

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**August 11, 2014**  
**5:50 p.m. - 7:50 p.m.**

Board Members Present

Bruce Baccei, Vice Chair  
Vinnie Gatti  
Dick Horner  
John Jozwiak  
Bill Champine by phone for executive session

Employees Present

John Capen, Highway Department Lead Person  
Lisa Miser, Recorder

Other Guests Present

Susan Feenick  
Carol Grace  
Jodi Jones  
Leslie Muir  
George Smith  
Peg TV

Agreements/Approvals

- Majority approved at 5:52 p.m. to go into executive session to consider the road commissioner position.
- Majority approved at 6:03 p.m. to exit executive session.
- Majority approved offering Road Commissioner position to Brian Sanderson.
- Majority approved July 28, 2014 regular Selectboard meeting minutes.
- Majority approved August 5, 2014 special meeting minutes.
- Consensus to use heat box for pavement repair.
- Majority agreed at 7:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority accepted Belden bid for \$9,600.00.
- Majority agreed at 7:20 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority ratified Change Order #1, Contract 4A, \$4,797.57.
- Majority agreed at 7:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority accepted Belden bid for \$22,270.00.
- Majority approved Union Church FAU.
- Consensus to contact Bob Coons for wooden steps price.
- Signed orders totaling \$23,895.82.
- Majority agreed at 7:50 p.m. to adjourn the August 11, 2014 meeting of the Selectboard.

Action Items

## **I. Call to Order**

The meeting was called to order at 5:50 p.m.

Vinni Gatti made the motion at 5:52 p.m. to go into executive session to consider candidates for the Road Commissioner opening. The motion was seconded by Dick Horner and approved by the majority. Since John Jozwiak applied for the position, he did not join the executive session. Bill Champney joined the executive session by phone.

Vinni Gatti made the motion at 6:03 p.m. to come out of executive session. The motion was seconded by Dick Horner and approved by the majority.

Vinni Gatti made the motion to offer the Road Commissioner position to Brian Sanderson at a starting salary of \$45,000. The motion was seconded by Dick Horner and approved by the majority.

Bruce Baccei announced that John Jozwiak will be the Selectboard liaison to the Highway Department.

Vice Chair Bruce Baccei began the regular portion of the meeting with a pledge of allegiance to the flag.

## **II. Review of Minutes**

Dick Horner made the motion to approve the July 28, 2014 regular Selectboard meeting minutes. The motion was seconded by John Jozwiak and approved by the majority.

Dick Horner made the motion to approve the August 5, 2014 special Selectboard meeting minutes. The motion was seconded by Vinnie Gatti and approved by the majority.

## **III. Open Public Comments**

Leslie Muir: Leslie Muir was present to inquire about the status of her claim for garage doors. She also asked when the culvert by her house would be repaired.

Bruce Baccei responded there was no status update, as Stan Wilbur was on vacation.

Jodi Jones: Jodi Jones inquired to the status of the Gun Discharge Ordinance. She ask what the goal of the ordinance is.

Dick Horner noted this is ongoing looking at a map of Proctor to determine areas that might be included in the Ordinance. He also stated the goal is public safety.

Carol Grace: Carol Grace ask if the W/WW employee would be working with the Highway Dept. Noted a correction to the July 28, 2014 Selectboard minutes, the minutes note that the Town employees clean the top of grates near her house. This is incorrect, according to Carol, she has always cleaned the top of the grates. She is also concerned about a fire hydrant near her home that has not been flushed in years. She questioned the checks and balance system of the abatement of a misplaced water payment. Asked where the money for trash bags is accounted in the budget?

Dick Horner stated the all Town employees will work together when needed and as projects allow. Vinnie Gatti noted the hydrant should be flushed, to clean out grit. Not a hydrant that is used.

Susan Feenick: Susan Feenick stated that the true checks and balance will be when the audit is completed for FY14. Asked for clarification on the Tree Cutting bid. She also inquired about the FSW and contract from MVE. It is her belief that the Town of Proctor should not pay additional monies to MVE, as they did not fulfill their contract.

Per Selectboard, no tree cutting will happen as the contract has not been approved. The Selectboard agrees that MVE should show the operators how to turn on the FSW. The Selectboard is waiting for information from Stan Wilbur on this issue.

George Smith: Thanked the Selectboard for reinstalling the gate and lock at Styles Meadow. Also, thanked the Selectboard for looking into a Gun Discharge Ordinance. He is pleased that the Selectboard has hired a Road Commissioner, as he believes the current crew needs supervision and guidance. He is hopeful that the mess on his front lawn will be cleaned up when the project is complete. He hopes in the future there will be better communication notifying residents about projects in their neighborhoods.

#### **IV. Invited Guests**

No invited guests.

#### **V. Highway Department**

A status update on project activities was provided. Items discussed include:

Road Commissioner's Report: The Selectboard reviewed and discussed the report submitted by John Capen.

A summary of highlights/actions taken is provided here:

- Check catch basin for storm debris.
- Worked on organizing garage.
- Worked on paperwork.
- Washed trucks.
- Completed 90% of catch basin on School Street.
- Helped repair valve box at PES, top soiled and seeded.
- Helped W/WW with water works.
- Greased and maintain equipment. (loader & backhoe)
- Called service tech. to have loader oil tested.
- Trash pickup and delivered.
- Tree work and removal on Pine Street.
- Radio installed in backhoe -8/8/14.

