

Town of Proctor Selectboard Meeting Minutes

Draft

May 8, 2017

6:00 p.m. – 7:52 p.m.

Board Members Present

Bruce Baccei, Vice Chair

John Corliss

Tom Hogan

Joe Manning

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Bud Chehy, PVFD

Albert Curtis

Bob Curtis

Kevin Blanchard, PFVD

Kevin Blongy, PVFD

Jeff Duchese, PVFD

Vinni Gatti, PVFD

Jodi Jones

John Jozwaik

Josh Ridlon

Josh Webb, PVFD

John Zawistoski

Agreements/Approvals

- Consensus to approve agenda with one amendment, Jodi Jones will be an Invited Guest at the May 22,2017 regular meeting.
- Unanimously approved April 24, 2017 regular meeting minutes, with three changes.
- Unanimously approved May 4,2017 special meeting minutes.
- Unanimously approved PVFD request for a new ladder truck.
- Consensus to place 17 Oak Street fence on the May 22,2017 regular Selectboard agenda.
- Unanimously denied placing Cross Walk Sign at Grove Street.
- Unanimously agreed at 7:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:16 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:20 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed not to post Florence Road property.
- Unanimously agreed to appoint Lisa Miser to Park & Recreation Committee.
- Unanimously authorized the Chair to sign the Beaver Pond Dry Hydrant application and associated permits.
- Unanimously approved three FUA for PES.
- Signed orders totaling \$52,110.42.
- Unanimously agreed at 7:52 p.m. to adjourn the May 8,2017 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. All motions passed unanimously by members present unless noted, as a full board was not seated.

II. Review and Approve Agenda

Consensus to approve agenda with one amendment, Jodi Jones will be an Invited Guest at the May 22,2017 regular meeting.

III. Review of Minutes

Bruce Baccei made the motion to approve the April 24, 2017 regular meeting minutes, with three corrections; Under Agreements/Approvals Rock Landscaping bid should read \$637.00 per week, not 4637.00, Bruce Baccei attended the Rutland Regional Transportation Council not Joe Manning and John Corliss attend the Rutland Regional Solid Waste District not Bruce Baccei. The motion was seconded by John Corliss, unanimously approved.

Tom Hogan made the motion to approved the May4, 2017 special meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

IV. Open Public Comment

Bob Curtis: Bob Curtis was present to inquire as to the status of the fence on Oak Street. This was discussed under the Highway Department.

Albert Curtis: Albert Curtis was present to inquire why the Maple tree along Park Street was not cut as part of the sewer project as it abuts the sewer line and is dying in the middle. Stan Wilbur did not feel it needed to be cut and did not seek permission from the Tree Warden to cut.

Jodi Jones: Jodi Jones was present to discuss Title 24 Chapter 37 the Town Manager statutes. She will be an Invited Guest at the May 22,2017 meeting.

John Zawistoski: John Zawistoski was present to inquire about paving and if sidewalks would be part of the paving project. He believes that paving project should go hand in hand with sidewalk improvements. Stan Wilbur explained that there is \$55,000.00 for sidewalks in the budget and that the town is applying for a Bike-Pedestrian Grant.

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

Josh Webb, Jeff Duchesne & Bud Chehy- Proctor Volunteer Fire Department: Josh Webb requested the Selectboard allow the PVFD to expend up to \$95,000.00 to upgrade and replace the ladder truck. There is currently \$133,378.12 in the Equipment Fund. Parts are no longer available for the current ladder truck. They are looking at a lowmielage'94 model.

Joe Manning made the motion to allow the PVFD to pursue a ladder truck. The motion was seconded by Tom Hogan, unanimously approved.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Carol Ault for volunteering her time to re-design the triangle garden. Shannon Mass for having Proctor Pool area raked and cleaned at no cost to the town.

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Green Up Day was successful!

