

Town of Proctor Selectboard Meeting
March 22, 2010
6:00 – 9:50 P.M.

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick (7:45 – 9:50 p.m.)
Lloyd Hughes (8:00 – 9:50 p.m.)
Dick Norris

Employees Present

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

Other Guests Present

Ray Beyette
Paul Brown
Bryan Jones
John Jozwiak
Warren McCullough
Ted Schaft
Eric Smith
Tad Smith, Edward Jones
Beverly Taranovich
PEG-TV

Agreements/Approvals

- Majority approved the March 8, March 10, and March 16 meeting minutes as presented.
- Majority approved the FY2011 VTrans Annual Financial Plan.
- Majority tasked Brian Sanderson with evaluating the culvert under Deere Road and working with Beverly Taranovich to address any maintenance/repair needs.
- Majority agreed to dissolve the Public Works Committee at this time with the option of reinstating the committee in the future if needed.
- Majority agreed to reinvest \$10,000 of the \$11,315 cash in the Peterson Recreation Fund from a CD that matured in March 2010 into another 6-year CD and put the 1,315 of accrued interest into a money market account.
- Majority agreed at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Special meeting scheduled for March 24, 2010 at 4:00 p.m. to discuss drinking water system capital improvements, including possible pipe improvements, alternatives for ISO fire flows and the outer district service area.
- Majority appointed Rick Anderson as the Authorized Representative for the two existing planning loans (WPL-99 and WPL-100) through the Drinking Water State Revolving Loan Fund.
- Majority approved amending the planning loan for the hydrogeology portion of the Comprehensive Preliminary Engineering Study (WPL-100) from \$47,000 to \$50,000 to maximize potential loan forgiveness.
- Majority agreed at 7:45 p.m. to enter executive session to discuss matters of potential litigation.
- Majority agreed at 7:55 p.m. to resume the public meeting.
- Majority agreed to provide a letter to all outer district customers summarizing the March 15, 2010 informational meeting organized by Representative Shaw.
- Majority approved the FY2011 schedule of rates and fees for the public drinking water system.
- Unanimously agreed at 8:00 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the FY2011 schedule of rates and fees for the public sewage system.
- Unanimously agreed at 8:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously appointed Dick Norris to replace Susan Feenick as the Selectboard representative to the Parks and Recreation Committee.
- Unanimously appointed Michael Knowles as the Town Service Office for 2010-2011 and Jim Boyle to serve the functions of the Board of Listers for 2010-2011.

- Unanimously adopted the VLCT model wellness program rewards sharing policy/contract.
- Unanimously authorized Steffanie Bourque to work with Tad Smith of Edward Jones to complete an evaluation of the Town's 457 Deferred Compensation Plan for municipal employees.
- Unanimously agreed at 9:00 p.m. to enter executive session to discuss a real estate purchase option and personnel matters. Unanimously agreed at 9:40 p.m. to resume the public meeting.
- Signed orders totaling \$51,805.67.
- Unanimously agreed at 9:50 p.m. to adjourn the March 22, 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

Dick Norris made the motion to approve the March 8, March 10, and March 16 meeting minutes as presented. The motion was seconded by Bill Dritschilo and approved by a majority [Feenick and Hughes not present].

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 the report items acted on by the Board is provided here:
 - VTrans Annual Financial Plan: Bill Dritschilo made the motion to approve the FY2011 VTrans Annual Financial Plan. The motion was seconded by Dick Norris and approved by a majority [Feenick and Hughes not present].
 - FY2011 Fuel Purchasing Proposal: The Selectboard reviewed and discussed the proposal. Steffanie Bourque will contact Pittsford, West Rutland, and Rutland Town to determine interest in a combined bid for fuel purchases. Additionally, Bourque will determine if it is possible to participate with the schools in a combined bid.
- Inquiry from Beverly Taranovich about Culvert on Deere Road: Taranovich furnished the Selectboard a letter from 1983 regarding the arrangement for maintenance and repairs of Deere Road. She advised the Selectboard that the culvert under the road needs to be cleaned. Dick Norris made the motion to task Brian Sanderson with evaluating the culvert and working with Beverly Taranovich to address any maintenance/repair needs. The motion was seconded by Bill Dritschilo and approved by a majority [Feenick and Hughes not present].
- Route 3 Special Meeting with Jim Hall and Richard Baker: Jim Hall and Richard Baker have extended an offer to meet with representatives of the Selectboard to discuss Route 3. Rick Anderson and Lloyd Hughes will meet with Hall and Baker on April 7, 2010.
- Other Old/New Business: Rick Anderson requested that Brian Sanderson schedule a meeting time with the Tree Warden, Ray Beyette, sometime the week of March 29 to mark the trees within the highway right-of-way that need to be cut. Sanderson is to notify Anderson when the meeting is scheduled. Additionally, Anderson asked that Sanderson present his 2010 work plan at the April 12, 2010 meeting.

