

**Town of Proctor Selectboard Meeting
September 14, 2009
6:00 – 9:50 P.M.**

Board Members Present

Rick Anderson
Susan Feenick
George Finch
Dick Norris, Acting Chair

Other Guests Present

Vinni Gatti, Fire Chief, PVFD
John Jozwiak
Frank Woolf
PEG-TV

Employees Present

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

Agreements/Approvals

- Majority agreed to send a letter to the Town of Pittsford indicating that the Proctor Selectboard does not support the Gorham Bridge stop sign proposal.
- Unanimously agreed to develop an RFP to obtain an estimate for retaining a professional engineer qualified in dam safety to thoroughly assess the Reynolds Reservoir Dam and develop plans for repair or removal.
- Unanimously agreed to obtain estimates for both oil and propane heating systems to replace the wood burning stove at the Town garage.
- Unanimously agreed at 7:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved proceeding with the survey work immediately following the wetlands delineation at the Field Street Well and distribution isolation valve project locations.
- Unanimously tasked Steffanie Bourque and Todd Blow with preparing a response to the temporary permit to operate citing any inconsistencies, errors, and/or omissions.
- Unanimously agreed at 7:15 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously approved the FY2011 budget parameters [see discussion below for list of the parameters approved].
- Unanimously agreed to contact Paul Risteff for a recommendation on the municipal website.
- Unanimously accepted the resignation of Anne Zawistoski from the Public Works Committee.
- Unanimously appointed Lloyd Hughes to the Public Works Committee.
- Unanimously agreed to change the PACIF contact person to the Selectboard Chair, inform Wade Masure that the town would like to have loss control inspections of all municipal properties done on a regular basis, and that a Selectboard representative must be present during all site visits.
- Unanimously agreed that the Selectboard should be informed of all first report of injury filings for workers compensation.
- Signed the orders totaling \$467,717.02.
- Unanimously agreed at 9:20 p.m. to enter executive session to discuss litigation and real estate purchase options. Unanimously agreed at 9:50 p.m. to resume the public meeting.
- Unanimously agreed at 9:50 p.m. to adjourn the September 14, 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. Review August 24, 2009 Meeting Minutes

Susan Feenick requested the August 24, 2009 minutes be revised to reflect that Lisa Miser participated in the discussion regarding the request for tree removal within the Larson/Park Street municipal right-of-way. The minutes will be revised accordingly and considered for approval at the September 28, 2009 meeting.

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. Sanderson specifically addressed the following:
 - *Mud Hole at Reynolds Reservoir:* The mud hole has been drained.
 - *Researching ROW on Florence Road to Address Stagg's Request for Dead Tree Removal:* Sanderson will be meeting with Jim Moore and Warren McCullough to get clarification on the highway right-of-way on this section of the Florence Road.
- **Decision on Park Light Replacement:** Brian Sanderson informed the Selectboard that the estimated \$620 cost for replacing the lights in the Park could be paid for with funds from the contingency line item in the Highway Department budget. However, the original estimate for the electrical work was obtained from Darren Carter. Due to a scheduling conflict, Mr. Carter is no longer available to perform the work. Therefore, Sanderson requested guidance from the Selectboard on who to contact to do the electrical work. Susan Feenick recommended estimates be obtained from three local electricians – John Carroll, Jerry Stearns, and Jeff Patch. Feenick will provide contact information for each of these electricians.
- **Pittsford Sign Request:** Brian Sanderson discussed the proposal from the Town of Pittsford to post a stop sign on the Pittsford side of the Gorham Bridge to help improve the safety at the Elm Street/Gorham Bridge Road intersection in Pittsford. In addition to the new stop sign in Pittsford, the town of Pittsford also requested permission from the town of Proctor to post a "Stop Ahead" sign on the Proctor side of the Gorham Bridge. The matter was discussed by the Selectboard and they received a letter from Eric Smith opposing the sign proposal. Rick Anderson made the motion to send a letter to the Town of Pittsford indicating that the Proctor Selectboard does not support the Gorham Bridge stop sign proposal. The motion was seconded by Susan Feenick and approved by a majority.
- **June 2009 Inspection Reports for Reynolds Reservoir Dam and Olympus Pool Dam:** The reports were discussed by the Selectboard. It was agreed that Brian Sanderson will address the state recommendations regarding the Olympus Pool Dam and that a Request for Proposals (RFP) will be developed to obtain an estimate for retaining a professional engineer qualified in dam safety to thoroughly assess the Reynolds Reservoir Dam and develop plans for repair or removal. George Finch made the motion to develop an RFP to obtain an estimate for retaining a professional engineer qualified in dam safety to thoroughly assess the Reynolds Reservoir Dam and develop plans for repair or removal. The motion was seconded by Rick Anderson and unanimously approved. Dick Norris will work with Steffanie Bourque to develop the RFP.
- **Other New and/or Old Business:** A summary of other Highway Department business discussed is provided here:
 - *Division of Fire Safety Inspection of the Town Garage:* Brian Sanderson informed the Selectboard of a fire prevention inspection conducted on September 14, 2009 by the Division of Fire Safety. There were five (5) violations noted during the inspection with the most significant

