

Town of Proctor Selectboard Meeting Minutes

Draft

February 8, 2016

6:00 p.m. – 8:05 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
John Jozwiak
Jeffrey Durkee

Employees Present

Brian Cannucci, Highway Department
Stan Wilbur, Town Manager

Other Guests Present

Bob Protivansky
Carol Protivansky
Jodi Jones
Joe Manning
Steve Follett
Peg TV

Agreements/Approvals

- Majority approved January 25, 2016 special meeting minutes.
- Majority approved the January 25, 2016 regular meeting minutes with one addition..
- Majority ratified the December 16, 2015 Highway Department crew position hire action.
- Majority approved the 1 Primary Street Opening/ROF permit
- Majority agreed at 6:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved the Taylor Hill Booster Pump Station Easement Agreement with Omya.
- Majority agreed at 6:54 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 6:59 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to increase the pool pass to \$10
- Majority approved the Skating Rink Facility Use Agreement with the High School
- Majority accepted the Beaver Pond Dam Evaluation Summary and to ask Omya to prepare transfer documents for the Beaver Pond property and \$10,000 Omya contribution.
- Majority approve Franklin's liquor license renewal
- Majority agreed to have preliminary plans and cost estimates prepared for replacing the Main Street lights.
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- Signed orders totaling \$30,863.12.
- Majority agreed at 8:05 p.m. to adjourn the February 8, 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

“Tower Road Paving” to Highway Department and “Skating Rink Facility Use Agreement – High School” to Additional Items added to the agenda by consensus.

III. Review of Minutes

Bruce Baccei made the motion to approve the January 25, 2016 special meeting minutes as written. The motion was seconded by John Jozwiak and approved by majority.

Bruce Baccei made the motion to approve the January 25, 2016 regular meeting minutes with the addition (page 7 of 7) of “John Jozwiak voted no on the motion to accept the FY2017 Budget as presented”. The motion was seconded by John Jozwiak and approved by majority.

IV. Open Public Comment

Steve Follett spoke to the issue of charging a fee to use the skating rink. He was involved with the recreation committee when improvements were made at the rink using federal funds. Hi remembers discussions that the rink had to be open to anybody and that if there were charges to use the rink it had to be the same for everyone. Discussion regarding grant documents, when the work was done and who was on the committee at the time.

V. Invited Guests

None

VI. Good Stuff

None

VII. Highway Department

• Manager’s Report

Field Activities:

- Burned brush pile at Transfer Station
- Serviced F350
- Serviced backhoe
- Picked up roadside trash
- Cutting and clearing brush
- Snow events
- Downed tree on Warner Avenue
- Cleaned up garland from town office, gazebo and Marble Bridge
- Repaired broken cross links on Bobcat chains (in house)
- Washed and cleaned trucks and backhoe
- Organized garage to fit backhoe inside
- Replaced toilet wax ring
- Thorough cleaning of shop
- Update tool and equipment inventories
- Replaced 1995 engine break valve (in house)
- Pulled and fixed 1995 gauge cluster (in house)
- Cleaned up computer and e-mail files
- Hosted County Road Commissioner’s monthly meeting
- Serviced Toolcat
- Cleaned up heavy sand build ups at catch basins on Oak and Maple Streets

Pending Activities:

- Loader cab to LaFond’s for repairs
- Clean up broken asphalt pavement at wastewater plant and grade site
- Clear roadside brush

- Clear brush on pool dam
- Snow Event/Overtime
- 01/29/16 – 6.25 hours
- 01/30/16 - 4 hours
- Overtime: w/e 01/25/16 & 02/07/15
- Kris – 3.25 hours
- Patrick – 7 hours

It was noted that there is considerable trash in ditches along West Street and Gorham Bridge Road. This will be brought to the Highway Crew's attention.

Comment by John Jozwiak that in going through the bills he noted that some are not signed by the person purchasing the materials. This should be a standard procedure and all vendors should have a list of who is authorized to charge to the town account.

