

Town of Proctor Selectboard Meeting Minutes

Draft
October 12, 2015
6:00 –9:10 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Dick Horner (exited meeting at 6:37 p.m.)
John Jozwiak
Frank Woolf (by phone)

Employees Present

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

Other Guests Present

Jeff Durkee
Carol Grace
Jodi Jones
John Jones
Angela Oberg
Bob Protivansky
Carol Protivansky
Ricky Reed
Patrick Walsh
Peg TV

Agreements/Approvals

- Consensus to add/remove/change the agenda.
- Unanimously approved September 29, 2015 regular meeting minutes.
- Unanimously approved October 6, 2015 special meeting minutes.
- Consensus to approve Highway Department Foreman Job Description.
- Majority agreed at 7:11 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to reject all bids for Contract 5B and re-bid project.
- Majority agreed at 7:26 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed to have the W/WW truck be housed at the WWTF.
- Unanimously agreed at 7:38 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved Town Office Bond Resolution for \$800,000.00.
- Majority approved Special Meeting Warning.
- Majority approved the Declaration of Official Intent.
- Majority awarded contract to SRW.
- Majority agreed to ladder monies (CD's) in the Evelyn Peterson Fund.
- Signed orders totaling \$18,649.75.
- Majority agreed to enter executive session at 8:46 p.m. for Grievance of E. Patrick Burke.

- Majority agreed to exit executive session at 9:05 p.m. Action.
- Majority agreed at 9:10 p.m. to adjourn the October 12, 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

Consensus to; add under Additional Items: Speed Limits on Cliff St. and Pine St., Remove from Additional Items Fire Department Heating System, and Change reason for executive Session from Labor Relations to Grievance of E. Patrick Burke.

III. Review of Minutes

Bruce Baccei made the motion to approve the September 29, 2015 regular meeting minutes and October 6, 2015 special meeting minutes as written. The motion was seconded by Dick Horner, unanimously approved.

IV. Open Public Comment

Bob Protivansky: Bob Protivansky was present to inquire about the proposal/cost for the Lab Building. This was discussed under Additional Items.

V. Invited Guests

Jodi Jones: Jodi Jones provided a presentation to the Selectboard about zoning. She provided a timeline and read several sections from the Proctor Town Plan and Proctor Zoning Regulations. She explained that her property's zoning status had changed, from commercial to residential; she is requesting that her property be zoned commercial. She does not find it satisfactory under current regulations that her property is grandfathered. The timeframe of approximately one year provided by the Proctor Planning Commission, which is currently reviewing/rewriting zoning regulations, is unacceptable to Jodi Jones. She is requesting that the Selectboard take action and make this zoning change. She inquired when the Selectboard would have a response for her.

Bill Champine replied the Selectboard will keep her informed of the process and have a response the first part of December.

Dick Horner explained that the Planning Commission has submitted a Municipal Grant Application to help assist with the rewrite; he noted the process takes about one year.

VI. Good Stuff

Stan Wilbur recognized Bruce Baccei and Bill Champine for working with Sewer Department to clear a sewer line on Gibb and School Streets and Bruce Baccei for working with Water Department to record hydrant flushing information. They were not paid for their service. Carol Protivansky noted the outstanding job Chris Almond does at the Proctor Youth League field. Bruce Baccei announced a Blood Drive at the Union Church on October 19, 2015. Lisa Miser congratulated all Proctor teams for their wins at Homecoming. Stan Wilbur noted the Transfer Station Free Day and Bill Champine recognized John Jozwiak for directing the activity.

VII. Highway Department

- Manager's Report:

Field Activities:

- Cleaned debris from several catch basins
- Brush removed from around fuel tanks and garage

- Winterized drop-in sander
- Assessed older snow plow for possible parts or sale
- Added additional patch material on holes in garage roof
- Town wide mowing
- Worked to remove discarded/dumped piles of waste prior to Transfer Station Free Day
- Metal, plastic, painted wood, construction material and other type of waster sorted by hand and properly disposed in dumpsters and/or trucked to outside facilities for disposal
- Winter sand delivered and stockpiled

Pending Activities:

- Tree removal
- Potholes
- Prepare trucks and plows for winter maintenance

No overtime over the past 2 weeks.

- Highway Department Foreman Job Description:
Stan Wilbur requested Selectboard members review and comment. Consensus to approve job description as presented, the ad will run in the Rutland Herald and the Brandon Reporter.
- Other New and/or Old Business:

John Jozwiak noted that the Free Dump Day was a success, it was suggested that the event be held three times a year. This will be discussed during the FY17 budget preparation.

John Jozwiak inquiries: 1. Is there a credit for re-treads at Ray Beane? Yes. 2. Is there a policy in place for when town equipment leaves town, sign in/out sheet? No.

Stan Wilbur noted that the “missing” trailer was at the town garage. John Jozwiak believes that a bucket from the John Deere tractor is missing, along with a York Rake.

Bruce Baccei provided possible wording for a sign at the East Street South Street intersection, Cross Traffic does not stop. Stan Wilbur will speak to the AOT at the wording and placement of the sign.

Stan Wilbur noted backup drivers for snowplowing are being solicited.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 7:11 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, approved by the majority.

