

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**April 10, 2017**  
**6:00 – 8:49 p.m.**

**Board Members Present**

Bill Champine, Chair  
Bruce Baccei  
John Corliss  
Tom Hogan  
Joe Manning

**Employees Present**

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

**Other Guests Present**

Thomas Brown  
Sgt. Cross, RCSD  
Terisa Thomas  
Peg TV

**Agreements/Approvals**

- Unanimously approved agenda, with one addition.
- Unanimously approved March 27, 2017 special meeting minutes.
- Unanimously approved March 27, 2017 regular meeting minutes.
- Unanimously approved March 31, 2017 special meeting minutes.
- Consensus to research new plow truck.
- Unanimously agreed to contract with RRPC for Road Inventory, \$5,126.00.
- Unanimously agreed to sign VT AOT Annual Financial Plan – Town roads.
- Unanimously agreed to submit VT AOT Class 2 Paving Grant Application.
- Unanimously agreed to hire a consultant to write VT AOT Bike Design Construction grant Application.
- Unanimously agreed at 7:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:29 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to seek a request for Qualifications for the Sewage Collection System Assessment Project.
- Unanimously agreed at 7:36 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to amend Selectboard Public Meeting Rules & Procedures Policy.
- Unanimously agreed to purchase No Dogs Allowed signs and post at the Elm Street Ball Fields.
- Unanimously approved wages increase and job promotion for Highway Department Employees.
- Unanimously agreed to move South Street Meter to Option 1, \$3,900.00.

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- Unanimously agreed to enter executive session at 8:36 p.m. for legal.
- Unanimously agreed to exit executive session at 8:43 p.m. No action.
- Signed orders totaling \$52,252.71.
- Unanimously agreed at 8:49 p.m. to adjourn the April 10,2017 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**

Bruce Baccei made the motion to add South Street Meter under Additional Items. The motion was seconded by John Corliss, unanimously approved.

**III. Review of Minutes**

Bruce Baccei made the motion to approve the March 27,2017 special meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

Bruce Baccei made the motion to approved the March 27,2017 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Tom Hogan made the motion to approved the March 31,2017 special meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

**IV. Open Public Comment**

Rob Oberg: Rob Oberg was present to inquire about a noise ordinance. The Town of Proctor does not have a noise ordinance, we rely on the state times after 10:00 p.m. and calls should be made to the State Police.

The Town Wide Tag Sale will be held June 24,2017 9:00 a.m. – 2:00 p.m. Sign up is at the Proctor Free Library, the \$10.00 fee is a fundraiser for the PHS Class of 2021.

**V. Invited Guests**

Terisa Thomas and Thomas Brown, VT DEC – Clean Water SRF: Terisa Thomas and Thomas Brown were present to give an overview of the Clean Water State Revolving Fund Program grants, funding options and first steps. They stressed that there is a surplus of money currently, best guess that next year will be w tight funding cycle.

**VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard welcomed Tom Hogan to the board.

**VII. Highway Department**

- Manager's Report
  - Field Activities
    - Road Patrol (daily)

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- Assisted elderly woman
- Prep for snow/ice events
- Cleaned equipment
- Removed and replaced damaged highway signs
- Prepped for catch basin repairs
- Washed down shop and cleaned trough
- Chev 3500 inspection
- Lockout/tagout class
- Rest fuel tanks at shop
- Fire extinguishers checked and retagged by Green Mountain Fire, Inc
- Serviced trucks
- Cataloged items required by MSDS listing
- Lockout/tagout list
- Potholes
- Plow damage
- Removed downed tree on Florence Road
- Culvert and catch basin inspection
- Unclogged culvert on GBR (road half flooded) more work needed
- Williams Street sand pit access road drainage problem
- Installed one cross walk sign
- Plow damage
- In house safety meeting
- Snow/Ice Events
  - 03/27/17 – no overtime
  - 03/31/17 – 12.25 hours overtime
  - 04/01/17 – 16.5 hours overtime

- No salt deliveries

### Pending Activities:

- Plow damage
- Roadside brush
- Potholes
- Larson Street sewer and water line repair
- Culverts

### Overtime:

Highway – 28.75 hours overtime snow & ice

- Winter Salt Usage & Overtime: To date 926.0 tons of salt used, \$73,209.56. The salt budget is over budget 126.0 tons of salt, \$9,209.56. Overtime budget to date \$10,468.17, overbudget \$468.17.
- New Plow Truck: Stan Wilbur sought authorization to research a plow truck replacement for the 1995 plow truck, there is money in the equipment replacement fund to purchase a new truck. Consensus to have Stan provide information on a new plow truck.
- 2017 Paving Program: The contract has been awarded to Wilk Paving, waiting to hear back for Tower Road plan.

