

Town of Proctor Selectboard Meeting Minutes
Draft
September 22, 2014
5:30 - 9:07 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Vinnie Gatti
Dick Horner
John Jozwiak

Employees Present

Tim Kingston, Water/Wastewater Operator
Celia Lisananti, Town Clerk
Lisa Miser, Recorder
Brian Sanderson, Road Commissioner

Other Guests Present

Louise Atwood
Frank Beyette
Raymond Beyette
Sam Carlson
Tom Doty
Alan George, Town Attorney
Bob Johnson
Jodi Jones
John Jones
Connie Lenher
Kyle Lenher
Kevin McDonnell
Leslie Muir
Charlie Nassau
Zoe Nassau
Jason Pew
Luke Shullenberger, via phone
Jay Thornton
Rick Watkin
Peg TV

Agreements/Approvals

- Unanimously agreed to hold Firearms Discharge Ordinance Work Session, Monday October 13, 2014 at 5:30 p.m.
- Unanimously approved September 8, 2014 regular and special meeting minutes.
- Unanimously approved having Alan George work with Green Lantern to finalize Solar Agreement.
- Unanimously approved P.O. #355901 for \$3,990.00.
- Unanimously approved P.O #355902 for \$1,425.00.
- Unanimously approved P.O. #355903 for \$1,317.00.
- Unanimously approved Road Commissioner's request for cell phone.
- Majority agreed to allow three verbal quotes for sand deliveries.
- Consensus to allow Pittsford Town Manager to oversee Gorham Bridge Project repair.
- Unanimously agreed at 7:56 p.m. to adjourn the meeting of the Selectboard and convene

- the Board of Water Commissioners.
- Unanimously approved pay request Kingsbury, \$36,921.34.
- Unanimously approved pay request DN Tanks, \$209,188.80.
- Unanimously agreed at 8:19 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Belden invoice for \$33,598.00.
- Unanimously agreed at 8:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to contract with VLCT for Town Manager Workshop.
- Majority agreed to retain Dan Pratt, architect to assess Lab Building.
- Consensus Yard Waste Day at Transfer Station, October 18 and November 1, 2014 10:00 until 3:00.
- Majority agreed to enter executive session at 9:00 p.m. for Fire Department contract.
- Majority agreed to exit executive session at 9:05 p.m. No action.
- Signed orders totaling \$292,495.92.
- Majority agreed at 9:07 p.m. to adjourn the September 22, 2014 meeting of the Selectboard.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 5:30 p.m. and began with a pledge of allegiance to the flag.

II. Firearms Discharge Ordinance Work Session

The Selectboard explained the intent of the work session; gather information, review West Rutland Ordinance and to define an area on the Zoning Map where discharging of firearms would not be permitted. The Selectboard clarified there is no intent/ban on ownership of guns. That any proposed ordinance would be presented in March at Town Meeting for a vote.

Jodi Jones: Jodi Jones stated that she was in possession of a petition, signed by Proctor taxpayers to oppose any ordinance that the Selectboard should decide to enact with respect to firearm ordinance. It is her opinion that the concerns/issues at Styles Meadow and Meadow Street, where one time problems and blown out of proportion. Her solution is to hire a Town Constable.

John Jones: John Jones also believes that the two issues were one time incidents. He too favors a Town Constable.

Jay Thornton: Jay Thornton inquired if the ordinance would apply to bow and arrows or just firearms.

Charlie Nassau: Charlie Nassau does not believe there is any problem in town with respect to firearms. The two incidents mentioned earlier have both been resolved. He believes that any proposed firearm ordinance is an infringement of second amendment rights. He is also concerned about how the Selectboard is posting information about this proposed ordinance.

Selectboard: The Selectboard explained that they had researched the Town Constable position, and found it to be cost prohibitive. They noted there needs to be better communication between the Town and the RCSD. It is the preference of the Selectboard that the RCSD does not park and run radar. They restated that the ordinance is not a second amendment issue, but rather a safety issue. This would not be an ordinance to ban guns. The Selectboard thanked the public for their input.

The Selectboard will hold a second Firearm Discharge Work Session, on Monday, October 13, 2014 at 5:30 p.m.

III. Review of Minutes

Dick Horner made the motion to approve the September 8, 2014 regular Selectboard meeting minutes, as written. The motion was seconded by Vinnie Gatti and unanimously approved. Vinnie Gatti made the motion to approve the September 8, 2014 special Selectboard meeting minutes, with one change, Garrod to Jarrod. The motion was seconded by Bruce Baccei and unanimously approved.

IV. Open Public Comments

Jason Pew: Jason Pew was present to thank the PVFD for their help with the issue on River Street. He was also present to discuss zoning and permitting concerns in the Town of Proctor. He is concerned about single family homes becoming apartment houses, and would like to see zoning that would prevent this from happening. The Selectboard recommended that he attend a Planning Commission meeting to discuss this issue.

Kevin McDonnell: Kevin McDonnell also spoke to the same concerns as Jason Pew. He is also concerned about apartment houses in residential neighborhoods. He inquired if the Selectboard was aware of the permitting process at the River Street property.

