

**Town of Proctor Selectboard Meeting**  
**August 9, 2010**  
**6:00 – 8:45 P.M.**

**Board Members Present**

Rick Anderson, Chair  
Bill Dritschilo  
Susan Feenick  
Dick Norris

**Other Guests Present**

Warren McCullough  
Dick Horner  
Vincent Gatti  
Joe Manning  
George Smith  
John Jozwiak  
PEG-TV

**Employees Present**

Steffanie Bourque, Town Administrator

**Agreements/Approvals**

- Majority approved the July 26 regular meeting minutes as amended and the July 26, August 2, and August 5, 2010 special meeting minutes as written.
- Majority accepted the \$140 estimate from Pyrofax to repair the drip on the pump and reseal the containment units on the diesel tank at the Town Garage.
- Majority denied the curb cut application from Jeff Metcalfe of 89 East Street due to the safety concerns noted by the Road Commissioner and recommended the applicant consider a curb cut onto Field Street instead, with Bill Dritschilo opposing.
- Majority authorized use of the Building Fund to cover the \$2,100 of additional work to re-anchor some of the marble fascia at the Fire Station and seek to recover these costs in a future grant application to the Mortimer Proctor Fund.
- Majority agreed at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to complete Drinking Water State Revolving Fund Project Timeline for submittal by September 1, 2010 in order to keep this funding option available, with Susan Feenick opposing.
- Majority agreed at 7:20 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved a correction to the FY2010 property assessment for SCI Group at 29 Main Street, which would reduce the State's Educational portion of the assessment from \$735,000 to \$685,755.
- Majority approved a correction to the FY2010 property assessment for Omya at 51 Main Street, which would reduce the grand list by \$63,200 (a loss of \$521.15 in municipal tax revenue).
- Majority tasked Brian Sanderson with responding to the action plan for the municipal building, Vincent Gatti with responding to the action plan for the Fire Station, and the Parks and Recreation Committee with responding to the action plan for the pool and rink.
- Majority appointed Dick Norris as the voting delegate from the Town of Proctor for the VLCT Annual Business Meeting on October 7, 2010.
- Majority approved revisions to the Facility Use Policy – instructions for completing the form were added and proof of insurance revised to be required at the time of application submittal rather than five days before the event.
- Majority approved the town's written response to the Agency of Transportation's Main Street bridge inspection report.
- Signed orders totaling \$91,337.86.
- Majority agreed at 8:25 p.m. to enter executive session to discuss pending litigation between James Gray and the Town of Proctor. Majority agreed at 8:40 p.m. to resume the public meeting.
- Majority agreed at 8:45 p.m. to adjourn the August 9, 2010 Selectboard meeting.

## **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.

[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**

Bill Dritschilo noted a typo in the July 26, 2010 regular meeting minutes. Dick Norris made the motion to approve the July 26 regular meeting minutes as amended and the July 26, August 2, and August 5, 2010 special meeting minutes as written. The motion was seconded by Susan Feenick 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:
  - **Route 3 Paving**: John Jozwiak returned the award letter, accepting the Route 3 paving job. The Selectboard asked about the status of the proof of insurance and certifications for the subcontractor who will perform traffic control. Jozwiak indicated he will hire Labor Ready to perform traffic control. He agreed to submit the required documentation. Once submitted, the paving work will be scheduled in accordance with the award letter.
  - **Estimate for Repairs to Diesel Tank at Town Garage**: Bill Dritschilo made the motion to accept the \$140 estimate from Pyrofax to repair the drip on the pump and reseal the containment units. The motion was seconded by Susan Feenick and approved by a majority.
- **Recommendations Regarding Curb Cut Application from Jeff Metcalfe, 89 East Street**: The Selectboard reviewed the curb cut application from Jeff Metcalfe at 89 East Street and the Road Commissioner's recommendations regarding the proposed curb cut. Dick Norris made the motion to deny the application due to the safety concerns noted by the Road Commissioner and recommended the applicant consider a curb cut onto Field Street instead. The motion was seconded by Susan Feenick and approved by a majority with Bill Dritschilo opposing.
- **Request from Riverside Cemetery Commission to Remove Signs at Cemetery Entrance**: The Selectboard agreed to have the Highway Department remove the two signs at the entrance to the Riverside Cemetery.
- **Other Old/New Business**: There was no other old/new business.

