

# Town of Proctor Selectboard Meeting Minutes

Draft

January 25, 2016

6:00 p.m. – 8:55 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
John Jozwiak  
Frank Woolf

## **Employees Present**

Brian Cannucci, Highway Department  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Tom Hogan  
Jodi Jones  
Joe Manning  
Jeremy Rathbun  
Peg TV

## **Agreements/Approvals**

- Majority approved January 11 regular with one addition and January 18, 2016 special meeting minutes.
- Majority agreed to send a letter to the PSB and West Proctor Road solar farm owner.
- Majority agreed at 6:47 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 6:49 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed to submit Willow Street pump station to the State Priority list, 3 years.
- Majority agreed to have Aldrich & Elliot prepare a new contract.
- Majority agreed at 6:57 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to submit MRP application for \$24,875.00, pool and rink.
- Majority approved FAU for PES at the rink for February 11, 2016.
- Majority agreed to put a RFP out for a Town Wide Reappraisal.
- Majority approved Transfer Station Open Day Fees.
- Majority approved the FY17 Town budget, \$1,308,224.00, an increase of 6.23%.
- Majority approved the Proctor Town Warning as presented.
- Majority agreed to enter executive session at 8:05 p.m. for legal action.
- Majority agreed to exit executive session at 8:50 p.m. Action
- Majority agreed to have counsel discuss settlement agreement, with acceptable terms by both parties.
- Signed orders totaling \$44,109.16.

- Majority agreed at 8:55 p.m. to adjourn the January 25, 2016 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 passed by majority as a full board was not present.

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

No changes

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

Bruce Baccei made the motion to approve the January 11, 2016 regular meeting minutes with one addition; page 5 paving refers to Tower Road and January 18, 2016 special meeting minutes as written. The motion was seconded by Frank Wolff, approved by the majority

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

Tom Hogan: Tom Hogan was present to request that the Selectboard send a letter to the PSB and the property owner of a solar farm on West Proctor Road. Tom Hogan would like the letter to address mowing, grading of the property, and type of fence. John Jozwiak made a motion to direct Stan Wilbur to draft a letter. The motion was seconded by Frank Wolff, approved by the majority. Stan Wilbur requested that Tom Hogan provide him with a draft of items he would like to have addressed. Tom Hogan also noted he had an interaction with the Water Department service contractor and did not find them professional. Stan Wilbur stated that individual is no longer assigned to the Proctor Water Department.

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

Jeremy Rathbun- DuBois & King – Contract 5B Taylor Hill Booster Pump Station: Jeremy Rathbun was present to provide the Selectboard with an updated bid/task schedule. The bid period began January 25, 2016 and bids will be opened Thursday February 25, 2016 at 11:00 a.m. at the town Office. He noted many changes had been made to reduce costs, he is hopeful that they will receive competitive bids as contractors plan for spring work. He explained the bid is not split; it will be itemized to allow flexibility to manage the project.

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

Bill Champine stated that the PHS class of 2016 will distribute the Proctor Town Report. Not mailing the report saves \$450.00 and the town will contribute this amount to the class..

Lisa Miser recognized: Abby McKearin on reaching another milestone the 1,000 point club for basketball. The Lady Phantoms Basketball team and Coaches Chris and Lisa Hughes for presenting the Foley Cancer Center with a check for \$1,369.50. Over the past five years the Lady Phantoms have raised over \$10,000.00 for the Foley Cancer Center. Denise and John Anderson for providing great ice while battling Mother Nature. The PHS Variety Show will be held Monday February 8, 2016 at 6:30 p.m. This is a fabulous event showing amazing Proctor talent!

