

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Employees Present

Alan George, Town Attorney

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Denise Anderson

Sheriff Steven Benard

Paul Burroughs

John Corliss

Dr. James Gray

Jodi Jones

John Jones

Dan Kearney

Rick Moreno

Rick Reed

Peg TV

Agreements/Approvals

- Consensus to accept agenda with amendments.
- Unanimously approved December 27, 2016 regular meeting minutes
- Unanimously approved January 3, 2017 special meeting minutes.
- Unanimously approved January 4, 2017 special meeting minutes.
- Unanimously agreed to send a letter to Wilk Paving about Tower Road.
- Unanimously agreed at 7:14 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Consensus to repair the water/wastewater truck at LaFond's Auto. (A prior motion had been made to repair the truck)
- Consensus to sign letter for 109 Deere Lane, with changes.
- Unanimously approved Change Order No.2 - \$7,339.56.
- Unanimously agreed at 7:50 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:00 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FAU for PES on February 16, 2017.
- Consensus to accept letters of interest for the Town Office committee until 4:00 on January 20, 2017.
- Consensus to hold a special budget meeting January 13, 2017 at 6:00 p.m.
- Unanimously agreed to place two individuals on the cover of the Town Report.
- Signed orders totaling \$52,649.32.

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January 9, 2016

6:00 p.m. – 10:02 p.m.

- Unanimously agreed at 9:17 p.m. to enter executive session for Town Manager evaluation.
- Unanimously agreed at 9:38 p.m. to exit executive session. Action.
- Unanimously agreed at 10:02 p.m. to adjourn the December 27, 2016 Selectboard meeting.

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. All motions passed unanimously, unless noted. A full Selectboard was not seated.

II. Review and Approve Agenda

Consensus to amend and add to agenda; Highway Department: Local Input Questionnaire, Water: Truck estimate and Executive Session: Town Attorney.

III. Review of Minutes

John Jozwiak made the motion to approve the December 27, 2016 regular meeting minutes, as written. The motion was seconded by Bill Champine, approved by majority, 3-1, Joe Manning voted no.

Bill Champine made the motion to approve the January 3, 2017 special meeting minutes, as written. The motion was seconded by John Jozwiak, unanimously approved.

Bill Champine made the motion to approve the January 4, 2017 special meeting minutes as written. The motion was seconded by John Jozwiak, unanimously approved.

IV. Open Public Comment

Dr. James Gray: Dr. Gray read a letter noting his objection to being charged for water that he is not using. He also described damage to his property in 2010 from water and believes town employees were not honest when they told him his water had been shut off.

Stan Wilbur will provide Dr. Gray with a copy of the new ordinance. It was explained to Dr. Gray he does not need to turn the water on in the house since he has winterized his home.

Denise Anderson: Denise Anderson was present to request notification to the P&R committee when the budget is discussed. She was dismayed that the P&R budget was reduced and no committee members were present to address Selectboard concerns/questions.

V. Invited Guests

Sheriff Stephen Benard: Sheriff Benard was present to address any questions about the RCSD contract. He noted that the investigation of crimes is becoming more labor intensive. Proctor's crime rate has declined, there is drug activity in Proctor. The new contract is for \$66,627.00. Bill Champine requested additional patrols on Florence Road and Beaver Pond, noting signs had been shot and the gate at Beaver Pond has been rammed.

Rick Moreno - GMP Portage: Rick Moreno was present to share his discussion with GMP regarding the canoe/kayak portage. He discussed several options with GMP to make the portage a reality, realizing that it maybe two years before construction takes place. He requested that the Selectboard give GMP directive as to the wants and desires of the town, abutting property owners and community members to allow GMP to move forward.

Town of Proctor Selectboard Meeting Minutes

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VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Taylor Hill Pump Station online. Highway Department is doing a good job.

