

Town of Proctor Selectboard Special Meeting Minutes
DRAFT
October 5.2011
3:30- 6:12 P.M.

Board Members Present

Rick Anderson, Chair
Bruce Baccei
Susan Feenick
Vincent Gatti
Lloyd Hughes

Employees Present

Todd Blow, Chief Operator
Stan Wilbur, Town Administrator

Other Guests Present

Kevin Smith, Marble Valley Engineering

Action Items

I. Call to Order

The meeting was called to order at 3:30 p.m.

II. Proctor Water Projects

The Selectboard agreed by unanimous consensus the report format presented by Stan Wilbur. This will be a single page detailed report including, Construction, Engineering, and Administrative, Legal and Land Acquisition.

The Selectboard agreed by unanimous consensus to meet the second and fourth Wednesdays at 3:30 p.m. for Special Meetings, to discuss the water projects.

The Selectboard agreed by unanimous consensus to have Kevin Smith provide a short form report that would list the original budget, current estimates, monies spent and balance remaining, by line item.

The Selectboard agreed by unanimous consensus to have Rick Anderson provide the instruction to Kevin Smith and Stan Wilbur for meeting preparation.

III. Contract 1

Kevin Smith is awaiting the final pay request for Contract 1. The Selectboard agreed by unanimous consensus to wait till the end of all water projects to address the marble sidewalk on Holden Avenue. The Selectboard instructed Kevin Smith to provide in writing from the State, that the marble sidewalk project is eligible under the SRF program.

Kevin Smith does not believe that Casella is responsible for the water issue on the Carter property.

Lloyd Hughes made the motion to have the Town investigate the issue with the Carters basement, including in-house and storm drain adjacent to the driveway. The motion was

seconded by Vincent Gatti and approved by the majority.

Todd Blow will prepare a work order to have Carters sign. He will smoke test and clean out the catch basin. Todd will not do any excavation work at this time.

Kevin Smith will prepare the Certificate of Final Completion, which will be conditioned upon any issues related to the Carter matter.

IV. Contract 3

The Selectboard agreed by unanimous consensus to have Stan Wilbur finish deed descriptions vs. the drawings for the Field Street property purchase. Alan George, Kevin Smith and Stan Wilbur will meet to resolve any permit issues or any other questions.

Contract 3 is currently over \$174,699.00. Kevin Smith provided handouts to the Selectboard that showed current estimated construction and engineering cost vs. budget, and changes in basis of design from the preliminary engineering. Kevin Smith will review Contract 3 for possible project savings, and report to the Selectboard.

V. Warren McCullough

Bruce Baccei did not sign the letter as he was not a member of the Selectboard, when the letter was generated. Susan Feenick chose not to sign the letter. Rick Anderson, Lloyd Hughes and Vincent Gatti all signed the letter. Stan Wilbur will mail the letter to Warren McCullough.

VI. Outer District

Vincent Gatti excused himself due to a conflict of interest. Lloyd Hughes made the motion at 6:00 p.m. to enter executive session for legal matters. The motion was seconded by Bruce Baccei and approved by the majority.

Lloyd Hughes made the motion at 6:10 p.m. to resume the Selectboard meeting.

The motion was seconded by Bruce Baccei and approved by the majority.

No action was taken.

VII. Adjourn

Lloyd Hughes made the motion at 6:12 p.m. to adjourn the October 5, 2011 Special Meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.