

Town of Proctor Selectboard Meeting Minutes
Draft
October 10, 2016
6:05 p.m. – 10:11 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

John Fabien
Susan Feenick
Carol Grace
John Greenen, GMP
Steve Ziadie, GMP
Jodi Jones
Lee Kahrs, Reporter
Dan Kearney
Hilary Lambert
Steve Mitowski
Bob Protivansky
Carol Protivansky
Rick Reed
John Zawistoski
Peg TV

Agreements/Approvals

- Unanimously approved agenda with one addition.
- Unanimously approved September 26, 2016 regular meeting minutes as written
- Unanimously agreed to send draft canoe portage proposal to abutters.
- Unanimously agreed to seek bids for road side mowing.
- Unanimously approved having the old road side mower returned to Proctor.
- Unanimously agreed at 8:06 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to invite Mark Simon to the 10/24/16 regular Selectboard meeting.
- Unanimously approved Markowski Partial Payment Estimate No. 3 \$11,428.19.
- Unanimously agreed at 8:17 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to have Chris Hayes prioritize lines to be slip lined.
- Unanimously agreed at 9:01 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.

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- Majority agreed to have Joe Manning represent the Selectboard at the Riverside Cemetery Commission meeting.
- Signed orders totaling \$145,333.51.
- Majority agreed at 10:11 p.m. to adjourn the October 10, 2016 Selectboard meeting.

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

Bill Champine made the motion to add Markowski Excavating Partial Payment Estimate No.4 under Board of Water Commissioners, Taylor Hill Booster Pump Station. The motion was seconded by Frank Wolff, unanimously approved.

III. Review of Minutes

Frank Wolff made the motion to approve the September 26, 2016 regular meeting minutes as written. The motion was seconded by Joe Manning, unanimously approved

IV. Open Public Comment

Bruce Baccei read the Selectboard Public Meeting Rules and Procedures Policy Sections 5,6,7,8 and 9 and requested comments be short and to the point. Public comment period will be limited to 30 minutes. If there is time at the end of the meeting additional comments will be considered.

Carol Protivansky: Carol Protivansky was present to make comments about how her letter was reported in the Brandon Reporter.

Bob Protivansky: Bob Protivansky was present to inquire why Proctor trucks were hauling trash to Gleason Road. Stan Wilbur replied they were hauling items from the Free Trash Day.

Jodi Jones: Jodi Jones was present to inquire when the search for a new town manager would begin. She noted a motion was made in 2014 and no action has been taken.

Bruce Baccei replied that a search would cost \$5,000- \$10,000 and he need to call VLCT for the procedure. Jodi Jones requested a follow up email/and or phone call from Bruce Baccei when he receives the information from VLCT.

Carol Grace: Carol Grace inquired about the response to her letter to the Selectboard addressing concerns and requesting a written response from the Selectboard. Bruce Baccei noted he was unclear at the prior meeting what Carol was requesting, then provided a letter. Carol grace also sought clarification about user fees for water/wastewater in a garage. Stan Wilbur stated that there is no charge for a garage, if there was an apartment in a garage there would be a separate bill.

John Zawistoski: John Zawistoski was present to discuss the canoe portage, roadside mower and Town Manager Assistant. Canoe Portage: He once again recommends the location near the Town Garage, has safety concerns about the stairs, any enhancement should not adversely impact the highway area or the library. Roadside Mower: It was mentioned the mower had 4,000 hours which figures to be about 110 hour per year based on the age of the mower (if no hours were on the

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mower when purchased) and that it is used about 14 days, suggests sub-contracting road side mowing. Town Manager Assistant: He hopes that this position will not be filled; lots of issues need to be cleaned up with the Town Manager and Selectboard. Also, that when the Selectboard Chair reads the rules at the onset of the meeting read those that also applies to the Selectboard. It appears that the rules do not apply to the Selectboard.

Hilary Lambert: Hilary Lambert was present to discuss her property at 109 Deere Lane for which she sent a letter on July 18, 2016 to have the water shut off. Stan Wilbur replied that the property owner must cut and cap the line at the main. Hilary explained that would require her crossing and digging up an abutters property. John Zawistoski offered to work with the town attorney, as he had drafted the agreement between Beverley Taranovich and the Town for water service. It was noted that the ordinance does not mention where the line must be cut and capped.

