

Town of Proctor Selectboard Meeting Minutes

Draft

March 14, 2016

6:00 p.m. – 9:27 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Woolf

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Carol Grace

Bob Protivansky

Carol Protivansky

Warren McCullough

Peg TV

Agreements/Approvals

- Consensus to add GMP South Street Canoe Access – Stream Altercation Permit under Additional Items.
- Majority elected Bruce Baccei as Chair.
- Majority elected Bill Champine as Vice-Chair.
- Unanimously appointed Selectboard as Board of Water Commissioners.
- Unanimously appointed Selectboard as Board of Sewage Commissioners.
- Unanimously adopted Regular Meeting Schedule.
- Unanimously designated Rutland Herald as Newspaper of record.
- Unanimously adopted Selectboard Rules and Polices for meetings.
- Unanimously approved February 22, 2016 regular meeting minutes, with one change.
- Unanimously approved repairing storm drain at PES.
- Unanimously approved the submission of the VTrans Better Road Program Inventory & Capital Budget Grant Application.
- Unanimously agreed at 6:59 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved 3 year water allocation extension, 85 West Street.
- Unanimously agreed at 7:23 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved 3 year wastewater allocation, 85 West Street.
- Majority agreed to contract with ATC \$2,150.00.
- Unanimously agreed at 7:37 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved on all appointments, see XII. Appointments.
- Unanimously agreed to contract with Appraisal Resource Group, \$47,580.00
- Unanimously agreed to support GMP permit as landowner.
- Unanimously agreed at 8:41 p.m. to enter executive session for labor relations
- Unanimously agreed at 9:26 p.m. to exit executive session. No action.
- Signed orders totaling \$ 476,811.55.

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- Unanimously agreed at 9:27 p.m. to adjourn the March 14, 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. Welcome Joe Manning to the Selectboard.

II. Review and Approve Agenda

Consensus to add GMP South Street Canoe Access – Stream Altercation Permit under Additional Items.

III. Board Reorganization

- Elect Chair: Frank Wolff made the motion to elect Bruce Baccei as Board Chair. The motion was seconded by Bill Champine, approved by majority 4-1.
- Elect Vice Chair: Frank Wolff made the motion to elect Bill Champine as Vice Chair. The Motion was seconded by Bruce Baccei, approved by majority 3-2.
- Appoint Board of Water Commissioners: John Jozwiak made the motion to appoint the Selectboard as the Board of Water Commissioners. The motion was seconded by Bill Champine, unanimously approved.
- Appoint Board of Sewage Commissioners: John Jozwiak made the motion to appoint the Selectboard as the Board of Sewage Commissioners. The motion was seconded by Frank Wolff, unanimously approved.
- Adopt a Regular Meeting Schedule: John Jozwiak made the motion to adopt the regular meeting schedule as, second and fourth Mondays at 6:00 p.m. at the Proctor Town Office. The motion was seconded by Frank Wolff, unanimously approved.
- Designate Newspaper of Record: Bill Champine made the motion to designate the Rutland Herald as the newspaper of record. The motion was seconded by Frank Wolff, unanimously approved.
- Adopt Selectboard Rules & Policies: Bill Champine made the motion to re-adopt the Selectboard Rules and Policies with changes to Sections 5 & 8. The motion was seconded by John Jozwiak, unanimously approved. Bill Champine made the motion to adopt the Selectboard Rules & Policies for meetings. The motion was seconded by John Jozwiak, unanimously approved.

IV. Review of Minutes

Frank Wolff made the motion to approve the February 22, 2016 regular meeting minutes, with a change; page 2, change 6.3% budget increase to 6.23%. The motion was seconded by Bill Champine, unanimously approved

V. Open Public Comment

Carol Grace: Carol Grace was present to provide photographs of a sander at the Town Garage. The sander in question is the slide in from the 350 pickup (age of sander unknown at meeting). Her concern centered on the storage of the sander and that it had not been cleaned prior. She believes there is a lack of leadership for town employees, as example she shared an icing issue on the north end of Beaver Pond, Bill Champine concurred with the ice issue. She also pointed to the dumping of garbage on Gorham Bridge Road and the north end of Beaver Pond. She also

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expressed concern about the loader being parked next to the Salt Shed. Carol also noted a number of projects are not happening due to the lack of leadership.

John Jozwiak echoed her concerns and also shared a road-ice issue, in which Stan Wilbur closed the road.

Stan Wilbur noted that the slide in sander had been removed so the truck could be used for a water project, and would be washed and cleaned prior to storage. Stan explained he is the supervisor and he meets every morning with the crew to discuss projects and plan a work schedule. He encouraged Carol to contact him personally with concerns around town and future projects. Carol grace said she would provide a list of possible work projects.

