

Town of Proctor Selectboard Meeting Minutes

Draft

November 24, 2014

6:00- 8:48 p.m.

Board Members Present

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

Employees Present

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

Other Guests Present

Paul Bruhn, Preservation Trust of Vermont
Joanne Calvi
Vaughn Collins
John Feenick
Susan Feenick
Abigail Friedman, VLCT
Chuck Goodling
Carol Grace
Linda Greaves, VT Department of Health
Marilyn Griffith
Kathleen Kreveltski
Warren McCullough
Cynthia Moulton
Ted Schaft
Bea Stagg
Christina Sweet
Peg TV

Agreements/Approvals

- Unanimously agreed to amend the agenda and add one item.
- Majority accepted the bid from Kingsbury for Contract 8A, \$14,236.00.
- Unanimously approved November 10, 2014 regular special meeting minutes.
- Majority approved the November 20, 2014 special meeting minutes.
- Unanimously agreed to provide a letter of support for the USDA grant for PTV.
- Unanimously agreed at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Change Order No.2, Contract 4A.
- Unanimously approved Change Order No.1, Contract 4B.
- Unanimously approved Certificate of Substantial Completion, Contract 4B.
- Unanimously approved Partial Payment estimate No.3, \$264,841.20, Contract 4B.
- Unanimously approved Certificate of Final Completion.
- Unanimously approved Partial Payment estimate No.4 – Final, \$76,780.00, Contract 4B.

- Unanimously agreed at 8:06 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:10 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard
- Unanimously approved RRPC contract for Town Plan update.
- Unanimously approved CAI Technologies Agreement.
- Unanimously agreed to sign Landowner Permission form.
- Signed orders totaling \$779,034.32.
- Unanimously agreed at 8:39 p.m. to enter executive session for personnel.
- Unanimously agreed at 8:47 p.m. to exit executive session.
- Unanimously agreed at 8:48 p.m. to adjourn the November 24, 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

Bruce Baccei made the motion to amend the agenda and add; Town Office Relocation Financing. The motion was seconded by Vinnie Gatti and unanimously approved.

III. Water System Improvements – Contract 8A Bids

Three bids were submitted for Contract 8A.

1. Richard Reed \$16,500.00
2. Belden \$19,875.00
3. Kingsbury \$14,236.00

Dick Horner made the motion to accept the Kingsbury bid for \$14,236.00. The motion was seconded by Vinnie Gatti and approved by the majority, 4-1. (John Jozwiak opposed.)

IV. Review of Minutes

Bruce Baccei made the motion to approve the November 10, 2014 regular meeting minutes, as written. The motion was seconded by Vinnie Gatti and unanimously approved.

Bruce Baccei made the motion to approve the November 20, 2014 special meeting minutes, with a change. Change, add "request of three tank test results". The motion was seconded by John Jozwiak and approved by the majority.

V. Open Public Comment

Carol Grace: Carol Grace was present to discuss the closing of the Town Office on Friday, November 14, 2014, and question why the office was open on Veteran's Day. She noted that this contradicts policy. She feels the Selectboard does not have oversight of employees.

VI. Invited Guests

Linda Greaves – Vermont Department of Health: Linda Greaves was present to discuss fluoride. She explained the benefits of fluoride, and spoke to the misconceptions of fluoride. The Vermont Department of Health endorses Community Water fluoridation to prevent and control dental decay. Fluoridation has been a successful public health measure in Vermont since 1953, in Proctor since 1963.

Paul Bruhn, Preservation Trust of Vermont: Paul Bruhn was present to discuss the USDA grant

that would assist with the acquisition of the Marble Museum. He requested that the Town of Proctor provide a letter supporting the grant. Vinnie Gatti noted that grant in no way commits the Town of Proctor to provide financial support or assume any responsibility for the grant repayment. Dick Horner made the motion to provide a letter of support and authorize the Chair to sign. The motion was seconded by Vinnie Gatti and unanimously approved.

Abigail Friedman – VLCT: Abigail Friedman was present to discuss the Town Manager search. She provided an overview of the steps the Selectboard should be working toward in order to begin the search. She provided a handout to the Selectboard that highlighted services VLCT offers.

VII. 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.

Brian Sanderson, Road Commissioner was present to answer questions.