relating to the wood burning stove. According to the preliminary inspection report, the wood stove is not permitted and shall be replaced with a non-solid burning appliance by someone licensed to do installations of heating appliances. The Selectboard discussed the urgency with which this issue must be resolved and concerns about how to pay for a new heating system. George Finch made the motion to obtain estimates for both oil and propane systems. The motion was seconded by Susan Feenick and unanimously approved. Dick Norris will work with Brian Sanderson to obtain the estimates. Rick Anderson recommended contacting Doug Hastings for commercial heating system vendor referrals. Anderson also stressed the need for the Selectboard to develop a contingency plan in the event that there is a need to heat the garage, the wood stove cannot be used, and a new system has yet to be installed.

- *Performance Evaluation:* Brian Sanderson requested an annual performance review to coincide with the FY2011 budget planning. The Selectboard agreed that annual performance reviews should be done for Brian Sanderson, Todd Blow, and Steffanie Bourque. Sanderson's evaluation was scheduled for the September 28, 2009 meeting, with evaluations of Blow and Bourque to occur at a meeting thereafter.

IV. Open Public Comment

Vincent Gatti: Gatti provided the Selectboard with an update on the Beaver Pond dry hydrant project. He explained that he is currently researching the permit status for the hydrant installation and is waiting for approval from Omya to relocate the hydrant from the town's highway right-of-way onto Omya property. Gatti indicated that it is not critical that the hydrant location be changed, so if permission is not granted from Omya the project can proceed with the hydrant being installed within the ROW. Installation is planned to be done by the town crew.

Frank Woolf: Woolf suggested the Selectboard consider recommending school consolidation as a way to address financial concerns. The Selectboard took his suggestion under advisement and recommended that he bring the suggestion to the attention of the School Board.

John Jozwiak: Jozwiak questioned how his comments were recorded in the August 24, 2009 meeting minutes. The Selectboard explained to him what information is required to be included in the minutes and recommended that if he wants his exact comments recorded, then they should be presented in writing for consideration by the Selectboard to be included as an attachment to the meeting minutes.

V. Invited Guests

There were no invited guests.

VI. Board of Water Commissioners

Rick Anderson made the motion at 7:00 p.m. 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:
 - *Troubleshooting the Pilot Test:* Blow indicated that he is continuing to have trouble with the pilot test under the low flow scenario. Ray Solomon is scheduled for a site visit to evaluate the matter. Rick Anderson asked if these problems will delay a decision regarding the retention of the filter plant. Blow indicated they should not.
 - *Hydrant Flushing:* Susan Feenick asked for clarification on hydrant flushing and Rick Anderson confirmed that hydrant markers will be installed during fall flushing, which is scheduled for the week of October 12, 2009.
 - *Wetland Delineation:* Blow requested approval to proceed with surveying the wetlands delineation before the final design contracts are executed to ensure that the delineation is not

compromised between the time that it is done and the survey work is complete. George Finch made the motion to approve proceeding with the survey work. The motion was seconded by Rick Anderson and unanimously approved.

- July 2009 Long Range Plan Update Approval and New Temporary Permit to Operate: The Board received notice from the Water Supply Division of its approval of the July 2009 Long Range Plan update. They also discussed the new temporary permit to operate. Rick Anderson made the motion to task Steffanie Bourque and Todd Blow with preparing a response to the temporary permit to operate citing any inconsistencies, errors, and/or omissions. The motion was seconded by Susan Feenick and unanimously approved.
- Other New and/or Old Business: Susan Feenick asked for clarification on the August overtime report.

VII. Board of Sewage Commissioners

Rick Anderson made the motion at 7:15 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage 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.

George Finch made the motion at 7:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Rick Anderson and unanimously approved.

