

Town of Proctor Selectboard Meeting Minutes

Draft
August 24, 2015

6:00 – 7:59 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

Carol Grace
Bud Skjetne
Peg TV

Agreements/Approvals

- Unanimously agreed add one item and delete two items on the agenda.
- Unanimously approved August 10, 2015 regular meeting minutes, with one addition.
- Unanimously approved a 5 year extended warranty for the Plow Truck, \$4,484.00.
- Unanimously approved the purchase of a steel blade for \$2,463.00.
- Unanimously agreed at 6:31 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed not to add any additional fluoride to the Proctor Water System.
- Unanimously agreed at 6:46 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the Fire Station Energy Project Contract Amendment No.2 - \$1,380.00.
- Unanimously approved the FUA for the Rink for 10/17/15, pending insurance certificate.
- Signed orders totaling \$45,406.82.
- Unanimously agreed to enter executive session at 7:13 p.m. for labor relations and contracts.
- Unanimously agreed to exit executive session at 7:50 p.m. Action.
- Unanimously agreed at 7:59 p.m. to adjourn the August 24, 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. Proctor Prosperity Plan Final Public Hearing

Bill Champine opened the hearing and read the published public notice aloud. With no questions from the Selectboard or public, the hearing closed.

III. Review and Approve Agenda

Bruce Baccei made the motion to add to the agenda; 1.Chittenden Watershed Appraisal and delete 1.Sidewalk Unit 2.Pressure Washer. The motion was seconded by Frank Woolf and unanimously approved.

IV. Review of Minutes

Bruce Baccei made the motion to approve the August 10, 2015 regular meeting minutes with one addition on page 4; Dick Horner inquired how much naturally occurring fluoride is in the FSW water. The motion was seconded by Frank Woolf and unanimously approved.

V. Open Public Comment

Carol Grace: Carol Grace was present to discuss; the safety signs, will the Selectboard order more signs? Per Stan Wilbur four signs were ordered, three have been hit, one is missing, and the sign by the library is still up requests to move the sign. Consensus of the Selectboard to place a hold on ordering anymore signs. Crosswalk painting, poor job painting, paint has already faded. Per Stan Wilbur, Proctor used the same paint as every other municipality. The problem seems to be with the glass beads. North Street paving why the street is not paved? Stan Wilbur noted that paving has gone out to bid and will be opening bids on Friday. Carol Grace does not feel that the Selectboard follows through on projects, needs better leadership and employees need to be held accountable.

VI. Invited Guests

No invited guests.

VII. Highway Department

Field Activities:

- Crosswalk painting.
- Firewood delivered and stacked inside the garage.
- Wood clean up at elementary school
- Town mowing and trimming.
- Sharpened blades on Z turn mower.
- Cleaned and put away crosswalk painter.
- Cleaned and swept excavation sight on School Street.
- Quotes for new Tool Cat sidewalk machine.
- Quotes for hot water pressure washer.
- Options for Cat loader cab.
- Researching new impact resistant crosswalk signs.
- Trim tree on Meadow Street that was obstructing vehicles and sidewalk

Pending Activities:

- Organize wood shed. Cut and stack firewood.
- Continuing inventory of tools and equipment.
- Tree removal quotes.

Marble Bridge Repair Proposal: The proposal has not been received.

Plow Truck Warranties: Dick Horner made the motion to approve the 5 year extended warranty, for \$4,484.00.This will be paid from the equipment Fund. The motion was seconded by John Jozwiak and unanimously approved.

Sidewalk Unit: Deleted from agenda

Pressure Washer: Deleted from agenda.

Overtime: No overtime hours in the Highway Department from August 10-August 23, 2015.

Other New and/or Old Business: John Jozwiak expressed his concern on how work/projects are prioritized. He noted that three taxpayers have been waiting between 8 & 12 weeks to have their lawns repaired, yet a sidewalk has been put in at the FSW.

John Jozwiak made the motion to purchase a steel blade for \$2,463.00. The motion was seconded by Dick Horner and unanimously approved.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:31 p.m. to recess 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 maintenance and routine facility inspection.
- Daily monitoring.
- Painting crosswalks with the Highway Department.
- Town mowing and trimming.
- Live valve insertion on School Street. Town crew excavated and exposed pipe and backfilled.
- Installing crosswalk signs.
- Picking up wood at Elementary School.
- Meeting with Paul Clifford (HD Supply) to get quotes for Hydrant riser kits. Hydrant on West Street extension one further down on West Street is scheduled to be raised.
- Low pressure complaint on Grove Street. Used leak detection equipment, and pressure gauges and determined was clogged strainers in homeowner's residence.
- Located water main at the town line for state culvert work.
- Located curb stop at 19 Chatterton.
- Invoices with Stan.

