

**Town of Proctor Selectboard Meeting  
January 25, 2010  
6:00 – 10:40 P.M.**

**Board Members Present**

Rick Anderson, Chair  
Linda Doty (6:00 – 8:00)  
Susan Feenick  
Lloyd Hughes

**Employees Present**

Steffanie Bourque, Town Administrator

**Other Guests Present**

Jim Moore  
Claire Molner  
Bob Coons, Zoning Administrator  
Karen Valach  
Kellie Bride  
John Jozwiak  
Paul Kulig, Kulig & Sullivan  
Steve Crowley, Kulig & Sullivan  
Kevin Smith, SVE Associates  
PEG-TV

**Agreements/Approvals**

- Unanimously approved the January 11 and January 18, 2010 meeting minutes as presented.
- Unanimously agreed to post new “Legal Load Limit” signs on North Street at the 5-corners intersection and on Beaver Pond Road at the West Street intersection.
- Unanimously authorized Lloyd Hughes to contact representatives at the local, state, and federal levels to pursue each option for reconstruction of a segment of VT Route 3 through the Town of Proctor.
- Unanimously approved the 2010 certificate of highway mileage with no changes.
- Unanimously agreed to reimburse the Rink Managers for the \$45.60 worth of concession items that were stolen.
- Unanimously accepted the complaint from Kellie Bride and Nancy Erickson against the dog owned by Marcus Boas of 23 Church Street and triggered Article III – Investigation of Vicious Animal provisions of the Proctor Animal Control Ordinance.
- Unanimously agreed at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:20 p.m. to enter executive session to discuss matters of potential litigation.
- Unanimously agreed at 8:50 p.m. to resume the public meeting.
- Unanimously approved the Field Street source permit and source testing applications prepared by Lincoln Applied Geology.
- Unanimously agreed to publish the notice of intent to grant the right-of-way and right of first refusal to the Green Mountain Club for the portion of the Long Trail that runs through the Chittenden watershed property owned by the Town of Proctor.
- Unanimously agreed at 9:10 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the contract amendment for Forcier Aldrich & Associates to prepare the final section of the Sewage Spill Prevention Plan at a cost of \$2,300.
- Unanimously agreed at 9:12 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously finalized Article 6 for the 2010 Town Warning to read, “Shall the Town adopt its budget articles by Australian ballot?”.
- Unanimously approved the Town Warning as revised and authorized all Selectboard members to sign the warning on the following day.
- Unanimously approved the FY2011 budget of \$354,446 for the Water Department and \$300,932 for the Wastewater Department.
- Unanimously accepted the food drive challenge from the Town of Pittsford.
- Signed the orders totaling \$49,498.04.

- Unanimously agreed at 10:05 p.m. to enter executive session to discuss personnel matters.
- Unanimously agreed at 10:35 p.m. to resume the public meeting.
- Unanimously agreed at 10:40 p.m. to adjourn the January 25, 2010 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 Meeting Minutes**

Linda Doty made the motion to approve the January 11 and January 18, 2010 meeting minutes as presented. The motion was seconded by Susan Feenick and unanimously approved.

### **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. A summary of report items acted on by the Selectboard is included here:
  - Florence Road Truck Traffic Concerns: Susan Feenick made the motion to post new “Legal Load Limit” signs on North Street at the 5-corners intersection and on Beaver Pond Road at the West Street intersection. The motion was seconded by Lloyd Hughes and unanimously approved.
- Ideas for Proceeding with Reconstruction of VT Route 3: Susan Feenick made the motion to authorize Lloyd Hughes to contact representatives at the local, state, and federal levels to pursue each option for reconstruction of a segment of VT Route 3 through the Town of Proctor. The motion was seconded by Linda Doty and unanimously approved.
- 2010 Certificate of Highway Mileage and Information on Ancient Roads: Jim Moore provided the Selectboard with a summary of the work completed by the Ancient Roads Committee last year. It was the committee’s recommendation that there are no “ancient roads” to consider adding to the town’s highway map. Lloyd Hughes made the motion to approve the 2010 certificate of highway mileage with no changes. The motion was seconded by Susan Feenick and unanimously approved.
- TH Class 2 Roadway and Structures Program Grant Applications: Discussion of these grant programs was postponed until the February 8, 2010 meeting.
- Other Old/New Business: The Selectboard requested the Highway Department evaluate the roads for potholes, particularly at the North/Meadow Street intersection and on West and Cross Streets, and fill as needed. Additionally, the Highway Department was asked to follow-up on having a loose cable removed from a utility pole on Meadow Street.

Steffanie Bourque informed the Selectboard of the recent break-in at the Skating Rink. Linda Doty made the motion to reimburse the Rink Managers for the \$45.60 worth of concession items that were stolen. The motion was seconded by Susan Feenick and unanimously approved.

### **IV. Open Public Comment**

*Claire Molner*: Molner, the school nurse at the Proctor High School, requested the Selectboard reconsider their choice to include an article on the Town Warning about whether to continue the practice of adding fluoride to the public drinking water. She discussed the benefits, in her opinion, of public fluoridation programs. The Selectboard appreciated the information provided by Molner, but agreed to leave the article on the warning and let the voters decide on the matter.

*Bob Coons*: Coons provided the Selectboard with a recap of zoning permit activity in 2009.