### **IV. Open Public Comment**

*Warren McCullough*: McCullough asked about the East Street stormwater culvert repair project.

*Dick Horner*: Horner had several questions about the scope of the proposed drinking water system capital improvements and expressed his disappointment about how the bond vote informational meetings were scheduled.

*George Smith*: Smith had several questions about the engineering fees associated with the proposed drinking water system capital improvements.

### **V. Invited Guests**

*Vincent Gatti*: Gatti informed the Selectboard that \$2,100 of additional work to re-anchor approximately 15 pieces of the marble fascia was needed at the Fire Station. The work is in addition to the fascia work

being paid for with a grant from the Mortimer Proctor Fund. Gatti indicated he has money available in the Building Fund to cover the additional costs. The Selectboard recommended Gatti resubmit a grant request to the Mortimer Proctor Fund to cover the additional costs. Gatti agreed and indicated he intends to submit a grant request for re-grouting work needed at the station and will include the additional work in this future grant application. Dick Norris made the motion to authorize use of the Building Fund to cover the \$2,100 of additional work to re-anchor some of the marble fascia at the Fire Station and seek to recover these costs in a future grant application to the Mortimer Proctor Fund. The motion was seconded by Susan Feenick and approved by a majority.

## **VI. Board of Water Commissioners**

Bill Dritschilo made the motion at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Susan Feenick 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:
  - Water Shut off at 21 Grove Street: John Jozwiak indicated the Water Department was unable to conduct the shut off on August 9 due to a schedule conflict; however, the work is scheduled to be done this week.
  - North Street Main Replacement: Rick Anderson described the work done to date to prepare the marble box culvert and install the first tie-in on Meadow Street.
  - Water System Capital Improvements: The Board received a copy of the revised Rural Development Program loan application, which was submitted on July 28, 2010. Susan Feenick sought clarification on the administrative/legal budget included in the loan application. Steffanie Bourque explained the status of the environmental assessment report and associated 30-day public comment period.

Bourque also informed the Board that Senator Leahy has requested a \$1mill appropriation in the federal budget for the Proctor water system improvements. If the money is appropriated, it will come to the town as a federal STAG grant. Tom Berry, of Senator Leahy's office, is tentatively scheduled to attend the August 23, 2010 bond vote informational meeting to discuss this appropriation request with the Board.

The Board discussed the letter from Bryan Redmond, of the State drinking water loan program, regarding potential project funding. Dick Norris made the motion to complete Drinking Water State Revolving Fund Project Timeline for submittal by September 1, 2010 in order to keep this funding option available. The motion was seconded by Bill Dritschilo and approved by a majority with Susan Feenick opposing.

- Outer District: The Board was informed of the meeting with the Fish Hatchery scheduled for August 17, 2010. Susan Feenick and Bill Dritschilo will attend the meeting representing the Board.
- Other Old/New Business: There was no other old/new business.

## **VII. Board of Sewage Commissioners**

Bill Dritschilo made the motion at 7:20 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: There was no other old/new business.

Bill Dritschilo made the motion at 7:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Susan Feenick and approved by a majority.

### **VIII. Standing Committees**

- Reports:
  - *Parks and Recreation Committee:* The Selectboard received the August 12, 2010 meeting agenda.
  - *Finance Committee:* No new members have expressed interest in the committee. Bill Dritschilo asked if he could personally move forward with evaluating the municipal retirement plan and reserve fund investments. The Selectboard agreed, in the absence of a Finance Committee, for Dritschilo to address the outstanding committee charges on his own.

### **IX. Report from Planning Commission Liaison, Bill Dritschilo**

Dritschilo reported on the August 4, 2010 meeting of the Planning Commission and work underway to update the Town Plan. The Planning Commission requested input from the Selectboard on the public survey – sample surveys were provided. The Selectboard agreed questions related to cell towers, school consolidation, wind power, school choice, solid waste management, the status of the town office, and whether the boards of water and sewer commissioners should consist of members other than the legislative body should be included in the survey. Final input is to be submitted by August 13, 2010. The next meeting of the Planning Commission is scheduled for August 10, 2010.