John Jozwiak stated that the 6.23% budget increase could be offset from the accumulated surplus.

- Better Roads Program Grants
The Rutland Regional Planning Commission supplied information on VTrans and Better Roads Grant programs. Proctor's culvert inventor is dated 2012 and needs to be updated in order to qualify for maximum highway improvement grant amounts. Bruce Baccei made the motion to apply for Culvert and Road Surface Inventory Grants. The motion was seconded by Jeff Durkee and approved by majority.

John Jozwiak noted that VT AOT will be repaving Route 3 from Proctor to Pittsford/

- Highway Department Hire
Bruce Baccei made the motion to ratify the December 16, 2015 action by the Selectboard to "offer Patrick Sherwin the Highway Department Crew position at \$15.00 per hour conditioned on receiving a clean drug test" since it is the opinion of the VT Secretary of State Office's that the action was taken an item added to the meeting agenda and therefore not properly noticed. The motion was seconded and approved by majority. John Jozwiak voted no.
- Tires – Ray Beane
Ray Beane, Inc. has supplied an invoice showing a credit for four (4) tire casings. John Jozwiak feels the town should recap the old tires and store them at the garage.
- Street Opening/Right of Way Permit.
William Champine has applied for a Street Opening/ROW Permit for a new driveway access at 1 Primary Street. He turned the meeting over to Vice Chair Bruce Baccei and recused himself from the discussion and decision. The access will provide parking for the down stairs apartment. Currently the tenants park in the Gibb Street driveway. Primary Street is a dead end street serving three homes. Concern were raised regarding drainage and pavement and right of way widths.

Jeff Durkee made the motion to approve the 1 Primary Street Opening/ROW Permit with the added condition that the applicant coordinate drainage with the Town Manager. The motion was seconded by John Jozwiak and approved by majority.

- Tower Road Paving
In response to prior action by the Board, Tim Rice, Wilk Paving offered an alternate solution for addressing the Tower Road pavement width issue. They proposed to remove and replace 45 feet of pavement at the south end of Tower Road. Members of the Board felt that Wilk Paving make a mistake and they should do it right. The Town Manager was instructed to send a letter to Wilk Paving that the proposal is unacceptable.
- Other New and/or Old Business
None

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by John Jozwiak approved by majority.

- Manager's Report
Simon Operation Service is developing forms for assistance in locating curb stops and procedures and requirements for sub-contractors working on town projects. The highway Department Crew will be removing the emergency generator from the filter plant for use at the garage.
- Simon Operation Monthly Report
Activities Completed
 - Collected 20 lead and copper samples in order to reduce the lead and copper monitoring requirements for the Town.
 - Performed all compliance monitoring for water facility and samples tested passed state requirements.
 - Weekly fluoride samples are being sent to VT lab in Colchester VT.
 - Witness water shut off at 202 South St
 - Curb-stop locating at 4 locations.
 - Replaced all chlorine chemical feed lines at the water plant
 - Worked with electrician moving exhaust fan switch at Water plant
 - State inspection Sanitary Survey on the 25th. No State comments at this time.
 - Emergency call out on the 8th for broken water line in the old Omya labuilding.
 - Inspection of the old intakes and water plant in Chittenden.
 - Lowered curb stop access riser at ball field
 Activities in Progress.
 - Certification and training of personnel.
 - Removing usable equipment from the old water plant.
 - Developing a Curb shut off location book.
 - Develop a new total coliform sampling plan as required by the State, due April 1, 2016.
 Activities Planned or Needed
 - Turn hydrant around on Elm St for easier access for the Fire Dept
 - Develop procedures and requirements for sub-contractors who assist with Town projects.
 - Digitize maps for easier reference and customer access.
 - Develop Curb Shut Off request form to minimize confusion and outline the Town's policy.
- Taylor Hill Booster Pump Station Easement
Alan George, Town Attorney prepared a draft easement for the Taylor Hill Booster Pump Station site. The easement has been reviewed and approved by Omya and is ready for Selectboard approval.

