

Town of Proctor Selectboard Meeting Minutes

Draft
June 22, 2015

6:00 – 8:01 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Peg TV

Agreements/Approvals

- Unanimously approved the June 6, 2015 regular meeting minutes, as written.
- Consensus to look into the pros/cons of a lease/buy plow truck vehicle program.
- Unanimously agreed at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved FY2016 Water rate, \$440.00 a \$10.00 increase.
- Majority agreed to spec out a new water/wastewater truck.
- Unanimously approved the amended Forest Management Plan, conditioned on the response to the two questions.
- Unanimously agreed to look for an appraisal for the Water Shed Forest Land.
- Unanimously agreed at 7:15 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the FY2016 Wastewater rate, \$425.00 no increase.
Unanimously agreed at 7:25 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus to invite both parties involved in the animal complaint to the next Selectboard meeting.
- Unanimously approved the Firearms Discharge Ordinance, as presented.
- Unanimously approved the change in streetlight wattage from 50 to 20, upon request.
- Signed orders totaling \$51,970.77.
- Unanimously agreed at 8:01 p.m. to adjourn the June 22, 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 June 8, 2015 regular meeting minutes, as written. The motion was seconded by Frank Woolf and unanimously approved.

IV. Open Public Comment

No public comment.

V. Invited Guests

No invited guests.

VI. Highway Department

Field Activities:

- Hauled, spread and raked 2 loads of sand to the pool.
- Town wide mowing and trimming.
- Ongoing pot filling as needed.
- Chittenden water plant cleanout.
- Tire from 2355 John Deere to Ray Beans for repair; reinstalled and ready to go.
- Sanded and repainted rust spots on HW F350.
- Garage and vehicle maintenance.
- Picked up a load of top soil for lawn repairs on Tower Road. Work will be completed next week.
- Helped WW Dept. repair broken sewer line at the Pool.

In-street Pedestrian Crosswalk Sign: Stan Wilbur noted that Rutland City has signs in the crosswalks on Merchants Row and Center Street. These signs are lagged to the road and removed during the winter. Dick Horner does not agree with placing any signs in the crosswalk, believes this will create a liability for the town.

Flashing Speed Sign: Stan Wilbur will research and provide information at a future Selectboard meeting, on cost and placement.

Replace Plow Truck: Consensus of Selectboard to have Stan Wilbur research the pros/cons of a lease/buy program. John Jozwiak noted he would prefer to purchase a truck that was pre-leased; he finds this to be a less expensive option. Stan Wilbur stated that the Equipment Replacement fund has \$380,000.00 and he would prefer to purchase a new truck, as repairs have been quite costly this past year.

Other New and/or Old Business: Questions per John Jozwiak:

1. Pot holes using cold mix? Yes, per Stan Wilbur.

2. Why are broken pieces of road being placed on resident's lawns (Elm Street and West Street locations)? Stan Wilbur will look into.

3. Time it takes to mow? Stan Wilbur noted last week it took a day and a half; this includes the pool and rink.

4. All lawns repaired from winter damage? Stan Wilbur explained that Tower Road lawns need to be addressed again.

5. Why is the Highway budget over budget? Stan Wilbur explained he anticipated the budget would be over in April, there has been \$40,000.00 used for vehicle repairs.

Dick Horner & John Jozwiak each questioned the quality of day to day maintenance. Dick Horner stated the Selectboard needs look at the budget closer, month by month.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:35 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.
- Weekly water sampling at the pool. So far all samples have been good.
- May State reporting forms.
- Line tracing and valve exercising in Beaver Pond Road.
- Live tap on Beaver Pond Road for new water service connection by the Belden Company.
- Monthly sampling complete. Total Coli form, Inorganic chemicals, Volatile organic chemicals, and Cyanide complete.
- Water/Sewer F350 brought to Formula Ford for repairs to the fuel injection system, two new ball joints installed, new alternator and state inspection.
- Removed the furnace from Chittenden water plant. Took one ton load of trash to the dump.
- Worked with D&K and Aaron Perez from VT Rural Water doing hydrant flowing around Bluff/Gibb Street areas.
- Town wide mowing and trimming.

