

Town of Proctor Selectboard Meeting Minutes

Draft

November 14, 2016

6:00 p.m. – 9:58 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

Terry Bridge

Albert Curtis

Bob Curtis

Holy Fox

John Greenan, GMP

Lori Hickey

Jodi Jones

Dan Kearney

Steve Mitowski

Rick Moreno

Peg TV

Agreements/Approvals

- Consensus to accept agenda.
- Unanimously approved October 24, 2016 regular meeting minutes and October 28, 2016 special meeting minutes.
- Unanimously agreed to invite VLCT representative to 11/28/16 or 12/12 16 regular meeting.
- Unanimously approved contract with NBF architects for \$3,500.00
- Unanimously agreed to have Highway Department grade Olympus Road and Elm Street.
- Majority agreed to contact the state for road signage information.
- Unanimously agreed at 7:46 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 8:31 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to solicit bids for engineering services.
- Unanimously agreed to repair broken sewer main pipe on Larson Street.
- Unanimously agreed to repair Garden to Field Street sewer line.
- Unanimously agreed at 9:10p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved purchasing Christmas hams for staff.
- Unanimously approved Local Emergency Operation Plan.
- Unanimously approved PVT VMM requisition No.1 of \$25,424.76.
- Signed orders totaling \$137,366.18.
- Unanimously agreed at 9:58 p.m. to adjourn the November 14, 2016 Selectboard meeting.

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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.

II. Review and Approve Agenda

Consensus to accept agenda as presented.

III. Review of Minutes

Frank Wolff made the motion to approve the October 24 2016 regular meeting minutes, with one clarification, page 1 & 5, Lohsen contract for the Fire Station is \$48,700.00 the entire project cost is \$51,600.00 The motion was seconded by Bill Champine, unanimously approved.

Bill Champine made the motion to approve the October 28, 2016 special meeting minutes as written. The motion was seconded by John Jozwaik, unanimously approved.

IV. Green Mountain Power Canoe Access – Public Comment

John Greenan from GMP provide an overview of the project and why GMP is seeking approval for the canoe portage. GMP has received an extension until December 1, 2017 to complete the project.

Lori Hickey (property abutter), is concerned about parking, individuals crossing her property, does not want people in her backyard, requested gates for her property.

Rick Moreno (property abutter), spoke about the importance of the Otter Creek to the town of Proctor, he presented historical photos of the original boathouse (provided by the Proctor Free Library). He requested a loading/unloading zone, a ramp that is ADA compliant that would ascend down the path to the creek, GMP allow parking on Miss Emily's lot. He sees the portage as an obvious fit in the middle of Beaver Pond and the Carriage Trail. He requested the Selectboard give direction to GMP to provide a ramp to allow access to the portage.

Dan Kearny questioned the location, as it was noted at a prior meeting not more than five people use the portage.

Bob Curtis spoke to the use of Miss Emily's property for parking and questioned the visibility when exiting the property.

Steve Mitowski suggested Riverside Cemetery as several people currently put in and take out behind the cemetery and there is ample parking.

Selectboard, Bill Champine inquired to the status of the observation deck that GMP had discussed. Bruce Baccei does not view a playground as a sound idea near the portage. Joe Manning and Frank Wolff noted they have never witnessed anyone remove a canoe/kayak from the location being considered.

John Greenan take away from comments, investigate the Riverside Cemetery location (this would require an easement from the town), feasibility of parking on Miss Emily's lot, and check the status of the observation deck.

The Canoe Portage will be placed on a future Selectboard agenda.

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V. Open Public Comment

Jodi Jones: Jodi Jones was present to inquire to the Town Manager search. Bruce Baccei explained that he is waiting on a packet from VLCT.

John Jozwaik made the motion to invite Abigail Freidman to the November 28,2016 or December 12,2016 regular Selectboard meeting. The motion was seconded by Joe Manning, roll call vote requested, unanimously approved.

