

**Town of Proctor Selectboard Meeting
September 28, 2009
6:00 – 10:30 P.M.**

Board Members Present

Bruce Baccei, Chair
Rick Anderson
Susan Feenick
George Finch

Other Guests Present

Paul Brown
Dawn Campo
Mary Fregosi
Debbie Grembowicz, Catamount Radio
Glenda Hawley, Catamount Radio
Warren McCullough
Jesse Richardson, Finance Committee
Kevin Smith, SVE Associates
Tad Smith, Edward Jones
PEG-TV

Employees Present

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

Agreements/Approvals

- Unanimously approved the August 24, 2009 meeting minutes as revised.
- Majority approved the September 14, 2009 meeting minutes as presented.
- Unanimously approved the work plan for the Park light replacement as presented by Brian Sanderson on July 15, 2009, with the electrical work to be performed by John Carroll.
- Unanimously agreed to obtain estimates for wood burning stoves to replace the heating system at the Town garage.
- Unanimously agreed to include the matter of moving forward with the Route 3 paving/reconstruction project on a future meeting agenda.
- Unanimously approved Steffanie Bourque's request to work with Tad Smith on possibly shifting the municipal retirement accounts from ING to Edward Jones so that there would be a local advisor to consult on the accounts.
- Unanimously approved Debbie Grembowicz's request to include Main Street Park in a "Santa Train" event being organized by Catamount Radio, which is scheduled for November 28, 2009.
- Unanimously agreed for the Selectboard and Finance Committee to receive monthly budget reports in light of the recent events at the Proctor Free Library and Proctor High School.
- Unanimously charged the Finance Committee with providing a recommendation on the health insurance proposal prepared by Steffanie Bourque.
- Unanimously agreed at 7:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to retain the scope of work to retrofit the original well as an emergency back-up at an estimated cost of \$25,000 and request that the Water Supply Division reconsider its decision about loan program eligibility for this work.
- Unanimously agreed at 8:25 p.m. to enter executive session to discuss real estate purchase options relating to the Field Street Well and water storage/distribution system improvement projects.
Unanimously agreed at 9:45 p.m. to resume the public meeting.
- Unanimously charged Rick Anderson and Todd Blow with making a counter offer to both Gallus and Allen/Pockett regarding land acquisition for the Field Street Well and Bluff Street storage tank projects.
- Unanimously approved Peter Coppola's request to shut off water service at 60 West Street because the property is vacant with the condition that the prorated fees for July – Sept 28 be considered delinquent.
- Unanimously agreed at 9:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.

- Unanimously approved pay request #2 from the Quinn Company for \$75,717.90.
- Unanimously agreed to execute the one year performance certification letter for the Park Pump Station Expansion Project.
- Unanimously agreed at 9:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously approved the draft engineering services RFP for dam evaluation services at the Reynolds Reservoir Dam.
- Majority agreed to work with Paul Risteff on developing a new site with potentially more technological options than the current website, which was donated to the Town by Darren Marcy.
- Signed the orders totaling \$68,672.84.
- Unanimously agreed at 10:10 p.m. to enter executive session to discuss litigation. Unanimously agreed at 10:20 p.m. to resume the public meeting.
- Unanimously agreed at 10:25 p.m. to adjourn the September 28, 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 and September 14, 2009 Meeting Minutes

Susan Feenick made the motion to approve the August 24, 2009 meeting minutes as revised. The motion was seconded by Rick Anderson and unanimously approved.

