

Town of Proctor Selectboard Meeting Minutes

Draft

August 8, 2016

6:05 p.m. – 9:17 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Wolff

Employees Present

Angela Oberg, Substitute Recorder

Stan Wilbur, Town Manager

Guests Present

Bob Protivansky

Rick Reed

Andrew Cross, Sheriff's Department

John Schell, Omya

Jay Thorton, Omya

Mallory Ezequelle, Omya

Peg TV

Agreements/Approvals

- Consensus to approve agenda as presented.
- Unanimously approved July 25, 2016 regular meeting minutes with additions.
- Majority approved July 29, 2016 special meeting minutes as written.
- Majority approved request to disconnect resident from town water.
- Unanimously approved all signs barring one to be installed by Omya.
- Unanimously agreed at 6:51 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to authorize the Chair to sign a letter to the property owner.
- Unanimously agreed at 7:10 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority approved VMBB Loan Agreement.
- Unanimously agreed at 7:22 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Select board.
- Unanimously approved changes to the appraisal for 604 South Street
- Unanimously approved to accept Pie in the Face Challenge from West Rutland
- Unanimously approved Beaver Pond Park Ordinance.
- Signed orders totaling \$32,799.50
- Unanimously agreed at 8:34 p.m. to enter executive session.
- Unanimously agreed at 9:05 p.m. to exit executive session.
Action: Unanimously agreed to have Town Attorney, Alan George send a letter regarding the removal of the fence posts in the town right of way.
- Unanimously agreed at 9:17 p.m. to adjourn the August 8, 2016 meeting of the Select board.

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Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 6:05 p.m. and began with a pledge of allegiance to the flag.

II. Review and Approve Agenda

Approval of the agenda was reached by consensus.

III. Review of Minutes

Bill Champine made the motion to approve the July 25, 2016 minutes with the addition the amount \$160,500 to be added on page 4 under heading 2016 Paving Program paragraph 3. The motion was seconded by John Jozwiak, unanimously approved.

Bill Champine made the motion to approve the July 29, 2016 special meeting minutes as written. The motion was seconded by Frank Wolff, approved by all members present at the meeting.

IV. Open Public Comment - No public comment.

V. Invited Guests

Rick Reed: Rick Reed was present to provide written notification of his intention to drill a well and be removed from town water and any responsibility associated with the town water source. Stan Wilbur asked the board to make a motion to address the request to disconnect. John Jozwiak requested more information on the legal aspects related to this decision.

Frank Wolff made a motion to approve request to disconnect. The motion was seconded by Bill Champine, majority approved.

Omya: Mallory Ezequelle was present to request permission to replace blue Omya signs with State approved signs. The blue signs do not meet State requirements. The request included VT Rte. 3 entering Proctor – Truck Route, VT Rte. 3 at intersection with Main St. bridge – Truck Route, VT Rte. 3 at intersection with Main St. bridge - triangle by library – two signs, 24,000 Pound facing East and Truck Route facing West, Proctor Main St. intersection with North St. - 24,000 Pound, Proctor North St. intersection with Main St. – 24,000 Pound, Proctor Main St. 5 way intersection back to VT Rte. 3 - Truck Route, Proctor North St. intersection with Pleasant St. – 24,000 Pound and Proctor Beaver Pond Rd. intersection with Florence Rd – 24,000 pound..

Stan Wilbur reminded the board of Lisa Miser's concerns regarding additional signs in the triangle by the library.

The Select Board unanimously agreed to all signs except the ones in the triangle by the library.

VI. Good Stuff

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

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Dale Christy and Jim Moore for generously donating money to purchase trail signs for Beaver Pond Park.

John Connell generously donated a new basketball hoop to the pool and Greg Gallas donated his efforts to escort the hoop to the pool.

VII. Highway Department

- Manager's Report

Field Activities:

- Road Patrol
- Fallen tree on Florence Road
- Roadside mowing
- Brushing guard rail
- Cut, split and stacked fire wood
- Hot Oil Treatment on all trucks
- Tree limbs at Meadow and Beach
- Excavation, back fill, topsoil, seed and clean up Market Street water valve replacement
- Replace section of culvert in valve replacement excavation
- Repair roadside at 75 South Street
- Clean shop for Flagger Course
- Clean and service equipment
- Flagger course
- Remove limbs blocking road signs
- Reinstall stop sign at Florence Road and Pleasant Street
- Sewer service backup at Pool
- Repairs at town office

Pending Activities

- Road Striping
- Pot holes and raveled edges of pavement
- Culverts and road surface inventory with RRPC – grant
- Storm drains and catch basins
- River Street storm drain replacement

Overtime

- 5 hours – Valve replacement

- Other New and/or Old Business:

Edge of pavement at Warner and Olympus needs to be cleaned up

Manhole at 42 Ormsbee Avenue need to be repaired

Salt Shed- No new progress on Salt Shed.