Joe Manning – Yes

Frank Wolff – Yes

John Jozwiak – Yes

Bill Champine – Yes

Bruce Baccei – Yes

VI. Invited Guests

Ed Clark, NBF Architects – Town Office: Bill Champine made the motion to sign the contract for \$3,500.00, Develop options for existing building. The motion was seconded by Frank Wolff, unanimously approved. The product should be delivered in December.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Proctor High School Varsity Men & Women 2016 State Soccer Champions. This is the second year in a row for double championships. Senior girls have won the state soccer championship for all four years of their high school career.

VIII. Highway Department

- Manager's Report

Field Activities:

- Road Patrol (daily)
- Service Wood Furnace
- Service Loader
- Air conditioners at Town Office
- Clean up leaves in ditch lines and catch basin
- 1995 plow truck inspection
- Local Emergency Operation Plan
- Wash and service trucks
- Clean up shop
- Sand blast and paint tail gate sander (outside)\$575.00
- Prepped area for resident sand pile
- West Street Extension sewer connection
- Graded East Tank access road
- Service Zamboni
- Fire extinguisher Training
- Cut dead tree at Florence Road Town Forest shooting range and placed across road
- Clean up around waste material pile at WWTF

Pending Activities:

- Spread waste material at WWTF
- Leaves – storm drains and catch basins
- Ditches

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- Culverts and road surface inventory with RRPC - grant
Overtime: 14.5 hours
2.5 hours – LEOP meeting
6.0 hours West Street Extension sewer connection
6.0 hours Fire Extinguisher Training
- Olympus Road and Elm Street Grading: Stan Wilbur provided two quotes from Markowski \$1,150.00 and J.A. Russo Paving \$2,400.00.
John Jozwaik made the motion to have the Highway Department grade Olympus Road and Elm Street. The motion was seconded by Joe Manning, unanimously approved.
- Traffic Signs:
 - Cross Walk Signs – Route 3 South Bound at Main Street & on Main Street
 - Cross Walk Signs – Other Areas of Town
 - Business SignsBill Champine made the motion to have Stan Wilbur contact the state for clarification on sign placement and requirements. The motion was seconded by Frank Wolff, approved by majority 3-2. Joe Manning and John Jozwaik voted no.
- Other New and/or Old Business: John Jozwaik inquired to the status of the roadside mower repair. Stan Wilbur explained he prefers purchasing a new mower versus the repair. Stan Wilbur will provide quotes for roadside mowing and place the repair and quote for new roadside mower in the November 28,2016 Selectboard packets.

IX. Board of Water Commissioners

Bill Champine made the motion at 7:46 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:
 - Investigated a low water complaint on upper North St. Problem was internal plumbing issue
 - Performed all compliance monitoring for water facility and samples tested passed state requirements
 - Removed a leaking 2-inch pipe and plugged it supply on 32-inch chlorine contact pipe. It did not have a corporation stop. We eliminated a 1 inch bleeder and repaired the ¾ inch pump house supply pipe. Also, two electrical conduits supplying the Field Street PRV vault were repaired by the electrician.
 - Responded to low water complaint at #47 Oak Street. Internal plumbing issue. Noted 72 psi at outside hose bib.
 - Located curb stop at 32 Olympus, 75 South street and traced supply line at 6 Charles Street, also locating its curb shut off.
 - Shut off water service at Riverside cemetery and the ballfield
 - Communication fail at Eastside tank. Contacted electrician to repair.
 - Power supply replaced in panel. New power units are on order.
 - Conducted leak detection in the marble yard.
 - Reviewed quotes for cordless tool set

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Activities in Progress:

- Hydrant installation on Meadow Street is scheduled for November 15
- Leak detection on West Side.
- Building racks and shelves for water/sewer equipment at WWTF.
- Assisting with the Taylor Hill booster pump station.
- Update SCADA default parameters to shut off South Street valve and differentiate communication fail sites. Asked Champlin to do when he comes to set up the Taylor Hill booster pump station.

