

Town of Proctor Selectboard Meeting Minutes
Draft
October 27, 2014
6:00- 8:50 p.m.

Board Members Present

Bruce Baccei, Vice-Chair
Vinnie Gatti
Dick Horner
John Jozwiak

Employees Present

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

Other Guests Present

Glenn Carter
Bob Coons
Tom Doty
Susan Feenick
Carol Grace
Brian Jones
Warren McCullough
Jim Moore
Seth Richardson
Mike Scarzello
Steve Simmons
Henry Socinski
Peg TV

Agreements/Approvals

- Majority approved October 13, 2014 regular and October 21, 2014 special meeting minutes.
- Majority agreed to amend the agenda and add one topic.
- Majority agreed to have Kleinschmidt inspect Beaver Pond dam.
- Majority agreed to allow the Cemetery Commission to transfer trust funds.
- Majority agreed to withdraw \$2,000.00 from the Evelyn Peterson Recreation Fund.
- Majority agreed at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved installation of Bumper Crane, \$1,014.00.
- Majority approved Kingsbury Partial payment No.4, \$102,564.72.
- Majority approved Contract 4A Belden request; Change Order No.4, Certificate of Substantial Improvement, Partial Payment No.5 - \$36,627.25, Partial Payment No.6 - \$1,116.25 and Partial Payment No.7 - \$23,700.13.
- Majority approved Contract 6 D&K Agreement for construction engineering services.
- Majority agreed at 8:05 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority approved the purchase of 20 ballasts. Vote 3-1.
- Majority approved hiring Bob Coons to repair doors at WWTF.

- Majority approved to hire Bob Coons to purchase and install a door at the WWTF.
- Unanimously agreed at 8:25 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to authorize the Chair to sign the Timber Sale agreement.
- Majority agreed to accept terms and approve Green Lantern contract.
- Consensus to review Peterson Recreation Fund during budget cycle.
- Consensus to incorporate defined boundary map in any future Firearm Ordinance.
- Majority approved the “Dorset Resolution.”
- Consensus to allow wedding on Marble Bridge, with conditions.
- Majority agreed to have John Jozwiak contact the State about Marble Bridge fill.
- Majority agreed at 8:40 p.m. to enter executive session for personnel.
- Majority agreed at 8:47 p.m. to exit executive session. No action.
- Signed orders totaling \$290,863.71.
- Majority agreed at 8:50 p.m. to adjourn the October 27, 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.

II. Review and Approve Agenda

Dick Horner made the motion to amend the agenda and add; 1. Request for wedding on Marble Bridge. The motion was seconded by Vinnie Gatti and approved by the majority.

III. Review of Minutes

Dick Horner made the motion to approve the October 13, 2014 regular and October 21, 2014 special Selectboard meeting minutes. The motion was seconded by Vinnie Gatti and approved by the majority.

The October 23, 2014 meeting minutes were tabled due to lack of a quorum of members present at the meeting.

John Jozwiak requested the 2014 Paving Program be presented in the minutes.

2014 Paving Program – Springfield Paving	
Highway Improvement – Oak Street, Maple Street & Pine Street	\$53,253.64
Highway Repair	
School Street Road Crossing	\$ 1,000.00
School Street Sidewalk & Berm	\$ 1,452.90
Pleasant Street Storm Drain	\$ 5,290.00
Field Street	<u>\$ 6,545.90</u>
Total Highway Repair	\$14,288.80
Water System Improvement Project Field Street	\$ 3,224.10
Main Street Repair – Green Mountain Power	<u>\$ 650.00</u>
TOTAL	<u>\$71,416.54</u>

IV. Open Public Comment

Carol Grace: Carol Grace was present to inquire on the status of the delinquent water accounts,

if the Selectboard has considered publishing delinquent water and wastewater accounts in the Town Report and why so much work is being contracted out.

Stan Wilbur addressed the delinquent water accounts, noting the majority have paid.

The Selectboard will consider publishing all delinquent accounts in the Town Report.

The Selectboard noted that the Town Crew is in transition, change is happening efficiently and effectively.

Susan Feenick: Susan Feenick was present to inquire about the improvement of the energy efficiency of the Town Office Building. The Selectboard noted that they are in discussion about the possibility of moving to the Lab Building. They will wait until the March Town meeting, to make any improvements.

Warren McCullough: Warren McCullough was present to inquire about the condition of the WWTF property.

