

Town of Proctor Selectboard Meeting
June 13, 2011
6:00 – 10:35 P.M.

Board Members Present

Rick Anderson, Chair
Susan Feenick (6:00 p.m. – 6:55 p.m.)
Vincent Gatti
Lloyd Hughes (8:10 p.m. – 10:35 p.m.)

Other Guests Present

Bruce Baccei, Parks and Rec Committee
Tom Grace, Jr.
Lisa Miser, Parks and Rec Committee
Ted Schaft
Kevin Smith, Marble Valley Engineering

Employees Present

Todd Blow, Chief Operator
Steffanie Bourque, Town Administrator

Agreements/Approvals

- Majority approved the May 23, 2011 meeting minutes as written.
- Majority agreed to rescind the motion made on May 9, 2011 during the meeting of the Board of Water Commissioners regarding the termination point for the water transmission main due to lack of quorum.
- Given the apparent conflict of approving the May 23, 2011 minutes as written when those minutes state the May 9, 2011 minutes were approved, majority agreed to rescind the motion to approve the May 23, 2011 minutes as written.
- Majority awarded the cutting of two birch trees at 24-26 Park Street to Trees Inc. at a cost not-to-exceed \$485.00.
- Majority agreed to ask the one bidder on the East Street sidewalk project if they are willing to hold their price and do the work some other time.
- Scheduled an interview for the Road Commissioner position on June 20, 2011 at 4:00 p.m.
- Majority agreed at 8:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to issue a second income survey mailer and then follow-up with a door-to-door campaign to ensure the required return rate.
- Majority agreed at 9:00 p.m. to enter executive session to discuss litigation.
- Majority agreed at 9:05 p.m. to resume the public meeting.
- Majority agreed at 9:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority recommended awarding the regional bid for propane to Proctor Gas and the regional bid for heating oil and diesel fuel to Pyrofax.
- Majority concurred with the Rutland Regional Planning Commission's recommendation to re-categorize the access management category for VT Route 3 from the Rutland Town/Proctor town line to old VT Route 3 from a 4 to a 3.
- Majority agreed to investigate contracting with Rutland County Corrections Department for short-term mowing due to staffing limitations in the Highway Department.
- Majority accepted Steffanie Bourque's request for an indefinite leave of absence.
- Signed orders totaling \$238,750.89.

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.

[All motions are noted as passed by majority because the full board was not present at the meeting. All members present voted affirmatively, unless otherwise noted.]

II. Good News

The good news items included:

- Fire Department received 50/50 matching grant for purchase of new response equipment.
- Public Service Board has issued an order approving the VMPD-CVPS purchase and sale transaction, including the rate relief for Proctor residential electric utility customers and the reimbursement of the Town's legal expenses up to \$11,000.

III. Review Meeting Minutes

Vincent Gatti made the motion to approve the May 23, 2011 meeting minutes as written. The motion was seconded by Susan Feenick. Upon discussion Feenick requested the minutes be amended to include a statement that a DVD of the meeting is available. The motion was approved by majority.

Susan Feenick questioned the legitimacy of the motion made during the Board of Water Commissioners meeting on May 9, 2011 given that Vincent Gatti had not been technically appointed to serve on the Board of Water and Sewer Commissioners until May 23, 2011. Therefore Vincent Gatti made the motion to rescind the motion made on May 9, 2011 during the meeting of the Board of Water Commissioners regarding the termination point for the water transmission main due to lack of quorum. The motion was seconded by Susan Feenick and approved by a majority.

Given the apparent conflict of approving the May 23, 2011 minutes as written when those minutes state the May 9, 2011 minutes were approved, Vincent Gatti made the motion to rescind the motion to approve the May 23, 2011 minutes as written. The motion was seconded by Susan Feenick and approved by a majority. The minutes will be revised and resubmitted for approval at the June 27, 2011 meeting.

Action on the June 1, 2011 meeting minutes was postponed until such time as a quorum of the meeting attendees is present.

IV. Open Public Comment

Ted Schaft: Schaft inquired about the status of the new trash and recycling programs. He also indicated the spring lawn repairs were not completed at his residence (8 Warner Avenue).

Tom Grace: Grace asked who should be informed about construction projects being done in town without a permit. The Selectboard advised that such matters should be reported to the Zoning Administrator, Bob Coons.

Lisa Miser: Miser thanked the Town crew for responding to the tractor trailer incident at the triangle on May 27, 2011.

V. Highway Department

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

- Interim Road Commissioner's Report: The Selectboard reviewed and discussed the report submitted by Todd Blow. A summary of the report highlights/actions taken is provided here:
 - Quotes for Cutting Birch Trees at 24-26 Park Street: Vincent Gatti made the motion to award the cutting of two birch trees at 24-26 Park Street to Trees Inc. at a cost not-to-exceed \$485.00. The motion was seconded by Susan Feenick and approved by a majority.
 - 2011 Work Plan: Rick Anderson, Lloyd Hughes, and Todd Blow met on June 13, 2011 to re-evaluate the work plan. Plan revisions will be presented at the June 27, 2011 meeting.

- East Street Sidewalk Project Bids – Next Steps: Vincent Gatti made the motion to ask the one bidder if they are willing to hold their price and do the work some other time. The motion was seconded by Susan Feenick and approved by a majority.

