

Town of Proctor Selectboard Meeting Minutes

Draft

July 13, 2015

6:00 – 8:35 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

Bob Coons
David Farley
Susan Farley
Susan Feenick
Ken Gagnon
Joan Gorski
Carol Grace
Marilyn Larkin
Emily Pickett
Peg TV

Agreements/Approvals

- Consensus to add seven additions to the agenda.
- Unanimously accepted A. Johnson's Timber Harvest bid, \$232,986.00.
- Unanimously accepted Jeff Pratt's bid for Electrician Services.
- Unanimously accepted Tom Ransom's bid for Plumber Services.
- Unanimously accepted Champlain Valley's bid for #2 Fuel Oil.
- Unanimously agreed to table the Diesel bids.
- Unanimously accepted Proctor Gas's Propane bid.
- Unanimously approved the June 22, 2015 regular and July 1, 2015 special minutes.
- Unanimously agreed to send notice of violation, Article IV Disturbances and Nuisances to the Farley's.
- Unanimously agreed to have Bob Coons contact the town attorney for a zoning violation.
- Majority approved the purchase of 4 In-Street Pedestrian Crossing Signs.
- Unanimously agreed to look into renting a portable flashing speed sign.
- Unanimously agreed to purchase a 2015 Kenworth T470 truck for \$158,540.00.

- Unanimously agreed at 7:24 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to hire Bill Scranton \$1,800.00 for real estate appraisal.
- Unanimously agreed at 7:41 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
Unanimously agreed at 7:48 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to table the Rutland County Sheriff contract.
- Unanimously agreed to receive a monthly budget report.
- Signed orders totaling \$20,946.83.
- Unanimously agreed to enter executive session at 8:13 p.m. for contracts, litigation and labor relations.
- Unanimously agreed to exit executive session at 8:20 p.m. No action.
- Unanimously agreed at 8:35 p.m. to adjourn the July 13, 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

Additions to the agenda; 1. Bob Coons-Zoning Violation; 2. Plow Truck; 3. Town Office WorkSafe Report; 4. FY2015 End of Year Budget Report; 5. Sheriff Department Agreement; 6. Paytner Letter; 7. Beaver Pond.

III. Bid Openings

- Chittenden Water Shed Timber Harvest - Andy Hutchison: Andy Hutchison opened 6 bids for the timber harvest.
 1. G.H. Edwards & Co. \$110,267.00
 2. Allard Lumber Co. \$166,090.20
 3. Plumb Lumber Co. \$139,725.40
 4. Cersosimo Lumber Co. \$136,260.15
 5. A. Johnson Lumber Co. \$232,986.00
 6. Gagnon Lumber Co. \$137,483.00

Bruce Baccei made the motion to accept the A. Johnson bid for \$232,986.00.
The motion was seconded by Frank Woolf and unanimously approved.

- Electrician Services: 1 bid opened:
 1. Jeff Pratt - \$44 per hour, material mark up 8%
 Bruce Baccei made the motion to accept the bid from Jeff Pratt for electrician services.
The motion was seconded by Dick Horner and unanimously approved.
- Plumber Services: 2 bids opened:
 1. Tom Ransom - \$60 per hour, material mark up 15%
 2. Paquette Plumbing - \$65 per hour, material mark up 15%
 Bruce Baccei made the motion to accept the bid from Tom Ransom. The motion was seconded by Frank Woolf and unanimously approved.

- #2 Fuel Oil: 4 bids opened:
 1. Keyser - \$2.39 per gallon
 2. Johnson Energy - \$2.29 per gallon
 3. Champlain Valley - \$2.18 per gallon
 4. Gecha Fuel did not submit fixed price as required by bid proposal
 Bruce Baccei made the motion to accept the bid from Champlain Valley. The motion was seconded by Frank Woolf and unanimously approved.
- Diesel: 3 bids opened: Fixed or rack plus
 1. Gecha Fuel - \$0.24 over Rutland/Middlebury Rack, \$2.20 today includes all fees
 2. Keyser Energy – \$2.39 fixed price
 3. Champlain Valley - \$0.095 over Valero Rutland Rack, \$2.041 plus applicable taxes
 Dick Horner made the motion to table until the next meeting. The motion was seconded by Bruce Baccei and unanimously approved.
- Propane: Did not go to bid per Selectboard choice.
 1. Proctor Gas - \$1.3638 per gallon
 John Jozwiak made the motion to accept the bid from Proctor Gas. The motion was seconded by Dick Horner and unanimously approved.

