

Town of Proctor Selectboard Meeting Minutes

Draft
August 10, 2015
6:00 – 8:55 p.m.

Board Members Present

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

Employees Present

Celia Lisananti, Town Clerk & Treasurer
Stan Wilbur, Town Manager

Other Guests Present

Tim Raymond
Susan Feenick
Carol Grace
Warren McCullough
Peg TV

Agreements/Approvals

- Unanimously approved the Agenda
- Unanimously approved July 27, 2015 regular meeting minutes.
- Unanimously approved July 29, 2015 special meeting minutes.
- Majority approved August 4, 2015 special meeting minutes.
- Majority approved August 5, 2015 special meeting minutes.
- Majority approved accepting Clark's Truck Center \$147,158 proposal for a 2016 International Truck with a Fairfield Body and a poly all angle plow.
- Unanimously agreed to consider truck warranty options at the next regular meeting.
- Majority approved the 2016 paving program.
- Unanimously agreed at 7:25 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to ask for a definitive answer on whether the Selectboard can act independently of the town voters in removing fluoride from the water system.
- Unanimously agreed at 7:40 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Agreed by majority to know what the WW staff do, what has been repaired and what has not been repaired.
- Unanimously agreed at 7:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously re-adopted the Firearms Discharge Ordinance.
- Unanimously approved revisions to the Selectboard Public Meeting Rules and Procedures Policy.
- Unanimously approved the revised Beaver Pond Purchase and Sales Agreement.
- Unanimously agreed not to waive late filing homestead declaration penalties except in the case of extreme hardship.

- Unanimously agreed to go into executive session at 8:35 p.m. to consider the town manager contract.
- Unanimously agreed to come out of executive session at 8:45 p.m. No action.
- Signed orders totaling \$80,156.23.
- Unanimously agreed at 8:55 p.m. to adjourn the August 10, 2015 Selectboard meeting.

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

Dick Horner made the motion to approve the agenda as distributed. The motion was seconded by Bruce Baccei and unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the July 27, 2015 regular meeting minutes as written. The motion was seconded by Richard Horner and unanimously approved. Bruce Baccei made the motion to approve the July 29, 2015 special meeting minutes as written. The motion was seconded by Frank Woolf and unanimously approved. Bruce Baccei made the motion to approve the August 4, 2015 special meeting minutes as written. The motion was seconded by Frank Woolf and approved by majority. Bruce Baccei made the motion to approve the August 5, 2015 special meeting as written. The motion was seconded by John Jozwiak and approved by majority.

IV. Open Public Comment

Susan Feenick read a statement relating to the change from surface water to ground water to eliminate the DBP problem, hydrant flushing, conversation with Tim Raymond (DEC), Proctor O&M manual hydrant flushing and valve exercising schedules and documentation, water leaks and sewer backups, questions to the state, and updating the O&M manual.

V. Guests

John Jozwiak had invited Tim Raymond, Chief, VT DEC Drinking Water & Groundwater Protection Division, Engineering and Operations Section to attend the meeting to talk about property maintenance, fine particles in the water and hydrant flushing.

Mr. Raymond reviewed the elements of water system improvement program that have been implemented to date and the work that will need to be accomplished to completed the project. The next phase will be to complete pressure monitoring for deficiencies in firefighting capabilities and identify hydrants that won't meet flow requirements. The town will have to construct new pipe to provide adequate flow, replace current fire hydrants with flushing hydrants or color code hydrants.

Mr. Raymond noted that a condition of the construction permits is that the distribution system operation and maintenance manual be updated. The current manual calls for exercising valves annually and flushing hydrant twice a year. He also noted that there is nothing in the current water supply rules regarding flushing, but the Division is looking into unidirectional flushing as a model for water systems. Stan Wilbur reminded everyone that the Town had submitted a scope of work for a hydraulic analysis that would model the water system and provide a basis for developing a system wide flushing program, but the scope had been reduced to just identifying hydrants with substandard fire flows.

There were questions and discussion relating to hardness, grit in the system, schedule for flushing, documenting hydrant flushing and hydrant condition, hydraulic analysis and ISO design flow rates.

VI. Highway Department

Manager's Report:

Field Activities:

- Supplies for staining Cain St pump Station. 2 coats of stain applied. Trim painted and replaced kickboard
- Measured sidewalk distances. 5.5 miles of sidewalks in Proctor
- Marked all areas that need to be paved
- Trimmed the bank on High/ Main Street
- Town wide mowing and trimming
- Trimmed sidewalks and curbs on Church and High Street
- Repaired catch basin on Main St
- Got crosswalk paint sprayer ready to go
- Various shop work and maintenance
- Interviews for DPW position
- Received quotes for new pressure washer and essential equipment

Marble Bridge Repair Proposal: John Jozwiak had not received a written proposal for Marble Bridge repairs.

Plow Truck: The Selectboard considered a proposal submitted by Green Mountain Kenworth for Kenworth plow truck and two proposals from Clark's Truck Center for International plow trucks. The Board discussed and compared the advantages and disadvantages of each proposal.

