

Town of Proctor Selectboard Meeting
February 7, 2011
6:00 – 10:00 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Lloyd Hughes

Other Guests Present

Bruce Baccei, Parks & Rec Committee
Helen Kabastura
Lisa Miser, Parks & Rec Committee
William Root, Edward Jones
Kevin Smith, Marble Valley Engineering
PEG-TV

Employees Present

Steffanie Bourque, Town Administrator

Agreements/Approvals

[All motions are noted as passed by majority because the full board was not present at the meeting. All members present voted affirmatively, unless otherwise noted.]

- Majority approved the January 24, 2011 meeting minutes as written, with Susan Feenick opposing.
- Majority approved the February 1, 2011 meeting minutes as amended.
- Majority agreed to waive the Purchasing Policy requirements for obtaining quotes and contract with Kevin Smith to provide engineering services during the dock removal for piling assessment.
- Majority agreed at 7:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved the response to the 2011 sanitary survey report as prepared by Steffanie Bourque.
- Majority authorized Rick Anderson to execute the Vermont Municipal Bond Bank/State Revolving Fund loan application once the remaining information is provided by Paul Kulig.
- Majority agreed at 8:10 p.m. to enter executive session to discuss litigation.
- Majority agreed at 8:20 p.m. to resume the public meeting.
- Majority agreed to bill Susan Morale for the second unit at 785 Corn Hill Road effective as of January 1, 2011.
- Majority authorized Kevin Smith and a representative of the Proctor Board of Water Commissioners to attend a meeting with Gary Kupferer and Mark Youngstrom.
- Majority agreed at 8:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 8:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to waive the Purchasing Policy requirements for bidding these services and continue contract negotiations with Casella Waste Management for the provision of curbside collection services for trash and recycling.
- Majority agreed at 8:45 p.m. to enter executive session to discuss contract negotiations.
- Majority agreed at 9:10 p.m. to resume the public meeting.
- Majority tasked the Road Commissioner with being responsible for performing maintenance at the pool and skating rink buildings.
- Majority approved the revisions to the Purchasing Policy as written.
- Majority approved the VLCT PACIF 2011 Equipment Grant Program application prepared by the Proctor Fire Department for a \$3,295 grant to pay for 50% of the costs for new rapid intervention team rescue packs.
- Majority elected Lloyd Hughes and the vice-chair of the Selectboard, Board of Water and Board of Sewage Commissioners.

- Signed the orders totaling \$76,450.45.
- Majority agreed at 10:00 p.m. to adjourn the February 7, 2011 meeting of the Selectboard.

Agenda 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. Good News

The good news items included:

- The February 2, 2011 edition of the Brandon Reporter has a good article about the proposed FY12 municipal budget.
- A letter of appreciation for the winter snow removal operations conducted by the Highway Department at the Proctor Free Library was read aloud.
- The Fire Department is applying for a \$3,295 grant to pay for 50% of the costs for new rapid intervention team rescue packs.
- The State has completed environmental review of Contract 1: East Side Water Distribution System Improvements and is preparing the loan amendment documents for funding the construction of this project.
- The final proof of the Annual Report has been approved – a copy of the proof was shared with the Selectboard. We are on schedule to receive the report for distribution prior to town meeting.

III. Review Meeting Minutes

Bill Dritschilo made the motion to approve the January 24, 2011 minutes as presented. The motion was seconded by Lloyd Hughes. After much discussion about the purpose of the final executive session for personnel the motion was approved by a majority, with Susan Feenick opposing.

Bill Dritschilo made the motion to amend the February 1, 2011 special meeting minutes to include his statement to Susan Feenick that he would offer her \$1,000 to help her move to another Town. The motion was seconded by Lloyd Hughes and approved by a majority.

IV. Open Public Comment

Helen Kabastura: Kabastura questioned why the Town was plowing snow from Columbian Avenue onto her property on West Street. Rick Anderson agreed to meet with Kabastura and Brian Sanderson to evaluate how the snow removal operations are impacting her property.

Katherine Perry: Perry provided a written statement regarding her concerns about a member of the Selectboard. The letter was read aloud. The Selectboard agreed to provide Perry with a response indicating they received her letter and thank her for sharing her concerns.