IV. Review of Minutes

Bruce Baccei made the motion to approve the June 22, 2015 regular meeting minutes and July 1, 2015 special meeting minutes. John Jozwiak requested the July 1, 2015 minutes reflect he was the driving force behind the controlling the budget discussion. The motion was seconded by Frank Woolf and unanimously approved.

V. Open Public Comment

Carol Grace: Carol Grace was present to inquire who is in charge of the town budget. She noted that in reviewing the budget that payroll is over \$9,000.00, she is concerned about deficit spending. She encouraged the Selectboard to be more attentive to the budget. She stated that the Selectboard needs to regain control; it appears that the employees hold the control.

Stan Wilbur noted that the town budget actually had a \$10,000.00 savings. He explained that he looks at the bottom line not individual budget lines.

Susan Feenick: Susan Feenick was present to discuss budget concerns. She noted that in her review of the budget that the Water Department spent 4 times more than budgeted for line repair, even though the majority of the work was sub-contracted out. She noted regular maintenance of equipment is important.

VI. Invited Guests

Emily Pickett: Emily Pickett was present to discuss a rooster issue in the neighborhood. She explained that the Farley's have rooster that crow at 4:30 a.m. and this has been ongoing since January. This is impacting her quality of life and would like the Selectboard to address her complaint.

David & Susan Farley: David & Susan Farley were present to discuss the rooster complaint. They stated they do have roosters, however they only crow at sunrise or when being attacked. The roosters remain in an enclosed chicken coop until 7:30 a.m. every day.

Dick Horner believes that farm animals should not be in residential areas. He also noted he can hear crowing in the morning.

Dick Horner made the motion that the Farley's are in violation of Article IV Disturbances and Nuisances in the Town of Proctor Animal Control Ordinance, and directed Stan Wilbur to send a letter to the Farley's. The motion was seconded by Bruce Baccei and unanimously approved.

Bob Coons – Zoning Administrator: Bob Coons was present to discuss a zoning violation issue. He explained that a fence had been erected without a permit in the town ROW. He has sent letters and exhausted his authority and requested permission to use the town attorney to resolve the issue.

Dick Horner made the motion to allow Bob Coons to contact the town attorney to resolve this matter. The motion was seconded by Bruce Baccei and unanimously approved.

VII. Highway Department

Field Activities:

- Roadside mowing complete.
- Weekly town wide mowing and trimming.
- Lawn restoration on Tower Road.
- Removed tree from Gorham Bridge Road on Sunday 28th. Thank you to Bruce and the Sheriff Dept. for help.
- Installed Omya Signs at the entrance to town and Beaver Pond Road.
- New front tires installed on the Dump Truck and the truck was inspected.
- Picked up the JD 455 lawn tractor after repairs were completed.
- Took the rest of the garbage from the dump and brought to Rutland.
- Vehicle and garage maintenance.
- Complete service to the Z turn mower.
- Mowed and trimmed above the walls on South Street.
- Top soiled the lawn at the WWTF where the FD excavated and laid conduit for power to the garage.
- Worked with Brad Lafaso for 3 days on South Street.
- New vehicle research.

In-street Pedestrian Crosswalk Sign: Frank Woolf made the motion to purchase 4 signs. The motion was seconded by Bruce Baccei and passed by majority, 3-2 Dick Horner and John Jozwiak opposed.

Flashing Speed Sign: Dick Horner made the motion to wait until next year and include in the budget. The motion was seconded by John Jozwiak and unanimously approved.

John Jozwiak made the motion to investigate renting a portable flashing light. The motion was seconded by Dick Horner and unanimously approved.

Plow Truck: Frank Wolff made the motion to purchase a 2015 Kenworth T470, for \$158,540.00 and to use expend monies from the Highway Equipment Fund. The motion was seconded by Bruce Baccei and unanimously approved.

Other New and/or Old Business: Per John Jozwiak, topsoil is need on East Street and High Street. The FSW has not been mowed in two weeks three days.

