

Town of Proctor Selectboard Meeting Minutes
Draft
February 13, 2017
6:00 p.m. – 8:40 p.m.

Board Members Present

Bruce Baccei, Chair
Bill Champine
John Corliss
John Jozwiak
Joe Manning

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Richard Brigham, Sullivan Powers
Jack Crowther
Jodi Jones
Rick Reed
Bea Stagg
Peg TV

Agreements/Approvals

- Consensus to accept agenda.
- Unanimously approved January 23, 2017 (3:30) special meeting minutes
- Unanimously approved January 23, 2017 (5:30) special meeting minutes.
- Unanimously approved January 23, 2017 regular meeting minutes
- Majority approved January 26, 2017 special meeting minutes.
- Unanimously approved purchase of 200 tons of salt, funds from surplus.
- Unanimously approved Town Road and Bridge Standards.
- Unanimously approved contract with Dubois & King, \$7,600.00, Ormsbee Project evaluation.
- Unanimously agreed to have the town attorney provide a draft contract for plowing school lots.
- Unanimously agreed at 7:31 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:36 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Willow Street Pump Station Priority List Application.
- Unanimously agreed at 7:40 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the Proctor Elementary School PTO Facility Use Agreement for June 3, 2017.
- Unanimously approved \$3,500.00 proposal for cost estimates related to the Town Office.
- Unanimously agreed to black out last sentence in Selectboard Report in the Annual Town Report.
- Signed orders totaling \$71,268.62

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- Unanimously agreed at 8:40 p.m. to adjourn the February 13, 2017 regular 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.

II. Review and Approve Agenda

Consensus to accept agenda as presented.

III. Review of Minutes

John Jozwaik made the motion to approve the January 23, 2017 (3:30) special meeting minutes, as written. The motion was seconded by Bill Champine, unanimously approved.

John Jozwaik made the motion to approve the January 23,2017 (5:30) special meeting minutes, as written. The motion was seconded by Bill Champine, unanimously approved.

John Jozwiak made the motion to approve the January 23,2017 regular meeting minutes as written. The motion was seconded by Bill Champine, unanimously approved.

Bill Champine made the motion to approve the January 26,2017 special meeting minutes. The motion was seconded by Joe Manning, approved by majority. John Jozwiak abstained.

IV. Open Public Comment

Jack Crowther & Bea Stagg: Jack Crowther and Bea Stagg were present to speak to the fluoride article. They inquired if literature about fluoride could be handed out at the Monday night Town Meeting, the Selectboard stated that would be allowable. Bea Stagg provided a brief background of the history of fluoride.

V. Invited Guests

Richard Brigham – Sullivan Powers - Audit: Richard Brigham was present to provide a “barebones” overview of the audit and address Selectboard concerns/questions. He thanked Celia Lisananti, and Stan Wilbur for providing all documents needed, he noted there were no disputes or disagreements. He strongly suggested creating an Investment Policy and Fund Balance Policy.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard welcomed John Corliss to the Board.

VII. Highway Department

- Manager’s Report
 - Field Activities:
 - Road Patrol (daily)
 - Potholes cold patch
 - Prep equipment for snow/ice events
 - Snow/ice events (see below)

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- Replace Toolcat exhaust tube
- Replace hydraulic hose on fisher plow
- Assist Sewer Department with buried manhole on Eden Ave
- Service and clean equipment Clean shop
- Assist Wastewater Department with force main repair (Styles Meadow)
- Repair Toolcat coolant line
- Move wood inside
- Residents sand/salt pile
- Replaced F350 windshield
- Snow/Ice Events
 - 01/24/17 – 21.5 hours overtime
 - 01/25/17 – 5 hours overtime
 - 02/01/17 – 0 hours overtime
 - 02/07/17 – 7.25 hours overtime
 - 020/8/17 – 3.5 hours overtime
 - 02/09/17 – 15 hours overtime
 - 02/11/17 -?
 - 2/12/17 -?

- 6 Salt deliveries

Pending Activities:

- Snow/ice events
- Roadside brush
- Potholes
- Larson Street sewer and water line repair

Overtime:

Highway – 52.25 hours snow & ice

Wastewater – 1 hour WW access for jetter & truck

- Winter Salt Usage: To date 726.42 tons of salt used, \$57,430.00. The salt budget has 73.6 tons of salt left, \$6,569.23.
John Jozwiak made the motion to authorize the purchase of 200 tons of salt, to be paid from the surplus. The motion was seconded by Joe Manning, unanimously approved.
- Town Road and Bridge Standards: Bill Champine made the motion to adopt the Town Road and Bridge Standards. The motion as seconded by Bruce Baccei, unanimously approved. The document was circulated for signatures.
- Ormsbee Avenue Infrastructure Evaluation: Bill Champine made the motion to sign a contract with Dubois & King for the Ormsbee Project Evaluation, \$7,600.00. The motion was seconded by John Jozwaik, unanimously approved.
- School Parking Lots: Joe Manning made the motion to send the issue to the town attorney and have him provide a draft contract to be reviewed by the Selectboard, The motion was seconded by John Corliss, unanimously approved.
- Other New and/or Old Business No other new and/or old business.

