

Town of Proctor Selectboard Meeting Minutes
Draft
October 13, 2014
5:30 - 7:50 p.m.

Board Members Present

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

Employees Present

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

Other Guests Present

Louise Atwood
Andy Hutchison
Bob Johnson
John Jones
Peg TV

Agreements/Approvals

- Majority approved September 22, 2014 regular Selectboard meeting minutes.
- Majority approved October 6, 2014 and October 9, 2014 special meeting minutes.
- Unanimously accepted Timber bid from Douglas Edwards, \$66,875.90.
- Majority approved P.O #355918.
- Unanimously approved P.O. #355916.
- Unanimously approved P.O. #355917.
- Unanimously agreed at 6:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to send letter to property owner with un-locatable curb stops.
- Unanimously agreed at 6:50 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:00 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus not to sign Green Lantern Solar Agreement.
- Dick Horner & John Jozwiak Vermont Gas delegates.
- Consensus to investigate Beaver Pond dam.
- Consensus to investigate other options for the Peterson Fund.
- Consensus to accept the 2016 Budget Session Schedule.
- Unanimously agreed to allow Pine Hill Partnership to perform routine maintenance to the Town's portion of the trail without prior approval.

- Signed orders totaling \$109,472.05.
- Unanimously agreed at 7:50 p.m. to adjourn the October 13, 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. Review and Approve Agenda

Dick Horner made the motion to amend the agenda and add; 1. 2016 Budget work Session Schedule 2. Carriage Trail Work. The motion was seconded by Bruce Baccei and approved by the majority.

III. Firearms Discharge Ordinance Work Session

The Selectboard revived the Zoning Map to define a working boundary. Stan Wilbur will confer with the RCSD to assess the enforceability of the boundary. Stan Wilbur will work with RRPC for an overlay map with the proposed boundary lines.

IV. West Mountain Timber Sale Bids

Andy Hutchison: Andy Hutchison was present to open bids for the West Mountain Timber Sale. Four bids were received for the timber sale.

West Mountain Timber Sale Bids:

1. Steven Montgomery - \$37,165.70
2. Thad Poremski - \$33,618.50
3. Douglas Edwards - \$66,875.90
4. Randy Hutchins - \$52,191.65

Vinnie Gatti made the motion to accept the bid of Douglas Edwards for \$66,875.90. The motion was seconded by Bruce Baccei and unanimously approved.

The contact runs for two years, the Town will receive 80% of the bid.

V. Review of Minutes

Dick Horner made the motion to approve the September 9, 2014 regular Selectboard meeting minutes. The motion was seconded by Bruce Baccei approved by the majority.

Bruce Baccei made the motion to approve the October 6, 2014 special Selectboard meeting minutes. The motion was seconded by Dick Horner and approved by the majority.

Dick Horner made the motion to approve the October 9, 2014 special Selectboard meeting minutes. The motion was seconded by John Jozwiak and approved by the majority.

VI. Open Public Comment

No public comment.

VII. Invited Guests

No invited guests.

VIII. Highway Department

Road Commissioner's Report: The Selectboard reviewed and discussed the report submitted by Brian Sanderson. A status update on project activities was provided.

Accomplishments Highlights:

- Paving operations/shoulder & lawn restoration complete. Thank you to John Jozwiak for the voluntary field supervision of the paving crew for it freed up my time to work prepping paving areas and restoring shoulders/lawns/driveways in a timely fashion.
- Repaired driveway/shoulder at 9 Ormsbee Avenue. Exposed both ends of the driveway, culvert, jetted and added 5 feet of pipe to the discharge end.
- Cleaned catch basin at Tower/Olympus Road. Jetted approximately 350 feet of discharge pipe.
- Installed a chain guard (with reflective tape) and new lock to the entrance of the sand pit on Williams Street.
- Sealed a section of new sidewalk at Route 3/Main Street triangle to protect from salt and prolong its life expectancy.
- Truck 32 (2003 International) has been delivered to J&B International in Colchester to diagnosis/fix severe electrical problem. The truck will then be transferred to HP Fairfield in Morrisville to have dump body sub-frame replaced.
- The Road Commissioner's new cell phone is up and running.
- Cut and removed trees/brush from Curry Street/West Road, Church Street, Pine Street, Pleasant Street, Florence Road and West Road.
- Air conditioners have been removed from Town Office windows and stored in back room.

Pending Items:

- Winter sand stockpiling – Vinnie Gatti made the motion to contract with Richard Reed and Son, P.O.#355918. The motion was seconded by Bruce Baccei and approved by the majority.
- F-350 winter tire purchase – Bruce Baccei made the motion to approve P.O. #355916 \$980.50 to Ray Beane Tire and service. The motion was seconded by Vinnie Gatti and unanimously approved.
- F-350 drop in sander purchase – Vinnie Gatti made the motion to approve P.O. #355917 \$6,435.00 Lucky's Trailer Sales. The motion was seconded by Dick Horner and unanimously approved.
- Final roadside mowing (including property on Elm/Meadow Street)
- Winter equipment prep – including Loader to LaFonds to address rusting cab.
- Street light replacement –CEA. The light on the RR Bridge and Downtown lights are mercury vapor, and need to be replaced. Brian Sanderson will contact GMP for ideas.

Marble Bridge Update: Marble Bridge improvements complete. The stark white grout will fade over time. The Marble Bridge should not be pressure washed, wash with warm water and sponge. Brian Sanderson will cut the trees and vines on the bridge, and wash the bridge in the spring.

