

Town of Proctor Selectboard Meeting Minutes

Draft

July 11, 2016

6:00 – 9:52 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Wolff - exited meeting at 7:04

Employees Present

Lisa Miser, Recorder

Brain Cannucci, Highway Department

Stan Wilbur, Town Manager

Other Guests Present

Claus Bartenstein

Patrick Burke

Wayne Elliott

Carol Grace

Tom Grace

Dick Horner

Kathy Johnson

Rick Moreno

Warren McCullough

Peg TV

Agreements/Approvals

- Consensus to accept agenda as presented.
- Unanimously approved June 27, 2016 regular meeting minutes, with two additions.
- Unanimously approved July 1, 2016 special meeting minutes as written.
- Unanimously agreed to submit Willow Street I/I application
- Consensus that there will be no paving this year.
- Unanimously awarded Mowing Contract to Rock Landscaping, \$637.00 per week.
- Unanimously agreed at 8:20 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 8:29 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:37 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FUA for Park, 10/8/16 contingent on insurance submission.
- Unanimously approved FUA for Skating Rink, 10/15/16.
- Unanimously approved and signed Sub-grantee Agreement.
- Unanimously awarded bid to Keyser Energy for Diesel and #2 Fuel.
- Unanimously awarded bid Proctor Gas for Propane.
- Signed orders totaling \$52,391.37.
- Majority agreed at 9:23 p.m. to enter executive session.

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- Unanimously agreed at 9:51 p.m. to exit executive session. No action.
- Unanimously agreed at 9:52 p.m. to adjourn the July 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.

Frank Woolf exited the July 11, 2016 Selectboard meeting at 7:04 p.m. a quorum was present. Motions passed without objection are recorded as unanimous.

II. Review and Approve Agenda

Consensus of the Selectboard to accept the agenda as presented.

III. Review of Minutes

Bill Champine made the motion to approve the June 27, 2016 regular meeting minutes with two additions; Per John Jozwiak, 1. Who authorized putting fish in the Proctor Pool? Pool fish added by Town Manager & Bruce Baccei no authorization from Selectboard 2. The Town Manager was out of town May 21, 2016-June 2, 2016. Town Manager stated he posted Special Meeting agenda May 23, 2016. The motion was seconded by Frank Woolf, unanimously approved.

Bill Champine made the motion to approve the July 1, 2016 special meeting minutes as written. The motion was seconded by Frank Woolf, unanimously approved.

IV. Open Public Comment

Dick Horner: Dick Horner, Chair of the Proctor Planning Commission is looking for a member, the commission meets monthly and is currently updating zoning regulations. Interested parties can contact Dick Horner or Stan Wilbur.

He also inquired if GMP has reduced the wattage in the streetlights, Stan Wilbur will follow up.

Kathy Johnson: Kathy Johnson was present to discuss a letter from the Delinquent Tax Collector; she noted that the name in the Town Report and Web page had two different names. She explained she had paid her taxes late and was assessed a late fee of \$3.35, she feels that the letter she received states she will lose her house for \$3.35 (she paid the late fee) and that the letter was scary and intimidating. The Selectboard has no oversight on this matter and they suggested she meet with the Town Clerk and/or Delinquent Tax Collector.

Tom Grace: Tom Grace was present to inquire about the overruns for the Park Project, \$5,000.00. He questioned the bid extras, and why no change orders came to the Selectboard. He stated that it makes it difficult to bid on town projects, when extras are added.

Stan Wilbur explained the three invoices that addressed the extra work.

Dick Horner noted that the extras should have come before the Selectboard as change orders; this method places the town's creditability in question and lacks transparency.

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Patrick Burke: Patrick Burke encouraged the Selectboard to accept the help from Proctor residents when they volunteer to help on projects. He questioned why Bruce Baccei denied assistance from volunteers, Bruce Baccei had no response.

