

Town of Proctor Selectboard Meeting Minutes

Draft

June 13, 2016

6:00 – 9:38 p.m.

Board Members Present

Bruce Baccei, Chair
Bill Champine
John Jozwiak
Joe Manning
Frank Wolff

Employees Present

Lisa Miser, Recorder
Rob Oberg, Highway Department
Stan Wilbur, Town Manager

Other Guests Present

Lt. David Fox, RCSD
Tom Hogan
Angela Oberg
Bob Protivansky
Carol Protivansky
Peg TV

Agreements/Approvals

- Consensus to accept agenda and add audit under additional items.
- Unanimously approved May 23, 2016 regular meeting minutes, as written.
- Unanimously approved June 8, 2016 special meeting minutes, as written.
- Unanimously agreed at 7:04 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Partial Estimate No.1 \$96,998.81, subject to a schedule.
- Unanimously approved cathodic protection replacement, \$1,875.00.
- Unanimously agreed at 7:31 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the purchase of small air compressor \$159.00 and small generator \$825.00.
- Unanimously agreed at 7:36 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved Green Mountain Power Easement, 3-1-1.
- Unanimously accepted VCDP grant for Marble Museum.
- Unanimously approved Town Report bid for \$2,995.00.
- Unanimously agreed not to charge a fee for open Transfer Station Days, May & October.
- Signed orders totaling \$531,890.48.
- Unanimously agreed at 9:38 p.m. to adjourn the June 13, 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

Selectboard consensus to accept the agenda and add audit scope of services under additional items.

III. Review of Minutes

Bill Champine made the motion to approve the May 23, 2016 regular meeting minutes as written. The motion was seconded by Frank Wolff, unanimously approved.

Joe Manning made the motion to approve the June 8, 2016 special meeting minutes as written. The motion was seconded by Bill Champine, unanimously approved.

John Jozwiak inquired to the posted May 25, 2016 special meeting; he questioned the notification process for the Selectboard, Joe Manning was notified about the meeting via email at 10:28 a.m. Stan Wilbur noted that the meeting did not occur as a quorum was not present; the meeting was posted per statute in three places, he notified Selectboard members after the meeting was posted.

IV. Open Public Comment

Bob Protivansky: Thanked the Highway Department for all the work at the Pool.

Tom Hogan: Thanked Bill Champine for another successful Memorial Day Parade. He inquired about the lack of control by the RCSD and stopping traffic for the parade. (See invited guests)

Rob Oberg: Inquired to the status of the fence post on Eden Avenue, he noted they are still in concrete in the Highway ROW. Stan Wilbur will follow up on this issue.

V. Invited Guests

Lt. David Fox -FY2017 Law Enforcement Contract: Lt. David Fox was present to provide the RCSD contract for July 1, 2016 - June 30, 2017, \$2,762.58 billed bi-monthly, 40 hours per week. This contract has a 3% increase from last year. The Selectboard will review the contract and discuss at the next meeting.

Stan Wilbur queried the Selectboard about having the RCSD provide additional stationary radar.

Tom Hogan inquired as to the % of time spent on paperwork, and inter-agency assistance. Lt. Fox noted a small amount of time. Tom Hogan noted he had called the RCSD about his concerns about traffic control at the parade; he has not had a call back from the RCSD. Lt. Fox assured Tom Hogan he would look into the parade concern and follow with him. Tom Hogan does not think the town should pay for ineffective services.

Lisa Miser inquired as to the neighborhood patrols, which were considered a priority last year by the Selectboard when signing the contract. The RCSD Activity Report for Proctor 5/1/16 – 6/7/16, lists 18 neighborhood patrols for Beaver Pond and 1 for Chatterton Park, which was simply to speak with the Health Officer. Lt. Fox stated he would look into the report.

John Jozwiak thanked the RCSD for their assistance to him on Health Officer issues.

VI. Good Stuff

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The following groups/organizations were recognized for their outstanding service to the Proctor community:

Town Highway Department: For Sunday overtime work cleaning up the leaves at the Pool.

The numerous participants in the Proctor Memorial Day Parade, as well as the spectators.

Gannon McKearin for winning the 10K Crowley Brother Memorial Road Race, for the second year.

Catlin Canty for placing #3 in the Women's 5K Crowley Brother Memorial Road Race.

