

Town of Proctor Selectboard Meeting
July 26, 2010
6:25 – 9:35 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Dick Norris

Other Guests Present

Nancy Allenby
Bruce Baccei
Brenda Cook
Carol Grace
Warren McCullough
Lisa Miser
PEG-TV

Employees Present

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

Agreements/Approvals

- Majority approved the July 12, July 15, and July 20 meeting minutes as written.
- Majority agreed to prepare a contract award letter to John Jozwiak, noting the contract flagger stipulation.
- Majority agreed to arrange a meeting with the Tree Warden, Road Commissioner, and independent expert used by Mr. and Mrs. Valach to assess the tree at 25 Park Street and provide written recommendations to the Selectboard for further consideration.
- Majority approved use of Proctor roads for the Harvest Days Road Race on September 25, 2010 and requested the Town of Proctor be added to the waiver forms.
- Majority accepted the recommendations of the Parks and Recreation Committee regarding use of the Olympus Pool.
- Majority tasked the Parks and Recreation Committee with making recommendations to the Selectboard on how to accommodate the request to improve handicap accessibility at the Olympus Pool.
- Majority tasked the Parks and Recreation Committee with obtaining one more estimate, evaluating the security system options, and recommending a preferred system to the Selectboard for consideration at their August 23, 2010 meeting.
- Majority approved the contract between the Rutland Regional Planning Commission and the Town of Proctor for planning services at a cost of \$7,350.00.
- Majority agreed to arrange for a hearing regarding removal of the public shade tree within the highway right-of-way at 72 South Street and task Todd Blow with video inspection of the private service connection at 74 South Street to determine its condition and tie in location to the municipal main.
- Majority agreed at 8:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved the informational brochure, pending quotes from Rick Anderson and Vincent Gatti, with Susan Feenick opposing.
- Majority authorized Susan Feenick, Bill Dritschilo, Todd Blow, Steffanie Bourque, and Kevin Smith to meet with Mr. Bouchard regarding water service to the outer district.
- Majority authorized purchase of a cordless impact gun at a cost not to exceed \$422.
- Majority agreed at 8:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.

- Majority approved replacement of the heating oil fill/vent piping at Fire Department at a cost not to exceed \$200.
- Majority authorized the Fire Department to fuel up the fire trucks at the Town Garage.
- Majority agreed to postpone action on the draft request for proposals for the West Mountain Municipal Forest property survey until September.
- Majority tasked Brian Sanderson with contacting Pyrofax about repairing the fuel pump and pumping out the overflow tank on the diesel fuel tank at the town garage.
- Majority authorized Omya and/or its contractor access to the Town property on South Street to conduct an archeological assessment required for Federal Energy Regulatory Commission licensing.
- Signed the orders totaling \$43,790.91.
- Majority agreed at 9:35 p.m. to adjourn the July 26, 2010 Selectboard meeting.

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 6:25 p.m. and began with the pledge of allegiance to the flag.

[All motions are noted as passed by majority because the full board was not present at the meeting. All members present voted affirmatively, unless otherwise noted.]

II. Review Meeting Minutes

Susan Feenick made the motion to approve the July 12, July 15, and July 20 meeting minutes as written. The motion was seconded by Bill Dritschilo 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:
 - **2010 Work Projects:** Sanderson provided an update on the status of the Route 3 base rehab, East Street stormwater culvert repair, and South Street stormwater catch basin projects. He indicated a neighbor has complained about the dust resulting from the open section of Route 3 and plans to take measures to keep the dust down if paving will be delayed. The Selectboard concurred with taking measures to keep the dust down.
 - **FY2011 Crack Sealing Estimate:** One estimate has been received for crack sealing. Two additional estimates are forthcoming and will be presented at the August 9, 2010 meeting for consideration.
 - **Zoning Permit for Wood Shed:** The permit application is being prepared.
 - **Curb Cut Application for 89 East Street:** Obtaining additional information regarding request and plan to present recommendations at August 9, 2010 meeting.
 - **Florence Road Culvert Repair:** The Selectboard requested installation of some barrier to minimize potential for future dumping at culvert site.
 - **Mowing at Rink:** Susan Feenick made the motion to mow the rink with the sit down mower once a month rather than the roadside mower. The motion was seconded by Bill Dritschilo, but failed by majority with Rick Anderson, Dick Norris, and Bill Dritschilo opposing.
- **FY2011 Paving Follow-up with John Jozwiak:** To date, proof of insurance has been provided by the contractor and paving subcontractor. Remaining are certifications and proof of insurance for the flagging subcontractor. It was assumed these will be furnished prior to work commencing. Dick Norris made the motion to prepare a contract award letter to John Jozwiak, noting the contract flagger stipulation. The motion was seconded by Bill Dritschilo and approved by a majority.