VIII. Board of Water Commissioners

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Bill Champine made the motion at 7:31 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by John Jozwiak, unanimously approved.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report
- Simon Operation Monthly Report: January 2017
 - Activities Completed:
 - Responded to a call out at 49 Taylor Hill on the 2nd at 8pm. Dirty water complaint. Ended up being owner's hot water heater.
 - Performed all compliance monitoring for water facility and samples tested passed state requirements.
 - Brought the new Taylor Hill pump station on line February 4th. Developed a bench sheet and added the site to the routine stops.
 - Picked up fluoride and chlorine from Allen's Engineering.
 - Load tested the generator at Taylor Hill and set up weekly engine exercising program to occur weekly on Monday's at 11:30 a.m.
 - Met with electrician and inspector for electrical inspections at the Taylor Hill pump station and west side tank building. A new flow transmitter was installed at west Tank. Taylor Hill was fine-tuned and a low temperature alarm was added to the building.
 - Repairs were made to the heater at the well house by Proctor Gas.
 - Responded to a "communication fault" alarm on Sunday the 29th. Had to reset the control panel at Eastside tank. Communication failure results in the well not turning on.
 - SCADA parameters were changed to close the South Street vault with a communication failure with East Tank.
 - Activities in Progress
 - Leak detection on West Side.
 - Take Willow hydrant apart to check obstructions. It has low flow and has been put out of service.
 - Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure
 - 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.
 - Repair Larson Street service line from point of injury to main.
- Other New and/or Old Business:
 - Motion detectors at the pump station will be installed.
 - Stan Wilbur will coordinate a meeting between the Highway Department and Water Department, to discuss the Larson Street project. Lisa Miser will be invited to the meeting.

IX. Board of Sewage Commissioners

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Bill Champine made the motion at 7:36 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.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report
- Simon Operation Monthly Report: January 2017
Activities Completed:
 - Performed compliance monitoring for WWTF and samples tested passed state requirements.
 - Installed new UV bulbs in both units (18 bulbs in each chamber) Acid washed both chambers. Disposed of old bulbs at the Rutland transfer station.
 - QC Services calibrated all lab equipment. (yearly budgeted service)
 - Changed the oil and air filters on blowers #1,2, and 3.
 - Performed weekly preventative maintenance sewer flushing and camera work on Park and Ormsbee. No changes noted roots still prevalent.
 - Checked the oil and fuel levels in all standby generators. All good.
 - Responded to a service call at 26 Center Street. The issue was in the homeowner's service line to the home. A1 was called in to remove roots from the service line.
 - A1 re-applied root killing chemical to the Park Street main line, at no cost,2/26/17. Follow up camera work still notes significant root infiltration.
 - Responded to an alarm at Columbian Ave. Cleaned the floats and transducer in the wet well. Fat, Oil and grease (FOG) in the wet well was significant. Called A! to clean out wet well. The pump station is now being cleaned twice per year.
 - Replaced the batteries in the MISSION units at Field St and Library pump stations.
 - Responded to a sewer service call at 32 Eden Ave. Manhole (5.B.11) was covered with 4 inches of asphalt (paved over). The asphalt was removed from the cover. The line was flushed and video inspected. It was noted that the main line was clear and in good condition. All the service line connections between MH5. B.10 and 5.B.11 were marked. MH 5.B.10 is also under the asphalt and needs to be uncovered and raised along with MH 5. B.11
 - Responded to a service call out at 49 Warner Ave. (again homeowner issue)
 - Brought waste oil from blower building to town garage.
 - Updated inventory.
 - Completed repairs to a broken force main between Styles and Columbian pump stations. The pipe was broken clean through most likely due to its placement on ledge and being backfilled with large rock, causing it to snap.
 - The sewer camera has been repaired and a new monitor has been ordered. The new monitor will allow recording to a digital memory card. Th old monitor does not record (to VCR) and drains batteries quickly, limiting usefulness.
 - Purchased sewer pipe root cutting head for the flusher. A forward cutting attachment for the unit was not included and we are waiting for the part to arrive.