Accomplishments Highlights:

- The leaf vacuum was used a final time before winter and the majority of leaf build-up has been removed from sidewalks/curbs/swales/basins.
- A sink-hole/void under the pavement at the intersection of North Street and Florence Road has been repaired.
- I have contacted Butch Shaw (CEA) regarding burnt out streetlights. Butch is retiring and in the process of transferring the business to another owner. They will be meeting with me next week to change out the bulbs and determine which ballasts are bad.
- The jetter is now being housed in the Town Garage.
- The 2003 International is back in service. There still is an issue with the lights and J&B International has been contacted and will be sending a technician to replace the electronic control module. The lights did not malfunction while it was at J&B, they acted up on 11/17/14 when the Town crew was spreading sand on an icy section of upper Olympus Road.
- The F-350 spreader has been installed and the vehicle is ready for winter operations.
- The roadside mower has been greased and lubed and has been put away at the Water Plant for winter storage. The tractor has been hooked up to the Zamboni unit (which has been greased and lubed) and is being stored at the Town Garage.
- The water line repair area on Ormsbee Avenue has been paved.
- Sam Carlson has determined he will not need any of the fill from the WWTF. I have received an estimate from a local contractor who would take the fill away. Please see attached document. It is possible that this could be a line item for the FY16 budget.
- I have received three quotes for a new spinner assembly for Truck #1 (1995 International). Waiting for fourth and final quote.

Pending Items:

- Highway is in the process of cutting/splitting wood that has accumulated behind the Town Garage. Once the task is finished, the crew will begin the same process at the WWTF. Salvageable wood will be cut/split and rotten wood will be brought to the transfer Station. This will aid in the clean-up of the plant grounds to improve the attractiveness of the site and reduce the clutter.

Wastewater Plant Cleanup: Brian Sanderson submitted a bid for \$11,000.00 to remove debris from the WWTF. Consensus of the Selectboard that Town Employees should separate and dispose material as time permits.

Other New and/or Old Business:

1. The F-350 is at Formula Ford, internal issue, possible that it is under warranty.
2. Susan Feenick inquired about the dirt pile by the storm drain at Franklin's. Brian Sanderson will speak with Frank Beyette about removal.
3. John Jozwiak inquired about the status of a Highway employee.

VIII. Board of Water Commissioners

Vinnie Gatti made the motion at 7:40 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.

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.

- Worked with Belden to fix a leak in the Marble Yard. This was the Marble Company's private line and we assisted in shutting mains down while the repair was made. The West Side tank is back to its normal operating level.
- Worked with homeowner on South Street to fix a water service. We had to shut down the main so the repair could be completed.
- Worked with Jon Champlin at the South Street valve vault. We still have a few bugs to work out, but we are sending water through the vault.
- Completed all monthly sampling requirements for November, including stage 2 disinfection by-products.
- Sampled the FWS for natural fluoride. Result 0.235 mg per liter of natural fluoride.
- Bumper crane is installed on the F-350.
- Worked with Aaron Perez from VRWA looking at different leak detection equipment.
- Scheduled with VRWA to have Aaron here during the FSW startup/Filter Plant shutdown.
- Shut off water service at the Youth League field.
- Spoke with the tank company about fixing the overflow pipe at the West Side tank. Sent pictures waiting to hear back for repair options.
- Completed all October monthly reports.
- Working with Aaron from VRWA to post equipment on VRWA website classified section. Once the Filter Plant is shut down we will have numerous pieces of equipment that is no longer needed.

In Progress:

- Working with the HW Dept. to lower valves on School Street sidewalk.

Leak Hunter Full Survey Kit -P.O.#728557 -\$1,995.00: Bruce Baccei made the motion to approve P.O.#728557. The motion was seconded by Dick Horner and unanimously approved.

October 22, 2014 Water System Surge Letter: Consensus of the Selectboard to wait until the water switch over has happened, and compile a file of claims. The Selectboard will review at the second meeting in January. Stan Wilbur will contact the homeowner and inform her of the Selectboard plan.

Water System Improvements –Per Chuck Goodling

Contract 4A West Side –Kingsbury Companies

- Change Order No.2 – 14 Day Extension of Time: Bruce Baccei made the motion to approve the extension and authorize the Chair to sign. The motion was seconded by Vinnie Gatti and unanimously approved.