Missing John Deere tractor attachments

VIII. Board of Water Commissioners

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Bill Champine made the motion at 6:51 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

Rick Reed questioned why the homeowner owns the curb stop. Stan Wilbur said the water ordinance states the homeowner owns the curb stop but the town has the right of way to shut off the curb stop. Discussion of reconsidering the ordinance took place. Bruce Baccei requested the existing ordinance be presented at the next regular meeting to be read by the board members.

- Simon Operation Service Report

Activities Completed

- Replaced 4-inch valve on Market St. Handed out shut down notices, boil water notices, and collected sample to lift Boil.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Repaired West Side tank altitude valve. It was not opening fully.
- Shut down water on North and Taylor for contractor to replace leaking valves.
- Installed new pump head on chlorine feed pump to prevent gassing problems.
- Completed hydrant flushing on East side
- Replaced chlorine analyzer reagents in South Street vault.
- Line locating at 48 Patch Street.
- Removed stones and piece of metal from pressure reducing valve (PRV) on Field Street.
- Debris caused PRV to malfunction and allow pressure to increase.
- Line tracing at 27 School Street, Holly Fox's. No curb was found.
- West tank vault flow meter repairs. Still not functioning. Meter was not installed properly. ALL flow meters were not installed properly or functioning.
- Fluoride addition inspection by the State on July 13th. No issues were noted.
- Ordered plumbing parts to replace inventory and items used for the Market Street repair and hydrant install.

Activities in Progress

- Computer training on SCADA system to enable remote monitoring of water system and alarm acknowledgement.
- Curb shut off locations and recording these in a book.
- Rotate fire hydrant on Elm Street for easier access.
- Vent cover and overflow piping repairs on West Side Tank by Aquastore.
- Hydrant installation on Meadow.

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.
- Update digitize maps to include all field notes and findings.
- West tank cathodic protection needs replacing.
- A Pressure Reducing Valve needs to be installed in South Street Vault to drain the West Side Tank.

- 52 Chatterton Park - Restoration of Water Service – Approved on July 25, 2016. However there is \$407.50 past due and a curb stop was installed by in order to shut off the water. Stan Wilbur presented a letter stating that water service will be restored when the past amounts have been paid.

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- 109 Deere Lane - Discontinuance of Water Service: Stan Wilbur presented a letter stating the system will be disconnected by cutting and capping at the curb stop for Selectboard review. Frank Wolff made the motion to authorize Chair Bruce Baccei sign the letter as written. The motion was seconded by Bill Champine, unanimously approved.
- Taylor Hill Booster Pump Station Update: Bill Champine reported concrete pads for the pump system and the propane tank are completed and the building will be delivered Wednesday. The North Street valve should be replaced next week
- Other New and/or Old Business: No New or Old Business.

IX. Board of Sewage Commissioners

Frank Wolff made the motion at 7:10 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 Service Report

Activities Completed

- Performed all compliance monitoring for water and wastewater facility and samples tested passed state requirements.
- Cleaned Ultra Violet (UV) system at wastewater treatment facility.
- Responded to a sewer complaint at 41 Ormsbee Ave on July 4th 2016. Problem was homeowner related.
- Electrician repaired the power to all the exhaust fans in blower room.
- Jetter work and maintenance. Jetter is not fully functional and is under repair.
- Received in roots blower.
- Received a quote on 4inch aeration piping for repairs. Forwarded to Stan
- Greased lagoon air blowers and inspected the air filters.
- Inspected alum injection manhole and all appears to be fine.

Activities in Progress

- Locate manhole between Garden/Field Street and camera the lines.
- Excavate the sewer force main at Willow for possible leak.
- Install new ROOTS blower.
- Repair Jetter.

Activities Planned or Needed

- Confined space procedures for sewer pump stations.
- Clean and evaluate check valves in Styles and Columbian Avenue pump stations
- Sewer line flushing throughout the collection system. We will need to use Highway truck to tow Jetter.
- New seat needed for F 350 truck.
- Gorham Bridge road manhole repairs.

