

# Town of Proctor Selectboard Meeting Minutes

Draft

August 14, 2017

6:00 p.m.– 8:21 p.m.

## **Board Members Present**

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

## **Employees Present**

Brain Cannucci, Highway Department  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Patrick Burke  
Albert Curtis  
Bob Curtis  
Gail Curtis  
Duane Hall  
John Jozwiak  
Dan Kearney  
Steve Mitowski  
Kiah Oechsle  
Rick Reed  
Jolly Rodgers  
Ted Schaft  
John Zawistoski  
Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda, with one addition.
- Unanimously approved the July 24,2017 regular meeting minutes.
- Unanimously approved July 25, 2017 special meeting minutes.
- Unanimously approved July 27,2017 special meeting minutes
- Unanimously approved August 4,2017 special meeting minutes
- Unanimously approved taking Tree Warden's letter under advisement.
- Unanimously approved FUA for PES 6<sup>th</sup> grade fundraiser,10/8/17.
- Unanimously agreed at 7:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Use Value Appraisal Program Conformance Inspection Report.
- Consensus to approve access mowing and brushing bid invitation.
- Unanimously approved Dubois & King Agreement for Hydraulic Analysis.
- Unanimously approved State Revolving Fund RF3-235 Loan Amendment 7.

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- Unanimously agreed at 7:50 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Aldrich & Elliot Agreement, \$13,900.00 Unanimously agreed at 7:56 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$206,543.72.
- Unanimously approved the rollover of the \$5,000.00 coming due CD in the Peterson Recreation Fund.
- Consensus to have Bruce Baccei be the voting delegate at the annual VLCT meeting.
- Unanimously agreed at 8:21 p.m. to adjourn the August 14,2017 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 approve the agenda, with one addition Chittenden Water Shed. The motion was seconded by John Corliss, unanimously approved.

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

Bruce Baccei made the motion to approve the July 24,2017 regular meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

Bruce Baccei made the motion to approved the July 25,2017 special meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

Tom Hogan made the motion to approve the July 27,2017 special meeting minutes, as written. Th emotion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to approve the August 4,2017 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

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

Ted Schaft: Ted Schaft was present to discuss the sinking fund money. He questioned why the Selectboard has not yet invested these funds. He finds this to be a lack of initiative on the part of the Selectboard. He also requested that the trees at the bottom of Warner Avenue be addressed.

John Zawistoski: John Zawistoski was present to discuss the number of Special Meetings being held by the Selectboard. He noted that controversial items often result in a special meeting, days after a regular meeting when the item was discussed. Decisions that pass at a regular meeting are reversed days later at a special meeting. He finds this practice wrong. He questioned why a new plow truck was sitting in the parking lot at the town garage after three unsuccessful votes to purchase and is once again on the agenda. The vote to place snowplowing out to bid at 7/24 regular meeting

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was reversed at the 7/27 special meeting. He inquired how many highway employees hold CDL's. Stan Wilbur noted 2 out of 3, and the third employee is working toward his CDL.

John Jozwaik: John Jozwaik was present to inquire about the Town Managers contract that was signed at the last regular meeting. He is concerned that the Town Manager has too much power. The Town Manager contract is for 1 year.

Steve Mitowski: Steve Mitowski was present to discuss the mowing contract. He noted that the list of mowing requirements was not being completed every week or at all. Stan Wilbur explained that the contract is pro-rated for work not done and that the wording might be unclear about expectations.

## V. Invited Guests

- Ray Beyette- Tree Warden Report: Ray Beyette was not present at the meeting. He had sent a letter noting, "The trees -brush and side of roads are a mess. Trees are hanging over and into side of roads all over town." He noted he has received complaints and suggested the Selectboard purchase a new chopper to help combat the issue. Tom Hogan made the motion to take the letter under advisement. The motion was seconded by Bruce Baccei, unanimously approved.
- Duane Hall – Duck Race: Duane Hall was present to request approval for a PES 6<sup>th</sup> grade fundraiser, to be on the Marble Bridge. He explained he has received permission from the school, Our Yard and GMP. The event will toss rubber ducks over the Marble Bridge racing to the finishing line under the GMP Bridge. Bruce Baccei made the motion to approve the request. The motion was seconded by John Corliss, unanimously approved. Tom Hogan requested that Stan Wilbur touch base with RCSD on any traffic control concerns

## VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Bill Champing noted the Dry Hydrant on Beaver Pond has received a construction permit. Stan Wilbur acknowledge and thanked Pauline Hogan for cleaning the Meeting Room. The carpet has been cleaned also.