V. Invited Guests

- Rick Moreno – Trash- Sewer- Pool: Rick Moreno was present to discuss a sewer and trash issue. He had a sewer back-up on July 4, 2016; he provided a handout that shows the blockage. He believes that the blockage was caused by the town flushing a blockage above his property. Chris (Simon's) noted that the line was not cleaned after the 2014 plug. He stated that the main is full of tree roots and has not been maintained in years.

He questioned the contract with Casella's, he would like to have the option to opt out and be responsible for his trash disposal. He questioned why recycling is not picked up every week. He recounted a rude encounter with a Casella driver. He thanked Stan Wilbur for his assistance and for providing information requested. John Jozwiak invited Rick to tour the Zero Sort Casella facility

- Claus Bartenstein, Engineering Services of VT – Street Lights: Claus Bartenstein was present to discuss street lighting upgrades. He explained that all new bases and wiring would be required for the lights in downtown. The scope of the project has changed, removing the three cobra heads.
- Wayne Elliott, Aldrich & Elliott – Willow Street Pump Station I/I Study: Wayne Elliot was present to provide an overview of the Willow Street Pump Station I/I Study Planning Loan application. The loan request is \$20,300.00; this will provide money to study the willow Street Pump Station. A flow meter will be installed upstream to determine effect of rainfall and manhole inspection. Bill Champine made the motion to submit the application. The motion was seconded by Joe Manning, unanimously approved.

VI. Good Stuff

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

The 130th anniversary banners are hanging in the triangle.

Avery Mullan won a Silver Medal at the National Family, Career and Community Leaders of America Convention held in San Diego, California.

VII. Highway Department

- Manager's Report
Bruce Batchelder, a highway employee has submitted his resignation effective immediately

Field Activities:

- Road patrol (daily)
- Potholes
- AC units at Town Office
- Brushing guard rail on West Street and High Street
- Trash from town land on Florence Road

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- Beaver Pond Stop Sign- replaced
- Mowing- 2 days per week
- Roadside mowing Florence Road
- High Street Tree
- Beaver Pond Gates
- Clean up shop
- In house safety meeting- Local Roads Program
- Holiday Bunting
- Green Square Tree
- New Signs on triangle light pole
- Presentation on hot asphalt reclamation
- Cut,split and stacked firewood in garage

Pending Activities:

- Hot mix – potholes
- Curry Street sink hole
- 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 07/03/16
2.0 Hours – High Street Tree

- Paving Bids: Stan Wilbur recommended awarding the paving bid to Wilk Paving for \$156,741.83.

Discussion: John Jozwiak stated his concern that bids did not go out April 1, 2016, he does not believe that town should pave this year, as there is too much prep work to do, Joe Manning and Bill Champine concurred. Bill Champine noted that there is storm drain work that needs to be completed prior to paving. John Jozwiak suggested that the town crew focus on patching and prep work due to only having two employees in the highway department and pave the following year.

Bruce Baccei made the motion to award the paving contract to Wilk Paving for \$156,741.83. The motion died for lack of a second.
There will be no paving this year.

- Mowing Bids: 4 Bids

1. Rock Landscaping - \$ 637.00
2. FAS Trucking & Landscaping - \$ 1,050.00
3. Grass Dogs - \$750.00
4. Steve Mitowski - \$ 720.00

Bids are per week for the remainder of the 2016 season.

Current mowing is two days, for two highway employees 26 hours. It was noted that based on rough figures it appears less expensive for town employees to mow, currently only two highway employees.

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Bruce Baccei made the motion to accept the Rock Landscaping bid of \$637.00 per week for the remainder of the 2016 mowing season. The motion was seconded by Joe Manning, unanimously approved.

- Other New and/or Old Business: John Jozwiak and Joe Manning walked Olympus/Ormsbee/Oak and noted that 95% of the storm drains have not been touched. John Jozwiak would like the pothole near the catch basin at the entrance of the Pool Drive repaired. He also noted the numerous potholes on Park Street and Chatterton Park. Stan Wilbur reminded him that the Pool entrance is on the paving schedule.