- Willow Street Loan Agreement

Bill Champine motioned to sign a \$20,400 VMBB Loan Agreement to fund the Willow Street I/I study. The motion was seconded by Frank Wolff, majority approved. John Jozwiak and Joe Manning abstained, motion passed.

- Other New and/or Old Business:

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John Jozwiak had requested price to clear fence at the last meeting and would like a price on staining buildings wooden portions. Also, the Jetter has to be repair

Frank Wolff made the motion at 7:22 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bill Champine, unanimously approved

X. Committee Reports

- Parks and Recreation: Bruce Baccei reported the work at the rink is completed, the sewer service line at the pool has been cleared and the committee will have an end of year meeting to discuss this seasons pool activities
- Rutland Regional Transportation Council: John Jozwiak - No new information to report.
- Rutland Regional Solid Waste District: John Jozwiak - No new information to report.
- Personnel Committee: Frank Wolff - No new information to report.
- Fire Department: John Jozwiak - No new information to report.
- Planning Commission: John Jozwiak - No meeting until October.
- Town Office Study Committee: John Jozwiak - No new information to report.
- Beaver Pond Committee: Bill Champine - Meeting with wetland committee to discuss any local wetlands. Researching necessary ordinances rules and regulations.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$32,799.50.
- Pie in the face challenge: Joe Manning made the motion to accept challenge from West Rutland. The motion was seconded by Frank Wolff, unanimously approved.
- Change of Appraisal Request from Assessor - 604 South Street: Jim Boyle, Town Assessor, reported the acreage at 604 South Street was overstated on the tax bill and requested the Selectboard correct the error. Joe Manning made the motion to approve the change of assessment for 604 South Street from \$205,000 to \$204,600 under the errors and omission provision of the State Statutes. The motion was seconded by Frank Wolff, unanimously approved.
- Planning Commission Vacancy: The Planning Commission is seeking another member.
- Tax Sales: Discussion of tax sales will be added to the agenda for the next regular meeting.
- Beaver Pond Ordinance: Town Attorney, Allan George, was present to answer clarifying questions regarding the ordinance. Allan George requested a sign be put up stating only disabled parking will be allowed on the beach at the south end of the pond.. John Jozwiak requested the ordinance be posted on the bulletin board.
John Jozwiak made the motion to approve the Beaver Pond Ordinance with changes. The motion was seconded by Frank Wolff, unanimously approved.
- Lawn Maintenance Ordinance: Concerns regarding the enforcement of a Lawn Maintenance Ordinance were discussed. Town Attorney Alan George was present to discuss the ordinance. The board unanimously agreed to continue discussing concerns before arriving at a decision.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.

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- Other New and/or Old Business:

Joe Manning inquired of the status of lagoon cleaning. Stan Wilbur stated that he has e-mailed Simons requesting information on the sludge levels. The levels were checked in 2005 and he will ask Simon provide information on when the cleaning will need to be done.

Joe Manning inquired about the written response Carol Grace requested from the Select Board regarding her letter in which she expressed dissatisfaction with the Town Manager and the bias she feels the Town Manager has toward her family. Bruce Baccei will take steps to respond to her request of a written response from the Select Board.

Joe Manning requested that the Select Board contact Rick Moreno to notify him of the decision preventing him from having the cost of municipal trash service removed from his tax bill.

Auditors will be present August 16th and 17th to begin the auditing process.

- Executive Session

John Jozwiak made the motion at 8:34 p.m. to go into executive session to consider a law suit given that premature general public knowledge of this matter would clearly place the Town at a substantial disadvantage and to invite Alan George, Town Attorney, to attend the executive session. The motion was seconded by Joe Manning, unanimously approved.

Bill Champine made the motion at 9.05 p.m. to come out of executive session. The motion was seconded by Frank Woolf, unanimously approved.

Action: John Jozwiak made the motion to have Alan George, Town Attorney, send a letter to Mr. Lethbridge regarding the removal of the fence post in the town right of way and give Mr. Lethbridge 20 day to reply. The motion was seconded by Frank Wolff, unanimously approved.

- Other New and/or Old Business

Water Rules and Regulation – Board members discussed the ordinance as it relates to allowing a property owner to construct a well and ask to be disconnected from the water system. Alan George, Town Attorney will be provide a copy of the current rules and regulation and model ordinance developed by the VT DEC. Mr. George will review the ordinances and report back to the board with his findings.

XII. Adjourn_

Frank Woolf made the motion at 9:17 p.m. to adjourn the August 9, 2016 regular Selectboard meeting. The motion was seconded by Bruce Baccei, unanimously approved.