

Town of Proctor Selectboard Meeting Minutes

Draft
July 27, 2015
6:00 – 8:18 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
Carol Grace
Peg TV

Agreements/Approvals

- Unanimously agreed add one item to the agenda.
- Unanimously approved July 13, 2015 regular meeting minutes, with one correction.
- Unanimously approved July 23, 2015 special meeting minutes.
- Unanimously agreed to hold a Special Meeting on July 29, 2015 at 4:30 p.m. and to invite Chris Waterman.
- Unanimously tabled sale of 2003 Plow Truck, new Plow Truck extended warranties and new Plow Truck plow until Wednesday July 29, 2015 at 4:30 at a Special Meeting.
- Unanimously agreed to solicit bids for six cord of split firewood.
- Unanimously agreed at 6:46 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved having an overtime report for all three departments, at each regular Selectboard meeting.
- Unanimously agreed at 7:03 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved including all delinquent Water & Wastewater accounts in the Proctor Town Report.
Unanimously agreed at 7:17 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the Rutland County Sheriff contract.
- Unanimously agreed to hold letter and enforcement action for West Street property.
- Signed orders totaling \$35,596.23.
- Unanimously agreed to go into executive session at 7:50 p.m. for labor relations.

- Unanimously agreed to come out of executive session at 8:10 p.m. No action.
- Unanimously agreed at 8:18 p.m. to adjourn the July 27, 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. Bill Champine read three sections of the Meeting Rules & Procedures.

II. Review and Approve Agenda

Dick Horner made the motion to add to the agenda; 1.Sidewalk Snow Removal Equipment. The motion was seconded by Bruce Baccei and unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the July 13, 2015 regular meeting minutes with one correction, change Pratt to Patch. The motion was seconded by Frank Woolf and unanimously approved. Bruce Baccei made the motion to approve the July 23, 2015 special meeting minutes as written. The motion was seconded by Frank Woolf and unanimously approved.

IV. Open Public Comment

Susan Feenick: Susan Feenick was present to discuss the blinking light on South/East Street. She was curious why solar wasn't proposed for the blinking light replacement. Stan Wilbur stated that no one mentioned solar, so they stayed with the status quo. Susan Feenick also inquired about the hill at the 5-corners and that it has not been mowed. Stan Wilbur will look into the mowing, the property belongs to the College of St. Joseph.

V. Guests

No invited guests.

VI. Highway Department

Field Activities:

- Roadside mowing Gorham Bridge and Meadow Street.
- Worked with Brad LaFaso at the Town Clerk's office. Dug and installed conduit. Back filled and swept.
- Dump truck inspected at Earl's, 2003.
- Town wide mowing and trimming.
- Repaired washed out shoulder in Pine Street.
- Cut down dead tree on Park Street, hauled brush to Transfer Station.
- Servicing vehicles and equipment.
- New topsoil, seed and bamboo matting on East Street hill. Thank you Bruce for helping with traffic control.
- Repaired lifeguard chairs at pool.
- Topsoil on South Street where new power meter was installed.

Marble Bridge Repair Proposal: John Jozwiak provided a verbal assessment of work to done on the Marble Bridge. He will provide a written quote for Selectboard consideration.

Sale of 2003 Plow Truck: Tabled until Special Meeting Wednesday July 29, 2015 at 4:30 p.m.

New Plow Truck Extended Warranties: Tabled until Special Meeting Wednesday July 29, 2015 at 4:30 p.m.

New Plow Truck Plow: John Jozwiak provide handouts for two plow trucks that are complete (with front plow blade & warranty) and ready to go, Viking \$147,000.00 and Fairfield \$144,000.00. He is concerned that the only plow truck Stan Wilbur brought to the Selectboard is \$158,000.00 and does not come with a front plow, and requires the expenditure of additional monies for an extended warranty. John Jozwiak feels he was misled with respect to plow truck information provided by Stan Wilbur. Dick Horner noted that he voted with bad information. Frank Woolf and Bruce Baccei believe that International trucks have engine problems, (both trucks John Jozwiak provided are International). John Jozwiak made the motion to hold a Special Meeting Wednesday July 29, 2015 at 4:30 and invite Chris Waterman. The motion was seconded by Dick Horner and unanimously approved.

Sidewalk Snow Removal Equipment: Stan Wilbur provided a handout with several options for Sidewalk Snow Removal Equipment. Consensus of Selectboard that Stan Wilbur calls abutting towns and inquire type of equipment used and satisfaction with that equipment. John Jozwiak requested the number of miles of sidewalks in the town of Proctor

Other New and/or Old Business: Per Stan Wilbur; the portable radar will be set up on South Street. Crosswalks will be painted prior to school beginning. LaFaso removed all the decorative light poles from Main Street. The light poles had no value according to LaFaso. Someone in a "red truck" stopped and inquired about the poles, the poles were given to them. All light work has been completed.

Per John Jozwiak; numerous potholes that need filled, use hot mix not cold patch. Status of the furnace at the town Garage. Per Stan Wilbur furnace is scheduled to be serviced. Will we need to buy wood? Per Stan Wilbur, we will need to purchase six cords of split firewood for the Town Garage.

John Jozwiak made the motion to solicit a minimum of three bids for six cords of split firewood. The motion as seconded by Dick Horner and unanimously approved.

Condition of the Marble wall on South Street. Stan Wilbur will have someone evaluate the Marble wall on South Street.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:46 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Dick Horner and unanimously approved.