V. Invited Guests

John Greenan, GMP – Canoe Access: John Greenan was present to discuss changes to the canoe access. New drawings were presented and discussed. The enhancement is marble steps near the river bank; scale back signs possibly place the sign on the Library pump station building.

John Jozwiak made the motion to send the new proposal to the five houses along South Street, the property owner across the creek and St.Dominic Church. The motion was seconded by Frank Wolff, unanimously approved. This item will be placed on the November 14, 2016 regular Selectboard meeting agenda.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Jodi Jones thanked John Jozwiak for being the only Selectboard member present to oversee the Free Trash Day at the Transfer Station; a record 257 vehicles came through the gate.

IX. Highway Department

- Manager's Report

Field Activities:

- Road Patrol (daily)
- Potholes – hot mix
- Firewood
- New battery- 1 ton dump
- Re-grading shoulders at 5-corners
- Cross Street paved shoulder at West Street Market
- Wade Masure – roadside mower (no report)
- Road System Management Software Workshop
- Clean catch basins and storm basins- completely clogged can't jet out Pearl Street A-1 will vacuum out
- Transfer Station – Free Day clean up
- Roadside mower to Champlain Equipment

Pending Activities:

- Pot holes and raveled edges of pavement

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- Ditches
 - Storm drains and catch basins
 - Safety Matters Workshop
 - Culverts and road surface inventory with RRPC – grant
- Overtime: 3.5 hours

- Road Side Mower: Stan Wilbur does not recommend repairing the road side mower. Two estimates were provided from Champlain Valley Equipment 1. For welding fame \$1,100.00 and 2. Rebuild machine with list of parts and repairs \$7,580.31. A new Ditch Bank Cutter cost was provided \$9,000.00.
John Jozwiak made the motion to solicit bids for road side mowing. The motion was seconded by Bill Champine, unanimously approved.
John Jozwiak made the motion to have the old mower returned to Proctor. The motion was seconded by Frank Wolff, unanimously approved.

It was noted that the Town is mowing property that does not belong to the Town, property outside of the town ROW. John Zawistoski noted that property owners should be notified of their responsibility to maintain the property the town should not be marinating private property.

- Other New and/or Old Business:
 1. River Street cost – Labor \$2,200.00 + Materials \$2,725 =Total \$4,975.00 (107 hours , 3 guys)
 2. John Jozwiak will be responsible for the metal at the Transfer Station
 3. Jodi Jones queried Stan Wilbur about repairs to the Marble Bridge from the damage of 2014 snow and ice removal. In 2015 a proposal was submitted from Johnson Marble for \$3,500.00 to make the repairs, a motion was made and no action has been forthcoming. Stan Wilbur will contact Johnson Marble to inquire if the bid number is still correct and have the work scheduled.
 4. Trash, tires, recyclables and white goods were transported to Gleason Road.
 5. Status of the Salt Shed - Stan Wilbur noted that the application to dispose of asphalt on site was at the bottom of his to do list. He noted he was happy to move it to the top of the pile and grant application to the bottom. Bruce Baccei will meet with Stan Wilbur to prioritize the to-do list.

X. Board of Water Commissioners

Bill Champine made the motion at 8:06 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

 - Shut down water on North Street for pipeline contractor. A leaking gate valve was removed. Collected samples to life boil notice.

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- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Located water main at 47 Taylor Hill.
- Located and marked out water main on Elm Street for future hydrant install.
- Aquastore repaired the overflow pipe and vent on the West tank. The tank was inspected and photographs were taken.
- Located customers curb stop at 32 Olympus
- Repaired leaking corporation at 33 High Street. The main runs through the basement. This service has no curb stop. The corporation was abnormal and consists of a close nipple, and a meter shut off valve. A meter union end was required to adapt to the new plumbing. Photos were taken and the changes were made to the master map and curb book.
- Located customers curb stop at 121 Park Street.
- Marked water line at 38 Pleasant Street
- Trimmed around both water tanks and their buildings
- Installed the “confined space entry” signs on the tank vaults and the South Street vault.

