

Town of Proctor Selectboard Meeting
April 26, 2010
6:00 – 10:40 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Lloyd Hughes
Dick Norris

Other Guests Present

Paul Brown
John Jozwiak
Warren McCullough
Lisa Miser
Rob Petrini
PEG-TV

Employees Present

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

Agreements/Approvals

- Majority approved the March 22, 2010 meeting minutes as written.
- Majority approved the April 12 and April 19, 2010 meeting minutes as written.
- Unanimously approved the request for proposals (RFP) for a boundary survey of the Town Garage property and agreed to direct mail the RFP to Rutland regional land surveyors in addition to publishing the RFP in the local newspaper.
- Unanimously amended the Proctor Traffic Ordinance by reducing the number of stop signs at the Gorham Bridge Road/Meadow Street intersection.
- Unanimously accepted the recommendation of the Parks and Recreation Committee and hired Gretchen Crowley, Kevin Duggan, Connie Lenher, and Jody Sanderson as the 2010 Pool Directors.
- Unanimously accepted the revised 2010 job description for the pool directors.
- Unanimously executed the resolution agreeing to the requirements and obligations of the Municipal Planning Grant program.
- Unanimously agreed at 7:10 p.m. to enter executive session to discuss personnel matters.
- Unanimously agreed at 8:00 p.m. to resume the public meeting.
- Unanimously confirmed the Selectboard's confidence in the qualifications and abilities of the town employees.
- Unanimously agreed at 8:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to submit a letter requesting that the Vermont Marble Power Division provide the Town with a courtesy notice when a property owner requests for the power to be shut off so that we can follow-up with the property owner to determine if the municipal water should be shut off also.
- Unanimously approved the letter to Pittsford regarding commitment on the emergency connection between the two municipal water systems as written.
- Unanimously agreed to continue the practice of pursuing water service disconnection at those properties that have missed two or more payments and do not respond to the delinquent disconnect notices.
- Unanimously approved the water abatement of 1) \$146.55 at 19 West Street, 2) \$82.25 at 9 Reynolds Street, and 3) \$390 at 12 Green Square.
- Unanimously executed the various loan documents for a \$380,498.00 final design loan through the Drinking Water State Revolving Loan Fund for the conversion from a surface water source to a groundwater source, including extensive hydrogeology work for the development of a replacement well, and for improvements to the existing storage tank and distribution main improvements for the purpose of increase system pressure, greater fire protection and improved water quality.

- Unanimously agreed at 8:45 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to continue the practice of pursuing sewer service disconnection at those properties that have missed two or more payments and do not respond to the delinquent disconnect notices.
- Unanimously approved the sewer abatement of 1) \$223.45 at 19 West Street, 2) \$73.85 at 9 Reynolds Street, and 3) \$350 at 12 Green Square.
- Unanimously approved the letter to Bryan Jones regarding utility billing as written.
- Unanimously agreed at 9:00 p.m. to enter executive session to discuss a matter involving potential litigation.
- Unanimously agreed at 9:10 p.m. to resume the public meeting.
- Unanimously agreed at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously appointed Rick Anderson as the Selectboard liaison to the Water/Sewer Departments.
- Unanimously agreed to 1) follow-up with our assessor on the new valuation assigned to the VMPD hydro-electric generating facility for 2010 and its impact on the grant list and 2) then write letters to local legislators, the House Ways and Means Committee chair, and the Public Service Board requesting some temporary relief from this huge drop in value.
- Unanimously agreed to proceed with issuing notices of violation to the two properties in violation of the Outdoor Storage of Junk and Junk Vehicles Ordinance.
- Unanimously tasked Steffanie Bourque with consulting the employees enrolled in the 457 deferred compensation plan about switching brokerage houses and getting a second option from another brokerage house.
- Unanimously tasked 1) Brian Sanderson with developing an estimate for installing a new screen door downstairs and repairing the screen door upstairs at the Municipal Office and 2) Steffanie Bourque with finding out if there is money available in the budget for the improvements.
- Signed the orders totaling \$47,793,92.
- Unanimously adopted a resolution declaring May 1st “Silver Star Banner Day” the permanent and official day to honor the wounded and ill soldiers of the Town of Proctor.
- Unanimously agreed at 10:10 p.m. to enter executive session to discuss personnel matters.
- Unanimously agreed at 10:40 p.m. to resume the public meeting.
- Unanimously agreed at 10:40 p.m. to adjourn the April 26, 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

Dick Norris made the motion to approve the March 22, 2010 meeting minutes as written. The motion was seconded by Bill Dritschilo and approved by a majority [Susan Feenick and Lloyd Hughes not voting because they were present for only half of the meeting].

