

Town of Proctor Selectboard Meeting Minutes

Draft

April 11, 2016

6:00 p.m. – 8:28 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Wolff

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Dan Kearney

Tom Hogan

Bob Protivansky

Carol Protivansky

Peg TV

Agreements/Approvals

- Unanimously agreed add Water System Sanitary Survey & West Tank Inspection under Board of Water Commissioner and Letter to Public Service Board under Additional Items.
- Unanimously approved March 28, 2016 regular meeting minutes, as written.
- Unanimously agreed to place 2016 Paving Program projects out to bid.
- Unanimously agreed to submit the VT AOT Class 2 Paving Grant Application.
- Unanimously agreed at 6:49 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously accepted the DuBois & King Agreement for Engineering Services, \$75,798.00
- Unanimously agreed at 7:13 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:15 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Parks & Recreation Facility Improvement Contract Awards, \$24,390.03.
- Unanimously approved funds and submission of Beaver Pond permit.
- Unanimously approved to send letters to the two Proctor schools about Beaver Pond.
- Unanimously accepted the VCDP grant offer.
- Unanimously authorized the chair to sign and send letter to Public Service Board.
- Signed orders totaling \$34,499.95.
- Unanimously agreed at 8:28 p.m. to adjourn the April 11, 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.

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II. Review and Approve Agenda

Bill Champine made the motion to add Water System Sanitary Survey and West Tank Inspection under Board of Water Commissioners and Letter to Public Service Board under Additional Items. The motion was seconded by Frank Woolf, unanimously approved.

III. Review of Minutes

Joe Manning made the motion to approve the March 28, 2016 regular meeting minutes as written. The motion was seconded by Bill Champine, unanimously approved.

IV. Open Public Comment

Dan Kearney: Dan Kearney was present to discuss the behavior of Selectboard members at board meetings. He inquired if any Selectboard members watch their meetings. He is concerned about conversations/language between the Selectboard and Town Manager. He commended the Town Manager for his commitment and the number of hours he puts in during the week. He urged Selectboard members to try and get along, and that their behavior at meetings is a window into Proctor, currently meetings are a poor representation of Proctor.

Lisa Miser: Lisa Miser announced that the Proctor Free Library will be hosting programs during vacation week, Monday –Thursday 10:00a.m. - 12:00p.m. Programs are listed on the Town Website, Proctor Free Library Facebook page and in the current Proctor Pages publication.

Tom Hogan: Tom Hogan was present to discuss his concern with the Solar Farm on West Proctor Road. He believes there is a possible fence violation. He also discussed the letter to the PSB and thanked Stan Wilbur for drafting the letter. Consensus of the Selectboard to invite the developer of this Solar Farm to the next Selectboard meeting and to have the Zoning Administrator and send a letter about the fence violation.

V. Invited Guests

No invited guest.

VI. Good Stuff

Items shared: Stan Wilbur recognized Frank Beyette for work being completed around the quarry at the 5-corners.

Lisa Miser recognized that there are fewer for sale signs around town, houses have sold and new families are moving into town, this is a positive development.

VII. Highway Department

- Manager's Report
 - Field Activities:
 - Plow damage
 - Road side trash
 - Back up alarm on F350
 - Clean up shop
 - Lock out/tag out manual
 - Cleaning off catch basins
 - Measured streets for paving program
 - PES catch basin
 - Snow/ice event (04/04/16)

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- Washed down equipment and shop
- Replaced wheel baring and seal on F350 (in house)
- John Deere repair work
- Tried Rick Reed's sweeper
- Price for sweeper for bucket loader
- Wastewater jetter work at Garden Street
- Recovered town street sign that was for sale
- Clean around welcome sign near library

Pending Activities:

- Plow damage, roadsides and sidewalks
- Potholes
- Culverts, catch basins and storm drains

Overtime: Six hours overtime.

- Tower Road Paving: John Jozwiak and Bill Champine will meet with the Paving contractors on site to address concerns.
- 2016 Paving Program: Bill Champine made the motion to put the paving projects out to bid. The motion was seconded by Frank Wolff, unanimously approved. Class 2 paving will only be completed upon receiving grant funding.
- 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 (repair)
 - 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
- VT AOT Class 2 Paving Grant Application: John Jozwiak made the motion to authorize the chair to sign and submit the application. The motion was seconded by Frank Wolff, unanimously approved. The local match is 20% for this grant.

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- Other New and/or Old Business: Per John Jozwiak:
 1. The gate at the Salt Shed has been open for 7 days, it should be locked.
 2. Provided a quote to repair the fender on the F350 pickup \$401.00.
 3. Would like to have a ditch around the north side of the garage.

