

Town of Proctor Selectboard Meeting Minutes

Draft

June 14, 2017

6:00 p.m. – 7:27 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Andrew Cross, RCSD
Rick Reed

Agreements/Approvals

- Unanimously approved agenda with four amendments.
- Consensus to send Carol Ault thank you note.
Unanimously approved May 22, 2017 regular meeting minutes.
- Unanimously approved June 6, 2017 special meeting minutes.
Unanimously approved 2017 Paving Project – Wilks Paving Change Order.
- Unanimously accepted Municipal Roads Grant-In-Aid of \$2,400.00.
Unanimously agreed to send Highway Department letter of employment offer.
- Unanimously agreed at 6:14 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:36 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously accepted Larson Street Landscaping bid from Richard Reed & Sons, \$2850.00.
- Unanimously accepted Pearl Street Sewer Repair bid from Richard Reed & Sons, \$1,450.00.
- Unanimously agreed at 6:52 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus to seek engineer for detailed cost of Town Office front wall.
- Unanimously agreed to authorize PYL MRP grant application for \$6,300.00.
- Unanimously approved Sullivan, Power & Co. engagement letter.
- Majority agreed to have Stan Wilbur write his draft contract, 4-1.
- Signed orders totaling \$67,930.31.
- Unanimously agreed at 7:27 p.m. to adjourn the June 14, 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.

II. Review and Approve Agenda

Joe Manning made the motion to approve the agenda with four additions; Highway Department Hire under Highway Department, Draft Water System Permit Under Water Commissioners, Septage Receiving under Sewage Commissioners and Project Progress report under Additional Items. The motion was seconded by Bruce Baccei, unanimously approved.

Consensus of Selectboard to send Carol Ault a thank you, per Joe Manning's request.

III. Review of Minutes

Tom Hogan made the motion to approve the May 22, 2017 regular meeting minutes, as written. The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to approved the June 6, 2017 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public present.

V. Invited Guests

No invited guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Tom Hogan thanked Bruce Baccei for standing outside all day during voting to answer questions. Stan Wilbur & Bill Champine recognized Our Yard and thanked them for a successful Memorial Day Parade.

VII. Highway Department

• Manager's Report

Field Activities:

- Clean up surface rust and touched up paint on 2015 International
- Potential employee interview
- Bunting at Gazebo & Town Office
- Clean up streets and sidewalks
- Measured Loop Street for paving
- Removed South Street in-street X-walk for Parade
- Cut and split wood
- Picked up brush and tree limbs
- Serviced chain saws
- Turned water on at pool

Town of Proctor Selectboard Meeting Minutes

Draft

June 14, 2017

6:00 p.m. – 7:27 p.m.

- Clean up stump grinding and spread topsoil and seed
- Repaired broken pipe at pool
- Revisions to paving program with contractor
- Loader fuel peddle issue
- Quotes for new plow truck
- Measured roads for roadside mowing
- Moved South Street/Main Street yield sign
- Picked up catch basin risers
- Patched Field Street pavement (water line leak)
- Salt Shed construction details with engineer
- Cleaning up asphalt dump pile at WWTF
- Oiled and moved in-bed sander to WWTF
- Sand for pool beach
- Repair cement mixer
- Radio, speakers, fire extinguisher and letter board from rink to pool
- Pool docks

Pending Activities:

- Culvert inventory with RRPC
- Catch basins for paving project
- Potholes

Overtime:

- Memorial Day Parade – 2.5 hours

- 2017 - Paving Project – Wilks Paving Change Order: Joe Manning made the motion to approve the additions/subtractions to the 2017 Paving Program; delete Ormsbee Avenue and add Cain Street and Loop Street, dollar value change \$14,780.19, total paving project cost \$173,559.80. The motion was seconded by Bruce Baccei unanimously approved.
- Municipal Roads Grant-In-Aid Pilot Project: Bruce Baccei made the motion to accept the grant offer of \$4,200.00 (town 20% match \$840.00 total project \$5,040.00). The essence of the grant is to assist towns with erosions issues. The motion was seconded by Tom Hogan, unanimously approved.
- Highway Department Hire: Bruce Baccei made the motion to authorize the Chair to sign the letter of employment offer. A background check has been completed, clean driving record, three months form date of hire to obtain a CDL. 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 6:14 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.

Town of Proctor Selectboard Meeting Minutes

Draft

June 14, 2017

6:00 p.m. – 7:27 p.m.

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:

- Marked out water main from Meadow Street to Elem Street for customer. Main pipe passes under building.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Turned on water service at cemeteries and the Pool.
- Climbed the tanks to retrieve recalled climbing sleeves. Replaced the recalled unit with new ones.
- Repaired plow damage at the Well House.
- Took total coliform sample from #2 Larson to lift boil water notice after water service repairs. This repair is associated with the Larson sewer main replacement. The water service crosses over the sewer main.
- Worked with New England Water Distribution Services for 3 days doing leak detection. Found numerous leaks on the west side. Working with customers to repair leaks.
- Request for service at #35 Williams Street. Located curb stop for the homeowner.
- Marked out water lines for Larson Street sewer project and stump removal.
- Pulled both chlorine and fluoride chemical feed injection nozzles. Cleaned and reinstalled.
- Installed a hose bib in the pipe gallery at West side tank. Needed for the contractor's pressure washer and repairs to the tank's surface.
- Met with QC analytical to have all necessary equipment calibrated and checked.

Activities in Progress

- Leak detection.
- 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. The pressure is reduced all the way back to the isolation valve located on Meadow Street a (and Beech).
- Add a pressure reducing valve (PRV) at South Street vault to allow bypass operation without adversely increasing pressure. Met with engineer on site to look at the valve and determine possible installation methods.
- Reviewed the water ordinances. Due every 5 years. A mark up of possible changes submitted to Stan.