VIII. Board of Water Commissioners

Dick Horner made the motion at 7:24 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.
- June state reporting forms.
- Excavated and repaired a one inch water line at the Fire station.
- Rebuilt chlorine pump at FSW. Replaced 4 function valves on pump.
- Repaired broken clean out pipe at FSW.
- Worked with Brad LaFaso on South Street digging for conduit.
- Line tracing on School Street for upcoming insertion valve project.
- Exercised a hydrant valve on Gibb Street. Hydrant is now flowing properly.
- Opened drain valve at the skating rink
- Lawn restoration at the fire house after water line repair.
- All 20 lead and copper samples collected and sent to the lab, waiting for results.
- Drained and cleaned out the chlorine storage tank at the FSW.
- Worked with the contractor locating water service on South Street.
- Located water service on North Street for a property owner who is building a deck.
- Installed a blind flange in the "old" pump at the FSW.
- Mowed and trimmed around the 2 tank buildings.

Watershed Appraisal Quote: Dick Horner made the motion to hire Bill Scranton for \$1,800.00 to provide an appraisal of the real estate located in Chittenden, 1,642 acres of Proctor Town Forest. The motion was seconded by Bruce Baccei and unanimously approved. This property is enrolled in the Vermont Current Use Program.

Other New and/or Business: Per John Jozwiak:

1. Hydrant Lubrication – John Jozwiak and Stan Wilbur looked at a hydrant in the Park. This hydrant had not been lubricated. Stan Wilbur noted it has come to his attention that hydrants that have been repainted in the last 2-3 years have not been lubricated, he is addressing this issue.
2. Keep a log book of all hydrants and note when they have been maintained.

John Jozwiak made a motion to hire Simon's. The motion was seconded by Dick Horner. The motion failed 2-3.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:41 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.
- June state reporting forms.
- Mowing and trimming at WWTF and pump stations.
- Used the sewer camera to locate broken sewer line near the 5-corners.
- Used emergency generator on Saturday the 11th. Lost power at Styles Meadow and Columbian Ave. pump stations for about 3 hours. Used the generator to pump down the levels in the wet wells, no overflows took place.
- Cleaned UV unit B.

Other New and/or Old Business: Per John Jozwiak:

1. Bushes by the lagoon need to be removed.
2. Trees in the fence line need to be cut.

Bruce Baccei made the motion at 7:48 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 unanimously approved.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Pool running smoothly, lesson began July 6, 2015. John Jozwiak requested that the trees in the fence line at the pool be cut.
- Rutland Regional Transportation Council: Per John Jozwiak: Bridges discussed at the last meeting.
- Rutland Regional Solid Waste District: Per John Jozwiak: Changes in recycling charges. Per Stan Wilbur we do not pay for recycle tonnage, we pay for totes/truck fee.
- Personnel Committee: Per Frank Woolf: This work continues.
- Fire Department: Per John Jozwiak: Pictures are framed. Portions of the Firehouse upgrades are complete.
- Planning Commission: Per Dick Horner: ZBA met and denied a request. Reviewing Zoning Regulations for an update/rewrite.
- Health Officer: Per John Jozwiak: Continuing to work with property owner and improvement is evident.

XI. Additional Items Requiring Action from the Board

- Animal Ordinance Complaint: Issue has been addressed prior to meeting.
- Town Office WorkSafe Report: For information only. It was noted that “the results were all below the detection levels for the 18 compounds analyzed for.”
- FY2015 End of Year Budget Report: For information only. Dick Horner requested that the Purchase Policy be sent to all Selectboard members to review.
- Rutland County Sheriff Department Contract: The discussion of the contract was tabled until the next Selectboard meeting. The members of the Selectboard received the contract at the meeting.
- Other New and/or Old Business: Per John Jozwiak:
 1. The property on West Proctor Road will be getting another dumpster this week.
 2. Concerned those dogs that are registered do not have valid rabies vaccine.
 3. Budget report on a monthly basis.

John Jozwiak made the motion to receive the Budget Report monthly. The motion was seconded by Dick Horner and unanimously approved.

- Executive Session: Bruce Baccei made the motion to go into executive session at 8:13 p.m. to consider contracts, potential litigation and labor relations given that premature general public knowledge of these matters would clearly place the town or the other party at a substantial disadvantage. The motion was seconded By Frank Woolf and unanimously approved. Bruce Baccei made the motion to exit executive session at 8:20 p.m. The motion was seconded by Frank Woolf and unanimously approved. No action.
- Orders: The Selectboard reviewed and signed orders totaling \$20,946.83.

XII. Adjourn

Bruce Baccei made the motion at 8:35 p.m. to adjourn the July 13, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and **unanimously approved**.