Contract 4A –DN Tanks

- Change Order No. 1 – 39 Day extension of Time: Vinnie Gatti made the motion to approve and authorize the Chair to sign. The motion was seconded by Bruce Baccei and unanimously approved.
- Certificate of Substantial Completion: Vinnie Gatti made the motion to approve and authorize the Chair to sign. The motion was seconded by Dick Horner and unanimously approved.
- Partial Payment Estimate No.3 - \$264,841.20: Vinnie Gatti made the motion to approve and authorize the Chair to sign. The motion was seconded by Bruce Baccei and unanimously approved.

- Certificate of Final Completion: Bruce Baccei made the motion to approve and authorize the Chair to sign. The motion was seconded by Dick Horner and unanimously approved.
- Partial Payment estimate No.4 – Final -\$76,780.00: Dick Horner made the motion to approve and authorize the Chair to sign. The motion was seconded by Vinnie Gatti and unanimously approved.

Other New and/or Old Business:

The Vermont Department of Health provides the majority of the fluoride equipment for the town to use.

IX. Board of Sewage Commissioners

Vinnie Gatti made the motion at 8:06 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Dick Horner 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.

- Completed all November monthly sampling requirements.
- Parked jetter in the garage for the winter.
- Checked all heaters at the sewer pump stations.
- Checked fuel levels in our emergency generators.
- Changed chemical feed tubing for both pumps in the Alum feed building.
- Cleaned all floats and transducers at the sewer pump stations. Also, added de-greaser to the wet wells.

In Progress:

- Working with the HW Dept. to lower to manholes.

Other New and/or Old Business:

Chemical dosing use has declined. Ballasts for UV lights will be delivered November 25, 2014.

Vinnie Gatti 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 Bruce Baccei and unanimously approved.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: No report.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: RRSWD handout, review for next meeting.
- Personnel Committee: Per Dick Horner: Meeting December 3, 2014 at 4:30 p.m. to discuss salaries.
- Fluoride Committee: See Invited Guests.
- Fire Department: Per Vinnie Gatti: No report

XI. Additional Items Requiring Action from the Board

- Preservation Trust of Vermont – Grant Application Support Letter: See invited guests.
- Designated Village Center:
 - Application Committee: The committee will consist of Bruce Baccei, Lisa Miser, Stan Wilbur and Ed Bove. Meeting with State, December 17, 2014 at 10:00 a.m.
 - Town Plan Update – RRPC Contract: Vinnie Gatti made the motion to sign the contract with RRPC. The motion was seconded by Bruce Baccei and unanimously approved. This item will be paid from the Planning Commission budget.

- CAI Technologies GIS Internet Services Maintenance Agreement: Bruce Baccei made the motion to approve the agreement for \$1,800.00. The motion was seconded by Vinnie Gatti and unanimously approved.
- Landowner Permission –Chittenden Dammers Snowmobile Club: Bruce Baccei made the motion to sign landowner permission from. The motion was seconded by Dick Horner and unanimously approved.
- Town Manager Search –VLCT Proposal: See invited guests.
- Town Office Relocation Financing: Consensus of the Selectboard to ask the Churches, Fire Department, Library and Schools not to apply to MRP for 2015. The Town would apply to MRP for the new Town Office.
- Other New and/or Old Business:
 1. Stan Wilbur will send out a notice to all water customers with a water project update.
 2. A roofer has assessed all building for hail damage. The VLCT adjuster has also assessed the buildings. the Town has requested an extension until May 2015 to complete the work; waiting for estimate from roofer.
- Orders: The Selectboard reviewed and signed orders totaling \$779,034.32.

Executive Session – Personnel: Vinnie Gatti made the motion to enter executive session at 8:39 p.m. for personnel. The motion was seconded by Dick Horner and unanimously approved.

Dick Horner made the motion at 8:47 p.m. to exit executive session. The motion was seconded by Vinni Gatti and unanimously approved.

There was no action as a result of the executive session.

XII. Adjourn

Dick Horner made the motion at 8:48 p.m. to adjourn the November 24, 2014 meeting of the Selectboard. The motion was seconded by Vinni Gatti and unanimously approved.