

Town of Proctor Selectboard Meeting
June 14, 2010
6:00 – 9:55 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Lloyd Hughes
Dick Norris

Employees Present

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

Other Guests Present

Bruce Baccei
Raymond Beyette
Frank Beyette
Gretchen Crowley
Kevin Duggan
Bonnie Elrick
RJ Elrick
Vincent Gatti
Connie Lenher
Lisa Miser
Rob Petrini
Ted Schaft
Jody Sanderson
Tom Valach

Agreements/Approvals

Note: all motions passed by a majority were affirmatively supported by all four members of the Selectboard present at the meeting. Actions are noted as majority decisions because the full board was not present for the meeting.

- Majority approved the May 24 and June 9, 2010 minutes as written.
- Majority approved the FY11 paving and crack sealing bid invitations as written.
- Majority agreed to consult with the Town attorney regarding potential liability exposures if the town were to accept Tom Valach's appeal to not cut the tree in the highway right-of-way at 25 Park Street.
- Majority agreed to send a written response to the Agency of Transportation, copied to our legislators, requesting a schedule for when the repair work will be done to the railroad bridge on Main Street and reiterating the town's safety concerns.
- Majority agreed at 6:40 p.m. to enter executive session with the Pool Directors, Rink Directors, and Parks and Recreation Committee to discuss personnel matters. Majority agreed at 7:30 p.m. to resume the public meeting.
- **Majority confirmed the Selectboard's confidence in the Pool Directors, Rink Directors, and Parks and Recreation Committee for the excellent job they do.** [emphasis added]
- Majority agreed at 7:35 p.m. to enter executive session with Vincent Gatti, Tom Valach, and RJ Elrick (representing the Proctor Volunteer Fire Department) to discuss personnel matters. Majority agreed at 7:55 p.m. to resume the public meeting.
- **Majority confirmed the Selectboard's confidence in and highest appreciation for the Proctor Volunteer Fire Department and the service they provide to the Town of Proctor.** [emphasis added]
- Majority agreed at 8:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved the IDSE Report as written.
- Majority approved the 2009 Consumer Confidence Report as revised.
- Public hearing to present the decision regarding the outer district service area was scheduled for July 15, 2010 at 7:00 p.m. at the Proctor Junior/Senior High School.

- Special meeting to approve the public hearing presentation was scheduled for July 8, 2010 at 1:00 p.m.
- Majority agreed at 8:30 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the meeting of the Selectboard.
- Majority 1) authorized use of up to \$1,500 in the Planning Commission budget to contract with the Rutland Regional Planning Commission to finalize revisions to the Town Plan and 2) supported an MRP grant application in the event the costs exceed \$1,500.
- Majority agreed at 8:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Majority agreed at 8:40 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Majority accepted, with regret, the resignation of Jesse Richardson from the Finance Committee.
- Majority charged the Finance Committee with evaluating the municipal retirement plan and making recommendations on whether to transfer the plan to a local investment firm.
- Majority approved the facility use agreement for the town-sponsored summer lunch program at the Rink building.
- Signed the orders totaling \$76,290.92.
- Majority agreed at 9:35 p.m. to enter executive session to discuss personnel matters. Majority agreed at 9:50 p.m. to resume the public meeting and convene the Board of Local Liquor Control Commissioners.
- Majority approved the first class liquor license and tobacco application of Franklin's Inc. for 25 North Street, Proctor, VT.
- Majority agreed at 9:55 p.m. to adjourn the June 14, 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

Lloyd Hughes made the motion to approve the May 24 and June 9, 2010 minutes as written. The motion was seconded by Dick Norris 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:
 - FY11 Paving and Cracking Sealing: Dick Norris made the motion to approve the FY11 paving and crack sealing bid invitations as written. The motion was seconded by Lloyd Hughes and approved by a majority.
 - Thanks to John Jozwiak: Brian Sanderson and the Selectboard acknowledged John Jozwiak for donating his time and equipment to help haul sand to the Olympus pool.
 - Status of Garage Property Survey: Vermont Survey Consultants has been notified of the award. They have submitted all necessary insurance documentation and are ready to start work.
 - Status of Crew Meeting: Brian Sanderson indicated he and Todd Blow will be scheduling a crew meeting to discuss the 2010 work plan.
 - Roadside Mowing: Roadside mowing was started on June 14, 2010.
 - Electrical Work at Rink Building: Brian Sanderson indicated he has sought electrical quotes from several additional electricians and has not received a response. The Selectboard agreed with his recommendation to have John Carroll complete the work.