Susan Feenick made the motion to approve the September 14, 2009 meeting minutes as presented. The motion was seconded by Rick Anderson and approved by a majority [Bruce Baccei did not vote on this motion because he was not present at the September 14, 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:
 - *Park Light Replacement:* Sanderson informed the Selectboard that he requested estimates from Jerry Stearns, Jeff Patch, and John Carroll to do the electrical work required to replace the light in the Park. Only Carroll submitted an estimate for \$320. The Selectboard considered the estimate to be comparable to that previously obtained from Darren Carter. The Selectboard discussed the work plan for the project – there were some questions about whether the rental costs for a trencher could be saved by just using the backhoe. Susan Feenick made the motion to approve the work plan for the Park light replacement as presented by Brian Sanderson on July 15, 2009, with the electrical work to be performed by John Carroll. The motion was seconded by George Finch and unanimously approved.
 - *Fire Prevention Inspection Results:* Sanderson informed the Selectboard that the Fire Marshall completed a follow-up inspection of the Town garage on September 28 and verified that compliance with all of the violations noted during the September 14, 2009 inspection has been achieved. A letter to this effect is forthcoming. Rick Anderson and Susan Feenick were critical of how Sanderson handled the situation at the garage – specifically, calling in the Fire Marshall to inspect the garage without first notifying the Selectboard of his intentions. Sanderson defended his decisions by stating that he was acting within his capacity as Road Commissioner to protect the health of the municipal employees and tax payers' investment at the garage.
 - *Heating System at Town Garage:* Sanderson informed the Selectboard that he has requested estimates from approximately nine (9) heating system installers for a non-solid fuel burning unit

to replace the wood stove at the Town garage. Rick Anderson and Susan Feenick questioned if Sanderson requested estimates for wood burning stoves, noting that almost all of the Agency of Transportation district garages still heat with wood burning stoves. Sanderson indicated he had not. Rick Anderson made the motion to obtain estimates for wood burning stoves to replace the heating system at the Town garage. The motion was seconded by Susan Feenick and unanimously approved.

- *Catch Basin Sumps*: Rick Anderson asked if, while cleaning out the catch basin sumps, an inventory of needed basin repairs was made. Sanderson indicated that basins with needed repairs were noted. Anderson requested a copy of the culvert inventory at a future meeting.
- *First Report of Injury*: Sanderson informed the Selectboard that a first report of injury was filed for John Capen.
- September 15, 2009 Letter from Mary Fregosi Regarding Park/Larson Street ROW: Mary Fregosi was present to discuss her request with the Selectboard. She indicated that her original request was misconstrued. She has asked now for representatives from the Town to clarify where the boundary line is for the Town right-of-way. She believes that some of the poplars that need to be cut may be on her own property and would like to confirm this before having them taken down. Fregosi further recommended that the Selectboard should consider cleaning up the overgrowth within the ROW. Brian Sanderson indicated that he and Bruce Baccei plan to do a site visit this week and will arrange for Fregosi to be present.
- September 15, 2009 Letter from Secretary Dill Regarding Route 3: The Selectboard discussed the letter received regarding Route 3 and ideas submitted by Steffanie Bourque to move forward with the paving/reconstruction project. Rick Anderson made the motion to include the matter on a future agenda for further discussion. 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:
 - *Equipment Updates*: Susan Feenick asked for an update on the dump truck that is at Earle's getting the on-spot chains installed and front springs replaced. Sanderson indicated the truck will be ready September 29, 2009. She also asked if Sanderson could obtain an estimate for sand blasting/painting the truck from Earle's and LaFonds. Feenick asked if the stainless steel sander from the 4900 International is ready to be put out for bid and the status of the equipment disposal policy. Sanderson indicated that the sander is ready to be put out to bid and he and Steffanie Bourque are working on a policy and agreed to have it ready for the next meeting.
 - *Lawn Repair*: Rick Anderson asked if the lawn on Field Street that was damaged when the swale was cleaned out will be repaired. Sanderson indicated that it would.
 - *Marquis*: Susan Feenick asked if Sanderson was aware that some of the cork board is peeling away from the marquis backboard. Sanderson indicated he was aware and is going to fix with an adhesive that will hold up better under the direct sunlight.
 - *Tree Cutting at Rink/Along Olympus Road*: Susan Feenick asked for an update on the tree cutting at the Rink and along Olympus Road. Sanderson indicated that the trees at the rink have been cut and the contractor is in the process of cutting the trees along Olympus Road. Tom Grace has been taking the wood.

IV. Open Public Comment

Paul Brown: Brown asked if he could be added to the next meeting agenda and presented a list of questions for discussion at the next meeting. He also presented a "Driver's Vehicle Inspection Report" booklet and asked why the town employees are not required to keep a similar log for the town vehicles. He then urged the Selectboard to work together to save tax payers money.