V. Invited Guests

William Root, Edward Jones: Root introduced himself as the new Edward Jones representative (replacing Tad Smith who has relocated to Connecticut) managing the Peterson Recreation Fund. He reviewed the investments and indicated the next certificate of deposit is scheduled to mature on March 4, 2011. The Selectboard will need to decide what to do with the money once it matures – leave in money market account or reinvest – and notify Root of their decision.

Bruce Baccei and Lisa Miser, Parks & Rec Committee: Miser and Baccei provided the Selectboard with a summary of the issues they have been working on to prepare for the removal and replacement of the first dock at Olympus Pool. Specifically, they described the work Kevin Smith, P.E. has provided at no

cost to the Town and the work he had intended to do until the actions of a member of the Selectboard forced him to rescind his offer to do pro bono work for the Town. Miser and Baccei requested guidance from the Selectboard on how to proceed with getting the dock removed and the pilings inspected so the dock can be replaced in time for the summer season. The Selectboard discussed various options for proceeding. Bill Dritschilo made the motion to waive the Purchasing Policy requirements for obtaining quotes and contract with Kevin Smith to provide engineering services during the dock removal for piling assessment. The motion was seconded by Lloyd Hughes and approved by a majority. Smith will be contacted to see if he is willing to provide the services and if so, he will be asked to provide a cost estimate in advance.

VI. Highway Department

A status update on project activities was provided. Items discussed include:

- Road Commissioner's Report: The Selectboard reviewed and discussed the report submitted by Brian Sanderson. No actions were taken.
- Other Old/New Business: Bill Dritschilo request a sign be posted on Gorham Bridge Road to warn drivers of a sizeable frost heave. Susan Feenick questioned the status of a meeting with the legislators regarding Route 3.

VII. Board of Water Commissioners

Bill Dritschilo 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 Lloyd Hughes and approved by a majority. A status update on project activities was provided. Items discussed include:

- Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow. A summary of the report highlights is provided here:
 - Response to 2011 Sanitary Survey Report: Bill Dritschilo made a motion to approve the response to the 2011 sanitary survey report as prepared by Steffanie Bourque. The motion was seconded by Lloyd Hughes and approved by a majority.
 - Funding Update: Bill Dritschilo made the motion to authorize Rick Anderson to execute the Vermont Municipal Bond Bank/State Revolving Fund loan application once the remaining information is provided by Paul Kulig. The motion was seconded by Lloyd Hughes and approved by a majority.

The board received guidance from Tom Clark to proceed with the income survey despite having some remaining gaps regarding property occupants. Steffanie Bourque will work with Tom Clark to prepare the introduction letter and finalize the survey for Board approval.

- Engineer's Report on Water System Improvements: Kevin Smith provided a brief update on each project element. No actions were taken.
- Executive Session – Litigation: Bill Dritschilo made the motion at 8:10 p.m. to enter executive session to discuss litigation. The motion was seconded by Lloyd Hughes and approved by a majority. Bill Dritschilo made the motion at 8:20 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and approved by a majority.

Bill Dritschilo made the motion to bill Susan Morale for the second unit at 785 Corn Hill Road effective as of January 1, 2011. The motion was seconded by Lloyd Hughes and approved by a majority.

Bill Dritschilo made the motion to authorize Kevin Smith and a representative of the Proctor Board of Water Commissioners to attend a meeting with Gary Kupferer and Mark Youngstrom. The motion was seconded by Lloyd Hughes and approved by a majority.

- Other Old/New Business: There was no other old/new business discussed.

VIII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Lloyd Hughes and approved by a majority. There was no report submitted due to illness.

Bill Dritschilo made the motion at 8:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and approved by a majority.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee (PRC)*: There was no report beyond what was presented earlier in the meeting by Bruce Baccei and Lisa Miser.

X. Report from Planning Commission Liaison, Bill Dritschilo

There was no report because the last meeting was cancelled.

XI. 2011 Town Meeting Preparations

- Presentation/Handouts: The Selectboard agreed to make a presentation similar to what was done last year and provide a double-sided handout of the summary of primary changes proposed in FY12 and the new trash and recycling programs effective July 1, 2011.

