

Town of Proctor Selectboard Meeting Minutes

Draft
September 29, 2015

6:00 – 8:15 p.m.

Board Members Present

Bill Champine, Chair
Bruce Baccei
Dick Horner
John Jozwiak
Frank Woolf (by phone)

Employees Present

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

Other Guests Present

Susan Feenick
Vinnie Gatti
Carol Grace
Tommy Grace
Robert Oberg (Sean & Ginny)
Richard Reed

Agreements/Approvals

- Amended the agenda to add an executive session for labor relations.
- Unanimously approved September 14, 2015 regular meeting minutes with additions.
- Majority approved September 28, 2015 special meeting minutes.
- Unanimously agreed to purchase sand without analysis.
- Majority approved not using the new truck to plow sidewalks.
- Unanimously agreed at 7:00 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Consensus to hold decision on the Contract 5B bid until the next meeting.
- Unanimously approved discontinuance of water service.
- Unanimously agreed at 7:10 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:15 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Resolution for Municipal Planning Grant.
- Unanimously agreed to go into executive session at 7:40 p.m. for labor relations.
- Unanimously agreed to leave executive session at 8:00 p.m.
- Unanimously agreed to advertise for a public works foreman.
- Unanimously agreed to hire Simon Operation Services to operate the water and wastewater systems.
- Signed orders totaling \$61,028.70.
- Unanimously agreed at 8:15 p.m. to adjourn the September 29, 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. Review and Approve Agenda

Bruce Baccei made the motion to amend the agenda to add an executive session for labor relation under Additional Items. The motion was second by Frank Wolff and unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the September 14, 2015 regular meeting minutes as written. The motion was seconded by Frank Woolf. John Jozwiak has some changes to be made on page 3 of 6; paving bids he wanted his name in there that he voted no, also the one ton dump he wanted that truck not to be run because the transmission was cracked, and on the sidewalk unit he wanted to see what we were buying first. Richard Horner wanted to go on record that he does not support the letter sent to Dan Protivanski; John Jozwiak did not sign the letter. The motion, including the additions, was approved by majority. (Richard Horner was not present at the September 14, meeting)

Bruce Baccei made the motion to approve the September 28, 2015 special meeting minutes as written. The motion was seconded by John Jozwiak and approved by the majority.

William Champine read a letter he received from the School Board thanking the town for the school yard cleanup before school started.

IV. Open Public Comment

Carol Grace:

Asked when the school crossing signs would be put back. Stan Wilbur responded that they will be back next spring.

Stated that we need to slow down spending.

Susan Feenick:

Read the introductory paragraph of the website Selectboard page and questioned running the ad in the paper for a new operator. William Champine noted that the VLCT materials define the town managers duties and responsibilities

Questioned if there was adequate gravel on Tower and Olympus Roads for paving.

Richard Reed:

Stated that it is too bad that the town can't work more together, It's too bad the town has lost another good employee.

Richard Oberg:

Stated that he was here for the Zoning Violation item.

Vincent Gatti:

Thanked the board for getting the Fire Station roof done and for replacing and adding new sheathing.

Good news; has been in contact with the chief of the Freeport, OH Fire Department, they are interested in buying the Ford 550; the Department proposes to purchase a 4 door pickup with the proceeds, looking at an even swap.

Presented his letter of resignation from the Planning Commission.

Richard Horner asked about the \$8,000 for the Fire Station sheathing, a detailed breakdown of the price has been requested, John Jozwiak approved \$200 for dormer.

Tommy Grace:

Asked about the need for testing the road sand as other towns are buying sand without testing, two weeks to get results is delaying delivery. John Jozwiak made the motion to get this sand thing done without analysis. The motion was seconded by Richard Horner and unanimously approved.

Asked if the town will accept delivery on Fridays. Stan Wilbur answered yes with notification.

V. Invited Guests

No invited guests.

VI. Highway Department

- Manager's Report
 - Field Activities:
 - Removed downed trees at 44 Chatterton Park. Trees on town property crossed/fell into adjacent property
 - Removing fill in dumpster area at Transfer Station for October Free Trash Day.
 - Tower Road ditch improvements with restoration to lawns
 - New plow truck orientation.
 - Stacked firewood
 - Organized area behind Garage.
 - Hauled topsoil.
 - Asphalt patching and filling potholes.
 - Selective mowing and trimming.
 - Kris McKirryher started work.
 - Pending Activities:
 - Tree removal - Trees, Inc. had the lowest quote
 - Potholes
 - Sand delivery

Bill Champine asked if there is a first aid kit and fire extinguisher in the new truck.

Check potholes on Warner, Olympus and at 5 corners

- Sale of Surplus Equipment – Stump Grinder, Power Blade, Old Steel Plow and Sewer Rodder:

Discussion as to why we are not using the equipment. No action.

- Other New and/or Old Business:

John Jozwiak noted that at Tom Parker's house on Holden Avenue, the manhole is higher than the ground.

John Jozwiak asked if the rust on the new sander chains have been cleaned and oiled. Stan Wilbur answered no.

John Jozwiak said the one ton dump truck transmission can be replaced for \$3,000 with a two year warranty. Stan Wilbur will meet with him.

John Jozwiak noted that there is a washout at the end of Eden Avenue.

John Jozwiak made the motion that the new truck will not be plowing sidewalks. The motion was seconded by Richard Horner and approved by majority.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 7:00 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.

