

Town of Proctor Selectboard Meeting
April 11, 2011
6:00 – 8:55 P.M.

Board Members Present

Rick Anderson, Chair
Susan Feenick
Vincent Gatti
Dick Norris

Other Guests Present

Bud Chehy, Proctor Vol. Fire Dept.
Tom Hogan
Kevin Smith, Marble Valley Engineering
Dane Tabor
Tom Valach, Proctor Vol. Fire Dept.

Employees Present

Todd Blow, Chief Operator
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 March 28, 2011 meeting minutes as written.
- Majority approved the request from the Fire Department to use \$49,942 of the Fire Department Equipment Reserve Fund to purchase the remaining self-contained breathing apparatus and air compressor at an estimated total cost of \$49,942.
- Majority approved purchase of the FY11 Fire Department budget items as proposed.
- Majority agreed to put out a separate bid for the paving on North Street and cold-in-place recycling on Pine Street.
- Majority approved the FY12 Crack Sealing Invitation to Bidders.
- Majority approved the East Street Sidewalk Rehab Invitation to Bidders.
- Majority agreed to extend the timeframe for the contractor to complete the East Street Sidewalk Rehab work from one week to two weeks.
- Majority agreed at 7:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority adopted the requirements for private service line replacement during the period of water system improvements.
- Majority agreed to refer the records request from attorney James Dumont representing Paul and Judy Risteff to the Town attorney.
- Majority agreed at 7:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority appointed Susan Feenick as the Selectboard liaison to the Proctor Planning Commission.
- Majority appointed Bob Protivansky, Patty Protivansky, Darren Carter, Sharon Carter, and Karen Almond as the 2011 Proctor Youth League Committee.
- Majority agreed at 8:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Liquor Control Commissioners.
- Majority approved the West Street Market's 2011 second class liquor license renewal application and 2011 tobacco license renewal application.
- Majority approved the Proctor General Store's 2011 second class liquor license renewal application.
- Majority approved Franklin's 2011 first class liquor license renewal application.
- Majority agreed at 8:55 p.m. to adjourn the meeting of the Board of Liquor Control Commissioners and resume the meeting of the Selectboard.

- Signed orders totaling \$89,211.05.
- Majority agreed at 8:55 p.m. to adjourn the April 11, 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:

- Welcome new board member Vincent Gatti.

III. Review Meeting Minutes

Dick Norris made the motion to approve the March 28, 2011 meeting minutes as written. The motion was seconded by Susan Feenick and approved by a majority. Vincent Gatti recused himself from voting because he was not present at the March 28, 2011 meeting.

Action on the March 29 and March 31, 2011 minutes was postponed until the April 25, 2011 meeting. [Lloyd Hughes needs to be present to act on the minutes.]

IV. Open Public Comment

Tom Valach: Valach requested authorization from the Selectboard to use \$49,942 of the Fire Department Equipment Reserve Fund to purchase the remaining self-contained breathing apparatus (\$44,429) and air compressor (\$5,513). The Fire Department received a \$48,861 Mortimer Proctor Fund grant to cover approximately 50% of these equipment purchases. Valach disclosed that the price estimates are based on a quote which is more than 30 days old and there may be a slight increase in actual price at the time of purchase. Dick Norris made the motion to approve the request from the Fire Department to use \$49,942 of the Fire Department Equipment Reserve Fund to purchase the remaining self-contained breathing apparatus and air compressor at an estimated total cost of \$49,942. The motion was seconded by Susan Feenick and approved by a majority. Vincent Gatti recused himself from voting.

Valach then requested permission to purchase the following FY11 budget items:

- 500 feet of 4-inch hose at an estimated cost of \$3,212
- Air compressor (different from one discussed above) at an estimated cost of \$1,000
- Equipment for tanker truck set up at an estimated cost of \$453.

The Selectboard confirmed money is available in the FY11 budget for the proposed purchases. Dick Norris made the motion to approve purchase of the FY11 budget items as proposed. The motion was seconded by Susan Feenick and approved by a majority. Vincent Gatti recused himself from voting.

Bud Chehy: Chehy thanked the Selectboard for supporting the Fire Department.

Dane Tabor: Tabor requested clarification on the need for a mediator. Rick Anderson explained the situation on the Selectboard and their decision to investigate use of a mediator. Tabor stated that he did not support use of taxpayer dollars to resolve what he believes are personal differences among the board members. The Selectboard took the comments under advisement.

Tom Hogan: Hogan encouraged the Selectboard to look into alternatives for sidewalk plowing and replacing the 1995 International dump truck. Rick Anderson informed Hogan that the Selectboard agreed with his opinion of the sidewalk plow and has prioritized developing an equipment replacement schedule for the inventory of municipal vehicles.

V. Invited Guests

There were no invited guests.

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. A summary of the report highlights/actions taken is provided here:
 - FY12 Paving RFP: Susan Feenick made the motion to put out a separate bid for the paving on North Street and cold-in-place recycling on Pine Street. The motion was seconded by Vincent Gatti and approved by a majority.
 - FY12 Crack Sealing RFP: Dick Norris made the motion to approve the FY12 Crack Sealing Invitation to Bidders. The motion was seconded by Susan Feenick and approved by a majority.
- East Street Sidewalk Rehab RFP: Susan Feenick made the motion to approve the East Street Sidewalk Rehab Invitation to Bidders. The motion was seconded by Vincent Gatti and approved by a majority. At the recommendation of Kevin Smith, Susan Feenick revised the motion to extend the timeframe for the contractor to complete the work from one week to two weeks. The motion was seconded by Vincent Gatti and approved by a majority.
- Road Commissioner Job Announcement: The Selectboard agreed to begin resume review on May 1, 2011. No revisions were made to the job announcement as proposed.
- Other Old/New Business: The Selectboard tasked Todd Blow with 1) having a tarp be hung to cover the opening to the salt shed; 2) prioritizing the cutting of remaining hazard trees within the Town right-of-way; and 3) evaluating the condition of the ledge by the old fire station foundation on Main Street.

