

Town of Proctor Selectboard Meeting Minutes

Draft

May 9, 2016

6:00 p.m. – 8:40 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

Vicky Abare, VLCT

Pam Fecteau, VLCT

Rob Oberg

Bob Protivansky

Carol Protivansky

Rick Reed

Peg TV

Agreements/Approvals

- Consensus to accept agenda as presented.
- Unanimously approved April 25, 2016 regular meeting minutes, as written.
- Majority approved April 28, 2016 special meeting minutes, as written.
- Unanimously approved contract for Main Street Storm Drain Reconstruction, \$28,258.00.
- Unanimously approved ROW/Street Opening Permit for Carris Reels.
- Unanimously approved the purchase of a gift certificate for Bob Coons, \$100.00.
- Unanimously agreed at 7:03 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously accepted the Aquastore Option B quote, \$6,325.00.
- Unanimously agreed at 7:08 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:11 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$50,006.54.
- Unanimously approved slate of employees for the Proctor Pool.
- Unanimously approved proposal for lighting design services, \$4,500.00.
- Unanimously approved Proctor Pool FUA for PES, June 9, 2016.
- Unanimously approved Appraisal contract, \$47,580.00.
- Unanimously 4-0 agreed at 8:24 p.m. to enter executive session.
- Unanimously 4-0 agreed at 8:35 p.m. to exit executive session. Action.
- Unanimously 4-0 promoted Brian Cannucci to Highway Lead Person, pay increase to \$17.00 per hour.

Town of Proctor Selectboard Meeting Minutes

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May 9, 2016

6:00 p.m. – 8:40 p.m.

- Unanimously 4-0 terminated probationary employment of Patrick Sherwin.
- Unanimously 4-0 agreed to employ Robert Oberg and Bruce Batchelder as Highway Crew Person, at \$16.00 per hour.
- Unanimously 4-0 agreed at 8:40 p.m. to adjourn the May 9, 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

Selectboard consensus to accept the agenda as presented.

III. Review of Minutes

Bill Champine made the motion to approve the April 25, 2016 regular meeting minutes as written. The motion was seconded by Frank Wolff, unanimously approved. Joe Manning and John Jozwiak clarified that they were not opposed to the PES project, but rather process for receiving bids.

Bill Champine made the motion to approve the April 28, 2016 special meeting minutes as written. The motion was seconded by Joe Manning approved by majority. John Jozwiak and Frank Wolff did not attend the April 28, 2016 meeting.

IV. Open Public Comment

Rob Oberg: Rob Oberg was present to inquire if the town has had any contact/conversations with CSJ about the buildings.

Carol Protivansky: Carol Protivansky was present inform the Selectboard she had spoken with RCSD about patrols on Meadow Street, it was a positive conversation and additional patrols will be added.

V. Invited Guests

- Vicky Abare & Pam Fecteau - VLCT Insurance: Vicky Abare & Pam Fecteau were present to address Insurance questions from the Selectboard. Consensus by the Selectboard to reevaluate the valuation of the Water and Wastewater, especially Chittenden, Kilm and Furnace Brook properties. Wade Masure will come and speak with the Selectboard about possible valuation changes. Building values are based on the square footage of the building. The Town has a very good Worker's Comp number, less than 1. There were 9 worker's comp claims from 2011-2015, 1 claim is still open (does not include Fire Department). There were 33 property claims from 2011-2015. The rate for the Town is based on values placed on property, buildings etc.

VI. Good Stuff

Items shared: Bruce Baccei thanked John and Denise Anderson and Shannon Maass for cleaning up brush around the pool property line.

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May 9, 2016

6:00 p.m. – 8:40 p.m.

Bill Champine noted that PHS students will be cleaning the trail around Beaver Pond.

Lisa Miser recognized Joel Tate and his group for raking and prepping the gazebo for Memorial Day weekend. She also thanked the PHS class of 2021 for the cleanup and plantings at the welcome signs. She noted they will also be painting the gazebo.

VII. Highway Department

- Manager's Report

Field Activities:

- Beaver Pond fire wood for garage
- Sweeping streets and picking up dirt pile
- Cleanup and reorganize shop
- Cleanup trucks
- Mower maintenance – one mower down
- Bristle swap on Toolcat broom
- Plow damage, topsoil and seed
- VT AOT OSHA class
- Mowing and trimming
- Beaver Pond water leak
- VT Local Roads computer course
- Highway Crew applicants road tests(2)
- Elementary School catch basin- complete
- Sink holes in Main Street Park – back filled
- Handrail at Transfer Station

Pending Activities:

- Curb stop Beaver Pond Road (Monday)
- Sweeping & plow damage
- Toolcat sweeper Demo (Wednesday & Thursday)
- Culverts, storm drains and catch basins

Overtime: 2.5 hours for Highway driving test applicants.

