

Town of Proctor Selectboard Meeting
May 10, 2010
6:00 – 10:05 P.M.

Board Members Present

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

Employees Present

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

Other Guests Present

Paul Brown
Randy Dapron, Casella Waste Management
Vincent Gatti, PVFD
Jim Gray
Doug Hastings
John Jozwiak
Carol Protivansky
Ted Schaft
PEG-TV

Agreements/Approvals

- Unanimously approved the April 26, 2010 meeting minutes as written.
- Unanimously agreed to add the hazard tree at 76 South Street to the list of hazard trees in the highway right-of-way scheduled for cutting and approved the public notice to property owners as written.
- Unanimously authorized the Highway Department to work with the Pool Directors to clean up the Olympus Pool and obtain estimates for the appliances and other high cost items that need to be replaced/repared due to the recent vandalism/theft.
- Unanimously agreed to schedule an open house at the Town Garage during National Public Works Week, May 16-22, 2010.
- Unanimously agreed to bid the crack sealing and finish pavement work for the two FY11 highway projects.
- Unanimously approved the FY2011 bid invitations for #2 heating oil, diesel, and propane as presented.
- Special meeting scheduled for May 13, 2010 at 2:00 p.m. to approve final Safe Routes to School grant application.
- Unanimously tasked Brian Sanderson with obtaining equipment estimates to have the brush pile at the Transfer Station pushed back and asking Vermont Marble Power Division if they will contribute to this effort due to the significant amount of brush they contributed to the pile from recent line clearing operations.
- Special meeting scheduled for May 18, 2010 to discuss options for solid waste management in Proctor.
- Unanimously authorized Vincent Gatti to obtain estimates for repairing a portion of the apron at the Fire Station as well as just the finish paving and the Selectboard will check into whether the prep work can be done by the town crew as part of the 2010 work plan.
- Unanimously agreed at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously tasked Todd Blow with requesting quotes from one (1) additional contractor and allowing until May 24, 2010 for submission of quotes for the underwater inspection of both the water and sewer mains crossing Otter Creek.
- Majority agreed at 8:05 p.m. to enter executive session to discuss potential litigation – with Dick Norris casting the opposing vote. Unanimously agreed at 8:15 p.m. to resume the public meeting.
- Unanimously accepted the engineer's recommendation to make a final attempt to work out an agreement for an enhanced emergency connection with the town of Pittsford.

- Unanimously agreed at 8:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously approved the Marble Valley Engineering contract for general consulting services, provided Bill Dritschilo determines the warranty provision to be acceptable.
- Unanimously approved and executed the municipal education grant application of \$800 for on-site training on capital planning and budgeting.
- Unanimously approved the Crowley Brothers' Memorial Road Race request and authorized the event to use Proctor roads.
- Signed the orders totaling \$59,704.42.
- Unanimously agreed at 9:20 p.m. to enter executive session to discuss personnel. Unanimously agreed at 10:00 p.m. to resume the public meeting.
- Unanimously authorized Rick Anderson and Lloyd Hughes to accompany Brian Sanderson during the performance evaluations of the hourly employees in the Highway Department and then have Anderson conduct regular staff meetings with the employees, as needed.
- Unanimously agreed at 10:05 p.m. to adjourn the May 10, 2010 meeting of the Proctor 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 April 26, 2010 meeting minutes as written. The motion was seconded by Bill Dritschilo and unanimously approved.

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:
 - Public Notice for Hazard Trees in ROW: Bill Dritschilo made the motion to add the hazard tree at 76 South Street to the list of hazard trees in the highway right-of-way scheduled for cutting and approve the public notice to property owners as written. The motion was seconded by Lloyd Hughes and unanimously approved.
 - Quote for Ditching Attachment: The Selectboard considered the estimate from Nortrax and decided to postpone any purchase until such time as the backhoe is replaced.
 - Donation from Mike Knowles: The Selectboard thanked Mike Knowles for his donation of a new screen door for the Town Office.
 - Olympus Pool Vandalism Update: Sanderson provided the Selectboard with an update on the recent vandalism/theft at the pool. He acknowledged the investigation efforts of the Rutland County Sheriff's Department. Lloyd Hughes made the motion to authorize the Highway Department to work with the Pool Directors to clean up the facility and obtain estimates for the appliances and other high cost items that need to be replaced/repared. The motion was seconded by Bill Dritschilo and unanimously approved. Steffanie Bourque will resolve remaining questions with the insurance carrier.
 - 2010 Work Plan: Sanderson indicated he and Todd Blow are fine tuning the 2010 work plan and intend to present the final document on May 24, 2010.