Bruce Baccei made the motion to approve the Taylor Hill Booster Pump Station easement from Omya and authorize the Chair to sign the easement. The motion was seconded by John Jozwiak and approved by majority.

- Draft FY2016 Water Department Budget
Manager Stan Wilbur presented a Draft FY2017 Expense Budget for Board review. Total expenses are estimated at \$358,685 or a 4% increase over the current year budget. Major differences were labor/contract costs to operate the facilities and electrical cost for the well pump. The proposed budget will be in the Town Report. Estimated Water Rate is \$460 per residential connection. This is a \$20 increase over the current year rate. Final budget and user rate will be set by the Selectboard in May.
- Other New and/or Old Business:
John Jozwiak asked about the old well pump at Field Street. He had talked with Tim Raymond at DEC and Tim turned him over to Rodney Pingree (802-585-4912). Mr. Pingree told him that for \$150 the pump could be hooked up. John Jozwiak said get it done.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:54 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by John Jozwiak and approved by majority.

- Manager's Report
- Simon Operation Service Monthly Report
Activities Completed
 - Performed all compliance monitoring for water and wastewater facilities and samples tested passed state requirements.
 - Cleaned Ultra Violet (UV) system at wastewater treatment facility.
 - QC Services completed annual equipment & meter calibrations.
 - Repaired broken chain on aeration system (Lagoon #1)
 - Exercised portable generator. (Brookfield replaced leaking fuel line)
 - Snow removal and clean up
 - Received an Alum Delivery on the 25th.
 - Pulled pump # 1 from Field St. sewer pump station. We are all set for delivery of new pump. Expected February 10th.
 - Changed the oil in blower #2 and activated it.
 - Changed chemical feed tubing on Alum pump #2.
 - Added micro-cell at WWTF to increase communications and quicken response time to alarmsActivities in Progress
 - Complete inventory lists.
 - Several small electricals issue including lighting, switches, and fan motors.
 - 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. Getting quotes for new replacement blower #4. Parts are no longer available for rebuilding
 - Ordered new bearings for blower building, and UV building exhaust fans.
 - Replace floats at the CSO manhole on Main St.Activities Planned or Needed:
 - Confined space procedures for sewer pump stations.

- Clean and evaluate check valves in Styles and Columbian Avenue pump stations.
- Lab Building Mold
The WorkSafe Program and the VLCT have provided information on firms that offer air quality services.
- Draft FY2016 Water Department Budget
Manager Stan Wilbur presented a Draft FY2017 Expense Budget for Board review. Total expenses are estimated at \$322,107 or a 6% increase over the current year budget. Major differences were labor/contract costs to operate the facilities, treatment plant electricity and chemicals. The proposed budget will be in the Town Report. Estimated Sewer Rate is \$430 per residential connection. This is a \$5 increase over the current year rate. Final budget and user rate will be set by the Selectboard in May.
- Other New and/or Old Business
John Jozwiak asked if the chimney and damper at the Lab Building has been addressed. The answer was no.

Bruce Baccei made the motion at 6:59 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 reported that the committee has met and there are items that will be addressed under Additional Items. John Jozwiak expressed concern that the sill on the east side is coming apart and asked if anyone has looked at it. Bruce Baccei noted that three contractors have provided estimates for power washing and sealing the exterior of the building and did not note any concern regarding the east wall sill. Stan Wilbur noted that the Mortimer Proctor Trust grant application cost estimate includes a contingency amount to address unanticipated work.
- Rutland Regional Transportation Council: John Jozwiak - no report.
- Rutland Regional Solid Waste District: John Jozwiak that there was no meeting,
- Personnel Committee: Frank Woolf: not present. Stan Wilbur noted that there are still sections of the employee manual that need to be addressed by the Board.
- Fire Department: John Jozwiak reported that the furnace at the Fire Department building at the WWTF has been installed.
- Planning Commission: Jeff Durkee reported that work continues on Zoning Regulation update. John Jozwiak noted that he had attended the last meeting and that the Planning Commission cannot do anything about mowing vacant lots. It will have to be addressed by a Selectboard ordinance.
- Town Office Study Committee: John Jozwiak reported that the committee is going along and that the committee will send out a survey to get input from residents.
- Local Hazard Mitigation Plan Committee: Bill Champine reported that the plan has been reviewed by the state and has been submitted to the state. The next item to be addressed is updating the Field Street Well emergency generator grant application.

