

Town of Proctor Selectboard Meeting
May 24, 2010
6:00 – 8:45 P.M.

Board Members Present

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

Employees Present

Todd Blow, Chief Operator
Brian Sanderson, Road Commissioner

Other Guests Present

PEG-TV

Agreements/Approvals

- Unanimously approved the May 10, May 13, and May 18, 2010 minutes as written.
- Unanimously awarded the work at the Transfer Station to push back the brush pile to the low bidder, John Jozwiak at \$65 per hour with no delivery charge.
- Unanimously awarded the Town Garage property boundary survey work to Vermont Survey Consultants at a cost not to exceed \$1,950.
- Unanimously approved the notice of intent letter to apply for a FY2011 Transportation Enhancements Grant to complete a Proctor West Side Rail Trail and East Side Connector Feasibility Study.
- Majority approved the 2010 public works department work plan as presented, utilizing the budget surplus in the Highway Department to complete the 2010 highway projects as proposed and sinking funds to complete the 2010 water and wastewater projects as proposed.
- Unanimously agreed at 7:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously awarded the underwater inspection of the water and sewer mains crossing Otter Creek to the low bidder, M&K Diving at a cost of \$1,400.
- Unanimously agreed to purchase a new line tracer from the low bidder, Utilitronics at \$3,749 less \$200 trade-in.
- Unanimously agreed to provide the property owner at 21 Grove Street with a letter stating the Town's policy that the curb stop must be repaired/replaced in order for the service to be shut off and future charges abated.
- Unanimously executed the Marble Valley Engineering contracts, replacing the existing SVE contracts for final design of the Field Street Well improvements, water storage and distribution system improvements, and utility metering.
- Unanimously agreed at 7:35 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to send the property owners on Center Street a letter regarding the status of the cost estimate for assuming public ownership of the private sewer manhole and associated piping, noting the Town's preferred timeframe for resolving this matter.
- Unanimously agreed at 7:45 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously tasked the Parks and Recreation Committee with determining if Omya is willing to donate all the sand needed at the Olympus Pool for the beach, swing area, and volley ball court; failing donation, the committee is to arrange to purchase the sand and have it in place for Fun and Field Days, scheduled for June 7, 2010.
- Unanimously accepted the terms and conditions proposed by Omya for the 5-Corners property and executed the agreement to act as an agent of Omya to pursue grant funding for various plans and environmental review of the property.
- Unanimously agreed to go live with the municipal website – www.proctorvermont.com.
- Unanimously approved the revised Purchasing Policy.

- Signed orders totaling \$\$413,079.29.
- Unanimously agreed at 8:10 p.m. to enter executive session to discuss personnel.
- Unanimously agreed at 8:40 p.m. to resume the public meeting.
- Unanimously agreed at 8:45 p.m. to adjourn the May 24, 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

Susan Feenick made the motion to approve the May 10, May 13, and May 18, 2010 minutes as written. The motion was seconded by Lloyd Hughes 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:
 - Olympus Pool Vandalism Restoration: The Selectboard reviewed the estimates submitted for the carpentry work and appliances. The carpentry work was awarded to the low bidder, Mike Knowles at \$965.83. Energy star-rated appliances were ordered through Home Depot for \$602 and have been delivered. Mary Dahlin has donated a microwave. The windows were purchased from Royal Glass due to time constraints.
 - Equipment Rates for Transfer Station Work: The Selectboard reviewed quotes from seven contractors for hourly rental rates for a bull dozer to push back the brush pile at the Transfer Station. Lloyd Hughes made the motion to award the work to the low bidder, John Jozwiak at \$65 per hour with no delivery charge. The motion was seconded by Susan Feenick and unanimously approved. Brian Sanderson and George Finch will contact Jozwiak to determine the scope of work and schedule for completing the work.
 - Estimate from John Carroll for Electrical Work at Skating Rink: The Selectboard reviewed the estimate provided by John Carroll to install a new electrical outlet at the Skating Rink building. Susan Feenick requested Brian Sanderson obtain two additional estimates from local electricians. The Selectboard agreed to postpone awarding the work until June 14, 2010.
- Town Garage Open House Dates: Brian Sanderson proposed scheduling the open house at the Town Garage for some evening from 6:00 – 8:00 p.m. during the week of June 7, 2010. He recommended full board attendance. The Selectboard agreed to hold the open house June 9, 2010 from 6:00 – 8:00 p.m. Rick Anderson and Lloyd Hughes will attend representing Selectboard.
- Town Garage Property Boundary Survey Proposals: The Selectboard received one proposal from Vermont Survey Consultants to complete the boundary survey of the Town Garage property. Dick Norris made the motion to award the Town Garage property boundary survey work to Vermont Survey Consultants at a cost not to exceed \$1,950. The motion was seconded by Lloyd Hughes and unanimously approved.
- Other Old/New Business: Susan Feenick inquired about brush in highway right-of-way obstructing visibility at corner of West Street and Beaver Pond Road (property owned by Irving Oil). Brian Sanderson indicated he has obtained permission to remove bushes and plans to do so. She also expressed concerns about people working with lead paint needing special certifications. The Selectboard tasked Brian Sanderson with looking into any applicable requirements for municipal employees. Feenick then questioned who is mowing the lot across from the West Street Market. Brian Sanderson indicated it is not being done by the Town crew.