Activities Planned or Needed:

- Develop procedure for afterhours request from the public
 - Develop procedures and requirements for sub-contractors who assist with Town projects
 - West Tank cathodic protection needs replacing
 - Review water ordinances
- Source Protection Plan Update- Lincoln Applied Geology Agreement: Place on November 28, 2016 Selectboard agenda.
 - Water/Wastewater Truck: Stan Wilbur provide a cost estimate for a 2017 F-Series F-350 4x4 truck for the water/waste water department. It was noted that the current truck is rusting on the body, needs a new seat and can't pull the jetter when full. No action.
 - Taylor Hill Booster Pump Station Update: Per Bruce Baccei: Project currently at the mercy of GMP. The transformer should be delivered Wednesday or Thursday, it will then be determined if a new pole is needed.
 - Other New and/or Old Business:
Steve Mitowski was present to inquire about the cut and cap for 109 Deere Lane. He stated that he had been waiting five weeks for a response to his inquiry about the disconnect from Proctor water. A letter was sent August 8, 2016 by the Selectboard noting their request, cap as close to the source to prevent future issues, it was noted this is not mentioned in the Proctor Ordinance.

John Jozwaik noted he had requested the agreement between the Town and the property owner five weeks ago. Stan Wilbur will provide the agreement to Selectboard members, and place this on the November 28,2016 agenda.

John Jozwaik also inquired about the East side tank, as several residences experienced low water pressure. Stan Wilbur explained that the tank had only three feet of water, as the operators did not notice that water had not pumped for three days. It was noted there is a chart for operators to view every day.

X. Board of Sewage Commissioners

Frank Wolff made the motion at 8:31 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report

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- Simon Operation Monthly Report:
Activities Completed:
 - Performed compliance monitoring for WWTF and samples tested passed state requirements.
 - Connected water supply to the eyewash and shower station at the UV building
 - Installed wrench and tool racks on the outside of the blower building.
 - Installed new thermostat in the UV building. Winterized building, insulated exhaust vents and checked heaters in all buildings.
 - Worked with A-1 Vacuum truck conducting fall cleaning and removing grit at sewer pump stations
 - Witnessed a repair to the sewer line tie in at %2 Chatterton Park
 - Stopped the addition of citric acid to the final effluent. pH has returned to normal. Cleaned pump and equipment for storage.
 - Checked heaters in all pump stations for proper operation. Everything is working.
 - Supplied Highway Department with riser for GBR
 - Received quote for new truck from John C Stewart
 - Cleaned UV unit A and repaired a $\frac{3}{4}$ -inch airline/agitator, which was leaking.Activities in Progress:
 - Locate manhole between Garden/Filed Street – Camera found manhole to be buried. Will consider adding riser to surface.
 - Excavate the sewer force main at Willow Street for possible leak.
 - Evaluate “problem areas” on collection system for possible slip line repair.
 - Conducting sludge profile in lagoon to determine average sludge depth inventory.Activities Planned or Needed:
 - Confined space procedures for sewer pump stations.
 - 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. Supplies to build the railing have been picked up.
 - Replace computer and add scanner to the WWTF office. Looking at options to replace old desk top. Windows Vista no longer supported.
 - Review ordinances.
- Slip Line Sewer Lines: Bob Curtis was present to inquire to the status of repairing the Ormsbee Ave. sewer line. He explained that the Town main sewer line tends to freeze in the winter in certain spots, and has several trouble spots. He questioned if there is 80% blockage on the line will slip lining correct the problems. Stan Wilbur suggested going out for a request for an engineering proposal to do investigate the line. John Jozwaik stated that the town crew could do the project, Stan Wilbur strongly disagreed.

Frank Wolff made the motion to solicit a proposal for engineering services. The motion was seconded by Bill Champine, unanimously approved.

John Jozwaik made the motion that Simons give special attention to Ormsbee Ave. and provide a report to the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.

John Jozwaik made the motion to repair the broken sewer main pipe on Larson Street. The motion was seconded by Frank Wolff, unanimously approved.

