

Town of Proctor Selectboard Meeting
January 3, 2011
6:00 – 9:30 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

Steve Crowley, Kulig & Sullivan
John Jozwiak
Paul Kulig, Kulig & Sullivan
Kevin Smith, Marble Valley Engineering

Agreements/Approvals

- Unanimously approved the December 13, 15, and 20, 2010 minutes as written and the December 14, 2010 minutes as amended.
- Unanimously agreed at 6:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:30 p.m. to enter executive session to discuss pending litigation.
- Unanimously agreed at 7:35 p.m. to resume the public meeting.
- Unanimously agreed to authorize the execution of the Vermont League of Cities and Towns agreement regarding the claim made against the Town of Proctor by Bruce Paynter.
- Unanimously accepted the U.S. Fish and Wildlife agreement as amended.
- Unanimously agreed at 7:40 p.m. to enter executive session to discuss pending litigation.
- Unanimously agreed at 8:10 p.m. to resume the public meeting.
- Unanimously agreed to contact the Town attorney regarding the legal matter discussed in executive session.
- Unanimously approved the advertisement for bids for Contract 1.
- Unanimously agreed at 8:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Scheduled a special meeting on Thursday, January 6, 2011 at 3:00 p.m. at the Town Office to continue the FY2012 budget review.
- Unanimously awarded the reproduction of the Annual Report to Repro Digital at a cost of \$2,775.
- Signed orders totaling \$1,330.
- Unanimously agreed at 9:30 p.m. to adjourn the January 3, 2011 Selectboard meeting.

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

II. Good News

The good news items included:

- Planning for the FY2012 municipal budget is progressing well. We are on track to level fund (i.e., 0% change).

III. Review Meeting Minutes

The December 14, 2010 meeting minutes were revised to reflect the size of the smaller tote – 48 gallon. Lloyd Hughes made the motion to approve the December 13, 15, and 20, 2010 minutes as written and the December 14, 2010 minutes as amended. The motion was seconded by Bill Dritschilo and unanimously approved.

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. Particular attention was paid to the new MUTCD regulations regarding street sign lettering for signs on local two-lane roads with speed limits of 25 mph or less. The Selectboard chose to reduce the FY12 budget for street signs and only upgrade signs on roads over 25 mph. The Road Commissioner continued to recommend the Selectboard budget to comply with the MUTCD regulations compliance deadline of January 2012 and replace all street signs. He also noted in addition to street sign lettering, all street sign posts are supposed to be replaced with break-away posts. Public input on the compliance dates for these unfunded Federal mandates are being accepted by the U.S. Secretary of Transportation until January 14, 2011. The Selectboard agreed to comment on the financial impacts of these mandates.

Sanderson noted the Highway Department will continue to pick-up Christmas trees left at the curbside until January 7, 2011.

- Other Old/New Business: Susan Feenick expressed concern about the open basins and steep bank created by the new stormwater catch basins on East Street. The Selectboard tasked Sanderson with evaluating whether a cover can be installed on the basins and the cost to install guard railing along this section of East Street.

Rick Anderson noted Sanderson attended a sign retroreflectivity and pavement markings workshop sponsored by the Vermont Local Roads Program. The certification will be added to Sanderson's personnel file. Anderson encouraged Sanderson to provide the Selectboard with copies of all trainings/certifications for his personnel file.

V. Open Public Comment

John Jozwiak: Jozwiak questioned the materials markup provision in the RFP for a master electrician and advised that grant money is available to replace the dock at the Proctor Pool. He indicated he will be attending the January 10, 2011 meeting to discuss some matters with the board.

VI. Invited Guests

There were no invited guests.

VII. Board of Water Commissioners

Lloyd Hughes made the motion at 6:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bill Dritschilo and unanimously approved.

A status update on project activities was provided. Items discussed include:

- Executive Sessions – Pending Litigation: Lloyd Hughes made the motion at 6:30 p.m. to enter executive session to discuss pending litigation. The motion was seconded by Bill Dritschilo and unanimously approved. Bill Dritschilo made the motion at 7:35 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

Bill Dritschilo made the motion to authorize the execution of the Vermont League of Cities and Towns agreement regarding the claim made against the Town of Proctor by Bruce Paynter. The motion was seconded by Susan Feenick and unanimously approved.

Lloyd Hughes made the motion to accept the U.S. Fish and Wildlife agreement as amended. The motion was seconded by Susan Feenick and unanimously approved.

Bill Dritschilo made the motion at 7:40 p.m. to enter executive session to discuss pending litigation. The motion was seconded by Lloyd Hughes and unanimously approved. Lloyd Hughes made the motion at 8:10 p.m. to resume the public meeting. The motion was seconded by Bill Dritschilo and unanimously approved.

Dick Norris made the motion to contact the Town attorney regarding the legal matter discussed in executive session. The motion was seconded by Lloyd Hughes and unanimously approved.

- Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow. A summary of the report highlights is provided here:
 - North Street Main Replacement: The Board discussed the project close out report provided by Blow on December 13, 2010. The Board agreed future material specification lists should include additional detail.
 - Contracts Update: The Board reviewed the bid schedule for Contract 1 (Wright A, Part 1: East Side Distribution System Improvements). Bill Dritschilo made the motion to approve the advertisement for bids for Contract 1. The motion was seconded by Dick Norris and unanimously approved.
 - Funding Update: The Board requested a breakdown of the first \$2 million of work to be completed under the Drinking Water State Revolving Fund.
- Other Old/New Business: There was no other old/new business discussed.

VIII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Lloyd Hughes 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. No actions were taken. Susan Feenick requested a copy of the Customer Complaint/Work Order for David Morgan.
- Other Old/New Business: There was no other old/new business discussed.

Bill Dritschilo made the motion at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee (PRC)*: There was no report.

X. Report from Planning Commission Liaison, Bill Dritschilo

There was no report.

XI. FY2012 Budget Planning

- FY2012 Budget Proposal December 29, 2010 Version: The Selectboard agreed to 1) reduce the budget to paint the pool house to \$150 for materials with the Highway Department to provide labor, 2) reduce the annual allocation to the Equipment Reserve Fund from \$25,000 to \$20,000, and 3) reduce the budget for Highway Improvements by \$5,000 and utilize the Highway Department surplus

to offset the reduction. A version of the budget proposal reflecting these changes will be presented at the January 6, 2011 special meeting.

- Special Meeting: The Selectboard scheduled a special meeting on Thursday, January 6, 2011 at 3:00 p.m. at the Town Office to continue the FY2012 budget review.
- Estimates for Preparation of Town Report: The Selectboard reviewed quotations from three (3) vendors for reproduction of the Annual Report. Lloyd Hughes made the motion to award the reproduction of the Annual Report to Repro Digital at a cost of \$2,775. The motion was seconded by Susan Feenick and unanimously approved. A cost without delivery will be requested.

XII. Additional Items Requiring Action from the Board

- 2010 Equalized Education Property Value: The Selectboard discussed the 2010 equalized education property value, coefficient of dispersion, and common level of appraisal. No action was taken.
- Other Old/New Business: There was no other old/new business discussed.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$1,330. [Other orders from the cancelled December 27, 2010 meeting were signed at an emergency meeting on December 29, 2010.]

XIII. Adjourn

Bill Dritschilo made the motion at 9:30 p.m. to adjourn the January 3, 2011 Selectboard meeting. The motion was seconded by Lloyd Hughes and unanimously approved.