Bill Dritschilo submitted a notice of intent letter to apply for a FY2011 Transportation Enhancements Grant to complete a Proctor West Side Rail Trail and East Side Connector Feasibility Study. Dick Norris made the motion to approve the project and notice of intent letter. The motion was seconded by Susan Feenick and unanimously approved.

IV. Open Public Comment

There were no public comments.

V. Invited Guests

There were no invited guests.

VI. 2010 Public Works Department Work Plan

Brian Sanderson and Todd Blow presented the 2010 public works departments work plan. Sanderson described the discrepancy between current project cost estimates and the FY11 budget available in the Highway Department and requested the Selectboard decide how to address budget deficiency. Blow described the proposed projects in the Water and Wastewater Departments and requested the Selectboard approve use of sinking funds for projects. Dick Norris made the motion to approve the 2010 public works department work plan as presented, utilizing the budget surplus in the Highway Department to complete the 2010 highway projects as proposed and sinking funds to complete the 2010 water and wastewater projects as proposed. The motion was seconded by Bill Dritschilo and approved by a majority, with Susan Feenick casting the opposing vote.

VII. 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 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:
 - Quotes for Inspecting Water and Sewer Mains Crossing Otter Creek: The Board reviewed the quotes obtained from M&K Diving and Underwater Solutions for leak inspections of the water and sewer mains crossing Otter Creek. Dick Norris made the motion to award the work to the low bidder, M&K Diving at a cost of \$1,400. The motion was seconded by Lloyd Hughes and unanimously approved.
 - Quotes for Line Tracer: The Board reviewed the quotes obtained from Blue Book and Utilitronics to replace the line tracer; as well as a repair estimate for the existing line tracer. Todd Blow confirmed that funds are available in the Water and Wastewater Departments miscellaneous line item to pay for equipment repair or replacement. Dick Norris made the motion to purchase a new line tracer from the low bidder, Utilitronics at \$3,749 less \$200 trade-in. The motion was seconded by Bill Dritschilo and unanimously approved.
 - Delinquent Shut Offs: All accounts were resolved without shut offs required.
 - Requested Shut Off at 21 Grove Street: Todd Blow described the attempts of the Water Department to shut off water service at 21 Grove Street, per the request of the property owner. Due to an inoperable curb stop, the service has not been shut off. The property owner was informed that the curb stop must be repaired/replaced in order for the service to be shut off and future charges abated. Susan Feenick made the motion to provide the property owner with a letter stating this policy. The motion was seconded by Lloyd Hughes and unanimously approved.
 - Preparations for Spring Flushing: Todd Blow explained the activities underway to prepare for hydrant flushing, which is scheduled for the week of May 24, 2010.
 - North Street Main Replacement: Lawn restoration from test holes is complete.

- Field Street Well Improvements/Water Storage and Distribution System Improvements/Meter Project: Bill Dritschilo made the motion to execute the Marble Valley Engineering contracts, replacing the existing SVE contracts for final design of the Field Street Well improvements, water storage and distribution system improvements, and utility metering. The motion was seconded by Lloyd Hughes and unanimously approved.
- Legal Analysis of Outer District Alternatives: We are in the process of scheduling a meeting with Pittsford to discuss an enhanced connection of the municipal water systems. Rick Anderson, Susan Feenick, Todd Blow, Kevin Smith, and Steffanie Bourque will attend the meeting.
- Paynter Litigation: The Board received an update from Alan George regarding dismissal of the case.
- Delinquent Water Accounts Report: The Board reviewed the report.
- Other Old/New Business: Susan Feenick inquired why her curb stop on McGarry Street was not replaced during the Cain Street Project. Todd Blow agreed to look into the matter.