Brian Jones: Brian Jones was present to discuss his water bill. He believes that he is being overcharged for water on rental property that he owns on Green Square. He noted he had taken the Town to court over this issue and had lost. He stated that the property in question has 5 units, however he is only being charged for 4 units. He requested that he be allowed to disconnect from the Proctor Water System, and dig a well.

V. Invited Guests

Mike Scarzello – Beaver Pond Dam: Mike Scarzello was present to discuss Beaver Dam. He suggested that the Town contract with Kleinschmidt to review that dam.

Vinnie Gatti made the motion to have Kleinschmidt look at the dam and provide a cost estimate for improvements. The motion was seconded by Dick Horner and approved by the majority.

Robert Coons & Henry Socinski – Riverside Cemetery: Bob Coons and Henry Socinski were present to request permission from the Selectboard to invest Cemetery Funds from CD's to Mutual Funds. Steve Simmon from People's United was present to answer questions.

The Cemetery Fund currently is \$172,130.00, these are not taxpayer dollars. People's United will charge 1.5% to manage the account.

Dick Horner made the motion to allow the Cemetery Commission to transfer funds under the guidelines of the state law, by the treasurer. The motion was seconded by Vinnie Gatti and approved by the majority.

Glenn Carter – Skating Rink: Glenn Carter was present to discuss the Ice Rink.

He explained that only one person had applied for the Rink Manger position, and that this person did not have the capability to make ice. John Anderson is willing to make ice for the season, however this requires additional funds of \$2,000.00.

Dick Horner made the motion to withdraw \$2,000.00 from the Evelyn Peterson Recreation fund. The motion was seconded by Vinnie Gatti and approved by the majority.

VI. 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:

- Moved town office furniture out/in for the installation of the new tile floor.
- Garage doors have been painted with two coats of paint. The newly installed doors had only a primer surface.
- Removed shoulder berms, opened and jettted two culverts and created a drainage swale on Bluff Street. This will improve storm water discharge and prevent a large amount of storm water from entering School Street /High Street/Taylor Hill intersection.
- Winter sand deliveries/stockpiling is underway.
- Removed shoulder berms and created drainage on Curry Street to improve storm water discharge into system.
- The Town's shoulder spreader has been returned (cleaned and greased) and has been put under cover in the shed at the WWTF.

- Brush/trees/vines have been removed from the Marble Bridge.
- Danger limb on tree between Fire Station and Omya Lab building has been removed.
- A large portion of the brush pile at the Transfer Station has been burned.
- All plows have been pressure washed and inspected for damage. Hydraulic fluids have been drained and replaced, plows have been greased and minor repairs are underway to have them winter ready.
- New tires have been installed on the F-350. Two of the tires were worn beyond the point of being road legal so they will not be able to re-use next summer.
- 2003 International update – J&B International should be done with the truck on October 29, 2014. They replaced several electrical relays that were corroded/shorted, checked to make sure that all electrical functions with the truck are operating correctly, replaced the two air tanks that were corroded/leaking and installed a new solenoid for the 2-speed shift that was bad (the split shift was not operating). The truck will hopefully be brought to H.P.Fairfield mid-week to have the sub-frame replaced.
- The drop-in sander for the F-350 is scheduled at Lucky's Trailer on November 4, 2014. They will contact me when in and I will have it installed the next day.

Pending Items:

- Final roadside mowing (including property on Elm/Meadow Street) – will not take place this year due to the lateness of the season and time limitation to have winter vehicles prepped/ready for winter.
- Winter equipment prep – including Loader to LaFonds to address rusting cab. LaFonds will not be able to address the loader due to their workload for hail damage repair. Highway Dept. is in the process of thoroughly cleaning/washing the loader and making necessary repairs to have it winter ready. The loader will be looked at by LaFonds in the Spring.
- Street light replacement –CEA – I am still working on costs for the replacement of the existing mercury vapor bulb streetlights in Town .GMP has contacted me and has informed me that they would not be able to “take –over” the existing lights nor would they be able to assist with the replacement.

Marble Bridge Update: Still need to complete walk through with Tedesco.

Other New and/or Old Business: Dick Horner inquired as to the water issue on Ormsbee Avenue. Bruce Baccei responded the leak was on a private service line, the Town called Belden to repair the line, Belden will bill the Town and then a bill will be sent to the homeowner. Dick Horner would like to have the town crew be prepared to handle issues like this in house.