Leslie Muir: Leslie Muir was present to thank the Selectboard for the replacement cost of her garage door. She also inquired when paving would begin.

V. Invited Guests

Sam Carlson & Luke Shullenberger(via phone): Sam Carlson was present, Luke Shullenberger joined by phone, to discuss the Solar Energy Services Agreement. The Agreement had been reviewed by the Town attorney Alan George, he submitted concerns, suggested changes and observations of the Agreement. The Selectboard received a contract with the issue areas highlighted, along with a memo from Alan George. Dick Horner made the motion to have Alan George work with Green Lantern, to finalize the Agreement and make the suggested changes. The motion was seconded by Vinnie Gatti and unanimously approved.

VII. 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:

- Rebuilt failed catch basin on Williams Street including the addition of six feet of pipe to to discharge end.
- Road Commissioner's office is now located in the Town garage. Thank you to Mike Knowles for donating a door that was installed in the bay area to prevent noise/dust from entering office.
- Garage has been fully cleaned/organized.
- Rotten ping-pong table has been removed from Pool property.
- Wood stockpiling in garage underway. Personnel will be sorting through logs at WWTF in order to cut/split usable wood for garage. Old/rotten wood will be removed from site.
- I will be meeting with Springfield Paving on Monday, September 22, 2014. I have been informed that paving will not begin until Wednesday, September 24, 2014.

Pending Items:

- Repair of Truck #2 Body – see attached memo.
- Replacement of Road Commissioner's cell phone – See attached memo.
- Winter sand stockpiling. See attached memo.
- Catch basin /jet at Olympus/Tower Road.
- Final roadside mowing.
- Winter equipment prep.

Previous Meeting Follow-up:

- Trees/brush on West Road has been removed.

- Tree over sidewalk at top of Pleasant Street is a large diameter pine branch that has broken but is still attached to the tree. It will need to be removed via a bucket truck. Will schedule when Town contracts out major tree work.
- Gazebo walkway sink-hole in Park has been repaired.
- Damaged guide –rail on West Road has been repaired/secured. I have contacted a guide –rail contractor to permanently repair the guide-rail. I am following up with vehicle operator’s insurance to secure damage repair re-imbusement.
- The Town’s shoulder spreader is under a tarp in a covered building at the Rutland Town garage. Rutland Town is awaiting a final paving project and will return the unit once they have spread the shoulder material.
- The cost to repair the catch-basin at Warner/Oak Street was approximately \$320.00(including material and man-hours).

P.O #355901: Vinnie Gatti made the motion to approve and authorize the chair to sign the P.O with H.P Fairfield for \$3,990.00, (replace the dump body of the 2003 International). The motion was seconded by Bruce Baccei and unanimously approved.

The Selectboard requested Brian Sanderson submit three quotes to paint the dump body.

P.O #355902: Vinnie Gatti made the motion to purchase 150 cy of winter sand from Markowski Excavation, not to exceed \$1,425.00. The motion was seconded by Bruce Baccei approved by the majority.

P.O #355903: Vinnie Gatti made the motion to purchase 150 cy of winter sand from Florence Crushed Stone/Troy Minerals, not to exceed \$1,317.00. The motion was seconded by Bruce Baccei and approved by the majority.

Cell Phone: Dick Horner made the motion to allow Brian Sanderson to discontinue cell service with AT&tT and to activate new service with Verizon wireless. The motion was seconded by Vinnie Gatti and unanimously approved.

Winter sand contractor deliveries: Vinnie Gatti made the motion to allow Brian Sanderson to receive three verbal bids. The motion was seconded by Dick Horner and approved by the majority.

Paving: Paving will begin September 24, 2014.

Gorham Bridge repair: Documentation provided by John Haverstock, Pittsford Town Manager. Consensus of the Selectboard to allow the Pittsford Town Manager to continue overseeing the cost estimate, payment and repair of Gorham Bridge.

VTrans Transportation Alternatives Program – Sidewalks: Consensus of the Selectboard to pass at this time, as the Town of Proctor has received a scoping grant.

Other New and/or Old Business:

1. Bill Champine requested Brain Sanderson included overtime hours as part of his regular report.
2. Vinnie Gatti thanked Brian Sanderson for disposing of a door at the Fire department.
3. Brian Sanderson will secure three bids for a drop-in sander for the F350.

VIII. Board of Water Commissioners

Vinnie Gatti made the motion at 7:56 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.

Operator's Report: The Selectboard reviewed and discussed the report prepared by the Operator’s. Tim Kingston, Operator was present to answer questions.

- Completed all August monthly reporting forms.
- Lowered valve box on Oak Street.
- Lowered and replaced three valve box covers on lower Park Street.
- Cleaned and organized the storage room at the WWTF. Took a load of garbage to Rutland dump.
- Started lead and copper sampling. They will all be done this week.
- Worked with Dan Lily at the Filter Plant to correct some issues with the alarm dialer.

Water System Improvement Project- Per Tom Doty:

Progress Update: 5A Belden site became active on 9/15. 4A Kingsbury project 53% complete. 4B DN Tank 55% complete. Projects all look good, about 2-3 weeks ahead of schedule.

