

Town of Proctor Selectboard Meeting Minutes

Draft

September 27,2021

Zoom Video Conference

Town Office Meeting Room

6:00 – 6:37 p.m.

Board Members Present

Bruce Baccei

Ben Curtis

Judy Frazier,Chair

Tom Hogan

Employees Present

Lisa Miser, Recorder

Michael Ramsey, Town Manager

Carol Ryan, Asst. Town Clerk & Treasurer

Other Guests Present

David Carmen

Charlotte Firestone

John Jozwiak

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved September 13,2021 regular meeting minutes, as written.
- Unanimously agreed at 6:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:19 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:20 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$497,217.17
- Unanimously approved the Ice Rink Manager & Program Manager contracts.
- Unanimously authorized Michael Ramsey to be the Administrative Contact for the Proctor Water System.
- Unanimously approved an RFP for the Clean Water & Healthy Ecosystem Project.
- Unanimously approved the LHMP committee strategy.
- Unanimously agreed at 6:37 p.m. to adjourn the September 27,2021 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.

A full board was not seated, all motions passed unanimously by the four members present.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda.

The motion was seconded by Ben Curtis, unanimously approved

III. Review of Minutes

Tom Hogan made the motion to approve the September 13,2021 regular meeting minutes, as written. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment

David Carmen: David Carmen joined via Zoom to discuss a property concern. His property is a corner lot and due to drivers cutting the corner short, he has large ruts on his lawn. He showed the Selectboard the damage via Zoom. He is also concerned about the cracking asphalt from large trucks parked on the street. Michael Ramsey will arrange a meeting with David and John Corliss the DPW foreman to look at the property damage and come to a resolution.

John Jozwiak: John Jozwiak was present to inquire about various expenditures of the town, to which he would like a response; Cost of using 1 ton dump truck to plow? Cost of town employee using town truck for personal use? Why is town truck at gas stations when employee not working? Cost of Sewer replacement project on Park Street? Who has a CDL and who has taken a drug test? He also spoke to his concern about rock falling from the wall along South Street, the rocks across Park Street and an open ditch on Park Street.

V. Guests.

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Fall Festival was great and thanks to all the vendors and volunteers. Thank you to Michael & Judy for the much-improved communication.

Also, thanks for the easy-to-follow format of the Selectboard packet.

VII. Highway Department

Operations Report

Activities:

Road check

Mowed lawns

Trimming

Roadside mowing last time before winter

Brought 5 ton to Earle's for State Inspection – brake adjustment & air to air intake pipe. All good for another year.

Talked to Tim Rice from Wilks will probably be her middle of October if not earlier to pave Park Street

TREES – Stump grinding town working on cleaning up

Check Beaver Pond Dam

Got F550 and GMC 3500 inspected

Tree down on west street

Tree down on Warner Ave

Cross walk painting

Ordered new street signs for Warner Ave, Olympus Rd and West St

Built form for test pour for North Street Bridge Project at WWTF next to the Salt Shed

Finished looking for South St catch basin out fall need to dig

Worked on Park St sewer replacement

Howard Stickney came and repaired pavement 12 Oak St

Cut down tree at 12 Oak St hanging over street – resident called

Check and clean catch basins as necessary

Cleaned equipment

Maintenance on vehicles

Ongoing Activities:

Road Checks

Patch St dig repair pavement

Beaver Pond checks

Service vehicles

Training

Mowing lawns

Replacing catch basins and culvert on Ormsbee Ave

Fix catch basins on Main St and Cliff St

Paving Park Street

Ordering tires for 3500 GMCF350 Flat Bed

Overtime:

No over time

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

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:15 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:

Activities

Weekly Water pump station checks.

Performed all water testing – all passed.

Dailies

Working on delinquent water & sewer shut offs have 7 curb stops to put in for next shut offs

Doing leak detection town wide – Free from State of Vermont

Mowed and trimmed Water plant and pump stations

Work with gentlemen from VDEC leak detection
Worked with Kurbricky with new water main on North St Bridge project over seeing
Opened drain valve to pool to drain pool

Ongoing/Planned Activities

Free Leak Detection scheduled for middle to end of August
Curb stops at 49 West Street
Curb stops replacement at River Street and Gorham Bridge Road
Curb stop locating next 10 on delinquent tax list
Dig Safe curb stop at 2086 Rte # Pittsford to fix leak at home
Ordered tires for F350 Water/WW truck

Delinquent Accounts: Fourteen delinquent account notices were sent out in September. A handout was provided with updates to outstanding accounts. Water service can only be shut-off Monday – Thursday.

