

Town of Proctor Selectboard Meeting Minutes

Draft

December 28, 2015

6:00 p.m. – 7:20 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Jeffrey Durkee
John Jozwiak

Employees Present

Stan Wilbur, Town Manager

Other Guests Present

Jodi Jones
Peg TV

Agreements/Approvals

- Majority approved adding VCDP Enhancement Request under Additional Items.
- Majority approved December 14 regular and December 21, 2015 special meeting minutes and to defer approval of December 16 special meeting minutes to January 11, 2016 meeting.
- Majority agreed to accept School District's \$3,000 offer and to plow school parking lots in 2016-2017.
- Majority agreed at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 6:20 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority approved the purchase of a new pump for the Field Street Sewage Station from Peak Motor and Pump for \$4,550.00.
- Majority agreed at 6:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved the VCDP Museum \$27,000 grant enhancement request.
- Majority agreed to schedule a special budget meeting January 4, 2015 at 5:30 p.m.
- Signed orders totaling \$31,607.78
- Majority agreed at 7:20 p.m. to adjourn the December 28, 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 add Vermont Community Development Program Museum Grant Request for \$27,000 Enhancement under Additional Items. The motion was seconded by Jeff Durkee and approved by majority.

III. Review of Minutes

Bruce Baccei made the motion to approve the December 14, 2015 regular meeting minutes. The motion was seconded by Jeff Durkee and approved by majority.

Bruce Baccei made the motion to approve the December 21, 2015 special meeting minutes. The motion was seconded by Jeff Durkee and approved by majority.

Consensus to defer review of the December 16, 2015 special meeting minutes to the January 11, 2016 meeting.

IV. Open Public Comment

No comments

V. Invited Guests

No invited guests.

VI. Good Stuff

Bill Champine recognized the Hazard Mitigation Plan Committee for preparing a draft plan for presentation at a public informational meeting on January 11, prior to the regular Selectboard meeting. The completed plan will be submitted to FEMA for approval. Once approved, the Town will be in a position to apply for FEMA grants to install emergency generators and upgrade culverts and storm drain systems.

VII. Highway Department

• Manager's Report

Field Activities:

- Field Street water leak
- Clean up tools and repair diaphragm pump used on Field Street
- Catch basins
- Sand from salt shed for residential and sidewalk use
- Ice – salted bad spots
- New employee – introductions and orientation with equipment and plow routes
- Distributed winter parking notices
- Clean equipment after use with salt
- Clean up silt on Meadow and Field Streets from water leaks
- Staff meeting to review revised employee manual
- Catch basins on east side
- Cleaned up trash along road
- Holiday

Pending Activities:

- Loader cab repair - LaFond's
- 1 Ton Dump repair – Earl's
- Review plowing plan

• Plowing School Parking Lots:

Bruce Baccei made the motion to accept the \$3,000 School Department's offer for plowing the school parking in FY2017 and to keep track of plowing time. The motion was seconded by Jeff Durkee and approved by majority. John Jozwiak voting no because he feels the money should go back to the kids.

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

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Jeff Durkee and approved by majority..

- Manager's Report

- Simon Operation Service November Monthly Report

Activities Completed:

- Added extension risers to hydrant and valve box on West Street Extension.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Stopped fluoride injection at water facility.
- Removed secondary spill containment for chlorine for easier access.
- Curb-stop locating.
- Repaired 4" water main Break on Meadow Street, issued boil and boil lift.
- Removed hydrant on Meadow Street. The hydrant was leaking at supply tee.
- Performed hydrant testing with VT Rural Water and Dubois & King.
- Shut off the ball field's and the Cemetery's water services.
- Bagged hydrant on School and Church Street because it won't drain.
- Turned on heaters in pump station buildings.

Activities in Progress:

- Calibration of fluoride analyzer and establishing procedures for monitoring.
- Certification and training of personnel.
- Miscellaneous engineering projects.
- 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:

- Order Fluoride monitoring reagents.
- Add riser to West Street hydrant.
- Develop procedures and requirements for sub-contractors who assist with Town projects.
- Digitize maps for easier reference and customer access.
- Repair bagged hydrant.
- Lower curb shut off riser at ball field.
- Have Town's truck serviced. It has trouble starting
- Repair leaking flushing hydrant on Field Street.

- Other New and/or Old Business:

Chittenden Filter Plan emergency generator KW. Possible use for Taylor Hill booster pump station. No one has made it to Chittenden to check name plate.

Insurance claim for John Jozwiak's plumbers invoice. Insurance claim form will be in his mail box for him to describe incident and problem.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:20 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Jeff Durkee and approved by majority.