FY2016 Water Rate: Frank Woolf made the motion to set the FY2016 Water Rate at \$440.00, an increase of \$10.00. The motion was seconded by Bruce Baccei and approved by the majority, 4-1 John Jozwiak voted no.

Replace Water/Wastewater Truck: Bruce Baccei made the motion to spec out a new truck moving the existing box under a state contract. The motion was seconded by Frank Woolf and approved by the majority, 3-2 Dick Horner and John Jozwiak voted no.

Chittenden Watershed Forest Management Plan: Dick Horner made the motion to authorize the chair to sign the amended contract upon receipt of the following information; 1) Why regenerate the ash stands? 2) Are there stands of ash that should be cut? The motion was seconded by John Jozwiak and unanimously approved.

Other New and/or Business: Dick Horner made the motion to look for an appraisal/appraiser for the water shed forest land. The motion was seconded by John Jozwiak and unanimously approved.

John Jozwiak requested that the drain cap that was hit by a plow last season at the FSW be repaired.

John Jozwiak took issue with an email sent from Stan Wilbur noting that all hydrants are lubricated once a year. John and Stan will plan a day to look at hydrants.

Bill Champine shared that the Proctor Water Project won the ACEC Grand Award. He thanked Tom Doty and Dubois & King.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:15 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.
- May state reporting forms.
- Alum delivery at WWTF.
- Weed whacking around lagoons.
- 8 hour composite sampling completed on the 10th.
- June monthly required sampling complete.
- Cleaned UV unit B.
- Cleaned and organized the UV building.
- Cleaned filter and ventilation system at Park Pump Station.
- Mowing and trimming at WWTF.
- Worked with contractor locating utilities on Patch/East Street for new sewer service line connection.
- Dug and repaired a ten foot section of sewer pipes and the Pool and installed new clean out.

FY2016 Sewer Rate: Bruce Baccei made the motion to set the FY2016 Wastewater rate at \$425.00, no increase. The motion was seconded by Frank Woolf and unanimously approved.

Other New and/or Old Business: John Jozwiak requested the number of sewer claims from January 2014 to present.

Dick Horner made the motion at 7:25 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: Sewer line replaced, A-1 bill \$575.00, trees cut on 6/22.
- Rutland Regional Transportation Council: Per John Jozwiak: Meeting 6/25.
- Rutland Regional Solid Waste District: Per John Jozwiak: Meeting 6/24.

- Personnel Committee: Per Frank Woolf: Looking over employee policy/benefits handbook. Working on Town Manager contract.
- Fire Department: Per John Jozwiak: Energy project is currently underway.
- Planning Commission: Per Dick Horner: ZBA hearing for a variance on 6/22.
- Health Officer: Per John Jozwiak: Discussed under Additional Items.

X. Additional Items Requiring Action from the Board

- Junk Ordinance Violation: Review of letter to be sent.
- Animal Ordinance Complaint: Consensus to invite both parties to the next Selectboard meeting.
- Firearms Discharge Ordinance: Frank Woolf made the motion to approve the Firearms Discharge Ordinance, as presented. The motion was seconded by Bruce Baccei, and approved by the majority. John Jozwiak abstained.
- Town Office Mold & Mildew Update: Report should be available in a month. Suggestions for corrective action are being taken; replace dehumidifiers, cover exposed ledge as well as several others.
- LED Street Lights: Per the GMP letter the wattage of streetlights can be decreased from 50 to 20. Dick Horner made the motion to allow the change, residents can contact Stan Wilbur to be placed on the list. The motion was seconded by John Jozwiak and unanimously approved.
- VT Community Development Project Block Grant: The Town of Proctor was awarded \$300,000.00; this money is to assist improvements at the museum.
- Other New and/or Old Business:
 1. Stan Wilbur noted that the Village Designation center has been approved as submitted.
 2. A Bike/Ped kick-off meeting was held on June 15, a committee meeting will be held in mid July and a public meeting will be held in mid August.
- Orders: The Selectboard reviewed and signed orders totaling \$51,970.77.

XI. Adjourn

Dick Horner made the motion at 8:01 p.m. to adjourn the June 22, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.