

Town of Proctor Selectboard Meeting Minutes

Draft

May 23,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 6:43 p.m.

Board Members Present

Bruce Baccei
Ben Curtis
Judy Frazier,Chair
Tom Hogan
Linda Raymond

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager

Other Guests Present

Charlotte Firestone
Angelo Lynn
Tom Tresch
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved May 9,2022 regular meeting minutes.
- Unanimously agreed at 6:04 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:07 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:08 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$437,347.14.
- Unanimously appointed Michael Ramset Water/Wastewater Credit Supervisor.
- Unanimously approved the purchase of a stationary digital speed limit sign for South Street.
- Unanimously agreed at 6:43 p.m. to adjourn the May 23,2022 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

This was a Zoom Conferencing meeting, as well as, in person at the Town Office Meeting Room.

II. Review and Approve Agenda

Ben Curtis made the motion to approve the agenda, as presented.
The motion was seconded by Linda Raymond, unanimously approved

III. Review of Minutes

Tom Hogan made the motion to approve the May 9,2022 regular meeting minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Highway crew did a great job during the recent storms. Memorial Day Parade is Monday at 10:00 am.

VII. Highway Department

Operations Report May 1-May 20,2022

Activities:

Road check daily
Maintain equipment
Cut & split firewood
Mow and weed-eat lawns
Clean up on North Street and Gorham Bridge Road after Saturday storm 5/14/22 heavy rain
Storm Monday night call out for East Street and Florence Road
Put up road close sign on Florence Road for wash out
Pick up 3-ton cold patch from Casella for pot holes
Started cleaning up pool for season
Cleaned up skating rink yard
Cleaned up fallen tree on Florence Road
Heled with water & sewer problem at Willow Street pump station and WWTF
Swept roads

Ongoing Activities:

Potholes
Helping with Water line replacement on Gorham Bridge Road
Road Checks
Beaver Pond Checks
Service vehicles
Cleaned garage
Start Spring time clean-up

Planned Projects:

Culvert replacement on West St
Ormsbee Ave culvert and catch basin replacement

Clearing out ditches
Cleaning out catch basins

Overtime:

No over time

Marble Bridge Repairs/Bid Solicitation: Extended timeline for bids.

Town Highway Emergency Grant Application: Florence Road estimated damage \$180,000.00, hope to be able to use \$160,000.00 from VTRANS assistance.

Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Linda Raymond made the motion at 6:04 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.

Operation Monthly Report: May 2022

Activities

Weekly Water pump station check
Performed all water testing all passed
Dailies
Flushing Fire Hydrants
Exercise hydrant valves
Water Shut offs for delinquent accounts
Lowered curb stops at houses on Park St, Larson St, and South St below grade

Ongoing/Planned Activities

Curb stops at 49 West St.
Installing 300' of 2" plastic water line on GBR to put in ROW in June 2022
Flushing Fire Hydrants in May from 5/9/22 to 5/20/22 town wide
Searching for curb stops for replacement in ROW
Repair water valve on Parch St
Remove and replace fire hydrants on Terrace Hill & Green Square with 2" flushing hydrant
Install curb stop in ROW on homes that are not in ROW

Delinquency Report: Four accounts with no agreements scheduled to be shut off May 30th.

Gorham Bridge Water Service Project updates: Gorham Bridge water service project specs online for bid solicitation. Letters will be going out this week to property owners with easement agreement. Bid opening next meeting.

Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Tom Hogan made the motion at 6:07 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

Operation Monthly Report: May 2022

Activities

Perform all monthly WW sampling

Cleaned UV lights

Turned on second blower for more air in lagoons

Saturday storm shut off power to Styles Meadow and Columbian Ave pump stations had to call in Rob & Kyle to help with generator to run pump stations 5/14/22

Heavy rain on Monday cause high alarms at Willow Street, Styles meadow and Park St pump stations had to call A-1 to pump Willow St so it wouldn't overflow took 2 loads

Had to jet storm water on Willow Street so storm water would stop coming up through the manhole

Pumped 5000 gallons of sewer/storm water from Willow Street with two tanks and a pump to WWTF to help lower level in pump station at Willow

Put gas powered pumps in a WWTF from lagoon 1 to lagoon 2 so the plant would not overflow after Saturday and Mondays storms – since Monday we have had over 2-million-gallon discharge from WWTF

We are almost back to normal

Repaired force main from Columbian Ave to Styles Meadow 4" pipe cracked repaired with wrap around the clamp

Ongoing/Planned Activities

Training of new hires

Repairing airlines and diffuser

Jetting of problem sewer areas - started

Looking into getting provisional WW licenses for Nick & Rob

Looking for curb stops for delinquent sewer tax

Fix sewer line at Town Office

Finish North St sewer

Fix Gibb St sewer

Other New and/or Old Business: No other new and/or old business.

Ben Curtis made the motion at 6:08 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved.

X. Manager's Report

*Interim Zoning Administrator Duties: Michael Ramsey is the current Interim ZA. Accepting applications for the position, there has been some interest.

*Town Hall Roof Repairs: Repairs have been made. Water infiltration in the new addition, having Giancola provide an estimate for solutions.

*Sheriff's Office will provide Two Officers for Memorial Day Parade: Two RCSD will assist with the parade on Monday.

*State Approval of LHMP: LHMP is State approved as well as FEMA approved.

*Accessibility Grant Audit (Town Hall Additions): Closing out accessibility grant audit.

*Released Bids for HVAC System (Grant Opportunity) Possible grant options, based on Bill 518. Would like to wait on project, until clear on grant funding options.

- *Released Bids for Gorham Bridge Water Service Project: Discussed under Water Department.
- *Complaint about Vacant Marble Office Building: Complaint about vacant and unsecured building. Property is on the market. Michael Ramsey will reach out to the property manager.
- *Complaint about Damage from Water Runoff: Complaint about water run-off damage from storm on Eden Ave- photos. Placing on highway work flow. Also concerns about North Street run-off damage, will look at erosion control with DPW foreman.
- *House Fire on South Street: Thanks to all that worked on fighting the fire and for getting everyone out safely.
- *VTCMA Leadership Conference: Michael Ramsey attended this training conference.
- *Attended Parks & Recreation Meeting: Rink opening for roller skating May 30th – Pool opens June 17th @1:00 pm. Rotary will be staining the rink building.
- *Meeting with VLCT Ex. Director: Michael, Judy and Celia all met with the VLCT Ex. Director about Proctor and how VLCT could assist moving forward.
- *Facility Use Agreement (6th Grade Dance @Rink): This is a non-school sponsored event; TULIP insurance has been provided. FUA was approved.
- *New Frame and Mount for Proctor Entrance Sign: Stafford Proctor students have created a new frame and mount for the Welcome sign by the library.

XI. Discussion and Action from the

- Review of Bills/Expenditures & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$437,347.14.
- Sheriff's Report: Handout provided
- Appoint Credit Supervisor: Ben Curtis made the motion to appoint Michael Ramsey as Credit Supervisor. The motion was seconded by Linda Raymond, unanimously approved.
- High School Request to Paint Wall: Michael Ramsey will reach out to the property manager about regarding this inquiry.
- Speed Control along South Street: Tom Hogan made the motion to purchase a stationary digital speed limit sign for South Street. The motion was seconded by Ben Curtis, unanimously approved. Based on a 11/21 estimate the cost will be around \$2,650.00.
- Opportunity to Match VTRANS Projects with ARPA: Information only. Michael Ramsey suggested using the ARPA match for two VTRANS projects; Beaver Pond Trail and South Street Sidewalk. The town has received approximately \$238,00.00 in the first round of funding, will receive a second funding round as well.
- Other New and/or Old Business: No new and/or old business.

XII. Adjourn

Ben Curtis made the motion to adjourn the May 23,2022 regular Selectboard meeting at 6:43 p.m. The motion was seconded by Tom Hogan, unanimously approved.