#### **VII. Highway Department**

- Manager's Report  
Field Activities:

- Christmas trees
- 1 ton dump to Earl's
- Plowing and spreading material – 5 events
- Clean up equipment and garage after snow events
- Replaced brake dust shield (in house)
- Received and pushed up salt – just received 8<sup>th</sup> delivery- last year's 8<sup>th</sup> delivery 12/12/15
- Fixed lights on Bobcat (old)
- Tested wing
- Routine truck maintenance
- Cleared brush and downed trees at Hand Wall
- Moved firewood inside
- Cleared snow and spread material to water tanks
- Cleaned furnace and chimney
- Replaced jetter battery – car battery replaced with heavy duty battery
- Cleaned up sand pile
- Cleared snow from around some fire hydrants

Pending Activities:

- Loader cab to LaFond's for repairs
- Clean up broken asphalt pavement at WWTF and grade site– Salt Shed prep
- Clearing roadside brush

Snow Event/Overtime:

- 01/11/16 – 6 hours
- 01/12/16 – 9 hours
- 01/13/16 – 6 hours (50 minutes PHS, 45 minutes PES)
- 01/16/16 – 10.25 hours
- 01/18/16 – 25 hours (Holiday)

Overtime: 01/17/16 & 01/24/16:

Kris – 13.25 hours; Brian – 19.50 hours; Patrick – 23.50 hours.

- Certificate of Highway Mileage: No changes, Selectboard signed certificate.
- Other New and/or Old Business:

John Jozwiak inquired the length of time it takes to make a complete round when plowing the town. The estimate was 2- 2 1/2 hours at 15-20 m.p.h.

There is a Highway Surplus of approximately \$119,000.00 (5 year accumulation).

John Jozwiak inquired if there had been any response from Wilk Paving, and the status of the tires at Ray Beane.

Consensus to invite a representative from Wilk Paving to the February 8, 2016 Selectboard meeting.

## VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:47 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:
    - Truck repaired
- Simon Operation Monthly Report
  - Activities Completed:
    - Attended class for new Total Coliform rules starting April 2016
    - Performed all compliance monitoring for water facility and samples tested passed state requirements
    - Started Fluoride injection at water facility and additional VT. Health Department requirements
    - Picked up chlorine supplies. Ordered Fluoride for 3 month period
    - Curb stop locating at 3 locations
    - Removed leaking 2" flushing hydrant on Field Street
    - Replaced chlorine analyzer reagents in South Street vault
    - Repaired Church Street hydrant. Conducted hydrant repair class using this hydrant as a n example
    - Added riser to West Street hydrant
    - Responded to West Street tank alarm after first storm. Transducer level reading too high keeping filling valve off
  - Activities in Progress:
    - Collecting lead and copper samples from new well to reduce lead and copper monitoring requirements. Requires 2 consecutive six-month periods of favorable results in order to qualify for reduced sampling
    - Certification and training personnel
    - Truck repairs
    - Computer training on SCADA system to enable remote monitoring of water system
    - Curb shut off locations and recording these in a book
  - Activities Planned or Needed:
    - Optimize chemical objection systems including visuals on SCADA
    - West Street hydrant fills with water and needs to be converted to a non-draining type hydrant
    - Develop procedures and requirements for sub-contractors who assist with Town projects
    - Digitize maps for easier reference and customer access
    - Lower curb shut off riser at ball field
- Other New and/or Old Business: Bill Champine reported a Sanitary inspection was conducted by the state, we passed with flying colors.

## IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:49 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
  - Lights in the lab building have been updated
- Simon Operation Service Monthly Report  
Activities Completed
  - Performed all compliance monitoring for water and wastewater facility and samples tested passed state requirements
  - Cleaned Ultra Violet (UV) system at WWTF
  - Cleaned both check valves at Willow Street. Ordered parts to rebuild pump #2 check valve #1 look OK
  - Turned off Field Street sewer pump #1. Ordered new pump
  - Responded to sewer back up on Gibbs Street Sunday 12/6. Completed camera work on Gibb Street 12/8, all clear and flowing
  - Completed cleaning of Sewer pump station wet wells, Library, Willow again, Styles and Columbian Ave were done this time. Columbian PS was very dirty
  - Responded to State in writing concerning pH violation in August
  - Installed Park CSO solar panel and activated alarm
  - Load tested Library generator and Park generator
  - Corrected wiring issues at Willow Street pump station. One causing pump to trip the other giving false run times

### Activities in Progress:

- Completed inventory lists
- Several small electrical issues including meters, lighting, switches and fan motors
- Heater and mold issues in Lab building
- Field Street Pump #1 Replacement
- Willow check valve rebuild
- Blower motor repair and pump motor repair, both motors in shop

### Activities Planned or Needed:

- Confined space procedures for sewer pump stations
  - Miscellaneous electrical issues such as fans and light fixture replacement
  - Clean and evaluate check valves in Styles and Columbian Ave. pump stations
- Lab Building Mold: Two estimates were provided; G.W. Savage \$6,126.30 and SERVPRO \$8,220.00. Potential consultants to study way to keep the mold from reoccurring have been obtained from VLCT and WorkSafe Program. Will review consultant report at February 8, 2016 meeting.