Dick Horner made the motion to accept Clark's Truck Center proposal for a 2016 International Truck with a Fairfield Body for \$144,745 and a poly all angle plow for \$2,413 (total \$147,158). The motion was seconded by John Jozwiak and approved by majority (Dick Horner, John Jozwiak and Bill Champine voting yes and Bruce Baccei and Frank Woolf voting no).

John Jozwiak made the motion to consider truck warranty options at the next regular meeting. The motion was seconded by Dick Horner and unanimously approved.

Invitation of Paving Bids: Stan Wilbur went over the provided information for bidder and the work to be included in the 2016 Paving Bid package. The Board reviewed the information and asked questions about the width, depth and type of pavement at various locations and why some locations could not be repaired and paved using town staff.

Bruce Baccei made the motion to put the 2016 paving out to bid as presented. The motion was seconded by Frank and approved by majority.

Other New and/or Old Business: Stan Wilbur was reminded to include overtime on the Field Activities reports for every department.

Bruce Baccei made the motion at 7:25 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.

VII. Board of Water Commissioners

Manager's Report

Field Activities

- Daily maintenance and routine facility inspection

- Daily monitoring
- July required sampling completed
- July required paper work submitted
- Field Street Well is averaging 150,000 gallons per day
- Weekly sampling at the pool
- Stained the Cain St Booster Pump Station (2 coats) Replaced kickboard
- Contractor replaced water service line from the main to the house on Reynolds St. Inspected new water connection, and sewer main repair
- Marked utilities on Park St (Homeowner request)
- Town wide mowing and trimming
- Inventory of repair fittings. Replaced items as needed
- Town wide power outage on the 29th. Checked Cain St pump station for proper generator transfer and operation. Also checked FSW. Power outage didn't last long
- Picked up 50 gallons of chlorine for FSW

Questions and discussions regarding inventory of parts, materials and supplies.

Other New and/or Business:

Dick Horner made the motion to have Stan Wilbur research and report back at the next meeting with a definitive answer as to whether the Selectboard can act independently of the town voters in removing fluoride from the water system. The motion was seconded by John Jozwiak and unanimously approved.

Bruce Baccei made the motion at 7:40 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.

VIII. Board of Sewage Commissioners

Manager's Report:

Field Activities:

- Daily operations, maintenance and sampling
- Monthly state monitoring reports
- Contacted state about overflow manhole alarms on Main St. During the electrical upgrades the alarm unit had to be moved. We will need to remount and install existing alarm dialer.
- Cleaned UV unit A
- 8 hour composite sampling completed on the 29th at the WWTF. All samples dropped off to the lab on the 30th
- Power outage on the 29th. Checked all sewer pump stations and generators
- Town wide mowing and trimming
- New refrigerator for the WWTF. The old one stopped working. Refrigerator is required for sample storage
- Inspected sewer main repair on Reynolds St
- Inspected alum injection manhole. Working properly
- Repaired several loose airlines

- Other New and/or Old Business:

Question regarding alum usage at the plant. It has dropped off since the pipe through the alum manhole was replaced. Question regarding clearing brush along the fence line. It has not been done. Question regarding the 5 Corner sewer line, is it leaking? It is not leaking. Question regarding the repair of air lines, are the all working? Don't have the answer at this time.

John Jozwiak made the motion that the Board has got to know what they (WWTF Staff) do, and what they have repaired and tell the Board which ones have not been repaired. The motion was seconded by Dick Horner and approved by majority.

Question regarding work on manholes. No manhole work has been done this year. John Jozwiak noted that a manhole is caving in. He will get the location.

Report that the force main air release valve manhole between the Railroad Bridge and the Marble Bridge is full of water. It will be pumped out tomorrow to determine if the air release valve is leaking by.

Reports for every department to include overtime.

Dick Horner made the motion at 7:55 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: Bruce Baccei reported that the pool will be closing Sunday August 16. John Jozwiak noted that the walkway leading to the pool needs attention and this should be included in the budget. Castleton University has been asked if there are students that might work on clearing the fence. The rec committee will be preparing a report on any repair work that need to be taken care of before next summer.
- Rutland Regional Transportation Council: John Jozwiak - nothing.
- Rutland Regional Solid Waste District: John Jozwiak - nothing.
- Personnel Committee: Frank Woolf noted that the members have a copy of a contract with Stan Wilbur.
- Fire Department: John Jozwiak reported on progress of the energy efficiency work at the fire station and noted that the project is almost done. The Fire Department pictures are on the wall. There are two more fire equipment pictures missing and there is extra space for the Marble Bridge, Library and the Park. Thanks goes to Bob Coons for mounting the pictures. The bill for the frames and pictures is \$209.92. Consensus to take this out general fund town office account. A thank you letter will be sent to Joe Bernor for the pictures.
- Planning Commission: Dick Horner reported that the commission will be applying for an \$8.000 planning grant to review and rewrite the zoning regulations and hire RRPC to administrator it. No matching funds are required. Bob Coons has been given the College of St Joseph plans for the office building and the lab building and they will have to have a site plan review.

