

Town of Proctor Selectboard Meeting Minutes
Draft
September 8, 2014
6:25- 8:35 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
Brian Sanderson, Road Commissioner
Stan Wilbur, Town Administrator

Other Guests Present

Wayne Elliott, Aldrich-Elliott
Susan Feenick
Carol Grace
Shannon Maass
Warren McCullough
Leslie Muir
Michael Muir

Agreements/Approvals

- Majority approved August 25, 2014 regular and special Selectboard meeting minutes.
- Majority approved September 4, 2014 special meeting minutes.
- Unanimously agreed to table the Willow Station Proposal.
- Unanimously agreed to sign the contract with Cargill.
- Consensus to place the sand trucking out to bid.
- Unanimously agreed at 7:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to sign contract with Lincoln Geology.
- Unanimously agreed at 8:10 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:15 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved West Mountain Forest Plan Amendment.
- Unanimously agreed to enter executive session at 8:24 p.m. for civil action.
- Unanimously agreed to exit executive session at 8:29 p.m. Action.
- Signed orders totaling \$93,243.08.
- Unanimously agreed at 8:35 p.m. to adjourn the September 8, 2014 meeting of the Selectboard.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 6:25 p.m. and began with a pledge of allegiance to the flag.

John Jozwiak thanked Celia Lisananti, Town Clerk for attending the Selectboard meetings.

II. Review of Minutes

Bruce Baccei made the motion to approve the August 25, 2014 regular Selectboard meeting minutes and the August 25, 2014 special meeting minutes, as written. The motion was seconded by Dick Horner and approved by the majority, 4-1. John Jozwiak opposed.

Bruce Baccei made the motion to approve the September 4, 2014 special Selectboard meeting minutes, as written. The motion was seconded by John Jozwiak and approved by the majority.

III. Open Public Comments

Susan Feenick: Susan Feenick was present to discuss concerns about the condition of two Town properties, Kiln Brook and WWTF, she also provided three poster boards of photos.

Kiln Brook: (Photos provide) Gate left open, not locked. Electric Box not locked has twist tie. A pig tail rod which is a sewer instrument, lying next to the intake.

WWTF:(Photos provided) PVC pipe floating in the lagoons. Roof has damage, shingles missing possible hail damage. Tools lying outside, rusted.

Lab:(Photos provided) Door held open by sewer rod. Files not covered in doorway. Property is not being maintained, fence has overgrowth, fence barely visible. Roof needs repair. Sink sitting outside. Ether sitting on jetter. Mini dump on property.

On site at WWTF: (Photos provided) Stump grinder, trench box, risers, plow, old rotten wood, and PVC piping not covered.

Vinnie Gatti inquired if Susan Feenick would make a list of the concerns shown in the photographs and provide it to the Selectboard so they could address the infractions.

Carol Grace: Carol Grace inquired about tree trimming along West Proctor Road and a tree at the top of Pleasant Street. The Selectboard instructed Brian Sanderson to trim the trees in question.

Shannon Maass: Shannon Maass was present to ask if the Town employees could repair the sidewalk to the gazebo. She stated that the sidewalk has sunk in places and it is a safety concern. Dick Horner requested that Brian Sanderson take a look at the sidewalk and provide the patchwork necessary. He further suggested that Our Yard apply to MRP in January.

Warren McCullough: Warren McCullough stated he was shocked by the condition of the WWTF. He noted the air pipes in the lagoons need to be repaired.

IV. Invited Guests

- Leslie & Michael Muir: The Muir's were present to inquire about an insurance claim. The Selectboard explained this issue would be discussed in executive session. The Muir's also requested snow not to be pushed on the corner of their front yard, they also expressed their concern about the sidewalk where asphalt is torn up from the plowing Brian Sanderson discussed snow plowing procedures, and noted it certainly is not the intent of the Highway Department to damage property.
- Wayne Elliot – Willow Street Pump Station & WWTF Dosing Manhole: Wayne Elliot was present to discuss the Willow Street Pump Station and give an update on the WWTF Dosing Manhole project.

Willow Street Station: Handout provided. The proposed project (Sewer System Evaluation Phase 1) cost is \$16,400.00. The evaluation will define the project which could result in a bond vote. The first step is installing a flow meter. The Town has a flow meter, need to find

all parts and CD's for the meter. He is hopeful that a meter will not need to be purchased; if a meter is purchased this would be an additional \$3,000.00. Project objective to reduce flow.

Vinnie Gatti made the motion to table the issue, and request more information. The motion was seconded by John Jozwiak and unanimously approved.

WWTF Dosing Manhole Project: Section of pipe out of manhole is completely deteriorated. Wayne noted he has never seen deterioration like this in his 25 years. He is speaking with the chemical supplier, possible to change chemicals. Overdosing has been taking place due to the crack in the pipe.

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 Brian Sanderson.

A summary of highlights/actions taken is provided here:

- Crosswalk/Stop bar painting complete.
- Replaced RR Trestle warning sign at top of Pleasant Street.
- Stereo/Speakers moved from pool to rink.
- Replaced culvert/basin end at bottom of Pleasant Street/Gorham Bridge Road. The previous intake end was a sleeved on 90 degree bend with a metal grate. It was a danger for vehicles due to its proximity to the road edge and its droop-of depth. It was replaced with a 22 ½ degree bend and a 6 foot section of culvert pipe. The intake end now exposes near a utility pole and matches the existing ditch grade. A headwall and section of intake approach was armored with rock.
- All areas scheduled for paving will be ready by Wednesday a.m.