Pending Activities:

- Start draining pool and winterize building.
- Painting floor at well.
- Excavate and realign valve box at the 5-corners.
- Disinfection byproducts, Gross Alpha, Total Radium, Volatile Organic Chemicals, Synthetic Organic Chemicals, and Coliform Bacteria monitoring in the distribution system.

Fluoride: Dick Horner made the motion to not add any additional fluoride to the Proctor water. What is naturally occurring is fulfilling the will of the voters. The motion was seconded by John Jozwiak and unanimously approved.

Stan Wilbur noted that the naturally occurring fluoride is .25 – .30; additional fluoride has not been added since the switch to the FSW.

Chittenden Watershed Appraisal: For information only.

Overtime: Eleven hours of overtime in the Water Department from August 10 – August 23, 2015. Seven hours were related to the insertion valve cleanup.

Other New and/or Business: Inventory-The current inventory is approximately 3 years old.

Stan Wilbur will provide a new inventory of tools and equipment at a future meeting.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:46 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:

- Daily operation, maintenance and sampling.
- A1 sewer her to pump out air release manhole by the Marble Bridge. Air release valve is failing. Ordered one from Ferguson, and will install the week of the 24th.
- Repaired 3 air leaks in the WWTF lagoons. One more remains, getting quotes to purchase 4 inch pipe to make repairs.
- Inspected alum injection points, increased dose rate due to algae bloom.
- Exercised airline butterfly valves.

Pending Activities:

- Monthly 8 hour composite sampling.
- Clean UV unit B.
- Sewer line routine flushing.
- Paint doors and trim at WWTF.
- Install new air release an insulate manhole.
- Monthly state monitoring reports.

Overtime: Four and a half hours overtime in the Wastewater Department from August 10 - August 23, 2015.

Other New and/or Old Business: John Jozwiak discussed the lagoon liner and the brush growing over the liner, and roots under the liner. Dick Horner is concerned about the maintenance to the liner.

John Jozwiak requested a copy of the project/work list.

Bruce Baccei made the motion at 6:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Anticipate meeting within two weeks. Dick Horner would like the committee to look at keeping the pool open longer. He noted that all surrounding pools remained open yet, Proctor closed a week early.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Next meeting in September.
- Personnel Committee: Per Frank Woolf: Meeting with Stan Wilbur on Friday.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: Public Hearing 9/1/15 for College of St. Joe.

XI. Additional Items Requiring Action from the Board

- Fire Station Energy Project Contract Amendment No.2 - \$1,380.00: Bruce Baccei made the motion to approve the amendment for \$1,380.00. The motion was seconded by Frank Woolf and unanimously approved. The Fire Department will receive the rebate for \$1,380.00 which will offset the change order.

- Junk and Junk Vehicle Ordinance Complaints Update: Per Stan Wilbur: School Street property slowly cleaning up. The town employees removed the wood and large items, homeowner removed small items.
- Skating Rink Facilities Use Agreement: John Jozwiak made the motion to approve the FUA for 10/17/15 upon receipt of the insurance document. The motion as seconded by Frank Woolf and unanimously approved.
- Citizens for Property Rights Letter: For information only.
- Budget Reports: For information only. Selectboard members should contact Stan Wilbur with questions.
- Highway Department Hire – Executive Session: See Executive Session.
- Town Manager’s Contract - Executive Session: See Executive Session.
- Other New and/or Old Business: The Transfer Station will be open October 3, 2015 from noon until 5:00 p.m.
- Executive Session: Dick Horner made the motion at 7:13 p.m. to enter executive session to consider labor relations and contracts given that premature general public knowledge of these matters would clearly place the town or the other parties at a substantial disadvantage. The motion was seconded by Bruce Baccei and unanimously approved. Dick Horner made the motion at 7:50 p.m. to exist executive session. The motion was seconded by John Jozwiak and unanimously approved.

ACTION:

Dick Horner made the motion to approve the candidate recommended by the selection committee for the highway position at a starting salary of \$15.00 per hour subject to drug test and physical and a six month performance review. The motion was seconded by Frank Woolf and approved by the majority, 4-1.

Frank Woolf made the motion to approve the Town Manager contract as presented to the Selectboard. The motion was seconded by Bruce Baccei, motion failed, 2-3.

Dick Horner made the motion to have Frank Wolff and Stan Wilbur negotiate a contract and bring it back to the Selectboard within two months. The motion was seconded by Frank Woolf and approved by the majority, 4-1.

- Orders: The Selectboard reviewed and signed orders totaling \$45,406.82.

XII. Adjourn

Dick Horner made the motion at 7:59 p.m. to adjourn the August 24, 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and unanimously approved.