

Town of Proctor Selectboard Meeting
August 24, 2009
6:00 – 9:45 P.M.

Board Members Present

Bruce Baccei, Chair
Rick Anderson
Susan Feenick
George Finch
Dick Norris

Other Guests Present

Andy Hutchison, Hutchison Forestry
John Jozwiak
Warren McCullough
Lisa Miser
Kevin Smith, SVE Associates
PEG-TV

Employees Present

Todd Blow, Chief Operator
Brian Sanderson, Road Commissioner

Agreements/Approvals

- Majority approved the August 10, 2009 minutes as presented.
- Majority agreed to award the tree work at the Skating Rink and along Olympus Road to Trees Inc. at an estimated cost of \$3,305.
- Unanimously agreed to invite all landowners abutting the Park St/Larson St right-of-way to a meeting in September to get consensus on the extent of work to be done in the right-of-way.
- Unanimously approved the Forest Management Plan, prepared by Hutchison Forestry, for the portion of the West Mountain Municipal Forest located in Pittsford.
- Unanimously approved the current use program application for the portion of the West Mountain Municipal Forest located in Pittsford.
- Unanimously agreed to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved expediting the archeological assessment of the proposed project sites for the Field Street Well and concurrent distribution system improvements.
- Unanimously approved expediting the wetlands delineation work at the Field Street Well and both distribution isolation valve vault project sites.
- Rescheduled the September 21, 2009 special meeting for final design contracts to October 1, 2009.
- Unanimously agreed to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to execute the notice of intent to award the contract for the Sewer Rehab Project to Green Mountain Pipeline, of Bethel, VT for the contract amount of \$73,983.00 and authorize Bruce Baccei to sign the contract at the preconstruction meeting.
- Unanimously agreed to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Signed the orders totaling \$77,563.69.
- Unanimously agreed at 9:45 p.m. to adjourn the August 24, 2009 meeting of the 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. Thank you to Fire Departments for Responding to Fire at Proctor Place

Bruce Baccei opened the meeting by thanking the Proctor Volunteer Fire Department and departments from surrounding communities for responding to the fire at Proctor Place on Friday. Dick Norris made

the motion to work with Fire Chief, Vincent Gatti, to prepare a written letter of appreciation to those departments who assisted during the fire. The motion was seconded by George Finch and unanimously approved.

III. Review August 10, 2009 Meeting Minutes

George Finch made the motion to approve the August 10, 2009 meeting minutes as presented. The motion was seconded by Rick Anderson and approved by a majority [Susan Feenick did not vote as she did not attend the August 10, 2009 meeting].

IV. 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. Sanderson specifically addressed the following:
 - *Quotes for Tree Work at Skating Rink and Along Olympus Road*: Quotes received from Vaillancourt, Black Bear Tree Service, and Trees, Inc. were presented and discussed. Dick Norris made the motion to award the tree work at the Skating Rink and along Olympus Road to Trees Inc. at an estimated cost of \$3,305. The motion was seconded by George Finch and approved by a majority.
 - *Proposal to Replace Lights in Park*: The Selectboard reviewed and discussed the estimate to replace the lights in the Park. Dick Norris made the motion to approve the work at an estimated cost of \$620. The motion was seconded by George Finch, but was ultimately not voted on. The Selectboard decided to postpone a decision until the next meeting to further discuss how the project will be paid for.
- Request for Tree Removal within Larson St/Park St Right-of-Way: The Selectboard discussed the request for removal of brush/trees within the right-of-way. A request was originally made by Mary Fregosi, of 76 Park Street. Abutting landowners, Alan George of 80 Park Street and Lisa Miser of 2 Larson Street, provided letters to the Selectboard requesting more information about what will be done. Lisa Miser was also present at the meeting seeking clarification on the work proposed. Rick Anderson made the motion to invite all abutting landowners to a meeting in September to get consensus on the extent of work to be done in the right-of-way. The motion was seconded by Susan Feenick and unanimously approved.
- Other New and/or Old Business: A summary of other Highway Department business discussed is provided here:
 - Rick Anderson made the motion that interim measures be taken at the Reynolds Reservoir to address the "mud holes" that have developed in front of the dam wall. He suggested draining the areas where water is ponding and bringing in stone to fill the holes. Susan Feenick further suggested that the spillway channel be cleaned out. The motion was seconded by Susan Feenick, but was ultimately not voted on. The Selectboard agreed to have Brian Sanderson further evaluate the concerns and report back at the September 14, 2009 meeting.
 - Susan Feenick asked Brian Sanderson to clean up gravel washout on Pearl Street and other intersections affected by the recent rain.
 - Rick Anderson asked about the condition of the stormwater catch basin at the North Street/Meadow Street intersection. He requested the Highway Department prioritize ditching and cleaning out/repairing the stormwater catch basins. Susan Feenick made the motion to stop brush cutting and prioritize the catch basin work. The motion was seconded by Rick Anderson, but failed due to a tie vote.
 - Susan Feenick also questioned what work needed to be done to update the road book.