VIII. Board of Water Commissioners

Bill Champine made the motion at 7:13 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: No report.
- Request to Shut Water Off – 33 East Street: The water shut off has not been verified.
- Taylor Hill Booster Pump Station Contract 5B – DuBois & King Agreement for Engineering Services: Bill Champine made the motion to accept the agreement upon approval by the state, and authorize the chair to sign, \$75,798.00. The motion was seconded by Frank Wolff, unanimously approved.
- Water System Sanitary Survey: The Sanitary Survey for the Proctor Water Department dated March 22, 2016 was provided to Selectboard members. The Permit to Operate (PTO) has expired the letter addresses violations that need to be corrected. The Division plans to issue a PTO to the Water System once the action items in the Assurance of Discontinuance have been completed. Minor deficiency is West Storage Tank inspection, must be completed by December 1, 2016. The other concern is Fire Hydrant Flow, a list was provided of hydrants that do not meet minimum pressure and fire flow requirements. This issue will be investigated and Vincent Gatti Proctor Fire Chief will be invited to the discussion. A copy of the Water System Sanitary Survey is available at the Town Office, from the Town Manager.
- West Tank Inspection: Stan Wilbur provided one bid for inspection. The Selectboard requested he solicit additional bids.
- Other New and/or Old Business: No other new/old business.

IX. Board of Sewage Commissioners

Bill Champine made the motion at 7:15p.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: No Report
- High Street Sewer Backup – Invoices: For information only.
- Lab Building Mold: Stan Wilbur is waiting for a report update.
- Other New and/or Old Business: Per John Jozwiak:
 1. Cost of repairs on the water truck at Earl's.
 2. Has the door been ordered for the WWTF? Yes, per Stan Wilbur.

Bill Champine made the motion at 7:15 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Joe Manning, unanimously approved.

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X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Working hiring lifeguards and directors.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: North Street bridge on priority list.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussing composting.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: No report.
- Town Office Study Committee: Per John Jozwiak: Working looking at options.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: See Additional Items Requiring Action from Board.

XI. Additional Items Requiring Action from the Board

- Green Up Day – Transfer Station Staffing: John Jozwiak and Bill Champine will staff the transfer Station on May 7, 2016 from 12:00 until 5:00 p.m.
- RRPC Commissioner Appointment: Tom Hogan will be the RRPC representative.
- Parks & Recreation Facility Improvement Contract Awards: John Jozwiak made the motion to award the contracts as presented contingent upon proof of insurance, all work will be paid from the Mortimer R. Proctor Trust Grant, \$24,390.03. The motion was seconded by Frank Wolff, unanimously approved. Pool- \$5,006.18 Rink \$19,383.85 A detailed copy of work is available from the Town Manager,
- Beaver Pond Policy: Bill Champine provided an overview of the Beaver Pond Project. Committee Members: Jim Moore, Kim Metcalf, Dale Christie, Tom Hogan, Rick Anderson, Rick Reed, Tom Grace Jr., and Bob Protivansky. Tom Grace will be removing dead trees once they are marked by Ray Beyette. Rick Reed will be working on the road and providing a picnic table.

Frank Wolff made the motion to allow Bill Champine to apply and submit permits not to exceed \$1,200.00. The motion was seconded by Joe Manning, unanimously approved. Permits will be for a dry hydrant and dredging the beach area.

John Jozwiak made a motion to send a letter to each Proctor looking for help at Beaver Pond. The motion was seconded by Frank Wolff, unanimously approved.

Bill Champine will provide a draft ordinance for Beaver Pond at the next Selectboard meeting.

- VCDP Grant Offer: Bill Champine made the motion to accept the grant upon a positive review of the document by the town attorney. The motion was seconded by Frank Wolff, unanimously approved.
- Letter to the Public Service Board: John Jozwiak made the motion to authorize the Chair to sign and send to the PSB. The motion was seconded by Joe Manning, unanimously approved.
- Budget Reports: The report was provided for information only. Questions please contact Stan Wilbur.
- Other New and/or Old Business: Per John Jozwiak:
 1. How many streetlights in Proctor?
 2. Is the power usage/cost decreasing?
 3. Status of rock wall at Town Office?
 4. Salt Shed – Per Stan Wilbur application to dispose of waste on site has been submitted.

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5. How much salt in shed? Per Stan Wilbur just ordered 22 tons.
6. Highway Department inventory – Stan Wilbur provided the inventory.
7. Has Simon's completed inventory? – Per Stan Wilbur he has not received a completed inventory.
8. When will all streets be swept and plow damage work be completed? Per Stan Wilbur this work has been completed by the Highway Department.
9. Expressed concern about a pothole near the Union Church
10. Requested that the Town's Insurance carrier come to a Selectboard meeting to discuss/explain policy costs. Stan Wilbur will contact VLCT for availability.

- Executive Session: No executive session.
- Orders: The Selectboard reviewed and signed orders totaling \$34,499.95.

XIV. Adjourn

Joe Manning made the motion at 8:28 p.m. to adjourn the April 11, 2016 meeting of the Selectboard. The motion was seconded by Bill Champine, unanimously approved.