### **X. Additional Items Requiring Action from the Board**

- 2010 Grand List Errors & Omissions Approvals: Bill Dritschilo made the motion to approve a correction to the FY2010 property assessment for SCI Group at 29 Main Street, which would reduce the State's Educational portion of the property assessment from \$735,000 to \$685,755. The motion was seconded by Dick Norris and approved by a majority.

Dick Norris made the motion to approve a correction to the FY2010 property assessment for Omya at 51 Main Street, which would reduce the grand list by \$63,200 (a loss of \$521.15 in municipal tax revenue). The motion was seconded by Bill Dritschilo and approved by a majority.

- FY2011 July Budget Reports, including Overtime: The Selectboard discussed the budget reports.
- Loss Control Inspection Reports: The Selectboard reviewed the loss control inspection reports. Bill Dritschilo made the motion to task Brian Sanderson with responding to the action plan for the municipal building, Vincent Gatti with responding to the action plan for the Fire Station, and the Parks and Recreation Committee with responding to the action plan for the pool and rink. The motion was seconded by Susan Feenick and approved by a majority. Bob Protivansky has already completed the action plan for the Youth League building.
- Appointment of Voting Delegate for VLCT Annual Business Meeting: Bill Dritschilo made the motion to appoint Dick Norris as the voting delegate from the Town of Proctor for the VLCT Annual Business Meeting on October 7, 2010. The motion was seconded by Susan Feenick and approved by a majority.
- Application Instructions for Facility Use Agreement: Bill Dritschilo made the motion to approve revisions to the Facility Use Policy – instructions for completing the form were added and proof of insurance revised to be required at the time of application submittal rather than five days before the event. The motion was seconded by Dick Norris and approved by a majority.
- Status of 5-Corners Property: Steffanie Bourque informed the Selectboard of progress to date on enrolling the property in the Brownfields Program and completing the Community Development Program Planning Grant pre-application.

- Status of Hazard Tree Appeal and Public Shade Tree Hearing: The meeting between the Tree Warden, Road Commissioner, and independent expert for the Valach's is scheduled for Tuesday, August 10, 2010 at 5:00 p.m. The Tree Warden has some additional follow-up to complete before setting a date for the public shade tree hearing. Susan Feenick indicated there is a dead tree at the Skating Rink. The Selectboard discussed the procedure for addressing trees on public property and within the public right-of-way with the Tree Warden.
- Status of Uniform Contract: The Town's request to reduce the service fees is being considered.
- Response to Main Street Bridge Inspection Report: Dick Norris made the motion to approve the town's written response to the Agency of Transportation's Main Street bridge inspection report. The motion was seconded by Bill Dritschilo and approved by a majority.
- 2010 Human Services & Education Facilities Grant Program and Recreational Facilities Grant Program: The Selectboard discussed the grant programs and identified a potential renovation project at the Town office and improvements to the recreational facilities that may be eligible. The Recreational Facilities grant information will be forwarded to the Parks and Recreation Committee for consideration.
- Reminder – Capital Planning and Budgeting Workshop: The Selectboard was reminded of the workshop on August 12, 2010 at 4:00 p.m.
- Project Pipeline: Rick Anderson reviewed the list of upcoming Selectboard projects.
- Other Old/New Business: There was no other old/new business.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$91,337.86.

## **XI. Executive Session**

Bill Dritschilo made the motion at 8:25 p.m. to enter executive session to discuss pending litigation between James Gray and the Town of Proctor. The motion was seconded by Dick Norris and approved by a majority. Bill Dritschilo made the motion at 8:40 p.m. to resume the public meeting. The motion was seconded by Dick Norris and approved by a majority.

No actions were taken.

## **XII. Adjourn**

Dick Norris made the motion at 8:45 p.m. to adjourn the August 9, 2010 Selectboard meeting. The motion was seconded by Bill Dritschilo and approved by a majority.