

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**December 8, 2014**  
**6:00- 7:53 p.m.**

Board Members Present

Bruce Baccei  
Bill Champine, Chair  
Vinnie Gatti  
John Jozwiak

Employees Present

Celia Lisananti, Town Clerk  
Lisa Miser, Recorder  
Brian Sanderson, Road Commissioner  
Stan Wilbur, Interim Town Manager

Other Guests Present

Ed Bove, RRPC  
John Feenick  
Jodi Jones  
Seth Richardson  
Bea Stagg  
Peg TV

Agreements/Approvals

- Majority agreed to amend the agenda and add two items.
- Majority agreed to send computer bids to the Computer Committee.
- Majority approved November 24, 2014 regular meeting minutes.
- Majority approved the December 5, 2014 special meeting minutes.
- Majority agreed to provide a letter of support to the EPA for PTV application.
- Majority agreed at 7:16 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 7:21 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard
- Signed orders totaling \$96,188.43.
- Majority agreed at 7:53 p.m. to adjourn the December 8, 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; Special Meeting minutes December 5, 2014 and Computer bids. The motion was seconded by Bruce Baccei and approved by the majority. Three computer bids were received; Southern Vermont Computer Services, Inc, Vermont Digital and RCS Consulting, Inc. The Computer Committee will review the submitted proposals.

## **III. Review of Minutes**

Vinnie Gatti made the motion to approve the November 24, 2014 regular meeting minutes, and December 5, 2014 special meeting minutes. The motion was seconded by Bruce Baccei and approved by the majority.

## **IV. Open Public Comment**

No public comment.

## **V. Invited Guests**

Ed Bove,RRPC: Ed Bove was present to discuss the EPA application that would assist with the cleanup of the Marble Museum property. He requested that the Town of Proctor provide a letter supporting the application. Ed Bove explained the bulk of the work is to be completed inside the building. Bruce Baccei made the motion to provide a letter of support and authorize the Chair to sign. The motion was seconded by Vinnie Gatti and approved by the majority.

Bea Stagg: Bea Stagg was present to discuss misconceptions of fluoride. She believes that fluoride is harmful and sighted several reports. She noted that the Proctor Free Library have three books on fluoride and encouraged the Selectboard to read them. She also provided a handout to the Selectboard.

## **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.

Brian Sanderson, Road Commissioner was present to answer questions.

Accomplishments Highlights:

- The F-350 has been repaired and is back in service. Formula Ford determined that there was a low fuel compression and that the injection pump and harness failed. The repairs were under warranty and the town was responsible for the \$85.00 towing fee.
- The Christmas tree was erected in the Gazebo and the holiday banners/garland/ribbons have been put up around Town.
- Two water valves located on the sidewalk on School Street have been lowered below grade and no longer pose an obstruction for pedestrians or the sidewalk plow.
- Two sewer manholes on Reynolds Street have been lowered below grade and no longer pose as an obstruction for plow trucks.
- New LED reverse lights/sander lights have been installed on the 2 single axel dump trucks to allow for better visibility when backing and performing winter operations.
- New LED driving/reverse/strobe lights have been installed on the Bobcat to allow for better visibility for operator and driving public when performing winter operations.
- First draft of the FY2016 budget completed.
- Highway assisted the Water department with running water samples up north for analysis.
- The 2003 International has an issue with its strobe/warning lights. RSD Leasing has diagnosed the problem as a bad strobe control box. I have ordered new LED strobe

lights from H.P. Fairfield and they will be shipped to RSD for installation. The estimated cost for the install and lights is \$640.00. The new LEDs will use less power and be much more visible and dependable.

- Waiting for the S&H cost for a new spinner from Iroquois Manufacturing. The cost is estimated at \$725.00.
- Winter operations are underway.
- Placed guards on plow blades.

Pending Items:

- Wood cutting/splitting/stacking.

Culvert Thawing/Power Washing Kit: Handout provided. Selectboard requested quotes on steam jenny and tank.

Mowing Request for Bids: Stan Wilbur will clarify duplicate property listings and place the mowing out to bid.

FY2016 Highway Budget: Draft budget reviewed, will discuss during future budget meetings.

