

Town of Proctor Selectboard Meeting Minutes

Draft

September 26,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 7:30 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

Phillip Anderson

Charlotte Firestone

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved September 12,2022 regular meeting minutes.
- Unanimously approved September 23,2022 special meeting minutes.
- Unanimously agreed at 6:03 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:17 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to purchase UV Lamps totaling \$2,166.00
- Unanimously agreed at 6:20 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$459,798.41.
- Unanimously agreed to take Health Officer applications under advisement.
- Unanimously appointed Ben Curtis, Linda Raymond and Lisa Miser to the Collection Review committee.
- Unanimously agreed to enter executive session at 6:58 p.m. for personal and contracts.
- Unanimously agreed to exit executive session at 7:26 p.m. ACTION
- Unanimously rehired Paul Borne for the Public Works Department.
- Unanimously made Kyle Thornton the permanent DPW foreman.

•Unanimously agreed at 7:30 p.m. to adjourn the September 26,2022 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

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

III. Review of Minutes

Ben Curtis made the motion to approve the September 12,2022 regular meeting minutes, as presented. The motion was seconded by Linda Raymond, unanimously approved.
Ben Curtis made the motion to approve the September 23,2022 special 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: Big Shout out to Our Yard for a fabulous Fall Festival and an amazing firework show.

VII. Highway Department

Operations Report September 2022

Activities:

Foreman Report: The GBR project has begun, Rick Reed thinks it would be a good idea to run a new service from the flushing hydrant to 23 GBR. Waiting for an estimate.

8/15 – Started crosswalks & stop bars

Attempted to remove graffiti from Terrace Hill Road

8/16 – Traffic Control for Tommy on Florence Road culvert project

8/17 - Traffic Control continued

8/18 - Spent a lot of the day with Champlin discussing water & wastewater software and design

Investigated no flow issue at Library pump station. Clogged at pump station cleared with jetter

Investigated leaky valve on Pleasant St, spoke with Rick Dupont, Zaluzy & McDougall will repair along with leaky hydrant valve on Meadow

8/19 - Crosswalks and stop bars

8/20 - Crosswalks and stop bars

Filled in sinkhole on Main St

Investigated sewer issue at Union Church - not a town issue

8/21- Continued Curry St Catch basin project

Cut culvert to correct height, installed catch basin top, still needs concrete and backfill-
stopped due to rain

- Picked up shop near pit
- 8/22- Concreted Curry St catch basin
Assisted Zaluzny on GBR project
- 8/23 - Worked 9-5 doing crosswalks & stop bars
Mowed and weed whacked
- 8/24 - Brought load of topsoil to Curry St – probably need one more
Loader training for Matt
Re-installed light bases on bridge
Went to ACE for light base hardware
Checked catch basins & culverts due to heavy rain
Picked up signs on Florence Road
- 8/29 - Potholes
Picked up around shop
Rob talked with Zaluzny about Pleasant & Meadow St digs
Brought another load of topsoil to Curry
- 8/30 - Fixed valves on Pleasant, GBR with McDougal & Zaluzny
Investigated leak on Warner
- 8/31 - Prep for putting shur pack on Gibbs/Taylor/Bluff shoulders
Modified Toolcat plow to have plow blade stick out past plow in ordered to plow shur
pack on shoulder while keeping Toolcat on road
Built chute for dump truck to pour shur pack onto road
Cut trees in park and GBR
Trimmed tree limbs on Center St
Helped Zaluzny after they broke a water service
Filled pot holes
Swept Pearl St
- 9/1- Started shur pack Bluff/Taylor/Gibb shoulders
- 9/2 - Finished shoulders on Bluff/Taylor/Gibb
May need some touching up – holding off on top soil until spring
- 9/5 – Holiday
- 9/6 - Picked up brush pile and cut up tree on Park St
Checked catch basins
- 9/7 - Brought invoices to Town Office
Talked with Mike
Assembled and installed 25 MPH radar sign on South St
Turned WW plant back on
Started water shutoffs
Operating well manually due to communication failure alarm
- 9/8 - Back Hoe training with Matt
Toolcat practice with Matt
Filled potholes
Mowed roadside on High St with JD tractor
Waiting for parts for roadside mower
Checked on Zaluzny project
Water and WW paperwork