Activities in Progress

- Excavate hydrant and valve on Willow Street. Currently out of order due to low flow.
- Hydrant installation to be determined (removed from Meadow Street)
- Leak detection on West Side.
- Building racks and shelves for water/sewer equipment at WWTF.
- Assisting with the Taylor Hill booster pump station.
- Hydrant analysis has been put out to bid. The State is requiring a detailed inventory be completed as part of the most recent Sanitary Survey.

Activities Planned or Needed

- Review ordinances and develop request for water service check list
- South Street Distribution vault pressure reducing valve
- West Tank cathodic protection needs replacing
- Shut off water to Ball field and Town owned cemetery on River Street

• **Simon Operation Service Contract:**

Place on 10/24/16 meeting agenda. John Jozwiak made the motion to invite Mark Simon to the 10/24 meeting. The motion was seconded by Bill Champine, unanimously approved.

• **Simon Operation Service Invoices fro Field Street Pressure Reducing Valve:** Place on 10/24/16 meeting agenda.

• **Taylor Hill Booster Pump Station Update:**

- Update - Per Bill Champine: Job site will start up October 11, 2016.
- Markowski Partial Payment Estimate No. 3 - \$11,428.19.
John Jozwiak made the motion to authorize the payment. The motion was seconded by Bill Champine, unanimously approved.
- Partial Payment No.4 - \$173,500.92 Consensus to discuss at the Project Meeting on 10/14/16.

• **Other New and/or Old Business:** No other new and/or old business.

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XI. Board of Sewage Commissioners

Frank Wolff made the motion at 8:17 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 WWTF and samples tested passed state requirements except pH and BOD. Significant algae blooms are causing issues in lagoon #2. We are adjusting the pH and have contacted the State about the problem and provided the corrective actions we are taking.
 - Set up an acid injection point in final effluent building to correct high pH issue.
 - Several pipe line repair companies were solicited and one company responded to our request for sewer main line repairs with a quote. Enclosed is a copy of the quote.
 - Responded to a request for service at 9 Park Street on Sunday 9/11/16. A camera was used on the sewer main line and revealed significant roost infiltration at the intersection of the home's service line and the main line (service tee). A-1 was employed by the homeowner and the service was cleared to the best of their ability. They also marked the obstruction on the service line. Park Street is included in the slip line quote. The slip line quotes does not included repairing service connections.
 - Located utilities on River Street and then worked with highway repairing a broken sewer line hit during excavation.
 - A-1 applied root killing foam between MH 1.E.7 and MH 1.E.8 on Ormsbee hill on the 13th. This was effective as we could not pass a camera through and follow up images show a significant opening where roots once were and is now passable with the camera. Ormsbee Ave. is included in the slip line quote.
 - Camera work on Ormsbee Ave, Garden St., West St. Ext., Park St. Larson and School Str. Has been completed. Each section was measured and problem areas were added to the slip line quotes.
 - Installed "Hearing Protection Required" safety signs on the blower building.
 - Installed "Confined Space Entry" safety signs at all pump stations.
 - Added the road safety package to the flusher.
 - Responded to a request for service at 2 Larson Street. A detailed narrative was provided. A-1 was employed by the homeowner and was able to clear roots in the service line. We were informed by A-1 that the obstruction was pulled back into the home and removed and did not go into the service line. A-1 said they continued to auger further to approximately 130 feet taking them into the main line indicating all was clear.
 - The utilities truck was taken to John C Stewart dealership for evaluation and trade in value.
 - The eye wash station from water plant in Chittenden was removed, sanded, painted and mounted to floor in UV building. We are working on the water supply to the eyewash.
 - Accepted Alum delivery on 9/2/16.
 - Updated pump inventory list.

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- Set up A-1 for fall pump station cleanings. Scheduled for end of October.

Activities in Progress

- Correcting Algae problem in Lagoon 2
- Delineate sewer mains where roots are a significant problem.
- Inventory WWTF.
- Plumb eyewash shower in UV building.
- Winterizing buildings/checking heaters.
- Evaluate and repair illicit discharge originating from Proctor Gas and discharging into West Street Ext. storm water drain.