VII. Highway Department

- Manager's Report

Field Activities:

- Street patrol – pick up limbs, trash and road kill (every morning)
- Pool cleanup, maintenance and setup
- River Street drain investigation and preliminary repair plan
- Pool fence damage repair estimate
- Service Toolcat
- Mowing and trimming(a day and a half to two days every week)
- Cleaned new plow truck for Memorial Day Parade
- Downed tree on West Street(OT)
- Dead deer on Marble Bridge(OT)
- Assist Pool Staff with cleanup move leave to transfer station(OT)
- Memorial Day Parade(OT)
- Plow damage
- AC units at Town Office
- Trimming Hill at 5-corners – property owned by CSJ
- John Deere 318 repair (in house)
- Clean and inspect catch basins
- Patching pavement at Meadow & Willow Streets – water main leak
- Clean tools and equipment from paving
- Cut leaning tree on West Street
- Broken park bench between bridges
- Beach Street catch basin repair
- JD backhoe service by Nortrax – computer code issue
- Docks, ladder and float at Pool
- Leaking drain line and valve at Pool

Pending Activities:

- Hot mix – potholes
- Culverts, storm drains and catch basins
- River Street storm drain replacement – this could be a significant cost, 3 catch basins and 100 feet of pipe

Overtime:

- Week ending 5/29/16
10.5 hours- downed tree, dead deer & pool cleanup
- Week ending 06/05/16

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- 2 hours - Memorial Day Parade
- Week ending 06/12/16
 - 3 hours – Meadow Street paving – charge to water department
- 2016 Paving Program: The Paving Project will be placed out to bid, no Class 2 paving, Beech Street has been added in, bids will be opened at the June 27, 2016 Selectboard meeting.
- Sweeper Attachment for Toolcat: Will revisit at next meeting. There is \$153,000.00 in the Equipment Fund; the cost of the sweeper attachment is \$7,851.89(60 inch) or \$7,375.00(72 inch).
- Other New and/or Old Business: John Jozwiak inquired on the following;
 1. Cost of guardrail at Town Garage? Complete? Per Stan Wilbur the project is complete, he will provide the dollar amount to John Jozwiak, and there are two other spots to repair in town
 2. When will the potholes around town be filled and the dirt road is washing away above the skating rink – Stan Wilbur requested the Selectboard provided a priority list of projects for him to work from. Stan Wilbur does not see potholes as a high priority.
 3. Crosswalk Signs? Per Stan Wilbur the signs are at the Town Garage.
 4. Wire at Park project – Stan Wilbur noted that he had not been contacted, even though several Selectboard members were on site and spoke with the contractor. Stan Wilbur will follow up with the contractor.

VIII. Board of Water Commissioners

Bill Champine made the motion at 7:04 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report:
 - Activities Completed:
 - Repaired water leak on Beaver Pond Road. Abandoned two 1" service connections. Replaced valve riser on main line valve.
 - Performed all compliance monitoring for water facility and samples tested passed state requirements.
 - Turned on water at the cemeteries
 - Line locating at 41 Ormsbee Avenue
 - Line locating at 20 Oak Street
 - Worked with contractor locating and shutting off valves for Taylor Hill project
 - Replaced chlorine analyzer reagents in South Street vault
 - Located curb box and installed new cap at the Library
 - Started weekly sampling at the pool and Beaver Pond for bacteria
 - Emergency call out at 7:30 p.m. on Gibb Street for possible water leak. Hydrant was found to be left open.
 - Weekly fluoride samples sent to VT lab
 - Line locating at 15 Cain Street
 - Lawn repairs completed by Highway Dept. at FSW
 - Picked up chlorine from Allen's chemical

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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
- Leak locating on West side. Master meter numbers indicate leak
- West tank overflow and vent cover repairs are pending State construction permit requirements

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 assistance
- West tank cathodic protection needs replacing. Quotes have been obtained. Samples were collected for new water quality parameters and results will be given to Aquastore.
- **Taylor Hill Booster Pump Station:**
 - Update: Special Meeting will be scheduled for Taylor Hill/School Street Design for additional valve work. The Selectboard has numerous questions on the pricing proposal. Bill Champine made the motion to approve the North Street Valve work for \$7,855.95. The motion was seconded by Frank Wolff, unanimously approved.
 - Markowski Partial Estimate No.1-\$96,998.81: Bill Champine made the motion to approve subject to a schedule as required. The motion was seconded by Frank Wolff, unanimously approved.
- AquaStore: Frank Wolff made the motion to replace the cathodic protection, ASAP for \$1,875.00. The motion was seconded by Bill Champine, unanimously approved
- Other New and/or Old Business:
 1. Mark Simon will attend the next Selectboard meeting.
 2. Stan Wilbur reviewed the chain of command for Water Projects: Selectboard to Stan Wilbur to Dave Eves to Markowski. Per Stan Wilbur, anything the Selectboard tells Markowski to do you are liable for.