Warren McCullough: McCullough suggested the Selectboard look back into the early 1990's for information concerning the "connecting links" like VT Route 3 through Proctor. He also criticized the

work done with the backhoe at the Reynolds Reservoir and requested Bruce Baccei look into the matter and take action to correct it.

V. Invited Guests

Tad Smith, Edward Jones: Smith provided the Selectboard with an update on the certificates of deposit in the Peterson Recreation Fund. There were no changes to the current investment plan. He suggested the Selectboard consider investing some of the interest earned on the CDs in mutual funds. The Selectboard agreed to discuss the recommendation with Smith at a future meeting. The next CD is set to mature in March 2010. Smith will plan to attend a meeting prior to this date.

Steffanie Bourque asked the Selectboard to approve her request to work with Tad Smith on possibly shifting the municipal retirement accounts from ING to Edward Jones so that there would be a local advisor to consult on the accounts. Rick Anderson made the motion to approve the request. The motion was seconded by George Finch and unanimously approved.

Debbie Grembowicz, Catamount Radio: Grembowicz requested permission from the Selectboard to include Main Street Park in a “Santa Train” event being organized by Catamount Radio, which is scheduled for November 28, 2009. She explained the event and specifically the Santa’s Village that would be constructed in the Park for the event. Steffanie Bourque will follow-up on any insurance-related requirements. Rick Anderson made the motion to approve the request. The motion was seconded by Susan Feenick and unanimously approved.

Jesse Richardson, Finance Committee Chair: Richardson was present to discuss several Finance Committee-related matters with the Selectboard. He indicated that the Finance Committee has reviewed the FY09 year end budget reports and commends the department heads for coming in under budget. The Finance Committee has scheduled the public hearing on the draft FY2011 budget for Wednesday, January 6, 2010 from 6-8 p.m. at the Proctor Elementary School multi-purpose room. The meeting will be warned as both a Finance Committee and Selectboard meeting so that all Selectboard members may attend. Richardson indicated that the Finance Committee will be meeting in October to establish guidelines/expectations for the public hearing. Richardson also indicated that the Finance Committee plans to attend the upcoming Selectboard meetings that involve review of the draft FY2011 budgets so that they are better prepared to review the final draft when it is presented to the Finance Committee on December 4, 2009.

Susan Feenick made the motion for the Selectboard and Finance Committee to receive monthly budget reports in light of the recent events at the Proctor Free Library and Proctor High School. The motion was seconded by Rick Anderson and unanimously approved. A quarterly report for the first quarter of FY2010 will be provided on October 12, 2009 and monthly budget reports will be provided thereafter.

Rick Anderson made the motion to charge the Finance Committee with providing a recommendation on the health insurance proposal prepared by Steffanie Bourque. The motion was seconded by Susan Feenick and unanimously approved. The proposal is scheduled to be discussed at the October 12, 2009 meeting. Therefore, recommendations from the Finance Committee are due by the 12th.

VI. Board of Water Commissioners

Rick Anderson made the motion at 7:30 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.
- Kevin Smith, SVE Associates: Smith was present to discuss several matters relating to the Field Street Well and water storage/distribution system improvement projects. Specifically, he provided an

update on the status of the wetlands delineation and archeological assessments for the projects. He introduced the draft final design contracts for the two projects, which will be discussed at the special meeting scheduled for October 1, 2009, and noted the Water Supply Division's position that the work proposed to retrofit the original well as an emergency, back-up will be an ineligible expense under the State's loan program. Rick Anderson made the motion to retain the scope of work to retrofit the original well as an emergency back-up at an estimated cost of \$25,000 and request that the Water Supply Division reconsider its decision about loan program eligibility for this work. The motion was seconded by Susan Feenick and unanimously approved.