- **Manager’s Report:**
Field Activities
 - Daily/weekly operations of well and distribution system.
 - Routine sampling and testing.
 - State monitoring reports.
 - System wide flowing and maintenance of fire and flushing hydrants, exercise hydrant gate valves, if found and accessible. List if deficient hydrants/valves noted. No abnormal accumulations of debris, foreign objects or twigs/sticks were noticed. Complaints from public and /or health officer for nay abnormal water quality conversations or issues should be reported to the Town Manager. Thanks to Bruce for the two week assistance.
 - Removed small brush at base of west tank per Sanitary survey upkeep recommendations.

- Briefed remaining DPW employees on winterizing town operated properties.

Pending Activities:

- Simon Operation Services

3.5 hours over time for past two weeks; weekends

- Contract 5B – Taylor Hill Booster Pump Station Bids:
John Jozwiak made the motion to reject all bids and to re-bid the project. The motion was seconded by Bruce Baccei, approved by the majority.
- Simon Operation Services:
The Selectboard signed a 2 year contact with Simon's; the contact began October 12, 2015. The cost is \$14,200.00 per month and includes all overtime. They will issue one report a month.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:26 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 Wolff, approved by the majority.

- **Manager's Report:**
Field Activities
 - Daily/weekly operation and maintenance of treatment facility pump station and collection system.
 - Routine sampling and testing.
 - State monitoring reports.
 - Serviced UV units. Installed 36 new lamps and replaced broken quartz sleeve.
 - Added degreaser to wet well at Field Street station. Cleaned float.

Pending Activities:

- Simon Operation Services

3.5 hours overtime for two weeks, weekends.

- Furnace:
The furnace from Chittenden cannot be used at the WWTF; it has been donated to the Fire Department. Currently have two bids for a new furnace waiting for the third.
- Simon Operation Services:
The Simon phone number is on the Town Office message for after hour calls. Bruce Baccei made the motion to keep the truck provided for Simon's at the WWTF, and not allow Simon employees access to the town garage. The motion was seconded by Frank Wolff approved by the majority.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made 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 Wolff, approved by the majority.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Looking for committee members.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussed composting and Gleason Road station at last meeting.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Dick Horner: No report.

XI. Additional Items Requiring Action from the Board

- Zoning Violation:
Reviewed letter issued by Town attorney, if the letter is not signed for the Sheriff will hand deliver the letter.
- Town Office – Bond Vote:
Open House October 24, 2015 from 10:00 a.m. until 3:00 p.m. Residents will have an opportunity to tour the current Town Office and the Lab Building. Refreshments will be provided.
 - Cost Estimate: The total project cost is \$998,727.00 minus \$206,248.00(MRP Grant) leaves a balance of \$792,479.00. Bond request \$800,000.00.
 - Bond Resolution: Bruce Baccei made the motion to adopt the Bond Resolution, with the cost being, \$800,000.00. The motion was seconded by Frank Wolff, approved by the majority.
 - Special Meeting Warning: Bruce Baccei made the motion to approve the Special Meeting Warning, to vote on November 17, 2015, hold an Informational Meeting on November 16, 2015 at PHS, with amount not to exceed \$800,000.00. The motion was seconded by Frank Wolff, approved by the majority.
 - Declaration of Official Intent: Bruce Baccei made the motion to approve the Declaration of Official Intent. The motion was seconded by Frank Wolff, approved by the majority.
- VCDP Museum Grant – SRW Environmental Review Services Agreement:

Bruce Baccei made the motion to award the contract to SRW. The motion was seconded by Frank Woolf and approved by the majority. All costs/expenses/fees are the responsibility

of the Preservation Trust of Vermont.

- Evelyn Peterson Fund Investment Account:
The account is currently valued at \$48,648.52, two certificates of deposit are coming due. Bruce Baccei made the motion to ladder out \$30,000.00 (10-5-10-5) and to place the remainder in the cash account, (\$2,000.00 has been committed to the pool for the dock project). The motion was seconded by Frank Wolff, approved by the majority.
- Speed Limits in Cliff Street and Pine Street:
Stan Wilbur will contact RCSD about possible speed changes.
- Budget/Town Meeting Schedule:
Reviewed schedule proposed by Stan Wilbur.
- Other New and/or Old Business:
Inquires by John Jozwiak, 1.Total debt report for the Town & School, 2. Status of Beaver Pond. Per Stan Wilbur the town is waiting for the report from Omya with respect to Beaver Pond. 3. Inventory report. Stan Wilbur will print out a report for John.

Fire Department Roof: Bill Champine and John Jozwiak will meet with contactor to discuss the \$8,000.00 charge.

- Executive Session: Bruce Baccei made the motion at 8:46 p.m. to enter executive session for the Grievance of E. Patrick Burke, given that the premature knowledge of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by Frank Wolff, approved by the majority.

John Jozwiak made the motion at 9:05 p.m. to exit executive session. The motion was seconded by Frank Wolff, approved by the majority.

Action: Bruce Baccei made the motion to deny Mr. Burke's request for information that is in a former employees personnel file. The motion was seconded by Frank Wolff, approved by the majority.

- Orders: The Selectboard reviewed and signed orders totaling \$18,649.75.

XII. Adjourn

Bruce Baccei made the motion at 9:10 p.m. to adjourn the October 12, 2015 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.