- Responses to Hazard Tree Notice: The Selectboard accepted the requests from Paula Sorrentino, Douglas Valz, and James Kelliher for the wood. Dick Norris made the motion to consult with the Town attorney regarding potential liability exposures if the town were to accept Tom Valach's appeal to not cut the tree in the highway right-of-way at 25 Park Street. The motion was seconded by Lloyd Hughes and approved by a majority. Brian Sanderson will communicate with all other property owners to notify them when the town crew intends to cut the trees.
- Route 3 Legislative Meeting – Need to Schedule: The Selectboard agreed to postpone this special meeting with the legislators until after the elections in November 2010.
- Main Street Railroad Bridge Inspection Report: The Selectboard reviewed the report. Dick Norris made the motion to send a written response to the Agency of Transportation, copied to our legislators, requesting a schedule for when the repair work will be done to the railroad bridge on Main Street and reiterating the town's safety concerns. The motion was seconded by Lloyd Hughes and approved by a majority.
- Other Old/New Business: The Agency of Transportation confirmed receipt of our intent to apply for a 2011 Transportation Enhancement grant. Bill Dritschilo and Steffanie Bourque will attend the required grant workshop.

Brian Sanderson thanked George Finch for removing the trash in the Park after the event for Reverend Gates.

IV. Open Public Comment

Ted Schaft: Schaft expressed his opinion that the scope of the proposed capital improvements to the public drinking water system is too big. He referenced a recent letter to the editor in the Brandon-Pittsford Reporter and hoped the board would reconsider their decision.

Vincent Gatti: Gatti provided the Selectboard with an update on the apron work at the Fire Station and requested clarification on the revised purchasing policy.

V. Executive Session – Personnel

Lloyd Hughes made the motion at 6:40 p.m. to enter executive session with the Pool Directors, Rink Directors, and Parks and Recreation Committee to discuss personnel matters. The motion was seconded by Dick Norris and approved by a majority. Dick Norris made the motion at 7:30 p.m. to resume the public meeting. The motion was seconded by Bill Dritschilo and approved by a majority.

Dick Norris made a motion to confirm the Selectboard's confidence in the Pool Directors, Rink Directors, and Parks and Recreation Committee for the excellent job they do. The motion was seconded by Lloyd Hughes and approved by a majority.

VI. Executive Session – Personnel

Dick Norris made the motion at 7:35 p.m. to enter executive session with Vincent Gatti, Tom Valach, and RJ Elrick (representing the Proctor Volunteer Fire Department) to discuss personnel matters. The motion was seconded by Lloyd Hughes and approved by a majority. Dick Norris made the motion at 7:55 p.m. to resume the public meeting. The motion was seconded by Bill Dritschilo and approved by a majority.

Dick Norris made a motion to confirm the Selectboard's confidence in and highest appreciation for the Proctor Volunteer Fire Department and the service they provide to the Town of Proctor. The motion was seconded by Lloyd Hughes and approved by a majority.

VII. Invited Guests

Sheriff Benard: Sheriff Benard presented the FY2011 contracts for law enforcement and animal control services. He also advised the Selectboard that the investigation into the vandalism/theft at the Olympus Pool is ongoing.

VIII. Board of Water Commissioners

Bill Dritschilo made the motion at 8:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water 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:
 - Underwater Inspection of Main Crossing Otter Creek: Blow reported on the inspection results and indicated his plan to place stone on the east side of the pipe crossing to fill a void. The work will be done during the construction season when the excavator is in town.
 - Initial Distribution System Evaluation Report: Bill Dritschilo made the motion to approve the IDSE Report as written. The motion was seconded by Dick Norris and approved by a majority.
 - 2009 Consumer Confidence Report: Noting a minor edit, Dick Norris made the motion to approve the 2009 Consumer Confidence Report as written. The motion was seconded by Lloyd Hughes and approved by a majority.
 - North Street Main Replacement: Blow provided an update on the project. No actions were taken.
 - Field Street Well Improvements/Water Storage and Distribution System Improvements/Meter Project: Blow provided an update on the projects. No actions were taken.
 - Legal Analysis of Outer District Alternatives: The Board received a copy of the notice that was mailed June 10, 2010 to the outer district customers. The public hearing to present the decision regarding the outer district service area was scheduled for July 15, 2010 at 7:00 p.m. at the Proctor Junior/Senior High School. The Board scheduled a special meeting on July 8, 2010 at 1:00 p.m. to approve the hearing presentation.
 - Paynter Litigation: The Board received a copy of the settlement terms letter mailed on May 27, 2010.
- Other Old/New Business: Rick Anderson noted the crew meeting for the 2010 work projects is upcoming and inquired about the status of the assistant operator performance evaluations. Blow indicated the evaluations will be ready for Board approval on June 28, 2010.

