

Town of Proctor Selectboard Meeting Minutes
Draft
January 23,2012
6:00- 8:32 P.M.

Board Members Present

Rick Anderson,Chair
Bruce Baccei
Susan Feenick
Vincent Gatti

Employees Present

Todd Blow, Chief Operator
Lisa Miser,Recorder
Don Des Pierre,Road Foreman
Stan Wilbur, Town Administrator

Other Guests Present

Carol Grace
John Jozwiak
Peg TV

Agreements/Approvals

- Majority approved the Selectboard December 14,2011,January 9,January 13, January 17, and January 18,2012 meeting minutes,as written.
- Majority agreed at 6:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 6:50 p.m. to enter executive session for legal.No action.
- Majority agreed at 7:00 p.m. to leave executive session and resume the Board of Water Commissioners.
- Majority agreed at 7:05 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:10 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to have Paul Kulig provide verbiage for well protection signs..
- Majority agreed to appoint Kevin Blongy as Chief of Police,for the Town of Proctor.
- Majority agreed to accept the Food Shelf Challenge.
- Majority agreed to sign contact with Efficiency Vermont and appoint Bruce Baccei chair of the Energy Committee.
- Majority agreed to sign the VT ATO 2012 Certificate of Highway Mileage.
- Majority agreed at 7:50 p.m. to enter executive session for personal.
- Majority agreed at 8:25 p.m. to leave executive session and resume the meeting of the Selectboard.
- Signed orders totaling \$47,828.99.
- Majority agreed at 8:32 p.m. to adjourn the January 23,2012 meeting of the Selectboard.

Action 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.

{ All motions passed by majority,unless otherwise noted. A full board was not present.}

II. Review Meeting Minutes

Bruce Baccei made the motion to approve the December 14,2011 Special Selectboard meeting minutes,as written.The motion was seconded by Vincent Gatti, and approved by the majority.

Bruce Baccei made the motion to approve the January 9,2012 Selectboard meeting minutes, as written. The motion was seconded by Susan Feenick and approved by the majority. Vincent Gatti did not vote.

Vincent Gatti made the motion to approve the January 13,2012 Selectboard meeting minutes,as written. The motion was seconded by Bruce Baccei and approved by the majority.

Bruce Baccei made the motion to approve the January 17,2012 Selectboard Budget meeting minutes,as written. The motion was seconded by Vincent Gatti and approved by the majority. Susan Feenick did not vote.

Susan Feenick made the motion to approve the January 18,2012 Selectboard Special meeting minutes,as written. The motion was seconded by Bruce Baccei and approved by the majority.

The January 5,2012 minutes will be reviewed at the February 13,2012 meeting.

III. Public Comment

John Jozwiak:Spoke about requesting documents from the Town of Proctor.

He had requested the MVE contact, which he noted that he received from Stan Wilbur.

Carol Grace:Requested a copy of the budget narrative, Stan Wilbur provided her with a copy.

IV. Invited Guests

No invited guests.

V. 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 Don Des Pierre.

A summary of highlights/actions taken is provided here:

- Winter road maintenance,plowing and salting.
- Equipment and garage maintenance,on going.
- Restock Salt shed.
- Removal of trees from drainage ditch on Florence Road and South Street Ext.
- Finalized FY 2013 Highway Department budget.
- Worked with W/WW dept. to remove trees and brush at Treatment Plant.
- Cleaned and serviced water/oil separator at garage.
- Working with Todd Blow to plan FY 13 work project schedule.
- FEMA invoicing, working with Todd Blow to complete.
- Christmas trees picked up.
- Culvert inventory update,in progress.
- Updating the RSMS.
- Building containment bins for materials,12x12 concrete blocks. Consensus by

- Selectboard to construct.
- Researching Salt Shed ideas. Rick Anderson suggested looking into the approved AOT Salt Shed model.
- Rick Anderson requested that Don Des Pierre check the Florence Road for unauthorized brush dumping..

VI. Board of Water Commissioners

Susan Feenick made the motion at 6:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Vincent Gatti and approved by the majority.

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

Chief Operator's Report: The board received and discussed the report submitted by Todd Blow.

