

Town of Proctor Selectboard Meeting Minutes

Draft

June 8, 2015

6:00 p.m. – 7:47 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Dick Horner
John Jozwiak
Frank Woolf

Employees Present

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

Other Guests Present

Susan Feenick
Peg TV

Agreements/Approvals

- Unanimously approved the May 26, 2015, regular meeting minutes, with one correction.
- Majority approved May 28, 2015 special meeting minutes.
- Consensus to send letter to Proctor School about Crosswalk signs.
- Consensus to look at bids for possible paving project.
- Unanimously agreed at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved D&K Agreement for Engineering Services.
- Consensus all hydrants will be flowed.
- Unanimously agreed at 6:45 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
Unanimously agreed at 6:50 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Comprehensive Building Solutions Contract – Fire Station.
- Unanimously approved Sullivan, Powers & Co, Audit and Engagement letter.
- Unanimously approved Hazard Mitigation Plan RRPC Agreement.
- Consensus to contact Worksafe for Town Office testing.
- Unanimously agreed to join Rutland County Chamber of Commerce.
- Signed orders totaling \$21,640.52.
- Unanimously agreed at 7:47 p.m. to adjourn the June 8, 2015 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

No additions to the agenda.

III. Review of Minutes

Bruce Baccei made the motion to approve the May 26, 2015 meeting minutes, with correction, page 6 change the word “washout” to “drain”. The motion was seconded by Dick Horner and unanimously approved.

Bruce Baccei made the motion to approve the May 28, 2015 special meeting minutes. The motion was seconded by Dick Horner and approved by the majority.

IV. Open Public Comment

No public comment.

V. Invited Guests

No invited guests.

VI. Highway Department

Field Activities:

- Worked at Pool, hauled and spread beach sand, installed dock and ladder at buoys. Checked dock 2 for loose structure/walkway, cleaned overflow pipe obstructions, worked to free up stuck drain valve, valve is mostly shut, but leaks. Needs replacement.
- Summerized pool building, repaired burst copper pipe and replaced fitting at water heater, flushed lines thoroughly, reconnected plumbing, installed sound system
- Straightened fence at grade school.
- Repaired storm water basin at Main St.
- Cleaned storm basin grates from storm debris.
- Checked/removed fallen debris from thunderstorms throughout town.
- Serviced/checked TK4 fro brake and thumping noise and for diesel cooler line leak.
- Cleaned up skating rink, filled holes and raked plow damage.
- Finished sweeping in town by contractor - \$1,600.00
- Washout shoulder repair on Florence Road.
- John Capen leaving for a job with the Town of Brandon, last day 6/9.
- \$600.00 to remove six stumps.
- \$1,200.00 to remove limbs at the Pool.

VT AOT Certification of Compliance: For signature only.

In-Street Pedestrian Crosswalk Sign: Stan Wilbur provide a handout showing various pedestrian crossing sign options. Dick Horner requested a letter be sent to the Proctor Schools requiring a commitment on their part that if the town purchased the signs the School would place the signs. It was noted no request for this action came from the Proctor Schools, but rather Proctor residents that attended that prior Selectboard meeting.

Other New and/or Old Business: Bike/Ped Steering Committee Meeting June 15, 2015 at 2:30 p.m. Committee members Steve Follett, Dale Christy, Jim Moore and Greg Godda.

Currently no money for paving, consensus of the Selectboard to look at bids for Tower Road, North Street, Willow Street and a portion of Olympus.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Woolf and unanimously approved.

Field Activities:

- Routine facility inspections.
- Daily/monthly required monitoring.
- Flushing completed – all hydrants not flowed.
- Belden Company finished contract work in west tank vault.
- Cain St. booster station generator transfer and load test preformed. Fluids checked. Pump bearings and couplings serviced.AC intake unit washed down.
- Exercised leaking valve at OMYA office has stopped.
- Climbed and checked water storage tanks for levels, damage and leaking. West tank needs minor repair to vent cover. Will need safety rigging to go onto dome.
- Numerous lines and valves locate.
- Coordinated live tapping to Beaver Pond Rd main for new service line.

Contract 5B Taylor Hill Booster Pump Station – D&K Agreement for Engineering Services:

Bruce Baccei made the motion to authorize the chair to sign, \$46,100.00 with an estimated construction completion date March 1, 2016. The motion was seconded by Frank Woolf and unanimously approved.