VIII. Board of Water Commissioners

Bill Champine made the motion at 8:20 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report:
Activities Completed:
 - Line Tracing and leak detection by Proctor Gas garage.
 - Performed all compliance monitoring for water facility and samples testes passed state requirements.
 - Located 3 valves on Market Street, cleaned risers and brought them up to grade. Confirmed proper position – open or closed.
 - Located 3 valves by West Street market store. Cut pavement and brought risers to grade. Confirmed proper position.
 - Rebuilt chlorine feed pump, new 4-way function valve, removed and cleaned injection nozzles. Cleaned chlorine tank. Suspect gassing with chemical feed pumps. Will install proper chlorine heads to prevent gassing problems.
 - Summer work schedule.
 - Replaced chlorine analyzer reagents in South Street vault.
 - Located and cleaned out numerous valves on Westside, preparing for North Street shut down.
 - Weekly sampling at the pool.
 - Serviced the probes in Fluoride analyzer.
 - Repaired curb box riser at 17 Gibbs Street.Picked up paint to start spraying hydrants
Activities in Progress:
 - Computer training on SCADA system to enable monitoring of water system.
 - Curb shutoff locations and recording these in a book.
 - Rotate fire hydrant on Elm Street for easier access.
 - Leak locating on West side. Master meters numbers indicate leak.
 - West tank overflow and vent cover repairs are pending State construction permit requirements.
 - Isolation test for North Street valve replacement.
 - Get quote for materials for Meadow Street hydrant replacement.

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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 collected for new water quality parameters. Water quality parameter available to determine water hardness and corrosiveness.
- Hydrant flushing will start on EAST side July 11, 2016.
- Repair or install West Street flow meter. The flow meter was not installed properly and never hooked up.
- Pressure reduction plan for West side tank cleaning.
- Taylor Hill Booster Pump Station – Update: Project is moving along, drainage work, color chart to homeowner to look over color choices, replacing two valves. Special Meeting will be held Friday July 15, 2016 at 9:00 a.m. at the Town Office.
- Other New and/or Old Business: No new and/or old business.

IX. Board of Sewage Commissioners

Bill Champine made the motion at 8:29 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report:
Activities Completed:
 - Performed compliance monitoring for water and wastewater facility and samples passed state requirements.
 - Cleaned UV system at WWTF.
 - Completed annual sampling requirements at the WWTF.
 - Adjusted pressure reducing valve at WWTF lab and replaced pressure relief valve on hot water leak.
 - Painted entrance sign at WWTF.
 - Changed oil and air filters on the 3 large blowers.
 - Received delivery of Alum on the 15th.
 - Picked up new 2000-watt generator and air compressor.
 - Meet with Keyser to fill standby generators with fuel.
 - Used Jetter to flush line on Ormsbee Avenue.
 - Worked with electrician getting exhaust fans working.
 - Received a quote on 4-inch aeration piping for repairs in Lagoon.
 - Replaced bearings in blower building exhaust fans.
 - Cleaned transducer and floats and had electrician replace rely at Columbian Avenue pump station. Pump station shut down resulting in high alarms.
 - Camera work on Ormsbee Avenue to check main and service connections.

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- Ordered parts for new Roots blower.

Activities in Progress:

- Repairs to exhaust fans at WWTF.
- Locate manhole between Garden/Field Street.
- Excavate the sewer force main at Willow for possible leak
- Install ROOTS blower.
- Discover cause of Willow Street intermittent leak near Pump Station.