- Cain Street generator is online.
- EC-462 chemical transfer pump installed..
- The Department of Health completed the Fluoride inspection on January 12,2012.
- Performed pilot test to adjust coagulation scheme.
- Inspected Furnace Brook intake.
- Contacted Dan Adams about discontinuing water service. Unable to locate curb stop.
- Repaired Broken valve box in Chatterton Park.
- Thanked the Department for work on the Kiln Brook intake freeze.
- Susan Feenick made the motion to allow Todd Blow to contact Paul Kulig,for the verbiage on the well protection signs. The motion was seconded by Vincent Gatti and approved,3-1 with Bruce Baccei opposing.
- Vincent Gatti made the motion to enter executive session at 6:50 for legal. The motion was seconded by Bruce Baccei and approved by the majority.
- Susan Feenick made the motion to leave executive session and resume the Board of Water Commissioners at 7:00 p.m. The motion was seconded by Vincent Gatti and approved by the majority. No action.

VII. Board of Sewage Commissioners

Vincent Gatti made the motion at 7:05 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bruce Baccei and approved by the majority.

Chief Operator's Report: The Selectboard reviewed and discussed the report submitted by Todd Blow.

- Presented the completed sewer flushing document for 2011. Total 18,375 feet.
- Repaired plow for the F-350 water truck.
- Cleaned all wet wells at pump stations. Adjusted floats,cleaned grease build up from the transducers and floats. Removed grease build up from the walls.
- Adjusted the Alum dosage, for monthly concentration.
- Exercised all aeration valves at both lagoons.

Susan Feenick made the motion at 7:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by the majority.

VIII. Standing Committees

- No report.

IX. Additional Items Requiring Action from the Board

- Police Chief Appointment: The Selectboard received a letter from RJ Elrick, noting his resignation as the Chief of Police for the Town of Proctor. Kevin Blongy had submitted a letter noting he held required certification, to be the Chief of Police for the Town of Proctor. Bruce Baccei made the motion to accept the resignation of RJ Elrick and appoint Kevin Blongy as the Chief of Police. The motion was seconded by Susan Feenick and approved by the majority.
- Dog Bite: The Selectboard reviewed the report. It was confirmed the dog is current on all shots, and registered in the Town of Proctor. The report will remain on file.
- Food Shelf Challenge: The Selectboard accepted the challenge from the Town of Pittsford. Stan Wilbur will contact Liz Gray to help facilitate the challenge.
- Efficiency Vermont's Municipal Street Lighting Program: Susan Feenick made the motion sign the contract and appoint Bruce Baccei principle contact/ Chair of the Energy Committee. The motion was seconded by Vincent Gatti and approved by the majority.
- VT ATO 2012 Certificate of Highway Mileage: The Selectboard accepted and signed the information as presented.
- Draft Town Meeting Warning: The Selectboard will sign at a Special Meeting on Thursday, January 26, 2012 at 4:30 p.m. at the Town Office.
- Orders: The Selectboard reviewed and signed orders totaling \$47,828.99.
- Other New and/or Old Business: The Selectboard reviewed a letter received from Peggy Stattel. Rick Anderson will pass the information on to Joel Blumenthal.

Bruce Baccei would like to revisit the topic of raise for the Town Clerk/Treasurer. Vincent Gatti made a motion to enter executive session for personal at 7:50 p.m. The motion was seconded by Susan Feenick and approved by the majority.

Bruce Baccei made the motion at 8:25 p.m. to leave executive session, and resume the Selectboard meeting. The motion was seconded by Susan Feenick and approved by the majority.

It was noted for the record that while in executive session, the Selectboard referred to the League of Cities and Towns 2011 Vermont Municipal Compensation Report, during their discussion for the salary for the Town Clerk/Treasurer.

ACTION: Susan Feenick made the motion to increase the raise for the Clerk/Treasurer from 2 1/2 % to 5%. The motion was seconded by Vincent Gatti and approved by the majority.

X. Town Administrator Search

The Selectboard will be submitting a list of seven Town Administrator candidates to the League of Cities and Towns to schedule the first round of interviews.

XI. Adjourn

Vincent Gatti made the motion at 8:32 p.m. to adjourn the January 23,2012 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.