IV. Open Public Comment

Eric Smith: Smith informed the Selectboard that he and Jim Moore are willing to co-coordinate the 2010 Green Up Day events in Proctor, which are scheduled for May 1. The focus of the clean up will be on the entrance ways into Proctor, with Smith coordinating clean up on the east side and Moore the west.

Warren McCullough: McCullough cautioned the Selectboard about installing curbing on East Street due to the truck traffic. He also commented on the informational meeting organized by Representative Shaw and information he had provided to the Water Department about possible distribution system leaks.

Paul Brown: Brown asked when the Highway Department would be repairing plow damage. Brian Sanderson indicated the spring clean up of the highway right-of-way is in progress and will proceed this month, weather permitting.

Ray Beyette: Beyette requested to meet with the Road Commissioner to mark trees within the highway right-of-way that need to be cut. Rick Anderson indicated that Brian Sanderson would be contacting him to schedule a meeting time during the week of March 29.

V. Invited Guests

Bryan Jones: Jones described to the Selectboard his property at 4-6-8 Green Square and expressed concern about how the Town bills the property for water and sewer utilities. He requested the Selectboard consider a more equitable billing method. The Selectboard took the request under advisement and agreed to discuss it further at a future meeting.

Ted Schaft: Schaft, as the chair of the Public Works Committee, presented the committee's recommendations for operation of the Transfer Station (see attached recommendations report). The Selectboard will evaluate the recommendations as presented at a future meeting. Rick Anderson thanked Schaft and the committee for their work. Dick Norris made the motion to dissolve the Public Works Committee at this time with the option of reinstating the committee in the future if needed. The motion was seconded by Bill Dritschilo and approved by a majority [Feenick and Hughes not present].

Tad Smith: Smith provided the Selectboard with an update on the Peterson Recreation Fund. Dick Norris made the motion to reinvest \$10,000 of the \$11,315 cash (from a CD that matured in March 2010) into another 6-year CD and put the 1,315 of accrued interest into a money market account. The motion was seconded by Bill Dritschilo and approved by a majority [Feenick and Hughes not present]. Smith was also advised that the Town Clerk will be forwarding a check for \$18 to be deposited into the money market account.

VI. Board of Water Commissioners

Bill Dritschilo 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 Dick Norris and approved by a majority [Feenick and Hughes not present]. 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:
 - Pilot Test Update: Discussion of this matter was postponed until the March 24, 2010 special meeting.
 - Leak Investigations: Blow informed the Board of Vermont Rural Water Association's assistance with leak investigations on March 22, 2010. A leak was detected at the Fire Station. Blow will provide a full report of the investigation results at the April 12, 2010 meeting.
 - Well Driller's Schedule Update: Blow indicated the replacement well casing has been installed and described the work involved to complete the installation and work remaining.
 - Pockett Land Acquisition Update: Blow informed the Board of recent communications with Robert Pockett regarding the Bluff Street water storage tank project.
 - March 12, 2010 Meeting with Vermont Marble Power Division Update: The Board was informed of the meeting with the Vermont Marble Power Division and received copies of the

specifications for a 1.5-inch meter to be installed to determine actual water consumption. Todd Blow will follow-up on the status of the meter order.

- Funding Program Update: The Board received a copy of a March 18, 2010 letter to the Water Supply Division regarding intentions to file a final design loan amendment request once the scope of services for the outer district service area are defined.
- Special Meeting Scheduled for March 24, 2010: A special meeting was scheduled for March 24, 2010 at 4:00 p.m. to discuss drinking water system capital improvements, including possible pipe improvements, alternatives for ISO fire flows and the outer district service area.
- Planning Loan Authorized Representative Appointment: Dick Norris made the motion to appoint Rick Anderson as the Authorized Representative for the two existing planning loans (WPL-99 and WPL-100) through the Drinking Water State Revolving Loan Fund. The motion was seconded by Bill Dritschilo and approved by a majority [Feenick and Hughes not present].
- CPES Planning Loan Amendment No. 1: Bill Dritschilo made the motion to approve amending the planning loan for the hydrogeology portion of the Comprehensive Preliminary Engineering Study (WPL-100) from \$47,000 to \$50,000 to maximize potential loan forgiveness. The motion was seconded by Dick Norris and approved by a majority [Feenick and Hughes not present].
- Executive Session: Dick Norris made the motion at 7:45 p.m. to enter executive session to discuss matters of potential litigation. The motion was seconded by Bill Dritschilo and approved by a majority [Hughes not present]. Bill Dritschilo made the motion at 7:55 p.m. to resume the public meeting. The motion was seconded by Dick Norris and approved by a majority [Hughes not present].

Dick Norris made the motion to provide a letter to all outer district customers summarizing the March 15, 2010 informational meeting organized by Representative Shaw. The motion was seconded by Bill Dritschilo and approved by a majority [Hughes not present]. The Board received copies of the PowerPoint presentation made by Rick Anderson at the March 15, 2010 meeting.

