

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**November 10, 2014**  
**6:00- 8:45 p.m.**

Board Members Present

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

Employees Present

Tim Kingston, Water/Wastewater Operator  
Lisa Miser, Recorder  
Stan Wilbur, Town Administrator

Other Guests Present

Louise Atwood  
Tom Doty  
John Feenick  
Susan Feenick  
Carol Grace  
Jodi Jones  
John Jones  
Warren McCullough  
Bea Stagg  
Peg TV

Agreements/Approvals

- Unanimously agreed to amend the agenda and add three items
- Majority approved October 23, 2014 special, October 21, 2014 regular and November 7, 2014 special meeting minutes.
- Unanimously agreed to review the inventory tax.
- Unanimously agreed to send a water sample from the FSW to Edyne Lab.
- Unanimously approved P.O. #355937,\$1,218.00.
- Unanimously approved a not to exceed a \$1,000.00 spinner purchase.
- Unanimously agreed at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Certificate of Final Completion.
- Unanimously approved final payment No.8 contract 5A, \$22,090.75.
- Majority approved placing contract 8A out to bid, 4-1.
- Unanimously approved DN Tank Change Order No.1.
- Consensus to discontinue water service at two residences.
- Unanimously approved P.O. #728557, \$1,995.00.
- Unanimously agree at 7:50 p.m.to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Consensus to authorize bid for doors at WWTF.
- Unanimously agreed at 8:10 p.m. to adjourn the Board of Sewage

Commissioners and resume the meeting of the Selectboard

- Unanimously agreed to hire Gretchen Crowley as Rink Manager.
- Unanimously agreed to contact VLCT for Town Manager scoping search.
- Unanimously agreed to include financial support request from PES in FY16 budget.
- Consensus to use West Rutland Ordinance as a template, for Proctor Firearms Discharge Ordinance.
- Consensus to allow the Class of 2021 to maintain marble sign/garden.
- Consensus to start defining/designing space in the Lab Building for a Town Office.
- Signed orders totaling \$125,159.57.
- Unanimously agreed at 8:45 p.m. to adjourn the November 10, 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**

Vinnie Gatti made the motion to amend the agenda and add; 1.Maintenance of Area around Signs coming into Proctor, 2.Lab Building Go ahead, 3.DN Tank order No.1.The motion was seconded by Bruce Baccei and unanimously approved.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the October 23, 2014 special, November 7, 2014 special Selectboard meeting minutes, with changes, Cave should be Dave. The motion was seconded by John Jozwiak and approved by the majority. John Jozwiak made the motion to approve the October 27, 2014 meeting minutes. The motion was seconded by Bruce Baccei and approved by the majority.

### **IV. Open Public Comment**

Jodi Jones: Jodi Jones was present to request that the Selectboard abolish the inventory tax. The Selectboard will look at the impact to taxes, loss of income and review during the budget cycle. Bruce Baccei made the motion to take the issue under advisement. The motion was seconded by Vinnie Gatti and unanimously approved.

### **V. Invited Guests**

John Feenick & Bea Stagg -Fluoride Committee Report: John Feenick & Bea Stagg were present to discuss the discontinuance of fluoride in the drinking water of Proctor at the time the Field Street Well goes on line. They provide a packet of information to the Selectboard supporting their position. The Town of Proctor budgeted \$7,220.00 in FY15 for fluoride to be added to the drinking water.

Dick Horner made the motion to send a sample of water from the Field Street well to Endyne Lab for testing. The motion was seconded by John Jozwiak and unanimously approved.

### **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.

Bruce Baccei read the report aloud.

Accomplishments Highlights:

- Brian and Jarrod completed the Game of Logging class, a two day event teaching chain saw skills including; felling, limbing, bucking and danger tree removal. Rutland Recreational Department provided the class, no cost to the Town.
- Old culvert pipe from the water tank project and Waste Water plant has been removed and scrapped.
- 2003 International status: The truck is currently at H.P Fairfield having sub-frame replaced. J&B determined that the electrical problem is within the dump body/rear of truck. The diagnostics from the cab forward checked out correctly. H.P. Fairfield will re-wire the rear once the new sub-frame has been installed. Anticipate pick up of truck November 10, 2014.
- 1995 International status: The truck was brought to Earle's to have the spinner/spreader control repaired/replaced. The spinner control mechanism needs to be replaced. Earle's will have the part by November 11, 2014 and will install it.
- The two 11 foot plows (both are 20 + years old) have had the necessary repairs made and are winter ready.
- Tailgate spreader #1 (oldest unit) had a new auger, auger bearings and chain drive sprocket replaced. This auger will be a spare. Tailgate spreader #2 had the drive chain replaced, bearings have been greased.
- The bay where the jetter is stored has been cleaned and organized. Water/Waste Water parts and equipment have been moved to the plant. The jetter will be stored at the garage with miscellaneous highway equipment not used during the winter.
- F-350 spreader update: The F-350 was dropped off at Lucky's on November 6, 2014 and is scheduled for pick-up on November 10, 2014.
- Sam Carlson maybe interested in some of the fill at the WWTF. He would pay to transport the fill.
- Located mercury vapor bulbs and ordered 10 to have in stock. CEA Electric has noted that some of the ballasts are gone and are no longer available. Will contact CEA Electric when bulbs are in, and identify bad ballasts.