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John Jozwaik made the motion to repair the Garden to Field Street sewer line. The motion was seconded by Frank Wolff, unanimously approved.

Statement from Stan Wilbur to John Jozwaik: When we interviewed you- we didn't have anyone better – and we still didn't hire you. (John Jozwaik requested this be included in the minutes)

- Other New and/or Old Business: John Jozwaik inquired to the status of the repair/remedial work on Tower Road. No remedial work has taken place.

Bill Champine made the motion at 9:10 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: No report.
Jodi Jones inquired to the status of the apology letter to the P&R committee members from the Town Manager Stan Wilbur and Selectboard Chair Bruce Baccei. Bruce Baccei does not feel a letter is necessary and will ask committee members if they desire a letter.
- Rutland Regional Transportation Council: Per John Jozwaik: Discussion revolved around passenger trains, Amtrak.
- Rutland Regional Solid Waste District: Per John Jozwaik: Discussed new scale and recycling changes.
- Personnel Committee: Per Frank Woolf: Waiting for forms from VLCT. No evaluation for the Town Manager has taken place.
- Fire Department: Per Stan Wilbur: Pre-construction meeting for heating project, work to begin in one week.
- Planning Commission: Per John Jozwiak: Draft zoning regulations complete.
- Beaver Pond Committee: Per Bill Champine: Thanked Linda Lewis for her service to the committee. Some permits have been received, moving forward.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$137,366.18.
- Planning Commission Vacancy: The Planning Commission has a vacancy; interested candidates should contact Stan Wilbur.
- Christmas Hams for Staff: Frank Wolff made the motion to purchase Christmas hams for the staff. The motion was seconded by Bill Champine, unanimously approved.
- Green Mountain Power Canoe Access: See Public Comment GMP.
- Local Emergency Operation Plan: Bill Champine made the motion to authorize the Selectboard Chair to sign. The motion was seconded by Frank Wolff, unanimously approved.

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- Preservation Trust of Vermont VMM Requisition No.1 - \$25,424.76: John Jozwaik made the motion to approve the request. The motion was seconded by Frank Wolff, unanimously approved. The Town is simply a pass through no cost to the Town.
- Town Office:
 - NBF – Town Hall Feasibility Study: See Guests.
 - Vermont Survey Consultant – Park Topo Survey: Stan Wilbur requested a quote from Ray Page for a Topo Survey of the North end of the Park as a possible location for a new Town Office. Consensus of the Selectboard to focus on the NBF study.
 - VT DEC Waste Management and Prevention Division – 60 Main Street: Emergency protocol in place in the event of a water/wastewater issue.
- FY2018 2018 Budget: Stan Wilbur provided the draft budget for Fire Department and Highway Department, for information. The draft Fire Department budget has a 3.1% increase; the Highway Department draft budget has a 14% increase. The Highway budget has a \$160,000.00 carry over for paving.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business:
John Jozwaik inquired about the ledge on Main Street. Stan Wilbur stated he had not followed on who owns the property.

John Jozwaik asked about the status of the trees to be cut at the Rink. Stan Wilbur replied that it has been three weeks since the first tree was cut. The project is not completed.

John Jozwaik requested that thank-you letters be sent to all Town Office Committee members thanking them for their dedication and service, and that all Selectboard members sign the letter. Stan Wilbur will provide a letter in the November 28, 2016 Selectboard packet.

- Executive Session: Joe Manning made the motion at 9:57 p.m. to enter executive session to consider dismissal of Stan Wilbur as Town Manager of the Town of Proctor. The motion was seconded by John Jozwaik. Motion failed 2-3, John Jozwaik and Joe Manning voted yes. Bruce Baccei, Bill Champine and Frank Wolff voted no.

XIII. Adjourn

Bill Champine made the motion to adjourn the November 14, 2016 regular Selectboard at 9:58 p.m. The motion was seconded by Frank Wolff, unanimously approved.