction progress. Based on the current payment request Belden Company is 85% complete. They will complete all work with the exception of instrumentation by the end of next week. Completion of instrumentation is waiting for Jon Champlin's portion of the project. The materials have a long lead time but should be on site by the end of August and will take about a week to install. Overall the project is going well.
- Contract 4A – Kingsbury Companies
Tom Doty, DuBois & King, updated the Board on construction progress. Based on the current payment request Kingsbury Companies is 46% complete. All site work is done. They will maintain the road and site work while tank work is under construction. 50% of water pipe is installed with the remainder of the pipe to be installed after the tank contractor is complete.
- Contract 4B – DN Tanks, Inc.
Tom Doty, DuBois & King updated the Board on construction progress. DN Tanks has been on site for the past week and will be ready to pour concrete next week. Everything is on budget and ahead of schedule.

Question regarding the tank overflow pipe. Tom Doty noted that it is the way it was designed. It is a standard design for all tanks.

Dick Horner made the motion to accept the reports. The motion was seconded by Bruce

Baccei and approved by the majority.

- Beverly Taranovich – Water Service Connedtion

Ms. Taranovich has permission from the State to put in a new water service connection to the main line. The main line is located under the pavement, so to avoid working in the road, she proposes to cut out the old curb stop and put in two (2) new curb stops using the existing main line connection. This is ok with ANR if the Town approves. It was noted that there may need to be a pressure reducing valve for the new connection to the house. It was also noted that she will be responsible for the line from the main to the curb stops. Ms. Taranovich will provide a revised drawing by the system designer.

Dick Horner made the motion to approve two (2) services off the existing connection to the main line with the condition that Ms. Taranovich or any subsequent owner of lot number one is responsible for the maintenance of service line from the main line to the curb stops. The motion was seconded by Bruce Baccei and approved by the majority.

- Water and Sewer Abatements

Fred and Tina LaPlant requested abatement of current water and sewer fees because the water was shut off in 2013 and the account was not made inactive.

Bruce Baccei made the motion to approve abatement of the current \$430 water fee. The motion was seconded by Dick Horner and approved by the majority.

Bruce Baccei made the motion to approve abatement of the current \$425 sewer fee. The motion was seconded by Dick Horner and approved by the majority.

- Other New and/or Old Business

- The adjhoc fluoride committee has met and is putting together information. The background level in the well is greater than needed. They would like the water tested again. The committee recommendation is to not add additional fluoride when the new well is put on line. They think to Selectboard should vote.

Dick Horner made the motion to test the well before it is put on line. The motion was seconded by John Jozwiak and approved by the majority.

- There were questions regarding schedules for instrumentation and Eastside tank and why not put the Field Street Well on line. Everything needs to be tested and start up procedures need to be developed before startup. These items are being worked on and hopefully will be ready by the next Selectboard meeting.

- Dick Horner asked to have either Tim Kingston or Dan Protivansky attend meetings to respond to questions.

VII. Board of Sewage Commissioners

Dick Horner made the motion to adjourn 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.

- Operator's Report: The board received a report prepared by Operators. Bill Champine read the report aloud.

Accomplishments:

- Daily operations and maintenance
- Re- bricked a manhole in the Library parking lot
- Sampled for E Coli in a few spots where the State expects possible cross connection between the sewer and storm water systems. Sent the lab results to Jim Pease at the State
- Placed a cable and lock at the Styles Meadow entrance

- Completed all samples for July
- Cleaned and organized the Lab at the WWTF
- Assisted the HW Dept on a few projects
- Repaired a broken air line in lagoon # 1

In Progress:

- Sewer line flushing throughout the town
- Build storage shelves at the WWTF
- Hoping to move forward soon on the Phosphorous transfer manhole project at the WWTF
- Working with Dan Lilly correcting a problem with a VFD in the blower building
- Servicing the sewer jetter
- Remove a pump at Styles meadow pump station

John Jozwiak asked about the Green Mountain Pipeline's \$5,625 invoice. The work had been approved by the Board. John would like details on when, how many and which manholes were repaired.