Town of Proctor Winter Snow and Ice Clearing Operation Policy: Bill Champine read aloud the following from the policy, #3 Travelers who use Town roads are expected to demonstrate due care, reasonable caution, have vehicles properly equipped and heed winter storm warnings under adverse winter conditions.

Other New and/or Old Business: An estimate to replace the fixtures on the downtown lights will be provided at a future meeting.

The Selectboard thanked Brain for his service and wished him well at his new job.

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

Vinnie Gatti made the motion at 7:16 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei 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. Bruce Baccei read the report aloud.

- Lowered two valve boxes on School Street.
- Installed a heater in the pressure reducing vault on Filed Street.
- Repairs made to plow frame on F-350.
- Attended construction meeting on 11/26.
- Traced out the water main on Polli's property for insertion valve job.
- Picked up chlorine from Allen's for Filter Plant.
- Exercised valves at the intakes and water filter plant for upcoming g shut down.
- Sampled for Total Coliform at the new East Side Tank and Field Street Well. All samples were negative.
- Continuous tank level checks and valve adjustments as needed during the weekends.
- Completed water shut off on Powers Square for a customer.
- Ordered new leak detection equipment. Should arrive in a few weeks.
- Contacted the tank company to have our overflow pipe repaired at the West Side Tank. They gave us two options, one is to hire a local welding company do the work and the other option is to have them come out and repair. They will be submitting a quote to

- perform the work.
- Spoke with Dave Eves about East Side Tank leakage test. All results have been documented.
- Wet tap installed at Polloi's property on Route 3.

Water System Switch over Update Town of Proctor Water Supply Conversion Protocol suggested sequence of events handout provided, for information only.

Other New and/or Old Business: Bill Champine stated that Chittenden has been shut down and the Town of Proctor is currently drawing water off the new tank. Stan Wilbur reported that the State approved the Source Protection Plan, which is good for three years.

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

Vinnie Gatti made the motion at 7:21 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 approved by the majority.

Operator's Report: The Selectboard reviewed and discussed the report prepared by the Operators. Bruce Baccei read the report aloud.

- Lowered two manholes on Reynolds Street.
- Responded to an abnormal level alarm at Library Pump Station.
- Checked sewer mains in our problem areas.
- Inventory of manholes that need repair and possible locations for future slip-lining.

Vinnie Gatti made the motion at 7:22 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 approved by the majority.

### **IX. 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: Gave an overview of regional meeting.
- Personnel Committee: Per Vinnie Gatti: The COLA is 1.7 %, rounded up to 2.3% which is reflected in the salary worksheet provided.
- Fluoride Committee: No report.
- Fire Department: Per Vinnie Gatti: He has purchased the ladder from Pittsford for \$1.00. The truck is currently under cover in Pittsford. The truck is in good shape, ladder has been certified, will be assessing for any needed repairs. He plans on donating the truck to the Fire Department before it leaves Pittsford.

### **X. Additional Items Requiring Action from the Board**

- Community Marketing Director: Consensus that this position will fall to the Town Manager. This will be reviewed in January after the final report from Bread Loaf is presented
- Firearms Discharge Ordinance: The Firearms Discharge Ordinance will be placed as an Advisory question at the March 2015 Town Meeting. A draft ordinance is available for review on the website, Proctor Free Library and Town Office.

- FY2016 Administrative, Clerk/Treasurer, Listers, Elections, Municipal Building and General Insurance Budgets: Budgets will be revived at a Special Selectboard meeting, December 16, 2014 at 4:30 p.m. at the Town Office.
- Town Manager Search: Stan Wilbur has been appointed Interim Town Manager, at a salary of \$65,000.00. The Road Commissioner position will not be filled,, the Town Manager will assume this duty.
- Other New and/or Old Business: John Jozwiak would like a letter for the Loso wall addressing any liability for future maintenance and care of the wall. He inquired to the status of the VLCT hail damage report, and the Salt Shed. Stan Wilbur reported that he is still waiting for the report from VLCT and the drawing for the Salt Shed. He will have the Loso letter for the next Selectboard meeting.
- Orders: The Selectboard reviewed and signed orders totaling \$96,188.43.

## **XI. Adjourn**

Vinnie Gatti made the motion at 7:53 p.m. to adjourn the December 8, 2014 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.