X. Additional Items Requiring Action from the Board

- Firearms Discharge Ordinance: Stan Wilbur explained that the Selectboard had adopted the ordinance on June 22, 2015, but that the notice had not been published in the Rutland Herald within the required 14 day after the adoption and he is asking the Board to re-enact the ordinance. There have been no changes to the ordinance.

Dick Horner made the motion to re-adopt the Firearms Discharge Ordinance previously adopted. The motion was seconded by John Jozwiak and unanimously approved.

- Selectboard Public Meeting Rules and Procedures Policy: Dick Horner made the motion to adopt the Policy keeping “normally” in the policy and making the revisions highlighted in yellow. The motion was seconded by Bruce Baccei and unanimously approved.
- Beaver Pond Purchase and Sales Agreement:
The board reviewed the proposed revisions. The deletion of the beach area was talked about at the last meeting. The revision to the wording regarding the dam was developed after a conversation with an ANR Facilities Engineering Division Dam Safety Section engineer. The new wording would require the inspection be performed by a professional engineer experienced in dam design, construction and maintenance and that the engineer review options and designs with ANR Facilities Engineering Division Dam Safety Section. Alan George has reviewed the agreement and feels it is reasonable.
Bruce Baccei made the motion to approve the draft agreement. The motion was seconded by Frank Woolf and unanimously approved.
- Waiver of Penalty for late Filing of Homestead Declaration: The Clerk’s office received a call from a property owner who had filed his homestead declaration late was assessed a penalty and he asked for a rebate. A copy of the Department of Taxes website late filing information was included with the meeting materials. The penalty in this case is around \$170. The home owner called the Department of Taxes and was told that the penalty is a town issue. The law provides for a hardship appeal.
Dick Horner made the motion that we do not waive the penalties unless there is a case of extreme hardship that can be proven to the board. The motion was seconded by Frank Woolf and unanimously approved.
- Junk and Junk Vehicle Ordinance Complaint: Stan Wilbur met with the property owner and gave him copies and explained the junk ordinance and complaint. The car on the school property is not registered or inspected. The owner said that the car will disappear. He proposes to grading and seed the area next to the sidewalk. Visiting the property today it was noted that some of the trash has been picked up and that the owner has started grading along the sidewalk. Consensus of the Board was that the car needs to be gone, the trailer moved and the logs and trash cleaned up before school starts.
- Street Lights: The packet includes samples of decorative street lights to replace the seven lights that have been removed on Main Street. Stan Wilbur reviewed the invoices from LaFaso Electric for work that has been completed to date. This includes repair of the flashing red lights on South and East Streets at Main Street, installing a new service for the light at the railroad bridge, replacing the seven cobra head lights with LED bulbs and restoring electric service to the Main Street lights. Discussion on whether Green Mountain Power will bill for town owned lights on a prorated basis without a meter. Question as to whether the town’s electrician could have performed the work. Request that Jeff Wennberg be contacted to find out how the City of Rutland pays for their street lights; are they metered or prorated. After looking at the existing lights the recommendation was page 2 of 7 AA or AC and put out a request for proposals to furnish and install seven new light fixtures. The question of where the money to replace the lights will come from.
- Town Office Update: The town office committee met with Richard Lloyd, President of the College of St. Joseph last week to look at the College’s schedule and the Town’s timeline to get things done. The College should have information on financing in September. If it is approved they have a go position and are ready to keep moving. The town needs the memorandum of agreement executed, a good draft condominium agreement and good cost estimate for the Town’s share of the project by September 1 in order to proceed with public informational meeting and a possible November bond vote. If the college has their financing in place they will be looking at construction next year with the priority on the marble building. The town needs the common area completed so that we can proceed with the town office.

The town needs to contact the VT municipal bond bank to get information needed to have a bond vote.

- Town Manager Contract: John Jozwiak is not happy with it. The board will go into executive session to consider the contract.
- Other New and/or Old Business:
John Jozwiak as Health Office reported that Rutland City had a sewer break and he posted notices at three locations and will not take them down until Wednesday of this week because he received a call from the State Health Department.
The 15 yard dumpster on Meadow Street is gone.
There is a junk ordinance complaint for a property on the corner of North Street and Florence Road
- Executive Session: Dick Horner made the motion at 8:35 p.m. to enter executive session to consider the Town Manager contract given that premature general public knowledge of these matters would clearly place the town or Town Manager at a substantial disadvantage. The motion was seconded by Bruce Baccei and unanimously approved.
Dick Horner made the motion at 8:48 p.m. to exit executive session. The motion was seconded by Bruce Baccei and unanimously approved. No action.
- Orders: The Selectboard reviewed and signed orders totaling \$80,156.23.

XI. Adjourn

Bruce Baccei made the motion at 8:55 p.m. to adjourn the August 10, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.