

# Town of Proctor Selectboard Meeting Minutes

Draft  
September 14, 2015

6:00 –8:10 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
John Jozwiak  
Frank Woolf (by phone)( left meeting at 7:42 p.m.)

## **Employees Present**

Celia Lisananti, Town Clerk & Treasurer  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Susan Feenick  
Carol Grace  
Jodi Jones  
Angela Oberg  
Rob Oberg  
Peg TV

## **Agreements/Approvals**

- Majority approved agenda.
- Majority approved August 24, 2015 regular meeting minutes.
- Majority approved August 31, 2015 special meeting minutes.
- Consensus to delay Marble Bridge repairs until Spring 2016.
- Majority awarded paving bid to Wilk Paving,\$38,400.00.
- Consensus to investigate cost of new truck.
- Majority approved the purchase of Toolcat 5600 G-Series, \$58,900.00.
- Majority agreed at 6:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved water abatement, \$234.44.
- Majority agreed at 7:08 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus to table Zoning Violation discussion.
- Majority approved Fire Station Energy Contract Amendment No. 3, \$342.00.
- Majority agreed to sign Form PM-4.
- Majority agreed to contract with RRPC for administrative services.
- Majority approved the FUA for the Main Street Park, 12/4/15 -12/6/15 Catamount Radio.

- Majority approved the Memorandum of Agreement with the College of Saint Joseph.
- Majority authorized Stan Wilbur to proceed with preparing information for a November bond vote.
- Signed orders totaling \$514,669.35.
- Majority agreed to enter executive session at 7:49 p.m. for labor relations.
- Majority agreed to exit executive session at 8:05 p.m. Action.
- Majority agreed at 8:10 p.m. to adjourn the September 14, 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 were passed by majority as a full board was not seated. Frank Wolff joined the meeting by phone and exited the meeting at 7:42 p.m.

John Jozwiak wished Bill Champine (9/(14) and Celia Lisananti (9/15) Happy Birthday!

### **II. Review and Approve Agenda**

Bruce Baccei made the motion to approve the agenda as presented. The motion was second by Frank Wolff, approved by the majority.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the August 24, 2015 regular meeting minutes as written. The motion was seconded by John Jozwiak, approved by the majority.

John Jozwiak made the motion to approve the August 31, 2015 special meeting minutes as written. The motion was seconded by Bruce Baccei, approved by the majority.

### **IV. Open Public Comment**

Carol Grace: Carol Grace was present to discuss; hydrant flushing, stump removal on Reynolds Street and sub-contracting out jobs.

Stan Wilbur noted that hydrant flushing will take place 9/21 – 10/2. Bruce Baccei will be responsible for a Hydrant Flushing Log; this will contain the hydrant number, date, condition and flow.

Susan Feenick: Susan Feenick was present to discuss; High Street lawns, stump removal on Reynolds Street, holes in the Town Garage and what Our Yard does with the \$2,000.00 allocated to them.

### **V. Invited Guests**

No invited guests.

### **VI. Highway Department**

Field Activities: (3 week report)

- Town wide mowing and trimming.
- Wood removal at PES.
- Cut down tree by town office.
- Stump removal and sidewalk repair on Reynolds Street.
- High Street drainage and lawn repair.

- Cut brush on Cain Street, Pleasant Street and Florence Road.
- Paved insertion valve excavation area on School Street.
- All firewood stacked inside garage.
- Swept apron at WWTF using bobcat.
- Roadside mowing complete.
- Outside repairs to Chevy dump truck.
- Tree clean up on South Street.
- Moved Omya truck sign on South Street.
- Repaired gas leak on weed trimmer.

Pending Activities:

- Tree removal quotes.
- Tower Road ditch.

Marble Bridge Repair Proposal: Johnson Marble submitted a proposal for \$3,500.00 to make repairs to the Marble Bridge. Consensus of the Selectboard to perform this work in the spring, Stan Wilbur will contact Johnson Marble and ask if they will hold this price until Spring 2016.

Paving Bid: Bruce Baccei made the motion to award the paving bid to Wilk Paving, \$38,400.00, this was the only bid submitted. The motion was seconded by Frank Wolff, approved by the majority, 3-1.

One Ton Dump Truck: Consensus that Stan Wilbur will investigate cost of purchasing a new truck, 3-1. John Jozwiak found a new transmission for \$2439.00 (not installed) with two year guarantee. The current truck (2002 one ton dump truck) was purchased October 5, 2011 the town has put approximately 17,000 miles on this truck.

Sidewalk Unit: Bruce Baccei made the motion to purchase a Toolcat 5600 G-Series ( and attachments) from Strokowski for \$58,900.00. The motion was seconded by Frank Wolff, approved by the majority, 3-1. Money will be expended from the vehicle maintenance fund.

Overtime: Two hours of overtime, August 24- September 13. (Cleaned up downed tree September 13, 2015)

Other New and/or Old Business: John Jozwiak stated he is unable to see 120 hours worth of work in the Highway Report. Stan Wilbur noted that the Highway Report is simply an overview of work completed.

Susan Feenick inquired how much wood was currently at/in the Town Garage and if additional wood would need to be purchased. Stan Wilbur stated that 6 cords of wood have been moved into the garage, and approximately 3 cords will need to be purchased.