V. Open Public Comment

John Jozwiak: Jozwiak expressed various concerns including conduct at Selectboard meetings, maintenance programs, and the level of detail on the Highway Department job logs.

VI. Invited Guests

Andy Hutchison, Hutchison Forestry: Hutchison presented a Forest Management Plan for the portion of the West Mountain Municipal Forest located in Pittsford and a current use program application for this property. Dick Norris made the motion to approve the Forest Management Plan. The motion was seconded by Susan Feenick and unanimously approved. Rick Anderson made the motion to approve the current use program application for the portion of the West Mountain Municipal Forest located in Pittsford. The motion was seconded by Dick Norris and unanimously approved.

VII. Board of Water Commissioners

Susan Feenick made the motion to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by George Finch 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. Blow specifically addressed the following:
 - *Lead and Copper Violation:* Blow reviewed information from the public notice describing how to minimize exposure to lead in drinking water.
 - *East Side Distribution System Project:* The Board informed Blow of the earlier decision to award the tree work and then discussed the plan for disposing of the wood. Both Tom Grace and Paul Corliss have expressed interest in the wood and therefore both will be offered the materials.
 - *Legal Estimate for Abandoning Outer District Main:* The Board reviewed the draft request for proposals and decided to accept proposals until October 15, 2009. The RFP will be sent to all five local attorneys referred by Paul Giuliani.
- Kevin Smith, SVE Associates: Smith provided the Board with an update on the preparation of the final design engineering contracts for the Field Street Well Improvements and Concurrent Distribution System Improvements. He requested permission from the Board to expedite the archeological assessment and wetlands delineation elements of the final design. Rick Anderson made the motion to expedite the archeological assessment of the proposed project sites for the Field Street Well and concurrent distribution system improvements. The motion was seconded by George Finch and unanimously approved. Rick Anderson made the motion to expedite the wetlands delineation work at the Field Street Well and both distribution isolation valve vault project sites. The motion was seconded by Susan Feenick and unanimously approved.

Smith further discussed the importance of initial landowner contact for establishing easements (or other legal property rights) for the distribution isolation valve vault, Field Street Well improvements, and Bluff Street storage tank/check valve vault. He reviewed maps of the proposed project sites. Smith requested that the Board consider prioritizing landowner contact for the Bluff Street storage tank and Field Street Well improvements. It was decided that Todd Blow will work with Bruce Baccei and Rick Anderson on the landowner contacts. The three tentatively scheduled to meet with Kevin Smith to prepare for the landowner meetings on August 26, 2009 at 8:00 a.m.

Finally, Smith informed the Board of the need to reschedule the special meeting for the final design contracts to the week of September 28, 2009 due to a schedule conflict with Lincoln Applied Geology. The special meeting was rescheduled to October 1, 2009 tentatively at 5:00 p.m.

- Loso Inquiry Regarding Restoration of Front Walkway: Todd Blow provided an explanation of the previous walkway work done to other properties along Meadow Street and why a walkway was not raised at the former Kish property at 17-19 Meadow Street (now owned by Loso) – the property had been destroyed by a fire and there was essentially no front walkway to raise. The Board agreed that Mr. Loso should attend a future meeting to discuss his request.

- Other New and/or Old Business: Todd Blow informed the Board that he has received a request for 40 hours of community service. Blow requested permission from the Board to utilize the community service hours to paint hydrants. The Board approved the request.