Other New and/or Business: John Jozwiak stated that he believes all hydrants should be flowed and the hydrant should be lubricated at the same time. Consensus of the Selectboard that all hydrants are to be flowed, Stan Wilbur will inform the Water Department.

Tapping valves - Town employees do not have this level of expertise. They will observe the Belden Company when they tap on Beaver Pond Road, to gain knowledge.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:45 p.m. to [adjourn](#) the meeting of [the Board of Water Commissioners](#) and convene the Board of Sewage Commissioners. The motion was seconded by Frank Woolf and unanimously approved.

Field Activities:

- Routine facility inspections.
- Daily sampling, testing and reports.
- Attempted service of disabled water truck. Under advisement of mechanic cleaned cable connections, installed fresh batteries. Truck will not stay running. Truck has had previous issues with fowled EGR valve and fuel system. Consider new replacement as truck has 5900+ engine hours and 100,000+ chassis miles with heavy towing and plowing wear.
- Cleaned and serviced UV unit “A”, changed burnt lamps and broken pigtail socket electrical box. Unit is online.
- Drained and washed down phosphorous tank for new chemical delivery.
- Cleaned and degreased Columbian and Styles wet wells.
- Checked injection at transfer pipe for Alum leaks.
- Monthly sampling completed.

Other New and/or Old Business: John Jozwiak inquired about weekend overtime, and the water issue in the middle of Chatterton Park.

Dick Horner made the motion at 6:50 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: Looking for P&R committee members. Pool will open June 13, 2015. Must purchase a pool pass at the Town Office, \$1.00. Roof replaced on pool and rink buildings.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Meeting June 24, 2015.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: Two meetings were held, public hearing for the Village Designation which was approved, next step meeting with the state. Dick Horner noted that thirty letters were sent to Proctor business owners for a meeting held at the Marble Museum to discuss the PPP, and four business owners attended.
- Health Officer: Per John Jozwiak: All issues corrected, West Street an ongoing project.

X. Additional Items Requiring Action from the Board

- Comprehensive Building Solutions Contract – Fire Station: John Jozwiak made the motion to authorize the chair to sign the contract for \$47,183.00. The motion was seconded by Frank Woolf and unanimously approved.
- Sullivan, Powers & Co. FY2015 Audit & Engagement Letter: Dick Horner made the motion to authorize the chair to sign the contract for \$14,800.00, and to also accept the current report. The motion was seconded by Bruce Baccei and unanimously approved.
- Hazard Mitigation Plan RRPC Agreement: Bruce Baccei made the motion to authorize the board chair to sign the contract with RRPC for \$8,500.00. The motion was seconded by Frank Woolf and unanimously approved.
- Town Office Mold & Mildew: Celia Lisananti explained that she and Rhoda Grace have had serious respiratory problems and that there appears to be mold growing along the base of the walls. Consensus of the Selectboard to contact Project Worksafe and proceed with testing.
- Rutland County Chamber of Commerce Membership: John Jozwiak made the motion to join the Rutland County Chamber of Commerce, \$350.00 yearly membership fee. The motion was seconded by Bruce Baccei and unanimously approved.
- LED Street Lights – FY1: There are forty street lights left to be converted to LED. Dick Horner noted the new street lights are too bright, requested Stan Wilbur contact GMP for possible options.
- Other New and/or Old Business:
 1. Dick Horner requested the Firearm Safety Ordinance be placed on the next agenda, information and map is in the Selectboard packets.
 2. John Jozwiak inquired about repairs to the Marble Bridge. He will speak to Herb Johnson about an estimate.
 3. Susan Feenick inquired about the Town Office vote to move next door. Possible vote at March 2016 Town Meeting.
 4. Discussion regarding replacement of downtown lights and possible use of income from the West Mountain logging to finance the work. Bill Champine noted that the lighting may

change with the bike path. Dick Horner noted that part of the holdup is waiting for the completion of the bike/Ped scoping project, which would allow the town to apply for grants. The cost to replace the decorative street lights is \$60,594.00. Income from the West Mountain timber harvest is \$53,500.00.

Dick Horner made the motion to look at light replacements for downtown. The motion was seconded by Frank Woolf and unanimously approved.

- Orders: The Selectboard reviewed and signed orders totaling \$21,640.52.

XI. Adjourn

Dick Horner made the motion at 7:47 p.m. to adjourn the June 8, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.