## **VII. Board of Water Commissioners**

Bruce Baccei made the motion at 6:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, approved by the majority.

Field Activities: (3 week report)

- Routine operations, maintenance, sampling and testing.
- Mowing and trimming.

- New chlorine injection nozzle into 6inch main at FSW.
- Paved School Street insertion valve excavation.
- Changed chlorine reagent bottles at South Street vault.
- Disinfection byproduct sampling complete.
- August total coliform sampling complete.

Pending Activities:

- Excavate and realign valve box at the 5-corners.
- Hydrant Flushing September 21 – October 2

Request for Abatement of Water Charges: Bruce Baccei made the motion to approve the abatement for \$234.44, Brian Provins. The motion was seconded by Frank Wolff, approved by the majority.

Overtime: Six hours of overtime, August 24 – September 13.

Other New and/or Business: John Jozwiak submitted a bill to Stan Wilbur for work related to the hard water at his residence. Stan Wilbur will review the submission.

Jodi Jones shared information about a water de-scaler that she has in her residence, to combat the effects of the hard water. She provided information to Stan Wilbur, and would like the Selectboard to investigate the possibility of a commercial unit. She is concerned about build up in the Proctor water infrastructure.

### **VIII. Board of Sewage Commissioners**

Bruce Baccei made the motion at 7:08 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, approved by the majority.

Field Activities: (3 week report)

- Daily operation, maintenance, sampling and testing.
- Cleaned UV unit B.
- 8 hour composite sampling complete on the 26<sup>th</sup>. Samples sent to the lab.
- Mowing at WWTF.
- August state reporting forms complete.

Pending Activities:

- Air release scheduled for Monday the 14<sup>th</sup>.

Overtime: Six hours of overtime, August 24 –September 13.

Other New and/or Old Business: John Jozwiak is concerned about the roots/brush growth under the lagoon liner WWTF. He would like to have the roots/brush removed before damage is done to the liner. He also inquired why the snowblades are stored at the WWTF. He requested a list of equipment/items at the WWTF. Stan Wilbur is currently working on department inventories.

Salt Shed: The project is proceeding.

Bruce Baccei made the motion at 7:22 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, approved by the majority.

#### **IX. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: No report.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Investigating machinery upgrades.
- Personnel Committee: Per Frank Woolf: Personnel policy completed.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: No report.

#### **X. Additional Items Requiring Action from the Board**

- Zoning Violation: Tabled until the next regular Selectboard meeting.
- Fire Station Energy Project Contract Amendment No.3 -\$342.00: Bruce Baccei made the motion to approve Contract Amendment No. 3 for \$342.00. The motion was seconded by John Jozwiak, approved by the majority.
- Town Office Front Wall Supports: The Selectboard reviewed one proposal. Stan Wilbur will solicit two more bid proposals for the project.
- VCDP Museum Grant:
  - Resolution to Designate a Public Agency Form PM-4: Bruce Baccei made the motion to sign the resolution to designate RRPC as the public agency handling the general administration of the grant. The motion was seconded by Frank Wolff, approved by the majority.
  - RRPC Contract for Administrative Services: Bruce Baccei made the motion to sign the contract between the Town of Proctor and RRPC for professional services in the amount of \$5,000.00. The motion was seconded by Frank Wolff, approved by the majority. Preservation Trust Of Vermont will be responsible for the \$5,000.00 fee.
- Main Street Park Facility Use Agreement – Catamount Radio: John Jozwiak made the motion to approve the FUA for Main Street Park 12/4/15 – 12/6/15. The motion was seconded by Bruce Baccei and approved by the majority.
- Town Office:
  - Proctor/College of St. Joseph Agreement: Bruce Baccei made the motion to approve the Memorandum of Agreement, between the Town of Proctor and the College of Saint Joseph. This MoA does not bind the Town nor does it have a monetary fee. The motion was seconded by Frank Wolff, approved by the majority.
  - Project Cost: For information only.
  - Bond Vote: Bruce Baccei made the motion to authorize Stan Wilbur to prepare information for a November bond vote. The motion was seconded by John Jozwiak, approved by the majority.
- Other New and/or Old Business: John Jozwiak requested the total dollar number of debt for the Town of Proctor, town and school debt.
- Executive Session: Bruce Baccei made a motion at 7:49 p.m. to enter executive session for labor relations. The motion was seconded by John Jozwiak, approved by the majority.

Bruce Baccei made the motion at 8:05 p.m. to exit executive session. The motion was seconded by John Jozwiak, approved by the majority.

Action: A letter to Dan Protivansky accepting his resignation effective September 25, 2015 thanking him for his service and dedication to the Town of Proctor for almost 10 years and assuring him that there are no accusations of theft, fraud or misconduct and that his name will not be mentioned in any public meeting was prepared for Selectboard signatures

- Orders: The Selectboard reviewed and signed orders totaling \$514,669.35.

#### **XI. Adjourn**

Bruce Baccei made the motion at 8:10 p.m. to adjourn the September 14, 2015 meeting of the Selectboard. The motion was seconded by Bill Champine and approved by the majority.