VI. Highway Department

- Manager's Report

Field Activities:

- Road Patrol (daily)
- Collecting Christmas
- Clean equipment and shop
- Residents sand/salt pile
- Prep for snow/ice events
- 1995 plow truck to Casella Construction for plow hydraulic system repair
- Dispose of Rink Tree removal waste
- 12/26/16 – 8 hours overtime
- 12/29/16 - 13.5 hours overtime
- 12/30/16 – 5 hours overtime
- 01/04/17 – 0 hours overtime
- 01/06/17 – 7 hours overtime
- 5 Salt deliveries

Pending Activities:

- Waste wood at Rink
- Larson Street sewer and water line repair

Overtime

- Highway – 33.5 hours overtime snow & ice
- Winter Salt Usage: Salt used thus far is approximately 60% or 483.69 tons, \$38,240.53. The budget is for 800 tons, \$64,000.00
- Overtime: The overtime budget is \$10,000.00, currently used 47% of this budget or approximately \$4,700.00.
- VT AOT Certificate of Highway Miles: The Certification of Highway Mileage Year ending February 10, 2017 was circulated for signatures, without objection.
- Local & Regional Input Questionnaire: Handout provided for information and review. Additions or changes should be submitted to Stan Wilbur.
- Other New and/or Old Business: John Jozwiak inquired about the credit at Ray Beane Tires for casings. Stan Wilbur noted there is a credit for four casings, the credit does not have a monetary value.

John Jozwiak questioned the status of the accident reports. Stan Wilbur noted he is notified when an accident happens, not filed with the league when we hit our own property, (signs). Status of Tower Road- No movement.

John Jozwiak made a motion to send a letter to Wilk, inquiring when the project will be corrected/completed. The motion was seconded by Joe Manning, unanimously approved.

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

VII. Board of Water Commissioners

Bill Champine made the motion at 7:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: December 2016
 - Activities Completed:
 - Attempted to isolate Bluff Street transmission line. Inability to isolate the pipe prompted the installation of the insertion valve. Also discovered was that the old Cain Street transmission line was not abandoned properly. The immediate fix is to fill the valve riser so the valve cannot be operated. Proper abandonment should occur. (cut and cap)
 - Performed all compliance monitoring for water facility and samples tested passed state requirements.
 - Call out on Sunday 12/11/16 for leaking valve on Pleasant Street. Exercising the valve stopped the leak.
 - Added antifreeze to Bluff Street hydrant. (does not drain well). The hydrant was used several times to monitor and relieve pressure on the main line due to the Taylor Hill project.
 - Removed and replaced moldy section of wall at the well house. Replaced sheetrock and glued back the molding. Back flow and pressure relief valves are not plumbed (as required) to discharge water to a drain or at least the floor.
 - Completed Supervisory Computer and Data Acquisition (SCADA) and Generator training at the new pump station on Taylor Hill. Trial run was performed to confirm fire-flow capabilities and final pump startup will occur in January.
 - Cleaned out chlorine tank at Well house.
 - Worked with electrician replacing emergency lighting around the facilities.
 - Assisted contractor by shutting off Bluff Street. The main pipe was cut and capped. Distributed boil, collected special samples and lifted boil upon receiving favorable results.
 - Serviced fluoride analyzer at the Well house.
 - Jon Champlin updated SCADA's default parameters to shut off the South Street valve and differentiate communication fail sites. Champlin investigated the flow meter problem in the West Tank's vault, and determined it was a problem with the device.
 - Replaced sump pump in Well house. Sump is used for the chlorine and fluoride analyzer's discharge water. Water flows 24/7 through these devices.
 - Activities in Progress
 - Ongoing leak detection on West Side.
 - Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure. I am unsure if we are waiting for an engineer's response or not. I suggest putting a smaller 2" PRV device on the bypass line.
 - Fine tune and complete the Taylor booster pump station SCADA parameters with Champlin, including West Tank flow meter repair.
 - Bring Taylor Hill pump station online.

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

Activities Planned or Needed:

- Develop procedure for afterhours request from the public.
 - Review policies and contract obligations for excavation projects and working with other contractors. The number of excavation projects for water and wastewater is increasing. SOS is here to assist the Town in its endeavors and requires others to provide excavation services. Oversight of excavation, including VOSHA compliance is considered a special project and above and beyond normal water or wastewater operations. The water and/or wastewater department will oversee, assist with and/or make all necessary repairs Town owned infrastructure as needed. The prolonged delay of certain projects is adding to ROUTINE operations and monitoring now. The lack of a work truck is also limiting duties and adding to preparation times by borrowing a truck from highway and loading and unloading personal vehicles each day.
 - West Tank cathodic protection needs replacing.
 - Review water ordinances.
 - Bring Taylor Hill Pump Station on line, test and develop bench sheet for operations and monitoring.
 - Install Meadow Street Hydrant. Is postponed due to weather and priority.
 - Take Willow hydrant apart to check for obstructions. It has low flow and has been put out of service.
 - Truck procurement.
- Water/Wastewater Truck Estimate to Repair: Estimates were provided for mechanical and body work from LaFond's Auto for the 2006 Ford F-350. Consensus of the Board of Water Commissioners to repair the truck. The estimates did not include tires or seat. (Prior motion made to repair truck.)
 - 109 Deere Lane Water Service: A letter was provided for review. It was noted that where the letter mentioned Selectboard it should be changed to the Board of Water Commissioners. Consensus to sign letter, with changes.
 - Taylor Hill Booster Pump Station: Per Bill Champine:
 - Update: Pumps have been online for four days. Warranty items will be addressed in the spring.
 - Substantial Completion:
Change Order No.2: John Jozwiak made the motion to approve Change Order No. 2 \$7,339.56. The motion was seconded by Bill Champine, unanimously approved.
 - Other New and/or Old Business: The Board of Water Commissioners instructed Stan Wilbur to contact Simon's to have the slip lining company come and analyze/inspect Park Street, at the trouble spot, and to provide cost estimate and timeframe for slip lining along with any weather-related requirements.

VII. Board of Sewage Commissioners

Bill Champine made the motion at 7:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by John Jozwiak, unanimously approved.

- Manager's Report

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

- Simon Operation Monthly Report: December 2016

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Cleaned and organized the storage room and blower building.
- Flushed the sewer main lines on Park Street and Ormsbee Ave. Camera work concluded roots are still a problem and these two sections of pipe need to be fixed.
- A-1 arrived 12/13/16 and applied root killer on Park Street, but it was not effective and A-1 will return at no charge, to attempt a second application. Scheduled the wee of 1/3-1/6/17. This section of pipe is backing up quickly with 2 locations being root bound.
- Sewer call out on Sunday December 25,2016 at #49 Warner Ave. (Service line was plugged with roots) Follow up with homeowner found a plumber was involved and correcting the problem.
- Repaired a broken wire on flusher's remote control assembly.
- The sewer camera has been repaired. Inspections on Park and Ormsbee as mentioned, found heavy root infiltration and pipes that need repair.
- Emptied out all tools and equipment from the town's work truck. The crew is still using their personal vehicles for Town business. The SOS contract states the Town is to provide a vehicle for water and sewer department use.
- Tested all standby generators under load. Taylor Hill has not been tested under full load yet. (with all 4 pumps)
- Received alum delivery on 12/14/16.
- Christmas break.

Activities in Progress:

- Take a class for new wastewater reporting. State is going paperless starting April 2017. This date has been pushed back from January. The classes are being offered by the State and Vermont Rural Water Association.
- Monitor the sewer force main at Willow Street Pump Station. Experiencing intermittent surfacing of water close to building foundation.
- Evaluate "problem areas" on collection system for possible slip line repair. A spreadsheet has been developed to track progress. Updated copy was provided. Ormsbee Ave. and Park St. will need constant monitoring and flushing until repaired.

Activities Planned or Needed:

- Confined space procedures for sewer pump stations.
- Clean and evaluate check valves in Styles and Columbian Avenue pump stations. Possibly replace if needed.
- Replace computer and add scanner to WWTF office. Provided options to replace the old desk top. Windows Vista no longer supported. List of equipment with pricing has been submitted for purchase at Staples and again using the Town's office product supplier.
- Review sewer ordinances.
- Larson Street sewer pipe repair.
- Ormsbee Avenue sewer pipe repair.
- Park Street sewer pipe repair.
- Locate and dig manhole between Garden/Field Street – Camera work found manhole to be buried. Will consider adding riser(s) to surface when MH is uncovered and measured.

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

- Gather quotes for new sewer monitor. The current camera has no recoding functionality. (VCR). Recorded video is important for comparison and customer complaint issues. Estimates are \$2,000- \$4,000 depending on unit and options for a RIDGID monitor. Camera is RIDGID brand.
- Remove pump at the Library pump station for seal replacement/service. Getting intermittent alarms.
- Truck procurement.
- Other New and/or Old Business: No other new and/or old business.

Bill Champine made the motion at 8:00 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.