Shut-offs occurred with the first ten, currently working on the next ten for shut-off. Shut-offs must be completed by November 1st.

Other New and/or Old Business: Tom Hogan requested an update on fire hydrant replacements.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:19 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

Operation Monthly Report:

Activates

Perform all monthly WW sampling
Mowed lawns at WWTF and Pump Stations
Maintenance on Blowers
Finished Park St sewer replaced 300 feet of 8" clay pipe with 8" SDR-#5 PVC plastic pipe
Topsoiled seeded and hayed Park St sewer dig
Resident complained about sewer smell in Styles Meadow investigated found sewer partially plugged jetted 600'+/- need to camera
Sewer issue on School St manhole plugged with roots cleaned out and jetted line
Sewer problem at 68 Olympus Rd. Jetted found roots and offset in sewer main okay for now will repair later this fall
Jetted Chatterton St precautionary – all good
Ordered FX 300 for phosphorous removal 1500 gallons received
Check pump stations
Sewer problem 2 Larson St jetted sewer main – homeowner still had problems call A-1. A-1 came and found broken pipe in ROW on homeowners' line – will fix in a few weeks

Ongoing/Planned Activities

Training of new hires
Repairing airline and diffuser
Jetting of problem sewer areas
A-1 to come and clean pump station
Looking into getting provisional WW licenses for Nick & Rob

Looking for curb stops for delinquent sewer taxes

Delinquent Accounts: See Board of Water Commissioners.

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

Bruce Baccei made the motion at 6:20 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Ben Curtis, unanimously approved.

X. Manager's Report

- * Mortimer Proctor Re-Allocation of Funds – Letter from MRP allowing the reallocation of \$4,136.74 for the pool.
- * VOREC Update – Overview provided on program.
- * Market on West Street Tax Stabilization Update – This has been paid in full.
- * Doors have been placed out to bid, sink will stay for now – Three bid requests have been sent out.
- * Meeting with Senator Hinsdale and other local leaders – Conversation revolved around housing needs and Act250.
- * ERAF (Eligible Public Repair Costs) – Overview of program provided.
- * Received Second Round of ARPA – August 8th received \$83,488.48 September 3rd received \$154,905.03.
- * Sheriff report update – Michael Ramsey is working with the RCSD and provided responses to Selectboard inquires.

X. Discussion and Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed orders totaling \$497,217.17 and signed the orders.
- Skate Rink & Ice Manager Contract: Bruce Baccei made the motion to approve the Ice Rink Manager (Andre Greb \$ 4,000.00) and Rink Program Manager (Megan & Brian Cannucci \$6,000.00) contracts. The motion was seconded by Ben Curtis, unanimously approved.
- Authorize Michael Ramsey as Administrative Contact for Town of Proctor Water System: Bruce Baccei made the motion to authorize Michael Ramsey as the Administrative Contact for the Town of Proctor Water System. The motion was seconded by Tom Hogan, unanimously approved.
- RFP for Clean Water & Healthy Ecosystem Project: Ben Curtis made the motion to authorize putting out an RFP for the Clean Water & Healthy Ecosystem Project. The motion was seconded by Tom Hogan, unanimously approved.
- Invite public to weigh in on APRA funds appropriation options next SB Meeting: The public is invited to discuss the use of ARPA funds at the October 11th Selectboard meeting. They can also email the Town Manager with suggestions for the ARPA funds.
- Approve LHMP (Local Hazard Mitigation Plan) Committee Strategy: Bruce Baccei made the motion to approve the LHMP Committee Strategy. The motion was seconded by Tom Hogan, unanimously approved.
- Sheriff's Report: Handout provided.
- Other New and/or Old Business: Tom Hogan requested Other New and/or Old Business be included in this section of the agenda.

- Executive Session: No executive session required.

XI. Adjourn

Ben Curtis made the motion to adjourn the September 27, 2021 regular Selectboard meeting at 6:37 p.m. The motion was seconded by Bruce Baccei, unanimously approved.