VIII. FY2011 Budget Planning

Rick Anderson recommended the following for FY2011 budget parameters:

1. All departments should budget for a 10% reduction, while maintaining the same level of service.
2. Department heads will be required to come before the Selectboard to explain their budget request. If department heads are unable to achieve the 10% reduction, then they should be prepared to explain why. The Selectboard will then make the decision about whether additional cuts can be made to achieve the 10% reduction.
3. Pay rates for FY2011 should be frozen at FY2010 rates.
4. No municipal vehicles should be replaced in FY2011.
5. Department vehicle maintenance line items should be increased to account for the fact that the vehicles will not be replaced in FY2011.
6. The FY2011 allocation to the Equipment Sinking Fund should be reduced. The funds that would have been allocated to the Equipment Sinking Fund should be allocated to making needed improvements to the Town garage.
7. The Highway Department should consider shift changes to address payroll costs.
8. The Pool Department should consider reducing the number of paid directors.
9. The Rink and Pool Departments should not submit a budget request for capital projects – if capital projects are needed, the departments should seek alternate funds (i.e., grants) to pay the project costs.
10. The Selectboard should consider a new health insurance plan for municipal employees.

Susan Feenick agreed with Anderson's recommendations and added that the Highway Department should consider a reduction of at least one employee.

Rick Anderson made the motion to approve the above stated recommendations as the FY2011 budget parameters. The motion was seconded by George Finch and unanimously approved.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee:* The next meeting of the committee is September 16, 2009 at 6:30 p.m. at the Skating Rink.
 - *Finance Committee:* The next meeting of the committee is September 16, 2009 at 6:00 p.m. at the Library.
 - *Community Development Committee:* The next meeting of the committee is October 7, 2009 at 6:00 p.m. at the Library. The Selectboard requested that if the committee does not provide a report on progress made with Jamie Stewart and/or the Council on Rural Development after this meeting, that the matter be put on the Selectboard's October 12, 2009 agenda for discussion. Due to the delay in getting a recommendation from the Community Development Committee on a website administration policy, the Selectboard agreed to contact Paul Risteff directly to inquire about the following: 1) should we have Risteff enhance the current municipal website or 2) should we have Risteff design a new website? Rick Anderson made the motion to contact Paul Risteff for a recommendation on this matter. The motion was seconded by Susan Feenick and unanimously approved.
 - *Public Works Committee:* The Selectboard agreed to allow the Public Works Committee until October 8, 2009 to submit their written recommendations on the equipment replacement plan, pay-as-you-throw program, and the proposal to contract all municipal mowing and plowing. It is expected that a representative from the committee will attend the October 12, 2009 meeting to discuss the recommendations with the Selectboard.
- Resignations/Applications:
 - *Public Works Committee:* George Finch made the motion to accept the resignation of Anne Zawistoski from the Public Works Committee. The motion was seconded by Rick Anderson and unanimously approved. Rick Anderson made the motion to appoint Lloyd Hughes to the Public Works Committee. The motion was seconded by Susan Feenick and unanimously approved.

X. Additional Items Requiring Action from the Board

- Loss Control Surveys and Their Relation to Property, Casualty, and Workers Compensation Coverages: The Selectboard discussed the property, casualty, and workers compensation policies for the Town of Proctor. Particular attention was given to 1) discussing how we can obtain credits for these premiums, 2) clarifying who should be the contact person for the Property and Casualty Insurance Fund (PACIF), 3) the need to respond to the loss control reports, and 4) following up with Wade Masure on the Selectboard's preference for conducting loss control inspections of municipal properties. Susan Feenick made the motion to change the PACIF contact person to the Selectboard Chair, inform Wade Masure that the town would like to have loss control inspections of all municipal properties done on a regular basis, and that a Selectboard representative must be present during all site visits. The motion was seconded by Rick Anderson and unanimously approved. Rick Anderson made the motion that the Selectboard should be informed of all first report of injury filings for workers compensation. The motion was seconded by Susan Feenick and unanimously approved.
- Omya Response to Town's Request for Right of First Refusal: The Selectboard was informed that the request has been approved and a letter from Omya is forthcoming.
- Dog Bite Incident Report: The Selectboard received a report from the Animal Control Officer.
- August 2009 Overtime Report: The Selectboard reviewed the report.
- Button-up Workshop Notice: The Selectboard received the notice.
- Zoning Board of Adjustment Hearing Notice: The Selectboard received the notice.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$467,717.02.

XI. Executive Session

Susan Feenick made the motion at 9:20 p.m. to enter executive session to discuss litigation and real estate purchase options. The motion was seconded by Rick Anderson and unanimously approved.

Rick Anderson made the motion at 9:50 p.m. to resume the public meeting. The motion was seconded by George Finch and unanimously approved.

No action was taken.

XII. Adjourn

Rick Anderson made the motion at 9:50 p.m. to adjourn the September 14, 2009 meeting of the Selectboard. The motion was seconded by George Finch and unanimously approved.

Outstanding Action Items from June 8, 2009

Task	Responsible Party	Schedule	Status
Install dry hydrant at Beaver Pond	Blow/Sanderson	Summer/Fall 2009	Vinni Gatti provided update 9/14/09
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		Complete – decision reached 9/14/09

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