- Executive Session for Real Estate Purchase Options: Rick Anderson made the motion at 8:25 p.m. to enter executive session to discuss real estate purchase options relating to the Field Street Well and water storage/distribution system improvement projects. The motion was seconded by Susan Feenick and unanimously approved. George Finch made the motion at 9:45 p.m. to resume the public meeting. The motion was seconded by Rick Anderson and unanimously approved. Susan Feenick made the motion to charge Rick Anderson and Todd Blow with making a counter offer to both Gallus and Allen/Pockett regarding land acquisition for the Field Street Well and Bluff Street storage tank projects. The motion was seconded by Rick Anderson and unanimously approved.
- September 22, 2009 Letter from Peter Coppola Requesting Water Shut Off at 60 East Street: The Selectboard received the request from Peter Coppola requesting the water be shut off at 60 East Street because the property is vacant. Susan Feenick made the motion to approve the request with the condition that the prorated fees for July – Sept 28 be considered delinquent. The motion was seconded by Rick Anderson and unanimously approved.
- Other New and/or Old Business: There was no other new and/or old business discussed.

VII. Board of Sewage Commissioners

George Finch made the motion at 9:50 p.m. 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. The Board took action on the following:
 - *Pay Request #2*: George Finch made the motion to approve pay request #2 from the Quinn Company for \$75,717.90. The motion was seconded by Rick Anderson and unanimously approved.
 - *One Year Performance Certification*: George Finch made the motion to execute the one year performance certification letter for the Park Pump Station Expansion Project. The motion was seconded by Rick Anderson and unanimously approved.
- Other New and/or Old Business: There was no other new and/or old business discussed.

Susan Feenick made the motion at 9:55 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

- *Public Works Committee Recommendations*: The Selectboard was reminded that the Public Works Committee will be providing recommendations on the equipment replacement plan, pay-as-you-throw program, and proposal to contract all municipal plowing and mowing on October 8, 2009 and attend the October 12, 2009 meeting to discuss the recommendations.
- *Health Insurance Benefits Proposed Changes for FY2011*: The Selectboard received the proposal. The matter is scheduled for discussion at the October 12, 2009 meeting. [The Finance Committee was charged with providing a recommendation on this proposal – see discussion above.]

- *FY2011 Budget Parameters Clarification:* Steffanie Bourque asked the Selectboard to clarify whether the 10% reduction parameter applied to contracted service (e.g., Rutland County Sheriff's Department). The Selectboard indicated that they did not.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee:* There was not a quorum at the last committee meeting and therefore, no activities to report.
 - *Finance Committee:* Jesse Richardson provided a committee report – see discussion above.
 - *Community Development Committee:* The next meeting of the committee is scheduled for October 7, 2009.
 - *Public Works Committee:* The Selectboard received the September 17, 2009 draft committee meeting minutes.

X. Additional Items Requiring Action from the Board

- DRAFT Engineering Services RFP for Reynolds Reservoir Dam: Rick Anderson made the motion to approve the draft engineering services RFP for dam evaluation services at the Reynolds Reservoir Dam. The motion was seconded by George Finch and unanimously approved.
- September 24, 2009 Letter from Paul Risteff Regarding Website: The Selectboard discussed the recommendations received from Paul Risteff. Susan Feenick made the motion to work with Paul Risteff on developing a new site with potentially more technological options than the current website, which was donated to the Town by Darren Marcy. The motion was seconded by Rick Anderson and approved by a majority. Risteff also provided a questionnaire for website development for consideration. The Selectboard agreed to complete the questionnaire and also ask that member of the Community Development Committee do the same.
- Updated Dog Bite Incident Report: The Selectboard received the updated report, which confirmed that it was not a stray dog involved in the August 30, 2009 dog bite incident, but rather it was the family dog.
- Social Service Agency Letters of Appreciation for FY10 Support: The Selectboard received letters of appreciation from the Pittsford Food Shelf and the George D. Aiken Resource Conservation & Development Council.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$68,672.84.

XI. Executive Session

Rick Anderson made the motion at 10:10 p.m. to enter executive session to discuss litigation. The motion was seconded by George Finch and unanimously approved. Rick Anderson made the motion at 10:20 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 10:25 p.m. to adjourn the September 28, 2009 meeting of the Selectboard. The motion was seconded by Susan Feenick 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

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