Continued water shutoffs
Marked out road and called Digsafe for water coming out of ground on Warner – most likely watermain
Came back after hours to turn water back on to 9 River St

9/9 - Mowed & weed whacked
Cleaned up rink
Painted Yield triangles on Church
Touched up shoulder on Bluff with shur pack

9/12 - Cut overhanging limbs on Patch & Pine
Cut down tree in front of Fire station
Mowed roadsides with JD lawn tractor
Cleaned catch basin grates ahead of rain storm
Checked on Zaluzny and brought them bricks for new sewer manhole
Monthly paperwork water & WW
Called out for sewer back up – looks like not a town issue – will investigate further

9/13 - Used sewer camera on GBR – sewer main clear
Temporarily fixed shoulder wash out on Gibbs – will need cold patch
Checked Florence Road paving job
E.R.A. proficiency test at WWTF
B.O.D & T.S.S. monthly samples at WWTF
Attempted to trace water line on Warner
Cleaned out water truck for training tomorrow

9/14 – Snow & ice training in Manchester

9/15 - Mowed near Gorham Bridge & WWTF
Winterize pool
VFD on primary pump failed. Prepped old well pump and switched over. Contacted Patch Electric
Changed out buffer solution in South St vault
Investigated Mission alarm about dead backup. Batteries at West Tan/Taylor Booster and well. Seemed to be false alarm. Batteries good.
Checked Eastside tank to verify tank level due to telecommunication failure alarms
Set up citric acid pump in UV building at WWTF due to high ph

9/16 - Rob called in last night due to faulty valve in South St vault. Running well manually
Rob back at 5am to manually shut down well
Cleaned UV lamps at WWTF due to UV alarm
Parker's came to look at well issue. Possible motor issue – waiting to hear back
Ran camera down sewer on GBR due to sewer backup in house – not a town issue
Met Lisa at pool to talk about winterization
Met with Mike about upcoming project on GBR
Called in for alarm sounding on Cain St pump station generator

9/17 & – Had to come in a few times to run well manually and manually switch over valve at fill West tank

9/18

9/19 - Reset com fail at East tank
Started well manually
Changed oil & filter in water truck
Brought barrel of used oil to LaFonds

Continued mowing WWTF
Cleaned Toolcat in order to take pictures for possible trade-in
Fixed reserve light on water truck
Brought temporary easement contracts to 1 & 3 GBR. 1 GBR says he want wife to look it over- left voice mail for 3 GBR
Picked up parts at Webb's for replacing/fixing water valves
Found missing bike and returned it
Cut down low hanging, broken limb on Warner
9/20 - Changed oil in International
Ran to NAPA for oil for International – ordered 55-gallon drum
Ron & Nick met with Elizabeth Walker from VT Rural Water
Continued cleaning and winterizing pool – trimmed branches over shack, moved brush away from fence, removed ladder from raft, put gliders and canoe inside
Opened valve to drain pool
Went to Florence for crushed stone for shur pack stockpile
Showed Matt Florence Crushed Stone procedure for getting materials
Washed mowers
9/21 - Started GBR project with Rick Reed
Gathered materials for Rick Reed
Went to Webb's for materials needed
Put 3/4 on shoulder of paved sections on Florence Road
Total Coliform samples at 4 Park & 7 Meadow
Weed whacked at pump stations
Weekly check of pump stations
Talked with Rick Dupont about Zaluzny project and what to do with leftover materials
Still running well and vault valve manually

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

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:03 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Raymond, unanimously approved.

Operation Monthly Report: September 2022

Activities

Foreman Report: See Highway Department

Credit Supervisor Report: New report complied, anyone in orange does not have an agreement in place. There is some uncertainty if everyone on an orange line received a uniform notice, which is required by statue. Therefore, shut off notice will not be sent out for October 15th. Since July we have collected \$35,000.00. Michael Ramsey will be sending our delinquency notices going forward for anyone that is 30 days late and owes more than \$15.

Field Street Well House Pump Replacement Updates: Parker has ordered the motor, \$30,000-\$40,000.00 should be delivered in November.

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

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:17 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.

