

Town of Proctor Selectboard Meeting Minutes

Draft

April 27, 2015

6:00- 9:05 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

Dave Eves
Susan Feenick
Carol Grace
Chuck Goodling
Chris Hayes
Mark Simon
Peg TV

Agreements/Approvals

- Majority approved the April 13, 2015, regular meeting minutes with corrections.
- Majority approved April 14, 2015 special meeting minutes.
- Unanimously agreed to waive the permit fee and deposit for the Road Opening Permit for Water Service Replacement. A completed application will still be required.
- Unanimously agreed at 7:08 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to place the Filter Plant and 2.9 acres on the market.
- Unanimously agreed to use proceeds from the timber harvest to install water softeners in municipal buildings.
- Unanimously agreed at 7:31 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:38 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus to request Omya certifies the dam passes all state inspections/requirements.
- Signed orders totaling \$36,774.21.
- Unanimously agreed at 9:05 p.m. to adjourn the April 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.

The meeting began with a moment of silence for Gordy Anderson.

II. Review and Approve Agenda

No additions to the agenda.

III. Review of Minutes

John Jozwiak made the motion to approve the April 13, 2015 regular meeting minutes with corrections. Correction: John Jozwiak voted no on the motion to appoint Tim Kingston Public Works Foreman with a \$2.00 an hour increase and a six probation period. The motion was seconded by Bruce Baccei and approved by the majority. Dick Horner abstained.

Dick Horner inquired where the additional \$5,000.00 would come from. He also believes that an overlap of duties will be occurring. Stan Wilbur explained that other line items will be reduced.

Tim Kingston will also receive a 2.3% raise July1, 2015, this was a budgeted item.

John Jozwiak made the motion to approve the April 14, 2015 special meeting minutes. The motion was seconded by Bruce Baccei and approved by the majority.

IV. Open Public Comment

Carol Grace: Carol Grace was present to inquire about the raise for Tim Kingston. She noted that raises appear to be given frequently throughout the year. She provided the figure of \$119,500.00 for water department payroll regular & overtime for two employees.

She questioned the need for a staff meeting every Friday. She inquired about the status of legal action regarding the variable frequency drive.

Dick Horner suggested that the staff meeting be held from 2:00 -3:00 p.m. rather than 1:00 -2:00 p.m. Stan Wilbur agreed to the change.

Stan Wilbur replied that after seeking legal advice it was the consensus of the Selectboard not to pursue legal action regarding the variable frequency drive.

Susan Feenick: Susan Feenick inquired about the Ormsbee Avenue sewer claim. She asked when Mark Simon would be attending a Selectboard meeting. She asked if the Blower building has been cleaned, the chlorine analyzer was under warranty, hours of employees, if the Town office is closed every Friday afternoon and why there is a need for a Highway liaison with a Town Manager.

Stan Wilbur replied that the Ormsbee Avenue sewer claim has been submitted. Mark Simon will be attending the meeting tonight at 7:30 p.m., the warranty for the chlorine analyzer had expired, Highway employees work 7:00 a.m.-3:00 p.m. Water/Wastewater employees work 6:30 a.m.-3:00 p.m. all take a lunch break.

V. Invited Guests

Chuck Goodling: Chuck Goodling, from Dubois & King was present to discuss the Water System Improvement Updates and Wastewater Treatment Facility.

- Survey at the WWTF for the Salt Shed base maps drafted.
- Salt Shed elevation above the 100 year old flood plain. The WWTF is a suitable site for the Salt Shed. Will dig a test pit for soil sample. Dave Eaves stated that the benchmark for elevation will be placed on the Lab Building. Stan Wilbur will be the contact for the Salt Shed.
- Bluff Street Pump Station is in the design phase. The state is reviewing the agreement. The plan is to bid the project this summer and construct in the fall.
John Jozwiak requested the abutting property owner be notified of the project and kept in the loop.

- Contract 4A Kingsbury will be on site May 11, 2015 to address punch list items. Dave Eves will meet with the Selectboard May 4, 2015 for a site visit.
- Contract 4B D&N Tanks will be on site Friday May 1, 2015 to look at the tank. Selectboard is concerned about the cracks in the tank. A special meeting will be warned for this walk through. D&N Tanks will provide an O&M procedure manual.
- Contract 6 Chatterton Park requires reviewing state comments and providing responses to the comments.
- A walk through with Belden to go over the punch list will be scheduled.

VI. Highway Department

Manger's Report

Field Activities:

- Working with Water Department on Meadow Street water main leak.
- Extensive sweeping of sidewalks, roadsides, and ROW areas throughout the town with lawn restoration from winter plow damage; a huge task as largely this is being done by hand to collect the white stone without the aid of contracted street sweeping.
- Upper North Street excavation at previous water break re-topped.
- Sanders pulled and cleaned from trucks 1 and 4.
- Truck 1 started repaired by CV Truck Repair.

Street Sweeping: Discussion about the possibility of contracting with Bendig for street sweeping.

Road Opening Permit Application Fee and Deposit for Water Service Replacement: John Jozwiak made the motion to waive the permit fee and deposit, but require the application to be submitted. The motion was seconded by Dick Horner and unanimously approved.

Other New and/or Old Business: John Jozwiak reported on the Junk Ordinance violations, progress is being made and he continues to monitor the properties weekly.

