

Town of Proctor Selectboard Meeting
January 10, 2011
6:00 – 9:30 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Lloyd Hughes
Dick Norris

Other Guests Present

George Smith
Carol Grace
Ted Schaft
Lisa Miser
Bruce Baccei
PEG-TV

Employees Present

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

Agreements/Approvals

- Unanimously approved the December 29 special meeting, December 29 emergency meeting, January 3 special meeting minutes as written and the January 3 regular meeting and January 6 special meeting minutes as revised.
- Unanimously approved 2011 work projects 1-11.
- Unanimously approved 2011 projects 14-20.
- Unanimously approved 2011 projects 12-13.
- Unanimously agreed at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to not make any provisions for municipal softening at the Field Street Well.
- Unanimously agreed to execute the Vermont Wetlands Permit for the drinking water system capital improvements.
- Unanimously agreed to submit a 2011 Drinking Water State Revolving Fund Priority List application for the \$6.4 million water system improvements.
- Unanimously agreed at 8:10 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously awarded the 2011 annual contract for Master Electrician services to John Carroll.
- Unanimously agreed to stop accepting all banned electronics at the Proctor Transfer Station, effective July 1, 2011 and between now and July 1 we will continue to charge for computers and televisions as posted, but not charge for the other banned electronics.
- Rescheduled the regular meetings in February from the second and fourth Monday (February 14 and 28) to the first and third Monday (February 7 and 21) due to the Town Meeting conflict on February 28.
- Signed orders totaling \$67,076.12.
- Unanimously agreed at 9:30 p.m. to adjourn the January 10, 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:

- We received a check for \$1,448 for our participation in the 2010 Vermont League of Cities and Towns wellness programs. 51% of this award will be shared with those employees who participated in at least three (3) wellness activities and the remaining 49% will be credited to the Town for health insurance costs.

III. Review Meeting Minutes

Susan Feenick requested the January 3, 2011 regular meeting minutes be revised to include her request for a copy of the customer complaint/work order for David Morgan. Feenick also requested the January 6, 2011 special meeting minutes be revised to clarify the article regarding the amount of law enforcement coverage will also include information about the difference in cost for 40 hours/week vs. 20 hours/week patrol coverage. Susan Feenick made the motion to approve the December 29 special meeting, December 29 emergency meeting, January 3 special meeting minutes as written and the January 3 regular meeting and January 6 special meeting minutes as revised. 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. No actions were taken.
- MUTCD Comments: The comments were not ready for Selectboard review, but will be submitted by the January 14, 2011 deadline.
- Other Old/New Business: Susan Feenick had several questions about the maintenance of vehicles and engineering fees for the East Street stormwater project.

V. Open Public Comment

George Smith: Smith, expressing concern about potential sanitary sewer backups, requested information about the size of the sewer main serving his property on Pine Street. The request was referred to Todd Blow. Blow stated the Smith property was not a high risk for sewer backups due to the elevation difference between the dwelling and the Styles Meadow pump station.

Ted Schaft: Schaft informed the Selectboard that the Marble Valley Transit and Rutland Regional Ambulance perform annual audits to bolster his prior recommendations to the Selectboard that the Proctor Free Library should be required to perform an audit in order to receive tax payer support.

VI. Invited Guests

Bruce Baccei and Lisa Miser, Parks and Recreation Committee: Miser and Baccei updated the Selectboard on their progress obtaining quotes for the replacement of the first dock at the Olympus Pool and completing the Mortimer Proctor Trust grant application. Miser sought clarification from the Selectboard about the amount of money to request. By consensus the Selectboard directed Miser to apply for the full cost of the replacement. Lloyd Hughes and Rick Anderson will accompany representatives of the Parks and Recreation Committee to the grant request presentation.

Brian Sanderson and Lisa Miser discussed some concerns about the dock removal. The Highway Department was tasked with removing the dock. However, given the presence of lead paint, the town employees are not certified to perform the demolition. By consensus the Selectboard directed Sanderson to determine if he (or other town employee) can be certified in time to perform the demolition and if not then solicit quotes for a contractor to perform the demolition. Sanderson will report at the January 24, 2011 meeting whether a town employee can be certified in time.

Lisa Miser, Planning Commission: Miser reminded the Selectboard of the next Planning Commission meeting on February 1, 2011 at 6:30 p.m. at the Town Office. At the February 1 meeting, the Planning Commission will continue to update the Town Plan and focus on the Energy, Education, and Natural Resources plan sections. She encouraged Selectboard input and intends to have a draft update ready for Selectboard review in early April prior to the plan hearings.

VII. 2011 Public Works Project List

The Selectboard received the 2011 work projects list for the Highway, Water, and Wastewater Departments. The projects are categorized according to a lead department for funding purposes; it is intended the public works departments will collaborate on all projects. Todd Blow was tasked with determining if the water main should be looped on Pine Street given this road is scheduled for reclamation and paving in 2011.

Lloyd Hughes made the motion to approve projects 1-11. The motion was seconded by Dick Norris and unanimously approved.

Lloyd Hughes made the motion to approve projects 14-20. The motion was seconded by Bill Dritschilo and unanimously approved.

Bill Dritschilo made the motion to approve projects 12-13. The motion was seconded by Dick Norris and unanimously approved.

From here the department heads will develop a schedule for completing the project list. The Selectboard discussed needing to decide at the end of FY11 how much (if any) money should be transferred to the water and wastewater reserve funds.

