

Town of Proctor Selectboard Meeting Minutes

Draft

April 25, 2016

6:00 – 8:08 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Wolff

Employees Present

Brain Cannucci

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Sam Carlson

Tom Grace Jr.

Tom Hogan

Angela Oberg

Rob Oberg

Bob Protivansky

Rick Reed

Peg TV

Agreements/Approvals

- Majority agreed add West Street Paving (town line) under Highway Department, Garden Street Back up under Board of Sewer Commissioner and Street Lights, Property Insurance, Fire Department and Extension in Filing 2016 Grand List under Additional Items.
- Unanimously approved April 11, 2016 regular meeting minutes, as written.
- Unanimously approved April 18, 2016 emergency meeting minutes, as written.
- Majority approved April 20, 2016 special meeting minutes, as written.
- Unanimously approved contract for PES catch basin, \$1,250.00.
- Unanimously approved contract for West Street Paving (town line) \$2,901.75.
- Unanimously agreed at 6:54 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, Amendment #1, \$5,900.00
- Unanimously agreed at 7:07 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the purchase for Blower #3, \$4,828.25.
- Unanimously approved the purchase of a supplemental blower, \$1,700.00.
- Unanimously approved Sewer Invoice, \$125.00.
- Unanimously approved Sewer Invoice, \$1,902.50.
- Unanimously approved Sewer Invoice, \$340.00 and \$100.00.
- Unanimously agreed at 7:24 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.

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- Unanimously approved submission of VLCT Safety Grant.
- Unanimously approved proposal for engineering and design services for Fire Department Heat System.
- Unanimously approved submission of grand list extension letter.
- Signed orders totaling \$30,178.22.
- Unanimously agreed at 8:08 p.m. to adjourn the April 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.

II. Review and Approve Agenda

Bill Champine made the motion to add West Street Paving (town line) under Highway Department, Garden Street Back up under Board of Sewer Commissioners and Street Lights, Property Insurance, Fire Department Heat System and Extension in Filing 2016 Grand List under Additional Items. The motion was seconded by Frank Woolf, approved by majority 4-1, John Jozwiak opposed.

III. Review of Minutes

Frank Wolff made the motion to approve the April 11, 2016 regular meeting minutes as written. The motion was seconded by Bill Champine, unanimously approved.

Joe Manning made the motion to approve the April 18, 2016 emergency meeting minutes as written. The motion was seconded by Frank Wolff, unanimously approved.

Bill Champine made the motion to approve the April 20, 2016 special meeting minutes as written. The motion was seconded by Frank Wolff, approved by majority. John Jozwiak and Joe Manning did not attend the April 20, 2016 meeting.

IV. Open Public Comment

Rob Oberg: Rob Oberg was present to inquire if there would be a charge for yard waste at the Transfer Station on Green-Up Day. Stan Wilbur responded no.

V. Invited Guests

Sam Carlson: Sam Carlson was present to address Selectboard concerns about his property on West Proctor Road. The only Selectboard member that questioned Sam Carlson, was John Jozwiak; 1) why is the property not fenced on all four sides? Sam: The property is fenced on the South and West side as those are the only sides visible to the public. Not required to fence an array of this size. 2) The fence is in the Town Right Away. Per Stan Wilbur, Bob Coons located a property marker and the fence is behind the marker. 3) Why hasn't the topsoil been spread? Sam: There is a contract with Tom Grace to spread the soil and seed, simply waiting for warmer weather. The property will be mowed twice a year.

Sam Carlson explained he is and will continue to be a good neighbor.

VI. Good Stuff

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Items shared: Bruce Baccei thanked Tom Grace and Tom Grace Jr. for the tree work at Beaver Pond.

Lisa Miser recognized Avery Mullan for winning a Gold Medal at the New Hampshire State FCCLA Spring Leadership Conference. Avery will compete at the FCCLA National Leadership Conference in San Diego, CA in July. She will represent the state of Vermont by carrying the Vermont State Flag in the opening ceremony at the convention.

VII. Highway Department

• Manager's Report

Field Activities:

- Pickup top soil and grass seed
- F-350 Ball Joint (in house)
- Clean up shed at WWTF
- Clean up shop
- Plow damage
- Clean in-bed sander for storage
- Equipment maintenance
- Sweeping
- Water Dept. leak at Willow Street Pump Station
- Church Street sink hole
- Church Street dog waste
- Dead animals
- Roadside trash
- Sink Hole on Main Street
- Clogged culvert on West Street
- Replace 1 ton dump idler pulley (in house)
- Highway Roundtable in Brandon(Brian)
 - Backfill Main Street sink hole

Pending Activities:

- Tree removal on Florence Road(Thursday)
- Water leak on Beaver Pond Road (Thursday)
- Sweeping & plow damage
- Culverts, storm drains and catch basins
- Sink holes in Park

Overtime: No overtime.

- VT AOT Annual Financial Plan – Town Highways: The Plan was circulated for Selectboard signatures, all five Selectboard members signed.
- VT AOT Certification of Compliance for Town Road and Bridge Standards: The Certification of Compliance was circulated for signatures, all five Selectboard members signed.