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- RRPC Agreement for Road Inventory: Bruce Baccei made the motion to authorize the Chair to sign the contract with RRPC for \$5,126.00, the funds are from the Better Roads Grant. The motion was seconded by John Corliss, unanimously approved.
- VT AOT Annual Financial Plan – Town Highways: The document was circulated for signatures.
- VT AOT Class 2 Highway Paving Grant Application: Tom Hogan made the motion to submit the application. The motion was seconded by Bruce Baccei, unanimously approved. Stan Wilbur noted the town is #16 on the list and only the top ten are funded.
- VT AOT Bike Design Construction Grant Application Consultant: Bruce Baccei made the motion to contract with a consultant, cost \$700.00 - \$1,000.00 to complete the application. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

### VIII. Board of Water Commissioners

Bruce Baccei made the motion at 7:26 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, 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: March 2017
  - Activities Completed:
    - Responded to a water leak call on Eden Ave. Storm water pipe was frozen and spilling onto the road. No water leak.
    - Performed all compliance monitoring for water facility and samples tested passed state requirements.
    - Worked with VRWA doing leak detection in the marble yard. Several service leaks have been detected. Working with homeowners to get repairs completed.
    - Drained fluoride tank and cleaned all equipment. Added 2 fresh bags.
    - Responded to 93 Olympus for a low water complaint. 75 psi at their hose bib. (internal plumbing issue)
    - Drained and cleaned the chlorine day tank. Replaced foot valve and suction line.
    - Took the hydrant on Willow Street apart and confirmed that there were no obstructions. Flow test (without guts) still indicate significant loss in pressure and volume. Hydrant remains out of service.
  - Activities in Progress
    - Leak detection on West Side. Scheduled VRWA to assist in March.
    - Determine cause for lack of flow at the Willow Street hydrant. Suspect leaks now. Fluoride and chlorine are noted in the box culvert on Meadow Street. (2 locations) Storm water is making things difficult. Culverts have high flows now.
    - Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure.

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- Taylor Hill pump station is working fine. Champlin will be around to fine tune a few more SCADA issues.
- 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.
- 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.

**IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 7:29 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, 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: March 2017  
Activities Completed:
  - Performed compliance monitoring for WWTF and samples tested passed state requirements.
  - Attended a eDMR class for electronic form submittal and established the necessary accounts to submit electric reports and report overflows. Proctor's first submittal is May 15<sup>th</sup> for April's report.
  - Received an alum delivery on March 9<sup>th</sup>.
  - Applied algaecide to lagoon for test run. Noted slight die off. Product was left over from a previous application some years ago, may have lost strength.
  - Completed camera work on lower Park Street, marked out roots. Investigated high flow coming from Larson area. Inflow and infiltration was significant.
  - Plowed and shoveled all wastewater plant & pump stations on the 15<sup>th</sup>.
  - Assembled a ¾-inch spray pole to attach the jetter. This will be used to help physically remove algae from the lagoon liners. Also, built a scraper and paddle to assist with the pressure washing process.
  - Cleaned and flushed UV unit A and put online. Replaced burned out indicator light on UV panel.
  - Repaired a broken wire on the F 350. Brake light s were struck on
  - Working with MISSION to correct communication issue at the Willow Street Pump Station. New radio is on the way. Communication failures with pump station prompted the replacement. The radio was just replaced last year.

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- Responded to sewer complaint at High School. Service line was plugged. A-1 removed the obstruction. The mains were cleaned in both directions. (up and down from the MH).
- Updated Sewer/slip line spreadsheet. Increased the number of manholes on the sheet. The list will eventually include all manhole and distribution pipes.
- Removed roots from Ormsbee and Upper Park Street (below the repaired area)

### 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.
- 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.
- Sewage Collection System Assessment Project – Request for Qualifications: Bruce Baccei made the motion to authorize Stan Wilbur to place out a Notice of Request for Statement of Qualifications for Engineering Services, and to add Asset Management under Scope of Work. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 7:36 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

### X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Meeting held, ads will be posting for a director, Assistant Director and lifeguards. Working on future improvement plans for rink and pool.