Activities in Progress:

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- Locate and dig manhole between Garden/Filed Street – Camera work found manhole to be buried. Will consider adding riser(s) to surface when MH is uncovered and measured.
- Excavate the sewer force main at Willow Street for possible leak.
- Evaluate “problem areas” on collection system for possible slip line repair. A spreadsheet has been developed to track progress.
- Weekly flushing of Ormsbee and Park to keep free flowing.
- Set up a new computer at WWTF
- Become familiar and proficient with root cutting equipment.
- Repair problem areas on Ormsbee and Park, the root cutter should alleviate any short-term problems in the main. The root cutter will only be a temporary solution.
- Take the class and initiate new State of Vermont on line wastewater WR-43 reporting. State is going paperless and will phase this process in from April to June 2017.

Activities Planned or Needed:

- Confined space procedures for sewer pump stations.
 - Clean and evaluate check valves in Styles Meadow and Columbian Ave. pump stations. Possibly replace if needed.
 - Review ordinances.
 - Install Meadow Street hydrant. Has been postponed due to weather.
 - Repair sections of pipe on Larson Street, Ormsbee and Park sewer pipe lines.
- Willow Street Pump Station Priority List Application: John Jozwaik made the motion to authorize Aldrich & Elliot to submit the priority list. The motion was seconded by Bill Champine, unanimously approved.
 - Other New and/or Old Business: No other new and/or old business.

Bill Champine made the motion at 7:40 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: Proctor High School gym classes will be using the rink this week.
- Rutland Regional Transportation Council: Per John Jozwaik: No report.
- Rutland Regional Solid Waste District: Per John Jozwaik: No report.
- Personnel Committee:
- Fire Department: Per John Jozwaik: Furnace project complete, Stan Wilbur will track fuel usage for savings.
- Planning Commission: Per John Jozwaik: Zoning document will be coming to the Selectboard.
- Beaver Pond Committee: Per Bill Champine: Beach work will begin in July. The committee meets the first Wednesday of each month at 6:00 p.m. at the Town Office.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$71,268.62.

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- Planning Commission Vacancy: The Planning Commission has a vacancy; interested candidates should contact Stan Wilbur.
- Rutland Regional Planning Commission Representative Vacancy: The Planning Commission has a vacancy for a representation to the Rutland Regional Planning Commission, interested candidates should contact Stan Wilbur.
- Town Green & Sidewalks Facility Use Agreement – Proctor Elementary School PTO Color Run & Spring Fling: John Jozwiak made the motion to approve the Facility Use Agreement for June 3, 2017 8:00 a.m. until 4:00 p.m. Proctor Elementary School Color Run and Spring Fling. The motion as seconded by Joe Manning, unanimously approved. Stan Wilbur will follow up with Proctor Elementary School principal, regarding signature by responsible party and insurance.
- Town Office
 - Committee - The first committee meeting will be Tuesday February 21, 2017 at 6:00 p.m. at the Town Office. Committee member will include; Bill Champine, John Jozwiak, Jodi Jones, Celia Lisananti and Lisa Miser. Stan Wilbur will contact John Zawistoski and Paula Kearny about joining the committee
 - Cost Estimate Proposal - Bill Champine made the motion to expend \$3,500.00 for cost estimates for ledge removal and electrical and mechanical systems. The motion was seconded by Joe Manning, unanimously approved.
- South Street Electric Meter: The abutting property owner has contacted Stan Wilbur to indicate they will be installing a drive way near the South Street meter, and request the meter be moved. A handout was provided showing the property and an estimate. Stan Wilbur will look into other possible options suggested by the Selectboard.
- Town Meeting: Stan Wilbur will put a power point presentation together for Town Meeting.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business:

Joe Manning inquired who had written the Selectboard report that was in the Annual Town Report. He was concerned that his name was attached to a report that he had not had the opportunity to review, and that he objects to the last sentence in the report. He would like his name removed. Bruce Baccei stated he had written the report.

Stan Wilbur explained that the Town Report would be delivered in the next couple of days, and not printing and removing Joe's name was not possible.

John Corliss made the motion to remove/black out the last sentence of the Selectboard's report. The motion was seconded by John Jozwiak, unanimously approved.

Stan Wilbur noted this needed to happen Thursday or Friday at the latest, as the reports are being delivered by the Proctor High School Senior Class.
- Executive Session: No executive session.
- **XII. Adjourn**

Bill Champine made the motion to adjourn the February 17, 2017 regular Selectboard at 8:40 p.m. The motion was seconded by Joe Manning, unanimously approved.