IX. Board of Sewage Commissioners

Frank Wolff made the motion at 7:31 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 samples tested passed state requirements.
- Cleaned Ultra Violet (UV) system at the WWTF
- 13 holes were repaired on lagoon liners
- Replaced failed chart recorder motor (master meter flow chart)
- Cleaned the ventilation system at Park Pump Station
- Replaced faucet on the WWTF lab sink
- Camera work storm water piping near the park for the highway dept.
- Exercised portable generator under load at Field St. pump station

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- New VFD was installed on lagoon blower number 3
- Supplied paving company with manhole riser for library parking lot
- Had electrician repair broken conduit at Park Pump Station
- Changed oil in all 3 blowers
- Used boat to repair a broken aeration cable spanning lagoon 1
- Cleaned transducer and floats and had electrician replace relay at the Columbian Ave pump station. Pump station shut down resulting in high alarm.
- Camera work with Highway Depart. on River Street storm water
- Replaced the battery in the Mission alarm system at Park station

Activities in Progress:

- Several small electrical issues including meters, lighting, switches and fan motors
- Exhaust fan issues in Blower Building
- 4-inch airline repairs in lagoon – Getting prices
- Replace bearings in exhaust fans in Blower Building
- Locate manhole between Garden/Field Street
- Excavate the sewer force main at Willow for possible leak
- Install new ROOTS blower

Activities Planned or Needed:

- Confined space procedure for sewer pump stations
- Miscellaneous electrical issues such as fan and light fixture replacement
- Clean and evaluate valves at Styles and Columbian Avenue pump stations
- Sewer line flushing throughout the collection system. We need to use the Highway truck to tow the jetter.
- New seat needed for F350

• Other New and/or Old Business:

1. John Jozwiak made the motion to purchase a small air compressor \$159.00 and small generator \$825.00. The motion was seconded by Joe Manning, unanimously approved.
2. John Jozwiak inquired about the manhole on Garden Street, as well as the list for trouble lines. Stan Wilbur is waiting for the report from Simon's on trouble lines.

Bill Champine made the motion at 7:36 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: Rink in process of being sealed. Pool: ready to open, joined Red Cross for \$200.00 numerous benefits, children will receive Red Cross swimmers card upon completion of swimming lessons. New this year a Pool director and Head lifeguard, this configuration will save money.
- 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: Working with Stan Wilbur on Drug & Alcohol Policy.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per John Jozwiak: No Meeting.
- Town Office Study Committee: Per John Jozwiak: Narrowed down options for Town Office.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.

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- Beaver Pond Committee: Per Bill Champine: Work continues, gravel for road, signs installed on 6/16 working on permit applications. Jim Moore has marked the hiking trail.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$531,890.48.
- Green Mountain Power Easement: Bill Champine made the motion to approve the easement deed. The motion was seconded by Frank Wolff, approved 3-1-1, John Jozwiak opposed, Joe Manning abstained for lack of information on the project.
- VCDP Grant Resolution: Bill Champine made the motion to accept and authorize the Selectboard to sign. The motion was seconded by Frank Wolff, unanimously approved. This grant is for the Marble Museum, the Town is merely a pass-through.
- Town Manager's Assistant: Information only. Stan Wilbur will be advertising for this position. The candidate will be brought to the Selectboard for final approval.
- Tax Rate – amount to be raised by taxes: Information only. Question to consider, should the surplus of \$33,300.00 be used to reduce the amount of taxes to be raised in the following year?
- Main Street Lights: Spec sheets were provided along with four cost options. The Selectboard provided direction to Stan Wilbur on the lights, and he will provide new cost estimate at a future meeting.
- Audit letter Scope of Services: Information only. Review the letter, contract will discussed at next meeting.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Other New and/or Old Business:
 1. MRP Application- possible options flag poles, benches, tree at rink. Application due July 31, 2016.
 2. Town Report- Bill Champine made the motion to accept the bid of \$2,995.00 (same as last year). The motion was seconded by Frank Wolff, unanimously approved. No vote has taken place to remove the audit from the Town Report, 2003 to present. In 2007 the Town voted to remove the office of auditor. The savings would be \$500.00 not to include the audit, the Town Report is viewed as a historical document, and it is the consensus of the Selectboard that financial information should be included in the annual Town Report.
 3. Joe Manning noted that the drain on Ormsbee Ave that John Zawistoski had requested to be cleaned at the last Selectboard has not yet been.
 4. Joe Manning also discussed Fireworks, inquired if Proctor has an ordinance and referenced the Vermont state law.
 5. John Jozwiak noted that the portable generator is at the sewage pump station. He questioned the fee on May and October Transfer Station Days. The last open Transfer Station Day, garnered \$195.00.
John Jozwiak made the motion not to charge a fee for open Transfer Station Days in May & October; proof of Proctor residence will be required. The motion was seconded by Joe Manning, unanimously approved.
Water Softener: Consensus to wait until Town Hall Study comes forward and wait for the Fire Department new heating system
Salt Shed: No movement

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Town Hall Wall: Contractor has been contacted about a temporary fix. Majority of Selectboard does not feel compelled to repair wall.

- Executive Session: No executive session required.

XIV. Adjourn

Frank Wolff made the motion at 9:38 p.m. to adjourn the June 13, 2016 regular Selectboard meeting. The motion was seconded by Bill Champine, unanimously approved.