

# Town of Proctor Selectboard Meeting Minutes

Draft

July 10, 2017

6:00 p.m. – 8:39 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**

Denise Anderson  
Rosa Champine  
Pauline Hogan  
John Jozwiak  
Shannon Maass  
Bob Protivansky  
Carol Protivansky

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved June 26, 2017 special meeting minutes.
- Unanimously approved June 26, 2017 regular meeting minutes.
- Unanimously approved taking action plow truck at next meeting.
- Unanimously approved NBF contract not to exceed \$4,250.00.
- Unanimously agreed at 6:57 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved expending up to \$55,000.00 for a new water/wastewater truck.4-1
- Unanimously agreed at 7:07 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to expend \$9,000.00 to redo the WWTF access road.
- Unanimously agreed at 7:17 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to have Town Office committee explore other options.
- Signed orders totaling \$53,800.36
- Unanimously approved FUA for Rutland Recreation – Leaf Chase Run.
- Majority approved submission of the Bike/Ped Grant Application.4-1
- Unanimously approved NBF contract not to exceed, \$8,050.00.
- Unanimously agreed to extend Firearms Discharge Ordinance line on Florence Road.
- Unanimously agreed at 8:09 p.m. to enter executive session.
- Unanimously agreed at 8:36 p.m. to exit executive session.
- Unanimously agreed to send Town Managers contract to Town Attorney for review.
- Unanimously agreed at 8:39 p.m. to adjourn the July 10, 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**

Bruce Baccei made the motion to approve the agenda. The motion was seconded by Tom Hogan, unanimously approved.

### **III. Review of Minutes**

Tom Hogan made the motion to approve the June 26, 2017 special meeting minutes, as written. The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to approved the June 26,2017 regular meeting minutes, correction under Agreements/Approval, 126:00 to 12:30 p.m. The motion was seconded by Joe Manning, unanimously approved.

### **IV. Open Public Comment**

Shannon Maass: Shannon Maass was present to inquire about Bill Champine's public post on a social media site, with respect to the Pool and the P & R committee. Shannon read the wage list for Pool employees, noting the raises had been approved by the Selectboard. She also noted that an email response had been sent to the Town Manager and Selectboard chair, upon inquiry by the Town Manager. She suggested the Selectboard consider hiring a Recreation Director, if they are displeased by the volunteer committee. She queried why Bill Champine only questioned her and Lisa Miser, on the public social media site, he responded that "you two are always together... and I couldn't write everyone's name."

Denise Anderson: Denise Anderson was present to explain the requirements for swimming instruction.

Lisa Miser: Statement attached to minutes.

Carol Protivansky: Carol Protivansky was present to say that if the swimming lesson question had been answered there would not have been further questions.

John Jozwaik: John Jozwaik was present to state he had not been notified that Stan Wilbur had placed him on the June 26 2017 meeting agenda.

### **V. Invited Guests**

No invited guests.

### **VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor Fire Department for the excellent purchase of the new Ladder Truck. Positive changes at Beaver Pond. Bob Coons for helping with flag pole in the Park and painting steps at Town Office. Craig Mullan for his quick action at the accident on Williams & East Street. To all residents that are doing extra mowing along the roadside.

### **VII. Highway Department**

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- Manager's Report

Field Activities

- Brush around street sign
- Cord wood for High Street tree removal
- Repairs at pool
- Trimmed around High Street guard rail
- Cleaned up downed limbs from storm
- Road side mowing contract
- Brush pile at Transfer Station
- Plow truck contracts
- Cut overhanging trees on Eden Avenue
- Camera and jetted catch basins and storm drains Beaver Pond/West Street intersection
- Road closed signs for Gorham Bridge high water
- Reynolds Street manhole repair
- Loop Street culvert replacement

Pending Activities:

- Culvert inventory with RRPC
- Catch basins for paving project
- Beaver Pond Road storm drain
- Potholes

Overtime:

- none

- Warner Avenue Sidewalks: Members are to bring sidewalk replacement suggestions to the next regular Selectboard meeting for discussion.
- Plow Truck: Bruce Baccei made the motion to do something at next meeting for truck. The motion was seconded by John Corliss, unanimously approved. Stan Wilbur will investigate a lease contract and a prior leased truck (5 years old). There will be no trade in, straight purchase price.
- Garage Roof Replacement: Bruce Baccei made the motion to contract with NBF for roof assessment, not to exceed \$4,250.00. The motion was seconded by Tom Hogan, unanimously approved.
- Plowing School Parking Lots: Waiting for insurance numbers. Place on next regular meeting agenda.
- Plowing Library Parking Lot: Place on next regular meeting agenda.
- Other New and/or Old Business: No other new and/or old business.

## VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:57 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. 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: June 2017

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## Activities Completed:

- Performed pressure and flow testing in Meadow/Elm street areas.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Request for service to witness a water service turn on at 12 North Street.
- Serviced and calibrated the chlorine and fluoride analyzers.
- Weekly pool and Beaver pond samples have begun and all samples collected have passed State requirements.
- Collected lead and copper samples in distribution. Passed out results to all participants.
- Met with engineer at South Street vault to discuss pressure reducing options for West side tank cleaning.
- Met with insurance company and inspected all facilities including the Chittenden intake.

## 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, including equipment list. Excavation projects are going out to bid.
- West Tank cathodic protection needs replacing.
- Install Meadow Street hydrant. Postponed until Summer.
- Fix leak on Pleasant Street service line.
- Fix leak on Upper Park Street Service line, John J. curb was not found.
- Fix leak on Terrace Hill service line.
- Continue leak detection. Water usage is above historic normal production and noted to increase again in May.
- Water/Wastewater Truck: Tom Hogan made the motion to authorize Stan Wilbur to spend up to \$55,000.00 for a new truck. The motion was seconded by John Corliss, approved by majority 4-1.
- Other New and/or Old Business: No other new and/or old business.

## IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:07 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.

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- Manager's Report
- Simon Operation Monthly Report: June 2017

#### Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.
- Received Alum delivery on the 6th.
- Completed the new electronic discharge report (E-DMR) for May. All State wastewater reports are now filed electronically.
- Met with A&E engineers and installed a flow meter in Willow Street Manhole influent pipe to record flow entering the pump station. We also installed an electronic rain gauge at the WWTF to give comparison data. Will be comparing rain events to flow entering pump station.
- Ordered aeration parts for lagoon maintenance and repairs needed. Also ordered 4-inch aeration distribution pipe. Completed repairs to lagoon #1 aeration piping.
- Inspected a new sewer service line installation at 35 Gibbs Street. Work was completed by contractor.
- Cleaned floats and transducer at Styles pump station.
- Sewer investigation on High St. including dye testing and manhole cleaning. A Town MH was discovered under the garage in a crawl space. Uncertain of the outcome, Stan was dealing with homeowner.
- Responded to a request for a service at 12 Warner Ave. on Saturday the 17th. Used the flusher to clean town main sewer line.
- Repaired broken alum discharge line on pump 1.
- Collected all WWTF's annual effluent sampling requirements.
- Cleaned and organized tools and equipment in the blower building.
- Completed repairs to the Pearl Street sewer main. The main was plugged solid and causing backups. Update records accordingly.
- Met with A&E engineers again to download first set of data and explore several manholes of interest for future flow metering.

#### Activities in Progress:

- Evaluate "problem areas" in collection system for possible slip line repair. A spreadsheet has been developed to track progress. A&E engineering will be assisting and has been retained.
- 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. Copies of all the files has been given to A&E, including videos.
- Algae removal in Lagoons.
- The Willow Street Inflow and infiltration study.

#### 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.

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- Repairs to Park Street Sewer Main. (In front of #9 Lower Park) Large roots were removed from a hole in the top of the pipe. Hole is in front of the service. This pipe is a good candidate to slip line as the pipe is now cleared and intact. A& E has been notified of this.
- Repairs to Upper Park. MH.2.E.9, specially 2 holes in the pipe between MH.2.E.7 and MH.2.E.8( below r4ecently repaired area at #104 Park.) Video shows significant amount of ground water flowing into the holes. A&E has been updated on this.
- Review and update sewer ordinances.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- Sludge depth profile for 2017. We are working on depth finder. I borrowed one the last time.
- Excavate the sewer force main at the Willow street pump station for possible leak. Water intermittently surfaces near the wall of the pump station.
- Root removal on sewer main crossing vacant lot on North Street.
- Root removal on the sewer main from High Street to Main Street. Possibly the cause for overflow under garage.
- WWTF Access Road Reconstruction: Bruce Baccei made the motion to redo the road for \$9,000.00. The motion was seconded by John Corliss, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 7:17 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 John Corliss: Numerous compliments on the pool Heidi is great!
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Next meeting August.
- Rutland Regional Solid Waste District: Per John Corliss: Food scrap pick up had been postponed by the state.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: Special meeting to look at ladder truck.
- Planning Commission: Per Tom Hogan: Reviewing daycare permit.
- Beaver Pond Committee: Per Bill Champine: Ricky Reed is preparing for the site improvements.
- Town Office Committee: Per John Corliss: Meeting overview. Tom Hogan made the motion to have the committee look at other options. The motion was seconded by Bruce Baccei, unanimously approved.
- RECC Marketing Committee: Per Joe Manning: Meeting in two weeks.

## XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$53,800.36.

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- Facility Use Agreement- Rutland Recreation: Bruce Baccei made the motion to approve the FUA for the trail and rink building. The motion was seconded by Tom Hogan, unanimously approved.
- VTrans Bike/Ped Grant Application: Bruce Baccei made the motion to submit the application. The motion was seconded by John Corliss, approved by majority 4-1.
- Town Office Front Wall: Bruce Baccei made the motion to contact with NBF for front wall design/construction services, not to exceed \$8,050.00. The motion was seconded by Joe Manning, unanimously approved.
- Town Office: See Committee Reports.
- Florence Road Firearms Discharge Ordinance: Bruce Baccei made the motion to extend the district along Florence Road to 300 feet each side of the center line through lands owned by Omya Inc. and the Town. The motion was seconded by John Corliss, unanimously approved.
- Rutland County Sheriff Department Contract: Review contract and place on next regular meeting agenda. The contract has an increase of \$1,309.00 over the budgeted amount
- Town Manager Contract: See executive session.
- Budget Reports: Closing out books for the year. End of year report will be provided at next regular meeting.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business:  
Tom Hogan would like to consider providing a 5-year tax cut for someone to open a store in town. Joe Manning will contact REDEC for a tax stabilization contract template.  
Joe Manning inquired to the status of the Salt Shed construction, reappraisal and grand list. Per Stan Wilbur waiting for contract from engineer.  
The reappraisal is complete as is the new grand list.
- Executive Session: Bruce Baccei made the motion at 8:09 p.m. to enter executive session to consider the Town Manager contract, given that premature general knowledge of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by John Corliss, unanimously approved.  
John Corliss made the motion at 8:36 p.m. to exit executive session. The motion was seconded by Tom Hogan, unanimously approved.  
Tom Hogan made the motion to send the Town Manager's contract to the Town Attorney for review and comment. The motion was seconded by John Corliss, unanimously approved.
- **XII. Adjourn**  
John Corliss made the motion to adjourn the July 10, 2017 regular Selectboard at 8:39 p.m. The motion was seconded by Joe Manning, unanimously approved.