VII. Highway Department

- Manager's Report

Field Activities

- Plow Damage
- Our Yard Banners
- Fixed Banners in Triangle
- Fallen tree in Main Street
- No Dogs Allowed Signs at Youth League Field
- Check Pool drain
- Repair Toolcat broom spring
- Cleaning street
- Moved equipment from Pool building to shop
- Excavate & backfill trench for Rink light conduit
- Traffic control and trench excavation, backfill & cleanup for conduit on South Street electric meter relocation
- Confined space training
- Traffic control for Larson (Park) Street Sewer repair
- Green Up and Transfer Station Free Day

Pending Activities:

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

Overtime:

Green Up & Free Day

- Highway Department Permit Application – 17 Oak Street: The fence is approximately nine feet+/- in the Town ROW. Concerns expressed that the fence built is not the fence depicted in the Zoning Permit, set back from intersection, viability and plowing concerns. Tom Hogan made the motion to deny the Highway Permit. The motion was seconded by Bruce Baccei, motion failed on a 2-2 vote. (2 -yes 2- abstain)
Consensus to place on the agenda for the May 22, 2017 regular Selectboard meeting.
- In-Street Cross Walk Sign at Grove Street: John Corliss made the motion not to place a Cross Walk Sign at Grove Street. The motion was seconded by Joe Manning, unanimously approved.
- Other New and/or Old Business: Rob Oberg had submitted his two-week notice. Jodi Jones inquired to the amount of plow damage and time spent repairing the damage. Bruce Baccei noted that in most communities that landowner makes the repair not the town. John Zawistoski also concurred that there is considerably more plow damage to property/signs than in the past 3-5 years, due to operator error. He questioned the training, education and/or experience of workers. He suggested proper training might be in order.

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VIII. Board of Water Commissioners

Joe Manning made the motion at 7:05 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: May 2017

Activities Completed:

- Worked with VRWA to identify leaks in the Meadow St. area. Working with homeowners to get repairs completed.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Turned on water service at ball fields.
- Responded to request for service at 33 Gibbs Street. Traced the service for homeowner.
- Responded to a request for service at JohnJ's. Psi testing in the neighborhood indicates the main line is good and no other homes affected. The service was traced and pressure was noted to be 10 psi. A leak is suspected to be in the service line closer to the home. Leak detection was used and listening to the service found it to be very loud indicating a problem. No curb stop was seen but metal detection places a curb stop under the black topped driveway.
- Working with Jon Champlin to correct radio issue at East tank.
- Replaced leaking ball valve on the Field Street pressure reducing valve. Used Stainless Steel for longevity

Activities in Progress

- Leak detection on West Side. Scheduled VRWA to assist in May.
- Applied for free leak detection services. The State of Vermont has offered 3 days of leak detection services.
- 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.

Activities Planned or Needed:

- Develop procedures and requirements for sub-contractors who assist with Town projects
- Install Meadow Street hydrant. Has been postponed until summer.
- West Tank cathodic protection needs replacing.
- Review and update water ordinances.
- Schedule Meadow Street hydrant. Postponed until Summer.

Other New and/or Old Business:

Oak Street- Service to corporation stop not currently leaking per Stan Wilbur. John Corliss noted that the corporation should have been replaced in his professional opinion, quick, easy fix.

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Jodi Jones inquired when the Simon contract expired. Stan Wilbur noted October 2017 the cost is \$13,390 for water and wastewater monthly, overtime is not included.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:16 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: May 2017
 - Activities Completed:
 - Performed compliance monitoring for WWTF and samples tested passed state requirements.
 - Responded to a request for service on April 3rd at 71 North Street. Discovered a sewer service back up. The Homeowners contractor did relieve the back up. Camera work on the main line showed root infiltration.
 - Turned on both UV units and effluent pipes to accommodate high influent flows and algae removal project. Wastewater plant ran 7 days a week most of April to allow for high flows. Most likely due to infiltration and inflow in the collection system. The effluent volume was over the permitted *annual average*.
 - Willow Street pump station was in high alarm situation for several days during these high flows. Kept a close eye on the pump station to prevent any overflows while A-1 was on standby. Both pumps were running continuously to maintain wet well level.
 - Completed camera work on Ormsbee Ave. with D+K engineer.
 - On April 10, a broken wire on the main electrical transformer caused a power outage at the Library Pump Station. The generator ran but soon shut down due to a broken radiator hose and no coolant. Temporary repairs were made to the generator until a complete service could be conducted on the 14th. All generators were also serviced on that date. Green Mountain came and repaired the transformer wire.
 - Assembled a ¾ -inch spray pole and attached to jetter. Sprayed the liner on lagoon 2 to remove algae. We are already seeing an improvement with pH and turbidity in the final effluent. We will try to maintain lower water levels to inhibit algae growth on the lagoon's liner.
 - Serviced all 3 lagoon aeration blowers. All three were then brought online.
 - Responded to a request for service on Pearl Street, Easter Sunday. Used the jetter and hand rods to relieve a plug on the upper part of the street. Further investigation found roots and broken section of pipe approximately 10-20 feet from the upper manhole. This section of pipe will need to be dug up and repaired.
 - Repaired 3 leaks on the lagoons aeration system at the WWTF.
 - Responded to collapsed pipe on the main sewer line connecting Larson to lower Park Street. A temporary sewer pipe was constructed from just below the service to #2 Larson to the lower manhole. A permanent fix will need to be completed. Tree removal and excavation will be contracted out.