Lloyd Hughes made the motion to approve the April 12 and April 19, 2010 meeting minutes as written. The motion was seconded by Bill Dritschilo and approved by a majority [Dick Norris not voting because he was not present at the April 12, 2010 meeting].

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:
 - Safe Routes to School Meeting: Rick Anderson commended Sanderson for his preparation and participation at the meeting.
 - Hazard Trees in Highway Right-of-Way: The Selectboard reviewed the list prepared by Tree Warden, Ray Beyette, and Sanderson. The Selectboard concurred that public notice should be given to property owners with trees in the ROW scheduled for cutting. Susan Feenick asked about a tree at 74 South Street. Sanderson indicated the tree is outside of the ROW and deferred the decision about whether the tree should be cut to Todd Blow.
 - Mowing Plan: Sanderson assured the Selectboard that he can complete the routine mowing as recommended by the Public Works Committee, plus the town office, fire department, and Olympus pool within the timeframe recommended by the committee. The Selectboard concurred with the mowing plan. Susan Feenick commended the Highway crew for mowing last week.
 - Obtaining Quotes for Rotating Ditching Attachment for Backhoe: Rick Anderson explained that he asked Sanderson to obtain quotes for an attachment to better accomplish the ditching work that needs to be done by the Highway Department. Sanderson plans to present the quotes at the May 10, 2010 meeting.
- Fuel Purchasing Proposal Update, including request from Library: Steffanie Bourque updated the Selectboard on progress to date working with Pittsford, West Rutland, and Rutland Town to finalize a joint fuel purchase invitation for bids. The Selectboard had no objections to the Proctor Free Library joining the bid consortium. Bourque plans to present a draft bid invitation for Selectboard approval at the May 10, 2010 meeting.
- RFP for Boundary Survey at Town Garage: Lloyd Hughes made the motion to 1) approve the request for proposals for a boundary survey of the Town Garage property and 2) direct mail the RFP to Rutland regional land surveyors in addition to publishing the RFP in the local newspaper. The motion was seconded by Dick Norris and unanimously approved.
- Updated Traffic Ordinance: Lloyd Hughes made the motion to amend the Proctor Traffic Ordinance by reducing the number of stop signs at the Gorham Bridge Road/Meadow Street intersection. The motion was seconded by Bill Dritschilo and unanimously approved.
- 2011 Transportation Enhancements Grant Program: The Selectboard received a copy of the program for consideration.
- Other Old/New Business: Rick Anderson requested that Brian Sanderson evaluate a stormwater complaint at 6 Columbian Avenue. Paul Brown requested permission to inspect the vehicle mileage logs. Rick Anderson will accompany Brown during inspection of the records.

IV. Open Public Comment

Paul Brown: Brown thanked Mary Dahlin for her efforts to insure veterans are made aware of the veteran's property tax exemption. Brown also asked that Brian Sanderson look into the patch on Williams Street for settling.

John Jozwiak: Jozwiak questioned why the Highway Department was using a pick-up to haul cold patch, recommending the department should be using a dump truck. He asked Rick Anderson to look into the matter. Anderson agreed.

V. Invited Guests

Rob Petrini and Lisa Miser, Parks and Recreation Committee: Petrini and Miser presented the Parks and Recreation Committee's recommendations for Pool Directors for the 2010 season. Lloyd Hughes made the motion to accept the recommendation of the Parks and Recreation Committee and hire Gretchen Crowley, Kevin Duggan, Connie Lenher, and Jody Sanderson as the 2010 Pool Directors. The motion was seconded by Bill Dritschilo and unanimously approved.