VIII. 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 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:
 - Delinquent Shut Off: All accounts were resolved without shut offs required.
 - Assistance to Private Contractor to Replace Sewer Service Line at Gates Property on Gibbs Street: Todd Blow described the assistance provided by the Wastewater Department.
 - Confined Space/Trench Safety Training: Todd Blow and Brian Sanderson attended the training in preparation for the 2010 work projects.
 - Cost Estimate for Private Main on Center Street: Lloyd Hughes indicated the property owners are working out a final detail. Lloyd Hughes made the motion to send the property owners a letter regarding the status of the cost estimate, noting the Town's preferred timeframe for resolving this matter. The motion was seconded by Susan Feenick and unanimously approved.
 - Terrace Hill/North Street Sewer Main Slip Lining: The project is scheduled to begin June 14.
- Delinquent Water Accounts Report: The Board reviewed the report. The Town crew was commended for efforts.
- Other Old/New Business: There was no other old or new business discussed.

Bill Dritschilo made the motion at 7:45 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.

IX. Standing Committees

- Reports:
 - Parks and Recreation Committee: The Selectboard received the May 13, 2010 minutes. Dick Norris made the motion to approve and execute the Pool Director's contracts for 2010. The motion was seconded by Bill Dritschilo and unanimously approved. Dick Norris informed the Selectboard of the following outstanding items at the Olympus Pool: 1) the Pool Directors have requested the assistance of the Highway Department to spread the to be delivered sand for the beach and swing areas; 2) the Pool Directors have requested the assistance of the Highway Department to dig out the base for the new volley ball court (materials for the court were donated by Omya, but need to clarify if sand is included in the donation); and 3) evaluation of the sample sand provided by John Jozwiak to be donated to the pool. The sand sample provided by John Jozwiak is not acceptable. The Selectboard agreed to send him a letter thanking him for the offer;

however, the material does not meet our specifications. Bill Dritschilo made the motion to task the Parks and Recreation Committee with determining if Omya is willing to donate all the sand needed at the Olympus Pool for the beach, swing area, and volley ball court; failing donation, the committee is to arrange to purchase the sand and have it in place for Fun and Field Days, scheduled for June 7, 2010. The motion was seconded by Lloyd Hughes and unanimously approved.

- *Finance Committee*: No report.

X. Additional Items Requiring Action from the Board

- Marble Valley Engineering General Consulting Contract: Bill Dritschilo confirmed acceptance of the contract language.
- Omya Response to 5-Corners Proposal: Susan Feenick made the motion to accept the terms and conditions proposed by Omya for the 5-Corners property and execute the agreement to act as an agent of Omya to pursue grant funding for various plans and environmental review of the property. The motion was seconded by Lloyd Hughes and unanimously approved.
- Prototype Municipal Website: Bill Dritschilo made the motion to go live with the municipal website – www.proctorvermont.com. The motion was seconded by Dick Norris and unanimously approved.
- Revised Purchasing Policy: Susan Feenick made the motion to approve the revised Purchasing Policy. The motion was seconded by Bill Dritschilo and unanimously approved.
- Loss Control Inspections Scheduled: The Selectboard was informed of the loss control inspections at Town Office and Fire Station scheduled for June 14, 2010. Lloyd Hughes will represent the Selectboard during the inspections.
- VLCT Legislative Policy Development Committee Members Needed: Taken into consideration.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$413,079.29.
- Other Old/New Business: Susan Feenick inquired about the status of bids for apron work at Fire Station.

XI. Executive Session – Personnel

Dick Norris made the motion at 8:10 p.m. to enter executive session to discuss personnel. The motion was seconded by Lloyd Hughes and unanimously approved. Dick Norris made the motion at 8:40 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

No action was taken.

XII. Adjourn

Bill Dritschilo made the motion at 8:45 p.m. to adjourn the May 24, 2010 meeting of the Proctor Selectboard. The motion was seconded by Susan Feenick and unanimously approved.