

Town of Proctor Selectboard Meeting Minutes

Draft

June 27, 2016

6:00 p.m. – 9:02 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Frank Wolff

Employees Present

Lisa Miser, Recorder

Rob Oberg, Highway Department

Stan Wilbur, Town Manager

Other Guests Present

Carol Protivansky

Mark Simon, Simon Operations

Peg TV

Agreements/Approvals

- Consensus to accept agenda as presented.
- Unanimously approved June 13, 2016 regular meeting minutes, with an addition.
- Majority agreed to dispose of the Stump Grinder.
- Unanimously agreed at 7:42 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved the FY17 Water Rate \$460.00.
- Unanimously agreed at 7:52 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved G.W.Savage contract \$7,743.92.
- Unanimously approved Engineering Service Agreement.
- Majority agreed to dispose of the Sewer Roding Machine.
- Unanimously approved the FY17 Wastewater Rate \$430.00.
- Unanimously agreed at 8:03 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FUA for Park 7/16/16.
- Unanimously denied request for out of town pool pass purchase.
- Unanimously approved Sullivan Powers Contract.
- Unanimously approved Rutland County Sheriff Department Contract.
- Signed orders totaling \$78,581.33.
- Unanimously agreed at 9:02 p.m. to adjourn the June 27, 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.

Joe Manning was absent at the June 27, 2016 Selectboard meeting, a quorum was present.

Motions passed without objection are recorded as unanimous.

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II. Review and Approve Agenda

Consensus of the Selectboard to accept the agenda as presented.

III. Pavement, Electrician, Plumber, #2 Fuel Oil and Low Sulfur Diesel Bid Openings

- **Pavement- 3 Bids**

1. Springfield – Did not submit bid due to work schedule.
2. Pike Industries- \$195,634.00
3. Wilk Paving - \$156,741.83

- **Electrician-1 Bid**

1. Jeff Patch: \$45.00 per hour-8% mark up/\$70.00 per hour control work-8% mark up

- **Plumber-0 Bids**

- **#2 Fuel Oil -4 Bids**

1. Johnson Energy – Rack +.35 on the day of delivery/fixed cap \$1.99
2. Keyser Energy – Albany Rack +.32/fixed \$1.99/today price \$1.77
3. Gecha Fuel – Rutland-Middlebury Rack +.24/No fixed price/ today price \$1.87
4. Rutland Fuel Company- Rack +.31/fixed \$2.14/today price \$1.82

- **Low Sulfur Diesel – 3 Bids**

1. Johnson Energy – Rack +.35
2. Keyser Energy – Albany Rack +.35/today price \$1.82
3. Rutland-Middlebury Rack +.24/today price 1.93

All bids are taken under advisement to be reviewed by the Town Manager and put into a summary format for Selectboard review at the July 11, 2016 meeting.

IV. Review of Minutes

Frank Wolff made the motion to approve the June 13, 2016 regular meeting minutes with one addition per John Jozwiak, page 4 under 2016 Paving Program: John Jozwiak questioned why paving bids did not go out in April, no response from the Town Manager. The motion was seconded by Bill Champine, unanimously approved.

V. Open Public Comment

Rob Oberg: Rob Oberg was present to state that the posts on Eden Avenue have yet to be removed. He also inquired about the scrap marble at the WWTF, not bridge marble. He would like a few pieces for his garden. The consensus of the Selectboard he is welcome to the scrap marble.

Carol Protivansky: Carol Protivansky was present to inquire about roadside mowing. She is curious why a section is not being mowed. Stan Wilbur noted that a Proctor resident had historically mowed the section and the change had just happened this year, he will include this on the roadside mowing schedule/list.

VI. Invited Guest

Mark Simon- Simon Operation Service: Mark Simon was present to discuss the operation service provided by Simon's Operations for the Water and Wastewater Facilities. He noted that

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Simon's Operations has been under contract for 9 months and after 6 months the rate was lowered for savings to the town. The WWTF went from a 7 day operation to 5 days. Stan Wilbur noted the electric use at the WWTF has been dramatically reduced. Mark Simon explained this was due to lowering the blower usage. The Selectboard inquired about an invoice for a hydrant after hours. Mark Simon stated he would absorb the cost. John Jozwiak requested the total saving since Simon's has been under contact. Mark Simon will provide a 12 month comparison. The 2016 Project List for the Water and Wastewater facilities was provided. Stan Wilbur requested the chart in a bar graph which will show the projects on a monthly schedule. The Selectboard thanked Mark Simon for attending the meeting.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor residents/buyer/sellers for participating in the Proctor Town Wide Tag Sale.

