

Town of Proctor Selectboard Meeting Minutes
Draft
December 22, 2014
6:00- 7:35 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Dick Horner
John Jozwiak

Employees Present

Celia Lisananti, Town Clerk
Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Tom Doty
Chuck Goodling
Judy Morgan
Dan Pratt
Peg TV

Agreements/Approvals

- Majority agreed to amend the agenda and add two items.
- Majority approved the December 8, 2014 regular meeting minutes.
- Majority agreed to authorize the backup snowplow operator list.
- Majority agreed at 6:45 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved Contract 8A.
- Majority agreed at 7:12 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:20 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard
- Majority agreed to support the Village Designation proposal.
- Majority agreed to hold Special Budget Meeting, January 12, 2015 at 5:00 p.m.
- Signed orders totaling \$42,534.98.
- Majority agreed at 7:35 p.m. to adjourn the December 22, 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; Water Systems Improvements and Contract 8A-Phase 1 and Source Conversion Services. The motion was seconded by Dick Horner and approved by the majority.

III. Review of Minutes

Bruce Baccei made the motion to approve December 8, 2014 regular meeting minutes, as written. The motion was seconded by John Jozwiak and approved by the majority. Dick Horner abstained.

IV. Open Public Comment

No public comment.

V. Invited Guests

Dan Pratt, Architect –Preliminary Town Office Plan: Dan Pratt was present to share a draft concept of possible Town space and shared space between the Town and CSJ in the Lab Building. He noted ADA upgrades required include, an ADA elevator and ADA restroom. The CSJ would be responsible for acquiring all required state and local permits. . He anticipates he will have a cost estimate for Town costs in a couple of weeks. The CSJ anticipates having cost estimates by the end of January.

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:

- New strobe/LED lights have been installed on Truck #2 (2003 International)
- Broken spreader auger has been repaired and a new auger bearing has been installed on Truck #2. The spot welds had broken free on both ends of the auger drive pins, subsequently damaging a drive bearing. The auger was removed, cleaned up and re-welded.
- The snow berm along the Marble Bridge sidewalk has been removed.
- A new steering hydraulic line was installed on the loader. The line broke on Friday, December 12, 2014 while loading salt onto the F-350. Because of the location of the line underneath the cab of the loader, a Caterpillar service technician was contacted to perform the repairs.
- The guardrails along Route 3 and West Proctor Road have been repaired. Both repairs were covered by the motor vehicle operators' insurance companies.
- LaFaso Electric (formerly CEA) will be replacing the burnt out lights on the Marble Bridge and at the triangle in front of the library.
- The new spinner assembly for Truck #1 is in house and ready for use. The existing spinner on the truck will be utilized until it fails.
- Per VOSHA Project Worksafe's courtesy visit to the town Garage, the following items have been corrected to be in compliance: the drill press has been securely fastened to the garage floor; the guides on the grinder/wire wheel have been adjusted to 1/8 inch; the extension cord running thru the back of the building(to plug in the back-hoe engine block heater) has been removed and replaced with a grounded, outdoor extension cord; non-NIOSH approved dust masks have been removed from the garage; the chain hoist has been tagged/taken out of service due to unknown load limit of the I-beam; air blower attachment heads for the air hose system have been replaced with new safety blow-off heads. Awaiting report.

Pending Items:

- Wood cutting/splitting/stacking.

Backup for Snowplowing: Bruce Baccei made the motion to authorize using John Anderson, John Corliss and Bob Protivansky as back up snowplow drivers. John Anderson does not have a CDL, and would only drive a small truck. All three are currently on the town payroll, they would receive \$15.00 per hour. The motion was seconded by Dick Horner and approved by the majority.

Other New and/or Old Business: Stan Wilbur will create a schedule for the firing of the woodstove on the weekends. Stan Wilbur will provide the tonnage of salt used at the next Selectboard meeting.

VII. Board of Water Commissioners

Dick Horner made the motion at 6:45 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.

Operator's Report: The board received and discussed the report prepared by Operators.