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.

- Rink – 90th Anniversary Celebration - Denise Anderson and Lisa Miser have hung a 90th Anniversary banner over the skating hut door and have hung historic rink photos in the building. A 90th Anniversary flyer will be distributed with the Town Report.
- Pool Pass Amount – The Parks and Recreation Committee is recommending the season family pool pass amount be increased from \$1 to \$10.
Jeff Durkee made the motion to increase the season family pool pass from \$1 to \$10. The motion was seconded by Bruce Baccei.
Discussion included additional revenue to support pool activities, pool fees in other towns, the number of passes sold and number of people using the pool. Jodi Jones spoke against the motion. John Jozwiak felt the pool and rink fees should be considered at the same time. The motion was approved by majority..
Bob Protivansky ask why the pool was drained each year. If the water was not drained trout could be placed in the pool to control leaches.

The Parks and Recreation Committee is looking for a Director and Assistant Director for the pool this year. Announcement and Job Description will be distributed with the Town Report.

- Skating Rink Facility Use Agreement – Proctor High School
Bruce Baccei made the motion to approve the Facility Use Agreement for Friday February 12, 2016 with an maximum number of 200. The motion was seconded by John Jozwiak and approved by the majority.
- Beaver Pond - The town has received a Beaver Pond Dam Evaluation Summary prepared by Edward Floyd, P.E. from Omya responding to an earlier board action. Mr. Floyd reviewed his finding and conclusions with VT DEC Dam Safety Section Engineers and included their comments in his evaluation summary.
Bruce Baccei made the motion to accept the Beaver Pond Dam Evaluation summary prepared by Edward H. Floyd, P.E. as meeting the August 10, 2015 Selectboard requirement and to ask Omya to prepare final documents for the transfer of the 38 +/- acre Beaver Pond property and the \$10,000 Omya contribution to the town. The motion was seconded by Jeff Durkee. Discussion relating to why the town wanted the pond, history of the pond, uses of the pond, loss of property taxes, insurance cost, long range plan and volunteer to work on the project.
The motion was approved by majority.
- Liquor License Renewal – Franklins
Bruce Baccei made the motion to approve Franklin's liquor license renewal. The motion was seconded by John Jozwiak and approved by majority.
- Main Street Lights – Discussion regarding replacing the Main Street lights and possible source of funds for the project. A prior proposal had estimated at \$60,000. West Mountain timber sales and donations are possible sources to fund the project.
Bruce Baccei made the motion to have a preliminary plan and estimate prepared for Selectboard review. The motion was seconded by Jeff Durkee and approved by majority.
- Estimated FY2017 Tax Rate – The FY2017 estimated municipal tax rate is 0.9819. The estimated increase for a \$100,000 home is \$76.
- Green Mountain Power South Street Easement – Green Mountain Power has prepared an easement agreement across town property located at the corner of Main Street and South

Street (sewage pump station property) for the proposed canoe access presented by Michal Scarzello at an earlier Selectboard meeting. Town Attorney Alan George has reviewed the draft and has suggested several revisions. Board members should get any comments or questions to Stan Wilbur.

- 01/31/16 Budget Reports: The reports will be distributed at a later date.
- Other New and/or Old Business:
Town Reports will be delivered by the High School Senior Class the week of February 15. John Jozwiak expressed concern regarding the appearance of a subject property on West Street.
- Executive Session
None
- Orders: The Selectboard reviewed and signed orders totaling \$30,863.12.

XII. Adjourn

Bruce Baccei made the motion at 8:05 p.m. to adjourn the February 8, 2016 meeting of the Selectboard. The motion was seconded by John Jozwiak and approved by majority.