VIII. Highway Department

- **Manager's Report**
Field Activities:
 - Road patrol (daily)
 - Sand/salt equipment- clean, service and store at WWTF
 - Scrap metal from garage and wastewater plant to Hubbard
 - Water Department – uncover water main valves at entrance to Proctor Gas yard (2 days)
 - Beech Street catch basin pavement repair
 - Crosswalk signs
 - Toolcat radio (outside)
 - Mowing and trimming
 - Local Road Tractor and Mower Safety Workshop
 - Pool spillway (to be able to remove grate)
 - John Deere 2355 tractor repair (in house)
 - Roadside mower out of storage- repair and operationPending Activities:
 - Hot mix – potholes
 - Curry Street sink hole
 - Trash – Town Property on Florence Road
 - Culverts, storm drains and catch basins
 - River Street storm drain replacement – this could be a significant cost, 3 catch basins and 100 feet of pipeOvertime:
 - Week ending 06/19/16
1.5 Hours – Tractor/Mower Safety Workshop
- Better Road Grant- Road & Culvert Inventory and Capital Budget: Town received a \$5,126 Grant. Handout for information only.
- Sweeper Attachment for Toolcat: Stan Wilbur reported that rental costs ranged \$200.00 - \$300.00 per day. He recommends purchasing the Sweeper Attachment for \$7,851.89. The

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money would come from the equipment fund, \$153,000.00 which is used to purchase new equipment. Frank Wolff made the motion to purchase the sweeper attachment. The motion died for lack of a second.

- Stump Grinder: Frank Wolff made the motion to authorize Stan Wilbur to dispose of the Stump Grinder. The motion was seconded by Bill Champine. Motion passed 3-1, John Jozwiak opposed.
- Truck Signs: Handout provided for discussion. Lisa Miser questioned the placement of two signs shown on page 3. The signs are depicted in the triangle. The Selectboard and Stan Wilbur noted that one sign was currently in the triangle that is shown on page 3. Lisa Miser was resolute that the only sign in the triangle was the sign at the tip. She encouraged the Selectboard to be proactive, and not be dictated by the state. The state does not own the triangle.
- Other New and/or Old Business:
 - John Jozwiak:
 1. The tailgate sander needs to be sandblasted and painted.
 2. Wilk – Tower Road – Bill Champine and Stan Wilbur met with Wilk, Wilk will re-do the upper end of Tower Road.
 3. Storm drain at Olympus & Warner needs to be cleaned.
 - Discussion of a cost analysis of contracting mowing vs. town employees mowing, best use of Town employees. Stan Wilbur will provide mowing bids at the next Selectboard meeting.

IX. Board of Water Commissioners

Frank Wolff made the motion at 7:42 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bill Champine, unanimously approved.

- **Manager's Report**
2016 Projects:
 1. Water System flushing (twice a year) – exercise all hydrants and valves
 2. Elm Street hydrant
 3. Gorham Bridge Road (Meadow Street) hydrant
 4. West Street hydrant
 5. Market Street leak
 6. West Tank vent and overflow repairs
 7. Cathodic protection
 8. Paint hydrants
 9. After hours public request procedures
 10. Sub-contractors procedures and requirements
 11. Inventories
 12. Digitize maps
 13. Valve and curb stop logs
 14. Confined Space procedure
 15. Hydrant summary for sanitary survey

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- Consumer Confidence Report: For information only, this handout will be mailed to all Proctor occupants.
- Taylor Hill Booster Pump Station – Update: Work continues on concrete footing, wall support, Wednesday two valves will be replaced and one valve will be eliminated. Residents that will have their water service disrupted were notified last week.
- FY 2017 Water Rate: Bill Champine made the motion to increase the Water rate for July 1, 2016 – June 30, 2017 to \$460.00 an increase of \$20.00, FY16 rate was \$440.00 and to change the wording of II.b to per trip. The motion was seconded by Frank Wolff. Motion passed 3-1, John Jozwiak opposed.
- Other New and/or Old Business: No new and/or old business.

