

Town of Proctor Selectboard Meeting
April 12, 2010
6:00 – 10:30 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Lloyd Hughes

Other Guests Present

Warren McCullough
Carol Grace
Ted Schaft
George Smith
Teresa Felix
John Jozwiak
PEG-TV

Employees Present

Todd Blow, Chief Operator
Steffanie Bourque, Town Administrator
Brian Sanderson, Road Commissioner

Agreements/Approvals

- Majority approved the March 24, 2010 minutes as presented.
- Majority agreed to send a thank you letter to Principal Sargent for the community clean-up project completed by the high school students.
- Majority agreed to remove the stop sign on Meadow Street and the south lane on Gorham Bridge Road at the Meadow Street/Gorham Bridge Road intersection.
- Majority agreed to advertise a request for proposals to complete a boundary survey of the Town Garage property.
- Majority agreed at 7:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Scheduled special meeting on April 19, 2010 to evaluate various elements of the Drinking Water System capital improvements.
- Majority approved the April 12, 2010 capital improvements update letter to the out-of-district water customers.
- Majority agreed to provide a written explanation of the Town's billing policy to Bryan Jones in response to his request for a reduction in his rates for a multi-family dwelling.
- Majority agreed at 7:35 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. Majority agreed at 7:50 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Per the request of the Finance Committee, majority charged the Finance Committee with researching possible investment alternatives for the municipal reserve funds.
- Majority appointed Bruce Baccei to the Parks and Recreation Committee.
- Majority agreed to include a requirement to obtain and maintain current basic first aid and CPR certifications in the Pool Director's job description.
- Majority authorized Rick Anderson, Bill Dritschilo, Warren McCullough, and Steffanie Bourque to meet with Barbara Cosgrove to discuss the 5-Corners proposal and salt shed property.
- Majority approved the amendment to the Rutland County Solid Waste District contract with Casella Waste Management.
- Majority appointed Bill Dritschilo as the regular commissioner, Steffanie Bourque as the alternate commissioner, and Susan Feenick and the second alternate commissioner to the Rutland Regional Planning Commission for FY2011.
- Majority nominated the Municipal Office Building to the Rutland Regional Planning Commission Public Building Energy Program.
- Signed the orders totaling \$133,476.03.

- Majority agreed at 9:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Liquor Control Commissioners.
- Majority approved the first class liquor license renewal application for Redfield's Tavern and the second class liquor license and tobacco license renewal applications for the West Street Market.
- Majority agreed at 9:15 p.m. to adjourn the meeting of the Liquor Control Commissioners and resume the meeting of the Selectboard.
- Majority agreed at 9:30 p.m. to enter executive session to discuss personnel matters. Majority agreed at 10:30 p.m. to resume the public meeting.
- Majority agreed at 10:30 p.m. to adjourn the April 12, 2010 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 the pledge of allegiance to the flag.

II. Review Meeting Minutes

The March 22, 2010 minutes will be approved at the April 26, 2010 meeting because a quorum of members present at that meeting are needed to approve the minutes.

Susan Feenick made the motion to approve the March 24, 2010 minutes as presented. The motion was seconded by Lloyd Hughes and approved by a majority.

III. 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 is provided here:
 - Thank you to Students for Community Clean-Up: Bill Dritschilo made the motion to send a thank you letter to Principal Sargent for the community clean-up project completed by the high school students. The motion was seconded by Susan Feenick and approved by a majority.
 - Culvert Repair on Deere Road: 180-feet of 18-inch stormwater culvert were replaced by the Town crew (a map of the pipe installation was provided) and the restoration work will be completed by Mrs. Taranovich.
 - 2010 Work Plan: Sanderson will take the mowing recommendations provided by the Public Works Committee and work with Rick Anderson and Lloyd Hughes to finalize a mowing plan. Sanderson will then work with Todd Blow to develop a comprehensive Public Works Department 2010 work plan. The work plan will be presented for Selectboard approval on April 26, 2010.
 - Employee Evaluations: Sanderson indicated they are on schedule to be conducted this week. Sanderson will consult with Anderson and Hughes before the evaluations are conducted.
 - Signs: The Selectboard questioned the need for three stop signs at the Meadow Street/Gorham Bridge Road intersection. Susan Feenick made the motion to remove the stop sign on Meadow Street and the south lane on Gorham Bridge Road at the Meadow Street/Gorham Bridge Road intersection. The motion was seconded by Lloyd Hughes and approved by a majority. Susan Feenick noted the street signs are down on Center Street and Beaver Pond Road.
- Obtain Estimate to Complete Boundary Survey of Town Garage Property: The Selectboard discussed the need to know the property boundary at the Town Garage. Susan Feenick made the motion to advertise a request for proposals to complete a boundary survey of the Town Garage property. The motion was seconded by Lloyd Hughes and approved by a majority.
- Fuel Purchasing Proposal Update: Steffanie Bourque provided an update on communications with Rutland Town, West Rutland, Pittsford, and the Rutland Central Supervisory Union. The Selectboard agreed the bids should be advertised as soon as possible given the current bid climate.