VIII. Board of Water Commissioners

Bill Dritschilo made the motion at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Dick Norris 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. A summary of the report highlights is provided here:
 - Engineering Update: Blow solicited input from the Board on designing for municipal softening at the Field Street Well. He provided cost estimates for installing softening now, accommodating space in the building footprint, and pouring a slab only. Bill Dritschilo made the motion to not make any provisions for municipal softening at the Field Street Well. The motion was seconded by Dick Norris and unanimously approved.

Blow also solicited input from the Board about relocating a sewer main on Taylor Hill as part of the Bluff Street Storage Tank project. He explained the current situation with the sewer main crossing the property at 42 Taylor Hill. The project would involve relocating approximately 500 – 600 feet of pipe and one manhole structure. The Board tasked Blow with developing a material cost estimate for further consideration.

- Permitting Update: Steffanie Bourque provided an update on the categorical exclusion review and request to partition the East Side Distribution System Improvements from the environmental review process.

Dick Norris made the motion to execute the Vermont Wetlands Permit for the drinking water system capital improvements. The motion was seconded by Lloyd Hughes and unanimously approved.

- Funding Update: Steffanie Bourque informed the Board of the January 21, 2011 due date for the Drinking Water State Revolving Loan Fund Priority List application. Dick Norris made the motion to submit a 2011 Drinking Water State Revolving Fund Priority List application for the \$6.4 million water system improvements. The motion was seconded by Bill Dritschilo and unanimously approved.

Lloyd Hughes indicated he and his wife are making progress on completing the mailing list for the median household income survey. The Vermont Marble Power Division is evaluating whether they can release their billing list.

- Other Old/New Business: Susan Feenick noted new regulations regarding fluoride levels in public drinking water. Todd Blow indicated he is aware of the new level and is already targeting it.

IX. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:10 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Dick Norris 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.
- Other Old/New Business: Todd Blow solicited input from the Board on a homeowner request to trace a sewer service line. Blow explained the liabilities associated with performing this service. He recommended the homeowner hire a plumber to open the interior clean out, if needed, in order for the service line to be traced. By consensus, the Board agreed with Blow's recommendation.

Susan Feenick asked for clarification on the list of troubled areas for jetting and documentation of the maintenance activity performed.

Bill Dritschilo made the motion at 8:25 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Dick Norris and unanimously approved.

X. Standing Committees

- Reports:
 - *Parks and Recreation Committee (PRC)*: See discussion above under invited guests.

XI. Report from Planning Commission Liaison, Bill Dritschilo

There was no report.

XII. FY2012 Budget Planning

- Final FY12 Budget for January 18, 2011 Budget Hearing: The Selectboard received a copy of the final FY2012 municipal budgets for the January 18, 2011 budget hearing. The documents have been posted on the Town website (www.proctorvermont.com). Public notice of the hearing is needed as well as a summary of FY12 changes.
- Finalize FY10 Town Report Contents: Selectboard members will submit their content for the Selectboard letter to Steffanie Bourque by Friday, January 14, 2011. The Selectboard agreed to include a dedication in memory of Jim Taranovich and a notice of the upcoming changes at the Transfer Station and curbside pick-up of trash and recyclables. Dick Norris will write the dedication to Jim Taranovich. The cover will include photos of new businesses in 2010 – Carris Reels, the West Street Market (new ownership), Franklin's (new ownership), and the Proctor General Store. Bill Dritschilo will take photos of each establishment.

XIII. Additional Items Requiring Action from the Board

- Master Electrician Proposals: The Selectboard opened and read aloud proposals from four (4) master electricians. A summary of the bids received is provided here:

Master Electrician	Hourly Rate	Mark-up	License	Insurance
John Carroll	\$45/hr	No more than 10%	Yes	Yes
Mark Wilber	\$45/hr	10%	Yes	Yes
Rob Stubbins	\$60/hr	15%	Yes	Yes
CDP Electric	\$47/hr	10%	Yes	Yes

Dick Norris made the motion to award the 2011 annual contract for Master Electrician services to John Carroll. The motion was seconded by Bill Dritschilo and unanimously approved. The Selectboard agreed with Carroll's recommendation to open a town account at CED Twin State Electric.

- December FY11 Budget Reports, including Overtime: The Selectboard review the reports. Steffanie Bourque will remind Todd Blow about scheduling for overtime in the Water/Wastewater Departments.
- Letter to VMPD/CVPS Regarding Street Lighting Costs: The letter will be presented at the January 24, 2011 meeting.
- Transfer Station – Electronics Ban and Implementation Policy: The Selectboard discussed the ban and how to best implement it at the Transfer Station. Bill Dritschilo made a motion to stop accepting all banned electronics effective March 1, 2011. The motion was seconded by Susan Feenick and discussed. Upon discussion, Dritschilo amended the motion to stop accepting all banned electronics at the Proctor Transfer Station, effective July 1, 2011 and between now and July 1 we will continue to charge for computers and televisions as posted, but not charge for the other banned electronics. The amended motion was seconded by Susan Feenick and unanimously approved.
- Reschedule February 28, 2011 Regular Meeting: The Selectboard rescheduled the regular meetings in February from the second and fourth Monday (February 14 and 28) to the first and third Monday (February 7 and 21) due to the Town Meeting conflict on February 28.
- Other Old/New Business: Bill Dritschilo inquired about reviving the Health & Safety Committee. Susan Feenick presented a proposal from Earth Waste Systems for metal recycling at the Proctor Transfer Station. Sharon Herbert will be scheduled as an invited guest on the January 24, 2011 agenda to discuss the proposal.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$67,076.12.

XIV. Adjourn

Dick Norris made the motion at 9:30 p.m. to adjourn the January 10, 2011 Selectboard meeting. The motion was seconded by Lloyd Hughes and unanimously approved.