Mary Dahlin: Bruce Baccei read a letter from Mary Dahlin expressing her disdain for comments made at the February 22, 2016 Selectboard meeting about the Town Clerk and Town Treasurer, past and present.

VI. Invited Guests

No invited guests.

VII. Good Stuff

Items shared: Bruce Baccei announced the Bike Path Meeting for Wednesday March 16, 2016 at 6:00 p.m. at the Town Office.

Lisa Miser recognized the PES 5/6 Girls Basketball Team for winning the Glodzick Tournament. She also highlighted the Cupcake War at the Proctor Free Library, which had over 30 entrants.

VIII. Highway Department

- Manager's Report
 - Field Activities:
 - Roadside trash
 - Cleaned up lawn at West Street Storm Drain back-up
 - Cleaned, painted and marked 2000lb. chain fall bean (WorkSafe item)
 - Bed camera on new plow truck
 - Ice events (5)
 - Potholes
 - Clean catch basin grates
 - Water bar at Williams Street sand pit
 - Gorham Bridge Road – road closed signs
 - Cleaned wood stove
 - Snow event (1) (PHS 35 minute, PES 35 minutes)
 - Toolcat to Champlain Equipment to repair broom problem
 - Ice across roads – Pine Street, Eden Avenue & Florence Road
 - Repair lawns – plow damage
 - Clean equipment and shop after snow events
 - Down limbs
 - Split fire wood
 - Closed Olympus Road – ice
 - Checked large John Deere tractor for repair/maintenance items
 - Roadside trash to Gleason road Transfer Station
 - Cleaned and serviced loader

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- Water leak on Meadow and Willow Streets
- County Highway Meeting in Fair Haven – Signage

Pending Activities:

- Paving Program
- Clean roadsides and sidewalks
- Potholes
- Loader cab to LaFond's for repairs
- Clean up broken asphalt pavement at WWTF and grade site– Salt Shed prep
- Clear roadside brush

Ice Event/Overtime:

- 02/25/15 – 4.25 hours
- 02/27/16 – 2.50 hours

Snow Event/Overtime:

- 02/26/16 – 4.25 hours

Water Leak/Overtime:

- 03/09/16 - 6 hours – 2 people

- Elementary School Storm Drain Catch Basin: John Jozwiak made the motion to repair the storm drain. The motion was seconded by Bill Champine, unanimously approved.
- VTrans Better Road Program Inventory and Capital Budget Grant Application: Bill Champine made the motion to authorize the submission of the application. The motion was seconded by Frank Wolff, unanimously approved.
- 2016 Paving Program:

Town of Proctor 2016 Highway Improvement Program Proposed Projects:

Paving

Ormsbee Avenue
Warner Avenue
Olympus Road
Charles Street
Reynolds Street & Garage Parking
Cross Street, School Street & North Street (Class 2)
Inventory and Capital Budget

Sidewalks

Main Street
School Street (repair)

Culverts & Storm Drains

Williams Street
Inventory & Capital Budget

Ditching

Florence Road
Eden Avenue
Pine Street

Sealing

Park Street
Chatterton Park
Larson Street

2016 Paving Budget: \$65,500.00 balance, possible that an additional \$30,000.00 from sand/snowblade savings, 2017 Paving Budget \$80,000.00.

- Other New and/or Old Business: John Jozwiak:

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1. Do Highway employees pick up dead animals? Per Stan Wilbur, No they have not been told to pick up dead animals on the road.
2. Wants to make sure that when roads are swept that the sand is not swept on residents lawns.
3. South Street needs to be swept.
4. Concerned about storm water drains not being cleaned and kept free of debris.
5. Would like the sand pile by the garage cleaned up.
6. Status of inventory list.

IX. Board of Water Commissioners

Frank Wolff made the motion at 6:59 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bill Champine, unanimously approved

- Manager's Report
- Simon Operation Monthly Report

Activities Completed:

- Located curb stop at 120 Park Street
- Performed compliance monitoring for water facility and samples tested passed state requirements
- Weekly fluoride samples being sent to the State of VT lab
- Witnessed water shut off at 33-35 east Street empty house
- Emergency call out on Saturday the 20th for a broken water line inside a house on 1 North Street. We located and turned off the outside curb stop.
- Leak detection all through the marble yard
- Installed a new chlorine solution day tank at the FSW
- Took apart and cleaned the sump pump at the Well House
- Called Proctor Gas to repair heater at Field Street
- Serviced pH probe on Ca610 Fluoride meter at Field Street
- Cleaned and organized tools in utility truck

Activities in Progress:

- Certification and training of personnel
- Hook up the bypass piping and flush the "old well pump
- Curb shutoff locations and recordings in a book
- New total coliform sampling plan

Activities Planned or Needed:

- Optimize chemical injection systems including visuals on SCADA
- Turn hydrant around Elm Street for easier access for the Fire Dept 3
- Develop procedures and requirements for sub-contractors who assist with Town projects
- Digitize maps for easier reference and customer access
- Check flow on South Street Hydrant per engineer's study
- Water Allocation Extension – 85 West Street: Bill Champine made the motion to extend the allocation for 3 years expires 2019. Motion was seconded by Frank Wolff, unanimously approved.
- Request to Shut Water Off – 33 East Street: Tables until the March 28, 2016 Selectboard meeting.
- Taylor Hill Booster Pump Station Contract 5B Bid Opening: The bid opening will be March 17, 2016 at 11:00 a.m. at the Town Office.

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- Field Street Well #1: John Jozwiak made the motion to invite Scott Stewart to a Selectboard meeting to discuss options. The motion was seconded by Joe Manning, motion failed 2-3. The well is available to use in an emergency. The Town will proceed with the commendation of the State.
- Other New and/or Old Business: John Jozwiak requested that Stan Wilbur contact Simon's and invite them to a Selectboard meeting.

X. Board of Sewage Commissioners

Bill Champine made the motion at 7:23 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Frank Wolff, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report
Activities Completed:
 - Performed all compliance monitoring for wastewater facility and samples passed tested passed state requirements.
 - Cleaned Ultra Violet system at WWTF. Replaced broken end on wash hose.
 - Assisted highway dept. with storm water issue on West Street. Called out at 6:00 p.m. on the 5th for a possible water leak. No leak was found.
 - Changed oil in blower #2 & 3, greased and serviced the same
 - Exercised portable generator. Hooked up Styles Meadow pump station for the day to exercise under load.
 - Had block heater cord repaired on F350 truck
 - 6:00 p.m. callout on 2/16/16 for high alarm at Styles Meadow pump station.(Heavy rain and snow melt was most probable cause)
 - Installed new pump at Field Street sewer pump station. Plumbing had to be modified to accommodate a new pump
 - Installed rebuilt pump at Willow Street Pump station. Also installed a saddle with a pressure gauge to determine actual total dynamic head.
 - Change gear oil in Alum pump #1
 - Responded to a plugged sewer at 70 West Street. Homeowner issue, town's sewer main was flowing with no obstruction found
 - Repaired broken lock swivel pivot on the F350 bumper crane
 - On 2/25/26 at 1:00 a.m. high alarm at Styles Meadow pump station. (Heavy rain was most probable cause)
- Activities in Progress:
 - Complete inventory list
 - Several small electrical issue including lighting, switches and fan motors
 - Mold issues in Lab building
 - Finish Willow Street pump station check valve rebuild
 - Blower motor repair and pump motor repair. Both motors in shop. Getting quotes to replace blower #4.Parts are no longer available for rebuilding
 - New bearing for blower building, and UV building exhaust fans
 - Replace floats at the overflow manhole on Main Street
- Activities Planned or Needed:
 - Confined space procedures for sewer pump station
 - Miscellaneous electrical issues such as fans and light fixture replacement

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- Exhaust fan in lab, and lighting upgrades in the sewer pump stations
- Clean and evaluate check valves in Styles and Columbian Avenue pump stations
- Wastewater Allocation Extension – 85 West Street: Bill Champine made the motion to extend the Wastewater Allocation for 3 years expires 2019. The motion was seconded by Frank Wolff, unanimously approved.
- Lab Building Mold: Frank Wolff made the motion to contract with ATC for \$2,150.00 to provide consulting services. The motion was seconded by Bill Champine, approved by majority 4-1, John Jozwiak opposed.
- Other New and/or Old Business: John Jozwiak inquired if there was a current list of sewer lines to be cleaned on an annual basis. Stan Wilbur replied there was no such list that he was aware of.

Frank Wolff made the motion at 7:37 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bill Champine, unanimously approved.

XI. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Anticipate Pool interviews to happen within the next week.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: Brought North Street Bridge to the attention of AOT and David Allaire. John Jozwiak made the motion to write a letter about North Street Bridge and copy the appropriate parties. The motion was seconded by Bill Champine, unanimously approved. Stan Wilbur will compose the letter.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussed composting and recycling.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: New truck has been delivered.
- Planning Commission: No report.
- Town Office Study Committee: Per John Jozwiak: Meeting Wednesday at noon at the Mendon Town Office.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.