## VII. Highway Department

- Manager's Report  
Field Activities: Three weeks
  - 2015 International check engine light – Earl's/Clarks – sensor malfunction
  - Clean up around shop
  - Signs at Beaver Pond – replacement
  - Rebuild catch basin
  - Contract plowing information – Brian spoke with Bryon Hathaway of Rutland Town
  - International Tandem proposal
  - Roof replacement meeting with NBF – anticipate bid openings 9/11

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- Weed whacking and trimming brush and trees along sidewalks to improve sign sight lines
- Roadside mowing – contractor
- Repair headlight socket on Chevy 3500
- Hydrant on Meadow Street
- Repair dock side board at pool
- Chevy 3500 check engine light – LaFond's – fuel issue
- Downed tree on Cain Street
- Welding Processes course at Stafford – Brian and Matt (3 days)
- Painting street crosswalks and stop lines

#### Pending Activities:

- Painting crosswalk and street markings
- Catch basins for paving project
- Schedule paving (September?)
- Culvert and road surface inventory with RRPC

#### Overtime:

- Meadow Street hydrant – 3.5 hours
- Cain Street downed tree – 2 hours

- Plow Truck:

Stan Wilbur explained the 1995 plow truck, with 60,000 miles is a liability cost to keep on the road. The truck has passed inspection.

Rick Reed: The truck is rotted out

Brain Cannucci: No dealership will take this truck as a trade, no value.

John Zawistoski: The town puts approximately 3,000 miles a year on the big truck, pick-up trucks used for plowing past winter

Albert Curtis: The Grand List is down 6%, services are down and taxes are up.

Bruce Baccei made the motion to purchase the 2015 International 7600 Tandem 6x2 for \$174,410.00. There was no second on the motion.

Bill Champine called for a motion to purchase the 2018 International 7600 SFA 4x2 for \$190,423.00. No motion was made.

- 17 Oak Street Fence: Stan Wilbur reported the property owners at 17 Oak Street believe the fence they are constructing is on their property based on marble markers. Stan Wilbur believes the fence is in the highway ROW. The property owners intend to complete the fence and according to Stan Wilbur if an issue occurs and the Town needs to be in the highway ROW they will move the fence. Tom Hogan made the motion to send a registered letter requiring the property owners to stop building the fence and show by survey they are outside the highway ROW. The motion was seconded by Joe Manning, failed by 2-3. Bill Champine suggested the Town pay to survey the property. Stan Wilbur will contact the property owners and ask them to attend a Special Selectboard meeting.
- Highway Truck Limits: For information. Stan Wilbur will draft a letter to the legislature for the Selectboard to sign.

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- Other New and/or Old Business: Stan Wilbur noted the garage roof will be going out to bid.

## VIII. Board of Water Commissioners

Tom Hogan made the motion at 7:30 p.m. to adjourn 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

- Leak on East Street – top of list, Hire traffic control for East Street project. Town will do the digging.

- Simon Operation Monthly Report: July 2017

Activities Completed:

- Repairs made to John J's service line. Recorded swing ties in book. Master meter water production numbers were 20,000 gallons less than previous month indicating a significant leak was repaired.
- Performed all compliance monitoring for water facility and samples tested passed state requirements.
- Located curb stop at 72 West Street. Recorded in book.
- Installed new chart pen arm at Well house.
- Weekly pool and Beaver pond sampling.
- Located curb stop at 60 East Street. Recorded in book.
- Responded to "communication failure" alarm on Monday the 10<sup>th</sup> at 9pm. Alarm was causing pump to run when not necessary. Radio trouble is causing communication failure.
- Exercised leaking valve on Meadow Street. Was able to stop leak.
- The Meadow Street/GBR hydrant has been installed
- Ordered supplies for Fluoride analyzer at Well. Yearly service. Items paid for by State Health Department.

Avidities 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.