Miser presented the Selectboard with a revised job description for the pool directors. Bill Dritschilo made the motion to accept the revised 2010 job description for the pool directors. The motion was seconded by Dick Norris and unanimously approved.

Petrini and Miser discussed the additional following matters with the Selectboard:

- Status of Mowing at Pool: The Highway Department will be responsible for mowing.
- Status of Sand at Pool – purchase or donation: John Jozwiak confirmed that he will donate the sand. Rick Anderson requested he provide a sample of the material for approval prior to delivery. Jozwiak agreed. Brian Sanderson and Dick Norris and/or Rick Anderson will be present to accept the delivery.
- Status of Advertising Flyers/Sign for Pool: Lisa Miser recommended 2010 be the last pool season for the flyers in order to transition to using the municipal website and sign board for advertising events at the pool. Miser confirmed there is money available in the Pool budget for the flyers. The Selectboard concurred with this approach. Susan Feenick confirmed that she will be purchasing a sign board for the pool.
- Status of Sign-in Book at Pool: Lloyd Hughes asked if the directors could utilize a sign-in book to keep track of daily visitors at the pool. Miser explained the sign-in book has historically been optional and that it may not be a fair representation of facility visitors. Petrini added that to account for this, directors will conduct a "head count" twice daily and include this information in the sign-in book for the day. A record of people enrolled in lessons is also kept. The Selectboard concurred that this information would be adequate for estimating the facility usage.
- Implementation Plan for Smoking & Tobacco Policy at Pool: Miser explained the plan for relocating the designated smoking area at the pool to better comply with the updated policy.
- Rink Close-out Report: Dick Norris requested the Town follow-up on the mechanical items noted by Bonnie and RJ Elrick in their close out report that need to be fixed. Miser requested the Town arrange to have the heating oil tank topped off before June 30.

Lisa Miser, Planning Commission: Miser presented the Selectboard with a resolution to endorse the Proctor Planning Commission's Municipal Planning Grant application. Lloyd Hughes made the motion to execute the resolution agreeing to the requirements and obligations of the Municipal Planning Grant program. The motion was seconded by Bill Dritschilo and unanimously approved.

VI. Executive Session – Personnel

Lloyd Hughes made the motion at 7:10 p.m. to enter executive session to discuss personnel matters. The motion was seconded by Susan Feenick and unanimously approved. Dick Norris made the motion at 8:00 p.m. to resume the public meeting. The motion was seconded by Bill Dritschilo and unanimously approved.

Lloyd Hughes made the motion to confirm the Selectboard's confidence in the qualifications and abilities of the town employees. The motion was seconded by Susan Feenick and unanimously approved.

VII. 2010 Public Works Department Special Project Lists

Brian Sanderson and Todd Blow presented the Selectboard with their lists of special projects for 2010. These are projects to be completed in addition to routine operations and maintenance activities in the public works departments. Sanderson and Blow will develop a work plan for these projects, which will include a schedule for completing the projects and an estimate cost estimate for each. The work plan will be presented at the May 10, 2010 meeting.