XI. Committee Reports

- Parks and Recreation: Per Bruce Baccei: No Report
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: No longer placing an article on Town Meeting ballots.
- Personnel Committee:
- Fire Department: Per John Jozwiak: Furnace work as begun.
- Planning Commission: Per John Jozwiak: Next meeting 2/2/17 at the library.
- Beaver Pond Committee: Per Bill Champine: All permit in place.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$52,649.32.
- Planning Commission Vacancy: The Planning Commission has a vacancy; interested candidates should contact Stan Wilbur.
- Selectboard Vacancy: The Selectboard has a vacancy; interested candidates should submit a letter in writing by 4:00 p.m. January 20, 2017. Letters may be left at the Town Clerk's office.
- Selectboard Dismissal: Bill Champine read a letter from VLCT.
- Skating Rink Tree Removal (Tommy Grace): Stan Wilbur stated he never spoke with Tommy Grace. Carol Grace stated the job was complete and Stan Wilbur then had the Highway Department begin to clean up the junk trees as time allows. Some of the wood is being used for a fire pit at the rink.
- Skating Rink Facility Use Agreement – Proctor Elementary School: John Jozwiak made the motion to approve the Facility Use Agreement for February 16, 2017 Proctor Elementary School to use Ice Rink. The motion was seconded by Bill Champine, approved by majority.
- Town Office Committee: Ed Clark will attend the January 23, 2017 Selectboard meeting to present sketches. Stan Wilbur did not send a letter to Ed Clark but rather chose to speak with on the phone. Joe Manning strongly opposes doing business with the current architect. Consensus to accept letters of interest for the Town Office Committee in writing until 4:00 p.m. January 20, 2017. Letters may be left at the town Clerk's office.

Town of Proctor Selectboard Meeting Minutes

Draft

January 9, 2016

6:00 p.m. – 10:02 p.m.

- Audit: Selectboard members have a draft copy of the audit for review. The auditors will attend the January 23, 2017 meeting. The auditors have requested all questions be submitted in writing prior to the meeting. Questions for the auditors should be submitted to Stan Wilbur by 4:00 p.m. Friday January 20, 2017.
- Housing Trust of Rutland VCDP Grant Public Meeting: This meeting will be held in the Evelyn Peterson Community Room at the Proctor Free Library at 5:30 p.m. on January 23, 2017. The hearing is for a pre-application to complete a marketing study for \$40,000.00.
- Mortimer Proctor Trust Grant Application: No additional projects were noted.
 - Projects:
 - Our Yard: Submission approved at the December 28, 2016 Selectboard meeting.
- FY2018 2018 Budget: Consensus to hold a special budget meeting Friday January 13, 2017 at 6:00 p.m.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Report provided for information only.
- Other New and/or Old Business:

Bill Champine will be stepping down from the Memorial Day Committee, he has been member of the committee for 30 years. The public present thanked him for his service. Interested candidates should contact Bruce Baccei or Stan Wilbur.

Salt Shed: Two spots will be tested by the end of the week.

Reappraisals: Currently doing data entry.

Main Street Ledge: No current action. Project would require an engineer and geologist. Bill Champine made the motion to place two retiring volunteers on the cover of the Town Report with a bio on the inside cover. The motion was seconded by Joe Manning unanimously approved.
- Executive Session- Town Manager: Joe Manning made the motion at 9:17 p.m. to enter executive session for the Town Manager evaluation of Stan Wilbur an employee of the town of Proctor. The motion was seconded by John Jozwiak, unanimously approved. John Jozwiak made the motion at 9:38 p.m. to exit executive session. The motion was seconded by Joe Manning, unanimously approved.

ACTION: Bill Champine made the motion to have Attorney Kaveh Shahi personally talk with Stan Wilbur regarding the options if any he would consider to vacate the position of Town Manager. The motion was seconded by John Jozwiak, unanimously approved. Bruce Baccei is to contact Attorney Kaveh Shahi.

Discussion regarding the motion that Bruce Baccei should resign as chair. Alan George, Town Attorney, advised the board that the action was out of order and in any case, there was no way to enforce the action.

XIII. Adjourn

Bill Champine made the motion to adjourn the January 9, 2016 regular Selectboard at 10:02 p.m. The motion was seconded by Joe Manning, unanimously approved.