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- Reviewed the water ordinances. Due every 5 years. A mark up of possible changes submitted to Stan.
- Get communication to East Tank corrected. Talking to Champlin about radio repair.
- Hydrant painting.
- Hydraulic analysis kick-off meeting scheduled for August 24th. Engineering to determine flow dynamics and identify problem areas per State Sanitary Survey.

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.
- Hydrant flushing. Fall
- West Tank cathodic protection needs replacing.
- Fix leak on Pleasant Street service line.
- Fix leak on Terrace Hill service line.
- Simon Operation Service Contract: Contact is due for renewal in October. Items under discussion; add plowing and mowing, log book for mileage, over time rate.
- Chittenden Watershed
  - Use Value Appraisal Program Conformance Inspection Report; Bruce Baccei made the motion to accept the report and sign. The motion was seconded by Tom Hogan, unanimously approved.
  - Access Road Mowing and Brushing: Consensus to approve the proposed invitation to bid.
- Dubois & King Agreement for Hydraulic Analysis: Bill Champine made the motion to approve the agreement for Hydraulic Analysis (Project No. 222028) for \$10,600.00. The motion was seconded by Bruce Baccei, unanimously approved.
- State Revolving Fund RF3-235 Loan Amendment 7: Joe Manning made the motion to approve RF3-235-7 closeout. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## IX. Board of Sewage Commissioners

Joe Manning made the motion at 7:50 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: July 2017

Activities Completed:

- Performed compliance monitoring for WWTF and samples tested passed state requirements.

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- Repaired manhole frame on Reynolds Street.
- Completed the new electronic discharge report (E-DMR) for June. All State wastewater reports are now filed electronically.
- Cut down trees and weed wacked around WWTF fence.
- Set up citric acid chemical feed to help with high pH
- Pumped out manhole on High Street under garage
- Sent spare Barnes sewer pump out for service.

### 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. Will apply algaecide to help reduce the algae blooms. Physical removal is barely keeping up with algae growth.
- The Willow Street Inflow and infiltration study.
- Sludge Depth profiles are in progress. A depth finder was purchased to provide depth readings in 2 lagoons.

### 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.
- 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 sli
- 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.
- Investigate and repair the Willow Street Pump Station. Water occasionally surfaces. We believe there is a hole in the pipe.
- Review and update sewer ordinances.
- Root removal in several sections of pipe-ongoing mostly due to necessity.
- 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 the sewer main from High Street to Main Street. Possibly the cause for overflow under garage.
- Camera work on sewer line from High Street to Main Street. A-1 is checking service line.

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- Aldrich & Elliot – Ormsbee Avenue Sewer and Storm Drain Facilities Engineering Agreement: Bruce Baccei made the motion to approve the Aldrich & Elliot Engineering Agreement for \$13,900.00. The motion was seconded by John Corliss, unanimously approved. Stan Wilbur noted he anticipates a Bond Vote in March for this project.
- Other New and/or Old Business: No other new and/or old business. Bruce Baccei made the motion at 7:56 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. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$206,543.72. Selectboard members were asked to check their files for April 2016 and August 2016 Journal Entry sheets.
- Mosquito Control: Information only. Selectboard members will attend another BLSG District meeting seeking answers for, deadline to join district, cost to join district, sampling, notification and procedures/requirements to join the district (defining areas to spray, larvicide vs. adulticide).
- Town Assessor: Letter from Christopher Landin resigning as Town Assessor. He has accepted a job with the State of Vermont.
- Facility Use Agreement – Duck Race: See invited guests.
- Peterson Recreation Fund: Bruce Baccei made the motion to rollover the \$5,000.00 CD coming due. The motion was seconded by Tom Hogan, unanimously approved. The account value is \$42,422.23.
- VLCT Voting Delegate: Consensus to have Bruce Baccei be the voting delegate at the annual VLCT meeting.
- Social Media Policy: Waiting for information from VLCT.
- Budget Reports: Information only. Handout provided.
- Sheriff Department Report: Information only. Handout provided.
- Other New and/or Old Business: The town has purchased a F-350 2018 pickup for the Water/Wastewater Department. The 1995 plow truck will be kept running for another year. At this point the Selectboard does not anticipate purchasing a new plow truck.
- Executive Session: No executive session.

## XI. Adjourn

Tom Hogan made the motion to adjourn the August 14, 2017 regular Selectboard at 8:21 p.m. The motion was seconded by Bruce Baccei, unanimously approved.



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