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- Provided details about Larson incident to the State of Vermont per anonymous concerned citizen. Details provided included a map and photos of the area in question. A verbal description of the event was also provided by phone.
- Organized all plastic piping at the blower building. Cleaned and hosed down pipe storage area.
- Updated Sewer/slip line spreadsheet. Increased the number of manholes on the sheet. The list will eventually include all manhole and distribution pipes.

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.
- Larson Repairs. These repairs include repairs and improvements to #2 Larson Street sewer and water service.
- Prepare for electronic Discharge Monitoring Report. April will be the Town’s first reporting period.

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 and update sewer ordinances.
- Complete Larson Street sewer pipe.
- Complete Pearl Street sewer repair.
- Complete Ormsbee repair.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- 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.
- Infiltration and inflow studies for Willow Street area.
- Root removal on sewer main crossing vacant lot on North Street.
- Other New and/or Old Business:
 - Jodi Jones requested the total cost of the Park/Larson Street project.

Tom Hogan made the motion at 7:20 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.

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X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Two resignations.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: No report.
- Rutland Regional Solid Waste District: Per John Corliss: John Jozwaik reported that the fees for non-district members will now be the same as district members.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: Will be attending meeting on 5/15/17.
- Planning Commission: Per Tom Hogan: No report.
- Beaver Pond Committee: Per Bill Champine: Discussed under Addition Items.
- Town Office Committee: Per John Corliss: Possible upcoming meeting.
- RECC Marketing Committee: Per Joe Manning: No report.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$52,110.42.
- Selectboard Town Meeting Warning: Warning circulated for Selectboard signatures.
- Florence Road Town Property: John Corliss made the motion not to post the Florence Road property. The motion was seconded by Tom Hogan, unanimously approved.
- Parks and Recreation Committee Appointment: Tom Hogan made the motion to appoint Lisa Miser to the Park & Recreation Committee. The motion was seconded by John Corliss, unanimously approved.
- Beaver Pond Dry Hydrant Permit Application:
 - VT Lake Encroachment
 - VT Shoreland Protection
 - US Army Corps of EngineersJohn Corliss made the motion to authorize the chair to sign all application/permits. The motion was seconded by Joe Manning, unanimously approved.
- Facility Use Agreements:
 - PES – Proctor Youth League - June 2:
 - PES - Proctor Youth League – June 16:
 - PES – Pool June 20:Tom Hogan made the motion to approve the three FUA for PES to use the PYL on June 2 & June 16 and the Proctor Pool on June 20. The motion as seconded by John Corliss, unanimously approved.
- Main Street Lights: Currently there is no funding for the Main Street lights. The Selectboard members discussed possible grant funding sources. The question of type of light pole and shade is still under discussion.
- Budget Reports: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:

Tom Hogan inquired to the status of the meter guard for South Street meter. Stan Wilbur noted this is the responsibility of the town to come up with a guard.

Salt Shed status update requested. Stan Wilbur is waiting for response from engineer with bid documents.

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Joe Manning inquired status update to Marble Bridge repair. Stan Wilbur has not sought any action.

Tom Hogan would like to see the light pole on the Marble Bridge painted. Stan Wilbur noted no monies to currently make this project.

Tom Hogan requested that Stan Wilbur contact the RCSD and have them issue tickets to mowing contractors parking on the sidewalks.

John Jozwaik suggested the Selectboard subcontract out the Highway Department work, as there is only 22 miles of road. He believes this would be a better option for the town and less expensive.

- Executive Session: No executive session required.

- **XII. Adjourn**

John Corliss made the motion to adjourn the May 8, 2017 regular Selectboard at 7:52 p.m. The motion was seconded by Tom Hogan, unanimously approved.