

**Town of Proctor Selectboard Meeting
August 23, 2010
8:00 – 10:00 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

Bruce Baccei
Lisa Miser
PEG-TV

Agreements/Approvals

- Unanimously approved the August 9 and August 12, 2010 meeting minutes as written.
- Unanimously awarded the FY2011 crack sealing work to the Gorman Group at a cost of \$6,256.64, with award contingent on proof of insurance/certifications.
- Unanimously agreed to allow the Valachs' to prune the tree at 25 Park Street, as described in the August 17, 2010 report from the Road Commissioner, and then have the Tree Warden inspect the tree to confirm it no longer presents a public hazard.
- Unanimously accepted the Parks and Recreation Committee's recommendation to purchase the intrusion systems from Mountain Glass & Lock for \$1,228.84 (installed) and motion lights from John Carroll for \$1,790 (installed) and will look into how to pay for the Town's 50% match for the VLCT PACIF grant.
- Unanimously authorized the Parks and Recreation Committee to contact Wade Masure, of the VLCT, regarding handicap accessibility at the Olympus Pool.
- Unanimously accepted, with regret, the resignation of Rob Petrini from the Parks and Recreation Committee.
- Unanimously agreed to reduce the size of the Parks and Recreation Committee from seven (7) to five (5) members.
- Unanimously agreed at 8:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved the Drinking Water State Revolving Fund Project Timeline for the proposed \$6.1 million capital improvements.
- Unanimously agreed at 8:45 p.m. to enter executive session to discuss real estate purchase options.
- Unanimously agreed at 9:05 p.m. to resume the public meeting.
- Unanimously agreed at 9:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to not cut the public shade tree at 72 South Street because it does not constitute a public hazard and is not dying or diseased.
- Unanimously agreed at 9:25 p.m. to enter executive session to discuss personnel.
- Unanimously agreed at 9:50 p.m. to resume the public meeting.
- Signed the orders totaling \$491,568.35.
- Unanimously agreed at 10:00 p.m. to adjourn the August 23, 2010 Selectboard meeting.

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 8:00 p.m. and began with the pledge of allegiance to the flag.

II. Review Meeting Minutes

Bill Dritschilo made the motion to approve the August 9 and August 12, 2010 meeting minutes as written. The motion was seconded by Dick Norris 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:
 - **Route 3 Base Rehab Project:** The paving portion of this project is complete. The State will return to paint the centerline. Susan Feenick thanked John Jozwiak for completing the paving.
 - **East Street Stormwater Culvert Repair:** The new riser has been delivered. Rick Anderson suggested contacting the Agency of Transportation District 3 office to determine if the Town could use some of the large stone rip-rap on Route 3 for this culvert project. Sanderson will follow-up with request.
 - **Crack Sealing Estimates:** Sanderson presented three (3) estimates for crack sealing on Willow Street, West Street Extension, Powers Square, Main Street, and Florence Road. A summary of the estimates is provided below.

Vendor	Estimate
Nicom	\$8,000.00
JDK Striping, LLC	\$10,240.00
The Gorman Group	\$6,256.64

Bill Dritschilo made the motion to award the FY2011 crack sealing work to the Gorman Group at a cost of \$6,256.64, with award contingent on proof of insurance/certifications. The motion was seconded by Susan Feenick and unanimously approved.

- **Report from August 10, 2010 Meeting Regarding Valachs' Hazard Tree:** Dick Norris made the motion to allow the Valachs' to prune the tree at 25 Park Street, as described in the August 17, 2010 report from the Road Commissioner, and then have the Tree Warden inspect the tree to confirm that it no longer presents a public hazard. The motion was seconded by Susan Feenick and unanimously approved.
- **Other Old/New Business:** Rick Anderson asked Sanderson to work with the Fire Department to finalize a plan for fueling the fire trucks at the Town Garage. Susan Feenick asked why the town crew did not repair the sink hole at Proctor High School. Lloyd Hughes explained the decision of the Schoolboard to use a local contractor to fix the sink hole.

IV. Open Public Comment

There were no public comments.

V. Invited Guests

Lisa Miser, Parks and Recreation Committee: Miser presented three estimates and the Parks and Recreation Committee's recommendation for a security system at the Olympus Pool and Skating Rink. The proposal included installation of two intrusion systems and six motion lights at an estimated cost of \$3,018.84. Miser also presented a VLCT PACIF grant application for 50% of the project costs for the Selectboard's consideration. Susan Feenick made the motion to accept the Parks and Recreation Committee's recommendation to purchase the intrusion systems from Mountain Glass & Lock for \$1,228.84 (installed) and motion lights from John Carroll for \$1,790.00 (installed) and look into how to

pay for the Town's 50% match for the VLCT PACIF grant. The motion was seconded by Bill Dritschilo and unanimously approved.