- Main Street Storm Drain Reconstruction: 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: \$39,470.00

Bill Champine made the motion to award the contract to Richard A. Reed & Son; \$28,258.00. The motion was seconded by Frank Wolff, unanimously approved. The project will begin after Memorial weekend.

- Bob Cat Toolcat Sweeper Demo: Information only. Selectboard is invited to view demo contact Stan Wilbur.
- Street Opening/ROW Permit- Carris Reels: Bill Champine made the motion to approve the permit. The motion was seconded by Frank Wolff, unanimously approved. Project start date May 18, 2016 – May 25, 2016.

Town of Proctor Selectboard Meeting Minutes

Draft

May 9, 2016

6:00 p.m. – 8:40 p.m.

- Other New and/or Old Business:

John Jozwiak made the motion to purchase a \$100.00 gift certificate for Bob Coons to thank him for his help on numerous town projects. The motion was seconded by Frank Wolff, unanimously approved.

Bill Champine inquired if the new Town truck could be in the Memorial Day Parade. This request will depend on the availability of a driver.

Per John Jozwiak:

1. Status for filling potholes around town – Per Stan Wilbur waiting for the Plant to open
2. When were the trucks emptied of salt? Per Stan Wilbur last one was emptied last week, all trucks have been emptied and cleaned.

VIII. Board of Water Commissioners

Frank Wolff made the motion at 7:03 p.m. to adjourn 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 Road
- Simon Operation Monthly Report:
 - Activities Completed:
 - Marked out water line at 9 Grove Street
 - Performed all compliance monitoring for water facility and samples tested passed state requirements
 - Marked out utilities on Church Street near sinkhole
 - Located curb box on 5 Beech Street
 - Flow tested hydrant at Oak/Warner. Hydrant on 4" line passes flow test.
 - Stopped leaking 2" water line on Beaver Pond Road. Will come back to terminate line at main and abandon in place
 - Replaced chlorine analyzer reagents in South Street vault
 - Located curb box and installed a new cap on curb riser at the Library
 - West side water Tank was inspected by Aquastore. Camera work, report and pictures were included
 - Cleaned out debris from valve boxes on Cain Street and Market Street to isolate Beaver Pond Road leak
 - Weekly fluoride samples sent to VT lab
 - Repaired a leak on the Fluoride feed pump
 - Activities in Progress:
 - Complete training on SCADA
 - Curb shutoff locations and recording these in a book
 - Rotate fire hydrant on Elm Street for easier access
 - Excavate and repair hydrant isolation valve on West Street
 - Activities Planned or Needed:
 - Develop procedures for after hour requests from the public
 - Develop procedures and requirements for sub-contractors who assist with Town projects
 - Digitize maps for easier reference and customer
 - West tank overflow and vent cover needs repair or replacement.

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6:00 p.m. – 8:40 p.m.

- Lawn repairs needed at FSW
- Hydrant testing per Sanitary Survey
- West Tank Inspection Report: For information only, good inspection.
- West Tank Gravity Vent & Overflow Weir Box- AquaStore Quote: John Jozwiak made the motion to approve Option B for \$6,325.00. The motion was seconded by Frank Wolff, unanimously approved.
- Other New and/or Old Business: Bill Champine requested that Beaver Pond water be tested.

IX. Board of Sewage Commissioners

Frank Wolff made the motion at 7:08 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bill Champine, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report:
 - Activities Completed:
 - Performed all compliance monitoring for water and wastewater facility and all samples passed state requirements
 - Cleaned Ultra Violet system at WWTF
 - Responded to sewer line back up on 15 Garden Street. Completed jetting and camera work
 - High wet well alarm at Willow Street pump station 4/5/16 at 10:00 p.m.
 - All backup generator were serviced by Brookfield
 - New ¾ inch curb stop installed at Willow pump station. Old curb was leaking
 - Cleaned the contact chamber at WWTF
 - Exercised portable generator under load
 - Worked with electrician installing new lights at pump stations
 - Marked utilizes on Main Street for HW storm water project
 - Received a 3,000 gallon Alum delivery on the 19th
 - Turned on 2nd blower for more mixing and air in the lagoons
 - Changed the oil in blower #2 and #3
 - Replaced leaking hose spigot inside Alum building. Also replaced cracked 3" valve on Alum tank
 - Gave inspection of the WWTF to John Jozwiak and Joe Manning
 - Investigated a sink hole complaint at 1 River Street
 - Investigated a sewer smell complaint at the library.
 - Activities in Progress:
 - Complete inventory list
 - Several small electrical issues including meters, lighting, switches and fan motors
 - VFD and exhaust fan issues in the Blower building (New VFD arrived)
 - Get pricing for 4-inch airline repairs in lagoons
 - Replace bearings in exhaust fans in the Blower building
 - Locate manhole between Garden/Filed Street
 - Excavate the sewer force main at Willow for possible leak

Town of Proctor Selectboard Meeting Minutes

Draft

May 9, 2016

6:00 p.m. – 8:40 p.m.

