

# Town of Proctor Selectboard Meeting Minutes

Draft  
November 9, 2015

5:30 – 8:42 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Jeffery Durkee  
John Jozwiak  
Frank Woolf

## **Employees Present**

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

## **Other Guests Present**

Ray Ault  
Cathy Canty  
Mike Canty  
Bob Coons  
Jim Corbo  
Bob Curtis  
Linda Doty  
Susan Feenick  
Donna Fiske  
Steve Follett  
Mary Fregosi  
Carol Grace  
Tom Grace  
Ernie Goodrich  
Jodi Jones  
Dan Kearney  
Paula Kearney  
Frank Malek  
Judy Morgan  
Warren McCullough  
Steve Mitowski  
Angela Oberg  
Dave Potter  
Dan Pratt  
Bob Protivansky  
Carol Protivansky  
Ricky Reed  
Art Saceric  
Marie Smith

Ann Zawistoski

### **Agreements/Approvals**

- Consensus to approve consent agenda.
- Unanimously approved October 26, 2015 regular meeting minutes and October 28, 2015 special meeting minutes.
- Unanimously agreed at 5:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 5:39 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 5:42 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to enter executive session at 6:00 p.m. for personnel.
- Unanimously agreed to exit executive session at 6:25 p.m. No action.
- Signed orders totaling \$ 124,545.82.
- Unanimously agreed at 8:42 p.m. to adjourn the November 9, 2015 meeting of the Selectboard.

### **Action Items**

#### **I. Call to Order - Pledge of Allegiance**

The meeting was called to order at 5:30 p.m. and began with a pledge of allegiance to the flag.

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

Consensus by the Selectboard to approve consent agenda.

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

Bruce Baccei made the motion to approve the October 26, 2015 regular meeting minutes and the October 28, 2015 special meeting minutes as written. The motion was seconded by Frank Woolf, unanimously approved. Consensus by the Selectboard to table the November 2, 2015 and November 3, 2015 special meeting minutes until November 23, 2015 meeting.

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

Susan Feenick: Susan Feenick was present to inquire why the town had the sand delivered rather than hauling it; she estimates a savings of \$1,050.00.

Stan Wilbur explained that the town is currently short staffed and delivery was bid out last year.

Carol Grace: Carol Grace was present to inquire why a highway employee was given a raise at the last meeting.

Stan Wilbur explained that he was the senior employee and had taken on additional responsibilities. Bruce Baccei added that this employee had been on staff the longest.

Tom Grace: Tom Grace was present to discuss the Meadow Street water project. He noted that working with Simon's was great. He wanted the Selectboard to know that there were no safety charges. The project went well.

John Jozwiak and Bill Champine thanked him for the work.

#### **V. Invited Guests**

No invited guests.

#### **VI. Good Stuff**

Items shared: 1. Welcome Jeff Durkee to the Selectboard, 2. We are saving money with Simon Operation Services, 3. Thank you to residents that help maintain municipal property that abuts their personal property and cleaning leaves from drains.

## **VII. Highway Department**

Field Activities:

- Pool drainage
- Selective lawn mowing
- Curb side and catch basins
- Clean trucks after hot oil treatment
- Clean and organize garage for winter operations
- Toolcat delivery, operator training and operation and maintenance manuals review
- Florence Road drainage work
- Elm street potholes
- Leaves
- Fire wood from trees at Pool and Bluff Street
- Clean up junk wood
- Site preparation and paving – Wilk
- Materials for paving prep work
- Local Road Winter Road Maintenance Workshop
- Wing rack
- Toolcat to Clark's for a bed liner
- Meadow Street water line break

Pending Activities:

- Final Mowing and winterizing mowers.
- Leaves and catch basins.
- Finalize plow routes.
- Shoulder work at newly paved areas.
- Meadow Street water main break clean up.

Overtime: No overtime.

Roadside Trash: Trash has been dumped on private property on Florence Road and Rt3. Should the town cleanup or contact the property owner to remove trash? Consensus by the Selectboard that town employees remove the trash and to have the Sheriff Department or RCSD look in the garbage bags for possible identification of dumpers.

Other New and/or Old Business: Consensus by the Selectboard to inform the Proctor School Board, that next year the town will not be plowing the school parking lots. All firewood is in the town garage.

## **VIII. Board of Water Commissioners**

Bruce Baccei made the motion at 5:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, unanimously approved.

Field Activities:

- Assumed operations at the water and wastewater treatment facilities October 12, 2015. Including programming all alarm dialers and message machines to reflect new contacts.
- Performed all compliance monitoring for water and wastewater facilities and samples tested passed state requirements.
- Cleaned Ultra Violet (UV) system at the wastewater treatment facility.

- Decreased Blower speed and alum pump speed to save electrical and chemical costs for colder months.
- Fixed chlorine feed control system at water facility. The chlorine pump would feed chemical after pump shut off.
- Started fluoride injection at water facility.
- Repaired pressure relief valve at water facility.
- Curb-stop locating.
- Unplugged sewer main on Pearl Street. Affected only one residence.