Pending Items:

- Catch basin on Williams Street. Road Commissioner's office organization/relocation to Town Garage.
 - Road Commissioner cell phone replacement. Will have proposal for Board approval at 9/22/14 meeting.
 - Repair for Truck #2 body. Will have proposal for Board approval at the 9/22/14 meeting. Waiting for third quote.
 - Winter sand stockpiling. Purchasing 300 cubic yard of winter sand, \$4,000.00.
 - Final road side mowing, after paving is complete.
 - Preparation of winter maintenance equipment. Purchase plow blades \$1,500.00.
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- Paving: Paving is anticipated to begin the week of September 22, 2014.
 - Deicing Salt Agreement – Cargill: Vinnie Gatti made the motion to authorize the chair to sign the Cargill contract, \$76.02 for 800 tons. The motion was seconded by Bruce Baccei and unanimously approved.
Consensus of the Selectboard to place the Sand Trucking out for bid. The ad will be placed in the area newspaper.
 - VTrans Transportation Alternatives Program – Sidewalks: The Selectboard stated this grant is not for replacement of sidewalk but for the creation of multi-use paths. Brian Sanderson, Road Commissioner confirmed that it was indeed for multi-use paths, as he had applied for and received two of these grants at his last job.
 - Other New and/or Old Business:
 - Bill Champine instructed Brian Sanderson to bring Truck #2 to the 9/22/14 meeting for Selectboard inspection.

- Selectboard requested Brian Sanderson provide the rough estimate for strum drain replacement.
- Shannon Maas inquired if the Highway Department will plow the sidewalks with a truck this winter. She noted the damage done to the sidewalks last winter. Brian Sanderson replied he would use the Bobcat, as it is a safety issue and not advisable to use a truck to plow sidewalks.

VI. Board of Water Commissioners

Dick Horner made the motion at 7:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Vinnie Gatti and unanimously approved.

- Operator's Report: The board received and discussed the report prepared by Operators. Bruce Baccei read the report aloud.
 - Worked with contractor on Terrance Hill locating and rerouting a water service line.
 - Worked with Omya and their contractor doing a dig test at the Geology building. They are replacing their service line to the building.
 - Cleaned and washed down Kiln Brook Intake building.
 - Did some storm water investigating near the Proctor Gas garage.
 - John Carrol replaced and repaired the electrical ground wire at Kiln Brook Intake.
 - Mowed and trimmed the grass at the water filter plant.
 - Worked with Dave Eves and Kingsbury locating and exercising valves near east side tank.
 - Had windshield replaced on the F350. A stone had cracked it.
- Field Street Well Source Protection Plan Update – Lincoln Applied Geology Proposal: Bruce Baccei made the motion to approve the Lincoln Geology Proposal for \$800.00 to update the SPP. The motion was seconded by Vinnie Gatti and unanimously approved. The SPP must be updated every three years.
- Other New and/or Old Business:
 - John Jozwiak requested the fence around 72 West Street be reinstalled. The Selectboard decide to try and located the property owner and send a letter. The consensus was this is private property and the Town should not assume the liability for the fence.

VII. Board of Sewage Commissioners

Vinnie Gatti made the motion at 8:10 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 the Operators. The report was read aloud by Bill Champine.
 - Drained the lagoons down 2 feet for the pipe repair job at the WWTF.
 - Working with Belden and our engineer on the lagoon transfer manhole project. Leaking and damaged pipe has slowed down the job.
 - Shut off discharge at the WWTF because the lagoon levels are so low.
 - Shut off Alum feed for Phosphorous removal at WWTF.
 - Started bypass pumping from lagoon 1 to lagoon 2.
 - Notified Wastewater Management Division about our current lagoon status.
- Chemical Dosing Manhole Report: See invited guests.
- Willow Street Pump Station I/I Study Planning Advance & Engineering Agreement: See invited guests.

Bruce Baccei made the motion at 8:15 p.m. 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 unanimously approved.

VIII. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Sound System moved to Rink. Pool has been winterized. P&R will be having a meeting within the next two weeks. Posting for Rink Manager Position, ad will run in The Reporter.
- 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 document. Put on agenda for next meeting.
- Fluoride Committee: Per Dick Horner: No report.
- Fire Department: Per Vinnie Gatti: No report.

IX. Additional Items Requiring Action from the Board

- Community Marketing Development Manager: This position is being built around the PPP, which will be completed December 2014 by Bread Loaf. The question of funding the position, and what the Manager position would look like. Consensuses by the Selectboard to first read the PPP and then make a determination, with respect to this position.
- Williams Street Pit - Trash: Trash is being dumped at the Sandpit. Instructed Highway department to purchase new lock, and to make sure the chain is up with the lock.
- Transfer Station - Yard and Brush Waste Day: November 8 and November 15 Yard waste days at the Transfer Station. Susan Feenick volunteered to be onsite for one Saturday. The Selectboard thanked her for volunteering. The Selectboard will discuss at the next meeting.
- West Mountain Forest Management Plan Amendment: Bruce Baccei made the motion to approve and authorize the chair to sign. The motion was seconded by Dick Horner and unanimously approved.
- Muir's Claim: This issue to be addressed in executive session.
- Orders: The Selectboard reviewed and signed orders totaling \$93,243.08.
- Executive Session: Dick Horner made the motion at 8:24 p.m. to enter executive session to consider a claim for damages by Mr. & Mrs. Muir given the premature general knowledge of this matter would place the town at a substantial disadvantage. The motion was seconded by Bruce Baccei and unanimously approved.

Vinnie Gatti made the motion at 8:29 p.m. to exit executive session. The motion was seconded by Bruce Baccei and unanimously approved.

ACTION: Dick Horner made the motion to offer Mr. & Mrs. Muir \$1,000.00 to settle their claim and to ask the insurance company to obtain a general release from the Muirs. The motion was seconded by Vinnie Gatti and unanimously approved.

X. Adjourn

Dick Horner made the motion at 8:35 p.m. to adjourn the September 8, 2014 meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.