Bill Dritschilo made the motion at 8:30 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the meeting of the Selectboard. The motion was seconded by Dick Norris and approved by a majority.

IX. Open Public Comment (cont.)

Lisa Miser: Miser provided an update on the status of the Town Plan revisions. She explained the situation with the municipal planning grant and requested permission from the Selectboard to utilize \$1,500 in the Planning Commission budget to contract with the Rutland Regional Planning Commission to finish the revisions to the Town Plan. She also agreed to submit an MRP grant application in case the cost to finish the revisions exceeds \$1,500. Dick Norris made the motion to 1) authorize use of up to \$1,500 in the Planning Commission budget to contract with the Rutland Regional Planning Commission to finalize revisions to the Town Plan and 2) support an MRP grant application in the event the costs exceed \$1,500. The motion was seconded by Lloyd Hughes and approved by a majority.

X. Board of Sewage Commissioners

Lloyd Hughes made the motion at 8:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners. The motion was seconded by Bill Dritschilo 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. No actions were taken.
- Other Old/New Business: There was no other old or new business discussed.

Lloyd Hughes made the motion at 8:40 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 approved by a majority.

XI. Standing Committees

- Reports:
 - *Parks and Recreation Committee*: No report.
 - *Finance Committee*: No report.
- Resignations: Lloyd Hughes made the motion to accept, with regret, the resignation of Jesse Richardson from the Finance Committee. The motion was seconded by Bill Dritschilo and approved by a majority.
- Charges: Dick Norris made the motion to charge the Finance Committee with evaluating the municipal retirement plan and making recommendations on whether to transfer the plan to a local investment firm. The motion was seconded by Lloyd Hughes and approved by a majority.

XII. Additional Items Requiring Action from the Board

- FY2011 Fuel Bid Opening: Bids for a fixed delivery price per gallon for #2 heating oil, propane, ultra low sulfur diesel, and off road diesel were opened and read aloud. The bids will be provided to Rutland Town, West Rutland, and Pittsford for consensus on award.
- May FY10 Budget Reports, including Overtime: The Selectboard reviewed the reports.
- Omya Offer Regarding Gravel Pit: Discussion of this matter was postponed pending additional information from Omya.
- 5-Corners Property Redevelopment Efforts Update: Steffanie Bourque provided an update on activities related to the environmental assessment and Community Development Planning grant.
- Facility Use Agreement: Dick Norris made the motion to approve the facility use agreement for the town-sponsored summer lunch program at the Rink building. The motion was seconded by Lloyd Hughes and approved by a majority.
- Foley Contract for Uniforms: The Selectboard reviewed the contract and requested additional information.
- Capital Planning and Budgeting Workshop: The Selectboard agreed to schedule the workshop in August 2010.
- RCSWD Offer to Join Regional Bid for Brush Grinding: The Selectboard agreed to request additional information regarding this offer.
- Thank You from Memorial Day Parade Committee: The Selectboard was informed of the thanks from the Memorial Day Parade Committee for the town's participation and support for the event.
- Municipal Park-and-Ride Grant Program: The Selectboard was informed of the grant program.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$76,290.92.
- Other Old/New Business: Steffanie Bourque provided an update on the municipal website. Bourque also informed the Selectboard of the next loss control inspections scheduled for July 1, 2010 at all of the recreation facilities. Bill Dritschilo will attend the inspections representing the Selectboard.

XIII. Executive Session – Personnel

Dick Norris made the motion at 9:35 p.m. to enter executive session to discuss personnel matters. The motion was seconded by Lloyd Hughes and approved by a majority. Lloyd Hughes made the motion at 9:50 p.m. to resume the public meeting and convene the Board of Local Liquor Control Commissioners. The motion was seconded by Dick Norris and approved by a majority.

XIV. Board of Local Liquor Control Commissioners

Dick Norris made the motion to approve the first class liquor license and tobacco application of Franklin's Inc. for 25 North Street, Proctor, VT. The motion was seconded by Lloyd Hughes and approved by a majority.

XV. Adjourn

Dick Norris made the motion at 9:55 p.m. to adjourn the June 14, 2010 meeting of the Proctor Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.