Operation Monthly Report: September 2022

Activities

Foreman Report: See Highway Department

Willow Street Project Update: There is one more construction meeting to be held. The project should be completed by the October meeting.

Purchase Bulbs For WWTP: Bruce Baccei made the motion to purchase UV Lamps for the WWTP totaling \$2,166.00. The motion was seconded by Ben Curtis, unanimously approved. Selectboard approval is required for all purchases over \$2,000.00 per the procurement policy.

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

Tom Hogan 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 Linda Raymond, unanimously approved.

X. Manager's Report

*Assistant Town Clerk/Treasurer Search: Hope to make a job offer this week.

*ICMA Conference in Ohio: Great experience.

*Policy Preparation: See Discussion & Action Items from the Board.

*Reimbursement Submittal for Willow Street Sewer Project \$516,436.50: Reimbursement submitted.

*Grounds Inspection Officer Duties: The attorney is preparing a letter for the Irving Lot. The time has expired for the 20-22 Cain Street compliance, Selectboard must decide how to move forward with enforcement.

*Update to Website and Emergency Contact List: Updating and will send out to Selectboard members.

*Awarded RFQ's to Dufresne and A+E: This has been beneficial, especially with the Field Street Well House.

*Generated Purchase Order for Agreement for Tool Cat: Offered \$5,000 for trade-in, plan to put out for public offer in the next few months.

*Requested A+E submit Engineering Service Agreement for WWTP Upgrades: Working on building a budget (ARPA Funds) for this project, in order to have discussion during the budget cycle.

This is a Summer 2024 project.

*Generated Purchase Order to Mission System: Dave Crawford submitted order, could be installed in October.

*Worked with Our Yard to repair lights in the Village Green: Patch Electric made service upgrades.

*Transportation Grant Audit: Additional documents were submitted.

*Credit Supervisor Duties: Discussed under Board of Water Commissioners.

XI. Discussion and Action from the

•Review of Bills/Expenditures & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$459,798.41.

- Sheriff's Report: Handout provided. Michael Ramsey will invite the sheriff to the October meeting. Questions/discussion topics from the Selectboard: would RCSD respond to 911 calls if no contract is in place, clarification on dispatching after October 1st and fuel surcharge.
 - Discuss Opening of Transfer Station this Fall: The transfer station will not be open in the fall. This will be a budget discussion, to consider opening for one day in the spring. Cost from 2022 Spring Day \$2,319.30.
 - Discuss Membership into the Vermont Municipal Employees Retirement System: Handouts provided. Selectboard will review, as this will impact FY24 budget. Michael Ramsey will invite speaker to discuss the program and answer questions at the November meeting.
 - Present and Discuss First Draft of Personnel Policy Review: Handout provided. Selectboard will review draft policy for the October meeting.
 - Review Health officer Applications: Bruce Baccei made the motion to take the two applications under advisement. The motion was seconded by Tom Hogan, unanimously approved.
 - Appoint a committee to review current collection methods and procedures: Michael Ramsey explained that a committee needs to be formed to look at the collection procedures for delinquent tax and utilities. This would be a five-member committee; 2 board members, 2 nonmembers and the delinquent tax collector. Tom Hogan made the motion to appoint Ben Curtis, Linda Raymond and Lisa Miser to the committee. The motion was seconded by Bruce Baccei, unanimously approved.
 - Other New and/or Old Business: No new and/or old business.
 - Executive Session: Ben Curtis made the motion to enter executive session at 6:58 pm, 1 VSA 312(b) to discuss personal matters and OCW contract. The motion was seconded by Tom Hogan, unanimously approved. Tom Hogan made the motion to exit executive session at 7:26 pm. The motion was seconded by Ben Curtis, unanimously approved.
- ACTION: Bruce Baccei made the motion to rehire Paul Borne in the Public Works Department. The motion was seconded by Linda Raymond, unanimously approved.
- Bruce Baccei made the motion to place Kyle Thornton as the permanent DPW foreman. The motion was seconded by Tom Hogan, unanimously approved.

XII. Adjourn

Ben Curtis made the motion to adjourn the September 26, 2022 regular Selectboard meeting at 7:30 p.m. The motion was seconded by Linda Raymond, unanimously approved.