Olympus Road Grading: The road needs a finished grade to create a crown to help shed water. John Jozwiak will donate a grader to complete the work.

Other New and/or Old Business: John Jozwiak reported he had saved \$17,000.00 for the Town with the paving contract. John Jozwiak will prioritize paving for the budget process.

IX. Board of Water Commissioners

Dick Horner made the motion at 6:30 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.

A status update on project activities was provided.

Chief Operator's Report: The board received and discussed the report prepared by Operators. Tim Kingston, Operator was present to answer questions.

- Traced out a service line on South Street for a private homeowner.
- Worked with Kingsbury doing a tie in at the east Side Tank.
- Had an alternator replaced on the F-350.
- Completed all Lead and Copper sampling.
- Completed all September sampling requirements.
- Worked with Belden on School Street valve replacement.
- Worked with Dave eves and Kingsbury exercising valves that will be used to fill the new East Side Tank.
- Worked with Kingsbury operating and flushing Field Street Well.
- Worked with Jon Champlin at Field Street well and the isolation valve vault on South Street.
- Meet with Clay Valve rep. to get training on all new valves. We thoroughly went through the operation and maintenance of the isolation valve on South Street. He will be back for more training on the other valves before start up.
- Highway Dept. assisted us with cleaning out the Kiln Brook Intake.
- All plumbing and electrical is complete in the pressure reducing vault at Field Street.
- Marked and exercised all valves on Field Street that will be used to feed water from the well in to the system.

In progress:

- Phone and Internet at field Street Well.
- Water shut off at Riverside cemetery.
- Quotes to have bumper crane wired and installed.
- Moving a desk and other office supplies down to Field Street Well.

Un-locatable Curbstops: Dick Horner made the motion to send a letter to property owner to replace the curbstop by May 1, 2015. If the property owner fails to replace the curbstop, the Town will replace and bill the property owner. The motion was seconded by Vinnie Gatti and unanimously approved.

Water System Improvements- East Side Construction: Notice read aloud by Bill Champine, all property owners in affected area received a notice. Water shut off October 16, 2014 Tower Road, Olympus Road, Warner Avenue and Oak Street area.

X. Board of Sewage Commissioners

Vinnie Gatti made the motion at 6:50 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.

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

- Routine jetting on Main Street, Chatterton Park, Larson Street. We will continue routine jetting as time allows.
- Worked with HW Dept. jetting storm lines on Olympus road.
- Has a sewer plug on North Street on 9/27. We had to call A1 sewer to pump out a manhole.

- Responded to a sewer complaint in Taylor Hill. We checked our sewer mains and everything was working properly. Homeowner will be calling to have line inspected by private contractor.
- All September sampling complete. Our new Alum injection seems to be working well. Waiting for lab results.
- Received a big shelving unit from the fire Department. We will use this to help organize our storage room at the WWTF.
- Removed some debris from the lagoons.

In Progress:

- Routine Sewer line flushing.
- Lagoon Airline repairs.
- Winterizing all buildings.
- Scheduling with Proctor Gas to have all furnaces inspected.

Vinnie Gatti made the motion at 7:00 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 unanimously approved.

XI. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Will be meeting in next two weeks. John Jozwiak inquired why the pool property is being mowed every week, should be every two weeks. Bruce Baccei will investigate and report at next meeting.
- Rutland Regional Transportation Council: Per John Jozwiak: No report
- Rutland Regional Solid Waste District: Per John Jozwiak: looking to purchase new scale for District.
- Personnel Committee: Per Dick Horner: No report.
- Fluoride Committee: Per Dick Horner: No report.
- Fire Department: Per Vinnie Gatti: Electrical issues with new truck, issues have been repaired, happy with the service provided.

XII. Additional Items Requiring Action from the Board

- Town Manager Workshop by VLCT: The workshop will be held October 21, 2014 at 6:00 p.m. at the Proctor Free Library, downstairs in the Evelyn Peterson Community Room. A notice has been sent to The Reporter and the Rutland Herald.
- Green Lantern Capital Solar Service Agreement: Consensus not to sign contract. The savings is not enough to justify a 20 year contract. The percentage needs to be higher to benefit the town. The estimated annual savings would be \$10,000.00.
- Vermont Gas Advisory Committee: Dick Horner and John Jozwiak will be the delegates from Proctor.
- Beaver Pond: Consensus to have the dam inspected, there is a 2010 dam report. Reviewed a memo from Jim Stewart.
- Economic Development Director: Consensus to delay decision until the Town Manager vote. This position could become part of the Town Manager job description.
- Peterson Recreation Fund: Consensus to investigate investing the money, moving from CD's to stocks.
- 2016 Budget Session Schedule: Consensus to accept schedule as presented.
- Carriage Trail Work: Dick Horner made the motion to allow Pine Hill Partnership to do routine maintenance on town property, without prior approval. Major trail changes would require approval. The motion was seconded by Bruce Baccei and unanimously approved.

- Other New and/or Old Business: There will be a ribbon cutting at the Museum Café, Selectboard members are invited to participate, November 3, 2013 at 10:00 a.m.
Salt Shed: Waiting for slab elevation to send to Natural Resources.
Personnel Files: Concern about files being purged. There is not a retention of records policy.
- Orders: The Selectboard reviewed and signed orders totaling \$109,472.05.

XIII. Adjourn

Dick Horner made the motion at 7:50 p.m. to adjourn the October 13, 2014 meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.