Activities Planned or Needed:

- Develop procedures and requirements for sub-contractors who assist with Town projects.
- West Tank cathodic protection needs replacing.
- Install Meadow Street hydrant. Postponed until Summer.

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Draft

June 14, 2017

6:00 p.m. – 7:27 p.m.

- Fix leak on Pleasant Street service line.
- Fix leak on Upper Park Street Service line, John J.
- Fix leak on Terrace Hill service line.
- Continue leak detection. Water usage is above historic normal production.
- Draft Water System Permit: Handout provided for information. Comments due by July 15, 2017.
- Other New and/or Old Business: Per Bill Champine: No final punch list for Taylor Hill, status of Fire Hydrant on Meadow Street and water sampling at Pool and Beaver Pond.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:36 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by 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: May 2017
 - Activities Completed:
 - Performed compliance monitoring for WWTF and samples tested passed state requirements.
 - Completed Larson Street sewer project.
 - Completed the new electronic discharge report (E-DMR) for April. All reports are now filed electronically.
 - Camera work and investigating on Pearl Street revealed collapsed and obstructed pipe. A section that needs replacement was marled and the excavation has been put out to bid.
 - Responded to request for service call at 8 Williams Street. Used the flusher to clean the main line. Camera work found the pipe to be in good shape.
 - Responded for service call at 33 South Street. We determined the issue to be a private shared manhole.
 - Cleaned both UV chambers.
 - Repaired numerous airline leaks in the lagoons. Purchased 50 feet on 1 inch hose for future repairs. Obtaining pricing for a quantity of 4-inch hose.
 - Garden Street was cleaned and a camera was used to inspect the line again, the piping was found to be in good working order and clear manhole to manhole.
 - Dropped off F350 at LaFond's for repairs. Using personal vehicles again.
 - Updated Request for service forms.
 - Activities in Progress:
 - Evaluate "problem areas" in collection system for possible slip line repair. A spreadsheet has been developed to track progress.

Town of Proctor Selectboard Meeting Minutes

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June 14, 2017

6:00 p.m. – 7:27 p.m.

- Camera work and root removal on Upper Park Street. Upper Park Street to Holden Avenue needs to be cleared.
- Complete manhole to manhole evaluation spreadsheet and use it to assist with evaluating and identifying problem areas in the sewer collection system.
- Algae removal in Lagoons.
- The Willow Street Inflow and infiltration study has begun. The sewer meter and rain gauge have been tested and installed.

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. The engineer's evaluation has been completed.
- Larson Street Sewer Repair Landscaping Bids: One bid was submitted by Richard Reed & Sons, \$2,850.00. Bruce Baccei made the motion to accept the bid for \$2,850.00. The motion was seconded by John Corliss, unanimously approved. This bid includes 11 cedar trees to be placed 12 feet from the sewer line.
- Pearl Street Sewer Repair Bids: One bid was submitted by Richard Reed & Sons, \$1,450.00. Bruce Baccei made the motion to accept the bid of \$1,450.00. The motion was seconded by John Corliss, unanimously approved.
- Wastewater System Evaluation – Engineers Statement of Qualification: Stan Wilbur handed out the Engineers Statement of Qualification, seven letters were sent, two responded. He suggested the Selectboard review and schedule a Special Meeting to meet with the firms. Consensus to schedule a Special Meeting Monday June 19, 2017 at 6:00 p.m.
- Septage Receiving: Handout provided for information, discussion topic with engineers.
- Other New and/or Old Business:

Bruce Baccei made the motion at 6:52 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.

X. Committee Reports

- Parks and Recreation: Per John Corliss: Special Meeting 6/13 6:30 at rink.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: No report. Next meeting 6/22.
- Rutland Regional Solid Waste District: Per John Corliss: Per Stan Wilbur curbside collection of food waste will begin July 1, 2018.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: No report.
- Planning Commission: Per Tom Hogan: No report.
- Beaver Pond Committee: Per Bill Champine: Dredging will begin in July.
- Town Office Committee: Per John Corliss: Possible upcoming meeting.
- RECC Marketing Committee: Per Joe Manning: Joe is on the Quality of Life sub- committee.

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XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$67,930.31.
- Main Street Lights Update: Tom Hogan gave a status plan update on light replacement.
- Town Office Front Wall: Consensus to seek engineers for a detailed cost.
- Proctor Youth League – Mortimer Proctor Trust Grant: John Corliss made the motion to authorize the MRP application for PYL for \$6,300.00 for softball field improvements. The motion was seconded by Joe Manning, unanimously approved.
- Sullivan, Powers & Co. – Engagement Letter: Bruce Baccei made the motion to approve the engagement letter. The motion was seconded by John Corliss, unanimously approved.
- Town Manager: Bruce Baccei made the motion to authorize Stan Wilbur to prepare a 1 year contract. The motion was seconded by Tom Hogan, passed by majority 4-1. Joe Manning opposed; he does not approve of an employee writing their own contract and believes the Selectboard needs to take some time assessing the position.
- Budget Reports: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:

Bill Champine would like to have the Selectboard obtain an estimate for Town Garage improvement

Joe Manning provided a Town Project Report spread sheet review at the next meeting. He would like it reviewed monthly

Joe Manning inquired about the loose ledge on Main Street. He noted it had been two years since he first brought the issue to the Selectboard and still no action. Stan Wilbur noted he had taken no action on the project, not a priority.
- Executive Session: No executive session required.

• XII. Adjourn

Bruce Baccei made the motion to adjourn the June 14, 2017 special Selectboard at 7:27 p.m. The motion was seconded by Tom Hogan, unanimously approved.