Activities Planned or Needed:

- Confined space procedures for sewer pump stations.
- Clean and evaluate check valves in Styles Meadow and Columbian Avenue pump station.
- Sewer line flushing throughout the collection system. We will need to use Highway truck to tow Jetter. Clean Willow and Columbian Pump Stations. We are putting these two stations on bi-annual cleaning schedule due to FOG (fat, oil, grease) and grit.
- New seat needed for F-350.
- Repair manhole on Gorham Bride Road.
- Lab Building Mold: Contract has been signed. Soliciting prices for cleaning duct work.
- Willow Street I/I Study – State Revolving Loan Application: See Wayne Elliot Invited Guests.
- Other New and/or Old Business: John Jozwiak requested the age of the jetter and a price from Rock Landscaping to cut and clean trees and vines around the WWTF fence. Stan Wilbur suggested that the Selectboard consider purchasing a new Water/Wastewater vehicle. The vehicle replacement fund currently has \$65,000.00; an additional \$10,000.00 will be placed this year, total \$75,000.00. He suggested that State bid which will give the specs for the truck and can be used when soliciting from local dealer. Stan Wilbur will provide prices at a future meeting.

Bill Champine made the motion at 8:37 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.

X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Pool running well, Rink has received 3 coats and sealer. Per John Jozwiak -Tom Hogan is concerned that the net cable is pulling the garage building, approximately 2 inches. Net needs to be removed from building.
- Rutland Regional Transportation Council: Per Bruce Baccei: No meeting until September.
- Rutland Regional Solid Waste District: Per John Jozwiak: No meeting.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: Specs for Water Softener and Heating unit have not yet been put out to bid.
- Planning Commission: Per John Jozwiak: See Open Public Comment-Dick Horner.
- Town Office Study Committee: Per John Jozwiak: June 28, 2016 meeting cancelled.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: Gates in, signs posted working on final paperwork for permits.

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XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$52,391.37.
- Facility Use Agreement – Main Street Park/Gazebo: John Jozwiak made the motion to approve the FUA for 10/08/16, contingent upon submission of required insurance per #6 of agreement. The motion was seconded by Bill Champine, unanimously approved.
- Facility Use Agreement – Skating Rink: Joe Manning made the motion to approve the FAU for 10/15/16, required insurance provided. The motion was seconded by Bill Champine, unanimously approved.
- Preservation Trust of Vermont Sub-grantee Agreement: Bill Champine made the motion to approve and sign. The motion was seconded by John Jozwiak, unanimously approved.
- Mortimer Proctor Trust Grant Application: Information only.
- Main Street – Street Lights: See Invited Guests.
- Fuel Bids: Bill Champine made the motion to accept the bids from Keyser Energy for Diesel fixed price \$2.030, 4,250 gallons and Keyser Energy for #2 Fuel Oil fixed price \$1.990, 2,675 gallons. The motion was seconded by John Jozwiak, unanimously approved. John Jozwiak made the motion to accept the bid from Proctor Gas for Propane fixed price \$1.2928, estimated 2,000 gallons. The motion was seconded by Joe Manning, unanimously approved.
- Tax Rates: The Grand List is up for 2016-2017. Municipal tax rate 0.9014, Municipal tax rate plus streetlights 0.9372. These rates do not include school homestead and non-homestead tax rates. Homestead tax rate school and town 2.3606, last year 2.3142. Non-residential tax rate school and town total 2.3079.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Other New and/or Old Business: Bruce Baccei will provide additional information at the next meeting on “Pie in a Selectboard Members Face” for Rely of Life Fund Raiser. The Selectboard was challenged by the West Rutland Selectboard. John Jozwiak questioned the warranty for the roof on the town Office Building, as pieces of slate are broken/missing.
- Executive Session: John Jozwiak made the motion at 9:23 p.m. to enter executive session to consider the disciplinary action/dismissal of Stan Wilbur as Town Manager of the Town. The motion was seconded by Joe Manning, approved by majority 3-1, Bruce Baccei voted no. Joe Manning made the motion at 9:51 p.m. to exit executive session. The motion was seconded by John Jozwiak, unanimously approved. No action.

XII. Adjourn

Bill Champine made the motion at 9:52 p.m. to adjourn the July 11, 2016 regular Selectboard meeting. The motion was seconded by Joe Manning, unanimously approved.