Activities Planned or Needed:

- Confined space procedure for sewer pump stations
- Miscellaneous electrical issues such as fans and light fixture replacement
- Clean and evaluate check valves in Styles and Columbian Ave. pump stations
- Sewer line flushing throughout collection system. We will need to use a Highway truck to tow the sewer jetter.

- Other New and/or Old Business: No other new and/or Old Business.

Bill Champine made the motion at 7:11 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: May 11, 2016 meeting to finalize pool employment.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: Meeting overview provided.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: Interviewed Highway applicants.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per John Jozwiak: Approved Oak Street permit. Continue to work on Zoning Regulations. Ray Beyette would like a bus stop built near the 5-corners and a garden stand in Main Street Park.
- Bruce Baccei read a letter from the PSB, about the West Street solar farm.
- Town Office Study Committee: Per John Jozwiak: Work continues, three possible sites are being discussed.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: Work continues; cutting wood, ordering signage, working on ordinance and permit applications.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$50,006.54. Journal entries for March & April submitted by the Town Clerk and Town Manager were reviewed and signed off on by the Selectboard.
- National Public Works Week Proclamation: Bruce Baccei read the proclamation out loud.
- VLCT Safety Grant: The grant has been approved for \$2,087.35.
- Pool Staff: Joe Manning made the motion to approve the slate of employees. The motion was seconded by Frank Wolff, unanimously approved.
- Auditor's Recommendations – Meeting with Bill Hall, VLCT: Information only. Awaiting report comments from Bill Hall.
- Main Street - Street Lights: Frank Wolff made the motion to approve the contract for Street Lighting Design Services for \$4,500.00. The motion was seconded by Bill Champine, unanimously approved.

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- Proctor Pool Facility Use Agreement – Proctor Elementary School: John Jozwiak made the motion to approve the FUA for June 9, 2016. The motion was seconded by Bill Champine, unanimously approved.
- Reappraisal Agreement- Appraisal Resources Group, Inc.: Frank Wolff made the motion to authorize the Chair to sign the contract. The motion was seconded by Bill Champine, unanimously approved. The contract has been reviewed by the town attorney. The amount of the contract is \$47,580.00.
- Town Report Printing – Repro Quotation: This item will be placed for action at the May 23, 2016 Selectboard meeting. Stan Wilbur will investigate if the audit report can be removed from the Town Report.
- Budget Reports: The report was provided for information only. Questions please contact Stan Wilbur.
- Other New and/or Old Business: Per John Jozwiak:
 1. Salt Shed status- Per Stan Wilbur no movement.
 2. Does the Town Manager inspect equipment prior to pickup for contracted work? Per Stan Wilbur; No, we deal with reputable business.

Joe Manning requested that the minutes reflect that the Town Manager, Stan Wilbur has instructed Selectboard members that they are not to speak to Town Employees. All questions and communication should be directed to the Town Manager.

- Executive Session: Highway Hire
Joe Manning made the motion at 8:24 p.m. to enter executive session, for considering employment contracts for the Highway Department. The motion as seconded by Frank Wolff and approved unanimously by the four members present, 4-0. John Jozwiak exited the meeting at 8:23 p.m. and did not participate in the executive session.

William Champine made the motion at 8:35 p.m. to exit executive session. The motion was seconded by Frank Woolf and approved unanimously by the four members present.

Action:

Frank Woolf made the motion to promote Brian Cannucci to Highway Lead Person and increase his hourly rate of pay from \$16.25 to \$17.00. The motion was seconded by William Champine and approved unanimously by the four members present.

Frank Woolf made the motion to terminate the probationary employment of Patrick Sherwin pursuant to Employee Benefits and Policies Section 1.4. The motion was seconded by William Champine and approved unanimously by the four members present.

Frank Woolf made the motion to employ Robert Oberg and Bruce Batchelder as Highway Crew Persons at a \$16.00 per hour rate of pay. The motion was seconded by William Champine and approved unanimously by the four members present.

XIV. Adjourn

Joseph Manning made the motion at 8:40 p.m. to adjourn the May 9, 2016 regular Selectboard meeting. The motion was seconded by Frank Woolf and approved unanimously by the four members present.