Bill Champine read the Green Up Day memo.

VII. Board of Water Commissioners

Dick Horner made the motion at 7:08 p.m. to adjourn 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 sampling, testing and reporting.
- Water main repair at Willow and Meadow Street intersection, replaced 5 feet of broken/leaking bell joint with new ductile pipe and hymax fittings.
- Locating curb stops and service lines.
- Meeting with several area plumbing contractors regarding town ordinances for service line shutdown for water softeners installations.
- Coordinating water quality testing with Lincoln Applied Geology regarding particulate/flakes/sand in certain distribution areas.
- Flushed new well to waste for prestart up, worked with contractors for VFD programming and putting new well pump into service and submitted water sample for testing.
- Working with Champlin Associates on SCADA upgrades for new well pump and reconfiguring set points for distribution systems.
- Informed VT DEC that the new pump was retrofitted with VFD, configured function tested and is absent for T.Coliform and E. coli and that the new pump is on line.

- Assisted DuBois & King engineering and survey team with mapping water main, valve and hydrant locations at proposed Taylor Hill booster pump station.
- Leak detection on West Street near abandoned property and on Green Square at fire hydrant.
- Working with Highway Department cleaning up sand from sidewalks and grass areas.

Filter Plant/Water Shed Timber Harvest: Dick Horner made the motion to contact a commercial real estate agent and place the Filter Plant (2.9 acres) on the market. The motion was seconded by Bruce Baccei and unanimously approved.

Andy Hutchinson will have the property (500 acres) ready to go out for a timber harvest bid in June.

Water Service Shut Off List: For information only.

Hard Water: Dick Horner made the motion to use income from the timber harvest to install water softeners in municipal buildings as determined by the Town Manager. The motion was seconded by Frank Woolf and unanimously approved.

Stan Wilbur is looking into the possibility of the state waiving the permit fee for the water softener installation.

Other New and/or Old Business: Selectboard Inquires: John Jozwiak questioned why the trucks were at the WWTF and not in the garage. How many wands does the Water Department have?

Stan Wilbur replied they own three. They use the wands to help property owners locate water lines.

VIII. Board of Sewage Commissioners

Dick Horner made the motion at 7:31 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bruce Baccei and unanimously approved.

Field Activities:

- Routine facility inspections.
- Daily sampling, testing and reports.
- Completed April monthly sampling.
- Rebuilt sewer manhole on Main Street near old firehouse location; re-bricked and rebuilt with new frame and cover.
- Working with Dubois & King at WWTF to locate benchmarks for topo survey for regarding the site for the proposed salt shed.
- Cleaned alum supply line and pump for phosphorous control.
- Readjusted lagoon airlines from winter icing.
- Working with Highway Department cleaning up sand from sidewalks and grassed areas.

Clean up and re-grade WWTF site: Dubois & King has completed surveying the WWTF site. The current plan proposes using all material on site, cost saving not trucking off site. Linda Doty, Mary Fregosi and Lisa Miser will meet with Stan Wilbur to look at Marble Bridge remnants.

Other New and/or Old Business: Selectboard Inquires:

John Jozwiak inquired if the gates are locked every night? He said he had taken a ride by the Field Street Well prior to the meeting and the gate was open, unlocked. He placed the lock from the FSW on the Selectboard meeting table. Stan Wilbur will speak to the employees about locking all gates.

Dick Horner the motion at 7:38 p.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 unanimously approved.

IX. Standing Committees

- Parks and Recreation: Per Bruce Baccei: No report
- Rutland Regional Transportation Council: Per John Jozwiak: Omya will be posting signs.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: No report
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: Public Hearing held for Town Plan, approved by Planning Commission moved to Selectboard for public hearing.

X. Additional Items Requiring Action from the Board

- Property Maintenance: For information only.
- Beaver Pond:
 - Dam Inspection Proposal –Consensus of Selectboard that Omya certify that the dam will pass all state inspection/codes. The cost of the proposed dam inspection is \$5,000.00.
 - Omya's Offer: The current offer is Beaver Pond and \$10,000.00.
 - Pond Committee: Postpone
 - West Mountain Logging Income
- Mortimer Proctor Fund: Interview Committee: The interview committee will be Celia Lisananti, Stan Wilbur and Vinnie Gatti. The meeting is May 7, 2015.
- Water and Wastewater Proposal: Mark Simon and Chris Hayes were present to discuss the proposal. Adjustments will be made and re-submitted for Selectboard review.
- Other New and/or Old Business: John Jozwiak provided a handout to all Selectboard members and Town Manager, employee time cards and time sheets. He questioned why on 4/9/15 an employee had punched in at 6:25 a.m., when the employee had in fact taken a personal day. He also noted that employees do not always punch out but rather write the time on the card.

Dick Horner expressed concern that appears that employees are punching each other's time card, which gives the appearance of fraud. Stan Wilbur will speak with the employees and have legal counsel review the time cards.

Dick Horner requested that each employee record in a notebook time spent on tasks for each department for a month. This detailed report would allow a better comparison when looking at the Simon's proposal. The other Selectboard members concurred; Stan Wilbur will speak to the employees and explain the detailed report the Selectboard is requesting.
- Orders: The Selectboard reviewed and signed orders totaling \$36,774.21.

XI. Adjourn

Dick Horner made the motion at 9:05 p.m. to adjourn the April 27, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.