VIII. Board of Water Commissioners

Bill Dritschilo made the motion at 8:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Susan Feenick 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:
 - Leak Detection: A significant leak was found at an abandoned property on Reynolds Street. The water was shut off at the curb stop and water levels in the storage tanks have returned to normal operating levels. Lloyd Hughes questioned if there was some procedure/policy that could be put in place to prevent this type of situation from occurring. Todd Blow credited Brian Sanderson with recommending we ask the Vermont Marble Power Division to provide us with a courtesy notice when a property owner requests for the power to be shut off. We could then follow-up with the property owner to determine if the water should be shut off as well. Dick Norris made a motion to submit a letter requesting the Vermont Marble Power Division provide the Town with a courtesy notice when a property owner requests for the power to be shut off so that we can follow-up with the property owner to determine if the municipal water should be shut off also. The motion was seconded by Lloyd Hughes and unanimously approved. The Board received a copy of a letter to the mortgage company of the Reynolds Street property notifying them of the situation and who to contact to have water service restored.
 - Pittsford/Proctor Transmission Main Crossing: Pittsford completed installation of their new transmission main under our main on Route 7 on April 23, 2010. The work was completed without incident.
 - Field Street Well Replacement: The well development is completed. The step testing is scheduled for this week and the State has been weighing in on the final pump size for the new well.
 - Letter to Pittsford Regarding Commitment on Emergency Connection: Bill Dritschilo made a motion to approve the letter to Pittsford regarding commitment on the emergency connection between the two municipal water systems as written. The motion was seconded by Dick Norris and unanimously approved.
- Explanation of Budget Overruns for Vehicle Repair and Routine Maintenance Plan: Blow explained that substantial repairs to the F350 are responsible for the budget overruns in the department line item. He also stated the Water/Wastewater staff performs their own routine maintenance on the department vehicles on the same schedule as the Highway Department.
- Delinquent Water Accounts Report/Abatements Requested: Steffanie Bourque provided the Board with a report of the delinquent water accounts as of April 23, 2010. Lloyd Hughes made the motion to continue the practice of pursuing water service disconnection at those properties that have missed two or more payments and do not respond to the delinquent disconnect notices. The motion was seconded by Dick Norris and unanimously approved.

Dick Norris made the motion to approve the water abatement of 1) \$146.55 at 19 West Street, 2) \$82.25 at 9 Reynolds Street, and 3) \$390 at 12 Green Square. The motion was seconded by Bill Dritschilo and unanimously approved.

- Final Design Loan Documents: Lloyd Hughes made the motion to execute the various loan documents for a \$380,498.00 final design loan through the Drinking Water State Revolving Loan Fund for the conversion from a surface water source to a groundwater source, including extensive hydrogeology work for the development of a replacement well, and for improvements to the existing storage tank and distribution main improvements for the purpose of increase system pressure, greater fire protection and improved water quality. The motion was seconded by Bill Dritschilo and unanimously approved.
- Other Old/New Business: Susan Feenick asked Todd Blow to follow-up with Brian Sanderson about whether the Town had agreed to cut a tree outside the highway right-of-way at 74 South Street.

IX. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:45 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Dick Norris 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:
 - Update on Phosphorus Removal: Jar testing confirmed dose rate adjustments are on track to achieve compliance with the discharge limitations.
 - Preparatory Work for North Street Main Replacement: Video inspection of the section of pipe to be replaced is complete.
 - Terrace Hill/North Street Slip Lining: Project has been rescheduled for May due to delay in receiving product for job.
- Delinquent Sewer Accounts Report/Abatements Requested: Steffanie Bourque provided the Board with a report of the delinquent sewer accounts as of April 23, 2010. Dick Norris made the motion to continue the practice of pursuing sewer service disconnection at those properties that have missed two or more payments and do not respond to the delinquent disconnect notices. The motion was seconded by Bill Dritschilo and unanimously approved.

Lloyd Hughes made the motion to approve the sewer abatement of 1) \$223.45 at 19 West Street, 2) \$73.85 at 9 Reynolds Street, and 3) \$350 at 12 Green Square. The motion was seconded by Bill Dritschilo and unanimously approved.

- Other Old/New Business: Steffanie Bourque provided the Board with a draft letter to Bryan Jones regarding utility billing for approval. Lloyd Hughes made the motion to approve the letter to Bryan Jones regarding utility billing as written. The motion was seconded by Bill Dritschilo and unanimously approved.

Steffanie Bourque provided the Board with a copy of a letter to John Jozwiak regarding the Town's procedure for requesting a water/sewer utility shut off. Lloyd Hughes made the motion at 9:00 p.m. to enter executive session to discuss a matter involving potential litigation. The motion was seconded by Dick Norris and unanimously approved. Bill Dritschilo made the motion at 9:10 p.m. to resume the public meeting. The motion was seconded by Dick Norris and unanimously approved. No action was taken.

Bill Dritschilo made the motion at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Dick Norris and unanimously approved.