- Other Old/New Business:
 - Transportation Enhancement Grant Application: Bill Dritschilo made the motion to proceed with the grant application for the proposed Proctor West Side Rail Trail and East Side Connector Feasibility Study. The motion was seconded by Dick Norris, but failed by majority with Rick Anderson, Dick Norris, and Susan Feenick opposing.
 - Hazard Tree Appeal: The Selectboard discussed the letter from John McCamley, representing Thomas and Karen Valach. Dick Norris made the motion to arrange a meeting with the Tree Warden, Road Commissioner, and independent expert used by Mr. and Mrs. Valach to assess the tree at 25 Park Street and provide written recommendations to the Selectboard for further consideration. The motion was seconded by Bill Dritschilo and approved by a majority. The Selectboard requested all opinions for the independent expert be submitted in writing.

IV. Open Public Comment

Carol Grace: Grace questioned why she did not receive a notice regarding the North Street water main replacement project and inquired about having a curb stop installed to their lot on North Street. The Selectboard agreed to follow-up with Todd Blow regarding both requests.

V. Invited Guests

Nancy Allenby: Allenby requested permission to use Proctor roads for the Harvest Days Road Race on September 25, 2010. She furnished a brochure for the event, course map, certificate of liability insurance, waiver forms for participants and volunteers, and explained provisions for traffic control. Dick Norris made the motion to approve use of Proctor roads for the Harvest Days Road Race on September 25, 2010 and requested the Town of Proctor be added to the waiver forms. The motion was seconded by Susan Feenick and approved by a majority.

Lisa Miser, Parks and Recreation Committee: Miser presented the recommendation of the Parks and Recreation Committee regarding use of the Olympus Pool – the committee recommended 1) the Selectboard codify the existing policy that the pool is for use by Proctor residents and their guests and 2) a sign to this effect be posted at the entrance gate. Bill Dritschilo made the motion to accept the recommendations of the Parks and Recreation Committee regarding use of the Olympus Pool. The motion was seconded by Dick Norris and approved by a majority.

Miser informed the Selectboard of a citizen request to install a hand railing along the rope line in the “crib” at the Olympus Pool to improve handicap accessibility. Dick Norris made the motion to task the Parks and Recreation Committee with making recommendations to the Selectboard on how to accommodate the request to improve handicap accessibility at the Olympus Pool. The recommendations are due in time for FY2012 budget planning. The motion was seconded by Susan Feenick and approved by a majority.

Miser presented two estimates for security systems at the pool and rink buildings. Susan Feenick made the motion to task the Parks and Recreation Committee with obtaining one more estimate, evaluating the security system options, and recommending a preferred system to the Selectboard for consideration at their August 23, 2010 meeting. The motion was seconded by Bill Dritschilo and approved by a majority.

Lisa Miser, Planning Commission: Miser presented the contract between the Rutland Regional Planning Commission and the Town of Proctor for planning services. Dick Norris made the motion to approve the contract between the Rutland Regional Planning Commission and the Town of Proctor for planning services at a cost of \$7,350.00. The motion was seconded by Bill Dritschilo and approved by a majority.

Brenda Cook: Cook provided the Selectboard with a historical account of the problems associated with the private sewer service connection at 71, 72, and 74 South Street. She requested the Selectboard help her find an equitable solution to the tree root infiltration problem. Dick Norris made the motion to arrange for a hearing regarding removal of the public shade tree within the highway right-of-way at 72 South Street and task Todd Blow with video inspection of the private service connection at 74 South Street to determine its condition and tie in location to the municipal main. The motion was seconded by Susan Feenick and approved by a majority.