Miser also requested guidance from the Selectboard regarding the Parks and Recreation Committee's recommendation to seek professional input regarding handicap accessibility at the Olympus Pool. Lloyd Hughes made the motion to authorize the Parks and Recreation Committee to contact Wade Masure, of the VLCT, regarding handicap accessibility at the Olympus Pool. The motion was seconded by Dick Norris and unanimously approved.

Lloyd Hughes made the motion to accept, with regret, the resignation of Rob Petrini from the Parks and Recreation Committee. The motion was seconded by Bill Dritschilo and unanimously approved. In light of Petrini's resignation, Miser recommended the Selectboard consider reducing the size of the Parks and Recreation Committee from seven (7) to five (5) members. Dick Norris made the motion to reduce the size of the Parks and Recreation Committee from seven (7) to five (5) members. The motion was seconded by Susan Feenick and unanimously approved.

VI. Board of Water Commissioners

Lloyd Hughes made the motion at 8:35 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:
 - Water Shut off at 21 Grove Street: Tim Kingston attempted on August 18, 2010 to exercise the curb stop to shut the water off at 21 Grove Street as requested by the property owner. The valve was found again to be inoperable. The property owner is taking additional steps to repair the curb stop and once completed, the Water Department will attempt the shut off again.
 - Leak at 37 Gorham Bridge Road: The Water Department responded to the leak on August 11, 2010 and reported the incident to the VLCT.
 - Water Allocation for Frank Beyette at 25 North Street: Approved conditional water allocation of 1,005 gpd for a planned expansion of the bar/restaurant at 25 North Street.
 - North Street Main Replacement: The key tie-in on Meadow Street and marble box culvert crossing are complete. Approximately 50% of the pipe has been installed. Estimate the project is approximately one (1) week behind schedule.
 - Water System Capital Improvements: Dick Norris made the motion to approve the Drinking Water State Revolving Fund Project Timeline for the proposed \$6.1 million capital improvements. The motion was seconded by Lloyd Hughes and unanimously approved.
 - Executive Session – Real Estate Purchase Options: Lloyd Hughes made the motion at 8:45 p.m. to enter executive session to discuss real estate purchase options. The motion was seconded by Bill Dritschilo and unanimously approved. Dick Norris made the motion at 9:05 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved. No action was taken.
- Other Old/New Business: There was no other old/new business.

VII. Board of Sewage Commissioners

Dick Norris made the motion at 9:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bill Dritschilo 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:
 - Sewer Allocation for Frank Beyette at 25 North Street: Approved conditional sewer allocation of 780 gpd for a planned expansion of the bar/restaurant at 25 North Street.

- Other Old/New Business: Bill Dritschilo asked about the reserve capacity at the treatment plant.

Dick Norris made the motion at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bill Dritschilo and unanimously approved.

VIII. Standing Committees

- Reports:
 - *Parks and Recreation Committee*: Refer to minutes above under invited guests.
 - *Finance Committee*: Bill Dritschilo reported he has spoken with Mary Dahlin and confirmed the reserve funds are invested in competitive interest bearing accounts. His review of the municipal retirement plan is ongoing.

IX. Report from Planning Commission Liaison, Bill Dritschilo

There was no new information to report.

X. Additional Items Requiring Action from the Board

- Status of Public Shade Tree Hearing: Rick Anderson reported the Tree Warden has contacted Margaret Curtis about the possible cutting of the public shade tree on her property in response to the complaint from Brenda Cook, of 74 South Street, about root infiltration in her sewer service line. According to the Tree Warden, Margaret Curtis objects to the tree being cut. Anderson confirmed he received a similar objection from Margaret Curtis' son-in-law, Bill Perkins. The Selectboard discussed whether they should pursue cutting the public shade tree given the objections of the property owner. Bill Dritschilo made the motion to not cut the public shade tree at 72 South Street because it does not constitute a public hazard and is not dying or diseased. The motion was seconded by Lloyd Hughes and approved by a majority, with Susan Feenick opposing. Because the Selectboard made the decision not to cut the tree, a public hearing was not warranted. A letter will be sent to Brenda Cook and Margaret Curtis explaining the actions taken by the Selectboard.
- Status of Uniform Contract: Steffanie Bourque reported Foley Distributing has agreed to a 13% reduction in fees for the uniform service.
- Other Old/New Business: The Selectboard received completed loss control reports for the fire station and recreational facilities. They agreed to table review until the September 13, 2010 meeting.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$491,568.35.

XI. Executive Session

Bill Dritschilo made the motion at 9:25 p.m. to enter executive session to discuss personnel. The motion was seconded by Lloyd Hughes and unanimously approved. Bill Dritschilo made the motion at 9:50 p.m. to resume the public meeting. The motion was seconded by Dick Norris and unanimously approved.

Susan Feenick made the motion to require all public works department employees to carry a commercial driver's license (CDL). The motion was not seconded.

XII. Adjourn

Bill Dritschilo made the motion at 10:00 p.m. to adjourn the August 23, 2010 Selectboard meeting. The motion was seconded by Dick Norris and unanimously approved.