

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**March 13, 2017**  
**6:00 p.m. – 7:04 p.m.**

**Board Members Present**

Bill Champine, Chair  
Bruce Baccei  
John Corliss  
Joe Manning

**Employees Present**

Lisa Miser, Recorder  
Rob Oberg, Highway Department  
Stan Wilbur, Town Manager

**Other Guests Present**

Jonathan Ashley, DuBois & King  
Ray Beyette  
Jodi Jones  
Bob Protivansky  
Carol Protivansky  
Peg TV

**Agreements/Approvals**

- Consensus to accept agenda.
- Unanimously elected Bill Champine as Selectboard Chair.
- Unanimously elected Bruce Baccei as Selectboard Vice – Chair.
- Unanimously appointed Selectboard as Board of Water Commissioners.
- Unanimously appointed Selectboard as Board of Sewage Commissioners.
- Unanimously adopted regular meeting schedule, 2<sup>nd</sup> and 4<sup>th</sup> Mondays.
- Unanimously designated newspaper of record, Rutland Herald.
- Tabled Selectboard Rules and Policies.
- Unanimously approved February 27, 2017 regular meeting minutes.
- Unanimously agreed at 6:39 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:41 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:43 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Slate of Appointments.
- Unanimously appointed John Corliss to the Town Office Committee.
- Unanimously approved Local Hazard Mitigation Plan.
- Unanimously designated three-posting locations for Selectboard.
- Unanimously agreed to provide insurance for Fireworks/Fall Festival.
- Signed orders totaling \$456,806.34.
- Unanimously agreed at 7:04 p.m. to adjourn the March 13, 2017 regular 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. A full board was not seated; all motions passed unanimously, unless noted.

#### **II. Review and Approve Agenda**

Consensus to accept agenda as presented.

#### **III. Board reorganization**

- Elect Chair: Joe Manning nominated Bill Champine as Chair. The nomination was seconded by John Corliss, unanimously approved.
- Elect Vice Chair: Bill Champine nominated Bruce Baccei as Vice Chair. The nomination was seconded by Jon Corliss, unanimously approved.
- Appoint Board of Water Commissioner: John Corliss made the motion to appoint the Selectboard as the Board of Water Commissioners. The motion was seconded by Bill Champine, unanimously approved.
- Appoint Board of Sewage Commissioners: Bill Champine made the motion to appoint the Selectboard as the board of Sewage Commissioners. The motion was seconded by Joe Manning, unanimously approved.
- Adopt regular Meeting Schedule: Joe Manning made the motion to adopt the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month as regular meeting dates. The motion was seconded by John Corliss, unanimously approved.
- Designate Newspaper of Record: Joe Manning made the motion to designate the Rutland Herald as the newspaper of record. The motion was seconded by John Corliss, unanimously approved.
- Adopt Selectboard Rules and Policies: Bill Champine made the motion to table until the next regular meeting. The motion was seconded by Bruce Baccei, unanimously approved.

#### **IV. Review of Minutes**

Bill Champine made the motion to approve the February 27, 2017 regular meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

#### **V. Open Public Comment**

Jodi Jones: Jodi Jones welcomed John Corliss to the Selectboard. She also thanked John Jozwiak for his years of service, and for serving as Health Officer.

Bill Champine instructed Stan Wilbur to send a thank you letter from the Selectboard to John Jozwaik.

#### **VI. Invited Guests**

No invited guests.

#### **VII. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Congratulations to the Proctor High School Men's Varsity for their third straight Basketball State Championship!

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Thank you the Mortimer R. Proctor Trust for awarding, Our Yard \$9,225.00 for Town of Proctor improvements!

### VIII. Highway Department

- Manager's Report

Field Activities:

- Road Patrol (daily)
- Raised catch basins grates and patched with cold patch (temporary fix)
- Proctor Gas yard flooding caused by Beaver Pond overflow, cleaned debris from stop planks
- Potholes
- Clean catch basins grates and culvert inlets and outlets
- Chev 3500 to LaFond's for fuel indicator lights, computer code issue
- Local roads show me the money workshop
- Remove tree limbs and stick from road surface, strong winds
- Clean culverts
- Dead end sign on Pond View Road
- Cleaned accident debris and glass on Pleasant Street (Sunday 2 hours OT)
- Gorham Bridge Road-road closed signs
- Repair cement mixer engine in preparation for rebuilding catch basins frames and grates
- Clean and service equipment
- Ice buildup on Eden Avenue
- Measured Pool drive and walks for paving
- Measured sidewalks on Warner Avenue and Olympus for replacement (all replaced sidewalks will be 5 feet concrete)
- Measured headwalls near Hwy garage and Cross Street for replacement
- Loader coolant leak repair (Milton Cat)
- Remove tree to close to road on Gorham Bridge Road
- Clean shop
- Jetter to clean culverts on Eden Avenue
- Water/Wastewater truck from John C. Stewart - \$5,500.00(charged against W/WW Replacement Fund)
- Snow/Ice Events
  - 03/03/17 – 2 hours overtime
  - 03/07/17 – 2 hours overtime
  - 03/08/17 – 2 hours overtime
  - 03/10/17 – ?
  - 03/11/17 – ?
- No salt deliveries

Pending Activities:

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

Overtime:

- 6 hours snow & ice
- 2 hours accident debris Pleasant Street

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- Winter Salt Usage: To date 859.28 tons of salt used, \$64,000.00. The salt budget is over budget 59.3 tons of salt, \$3,934.68.
- Ormsbee Avenue Infrastructure Evaluation Kickoff Meeting: Jonathan Ashley from Dubois & King was present to provide an overview of the project scope; a handout was provided. He anticipates the conceptual plan for the May 8, 2017 Selectboard meeting. He noted that there is grant money for sewage projects.
- 2017 Paving Program: The 2017 Paving Program has been put out to bid. Bids will be received at the Town Office until 4:00 p.m. on Monday March 27, 2017. Bids will be opened and read aloud at the March 27, 2017 regular Selectboard meeting.

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

### IX. Board of Water Commissioners

Bruce Baccei made the motion at 6:39 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by John Corliss, 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 February 2017**
  - Activities Completed
    - Worked with Jon Champlin on SCADA issues at the water treatment plant and new Taylor Hill pumping station. A motion detector light switch was added to the pump station. The west side flow meter was fixed and adjustments to the well house and Taylor Hill programming.
    - Performed all compliance monitoring for water facility and samples tested passed state requirements.
    - Replaced the tubing and performed maintenance on the CL17 chlorine analyzer at the Well House. Unit was proving low readings.
    - Call out on Saturday the 5th at Cain Street pump station. Faulty relay. Electrician was called to repair. We were unable to maintain water pressure during repairs.
    - Responded to a "communication fault" alarm on Sunday the 26<sup>th</sup>. Had to reset the control panel at Eastside tank.
  - Activities in Progress
    - Leak detection on West Side. Scheduled VRWA to assist in March.
    - Take Willow hydrant apart to check obstructions. It has low flow and has been put out of service. Waiting for favorable weather.
    - 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.

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- Review water ordinances.
- Schedule Meadow Street hydrant install.
- Repair Larson Street service line from point of injury to main.
- Other New and/or Old Business: No other new and/or old business.

### X. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:41 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 February 2017**

#### Activities Completed

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Repaired broken force main between Columbian Ave. and Styles pump stations. Broken pipe most likely caused by pipe and/or ground movement.
- Received and set up new computer and printer at WWTF plant office.
- Cleaned and evaluated check valves at Styles and Columbian Ave. pump stations. All four are in good working condition. Replaced gaskets and bolts.
- Completed sewer flushing, root removal and camera work on lower Park Street and Ormsbee Ave. Used the new root rat to remove roots from these areas. See detail maps, videos, and photos provided.
- Responded to a sewer service back up at #104 Upper Park Street on February 17<sup>th</sup>. Roots and ground water infiltration were discovered. Several sections of clay pipe were replaced with plastic pipe. A detailed report was generated and an insurance claim was filed with VLCT on behalf of the homeowner. See detail maps, videos and photos provided.
- Received the new Ridgid sewer camera monitor.
- Completed follow up camera work on upper Park Street. Discovered MH2.E.9 to be full of solids, two holes allowing infiltration and several more areas that need root removal . See detail maps, videos and photos provided.

#### Activities in Progress

- Evaluate “problem areas” in collection system for possible slip line repair. A spreadsheet has been developed to track progress. Update copy enclosed.
- Camera work and root removal on Upper Park Street. The intention is to clear Upper Park Street to Holden Avenue before work on the Larson break.
- Started lagoon algae removal. Tried a chemical application in a small area to confirm its effectiveness.
- Develop a e-DMR account and procedures. State is going paperless and wastewater reporting will be completed online starting in May.