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- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Highway bridge update, the North Street bridge has not moved on the priority list.
- Rutland Regional Solid Waste District: Per John Corliss: No report.
- Personnel Committee: Per Bill Champine: Will be working with Stan Wilbur to develop contract.
- Fire Department: Per John Corliss: No report
- Planning Commission: Per Joe Manning: No report.
- Beaver Pond Committee: Per Bill Champine: Applying for dry hydrant, will begin north end work by 7/4/17.
- Town Office Committee: Per John Corliss: Waiting for report on the ledge removal.
- RECC Marketing Committee: Per Joe Manning: Working on promoting the region Hired marketing firm.

**XI. Additional Items Requiring Action from the Board**

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$52,252.71.
- Selectboard Public Meeting Rules & Procedures Policy: Bruce Baccei made the motion to amend Section 6; from 30 minutes to 15 minutes, Each person shall be limits to 3 minutes, unless by majority vote, the Selectboard increases the time. The motion was seconded by Tom Hogan, unanimously approved.
- RRTC Alternate Representative: Rob Oberg offered to be the RRTC alternate representative.
- Transfer Station Free Day: May 6,2017 Noon-5:00 p.m. John Corliss and Bill Champine volunteered to oversee the free day, one highway department employee will be on site also. Hazardous waste/electronic will be on site Noon-3:00 p.m. Tires will NOT be accepted.
- Elm Street Property: Stan Wilbur is waiting for an appraisal of the property.
- Posting Ball Field & Pool – No Dogs Allowed: Bruce Baccei made the motion to purchase signs and post the Elm Street Ball Fields with NO DOGS ALLOWED signs. The motion was seconded by John Corliss, unanimously approved.
- Highway Department Promotion and Wage Rates: Stan Wilbur provided a handout and his recommendations for 2017 Highway promotion and wage increase.  
Brian Cannucci – promote to Highway Foreman with a 2.5% increase wage rate to \$17.85 per hour; Brian received a 2.5% increase in July 2016, this with the recommended raise will result in a total increase of 5% during FY2017; the FY2018 budgeted wage irate for Highway Foreman is \$18.30 (July 1,2017)  
  
Rob Oberg – 2.0% increase wage rate to \$16.32. Rob did not receive an increase in July 2016. FY2018 budgeted wage rate for a highway second person is \$16.73 (July1,2017)  
  
Matt Fitzsimmons – 1.5% increase wage rate to \$16.24. FY2018 budgeted wage rate for a highway third person is \$16.65 (July 1,2017)
- Bruce Baccei made the motion to approve the recommended promotion of Brian Cannucci to Highway Foreman and wage increases: Brian Cannucci to \$17.85, Robert Oberg to \$ 16.32

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and Matthew Fitzsimmons to \$16.24. The motion was seconded by Tom Hogan, unanimously approved.

- Town Manager Contract: Stan Wilbur suggested he draft a contract and meet with Bill Champine, the contract would be for 1 year, with the renewal date of April 1. Joe Manning noted that it is unusual that an employee would write their own contract. Consensus that Stan Wilbur will prepare a draft one year contact with April renewal date with Bill Champine, for the Selectboard to review.
- South Street Meter: Bruce Baccei made the motion to authorize Option 1: Property line by Marble Wall, \$3,900.00. The motion was seconded by John Corliss, unanimously approved.
- Budget Reports: Information only. Handout provided.
- Sheriff Department Report: Information only. No handout.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: Because he was not present at the March 31, 2017 Special Selectboard Meeting, Joe Manning asked for an update on the discussion that took place during that meeting. Bill Champine ruled that since the discussion took place in executive session any update should take place in executive session.

Joe Manning made the motion at 8:36 p.m. to go in to executive session to review the discussion that took place during the March 31, 2017 Special Selectboard meeting executive session. The motion was seconded by John Corliss and unanimously approved.

John Corliss made motion at 8:43 p.m. to come out of executive session. The motion seconded by Joe Manning and unanimously approved.

Tom Hogan made the motion that no action was required because of the executive session. The motion was seconded by John Corliss and unanimously approved.

## **XII. Adjourn**

John Corliss made the motion to adjourn the April 10, 2017 regular Selectboard at 8:49 p.m. The motion was seconded by Tom Hogan, unanimously approved.