VI. Board of Water Commissioners

Susan Feenick made the motion at 8:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water 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. A summary of the report highlights is provided here:
 - **2Q DBP Violation Public Notice Issued:** Notice has been aired on local radio and posted at 5 locations in Town.
 - **June 2010 Lead & Copper Monitoring Results:** June 2010 samples in compliance with regulatory limits. With two consecutive rounds of sampling in compliance, will be reduced to annual monitoring at 10 sites for three years.
 - **North Street Main Replacement:** Blow explained the options for crossing the marble box culvert. He provided Carol Grace with a copy of the public notice regarding the project and confirmed that a new curb stop at their lot is planned as part of the project. He confirmed the project will extend from Meadow Street to just outside the railroad right-of-way at the concrete bridge. Warren McCullough questioned various aspects of the project plans. Blow offered to review the plans with him.
 - **Water System Capital Improvements:** Blow provided an update on work at the Field Street Well. The Selectboard reviewed the draft informational brochure for the water system improvements. Rick Anderson and Vincent Gatti will provide quotes. Dick Norris made the motion to approve the informational brochure, pending quotes from Rick Anderson and Vincent Gatti. The motion was seconded by Bill Dritschilo and approved by a majority with Susan Feenick opposing. Steffanie Bourque provided an update on bond vote preparations, including the revised funding application for the Rural Development Program. Rick Anderson commented on the July 26, 2010 meeting with Rural Development representatives, noting there are no impediments to seeking funding through the RD program.
 - **Outer District:** Steffanie Bourque reported that all follow-up activities from the July 15 special meeting are complete – materials have been posted to the municipal website and the outer district mailing list has been disseminated. The Board reviewed the written comments from Clyde and Marie Walton and the Henry Bouchard, of the Eisenhower National Fish Hatchery. Dick Norris made the motion to authorize Susan Feenick, Bill Dritschilo, Todd Blow, Steffanie Bourque, and Kevin Smith to meet with Mr. Bouchard regarding water service to the outer district. The motion was seconded by Bill Dritschilo and approved by a majority.
- **Other Old/New Business:** Todd Blow requested authorization to purchase a cordless impact gun for the North Street water main replacement project. Estimates of \$422 from Rotella and \$425 from LaValley were submitted for consideration. Contingency funds in the project budget will be used for the purchase. Dick Norris made the motion to authorize purchase of a cordless impact gun at a cost not to exceed \$422. The motion was seconded by Bill Dritschilo and approved by a majority.

Susan Feenick inquired about the work to be done to support the transmission main crossing Otter Creek. Todd Blow explained the planned corrective action. Feenick also inquired about the status of the AECOM disinfection byproducts study. Steffanie Bourque indicated a hard copy is available at the Town Office and an electronic copy is available on the Water Supply Division website.

VII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:50 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 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: Bill Dritschilo inquired about the status of the uniform contract with Foley. Steffanie Bourque indicated she is waiting for a return call.

Bill Dritschilo made the motion at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Dick Norris and approved by a majority.

VIII. Standing Committees

- Reports:
 - *Parks and Recreation Committee*: See discussion above under invited guests.
 - *Finance Committee*: No report.
- Charges: Majority tasked the Parks and Recreation Committee with making recommendations to the Selectboard on how to accommodate the request to improve handicap accessibility at the Olympus Pool. Majority tasked the Parks and Recreation Committee with obtaining one more estimate, evaluating the security system options, and recommending a preferred system to the Selectboard for consideration at their August 23, 2010 meeting.

IX. Report from Planning Commission Liaison, Bill Dritschilo

Bill Dritschilo provided the Selectboard with a copy of the email sent to the State Department of Agriculture regarding the nuisance odor complaint.

X. Additional Items Requiring Action from the Board

- Letter from Johnson Energy Regarding Fill/Vent Piping at Fire Department: Bill Dritschilo made the motion to approve replacement of the heating oil fill/vent piping at Fire Department at a cost not to exceed \$200. The motion was seconded by Dick Norris and approved by a majority.
- Fire Department Request to Fuel Up at Town Garage: Dick Norris made the motion to authorize the Fire Department to fuel up the fire trucks at the Town Garage. The motion was seconded by Bill Dritschilo and approved by a majority. A usage log will be developed to track expenditures in each department.
- Plan for Brush at Transfer Station: A long-term plan for addressing the brush pile was not agreed upon. In the short-term the Selectboard directed the Transfer Station Operator to start burning the brush a little at a time.
- West Mountain Municipal Forest Property Survey RFP: Bill Dritschilo made a motion to postpone action on the draft request for proposals until September. The motion was seconded by Dick Norris and approved by a majority.
- Mid-Year Meeting with Employees on Health Plan: Employees are meeting with a representative from the VLCT on July 30, 2010 to weigh in on the new health plan.
- Other Old/New Business:
 - Diesel Fuel Tank at Town Garage: Dick Norris made the motion to task Brian Sanderson with contacting Pyrofax about repairing the fuel pump and pumping out the overflow tank on the diesel fuel tank at the town garage. The motion was seconded by Bill Dritschilo and approved by a majority.
 - Omya Request to Access Town Property on South Street for FERC Licensing Requirement: Dick Norris made the motion to authorize Omya and/or its contractor access to the Town property on

South Street to conduct an archeological assessment required for Federal Energy Regulatory Commission licensing. The motion was seconded by Bill Dritschilo and approved by a majority.

- Orders: The Selectboard reviewed the bills and signed the orders totaling \$43,790.91.

XI. Adjourn

Bill Dritschilo made the motion at 9:35 p.m. to adjourn the July 26, 2010 Selectboard meeting. The motion was seconded by Dick Norris and approved by a majority.