Town of Proctor Selectboard Meeting Minutes Draft April 13, 2015 6:00- 7:50 p.m.

Board Members Present

Bill Champine, Chair Bruce Baccei John Jozwiak Frank Woolf

Employees Present Celia Lisananti, Town Clerk/Treasurer Stan Wilbur, Town Manager

Other Guests Present

Vinnie Gatti, PVFD Linda Mederos Peg TV

Agreements/Approvals

- Majority approved four additions to the agenda.
- Majority approved the March 23 regular and April 8, 2015 special meeting minutes.
- Majority approved March 24, 2015 special meeting minutes.
- Majority approved a contract with Comprehensive Building Solutions to make energy efficiency improvements at the Fire Station.
- Majority approved a sale listing for Fire Engine No.3 with Brindlee Mountain.
- Majority approved placing two Children at Play Signs on Williams Street.
- Majority approved appointing Dick Horner to the Bike/Ped Study consultant selection committee.
- Majority agreed at 6:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to hold a special meeting on April 16, 2015 at the Field Street Well House to observe the operation of the well pump with a variable frequency drive.
- Majority approved the Dubois & King Final Design Services Agreement.
- Majority agreed at 6:55 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:05 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to contract with All Roofing for hail damage repair.
- Majority agreed to investigate the cost of paperless Selectboard meeting packets.
- Majority agreed to reschedule the May 25, 2015 regular Selectboard meeting to Tuesday May 26, 2015.
- Majority agreed at 7:40 p.m. to enter executive session for labor relations.
- Majority agree at 7:45 p.m. to exit executive session. ACTION.

- Majority approved the appointment of Frank Woolf, Public Work Liaison.
- Majority approved named Tim Kingston, Public Work Foreman, with a \$2.00 an hour raise.
- Signed orders totaling \$49,338.83.
- Majority agreed at 7:50 p.m. to adjourn the April 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. (All motions are by majority as a full board was not seated.)

II. Review and Approve Agenda

John Jozwiak made the motion to add Hail Damage VLCT Prove of Loss, Paperless Selectboard Packets, Property Maintenance and Green Up Day to the agenda under Additional Items requiring Action. The motion was seconded by Frank Woolf and approved by the majority.

III. Review of Minutes

John Jozwiak_made the motion to approve March 23, 2015 regular and April 8, 2015 special meeting minutes as written. The motion was seconded by Bruce Baccei and approved by the majority.

Bruce Baccei made the motion to approve the March 24, 2015 special meeting minutes. The motion was seconded by Frank Woolf and approved by the majority.

IV. Open Public Comment

<u>Vinnie Gatti:</u> Vinnie Gatti presented Comprehensive Buildings Solutions proposed scope of work and contract to make energy efficiency air sealing and second floor ceiling improvements at the Fire Station for a contract amount of \$29,640.00. The cost may be reduced if the firemen perform some of the demolition work.

John Jozwiak made the motion to accept and authorize the chair to sign a \$29,640.00 contract with Comprehensive Building Solutions, subject to the contactor furnishing a certificate of insurance. The motion was seconded by Bruce Baccei and approved by the majority.

The ladder truck acquired from Pittsford is in the Station and will receive certification on April 28, 2015. The Department recommends selling Engine No.3 and proposes to list it with Brindlee Mountain. Josh Jozwiak asked if the contract included the right to reject bids, Vinnie Gatti responded yes. Frank Woolf made the motion to approve the sale of Engine No.3 and list with Brindlee Mountain. The motion was seconded by John Jozwiak and approved by the majority.

V. Invited Guests

Linda Mederos: Linda Mederos was present to discuss property maintenance concerns on West Proctor Road. John Jozwiak stated he had spoken with the property owners and that they assured him that clean up would begin soon, weather permitting. He requested that they allow the property owners two weeks to make progress. He will continue to monitor and keep in touch with Linda Mederos.

VI. Highway Department

- Manger's Report Field Activities:
 - Trackless Sidewalk Unit Demo.
 - Removed dead trees.
 - Cleaned up wood at WWTF with junk wood going to the Transfer Station.
 - Cleaned up North Street water main leak.
 - Cleaned up plow scars and sand from sidewalks and grassed areas Marble Bridge, Churches, School, South Street and Main Street.
 - New bristles on Bobcat broom.
 - Garage maintenance.
 - Vehicle maintenance.
- <u>Children Playing Williams Street:</u> Frank Woolf made the motion to place two Children at Play sign on Williams Street. The motion was seconded by Bruce Baccei and approved by the majority.
- <u>Annual Financial Plan Town Highways:</u> The Selectboard members signed the VT AOT Annual Financial Plan form.
- <u>Sidewalk Unit:</u> Stan Wilbur is in the process of scheduling a Bobcat demo.
- <u>Bike/Ped Proposal Review Committee:</u> Proposals for the Bike/Ped Path Scoping Study were received from Dubois& King, Dufresne Group, Broadreach and Weston & Sampson. The proposals will be forwarded to the Consultant Selection Committee for rating and recommendation for Selectboard action.

John Jozwiak made the motion to appoint Dick Horner to the Committee. The motion was seconded by Bruce Baccei and approved by the majority.