- National Public Works Week: Susan Feenick made the motion to schedule an open house at the Town Garage during National Public Works Week, May 16-22, 2010. The motion was seconded by Lloyd Hughes and unanimously approved. Brian Sanderson will schedule the open house and provide public notice of the event.
- Crack Sealing: Brian Sanderson informed the Selectboard that the State does not have crack sealing equipment available for rent/loan to municipalities. He requested guidance on whether the work should be bid. Susan Feenick made the motion to bid the crack sealing and finish pavement work for the two FY11 highway projects. The motion was seconded by Lloyd Hughes and unanimously approved.
- FY2011 Fuel Bids: Bill Dritschilo made the motion to approve the FY2011 bid invitations for #2 heating oil, diesel, and propane as presented. The motion was seconded by Susan Feenick and unanimously approved. Once Pittsford, Rutland Town, and West Rutland confirm approval of the bid documents, the invitations will be published in the Rutland Herald and direct mailed to vendors.
- Safe Routes to School Grant Application: Bill Dritschilo agreed to provide the letter of support from the Selectboard and Lloyd Hughes will proof the application. The Selectboard agreed to re-convene at 2:00 p.m. on Thursday, May 13, 2010 to approve the final application.
- Other Old/New Business: Brian Sanderson reported on the recent washout on North Street and corrective action taken. Lloyd Hughes made the motion to task Brian Sanderson with obtaining equipment estimates to have the brush pile at the Transfer Station pushed back and asking Vermont Marble Power Division if they will contribute to this effort due to the significant amount of brush they contributed to the pile from recent line clearing operations. The motion was seconded by Dick Norris and unanimously approved.

IV. Open Public Comment

Paul Brown: Brown reiterated his interest in checking the mileage/maintenance logs for municipal vehicles. Brian Sanderson provided Brown the mileage logs at the meeting to review.

James Gray: Gray notified the Selectboard of his intentions to pursue property damage claims against the town in small claims court.

John Jozwiak: Jozwiak recommended the Selectboard ask more local contractors to donate their time to the town. He also presented the Selectboard with a complaint regarding alleged difficulties he has encountered in trying to have the water utility shut off at 21 Grove Street. The Selectboard discussed this matter with Jozwiak. The matter was resolved with Jozwiak scheduling with Todd Blow to have the service shut off and verified on Tuesday, May 11, 2010 at 12 noon.

V. Invited Guests

Randy Dapron, Casella Waste Management: Dapron reviewed the March 11, 2010 proposal from Casella Waste Management regarding operations at the Proctor Transfer Station. Ted Schaft commented on why the Public Works Committee had recommended the proposal from Casella. The Selectboard agreed to schedule a special meeting on Tuesday, May 18, 2010 at 2:00 p.m. to discuss options for solid waste management in Proctor. Jim O’Gorman and Dean Wilson, of the Rutland County Solid Waste District, will be invited to the special meeting.

Vincent Gatti, Proctor Volunteer Fire Department: Gatti explained the current situation with the driveway apron at the Fire Station. He requested permission from the Selectboard to obtain estimates for repairing the pavement on the north side in front of the station. Lloyd Hughes made the motion to authorize Vincent Gatti to obtain estimates for the entire job as well as just the finish paving and the Selectboard will check into whether the prep work can be done by the town crew as part of the 2010 work plan. The motion was seconded by Dick Norris and unanimously approved.

Gatti also commented that he could use Steffanie Bourque's help in preparing the Firefighter's Assistance Grant application, which is due May 22, 2010.

Carol Protivansky: Protivansky asked the Selectboard why the two stop signs at the Gorham Bridge Road/Meadow Street intersection were removed. She indicated the speeding problem along these roads was curtailed by these stop signs and now that they are gone, the speeding has resumed. The Selectboard explained their reasons for removing the signs and agreed to request greater speed limit enforcement in this neighborhood in the evening hours.