- Chemical Dosing Manhole

John Jozwiak made the motion to put the project out to bids to three contractors, Kingsbury Companies, Belden Company and Markowski Excavation. The motion was seconded by Dick Horner and approved by the majority.

- Sewer Abatement

Eric and Christie Palmer requested \$425 sewer abatement due to misapplied payment in 2013. Although they can't find the receipt, Mary remembers her coming in and making a payment.

Dick Horner made the motion approve the abatement of the current \$425 sewer fee. The motion was seconded by Bruce Baccei and approved by the majority.

- Other New and/or Old Business

A question was asked regarding trimming the bushes at the Wastewater Treatment Plant. Trees are growing up in the fence.

Bruce Baccei made the motion to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Dick Horner and approved by the majority.

VIII. Standing Committees

- Parks and Recreation: John Jozwiak asked about pool building repair cost, diving boards and dead branches overhanging the walk to the pool.
- Rutland Regional Transportation Council: Nothing to report
- Rutland Regional Solid Waste District: John Jozwiak asked about filling in the holes at the transfer station and need for a rolloff for free dump days. The holes had been filled in as a safety measure. Free dump days are for brush and yard wastes. Handouts with information on alternate dumping option are available in the Town Clerk's office. John will look into holding the August 31 HHW Day at the Town Garage.
- Personnel Committee: Nothing to report, place on agenda for next meeting.
- Fire Department: No report

IX. Additional Items Requiring Action from the Board

- Application for Malt and/or Vinous Serving Permit – VT Marble Museum, Inc.

Dick Horner made the motion to approve the Marble Museum's Application for Malt and/or Vinous Serving Permit. The motion was seconded by Bruce Baccei and approved by the majority.

- Rink Facility Use Agreement – Rutland Rec and Parks
Taken care of under Invited Guests portion of the agenda
- Beaver Pond
The Board received and reviewed a Jim Stewart's response to past action of the Board. Any action was postponed until the next meeting.
Bill Champine will continue discussion with Omya regarding an easement on the Taylor Hill road for a booster pump station.
- John Carroll – letter agreement
Approved
- Firearm Discharge Ordinance
Dick Horner made the motion to differ to the next meeting. The motion was seconded by Bruce Baccei and approved by the majority.
- 72 West Street Property Maintenance
Item was referred to the Town Health Officer.
- Community Marketing Development Manager
Circulate copies of the Proctor Prosperity Plan marketing report to everyone and discuss at next meeting.
- Road Commissioner
Executive session at end of meeting
- Other New and/or Old Business
John Jozwiak commented on the way he was treated regarding a special meeting for the water system improvement construction projects.
John Jozwiak made the motion to make any town meeting open to the public. The motion was seconded by Dick Horner for discussion purposes. Dick feels that if any Selectboard member wants to be at a meeting it should be called as a special meeting. The Board can go into executive session if there is any contract issue.
The motion was reworded to add "and if a Selectperson wants to be at a meeting it will be called as a special meeting." The reworded motion was approved by the majority.
- Executive Session
Dick Hornet made the motion at 8:40 p.m. to go into executive session to consider applications for Road Commissioner. The motion was seconded by Bruce Baccei and approved by the majority.

Dick Horner made the motion at 8:47 p.m. to leave executive session. The motion was seconded by Bruce Baccei and approved by the majority.

Dick Horner made the motion to have the full board review applications. The motion was seconded by Bruce Baccei and approved by the majority.

Dick Horner made the motion to table consideration of Road Commissioner applications until the next meeting. The motion was seconded by Bruce Baccei and approved by the majority.

- Orders: The Selectboard reviewed and signed orders totaling \$293,598.15.

X. Adjourn

Dick Horner made the motion at 8:52 p.m. to adjourn the July 28, 2014 meeting of the Selectboard. The motion was seconded and approved by the majority.