******MEETING RECESS******

The Selectboard meeting recessed from 6:55 p.m. to 8:10 p.m. due to lack of a quorum.

- Transportation Enhancement Grant Application – Next Steps: The Selectboard received a copy of the letter of intent filed by Susan Feenick for a Transportation Enhancement grant to rehabilitate and refurbish the marble stairs and stone wall which leads to the Proctor Town Office. A ramp will need to be engineered and constructed in order to allow for persons with disabilities to access this historic structure and scenic area which overlooks the town green. Lloyd Hughes agreed to attend the mandatory grant workshop in June.
- Response from AOT Regarding Town Bridge Maintenance Responsibility: The Selectboard received a copy of the letter from Thomas Roberts, AOT District #3 Project Manager, regarding town bridge maintenance responsibility.
- Schedule for Road Commissioner Interviews: The Selectboard scheduled an interview on June 20, 2011 at 4:00 p.m.
- Other Old/New Business: There was no other old/new business discussed.

VI. Board of Water Commissioners

Vincent Gatti made the motion at 8:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Lloyd Hughes and approved by a majority. 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/actions taken is provided here:
 - Water Service Termination: Water service at 643 and 670 Stevens Road has been terminated at the customers’ request.
 - Water Service Replacement at 30 West Street: Water service replacement was completed at 30 West Street.
 - Low Water Alarm at Filter Plant: No disruption in water supply occurred. Blow commended both of his assistants for their response to this alarm.
 - Transmission Main Concerns at Proctor Place: Blow explained the property owner’s request for the Town to relocate the water transmission main outside of the building. The Board agreed to refer the matter to Town attorney, Alan George.
 - Income Survey Update: The Board was informed of the income survey update from Tom Clark. Lloyd Hughes made the motion to issue a second income survey mailer and then follow-up with a door-to-door campaign to ensure the required return rate. The motion was seconded by Vincent Gatti and approved by a majority.
 - Capital Improvements Budget Report: The Board received a copy of the budget report.
- Engineer’s Report on Water System Improvements: There was no report.
- Executive Session – Litigation: Vincent Gatti made the motion at 9:00 p.m. to enter executive session to discuss litigation. The motion was seconded by Lloyd Hughes and approved by a majority. Vincent Gatti made the motion at 9:05 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and approved by a majority. No actions were taken.
- Other Old/New Business: There was no other old/new business discussed.

VII. Board of Sewage Commissioners

Lloyd Hughes made the motion at 9:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Vincent Gatti and approved by a majority.

- Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow.
- Other Old/New Business: There was no other old or new business discussed.

Vincent Gatti made the motion at 9:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Lloyd Hughes and approved by a majority.

VIII. Standing Committees

- Reports:
 - Parks and Recreation Committee (PRC): The next meeting of the Parks and Recreation Committee is scheduled for June 15, 2011 at 6:30 p.m. at the Proctor Free Library. Bruce Baccei and Lisa Miser presented maintenance needs at the Olympus Pool. The Selectboard discussed with Baccei and Miser immediate and long-term needs that should be budgeted in FY13. The Selectboard was provided an update on the new pool sign. The Parks and Recreation Committee will work with the Pool Directors to finalize wording for the new sign to be purchased in FY12.

IX. Additional Items Requiring Action from the Board

- FY12 Regional Fuel Bids: Vincent Gatti made the motion to recommend awarding the regional bid for propane to Proctor Gas and the regional bid for heating oil and diesel fuel to Pyrofax. The motion was seconded by Lloyd Hughes and approved by a majority.
- Permanent Transfer Station Operator and Assistant Needed: The Selectboard agreed to issue a job announcement for a permanent, part-time operator and assistant at the Proctor Transfer Station.
- New Trash and Recycling Program Update: There is a special meeting on June 16, 2011 to negotiate the new service contract with Casella Waste Management for the curbside collection of trash and recycling.
- Mediator Update: Interviews with mediator, Sandra Gartner, will be scheduled the week of June 20.
- VTrans Access Management Categories Review: Lloyd Hughes made the motion to concur with the Rutland Regional Planning Commission's recommendation to re-categorize the access management category for VT Route 3 from the Rutland Town/Proctor town line to old VT Route 3 from a 4 to a 3. The motion was seconded by Vincent Gatti and approved by a majority.
- Rutland County Sheriff's Department FY12 Service Contracts: Action on the contracts was postponed until the June 27, 2011 meeting.
- FY11 May Budget Reports, including Overtime: The Selectboard reviewed the budget reports.
- Routine Mowing: Lloyd Hughes made the motion to investigate contracting with Rutland County Corrections Department for short-term mowing due to staffing limitations in the Highway Department. The motion was seconded by Vincent Gatti and approved by a majority.
- Other Old/New Business: The Selectboard received a letter of resignation from Town Administrator, Steffanie Bourque. After discussion, Bourque agreed to request an indefinite leave of absence. Lloyd Hughes made the motion to accept Steffanie Bourque's request for an indefinite leave of absence. The motion was seconded by Vincent Gatti and approved by a majority.
- Orders: The Selectboard reviewed and signed orders totaling \$238,750.89.

X. Adjourn

Lloyd Hughes made the motion at 10:35 p.m. to adjourn the June 13, 2011 meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by a majority.