Activities in Progress:

- Organizing facilities and reviewing inventory.
- Activation of fluoride analyzer and establishing procedures for monitoring.
- Certification and training of personnel.
- Miscellaneous engineering projects.
- Establishing routines to decrease weekend labor at both facilities.
- Develop bench sheets for recording daily data logging used for State reports and maintenance.

Activities Planned or Needed:

- Develops routine checklists for various tasks.
- Hydrant testing with engineering firms. Two requests are made for assistance with flow data to included two Main Street buildings and several locations on the North side of town.
- Establish a curb-stop location book that includes tie measurements.
- Develop procedures and requirements for sub-contractors that assist with town projects.

Simon Operation Service Report: Request that the Water and Wastewater reports be separate.

Other New and/or Old Business: No other new and/or old business.

## **IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 5:39 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, unanimously approved.

Field Activities:

- See the Water report.

Pending Activities:

- See the Water report.

Simon Operation Service Report: Request that the Water and Wastewater reports be separate.

Other New and/or Old Business: Simon's suggested three areas for cost savings:

1. Week-end labor costs – estimated savings \$14,400.00
2. Alum addition to wastewater flow – estimated savings \$9,000.00
3. Electrical costs at the wastewater treatment facility – electric savings will not be totally realized until a full year of operations. The Selectboard will take the suggestions under advisement.

Bruce Baccei made the motion at 5:42 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, unanimously approved.

## **X. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Two new members Shannon Maass and Bob Protivansky. Next meeting November 30, 2015. It was noted the lights at the pool are on 24/7, Bruce Baccei does not believe this is an additional cost to the town. Stan Wilbur believes the lights are on a meter; he will follow up with GMP and report at the next meeting.
- Rutland Regional Transportation Council: Per John Jozwiak: No meeting.
- Rutland Regional Solid Waste District: Per John Jozwiak: The town will be able to have 3 free trash days next year.
- Personnel Committee: Per Frank Woolf: Stan Wilbur will provide a redline copy of the policy.
- Fire Department: Per John Jozwiak: The Fire Department has sold their pick-up truck. They will be purchasing a 350 crew cab under the state contract. The sale of the old truck will cover the purchase price.
- Planning Commission: Per Bill Champine: Permits for 39 & 61 Main Street were approved. The Planning Commission has changed their meeting date to the first Thursday of the month a 6:30 p.m. Jeff Durkee will become the Selectboard liaison to the Planning Commission.

## **XI. 7:00 P.M. Town Office Relocation Informational Meeting**

Bill Champine opened the Informational Meeting by reading a list of deficiencies at the present town office. He also had Rhoda Grace and Celia Lisananti give examples of the day to day deficiencies. Dan Pratt provided an overview of the proposed town office space in the Lab Building, the current town office is 2,349 sq. ft, the renovation of the Lab Building would be 4,350 sq. ft. The cost of the renovation is estimated at \$998,727.00, the town has received \$206,248.00 from the Mortimer Proctor Fund, this leaves a balance of \$792,479.00, for which it is proposed to bond for \$800,000.00.

The condo agreement has not been ratified; currently have a Memorandum of Agreement.

The current Town Office space is limited and not ADA compliant.

The vault has inadequate space and a destructive environment.

The Selectboard did compare the 2005 Town Office Study to the current Lab Building proposal.

The Selectboard has not determined the length of the bond, 15 years to 30 years.

The Town Clerk estimated that five people per day come to the Town Office.

The Selectboard noted that no other grants have been applied for.

It is estimated that the present Town Clerk office would cost \$11,000.00, vacant.

The Selectboard will speak to their attorney for clarification on the bond warning.

The Selectboard will look into the insurance cost for a vacant building.

The Pre-Town Meeting will be held Monday November 16, 2015 at 7:00 p.m. at the Proctor Jr. /Sr. High School.

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

- Zoning Violation: The Town attorney is in the process of filing court paperwork for a court hearing.
- Town Office Open House: Open House November 14, 2015 10:00 a.m. – 3:00 p.m.
- Planning Commission Vacancy: Applications are being accepted, interested parties should submit a letter of interest to the Proctor Selectboard.
- Speed Limit Update: The town currently cannot post a speed limit lower than 25 MPH on town roads. The Town attorney provided documentation for Selectboard review.
- Other New and/or Old Business:
- Executive Session: Bruce Baccei made the motion at 6:00 p.m. to go into executive session to consider Highway Department Foreman candidates, given that the premature knowledge

of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by Jeff Durkee, unanimously approved.

Jeff Durkee made the motion at 6:25 p.m. to exit executive session. The motion was seconded by Frank Wolff, unanimously approved. No action.

- Orders: The Selectboard reviewed and signed orders totaling \$124,545.82.

## **XII. Adjourn**

Bruce Baccei made the motion at 8:42 p.m. to adjourn the November 9, 2015 meeting of the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.