XII. Additional Items Requiring Action from the Board

- Earth Waste Systems Scrap Metal Recycling Contract: The Selectboard reviewed the service contract and agreed by consensus the contract should include the price per pull and be reviewed by the Town attorney before any action is taken.
- Casella Waste Management Curbside Contract: Bill Dritschilo made the motion to waive the Purchasing Policy requirements for bidding these services and continue contract negotiations with Casella Waste Management for the provision of curbside collection services for trash and recycling. The motion was seconded by Lloyd Hughes and approved by a majority. Bill Dritschilo made the motion at 8:45 p.m. to enter executive session to discuss contract negotiations. The motion was seconded by Lloyd Hughes and approved by a majority. Bill Dritschilo made the motion at 9:10 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and approved by a majority. No additional action was taken.
- Draft Purchasing Policy for Contracted Electrician Services (a.k.a. Approved Vendor): Bill Dritschilo made the motion to task the Road Commissioner with being responsible for performing maintenance at the pool and skating rink buildings. The motion was seconded by Susan Feenick and approved by a majority. Lloyd Hughes made the motion to approve the revisions to the Purchasing Policy as written. The motion was seconded by Bill Dritschilo and approved by a majority. The Selectboard directed Steffanie Bourque to arrange for John Carroll to begin preparing cost estimates for the electrical work described in the original request for proposals.
- VLCT PACIF 2011 Equipment Grant Program Application: Susan Feenick made the motion to approve the VLCT PACIF 2011 Equipment Grant Program application prepared by the Proctor Fire Department for a \$3,295 grant to pay for 50% of the costs for new rapid intervention team rescue packs. The motion was seconded by Bill Dritschilo and approved by a majority.
- 2011 Leader Program Participation Plan: Steffanie Bourque reviewed the plan for participating in the 2011 Leader Program to promote workplace wellness and safety.
- Employee Benefits and Policies Handbook 2011 Updates: The Selectboard received the updated handbook and agreed to take action on the handbook at the March 14, 2011 meeting.

- Capital Planning: Steffanie Bourque will take the information prepared by Bill Dritschilo and Lloyd Hughes and develop a capital plan for review by the Selectboard.
- FY11 January Budget Reports, including Overtime: The Selectboard reviewed the reports. Rick Anderson will speak with the Road Commissioner about getting more sand to mix with the road salt.
- Elect Selectboard Vice-Chair: Bill Dritschilo made the motion to elect Lloyd Hughes and the vice-chair of the Selectboard, Board of Water and Board of Sewage Commissioners. The motion was seconded by Susan Feenick and approved by a majority.
- Other Old/New Business: The Selectboard received a copy of the January 27, 2011 letter from the State Waste Management Division regarding petroleum contamination at the Proctor Coal property.

Susan Feenick expressed concern about the fire hydrants being plowed in. The Highway Department is working to uncover hydrants and stormwater catch basins as weather permits. In addition, the Selectboard asked that residents help to shovel out hydrants located on their property.

Feenick also questioned why we didn't apply for a Transportation Enhancement grant for the sidewalk project on East Street – given that Pittsford received a grant for sidewalks. Steffanie Bourque explained rehabilitation of existing sidewalks is likely not eligible for grant funding through the Transportation Enhancement program. She reminded the Selectboard that they were made aware of this grant program last year and had considered applying for a bike path project as proposed by Bill Dritschilo, but based on public input the project was not pursued.

Steffanie Bourque informed the Selectboard of the Feinstein Million Dollar Food Challenge and asked if the Selectboard wanted to participate in a food drive challenge again this year at Town Meeting. The Selectboard referred Bourque to John Gray to determine if he would be willing to help again this year. Susan Feenick also offered to assist.

- Orders: The Selectboard reviewed the bills and signed the orders totaling \$76,450.45.

XIII. Adjourn

Lloyd Hughes made the motion at 10:00 p.m. to adjourn the February 7, 2011 meeting of the Selectboard. The motion was seconded by Bill Dritschilo and approved by a majority.