*Karen Valach*: Valach also voiced support for the public fluoridation program.

*Kellie Bride*: Bride filed a complaint against Marcus Boas, of 23 Church Street, the owner of an alleged vicious dog. Bride explained the issues with the dog and presented a letter from Nancy Erickson, the Proctor Elementary School principal, concurring with the complaint. Susan Feenick made the motion to accept the complaint and trigger Article III – Investigation of Vicious Animal provisions of the Proctor Animal Control Ordinance. The motion was seconded by Lloyd Hughes and unanimously approved.

## **V. Invited Guests**

There were no invited guests scheduled.

## **VI. Board of Water Commissioners**

Lloyd Hughes made the motion at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Doty 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 items acted on by the Board is provided here:
  - Legal Analysis of Outer District Alternatives: Susan Feenick made the motion at 7:20 p.m. to enter executive session to discuss matters of potential litigation. The motion was seconded by Lloyd Hughes and unanimously approved. Lloyd Hughes made the motion at 8:50 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved. No action was taken.
  - Field Street Source Permit and Source Testing Applications: Susan Feenick made the motion to approve the Field Street source permit and source testing applications prepared by Lincoln Applied Geology. The motion was seconded by Lloyd Hughes and unanimously approved.
- Revised “Grant of Right-of-Way” and “Right of First Refusal”: Lloyd Hughes made the motion to publish the notice of intent to grant the right-of-way and right of first refusal to the Green Mountain Club for the portion of the Long Trail that runs through the Chittenden watershed property owned by the Town of Proctor. The motion was seconded by Susan Feenick and unanimously approved.
- Other Old/New Business: There was no other old/new business discussed.

## **VII. Board of Sewage Commissioners**

Susan Feenick made the motion at 9:10 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Lloyd Hughes and unanimously approved. A status update on project activities was provided. Items discussed include:

- Chief Operator’s Report: The Board received the report, but it was not discussed due to time constraints.
- Forcier Aldrich & Associates Contract for Services Amendment #1: Lloyd Hughes made the motion to approve the contract amendment for Forcier Aldrich & Associates to prepare the final section of the Sewage Spill Prevention Plan at a cost of \$2,300. The motion was seconded by Susan Feenick and unanimously approved.
- Other Old/New Business: There was no other old/new business discussed.

Susan Feenick made the motion at 9:12 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.

## VIII. FY2011 Budget Planning

- Final 2010 Town Meeting Warning: Susan Feenick made the motion to finalize Article 6 for the 2010 Town Warning to read, "Shall the Town adopt its budget articles by Australian ballot?". The motion was seconded by Lloyd Hughes and unanimously approved. Lloyd Hughes made the motion to approve the Town Warning as revised and authorize all Selectboard members to sign the warning on the following day. The motion was seconded by Susan Feenick and unanimously approved.
- Final FY2011 Water and Wastewater Department Budgets: Susan Feenick made the motion to approve the FY2011 budget of \$354,446 for the Water Department and \$300,932 for the Wastewater Department. The motion was seconded by Lloyd Hughes and unanimously approved.
- Final FY2009 Town Report: The Selectboard agreed on final content for the FY2009 Town Report.
- Prepare for Town Meeting: Discussion of this matter was postponed.

## IX. Standing Committees

- Reports:
  - *Parks and Recreation Committee*: There was no report.
  - *Finance Committee*: There was no report.
  - *Community Development Committee*: There was no report.
  - *Public Works Committee*: There was no report.

## X. Additional Items Requiring Action from the Board

- Legal Review of Development Plan for 5-Corners Property: Discussion of this matter was postponed.
- Response from Bruce Baccei about Alternate RTAC Appointment: Bruce Baccei has confirmed that he is willing to continue to serve as Proctor's alternate representative to the Regional Transportation Advisory Council.
- Invitation to Participate in Food Drive Challenge with Pittsford: Susan Feenick made the motion to accept the food drive challenge from the Town of Pittsford. The motion was seconded by Lloyd Hughes and unanimously approved.
- Memorial Day Parade Committee Needed: The Selectboard was informed that Ray Beyette will no longer be serving as the lead organizer of the Proctor Memorial Day Parade. The Selectboard will look for volunteers to fulfill his role this year.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$49,498.04.
- Other New and/or Old Business: The Selectboard received a report from Audrey Tilden on the activities completed by the Safe Routes to School Committee with the first round of grant funding. Susan Feenick asked that we look into the possibility of any "part 2" Safe Routes to School funding for replacement of sidewalks. Steffanie Bourque agreed to research the matter.

The Selectboard was reminded of the need for updated job descriptions and employee evaluation forms. Steffanie Bourque was reminded of the letter to be drafted to Barry Donovan at the VMPD regarding concerns over response time for power outages. Rick Anderson provided an update on the heating oil spill remediation activities at 19 West Street.

## XI. Executive Session

Lloyd Hughes made the motion at 10:05 p.m. to enter executive session to discuss personnel matters. The motion was seconded by Susan Feenick and unanimously approved. Lloyd Hughes made the motion at 10:35 p.m. to resume the public meeting. No action was taken.

## XII. Adjourn

Susan Feenick made the motion at 10:40 p.m. to adjourn the January 25, 2010 meeting of the Selectboard. The motion was seconded by Lloyd Hughes and unanimously approved.