- Route 3 Meeting Update – Next Steps: Rick Anderson provided a summary of the April 7, 2010 meeting with Jim Hall, Richard Baker, and Susan Schreiber to discuss the reconstruction of Route 3. The next steps are to schedule a meeting with State legislators in June 2010 and conduct research on the ownership of Route 3. Warren McCullough suggested looking to the State legislature for a decision in the early 1990s to designate Route 3 as a “connecting link”.
- Safe Routes to School Technical Assistance Meeting Scheduled: Steffanie Bourque informed the Selectboard of the meeting on April 13, 2010.
- Other Old/New Business: Susan Feenick had several questions regarding the overtime hours reported in March, the retaining wall at the Lutheran Church, work at the Skating Rink, and how the plows/sanders were cleaned/greased.

Susan Feenick made the motion to require salaried employees to use the time clock. There was no second to the motion so the motion failed.

IV. Open Public Comment

Warren McCullough: McCullough expressed concern that there is still a leak in the drinking water distribution system. He asked about the water level in the storage tanks. Rick Anderson requested the discussion be tabled until the Water Department section of the meeting because the matter was included in the Chief Operator’s report to the Board.

Carol Grace: Grace concurred with Feenick’s request to require salaried employees to use a time clock. She agreed that making all employees accountable for their time is important. Rick Anderson explained the policy in place for salaried employees reporting absences from work. Grace also questioned if Selectboard members are checking the mileage logs for the municipal vehicles.

George Smith: Smith welcomed Bill Dritschilo to the Selectboard.

Teresa Felix: Felix questioned why the Public Works Committee was disbanded and what the Selectboard intends to do with the recommendations provided by the committee regarding the Transfer Station. Rick Anderson explained the Selectboard’s reasons for disbanding the committee with the caveat that the Selectboard retains the right to reconvene the committee should a need arise. He also explained the process for moving forward with the committee recommendations. Randy Dapron, of Casella Waste Management, will be invited to the April 26, 2010 Selectboard meeting to discuss the proposal for the Transfer Station and all members of the public are welcome to attend the meeting and participate in this discussion.

Susan Feenick voiced her objection to the disbanning of the Public Works Committee. Feenick made a motion to reinstate the Public Works Committee with the understanding that there are no charges for the committee at this time. There was no second to the motion so the motion failed.

Ted Schaft: Schaft also voiced his concerns about the way the motion to disband the Public Works Committee was made at the March 22, 2010 meeting.

John Jozwiak: Jozwiak requested Rick Anderson spend more time with the Highway Department because he has concerns about their competency – noting the department’s choice to drive the loader on the Skating Rink to pick up yard waste. The request was taken under advisement.

V. Invited Guests

There were no invited guests.