- Paynter Litigation: There was no new information on the matter discussed.
- FY2011 Schedule of Rates and Fees: Bill Dritschilo made the motion to approve the FY2011 schedule of rates and fees for the public drinking water system. The motion was seconded by Susan Feenick and approved by a majority [Hughes not present].
- Other Old/New Business: There was no other old/new business discussed.

VII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:00 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. No action was taken.
- FY2011 Schedule of Rates and Fees: Bill Dritschilo made the motion to approve the FY2011 schedule of rates and fees for the public sewage system. The motion was seconded by Lloyd Hughes and unanimously approved.
- Other Old/New Business: There was no other old/new business discussed.

Dick Norris made the motion at 8:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Bill Dritschilo and unanimously approved.

VIII. Standing Committees

- Reports:
 - *Parks and Recreation Committee:* The Selectboard received a copy of the April 21, 2010 meeting agenda and 2009-2010 pool directors' job description. The Selectboard was asked to review the job description and provide any requested changes prior to the April 21, 2010 committee meeting.
 - *Finance Committee:* The next meeting of the Finance Committee is scheduled for March 25, 2010 at 6:00 p.m. at the Proctor Library.
 - *Public Works Committee:* The Selectboard received copies of the September 24, 2009, December 17, 2009, January 5, 2010, and February 2, 2010 meeting minutes.
- Selectboard Representatives: Rick Anderson noted that, as Selectboard chair and ad hoc member of all committees, he plans to attend all committee meetings and therefore requested if other board members who are not the appointed committee representative want to attend a committee meeting to ask him first as to avoid a quorum of Selectboard members present at a committee meeting.

Susan Feenick resigned her appointment as the Selectboard representative to the Parks and Recreation Committee. Bill Dritschilo made the motion to appoint Dick Norris to replace Susan Feenick as the Selectboard representative to the Parks and Recreation Committee. The motion was seconded by Lloyd Hughes and unanimously approved.

IX. Additional Items Requiring Action from the Board

- March 16, 2010 Special Meeting Follow-up: The Selectboard reviewed the outline prepared by Alan George regarding re-development options for the 5-corners property. The Selectboard requested the outline be forwarded to the Planning Commission for concurrence before meeting with Barbara Cosgrove of Omya to discuss the proposal. The meeting with Cosgrove will be scheduled the week of April 12, 2010.

The Selectboard discussed options for providing the Planning Commission with financial assistance to get the Town Plan updated. Steffanie Bourque will request additional information from the Planning Commission about the amount of assistance needed.

- Town Service Officer and Assessor Appointments: Susan Feenick made the motion to appoint Michael Knowles as the Town Service Office for 2010-2011 and Jim Boyle to serve the functions of the Board of Listers for 2010-2011. The motion was seconded by Bill Dritschilo and unanimously approved.
- Wellness Program Rewards Sharing Policy/Contract: Bill Dritschilo made the motion to adopt the VLCT model wellness program rewards sharing policy/contract. The motion was seconded by Lloyd Hughes and unanimously approved.
- Clarification of Facility Use Policy and Functions in Main Street Park: The Selectboard requested that Our Yard try to have the facility use agreement completed for those private functions that have already been scheduled in the Park. The Selectboard will address the insurance provisions of the use agreement, if needed, once the applications are received.
- Email from Kevin Blongy to Vermont Department of Public Service: The Selectboard received the email from Kevin Blongy, the Proctor Emergency Management Coordinator, regarding Vermont Marble Power Division's decision to eliminate their line crew.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$51,805.67.
- Other Old/New Business: Susan Feenick resigned her position as the Selectboard point of contact for grant research for improvements at the Town Office. She recommended Katie Duggan and Lisa Miser as good resources for grant work. Lloyd Hughes agreed to assume these responsibilities.

Dick Norris announced that he will be out of town from April 5 – April 15 and therefore will not be attending the April 12, 2010 Selectboard meeting.

Lloyd Hughes made the motion to authorize Steffanie Bourque to work with Tad Smith of Edward Jones to complete an evaluation of the Town's 457 Deferred Compensation Plan for municipal employees. The motion was seconded by Bill Dritschilo and unanimously approved.

X. Executive Session – Real Estate Purchase Option and Personnel

Bill Dritschilo made the motion at 9:00 p.m. to enter executive session to discuss a real estate purchase option and personnel matters. The motion was seconded by Lloyd Hughes and unanimously approved. Bill Dritschilo made the motion at 9:40 p.m. to resume the public meeting. The motion was seconded by Susan Feenick and unanimously approved.

No action was taken.

XI. Adjourn

Lloyd Hughes made the motion at 9:50 p.m. to adjourn the March 22, 2010 meeting of the Selectboard. The motion was seconded by Bill Dritschilo and unanimously approved.