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- Elementary School Catch Basin: Bill Champine made the motion to contract with Richard A. Reed & Son for \$1,250.00. The motion was seconded by Frank Wolff, motion passed by majority 3-2, John Jozwiak and Joe Manning opposed.
- Main Street Storm Drain Reconstruction: Bid Opening – Three bids were received for the project.
 1. Richard Reed & Son: \$21,092.00 plus paving \$7,166.00 – total \$ 28,258.00
 2. T.W. Grace: \$24,475.00 plus paving \$5,800.00 - total \$30,285.00
 3. Belden: \$39,470.00The Selectboard will review the bid documents at the April 28, 2016 Special meeting.
- West Street Paving (town line): Frank Wolff made the motion to contract with Wilk Paving for \$2,901.75, 22'x100' section of West Proctor Road. The motion was seconded by Bill Champine, unanimously approved.
- Other New and/or Old Business: Bob Protivansky expressed concern about speeding on Gorham Bridge Road. Stan Wilbur will speak with the RCSD.
Per John Jozwiak: 1) Inquired to the location of the crosswalk signs. Stan Wilbur noted they are in the garage, 2) Tower Road proposal. Stan Wilbur replied there is no proposal, 3) He would like to see more regular maintenance on the loader, greasing and lubrication.

VIII. Board of Water Commissioners

Bill Champine made the motion at 6:54 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
- Leak on Beaver Pond
 - Tank inspection this week
- Simon Operation Monthly Report
Activities Completed:
 - Repaired 4-inch water main on Meadow Street with wrap around repair clamp. Inspected previous repair within same hole and conformed it was not leaking.
 - Performed all compliance monitoring for water facility and samples tested, passed state requirements.
 - Cleaned out the fluoride day tank and equipment. Added new fluoride. Ordered supplies for the fluoride analyzer.
 - Investigated a water complaint on Tower Road. (storm water issue)
 - Completed the revised coliform sampling plan submitted to the state
 - Connected "old" well, flushed casing and ran the old well pump into the system
 - Replaced chlorine analyzer reagents in South Street vault
 - Worked with Stan identifying all 4 inch lines connected to fire hydrants
 - Met with plumber at 1 North Street to restore water service

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- Worked with Jon Champlin repairing some SCADA equipment at the West tank. The control lost a 24v power supply which disabled all three sites.
- Weekly fluoride samples sent to VT lab
- Shut off water service to Willow Street pump station. Scheduled to repair line the week of the 4th

Activities in Progress:

- Computer training on SCADA system to enable remote monitoring of water system
- Curb shut off locations and recording these in a book
- Rotate fire hydrant on Elm Street for easier access
- Excavate hydrant valve on West Street
- Develop hydrant flushing procedures
 - Respond to Sanitary survey and gather quotes of West Side reservoir inspection

Activities Planned or Needed:

- Develop procedures for after hour request from the public
- Develop procedures and requirements for sub-contractors who assist with Town projects
- Digitize maps for easier reference and customer access
- Truck repair replacement
 - South Street hydrant needs to be evaluated per engineer evaluation
- Request to Shut Water Off – 33 East Street: Request is in process.
- Taylor Hill Booster Pump Station Contract 5B – DuBois & King Agreement for Engineering Services Amendment No.1: Bill Champine made the motion to approve Amendment 1 for \$5,900.00; this increase signifies the cost to bid the project for a seconded time. The motion was seconded by Frank Wolff, unanimously approved. Stan Wilbur will provide updated number for the project at the next meeting.
- Preconstruction Conference Thursday April 28, 2016 at 9:00 a.m. at the Town Office: For information only.
- Water System Sanitary Survey Response: The Sanitary Survey Response for the Proctor Water System has been sent.
- Other New and/or Old Business: Mark Simon will attend the second meeting in June. John Jozwiak inquired to the repair status of the overflow on the tank. He noted a motion had been made for the repair. Stan Wilbur will provide quotes at the next Selectboard meeting.

IX. Board of Sewage Commissioners

Bill Champine made the motion at 7:07 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
 - There are tears in the lagoon linear, in the process of repairing.
- Simon Operation Monthly Report:

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Activities Completed:

- Performed all compliance monitoring for water and wastewater facility and samples tested passed state requirements.
- Cleaned Ultra Violet system at WWTF
- Replaced fans in the UV panels
- Electrician replaced solenoid on the singer valve in the UV building
- Repaired a broken cable on aeration line(lagoon 1)
- Replaced pressure relief valve on hot water tank – WWTF
- Assisted Highway Dept. with sink hole on Gorham Bride Road, marked out utilities and called Dig Safe
- Exercised portable generator
- Exercised lagoon transfer valves and all airline valves
- Performed draw down test at Willow pump station
- Inspected the sewer main on Olympus Road after homeowner issue
- New bearings and belt installed on exhaust fan in the UV building
- Cleaned out and inspected the underdrain at the WWTF
- Cleaned debris out of lagoon #1
- Dropped off F-350 to Earls' truck repair for fuel tank leak, used personal vehicle until complete

Activities in Progress:

- Complete inventory lists
- Several small electrical issue including meters, lighting, switches and fan motors
- VFD #3 needs replacing
- Exhaust fans in blower building not working
- Cleaning the contact chamber in the UV building
- Replace bearing in exhaust fans in the blower building
- Willow Street leak is surfacing near pump station. The curb is shut.