 <u>Other New and/or Old Business:</u> Selectboard Inquires: Has the sand/salt pile at the Town Garage been removed/cleaned up? Requested that the loader buckets behind the Town Garage be moved further away from the creek.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:35p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Woolf and approved by the majority

- Manager's Report Field Activities:
 - Routine facility inspections.
 - Daily sampling, testing and reporting.
 - Repairs to chlorine pump at Field Street.
 - VFD mounted at Field Street.
 - Jon Champlin alarm at Field Street.
 - Closed drain valve at Proctor Pool.
 - Climbed and inspected both water tanks.
 - Worked with Highway Department with dead tree removal.
 - Worked with Highway Department with cleaning bridge, sidewalks and street.
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The Selectboard agreed to hold a special meeting on April 16, 2015 at the FSW to observe the operation of the well pump with the variable frequency drive.

- Water System Improvements:
 - Hard Water: Follow up meting to be held on April 22, 2015 at 6:30 p.m. at the Union

Church.

 Contract 5B Taylor Hill Booster Pump Station – Dubois& King Design Services Agreement: John Jozwiak made the motion to approve and authorize the chair to sign Dubois & King Taylor Hill Booster Pump Station final design agreement subject to state approval. The motion was seconded by Frank Wolf and approved by the majority.

There will be a special Selectboard meeting with Dubois & King Tuesday April 14, 2015 to discuss the progress.

- Field Street Well Variable Frequency Drive: Start up and programming on April 16, 2015. Notice will be issued to water users when the pump is put on line.
- Other New and/or Old Business: Selectboard Inquires: Status of the North Street valve. The leak at Willow and Meadow Street, the crew will be working on Tuesday.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:55 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Frank Woolf and approved by the majority.

- Manager's Report
 - Field Activities:
 - Routine facility inspections.
 - Daily sampling, testing and reports.
 - Cleaning up wood at treatment plant.
 - Routine jetting on Olympus and Warner.
 - Responded to a sewer complaint at 17 Park Street Homeowner issue.
 - Worked with Highway Department with dead trees and cleaning streets and sidewalks.
- Other New and/or Old Business: Selectboard Inquires: Ormsbee Ave. sewer freeze up, what happened why did we hire a company to come and clean/clear the line.

John Jozwiak requested actual copies of time cards.

John Jozwiak the motion at 7:05p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Frank Woolf and approved by the majority.

IX. Standing Committees

- Parks and Recreation: Per Bruce Baccei: No report
- Rutland Regional Transportation Council: Per John Jozwiak: North Street Bridge no longer on state repair list.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussed the price of • recyclables.
- Personnel Committee: Per Frank Woolf: No report
- Fire Department: Per John Jozwiak: Discussed under Open Public Comment. •
- Planning Commission: Per Bill Champine: No report.

X. Additional Items Requiring Action from the Board

911 Dispatch -Governor's Letter: For information only.

- <u>Fire Station Energy Project Contract:</u> See Public Comment.
- <u>Hail Damage VLCT Proof of Loss</u>: Frank Woolf made the motion to contract with All Roofing to repair hail damage to the Town buildings for the portions of the work they estimated and ask them if they will perform other work at the VKCT estimated price. The motion was seconded by Bruce Baccei and approved by the majority.
- <u>Paperless Selectboard Packets:</u> John Jozwiak made the motion to look into paperless Selectboard meeting packets. The motion was seconded by Bruce Baccei and approved by the majority. Stan Wilbur will provide prices for seven tablets.
- <u>Green Up Day:</u> Jim Moore is the Green Up Day contact, a table will be set up in the Proctor Free Library parking lot to pick up bags. The Transfer Station will be open May 2, 2015 from Noon until 5:00 p.m. Items accepted brush/yard waste, trash and bulky item disposal no white goods will be accepted. The Highway crew will pick up Green Up Day bags.
- <u>Beaver Pond:</u> Postpone action until the April 27, 2015 meeting.
 - Dam Inspection Proposal
 - o Omya's Offer
- <u>Other New and/or Old Business:</u> Selectboard agreed to cancel the May 25, 2015 Selectboard meeting and meet on Tuesday May 26, 2015, due to Memorial Day.
- <u>Executive Session:</u>

John Jozwiak made the motion at 7:40 p.m. to enter executive session to consider a matter of labor relations with employees given that premature general knowledge of this matter would clearly place the Town or employees at a substantial disadvantage. The motion was seconded Bruce Baccei and approved by the majority.

Bruce Baccei made the motion at 7:45 p.m. to exit executive session. The motion was seconded by Frank Woolf and approved by the majority

ACTION:

Bruce Baccei made the motion to appoint Frank Woolf as the Public Works Selectboard Liaison. The motion was seconded by Bill Champine and approved by the majority, John Jozwiak voted no.

Bruce Baccei made the motion to appoint Tim Kingston Public Works Foreman with a \$2.00 an hour pay increase and a six month probation period. The motion was seconded by Frank Woolf and approved by the majority.

• <u>Orders:</u> The Selectboard reviewed and signed orders totaling \$49,338.83

XI. Adjourn

Frank Woolf made the motion at 7:50 p.m. to adjourn the April 13, 2015 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.