VIII. Board of Sewage Commissioners

George Finch made the motion to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Susan Feenick 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. Blow specifically addressed the following:
 - *Sewer Plug on North Street – August 24, 2009*: Blow explained that while trying to clear a plug in the sewer main on North Street a manhole structure, which was paved over, was discovered. The Wastewater Department will prioritize raising this manhole to grade. Blow agreed to follow-up with a video inspection of this section of pipe to ensure that the plug has been resolved.
 - *Communications with Art Saceric and Elsie Valach Regarding Ownership of Sewer Line*: Blow informed the Board that Mr. Saceric has requested the Town assume ownership of the entire 6-inch pipe. Blow recommended that in order to accommodate this request a new structure should be installed. Blow will proceed with a video inspection of the service lines and additional 6-inch pipe to develop an estimate for installing a new structure. Mr. Saceric is working with legal counsel to develop an estimate for reimbursement from the Town for this infrastructure.
 - *Phosphorus Removal Project*: Blow noted there are some scheduling concerns for the chemical injection point tie in that the engineering is addressing. He also informed the Board of his progress to date in locating a contractor to repair the lagoon liner. Susan Feenick questioned the status of the project sign. Blow indicated that he will follow-up on that.
 - *Sewer Rehab Project*: George Finch made the motion to execute the notice of intent to award the contract for the Sewer Rehab Project to Green Mountain Pipeline, of Bethel, VT for the contract amount of \$73,983.00 and authorize Bruce Baccei to sign the contract at the preconstruction meeting. The motion was seconded by Dick Norris and unanimously approved.

The Board unanimously agreed to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee*: The Selectboard received the August 11, 2009 minutes and September 16, 2009 agenda.
 - *Finance Committee*: There were no activities to report.
 - *Community Development Committee*: Dick Norris indicated the next committee meeting is scheduled for September 2, 2009. Jamie Stewart will attend this meeting. Susan Feenick recommended that the Selectboard set a deadline for getting recommendations from the committee on the municipal website. Steffanie Bourque was tasked with contacting Linda Doty to request that the committee's recommendation be presented at the September 14, 2009 meeting. Feenick also requested that the Selectboard consider making a decision about the Vermont Council on Rural Development's Community Visit Program rather than charging the Community Development Committee with this. The Selectboard agreed to put this matter on the September 14, 2009 agenda.
 - *Public Works Committee*: There were no activities to report.

X. Additional Items Requiring Action from the Board

- Report on August 6, 2009 Meeting with Omya: The Selectboard discussed the August 6, 2009 meeting with Omya and the August 18, 2009 letter that was sent to Tony Colak in response.
- FY2011 Budget Prep Materials: The Selectboard received the materials.
- Invitation from Rutland County Sheriff's Department – Ride-Along Program: The Selectboard received the invitation.
- Invitation to Rutland County Energy Summit: The Selectboard received the invitation.
- Thank you Letter from VCIL for Annual Support: The Selectboard received the letter.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$77,563.69.

XI. Adjourn

Susan Feenick made the motion at 9:45 p.m. to adjourn the August 24, 2009 meeting of the Selectboard. The motion was seconded by Rick Anderson and unanimously approved.

Outstanding Action Items from July 27, 2009

Task	Responsible Party	Schedule	Status
Prepare revised cost estimate for electrical repair in Park	B Sanderson	By Aug 24, 2009	Complete – no changes to original estimate

Outstanding Action Items from June 8, 2009

Task	Responsible Party	Schedule	Status
Install dry hydrant at Beaver Pond	Blow/Sanderson	Summer/Fall 2009	
Remove vegetation from Pool dam	B Sanderson	Fall 2009	

Outstanding Action Items from 1Q FY2008

Task	Responsible Party	Schedule	Status
Address storm water on West Street/Columbian Avenue	B Sanderson	FY09 Budget	Assigned September 10, 2007
Plan for dam inspection recommendations	B Sanderson		Assigned August 13, 2007

Outstanding Action Items from FY2006

Task	Responsible Party	Schedule	Status
Finalize Safety and Health Manual	Sanderson/Bourque	By Aug 06	Assigned Apr 2006
Address storm water impact from Carrington driveway	B Sanderson	FY08 Project	Assigned Apr 2006
Coordinate with P Rimsa to update road book	B Sanderson	October 2005	Assigned Jul 11, 2005