Pending Items:

- Winter plow blade/parts – P.O. #355937
- Obtaining quote from local contractor for cost to haul fill from WWTF.
- Obtaining quotes for new spinner assembly for spreader #1.

Plow, Blades, Edges and Shoes – P.O. #355937: John Jozwiak made the motion to approve P.O. 3355937 in the amount of \$1,218.00. The motion was seconded by Vinnie Gatti and unanimously approved.

John Jozwiak made the motion to purchase a new spinner, not to exceed \$1,000.00. The motion was seconded by Dick Horner and unanimously approved.

Street Light Inventory: For information only.

Marble Bridge: Per John Jozwiak this project is complete.

Route 3 Paving: John Jozwiak meet with Tim Pockett to follow up on items not yet completed/corrected in conjunction with this project. Outstanding items; 1.marble bridge washout, 2.bumper painted (complete), 3. sidewalk by marble bridge, 4solution to stones on East Street. Due to the lateness of the season, some items will be corrected in the spring.

Parking Ordinance: Bill Champine read the Town of Proctor Parking Ordinance aloud.

Other New and/or Old Business: John Jozwiak noted that Olympus Road has been graded at no cost to the tax payers. He is concerned about the box culvert, and noted it needs some repairs. John Jozwiak meet with GMP and Vaillancourt about some trees, these trees will be removed at no cost to the town (Olympus Road & Chatterton Park).

Louise Atwood requested that when plowing the back side of Beaver Pond Road, that it be more than one car width. The Selectboard will pass this on to the Road Commissioner.

## **VII. Board of Water Commissioners**

Dick Horner made the motion at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Vinnie Gatti 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. Tim Kingston, Operator was present to answer questions.

- All bacteriological samples from Field Street Well came back negative.
- Pioneer Motors was here and installed new soft start controller for the new Well. Everything works and is ready to go.
- Took two bacteriological samples from the new East Side tank. All samples were good. Thank you to the Proctor Fire Department for their help filling their tank.
- Belden here to fix a water leak on Ormsbee Avenue. Personal service line.
- Worked with VRWA doing leak detection. We found a sizable leak in the Marble Yard that is scheduled to be investigated in confined space and repaired.
- Located utilities near Marble Yard for GMP. They set three new poles in the area.
- Meet with Ray Solomon from the State, Aaron Perez from VRWA and our engineer at Field Street well to discuss chemical feed dose rates.
- Bumper crane to be installed on the F350, 11/13.
- Phone and internet installed at Field Street well building.
- Worked with the HW Dept. cleaning and organizing the Water/Sewer garage bay.
- Have checked numerous areas for leaking valves or suspected areas for broken mains.
- Responded to leaking valves on Park Street, exercised. Stopped leaking 11/10.

Needed:

- Direction from the board to have overflow pipe fixed at the West Side Tank. It is broken at the top invert. Vinnie Gatti made the motion to contact Aqua Stirrer for options in making the repair. The motion was seconded by Bruce Baccei and unanimously approved.

### Water System Improvements

Contract 5A West Side Distribution System

- Certificate of Final Completion – Bruce Baccei made the motion to approve the Certificate of Final completion. The motion was seconded by Vinnie Gatti and unanimously approved.
- Partial Payment Estimate No.8 Final - \$22,090.75 –Bruce Baccei made the motion to approve the request in the amount of \$22,090.75. The motion was seconded by Dick Horner and unanimously approved.

Contract 8A Surface Water Discontinuance – Request for bids –Bruce Baccei made the motion to place the project out for bid. The motion was seconded by Vinnie Gatti and approved by the majority, 4-1, John Jozwiak opposed.

DN Tank Change Order No.1: Bruce Baccei made the motion to extend the contract for 39 days. The motion was seconded by Vinnie Gatti and unanimously approved.

Request to Discontinue Water Services: Consensus of Board to approve the request to discontinue water service at two residences. The Selectboard directed the Water Department to arrange a time with the homeowner to certify the water is disconnected (two residences).

Leak Hunter Full Survey Kit –P.O. #728557 - \$1,995.00: Consensus of the Selectboard to have Tim Kingston contact surrounding towns to see what type of equipment they use. He will repost back at the next Selectboard meeting.