- Manager's Report

- Simon Operation Service November Monthly Report

Activities Completed:

- Performed all compliance monitoring for wastewater facility and samples tested passed state requirements.
- Cleaned Ultra Violet (UV) system at wastewater treatment facility.
- Unplugged sewer main on Cain Street.
- Exercised portable generator.
- Replaced blower air filters.
- Assisted vacuum truck with cleaning WWTF, Field Street, Willow Street, Park and Styles pump station wet wells. A significant amount of grease was found in Willow. We scheduled second cleaning date.
- Inspected by State of Vermont mostly concerning a pH violation in August 2015.
- Removed brush along lagoon's edge.
- Insulated blower room air intakes for winter.

Activities in Progress:

- Complete inventory lists.
- Establishing routines to decrease weekend labor.
- Clean remainder of pump Stations (Columbian, Library, and Willow).
- Fix CSO monitor at Park overflow.
- Field Street Pump #1 leaking through volute. Working on replacement pump.

Actives Planned or Needed

- Fix CSO monitor at Park overflow.
- Provide possible explanation(s) for pH violation in August.
- Replace check valve on Willow Street Pump #2.
- Miscellaneous electrical issues such as fans and light fixture replacement.

- Lab Building Mold

One proposal has been received and waiting for second proposal to clean up the mold in the Lab Building basement. Request more information and details for construction materials and procedures; replace in kind as a minimum. Request more than two quotes.

- Field Street Sewage Pump Station Pump Replacement

Pump #1 is leaking through the volute. Proposal is to replace the pump with a similar model to avoid having to modify the piping too much. Pool Motor and Pump handles a similar pump and has provided a \$4,550 estimate for new pump. This will be a sole source purchase because of the need for the similar pump.

Bruce Baccei made the motion to approve the purchase of a new pump for the Field Street Sewage Pump Station from Pool Motor and Pump for \$4,550. The motions was seconded by Jeff Durkee and approved by majority.

- Other New and/or Old Business:

John Jozwiak noted that the parts inventory is a priority, that we use Keyser Energy to clean the new furnace for the first time to insure warranty coverage and that with the new furnace vented directly to the outside the chimney should be capped and the clean out door should be sealed.

Bruce Baccei made the motion at 6:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Jeff Durkee and approved by majority.

X. Standing Committees

- Parks and Recreation: Bruce Baccei: Receiving quotes for repairs at the pool.
- Rutland Regional Transportation Council: John Jozwiak Nothing to report.

- Rutland Regional Solid Waste District: John Jozwiak: District budget is complete.
- Personnel Committee: Frank Woolf: not at meeting
- Fire Department: John Jozwiak: Nothing to report.
- Planning Commission: Jeff Durkee: Nothing to report.
- Town Office Study Committee: John Jozwiak: The committee has organized with regular meetings to be held on the first Wednesday of each month. The committee has requested copies of the Proctor Prosperity Plan and a listing and map of town owned properties.
- Hazard Mitigation Committee: Bill Champine: The committee has reviewed the draft plan and will hold a public informational meeting at 5:30 p.m. on Monday, January 11, 2016 (just prior to the regular Selectboard meeting).

XI. Additional Items Requiring Action from the Board

- Planning Commission Vacancy: No one has shown an interest.
- Zoning Violation Update: Scheduling court date.
- Vermont Community Development Program Museum Grant Request for \$27,000 Enhancement. The request letter describing the reason for the request and the revised project budget was distributed.
Bruce Baccei made the motion to request a VCDP Museum \$27,000 grant enhancement. The motion was seconded by Jeff Durkee and approved by majority.
- FY2017 Budget Work Session
 - General Fund Budget
 - Elections: reduce by \$500, the State will be providing \$500 to program vote tabulation machine.
 - Curbside: reduce inflation adjustment from 2% to 0.5% to reflect actual index change
 - Pool: reduce \$5,000, deferred maintenance items to be funded from the Minnie Proctor and Evelyn Peterson funds.
 - Property and liability insurance: look at the value of buildings, find out if the policy cover building value or replacement and provide information on how rates are determined.
 Revised summary reflecting changes will be distributed.
 - Highway Department Budget
 - Direct Labor Overtime: reduce from \$13,747 to \$10,000
 - Equipment Fund: reduce from \$20,000 to \$10,000
 - Building Fund: reduce from \$10,000 to \$5,000
 - Question regarding charging water and/or sewer departments for paving to repair road surface after a line repair project,
 - Include pool road from Park Street to gate in FY2017 paving project list; excavation and subbase work to be performed by highway crew.
 - Consensus to hold a special budget meeting at 5:30 p.m. on Monday January 4, 2016.
- Other New and/or Old Business:
John Jozwiak would like the Highway Overtime shown on the Highway Department Report. John Jozwiak would like the auditors to meet with the Selectboard.
- Orders: The Selectboard reviewed and signed orders totaling \$31,607.78.

XII. Adjourn

Bruce Baccei made the motion at 7:20 p.m. to adjourn the December 28, 2015 meeting of the Selectboard. The motion was seconded by Jeff Durkee and approved by majority.