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- Complete manhole to manhole evaluation spreadsheet and use it to assist with evaluating and identifying problem areas in the sewer collection system.

#### Activities Planned or Needed

- Ormsbee Avenue repair. Pipe is broken and allowing dirt and debris into the main. Not all roots can be removed, in the area, due to large hole in pipe. Continued flushing only makes hole larger and pushes more debris into the pipe. Video of hole provided.
  - Repairs to Park Street main. (in front of #9 Lower Park) Large roots were removed from a hole in the top of the pipe.
  - Repairs to Upper Park, MH 2.E.9, specifically the 2 holes between MH 2.E. & and MH 2.E. 8(below repaired area at #104) Video shows significant amount of ground water infiltrating.
  - Confined space procedures for sewer pump stations.
  - Review ordinances.
  - Install Meadow Street hydrant. Has been postponed until summer.
  - Repair Larson Street sewer pipe. Tentatively scheduled for April 25<sup>th</sup>.
  - Root removal in several sections of pipe.
  - 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.
  - Excavate the sewer force main at Willow street pump station for possible leak. Water intermittently surface near the wall of the pump station.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 6:43 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by John Corliss, unanimously approved.

### XI. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Anticipate a meeting within two weeks.
- Rutland Regional Transportation Council: Per Bruce Baccei: No report.
- Rutland Regional Solid Waste District:
- Personnel Committee:
- Fire Department:
- Planning Commission:
- Beaver Pond Committee: Per Bill Champine: John Buren will be joining the committee.
- Town Office Committee: Per Bill Champine: Waiting for report on the ledge removal.

### XII. Appointments

Recreation Committee: Shannon Maass, Denise Anderson, Bob Protivansky (2-year term)

Youth League Committee: Chris Almond (2-year term)

Assessor: Chris Landin (1-year term)

Constable: Donald Russell (1-year term)

Emergency Management Chair: Kevin Blongy (1-year term)

Fence Viewer: Robert Coons (1-year term)

Health Officer: Robert Coons (3-year term)

Inspector of Lumber: Raymond Beyette (1-year term)

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Tree Warden: Raymond Beyette (1-year term)

Library Board Representative to the Town: Mary Fregosi (3-year term)

RCSWD Representative: John Corliss (1-year term)

RCSWD Alternate: Ray Beyette (1-year term)

RRPC Representative: Joe Manning (1-year term)

RRPC Alternate: Richard Horner (1-year term)

Reg. Trans. Council Representative: Bruce Baccei (1-year term)

911 Coordinator: Joseph Bernor (1-year term)

Joe Manning made the motion to approved the appointments. The motion was seconded by John Corliss, unanimously approved.

### XIII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$456,806.34.
- Planning Commission Vacancy: The Planning Commission has a vacancy; interested candidates should contact Stan Wilbur.
- Selectboard Vacancy: The vacancy has been posted. Letters of interest will be accepted until March 24, 2017 4:00 p.m. at the Town Office.
- Town Office Committee: Bruce Baccei made the motion to appoint John Corliss to the Town Office Committee. The motion was seconded by Joe Manning, unanimously approved.
- REDEC Marketing Committee: Joe Manning will be the Proctor representative.
- Local Hazard Mitigation Plan Approval: Bruce Baccei made the motion to approved and sign the Local Hazard Mitigation Plan. The motion was seconded by John Corliss, unanimously approved.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business:

Stan Wilbur reported that the Town has received \$11,500.00 from the solar agreement. Bill Champine inquired on the Salt Shed progress. Stan Wilbur noted the soil tests have been completed awaiting a report.

Joe Manning inquired to the fence issue Ormsbee Ave/Oak St. The fence is currently on hold, per Stan Wilbur

John Corliss made the motion to designate the Town Office, Post Office and Proctor Free Library as the three-posting locations for the Selectboard. The motion was seconded by Joe Manning, unanimously approved.

John Corliss made the motion that the Town of Proctor will provide insurance for Fireworks/Fall Festival. The motion was seconded by Joe Manning, unanimously approved.
- Executive Session: No executive session.

### XII. Adjourn

John Corliss made the motion to adjourn the March 13, 2017 regular Selectboard at 7:04 p.m. The motion was seconded by Bruce Baccei, unanimously approved.