Activities Planned or Needed

- Clean and evaluate check valves in Styles Meadow and Columbian Ave. pump stations.
- Railing need to be built on back steps at WWTF lab building.
- New computer and scanner for WWTF office.
- Upgrade sewer camera. The current unit will not record using VCR with a tape.
- Remove pump at Library pump station and have it serviced. Seal fail light is alarming intermittently. Scheduled for October.
- Review ordinances and develop request for sewer check list.
- Excavate the sewer force main at Willow Street Pump Station for possible leak.

- Simon Operation Services Contract: Place on the 10/24/16 meeting agenda.
- Simon Operation Service Invoices for Jetter Repair: Place on the 10/24/16 meeting agenda.
- Slip Line Sewer Lines: Place on the 10/24/16 meeting agenda. John Jozwiak made the motion to have Chris Hayes prioritize the lines to be repaired. The motion was seconded by Bill Champine, unanimously approved.
- Other New and/or Old Business: One quote has been received for the WWTF fence per Stan Wilbur, this project has been over a month for bids.

Bill Champine made the motion at 9:01 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.

XII. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Waiting for budget meeting schedule. Jodi Jones requested that the Town Manager Stan Wilbur and Selectboard Chair Bruce Baccei write an apology letter to the P&R committee members, as the Town Manager and Selectboard Chair chose to not follow policy set by the Selectboard and left the P&R committee members in the dark. Stan Wilbur noted he had sent an email to the committee.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Discussed new scale.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: Maintenance on the trucks.

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- Planning Commission: Per John Jozwiak: Hearing was successful, continuing work on zoning regulation update.
- Town Office Study Committee: Per John Jozwiak: Narrowed down to four possible sites.
- Beaver Pond Committee: Per Bill Champine: Dale Christie and Jim Moore have marked the hiking trail. Next project - bridge at dam.

XIII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$145,333.51.
- Planning Commission Vacancy: The Planning Commission will submit a name for appointment.
- Riverside Cemetery: Cemetery Authority/Circular Road Repair Contract Award: Stan Wilbur provided an email from Alan George, Town Attorney which provided the Statue for Cemetery Commissioners. The debate centers around the awarding of the bid and how the bids were collected, and money awarded from MRP trust. Rick Reed and John Fabien were present to discuss the bid process. John Fabien noted his aggravation at the deception around the bid process. Rick Reed noted he had provided a bid in the spring and a second bid to incorporate the vault. The Selectboard award the contract to Fabien at a prior meeting.
John Jozwiak made the motion to authorize Joe Manning on behalf of the Selectboard to attend the Riverside Cemetery Commissioners meeting to discuss the contact and come to an agreement. The motion was seconded by Joe Manning, passed by majority 4-1. Bruce Baccei voted no and prefers to contact the town attorney for direction.
- Transfer Station: John Jozwiak suggested opening three times a year, perhaps more frequently for brush and clean wood. This will be discussed when the cost is known for free day.
- Town Manager Assistant: Stan Wilbur provided a job description for an assistant for the Town Manager, at 20 hours per week in the FY18 budget. Joe Manning provided a handout listing the population decline in Proctor and increase in payroll expenditures. Joe Manning does not support the hiring of an assistant. Joe Manning made the motion not to hire an assistant for the Town Manager. The motion was seconded by John Jozwiak, and a roll call vote was requested.
Bruce Baccei- No
Bill Champine – Abstain
John Jozwiak – Yes
Joe Manning – Yes
Frank Wolff – No
Motion is tied and therefore does not pass.
Bruce Baccei requested information from abutting towns, on staffing. Stan Wilbur will provide this data at the next Selectboard meeting.
- FY2018 2018 Budget: Stan Wilbur provided the draft budget for Legislating & Administration (increase 22%), Town Clerk & Treasurer (increase 4%), Listers (no increase), Elections (50% decrease) Professional Services (increase 11%).

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- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: Bill Champine made the motion to go into executive session to consider the evaluation of (). The motion was seconded by Frank Wolff. The maker of the motion and the Selectboard Chair refused to name the person to which they were entering executive session to evaluate; the motion is therefore not valid. No executive session took place.

XIV. Adjourn

Bill Champine made the motion to adjourn the October 10, 2016 regular Selectboard at 10:11 p.m. The motion was seconded by Frank Wolff, approved by the majority 4-1. John Jozwiak voted no.