VII. Board of Water Commissioners

Dick Horner made the motion at 7:15 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.

- Completed all monthly sampling requirements.
- Completed all September monthly reposting forms.
- Worked with contractor and our engineer to feed water to the new East Side Tank.
- Cleaned out the Kiln Brook Intake channel and building. Channel and screen were full of leaves.
- Took bacteriological samples from field Street Well.
- Shut water off in the area of the new tank for a water main tie in the Kingsbury completed on 10/16.
- Responded to an emergency page on 10/16 at 8pm from a resident on Tower Road.

- Had to restore their water service.
- Responded to numerous alarms at the Intake and Filter Plant during the pow flow and high turbidity events.
- Took apart and cleaned the soda ash pump at the filter Plant.
- Received a water complaint from Carris Reels. As a result from filling the West Side Tank we created high demand/flow in the area and it made the water discolored, we flushed hydrants in the area to clear up the water.
- Worked with the tank company to add water to the new tank for disinfection purposes.
- Scheduled a meeting with Ray Solomon from the Water Supply Division. He will be here on 10/27 to help us set up chemical feed dose rates at the Field Street Well. (Chlorine & Fluoride)
- Scheduled with the Highway Dept. for help with Fall hydrant flushing. Flushing will take place the weeks of 10/27 and 11/3.
- Received quotes from LaFonds and Earle's to have the bumper crane installed on the F-350.
- Jon Champlin here to continue his wiring and controls at the well, storage tanks and the isolation valve on South Street.
- Received Lead and Copper results from the lab. We took ten samples from all areas of the water system and all results were good.
- Fairpoint started installing phone and internet at FSW.
- Shut off water service at Riverside Cemetery for the winter.
- Thank you to the highway Dept. for cleaning and general maintenance to our snowplow for the F-350. It is winter ready.
- Back flushed the contact at FSW using system water. Drained the hot water heater and flushed all internal plumbing at FSW.
- Ordered chemicals to have ready for Well start up.
- Lowered two curb stops near the entrance at Field Street Well so snowplows don't hit them.
- Marked a gate valve box on Oak and Maple Street so snowplows won't damage it.

In Progress:

- Moving office supplies and a desk to the Field Street Well building.
- Field Street start up procedures.
- Plans for Filter Plant shutdown.
- Disinfection byproducts and VOC sampling.
- Chlorinating at the contact chamber at the Well.

Needed:

- Plan for cutting and capping transmission man near Taranovich after the Filter Plant is shut down.

Bumper Crane –Earle's quote to install: Vinnie Gatti made the motion to authorize the installation of the bumper crane, \$1,014.00. The motion was seconded by Dick Horner and approved by the majority. This invoice will be split 3-ways, Highway, Water and Wastewater.
Delinquent Water & Sewer Accounts: Handout for information only. Water shut-offs will begin November 5, 2014.

Water System Improvements

Contract 4A – Kingsbury Partial Payment Estimate No.4 - \$102,564.72, Contract 72% complete. Dick Horner made the motion to approve Contract 4A pay request No.4 The motion was seconded by Vinnie Gatti and approved by the majority.

Contract 4B – DN Tanks: Contract 98% complete, remaining 1. Leak test, 2. Plaques for side of tank.

Contract 5A – Belden: Contract complete, only paperwork remaining.

- Change Order No.4- Balancing & extension of Time
- Certificate of Substantial Completion

- Partial Payment estimate No.5 - \$36,627.25
- Partial Payment estimate No.6 - \$1,116.25
- Partial Payment Estimate No.7 - \$23,700.13

Dick Horner made the motion to approve Change order No.4, Certificate of Substantial Completion and pay requests No. 5, No. 6, and No.7 for Contract 5A. The motion was seconded by Vinnie Gatti and approved by the majority.

Contract 6 – D&K Agreement for Construction Engineering Services: Vinnie Gatti made the motion to approve Contract 6 the agreement and submit to the State. The motion was seconded by Dick Horner and approved by the majority.

Other New and/or Old Business:

John Jozwiak inquired about overtime hours. The budget is for \$8,500.00, to date \$5,300.00 has been expended. It was noted that in addition to the water projects, the two employees are also attending to their regular duties.

John Jozwiak is concerned about the bottom of the water tank.