- Willow Street Pump Station – State Priority List Application: John Jozwiak made the motion to submit the application to remain on the State Priority list for 3 years. The motion was seconded by Frank Wolff, approved by the majority. John Jozwiak made the motion to have Aldrich & Elliott prepare a new planning and engineering contract. The motion was seconded by Frank Wolff, approved by the majority.
- Other New and/or Old Business: John Jozwiak requested Stan Wilbur ask Chris if both motors have been repaired. John Jozwiak also noted that the chimney/damper needs to be repaired.

Frank Wolff made the motion at 6:57 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, approved by the majority

#### **X. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Worked on a MRP application.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per Tom Hogan: Work continues on Zoning Regulation update.
- Town Office Study Committee: Per John Jozwiak: Next meeting February 1, 2016 at PES.
- Hazard Mitigation Plan Committee: Per Bill Champine: Meeting held January 25, 2016 Selectboard will review; Plan must be submitted by February 12, 2016.

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

- Planning Commission Vacancy: Applications are being accepted, interested parties should submit a letter of interest to the Proctor Selectboard.
- Mortimer Proctor Trust Grant Application – Pool & Rink: John Jozwiak made the motion to approve the MRP application for \$24,875.00. The motion was seconded by Bruce Baccei, approved by the majority.
- Rink – 90<sup>th</sup> Anniversary Celebration: Lisa Miser will work with Denise Anderson to organize a celebration.
- Skating Rink Facilities Use Agreement – Proctor Elementary School: John Jozwiak made the motion to approve the FUA for Thursday February 11, 2016. The motion was seconded by Bruce Baccei, approved by the majority.
- Eliminate Board of Listers – Town Meeting Warning: For information only. This article will be voted on by Australian ballot.
- Reappraisal RFP: Bruce Baccei made the motion to issue a Request for Proposals for the 2017 Town-Wide Reappraisal. The motion was seconded by Frank Wolff, approved by the majority.
- Transfer Station Open Day Fees: Frank Wolff made the motion to set the Transfer station fees at \$5.00 per car, \$10.00 pick-up truck, \$15.00 pick-up with trailer. The motion was seconded by Bruce Baccei, approved by the majority.

- Selectboard Report for the Town Report: Stan Wilbur provided a rough draft of the Selectboard report and requested members read over the report and submit additions, changes, corrections by Friday 1/28/16.
- FY2017 Budget: Bruce Baccei made the motion to accept the budget as presented for Town Meeting. The motion was seconded by Frank Wolff, approved by the majority, 3-1. The FY17 proposed budget \$1,308,224.00, which is a 6.23% increase.
- Town Meeting Warning: Bruce Baccei made the motion to approve the Town of Proctor Warning as presented. The motion was seconded by Frank Wolff, approved by the majority.
- 1/22/16 Budget Reports: The report was provided for information only.
- Other New and/or Old Business:
- Executive Session – Zoning Violation: Bruce Baccei made the motion at 8:05 p.m. to go into executive session with Alan George, Town Attorney and Stan Wilbur, Town Manager to consider legal action related to a violation of the Proctor Zoning Regulations, given the premature public 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 to exit executive session at 8:50 p.m. The motion was seconded by Frank Wolff, approved by the majority.  
ACTION: John Jozwiak made the motion to direct counsel to communicate the Town's willingness to enter into a settlement agreement with the landowner on terms acceptable to the parties. The motion was seconded by Frank Wolff, approved by the majority.
- Orders: The Selectboard reviewed and signed orders totaling \$44,109.16.

## **XII. Adjourn**

John Jozwiak made the motion at 8:55 p.m. to adjourn the January 25, 2016 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.