XII. Appointments

- Zoning Administrator: Bill Champine made the motion to appoint Robert Coons as Zoning Administrator, 3 year term. The motion was seconded by Frank Wolff, unanimously approved.
- Law Enforcement Committee: This committee will sunset.
- Recreation Committee: Frank Wolff made the motion to appoint Gretchen Crowley and John Anderson to the Recreation committee, 2 year terms. The motion was seconded by Joe Manning, unanimously approved.
- Assessor: Bill Champine made the motion to appoint Jim Boyle as the Assessor, 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- Constable: Bill Champine made the motion to appoint Donald Russell as the Constable, 1 year term. The motion was seconded by Joe Manning, unanimously approved.

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- Emergency Management Chair: Frank Wolff made the motion to appoint Kevin Blongy as the Emergency Management Chair, 1 year term. The motion was seconded by Bill Champine, unanimously approved.
- Fence Viewer: Frank Wolff made the motion to appoint Robert Coons as the Fence Viewer, 1 year term. The motion was seconded by Joe Manning, unanimously approved.
- Inspector of Lumber: Bill Champine made the motion to appoint Raymond Beyette as the Inspector of Lumber, 1 year term. The motion was seconded by Joe Manning, unanimously approved.
- Tree Warden: Bill Champine made the motion to appoint Raymond Beyette as the Tree Warden, 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- Weigher of Coal: Per Vermont Statute this appointment will sunset.
- RCSWD Rep.: Bill Champine made the motion to appoint John Jozwiak as the RCSWD Rep., 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- RCSWD Alternate: Bill Champine made the motion to appoint Raymond Beyette as the RCSWD Alternate, 1 year term. The motion was seconded by John Jozwiak, unanimously approved.
- RRPC Rep.: John Jozwiak made the motion to appoint Raymond Beyette as the RRPC Rep., 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- RRPC Alternate: John Jozwiak made the motion to appoint Richard Horner as the RRPC Alternate, 1 year term. The motion was seconded by Bill Champine, unanimously approved.
- Reg. Trans. Council Rep.: Bill Champine made the motion to appoint John Jozwiak as the Reg. Trans. Council Rep., 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- Reg. Trans. Council Alternate: John Jozwiak made the motion to appoint Bruce Baccei as the Reg. Trans. Council Alternate, 1 year term. The motion was seconded by Frank Wolff, unanimously approved.
- Town Service Officer: Bill Champine made the motion to appoint Andrea Varney as the Town Service Officer, 1 year term. The motion was seconded by Joe Manning, unanimously approved.
- 911 Coordinator: John Jozwiak made the motion to appoint Joseph Benor as the 911 Coordinator, 1 year term. The motion was seconded by Bill Champine, unanimously approved.

XIII. Additional Items Requiring Action from the Board

- Grounds Management Ordinance: Consensus that this ordinance is not warranted, will look at a possible mowing/grass ordinance.
- Reappraisal Proposals: Bill Champine made the motion to contract with Appraisal Resource Group, \$47,580.00. The motion was seconded by Frank Wolff, unanimously approved. The reappraisal fund \$99,000.00.
- GMP South Street Canoe Access – Stream Altercation Permit: Bill Champine made the motion to approve and support the application as landowner. The motion was seconded by Frank Wolff, unanimously approved.
- GMP Rate Integration: For information only.
- Audit Questions: The auditors will be at the March 28, 2016 meeting. Questions should be provided in writing to Stan Wilbur prior to the meeting.

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- General Fund Balance: Stan Wilbur explained that the surplus could be used to reduce taxes. His February 19, 2016 Memo to the Selectboard suggested that \$33,300 of the FY2015 fund balance could be available to reduce taxes. This would reduce a tax bill on a \$100,000.00 home by \$28.00.
- Special Town Meeting: Anticipate a late May or early June Special Town Meeting.
- 03/12/16 Budget Reports: The report was provided for information only. Questions please contact Stan Wilbur.
- Other New and/or Old Business: Joe Manning inquired why the voting machine was not used on March 1, 2016. Stan Wilbur explained that was the decision of the Town Clerk, she is an elected official.
- Executive Session: Joe Manning made the motion at 8:41 p.m. to enter executive session to consider a labor relations issue, given that premature general public knowledge would clearly place the Town at a substantial disadvantage. John Jozwiak requested that only the Selectboard enter the executive session. The motion was seconded by Bill Champine, unanimously approved.
John Jozwiak made the motion at 9:26 p.m. to exit executive session. The motion was seconded by Frank Wolff, unanimously approved. There was no action as a result of the executive session.
- Orders: The Selectboard reviewed and signed orders totaling \$476,811.55.

XIV. Adjourn

John Jozwiak made the motion at 9:27 p.m. to adjourn the March 14, 2016 meeting of the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.