John Jozwiak noted the concrete needs to be removed by the West Side tank work area.

He inquired why only a portion of Tower Road blacktop was removed and covered in sure pack.

He also asked about the water surges while the West Side tank is being filled. Tom Doty noted that this was most likely a water hammer not a pressure spike.

VIII. Board of Sewage Commissioners

Vinnie Gatti made the motion at 8:05 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.

- Added gravel and graded around alum injection manhole at the WWTF.
- Met with John and Warren so they could inspect sewer manholes at the Omya building on Main Street.
- Cleaned both UV disinfection light chambers at the WWTF.
- Completed all monthly required sampling.
- Completed all September monthly operating forms.
- Wayne Elliott here to collect pipe from lagoon transfer manhole project. He is sending it out to be evaluated by the pipe company to try and figure out what happened.

In Progress:

- Replacing guard rail posts around the lagoons.
- Winterizing all buildings and pump stations.
- Storing the lagoon boat for the winter.
- Repairing a few leaks on the aeration system at the WWTF.

Needed:

- Need Selectboard approval to purchase ballasts for the UV disinfection system.
- Does the Selectboard want us to get quotes to purchase a new sign at the entrance of the WWTF?

Dick Horner made the motion to purchase 20 ballasts for \$4300.00. The motion was seconded by Vinnie Gatti and approved, 3-1.

Vinnie Gatti made the motion to hire Bob Coons to repair doors at the WWTF for \$50.00. The motion was seconded by John Jozwiak and approved by the majority.

John Jozwiak made the motion to hire Bob Coons to purchase and install a door at the WWTF.

The motion was seconded by Vinnie Gatti and approved by the majority.

Vinnie Gatti made the motion at 8:25 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.

IX. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Will be meeting to work on budget.
- Rutland Regional Transportation Council: Per John Jozwiak: Discussed, school transportation, school buses, walking programs.
- Rutland Regional Solid Waste District: Per John Jozwiak: New scale purchased for District.
- Personnel Committee: Per Dick Horner: No report.
- Fluoride Committee: Per Dick Horner: No report.
- Fire Department: Per Vinnie Gatti: PVFD is assisting with the filling of the West Side Water Tank. Vinnie Gatti will have hours to approve for compensation at the November 10, 2014 meeting.

X. Additional Items Requiring Action from the Board

- Proctor Pages – Financial Support: Stan Wilbur will contact PES administration for clarification of the \$200.00 request.
- West Mountain Timber Sale Agreement: Vinnie Gatti made the motion to authorize the Chair to sign the contract. The motion was seconded by Dick Horner and approved by the majority.
- Green Lantern Contract: Dick Horner made the motion to accept the terms and sign the contract. The motion was seconded by Vinnie Gatti and approved by the majority.
- Peterson Recreation Fund: Consensus to review during the budget cycle.
- Firearms Discharge Ordinance: Consensus to incorporate the submitted map with defined boundary line into any Firearm ordinance. The Firearm Ordinance will be an agenda item at the November 10, 2014 meeting.
- Resolution for Sustainable Education Funding Reforms in Vermont: Dick Horner made the motion to approve VLCT “Dorset Resolution” regarding support for education funding. The motion was seconded by Vinnie Gatti and approved by the majority.
- Preparation for Town Manager Form of Government Nov.3 Informational Meeting: Consensus to have VLCT handouts for participants. The informational meeting will be held at the PHS gym.
- Wedding on Marble Bridge: Consensus to allow a wedding on the Marble Bridge, with the condition participants remain on the sidewalk and do not impede the flow of traffic.
- Other New and/or Old Business: John Jozwiak is concerned about the fill used at the Marble Bridge. Dick Horner made the motion to have John contact the State and follow-up on the issue. The motion was seconded by Vinnie Gatti and approved by the majority.
- Executive Session: John Jozwiak made the motion to enter executive session at 8:40 p.m. for personnel. The motion was seconded by Vinnie Gatti and approved by the majority. Dick Horner made the motion to exit executive session at 8:47 p.m. The motion was seconded by Vinnie Gatti and approved by the majority. No action.
- Orders: The Selectboard reviewed and signed orders totaling \$290,863.71.

XI. Adjourn

Dick Horner made the motion at 8:50 p.m. to adjourn the October 27, 2014 meeting of the Selectboard. The motion was seconded by John Jozwiak and approved by the majority.