- Shut down the Intake and Filter Plant in Chittenden on December 8, 2014. Ran the system off of tank pressure and volume for the day.
- Started up the old pump at Field Street Well on Tuesday, December 9, 2014.
- Worked with the Clay valve representative to calibrate all valves in the new system. So far everything seems to be working properly.
- Insertion valve installed near the town line was completed on 12/8/14. Kingsbury cut and capped the 6 inch transmission main from Chittenden on 12/15/14.
- Drained transmission main from Chittenden at the blow off near Stevens Road.
- Worked with Jon Champlin on set points, tank levels, chlorine pump calibration Scada equipment at FSW.
- Monitored pressure at various locations in the distribution system during FSW start-up.
- Kingsbury cut and capped old piping to the old east side tank. We are in the process of slowly draining the tank now.
- Completed all required monthly sampling.
- Completed all November monthly reporting forms.
- Traced utilities on Park Street for customer. Located curb stop for customer so plumber could fix leak inside the house.

Other New and/or Old Business: Stan Wilbur is currently researching the cost of a full water analysis for the FSW. Dick Horner stated he believes this test is necessary so we have a base test results for the FSW.

John Jozwiak inquired if the jetter was left outside over the weekend. Stan Wilbur will look into this. John Jozwiak also requested that the FSW gate be shut and locked.

Stan Wilbur explained the West Side Tank overflow is broken, this work will be completed in the spring with a local welder.

Water System Improvements Update –per Tom Doty: Contract 4A Kingsbury at substantial completion, completing punch list. Contract 4B DNT contract has been completed and closed out. Contract 5A Belden contract has been completed and closed out.

On 12/8 the pump start began, 12/15 physical discontinuance from Chittenden, water pumping

from FSW. East side tank online, East & West Side tank valve vaults online. Isolation valve operating properly. FSW well house instruments operating, the system, is operating correctly.

Water System Improvements –Dubois & King Engineering Agreements for Contract 8A –Phase 1 and Source Conversion Services –per Chuck Goodling: Bruce Baccei made the motion to approve and authorize the chair to sign, Contract 8A –Phase 1 \$5,285.00 and Water Supply Source Conversion \$14,700.00 The motion was seconded by Dick Horner and approved by the majority.

Other New and/or Old Business: Stan Wilbur noted all water claims from the 10/22 and 12/14 water incidents will be forwarded to VLCT.

VIII. Board of Sewage Commissioners

Dick Horner made the motion at 7:12 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.

- Cleaned UV unit 2 and T valve.
- All December monthly sampling requirements complete.
- All November state reporting forms complete.
- Changed Tubing on Alum pump #2.
- Responded to a customer complaint on Gibb Street. Opened manholes and confirmed our main was free flowing. Homeowner calling plumber to repair their line.

Other New and/or Old Business: John Jozwiak requested that the poles be re-installed around the lagoons. He asked how long it takes the Operators to complete the monthly reports. John Jozwiak inquired about the wood at the WWTF. Stan Wilbur will make sure that all wood the town can use is removed. The plan is to clean up the WWTF in the spring, look into pricing and develop a proposal.

Bruce Baccei the motion at 7:20 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Dick Horner 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: New scale purchased.
- Personnel Committee: Per Dick Horner: Requested that Stan Wilbur change all personal procedures to include Town Manager.
- Fluoride Committee: No report.
- Fire Department: Per Vinnie Gatti: No report.

X. Additional Items Requiring Action from the Board

- Village Center Designation: Dick Horner made the motion to authorize the Proctor Planning Commission to submit the map & plan for Village Designation. The Selectboard supports the movement to Village Designation and authorizes Lisa Miser and Stan Wilbur to present the proposal. The motion was seconded by Bruce Baccei and

- approved by the majority.
- Town Manager: Handout provided. The Personnel Committee will review for a contract and job description with Stan Wilbur.
 - FY2016 Budget: A special budget meeting will be held on January 12, 2015 at 5:00 p.m.
 - Other New and/or Old Business: Future agenda item; replacement of the 2003 Dump truck, lease vs. purchase.
 - Orders: The Selectboard reviewed and signed orders totaling \$42,534.98.

XI. Adjourn

Dick Horner made the motion at 7:35 p.m. to adjourn the December 22, 2014 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.