- **Manager's Report**

Field Activities:

- Routine operations, maintenance, sampling and testing.
- Excavate and align valve box at High Street/5 Corners, valve is operable and holds.
- Leak detection around Market/Cross Streets, low pressure.
- Follow up on gritty water issues. Appears to be rust colored calcium hardness similar to what was tested/analyzed by Lincoln Applied Geology.
- Tracing lines and locating curb stop.
- West side hydrant flushing, valve operation and lubrication.
- Chemical injection maintenance at well.
- PH sampling.

Pending Activities:

- Hydrant Flushing

John Jozwiak asked why the water/wastewater truck is at LaFond's. Stan Wilbur answered that the front brakes are being replaced. When was the last time the brakes repaired? Stan Wilbur said he will find out.

Contract 5B – Taylor Hill Booster Pump Station Bids:

Bids were opened yesterday, September 28, 2015. A copy of an e-mail from Jeremy Rathbun, DuBois & King, a copy of the low bid and the bid tabulation showing unit prices and totals for all bidders are on the table. The apparent low bidder is Kingsbury Companies at \$662,700 or 16% over the Engineer's opinion of probable construction cost of \$570,000. DuBois & King recommends that before the Town makes a decision is made, they be allowed time to vet and evaluate the apparent low bid and also discuss the project scope with Kingsbury in more detail. Discussion as to whether the bids will be lower if it is put out to bid next spring. Consensus to hold decision until the next meeting to allow time for DuBois & King to complete its evaluation and makes a formal recommendation.

- Request for Discontinuance of Service – Beverly Taranovich:

Beverly Taranovich advised the Board that as of March 31, 2015 the building at 84 Deere Lane has been vacant and requested permission to shut off the town water supply.

Bruce Baccei made the motion to approve discontinuance of water service to 84 Deere Lane. The motion was seconded by Richard Horner and unanimously approved.

Other New and/or Business:

Carol Grace asked why nothing was wet after the hydrant behind her house was flushed. Bruce Baccei answered that they had flushed it to the Nelson property using 3 lengths of hose.

VIII. Board of Sewage Commissioners

John Jozwiak made the motion at 7:15 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Richard Horner and unanimously approved.

- Manager's Report

- Field Activities:

- Daily operation, maintenance, sampling and testing.
- Installation of force main air release valve at bridge.
- Repair of detached cables air lines.
- Cleaned Alum injection tanks/piping.
- Blower service and checks.
- Exercised generator and jetter.
- Jetted sewer main back up on Gibbs and School Streets. Tree roots, wipes and diaper type object caused back up in cross country part of main. A1 sewer service assisted in clearing roots downstream of main.

John Jozwiak had question about overtime.

Other New and/or Old Business:

Bruce Baccei made the motion at 7:15 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: Bruce Baccei - nothing
- Rutland Regional Transportation Council: John Jozwiak – Discuss of impacts on Lake Champlain from runoff from roads and that there will be a new state guy checking runoff into the ditches. Towns to pay for any work.
- Rutland Regional Solid Waste District: John Jozwiak - nothing
- Personnel Committee: Frank Woolf - nothing
- Fire Department: John Jozwiak - nothing
- Planning Commission: Dick Horner – Hearing for College of St Joseph 61 Main Street site plan. VT Division of Historic Preservation did not like the proposed additions; new construction will be on the west side. The planning grant application to update zoning regulations will be submitted.

X. Additional Items Requiring Action from the Board

Zoning Violation: The Selectboard had approved use of the town attorney to take legal action. The town attorney will be asked to take appropriate legal action.

Richard Reed stated that he was attending the meeting to see how things are resolved. He noted that the Board spends more time arguing than solving things. He went on to point out several items the board had talked about.

- Town Office – Bond Vote: Stan Wilbur reported that he has talked with Paul Giuliani and he will be providing bond election materials for a November bond vote.
- Resolution for Municipal Planning Grant: Richard Horner explained that the town is applying for an \$8,000 planning grant to retain RRPC to assist in updating the zoning regulations. No one has the capabilities to organize and complete the detailed work. Bruce Baccei made the motion to approve the resolution for municipal planning grant. The motion was seconded by Richard Horner and unanimously approved.

- Other New and/or Old Business:
John Jozwiak reported that there is a junk violation on West Street and asked that letters be sent to prior violators reminding them that there is still clean up needed.
- Executive Session: Bruce Baccei made the motion at 7:40 p.m. to go into executive session to consider a matter of labor relations with an employee given that premature general knowledge of this matter would clearly place the Town or the employee at a substantial disadvantage. The motion was seconded by Richard Horner and unanimously approved.

Richard Horner made the motion at 8:00 p.m. to leave executive session. The motion was seconded by John Jozwiak and unanimously approved.

Richard Horner made the motion to advertise for a Highway Foreman. The motion was seconded by Bruce Baccei and unanimously approved.

- Richard Horner made the motion to hire Simon Operation Services for 6 months to operate the water and wastewater systems. The motion was seconded by Bruce Baccei and unanimously approved.
- Orders: The Selectboard reviewed and signed orders totaling \$61,028.70.

XI. Adjourn

Bruce Baccei made the motion at 8:15 p.m. to adjourn the September 29, 2015 meeting of the Selectboard. The motion was seconded by Richard Horner and unanimously approved.