Kingsbury Payment Estimate No.4 - \$36,921.34 – Vinnie Gatti made the motion to approve the payment request for \$36,921.34. The motion was seconded by Bruce Baccei and unanimously approved.

DN Tanks Payment Estimate No.2 - \$209,188.80 – Vinnie Gatti made the emotion to approve the payment request for \$209,188.80. The motion was seconded by Bruce Baccei and unanimously approved.

Other New and/or Old Business:

1. John Jozwiak inquired if any Water Operator's know how to turn on the FSW. Bill Champine stated that Kingsbury has a video on how to start the FSW. The FSW will be started in the next two weeks. Bill Champine will be on site and a representative from the state will also. No, Town employees know how to start the FSW.
2. John Jozwiak inquired if the Water Operator's punch the time clock? No, they fill out a timesheet and Bill Champine reviews and signs.

IX. Board of Sewage Commissioners

Dick Horner made the motion at 8:19 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. Tim Kingston, Operator was present to answer questions.

- Cleaned and organized the WWTF lab and back storage room.
- Meet with Wayne Elliot on 9/8 to discuss pipe problem at WWTF.
- Used two pumps to pump lagoon1 to lagoon 2 while the plant was shut down during construction.
- Belden completed the transfer manhole project. We pulled the two plugs form lagoon 2 and are now back to normal operating level. We are back to injecting Alum at the transfer manhole and we are back to discharging effluent to the creek.
- Picked up and cleaned all pumps, plugs and other equipment used during construction project.
- Cleaned the isolation valve and cleaned around the weir before we started discharging.
- Saved the entire old pipe from the construction job. Wayne Elliot wants to send out pipe samples to try and figure out what happened.
- August monthly reporting forms complete.
- Routine sewer cleaning on Main Street and the marble yard. We have a list of troubled areas that we will clean before winter.

In Progress

- Continue with routine sewer flushing.
- Getting quotes to have new bumper crane installed on the F350.
- Building shelves at the WWTF.

Chemical Dosing Manhole Project- The original contract price \$22,270.00, authorized additional work price \$11,328.30. Total project cost \$33,598.30.

John Jozwiak wants the manhole flush, so it will not be damaged. The Operator's will complete this request.

Belden Invoice - \$33,598.30- Bruce Baccei made the motion to approve the Belden payment for \$33,598.30. The motion was seconded by Vinnie Gatti and unanimously approved.

The Selectboard instructed Tim Kingston to submit three quotes to repair the sewer break at the 5-corners.

Bruce Baccei made the motion at 8:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Dick Horner and unanimously approved.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Quick evaluation of Rink and Pool by Glen Carter, Bruce Baccei and Vinnie Gatti. Anticipate committee meeting by end of the month.
- Rutland Regional Transportation Council: Per John Jozwiak: Meeting next week.
- Rutland Regional Solid Waste District: Per John Jozwiak: Meeting held, looking to buy new scale, reviewed finance report.
- Personnel Committee: Per Dick Horner: Wait until the November vote to review document.
- Fluoride Committee: Per Dick Horner: No report.
- Fire Department: Per Vinnie Gatti: Assisted VSP with issue on River Street.

XI. Additional Items Requiring Action from the Board

- Town Manager: The Selectboard signed the warning to vote on the Town Manager position on November 4, 2014. Dick Horner made the motion to contract with VLCT for a workshop about having a Town Manager. The motion was seconded by Vinnie Gatti and unanimously approved. Time, date and location to be announced.
- Lab Building/Town Office: Vinnie Gatti provided an update on the Lab Building's availability for the town Office. Dick Horner made the motion to retain Dan Pratt as the architect to assess use of the space. The motion was seconded by Bruce Baccei and approved by the majority. John Jozwiak abstained from the vote, sighting a conflict of interest. The cost and contract will be discussed at a future meeting, along with the use of the Town Hall Fund.
- Transfer Station - Yard and Brush Waste Day: October 18 and November 1, 2014 from 10:00 a.m. until 3:00 p.m. Yard waste days at the Transfer Station. Susan Feenick volunteered to be onsite for one day.
- Other New and/or Old Business: Outer District Water Payment Update per Celia Lisananti – 20 cases were filled, 10 have paid, 1 requested a hearing, 2 have been returned, 2 re-sent, 5 no response, 2 have been served by RCSD, 2 served in Washington County.
- Orders: The Selectboard reviewed and signed orders totaling \$292,495.92.
- Executive Session: Vinnie Gatti made the motion at 9:00 p.m. to enter executive session for a Fire Department contract given the premature general knowledge of this matter would place the town at a substantial disadvantage. The motion was seconded by Dick Horner and approved by the majority.

Vinnie Gatti made the motion at 9:05 p.m. to exit executive session. The motion was seconded by Bruce Baccei and approved by the majority. No action.

XII. Adjourn

Dick Horner made the motion at 9:07 p.m. to adjourn the September 22, 2014 meeting of the Selectboard. The motion was seconded by Vinnie Gatti and approved by the majority.