VI. Board of Water Commissioners

Bill Dritschilo made the motion at 7:00 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:
 - Communications with Pittsford Regarding Construction in Vicinity of Proctor Transmission Main: Blow explained the work to be done and extent of his involvement.
 - Repair of Service Line to Fire Department: Repair to the line was completed on March 26, 2010.
 - Leak Investigations: Blow described the leak detection investigation work completed to date and additional work planned. Warren McCullough will provide Blow with recommended places to investigate.
 - Health Department Inspection of Fluoride Equipment: The inspection was completed on April 8, 2010 the inspection report is forthcoming.
 - 2010 Work Plan: Blow will take the pipe improvements to be completed by the Town crew (resulting from the April 19, 2010 special meeting) and then work with Brian Sanderson to develop a comprehensive Public Works Department 2010 work plan. The work plan will be presented for Selectboard approval on April 26, 2010.
 - April 19, 2010 Special Meeting: A special meeting is scheduled on April 19, 2010 at 3:00 p.m. at the Town Offices to continue the evaluations of the pipe improvements, east side storage tank size, and out-of-district technical alternatives, and other elements of the capital improvements as applicable. Representatives from the Water Supply Division and Rural Development Program will be invited to attend this meeting. Rick Anderson and Steffanie Bourque will finalize an agenda for the meeting this week.
 - Project Update to Out-of-District Customers: Bill Dritschilo made the motion to approve the April 12, 2010 capital improvements update letter to the out-of-district water customers. The motion was seconded by Lloyd Hughes and approved by a majority.
- Jones Utility Rate Request: Bill Dritschilo made the motion to provide a written explanation of the Town's billing policy to Bryan Jones in response to his request for a reduction in his rates for a multi-family dwelling. The motion was seconded by Lloyd Hughes and approved by a majority.
- Other Old/New Business: Rick Anderson noted that he and Warren McCullough have looked at the Green Square pipe network and believe a loop to exist. Susan Feenick sought clarification on the maintenance work performed on the fluoride equipment. Bill Dritschilo requested a tour of the facilities. John Jozwiak asked for more information on recent failures to comply with chlorine contact time requirements.

VII. Board of Sewage Commissioners

Lloyd Hughes made the motion at 7:35 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bill Dritschilo and unanimously approved. 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:
 - Preparing Lagoons for Benthic Release: Todd Blow explained the work being done at the wastewater treatment facility to prepare for benthic release in the lagoons.
 - Training: Blow is scheduled for training workshops in May to fulfill operator certification requirements.
 - Culvert Repair on Deere Road: The Water/Wastewater personnel assisted the Highway Department with the repair.

- 2010 Work Plan: Blow will work with Brian Sanderson to develop a comprehensive Public Works Department 2010 work plan. The work plan will be presented for Selectboard approval on April 26, 2010.
- Troubleshooting Phosphorus Removal During Spring Conditions: Blow explained what is being done to comply with the phosphorus removal requirements during spring flow rates and algae bloom conditions in the lagoons.
- Private Main on Center Street: The property owners will provide a cost estimate for the Town's purchase of the private main. Blow will include this information in a total cost estimate that he will present on April 26, 2010.
- Terrace Hill/North Street Main Slip Lining: Green Mountain Pipeline is tentatively scheduled to complete the work the week of April 12 or April 19.
- Phosphorus Removal Project: The Board reviewed the letter from Forcier Aldrich & Associates regarding the \$17,791.30 refund for engineering fees associated with the project.
- Other Old/New Business: Susan Feenick inquired about the status of the tree work along the fence at the wastewater treatment facility, the schedule for replacing the pipe on North Street, and the general liability insurance expense in FY10. John Jozwiak asked if the Wastewater Department keeps a record of the preventative maintenance done. George Smith recommended all staff be certified to the highest level as appropriate for each utility.

Bill Dritschilo made the motion at 7:50 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.

VIII. Standing Committees

- Reports:
 - *Parks and Recreation Committee*: The next meeting of the committee is scheduled for April 21.
 - *Finance Committee*: The Selectboard received a copy of the March 25, 2010 meeting minutes.
- Charges: Per the request of the Finance Committee, Susan Feenick made the motion to charge the Finance Committee with researching possible investment alternatives for the municipal reserve funds. The motion was seconded by Bill Dritschilo and approved by a majority.
- Applications: Bill Dritschilo made the motion to appoint Bruce Baccei to the Parks and Recreation Committee. The motion was seconded by Lloyd Hughes and approved by a majority.
- Selectboard Liaison: The role and responsibilities of the Selectboard liaison were discussed to clarify that board members are not voting members of the committees. Rick Anderson resigned as a liaison to the Finance Committee. Bill Dritschilo will now be the only Selectboard liaison to the Finance Committee.
- Review of Pool Director's Job Description: Susan Feenick made the motion to include a requirement to obtain and maintain current basic first aid and CPR certifications in the Pool Director's job description. The motion was seconded by Bill Dritschilo and approved by a majority.
- Quarterly Report of Committee Charges: The Selectboard received the report.