In Progress:

- Put camera down 5 catch basins along RT3 to research what's going on with the big sinkhole, viewed outlet near the sinkhole.
- Paving School Street catch basin.
- Put mud at Pleasant Street/Eden Ave catch basin around pipe (checked for possible crack).
- Check guard rail on West proctor Road (needs two posts, section of guard rail and end piece). Also checked on getting info about car accident to see if the person's insurance would replace it.
- 8/4/14 call about removal of two stumps on Grove Street.
- Paperwork.
- Waiting for loader oil sample results.
- Garage doors (might be middle of August before they start).
- Went to Lafond's to make appointment for loader(still busy with hail damage, will call when available).
- Preparing sidewalks for school by removing brush from sidewalks & signs.
- Preparing Maple, Oak, Pine, Field and Pleasant Streets for paving.
- Truck 2 to be evaluated before winter operations.

- Painting crosswalks (paint and glass beads ordered).
- Back -up camera bids.

Needed:

- More help preparing roads for paving.
- Ditching on South Street ext. and Gorham Bride Road (ball field to bridge).

Paving Program: Per John Jozwiak, areas to be paved: Oak, Maple, Pine, FSW, Loso Project, School Street catch basin and Fire Department. This leaves 350 tons, to pave other areas. No decision to use extra 350 tons, possible to just have cost saving with left over tonnage.

Pavement at Marble Bridge: Consensus to use heat box to repair damage to pavement near the Marble Bridge.

Stumps: Consensus to check on all trees that need to be cut. Make a list of stumps need to be ground and complete at one time.

Hail Damage: Consensus to have all building looked by insurance agent.

## **VI. Board of Water Commissioners**

Vinnie Gatti made the motion at 7:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Dick Horner and approved by the majority.

A status update on project activities was provided.

Chief Operator's Report: The board received and discussed the report prepared by Operators. Bruce Baccei read the report aloud.

- Daily operations and maintenance.
- Attended meeting with Stan and Water Supply Division to discuss OEL disinfection by-products level.
- Worked with the Highway Dept. on the storm water project on School Street.
- All monthly sampling complete for July.
- Replaced and lowered a valve at PES.
- Worked on delinquent shut-offs.
- Storm water investigation and camera work on South Street.
- Inventory of valve boxes for upcoming paving projects
- Meet with John Jozwiak to exercise leaking valve on High Street. Determined that replacement is necessary.
- Meet with John Jozwiak at Field Street to discuss options of drainage and paving.
- Weekly E.Coli samples complete at Pool.

In progress:

- Lead and copper sampling.
- Repair valve box on Oak Street.
- Stain siding at Cain Street Booster Pump Station.

High Street Valve Bid Opening: Two bids were opened and read by Bruce Baccei.

1. Belden - \$9,600.00
2. Kingsbury - \$13,875.00

Bruce Baccei was the only Selectboard member to review the bids.

Dick Horner made the motion to accept the Belden bid if it includes reconstruction of pre-construction condition. If not to accept the Kingsbury bid as it does include this bid requirement. The motion was seconded by Vinnie Gatti and approved by the majority. John Jozwiak abstained.

Contract 4A Change Order No.1 - Ratify Emergency Approval: Vinnie Gatti made the motion to ratify the change order \$4,797.57. The motion was seconded by Dick Horner and approved by the majority.

Water Truck: Truck has hail damage, contact Stan for procedure.

## **VII. Board of Sewage Commissioners**

Dick Horner made the motion at 7:20 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 approved by the majority.

Chief Operator's Report: The Selectboard reviewed and discussed the report prepared by the Operators. The report was read aloud by Vinnie Gatti.

- Daily operations and maintenance.
- Started routine sewer flushing on Main Street.
- Assisted HW Dept. on storm water project on School Street.
- All monthly samples complete for July.
- Added de-greaser to pump station wet wells.
- Generator company did annual service to generators.
- Manholes inventory for upcoming paving projects. WW employees will raise the manholes affected by paving.
- Meet with Wayne Elliott to look at cross connections with sewer and storm water near the Willow Street pump station.
- Serviced the sewer jetter.

In Progress:

- Building storage shelves at WWTF.
- Remove pump at Styles Meadow due to a seal fail.

Chemical Dosing Manhole Bid Opening: Two bids were opened and read by Bruce Baccei.

1. Belden - \$22,270.00
2. Kingsbury - \$41,500.00

Bruce Baccei was the only Selectboard member to review the bids.

Dick Horner made the motion to accept the Belden bid of \$22,270.00. The motion was seconded by Vinnie Gatti and approved by the majority.

Other New and /or Old Business:

1. A Wastewater employee has been requested to attend Selectboard meetings.  
This is the second request.
2. Information being requested from the Manhole bill. (second request)
3. When do the lagoons need to be cleaned?

Dick Horner made the motion at 7:30 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.

## **VIII. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Pool will be evaluated when closed. Questions about the Pool or Rink should be directed to Glen Carter.
- Rutland Regional Transportation Council: Per John Jozwiak: No report

- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Dick Horner: Working on draft document.
- Fluoride Committee: Per Dick Horner: No report.
- Fire Department: Per Vinnie Gatti. No report.

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

- Park FUA - Union Church: Dick Horner made the motion to approve the FUA for September 9 and 16, 2014 from 7:00 p.m. until 8:15 p.m. condition on the insurance certificate. The motion was seconded by Vinnie Gatti and approved by the majority.
- Municipal Building Steps: Consensus to contact Bob Coons for a price for temporary wooden steps.
- Orders: The Selectboard reviewed and signed orders totaling \$23,895.82.

#### **X. Adjourn**

Dick Horner made the motion at 7:50 p.m. to adjourn the August 11, 2014 meeting of the Selectboard. The motion was seconded by Vinnie Gatti and approved by the majority.