Field Activities:

- Daily/monthly required monitoring.
- Weekly water sampling at the pool.
- Daily maintenance and routine facility inspection.
- Mowed and trimmed FSW.
- Worked with LaFaso at Town Clerks installing conduit.
- Town mowing and trimming.
- Worked with HW Dept repairing shoulder on Pine St.
- Installed new chlorine pump at FSW. Also installed new pressure relief valve and pump dampener.

- Worked with Aaron Perez from VT Rural Water on chlorine pump issue.
- New plaque installed at east tank.
- Helped HW Dept topsoil lawn on Oak Street.
- Helped HW Dept topsoil around vaults on South Street.
- Installed walkway at FSW, topsoil and seeded lawn.
- Used shop Vac to clean out valve box on lower High St.; need to excavate and realign the valve box. Cannot get a wrench on the operator nut currently.
- Worked with HW Dept on East St hill washout.
- Marked utilities on Reynolds St. (private service line leak).
- Worked with Jon Champlin on wiring and controls for the newly installed chlorine pump at FSW.
- Installed new chlorine reagent bottles on South St. vault.
- Alarm out Saturday 25th for a brief power outage at FSW. Power was back on, but it was enough to make all alarms go off.

Contract 5B Taylor Hill Pump Station Update: State review for permit to construct, notice will be posted this week. Next step to Proctor Planning Commission for site plan review and approval.

Other New and/or Business: Per Stan Wilbur; waiting for second quote for insertion valve for School-Gibb-Taylor Hill project.

Per John Jozwiak; inquired as to the number of overtime hours for the last two weeks. Per Stan Wilbur that number is five hours overtime last week.

Per John Jozwiak made the motion to included overtime hours in all three reports (Highway, Water & Wastewater). The motion was seconded by Dick Horner and unanimously approved.

Per Susan Feenick; inquired about the warranty of the chlorine pump, noted that the repair of the chlorine pump was on the last meeting report (Rebuilt chlorine pump, replaced 4 function valves on pump). Bill Champine explained the pump had a 1 year warranty, however only 7 months of the warranty was actually used. The FSW pump came with a 5 year warranty, and 3 years of the warranty will actually be used.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:03 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:

- Mowing and trimming at WWTF.
- Fueled emergency generator.
- Added degreaser to pump station wetwells at Colombia Ave, Willow Street and Park Street.
- Checked all fluids in the standby genitor (Park ,Library)
- Daily operation and maintenance.
- Took apart and flushed line and sump pump in the basement of Willow Street pump station.
- Switched over to UV unit B, cleaned UV unit A.
- Checked fluids, greased and fueled jetter.
- Helped HW Dept cut tree on Park St.
- Alum delivery at WWTF on 21st.

- Cleaned and organize lab at WWTF.
- Sewer camera at 5-corners. Last time we tried too much flow.
- Greased blowers at WWTF.

Other New and/or Old Business:

Per Stan Wilbur; No broken pipe at the 5-corners. Interviews next week for Town opening, eight candidates, will interview three.

Susan Feenick requested that the town investigate the possibility of spraying for weeds at the WWTF. Stan Wilbur will look into this concern and report back to the Selectboard.

Carol Grace requested that delinquent Water & Wastewater accounts be published in the Proctor Town report.

John Jozwiak made the motion to include all delinquent Water and Wastewater accounts in the Proctor Town Report. The motion was seconded by Frank Woolf and unanimously approved.

Dick Horner made the motion at 7:17 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: Alarm at pool, replaced batteries, did not correct problem. Mountain Glass assessing issue. Ping-pong table donated at pool, looking for help to assemble.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Items collected on free dump day that the Town employees discarded as trash, items could have been recycled.
- Personnel Committee: Per Frank Woolf: Reviewing rough draft.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: Next meeting 9/4/15 at 6:30 p.m. will review Zoning By-laws.

X. Additional Items Requiring Action from the Board

- Rutland County Sheriff Department Contract: Dick Horner made the motion to approve and sign the Rutland County Sheriff Department contract and to list Bruce Baccei and the liaison. The motion was seconded by John Jozwiak and unanimously approved.
- Junk and Junk Vehicle Ordinance Complaint: Dick Horner requested that the Sheriff investigate the vehicle in question, and report back. Bill Champine would like the Proctor Planning Commission to review the Junk Ordinance Policy, (this is a policy of the Selectboard and enforceable only by the Selectboard). Stan Wilbur requested that Selectboard members visually inspect the property to determine if the items in question meet the Junk Ordinance Policy definition. This topic will be discussed at the next Selectboard meeting
- Proctor Selectboard Public Meeting Rules and Procedure Policy: Review policy for the next Selectboard meeting.
- Other New and/or Old Business:

John Jozwiak received a complaint from a neighbor on Meadow Street about a trash container that has been on a property since April. The owner of the dumpster will not move it due to non-payment. John Jozwiak has given the homeowner until Friday July 31, 2015 to have the container removed. He will update at the next Selectboard meeting.

John Jozwiak made the motion to hold the letter and place the enforcement action on hold for the property owner on West Street. The motion was seconded by Frank Woolf and unanimously approved.

- Executive Session: John Jozwiak made the motion at 7:50 p.m. to enter executive session to consider a matter of labor relations with employees given that premature general public knowledge of these matters would clearly place the town or employees at a substantial disadvantage. The motion was seconded by Dick Horner and unanimously approved. Dick Horner made the motion at 8:10 p.m. to exit executive session. The motion was seconded by Frank Woolf and unanimously approved. No action.
- Orders: The Selectboard reviewed and signed orders totaling \$35,596.23.

XI. Adjourn

Dick Horner made the motion at 8:18 p.m. to adjourn the July 27, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.