IX. Additional Items Requiring Action from the Board

- Planning Commission Comments on 5-Corners Proposal and Town Plan Update Assistance: The Selectboard received confirmation from the Planning Commission of their support for the 5-Corners proposal and request to have Warren McCullough, as a representative of the Planning Commission, present at the meeting with Omya to discuss the proposal. Also received was an update on the preparation of the Municipal Planning Grant application to update the Town Plan.

- Schedule Meeting with Barbara Cosgrove – 5-Corners Proposal and Salt Shed Property: Lloyd Hughes made the motion to authorize Rick Anderson, Bill Dritschilo, Warren McCullough, and Steffanie Bourque to meet with Barbara Cosgrove to discuss the 5-Corners proposal and salt shed property. The motion was seconded by Susan Feenick and approved by a majority.
- Rutland County Solid Waste District Contract with Casella Amendment: Bill Dritschilo made the motion to approve the amendment to the Rutland County Solid Waste District contract with Casella Waste Management. The motion was seconded by Susan Feenick and approved by a majority.
- Rutland Regional Planning Commission Alternate Commissioner Appointment for FY2011: Rick Anderson resigned his appointment as the regular commissioner. Susan Feenick made the motion to appoint Bill Dritschilo as the regular commissioner, Steffanie Bourque as the alternate commissioner, and Susan Feenick as the second alternate commissioner to the Rutland Regional Planning Commission for FY2011. The motion was seconded by Lloyd Hughes and approved by a majority.
- Rutland Regional Planning Commission Public Building Energy Program: Susan Feenick made the motion to nominate the Municipal Office Building to the Rutland Regional Planning Commission Public Building Energy Program. The motion was seconded by Lloyd Hughes and approved by a majority.
- Silver Star Banner Day Proclamation Request: Action on this request was tabled pending further information on the program.
- March FY10 Budget Reports, including Overtime: The Selectboard reviewed and discussed the reports. Todd Blow was asked to report on the budget overruns for repair/maintenance of the Water/Wastewater Department vehicles and explain how the vehicles are maintained.
- Rutland County Sheriff's Department Reports: The Selectboard reviewed and discussed the reports. The Animal Control Officer will be asked to confirm compliance with the orders issued on February 1, 2010 regarding the vicious dog complaint.
- Municipal Website Update: Steffanie Bourque provided an update on the municipal website development.
- Clarification on Open Meeting Laws: There was a question regarding how many board members could have attended the March 15, 2010 organized by Representative Shaw. Information provided by the Secretary of State's Office indicated it would not have been a violation of the open meeting law for more than two of the Proctor board members to attend. This information was disputed by both of the Town attorneys. The Selectboard's decision about who to represent the town of Proctor at this meeting was discussed.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$133,476.03.
- Other Old/New Business: Rick Anderson noted the need to prioritize completing a policy for departmental spending limits. Susan Feenick recommended establishing a plan for allocating the proceeds from future logging of the West Mountain Forest. Steffanie Bourque informed the Selectboard that the April 14, 2010 loss control inspections have been cancelled. She will inform the board when the inspections are rescheduled.

X. Board of Local Liquor Control Commissioners

Bill Dritschilo made the motion at 9:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Liquor Control Commissioners. The motion was seconded by Susan Feenick and approved by a majority.

Lloyd Hughes made the motion to approve the first class liquor license renewal application for Redfield's Tavern and the second class liquor license and tobacco license renewal applications for the West Street Market. The motion was seconded by Susan Feenick and approved by a majority.

Susan Feenick made the motion at 9:15 p.m. to adjourn the meeting of the Liquor Control Commissioners and resume the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and approved by a majority.

XI. Executive Session – Personnel

Susan Feenick made the motion at 9:30 p.m. to enter executive session to discuss personnel matters. The motion was seconded by Bill Dritschilo and approved by a majority. Susan Feenick made the motion at 10:30 p.m. to resume the public meeting. The motion was seconded by Bill Dritschilo and approved by a majority.

No action was taken.

XII. Adjourn

Bill Dritschilo made the motion at 10:30 p.m. to adjourn the April 12, 2010 meeting of the Selectboard. The motion was seconded by Susan Feenick and approved by a majority.