X. Board of Sewage Commissioners

Frank Wolff made the motion at 7:52 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
2016 Projects:
 1. Jetting sewer lines
 2. Locate manhole between Garden Street and Filed Street
 3. Gorham Bridge Road Manhole sump hole
 4. Willow Street Pump Station water leak
 5. Roots Blower
 6. Styles Meadow & Columbian Avenue Pump Stations check valves
 7. 4 inch airline replacement
 8. Electrical issues
 9. Exhaust fans
 10. Confined Space procedures
 11. Inventories
- Lab Building Mold: Frank Wolff made the motion to approve and sign the G.W. Savage contract for \$7,743.92. The motion was seconded by Bill Champine, unanimously approved.
- Willow Street – Engineering Service Agreement: Frank Wolff made the motion to approve and sign the agreement. The motion was seconded by Bill Champine, unanimously approved.
- Sewer Roding Machine: Frank Wolff made the motion to allow Stan Wilbur to dispose of the Sewer Roding Machine. The motion was seconded by Bill Champine. Motion passed 3-1, John Jozwiak opposed.
- FY2017 Wastewater Rate: Bill Champine made the motion to increase the Wastewater rate for July 1, 2016- June 30, 2017 to \$430.00 an increase of \$5.00, FY16 rate \$425.00 and to change the wording of II.b to per trip. The motion was seconded by Frank Wolff, unanimously approved. The Wastewater rate has not increased for three years.

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

Bill Champine made the motion at 8:03 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.

XI. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Rink has received final seal coat, building pressure washed, outside water tap added. Pool swim lessons have begun, 91 pool passes sold.
- Rutland Regional Transportation Council: Per Bruce Baccei: Provided overview of meeting.
- Rutland Regional Solid Waste District: Per John Jozwiak: New scale at Gleason Road.
- Personnel Committee: Per Frank Wolff: Working with Stan Wilbur on Drug & Alcohol Policy.
- Fire Department: Per John Jozwiak: John Jozwiak made a motion to place out to bid a water softener for the Fire Station, due to water spots on fire equipment. The motion was seconded by Bill Champine, unanimously approved.
- Planning Commission: Per John Jozwiak: No Meeting.
- Town Office Study Committee: Per John Jozwiak: Meeting 6/28/16 at PHS library.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: Work continues on permits, signs have arrived.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$78,581.33.
- Facility Use Agreement – Main Street Park/Gazebo: John Jozwiak made the motion to approve the FUA for July 16, 2016 at 6:15 p.m., insurance attached. The motion was seconded by Bill Champine, unanimously approved 4-0.
- Betsy Cox Camp for Girls Request to use Pool: Bill Champine made the motion to deny the request. The motion was seconded by Frank Wolff, unanimously approved 4-0.
- Sullivan Powers Contract: Bill Champine made the motion to sign the Sullivan Powers contract. The motion was seconded by Frank Wolff, unanimously approved 4-0.
- FY2017 Law Enforcement Contract: John Jozwiak made the motion to sign the Law enforcement contract for July 1, 2016 through June 30, 2017. The motion was seconded by Frank Wolff, unanimously approved 4-0.
- Town Service Officer: Information only. This position will not be appointed in March 2017.
- Amount to be raised by Taxes: Tax Rate will be set on Friday July 1, 2016 \$45,600.00 will be used to reduce the amount to be raised.
- Tax Rate- Special Meeting Friday July 1, 2016: Special Meeting July 1, 2016 at 4:30 p.m.
- Main Street Lights: Consensus to invite Claus Bartenstein to the July 11, 2016 Selectboard meeting to discuss light selection and price.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Other New and/or Old Business: MRP application to include; benches, flag poles, trees at rink, computer program for Town Clerk.
- Executive Session: No executive session required.

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XII. Adjourn

Frank Wolff made the motion at 9:02 p.m. to adjourn the June 27, 2016 regular Selectboard meeting. The motion was seconded by Bill Champine, unanimously approved.