VII. Board of Water Commissioners

Dick Norris made the motion at 7:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Susan Feenick 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/actions taken is provided here:
 - Requirements for Private Service Line Replacement: Kevin Smith explained the proposed set of requirements for private service line replacement during the period of water system improvements. Vincent Gatti made the motion to adopt the requirements. The motion was seconded by Susan Feenick and approved by a majority. These requirements along with project contact information will be mailed to residents within the Contract 1 work zone.
- Engineer's Report on Water System Improvements: A summary of the report highlights/actions taken is provided here:
 - Contract 1: Kevin Smith provided a recap of the pre-construction meeting held on April 8, 2011 and reviewed the project schedule – April 25, 2011 mobilization through July 23, 2011 project completion.
 - Field Street Well Improvements: Smith provided an update on the final design. Todd Blow indicated the transmission main in the vicinity of the Field Street Well has been field verified and found to pass through the basement of a residential building. Smith recommended the Board considered relocating this section of transmission main as part of the Field Street Well Improvements project. The Board agreed to have Smith pursue an eligibility determination.
 - Transmission Main on Larson Street: The transmission main has been field verified. Similar to the situation on Field Street, the Board should consider relocating this section of main as part of Contract 6 pipe improvements on upper Park and Chatterton Park.

- Other Old/New Business: The Board received a letter from attorney James Dumont representing Paul and Judy Risteff regarding a records request. Dick Norris made the motion to refer the request to the Town attorney. The motion was seconded by Vincent Gatti and approved by a majority.

VIII. Board of Sewage Commissioners

Dick Norris made the motion at 7:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Vincent Gatti and approved by a majority.

- Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow. No actions were taken. Presentation of the Manhole Repair RFP was delayed.
- Other Old/New Business: Susan Feenick asked if the sewer backup at David Morgan's had been resolved. Todd Blow indicated a claim was submitted to the Town's insurance carrier and to his knowledge the situation had been resolved.

Dick Norris made the motion at 7:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by a majority.

IX. Standing Committees

- Reports:
 - Parks and Recreation Committee (PRC): The Selectboard received a copy of the April 1, 2011 meeting minutes. Steffanie Bourque indicated Bruce Baccei will contact John Carroll about the new outlets by the microwave and sink. Susan Feenick asked if he could also replace the light fixture in the ladies bathroom.

X. Additional Items Requiring Action from the Board

- FY11 March Budget Reports, including Overtime: The Selectboard reviewed the reports. They agreed to 1) hold off on purchasing the second load of wood for the Town Garage and 2) make the equipment replacement schedule the first priority for the Road Commissioner.
- Mediator Proposal: The Selectboard reviewed the proposal submitted. They agreed to provide former board members who have resigned and department heads an opportunity to participate in the mediation. Lloyd Hughes will be consulted about the lawyer proposed to provide the mediation services and if he has no objections, then the Selectboard will proceed.
- Rutland Regional Planning Commission Representative Appointment: Susan Feenick agreed to serve as the Proctor representative on an interim basis, until a permanent appointee can be found.
- Selectboard Liaison to Proctor Planning Commission: Vincent Gatti made the motion to appoint Susan Feenick as the Selectboard liaison to the Proctor Planning Commission. The motion was seconded by Dick Norris and approved by a majority.
- Proctor Youth League Committee Appointments: Dick Norris made the motion to appoint Bob Protivansky, Patty Protivansky, Darren Carter, Sharon Carter, and Karen Almond as the 2011 Proctor Youth League Committee. The motion was seconded by Susan Feenick and approved by a majority.
- VMPD-CVPS PSB Proceedings Update: The Selectboard received an update on the April 11, 2011 PSB hearing.
- Rutland County Sheriff's Department Neighborhood Watch Program: The Selectboard agreed to provide public notice of the proposed Neighborhood Watch Program.
- Other Old/New Business: The May 2, 2011 safety class being held by CVPS will not be considered a public meeting – all board members and public works department heads are encouraged to attend.

XI. Board of Liquor Control Commissioners

Dick Norris made the motion at 8:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Liquor Control Commissioners. The motion was seconded by Vincent Gatti and approved by a majority.

Vincent Gatti made the motion to approve the West Street Market's 2011 second class liquor license renewal application and 2011 tobacco license renewal application. The motion was seconded by Dick Norris and approved by a majority.

Susan Feenick made the motion to approve the Proctor General Store's 2011 second class liquor license renewal application. The motion was seconded by Vincent Gatti and approved by a majority.

Vincent Gatti made the motion to approve Franklin's 2011 first class liquor license renewal application. The motion was seconded by Dick Norris and approved by a majority.

XII. Adjourn

Dick Norris made the motion at 8:55 p.m. to adjourn the meeting of the Board of Liquor Control Commissioners and resume the meeting of the Selectboard. The motion was seconded by Susan Feenick and approved by a majority. The Selectboard reviewed the bills and signed the orders totaling \$89,211.05.

Vincent Gatti made the motion at 8:55 p.m. to adjourn the April 11, 2011 meeting of the Selectboard. The motion was seconded by Susan Feenick and approved by a majority.