VI. Board of Water Commissioners

Bill Dritschilo made the motion at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Lloyd Hughes 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:
 - Quotes for Inspecting Water Main Crossing Otter Creek: Todd Blow informed the Board that he has not received the second quote from Liquid Engineering and recommended waiting until the May 24, 2010 to consider the estimates. Lloyd Hughes made the motion to task Todd Blow with requesting quotes from one (1) additional contractor and allowing until May 24, 2010 for submission of quotes for the underwater inspection of both the water and sewer mains crossing Otter Creek. The motion was seconded by Bill Dritschilo and unanimously approved.
 - 2010 Work Plan: Blow indicated he and Brian Sanderson are fine tuning the 2010 work plan and intend to present the final document on May 24, 2010.
 - Spring Hydrant Flushing: Flushing is scheduled for the week of May 24, 2010. Rick Anderson noted the need for markers on some hydrants.
 - North Street Main Replacement Project: Blow updated the Board on exploratory excavation activities completed to date and the remaining issue of the location of the marble box culvert. The Board agreed to deal with the culvert during construction rather than perform a confined space entry to get location data. The Board suggested Blow contact Warren McCullough for possible information on the culvert.
 - Field Street Well Improvements/Water Storage and Distribution System Improvements: Blow provided a status report on both projects.
 - Legal Analysis of Outer District Alternatives: Bill Dritschilo made the motion at 8:05 p.m. to enter executive session to discuss potential litigation. The motion was seconded by Susan Feenick and approved by a majority – with Dick Norris casting an opposing vote. Bill Dritschilo made the motion at 8:15 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved. Lloyd Hughes made the motion to accept the engineer's recommendation to make a final attempt to work out an agreement for an enhanced emergency connection with the town of Pittsford. The motion was seconded by Dick Norris and unanimously approved.
- Dechlorination Options at Olympus Pool: The Board discussed whether there are any options available to chlorinate the water in the Olympus Pool. Todd Blow explained that it is illegal to introduce chlorine to a natural body of water. The Board agreed to maintain current operations, including routine bacteriological monitoring, at the pool.
- Delinquent Water Accounts Report: Steffanie Bourque provided an update on delinquent accounts.
- Other Old/New Business: Susan Feenick questioned the dechlorination procedure during hydrant flushing.

VII. 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 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:
 - Cost Estimate for Private Main on Center Street: Blow requested assistance from Lloyd Hughes to obtain purchase price information from the property owner.
- Delinquent Sewer Accounts Report: Steffanie Bourque provided an update on delinquent accounts.
- Other Old/New Business: Susan Feenick made the motion to require the Water and Sewer Departments to submit job logs, similar to that provided by the Highway Department. The motion failed due to lack of a second.

Bill Dritschilo made the motion at 8:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Susan Feenick and unanimously approved.

VIII. Standing Committees

- Reports:
 - Parks and Recreation Committee: Dick Norris agreed to follow-up with the committee and determine whether a meeting is warranted due to property damages at the Olympus Pool.
 - Finance Committee: Bill Dritschilo reported the committee met the week of May 3 and are proceeding to work with the Town Clerk/Treasurer to determine if there are better investments available for municipal funds.

IX. Additional Items Requiring Action from the Board

- FY10 April Budget Reports, including Overtime: The Selectboard discussed the reports.
- Land Lease Agreement for Salt Shed Property: The Selectboard received the agreement and is awaiting input from the Town attorney before taking action.
- Marble Valley Engineering General Consulting Contract: Bill Dritschilo expressed concern about a certain provision regarding warranties in the contract. Dick Norris made the motion to approve the Marble Valley Engineering contract for general consulting services, provided Bill Dritschilo determines the warranty provision to be acceptable. The motion was seconded by Lloyd Hughes and unanimously approved.
- Municipal Education Grant Application: Dick Norris made the motion to approve and execute the municipal education grant application of \$800 for on-site training on capital planning and budgeting. The motion was seconded by Lloyd Hughes and unanimously approved.
- Prototype Municipal Website: Steffanie Bourque informed the Selectboard the prototype municipal website is ready for review/comment. She recommended the Selectboard complete their review of the site by May 21, 2010 so that it can be finalized and made public in time to promote the Memorial Day events.
- Revised Purchasing Policy: The Selectboard agreed to various changes to the draft revisions to the Purchasing Policy. A final draft will be presented for consideration on May 24, 2010.
- Health Officer Appointment: Steffanie Bourque informed the Selectboard of the vacant Health Officer position. Until such time as a permanent health officer is appointed, the Selectboard Chair serves as the health officer.
- Crowley Brothers' Memorial Road Race Request: Dick Norris made the motion to approve the Crowley Brothers' Memorial Road Race request and authorize the event to use Proctor roads. The motion was seconded by Lloyd Hughes and unanimously approved.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$59,704.42.

- Other Old/New Business: The Selectboard reviewed a proposal from Emergency Cost Recovery Services, L.L.P. The Selectboard agreed to forward the proposal to the Proctor Volunteer Fire Department for consideration.

X. Executive Session – Personnel

Lloyd Hughes made the motion at 9:20 p.m. to enter executive session to discuss personnel. The motion was seconded by Susan Feenick and unanimously approved. Susan Feenick made the motion at 10:00 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

Bill Dritschilo made the motion to authorize Rick Anderson and Lloyd Hughes to accompany Brian Sanderson during the performance evaluations of the hourly employees in the Highway Department and then have Anderson conduct regular staff meetings with the employees, as needed. The motion was seconded by Susan Feenick and unanimously approved.

XI. Adjourn

Dick Norris made the motion at 10:05 p.m. to adjourn the May 10, 2010 meeting of the Proctor Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.