November 1, 2014 Long Range Plan Status Report: For information only. This report has been

submitted to the State, and is also on the website.

Other New and/or Old Business:

John Jozwiak inquired why the Water Department had not responded in a timely manner to a resident request on South Street. John explained he had been called by a neighbor about the water problem. Jodi Jones was present and confirmed she had called John. Jodi also thanked John for his quick response. Tim Kingston will contact the resident on 11/11 to resolve the water problem.

John Jozwiak questioned the storage of the jetter. Tim Kingston stated that the jetter has been in the garage since 11/6.

John Jozwiak inquired to the warranty of the new water tank. Tom Doty will send the warranty information to Stan Wilbur.

Susan Feenick asked for clarification on a generator at the Field Street Well. She noted that it was included in the Long Range Plan. Stan Wilbur explained that the Town has applied for a FEMA grant to purchase a generator. However, a Hazard Mitigation Plan needs to be completed prior to grant approval.

Ormsbee Avenue- Bill Champine and Bruce Baccei made the decision to contract with Belden to repair a personal water service line for a homeowner on Ormsbee Avenue. Belden will be billing the Town for this project. Bill explained he will meet with the homeowner to go over the bill, and assured the Selectboard the homeowner will pay the Belden invoice (\$5,598.00).

John Jozwiak and Dick Horner questioned the procedure, and why the Highway Department did not complete the project. Bill Champine replied that Belden was hired because the Highway Department was busy prepping equipment for winter.

### **VIII. Board of Sewage Commissioners**

Vinnie Gatti made the motion at 7:50 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.

- Compiled a list of manhole rebuilds for the spring.
- Still winterizing all buildings.
- Responded to a sewer complaint on Field Street 11/2, a private connection problem.
- Completed all annual sampling at the WWTF.
- Serviced all blowers at the WWTF.

WWTF Doors: The Selectboard accepted the quote from Bob Coons.

Other New and/or Old Business: John Jozwiak inquired what the maintenance of the blowers include. John Jozwiak would like all building to have the same lock, to eliminate the number of keys. Susan Feenick inquired if the WW department had received the information she provide about UV lights.

Dick Horner the motion at 8:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vinnie Gatti and unanimously approved.

### **IX. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Vinnie Gatti made the motion to hire Gretchen Crowley as the Rink Manager. The motion was seconded by Dick Horner and unanimously approved. There will be a P&R committee meeting Tuesday November 11, 2014 at the Rink.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.

- Rutland Regional Solid Waste District: Per John Jozwiak: No report
- Personnel Committee: Per Dick Horner: Dick Horner made the motion to contact VLCT to begin the Town Manager Scoping Search. The motion was seconded by Vinnie Gatti and unanimously approved.
- Fluoride Committee: See Invited Guests.
- Fire Department: Per Vinnie Gatti: No report
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#### **X. Additional Items Requiring Action from the Board**

- Proctor Pages – Financial Support: Dick Horner made the motion to include as a budget line in the FY16 budget. The motion was seconded by Vinnie Gatti and unanimously approved.
- Firearms Discharge Ordinance: The Selectboard directed Stan Wilbur to make the West Rutland Ordinance applicable to Proctor. The Selectboard encouraged residents to review the ordinance and come back with suggestions.
- Solid Waste -Curbside: A handout was provided that noted upcoming changes. This issue will be discussed at a future meeting.
- Bicycle/Pedestrian Grant –RFP for Scoping Services: For information only.
- Computer Upgrade Proposals: No bids were received.
- FY2016 Budget – Salary Committee: Dick Horner and Vinnie Gatti will review salaries and provided a report to the full Selectboard for budgeting purposes.
- Highway Department Liaison: Bill Champine read a prepared statement to abolish the Highway Department Liaison. No action was taken
- Maintenance of Areas around Signs coming into Town: Celia Lisananti proved a letter that Frank Beyette would no longer be caring for the garden coming into Proctor. The Class of 2021 would like to be responsible for the garden as part of their community service. Consensus of the Selectboard to allow the Class of 2021 to take over the garden. The Selectboard thanked Frank Beyette for his time caring for the graded.
- Lab Building go ahead: Consensus to go ahead with defining space in the Lab Building, for a Town Office. Fees will be paid from the Town Hall sinking fund.
- Other New and/or Old Business: Bill Champine will be stepping down from the Memorial Day Committee. Interested individuals should contact Stan Wilbur.
- Orders: The Selectboard reviewed and signed orders totaling \$125,159.57.

#### **XI. Adjourn**

Bruce Baccei made the motion at 8:45 p.m. to adjourn the November 10, 2014 meeting of the Selectboard. The motion was seconded by Bruce Baccei and unanimously approved.