- Continuing education classes

Activities Planned or Needed:

- Confined space procedures for sewer pump stations
- Miscellaneous issues such as fans and light fixture replacement
- Clean and evaluate check valves in Style and Columbian Ave. pump stations
- Fix leak in Library Pump Station
- VFD for Blower #3: Frank Wolff made the motion to purchase the blower, \$4,828.25; this is a sole source bid. The motion was seconded by Bill Champine, unanimously approved.

Frank Wolff made the motion to purchase a supplemental blower for \$1,700.00. The motion was seconded by Bill Champine, unanimously approved.

- High Street Sewer Backup – Invoices: Frank Wolff made the motion to pay \$125.00 to A1 Sewer & Drain. The motion was seconded by Bill Champine, unanimously approved. Stan Wilbur noted the Town had ordered the wrong truck; the invoice will be paid from the Wastewater Fund.

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Frank Wolff made the motion to pay \$1,902.50 to A1 Sewer & Drain, the Town will pay \$800.00, and \$1,102.50 will be billed back by the town to the three property owners, \$367.50 each. The motion was seconded by Joe Manning, unanimously approved.

- Garden Street Sewer Backup- Invoice: John Jozwiak made the motion to pay \$340.00 to A1 Sewer & Drain and \$100.00 to T.W. Grace. The motion was seconded by Frank Wolff, unanimously approved.
- Other New and/or Old Business: No other new and/or Old Business.

Bill Champine made the motion at 7:24 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.

X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: The committee is overseeing projects that are being funded by the MRP grant, light upgrades at pool & rink, sealing rink.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: Will be meeting with Stan Wilbur to review Highway applications and to also review new VLCT personnel model.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: No report.
- Town Office Study Committee: Per John Jozwiak: Meeting May 2, 2016 at PES.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: Meeting May 3, 2016 6:30 at Town Office. The committee has chosen the first Wednesday of each month as the regular meeting date. See Additional Items Requiring Action from Board.

XI. Additional Items Requiring Action from the Board

- Beaver Pond Ordinance: Bill Champine provided a handout; the committee is working with the Town attorney. A draft sign and FUA were reviewed; the committee will report back at the next Selectboard meeting.
- Proctor Pool Staffing: The staffing list was provided for information only to the Selectboard; the staffing cost is within the approved budget number. The Pool will open June 15, 2016 and close August 28, 2016.
- VLCT Safety Grant: John Jozwiak made the motion to approve the application submission for \$4,171.72; the grant is for 50%, \$2,085.86. The motion was seconded by Bill Champine, unanimously approved.
- Street Lights: For information only. The handout from GMP lists 168 streetlights for the Town of Proctor. The March 2015 bill was \$3,418.36, March 2016 \$2,230.78. Streetlight updates were completed July 15, 2015.
- Property and Vehicle Insurance: For information only. VLCT underwriters will attend the May 9, 2016 Selectboard meeting.

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- Fire Department Heat System: Frank Wolff made the motion to approve the proposal for engineering and design services. The motion was seconded by Bill Champine, unanimously approved.
- Extension in Filing 2016 Grand List: Frank Wolff made the motion to approve the extension letter and authorize the Chair to sign. 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. He is keeping a close eye on the FSW and reviewing reports.
 2. Concerned about the condition of the Park, painting gazebo. Bill Champine concurred.
 3. Condition of shrubs around gazebo. Bill Champine concurred.
 4. Is there a schedule for top soiling lawns and sweeping? Per Stan Wilbur, no schedule.
 5. Do all employees have a CDL? Per Stan Wilbur No.
 6. Front wall at Town Office. Per Stan Wilbur, there is currently no report.

Per Bill Champine:

1. Suggested replacing the one flag pole at the War Memorial, with a flag pole at each end.
2. Concerned about lack of maintenance in the Park, specifically the steps to the gazebo.

Rob Oberg inquired about trash cans in the Park. The Selectboard responded due to changes in the law and cost, they have chosen not to place cans in the Park.

Green-Up Day Reminder: The Transfer Station will be open 10:00 a.m. - 5:00 p.m.
Fees: \$2.00 per bag, \$5.00 per car, \$10.00 per truck, larger trucks and trailers to be determined on site. Hazard Waste will be on site 12:00 p.m. – 3:00 p.m.

- Executive Session: No executive session.
- Orders: The Selectboard reviewed and signed orders totaling \$30,178.22.

XIV. Adjourn

Bill Champine made the motion at 8:08 p.m. to adjourn the April 25, 2016 meeting of the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.