X. Standing Committees

- Reports:
 - Parks and Recreation Committee: Dick Norris commented on the April 21, 2010 meeting.

- *Finance Committee*: Bill Dritschilo noted the next committee meeting is April 28 or 29.

XI. Additional Items Requiring Action from the Board

- Protocol for Addressing Special Work Requests with Town Employees: Rick Anderson reviewed his role as the liaison between the Selectboard and department heads. He requested that if citizens bring issues/requests to board members, that they be brought to his attention for discussion with the department heads, as appropriate. Susan Feenick questioned if the Selectboard has appointed Anderson to serve as the liaison with the Water/Sewer Departments. Susan Feenick made the motion to appoint Rick Anderson as the Selectboard liaison to the Water/Sewer Departments. The motion was seconded by Lloyd Hughes and unanimously approved.
- Update on Meeting with Barbara Cosgrove – 5-Corners Proposal and Salt Shed Property: Rick Anderson provided a brief update on the meeting.
- Estimated Value for Vermont Marble Power Division and FY2011 Grand List Implications: The Selectboard discussed the new valuation assigned to the VMPD hydro-electric generating facility for 2010 and its impact on the grant list. Dick Norris made a motion to 1) follow-up with our assessor on the new valuation assigned to the VMPD hydro-electric generating facility for 2010 and its impact on the grant list and 2) then write letters to local legislators, the House Ways and Means Committee chair, and the Public Service Board requesting some temporary relief from this huge drop in value. The motion was seconded by Bill Dritschilo and unanimously approved.
- Revised Purchasing Policy, including provisions for Departmental Spending Limits: The Selectboard agreed to discuss the policy revisions further at the May 10, 2010 meeting.
- Animal Control Officer’s Report on Compliance with Order Regarding Vicious Dog: The Selectboard received the report. No action was taken.
- Law Enforcement Officer’s Report on Potential Junk Ordinance Violations: The Selectboard received the report. Susan Feenick made the motion to proceed with issuing notices of violation to the two properties in violation of the Outdoor Storage of Junk and Junk Vehicles Ordinance. The motion was seconded by Lloyd Hughes and unanimously approved.
- 457 Deferred Compensation Plan Review and Recommendations from Tad Smith: The Selectboard received the report. Susan Feenick made the motion to task Steffanie Bourque with consulting the employees enrolled in the 457 deferred compensation plan about switching brokerage houses and getting a second option from another brokerage house. The motion was seconded by Dick Norris and unanimously approved.
- Request for Screen Door at Town Clerk’s Office: Dick Norris made the motion to task 1) Brian Sanderson with developing an estimate for installing a new screen door downstairs and repairing the screen door upstairs at the Municipal Office and 2) Steffanie Bourque with finding out if there is money available in the budget for the improvements. The motion was seconded by Susan Feenick and unanimously approved.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$47,793,92.
- Other Old/New Business: The Selectboard reviewed an excerpt from the Selectboard Handbook on use of email and violations of the public meeting laws. The Selectboard received the notice from the Rutland County Solid Waste District regarding new electronic waste legislation. The Selectboard received an invitation to the Rutland Natural Resources Conservation District annual meeting. The Selectboard asked for the invitation to be forwarded to the Planning Commission. Steffanie Bourque informed the Selectboard of the first meeting of the Health & Safety Committee on May 5, 2010. Bourque also provided the Selectboard with an update on the status of the municipal website. Lloyd Hughes made the motion to declare May 1st “Silver Star Banner Day” the permanent and official day to honor the wounded and ill soldiers of the Town of Proctor. The motion was seconded by Dick Norris and unanimously approved.

XII. Executive Session – Personnel

Bill Dritschilo made the motion at 10:10 p.m. to enter executive session to discuss personnel matters. The motion was seconded by Dick Norris and unanimously approved. Bill Dritschilo made the motion at 10:40 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved. No action was taken.

XIII. Adjourn

Bill Dritschilo made the motion at 10:40 p.m. to adjourn the April 26, 2010 meeting of the Selectboard. The motion was seconded by Dick Norris and unanimously approved.