

## Meeting Minutes Subject to Approval

### **Town of Proctor Selectboard Meeting July 11, 2011 6:00 – 9:00 P.M.**

#### **Board Members Present**

Rick Anderson, Chair  
Susan Feenick  
Vincent Gatti  
Lloyd Hughes  
Dick Norris

#### **Employees Present**

Todd Blow, Chief Operator  
Steffanie Bourque, Town Administrator

#### **Other Guests Present**

Bruce Baccei  
Paul Brown  
Tom Clark RCAP  
John Feenick  
Carol Grace  
Jim Hall, RTAC Representative  
John Jozwiak  
Shelley Lutz, Pine Hill Partnership  
Ted Schaft  
Kevin Smith, Marble Valley Engineering  
Michael Smith, Pine Hill Partnership  
Tim Vile, Pine Hill Partnership  
PEG-TV

#### **Agreements/Approvals**

- Unanimously approved the June 27, 2011 and July 1, 2011 meeting minutes as written.
- Majority approved the July 8, 2011 meeting minutes as written, with Vincent Gatti abstaining because he was not present at the July 8 meeting.
- Unanimously approved the alternate proposal for \$13,950.00 from Springfield Paving for the North Street sidewalk work.
- Unanimously agreed at 7:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously executed the Proctor zoning permit application for the new Field Street well house.
- Unanimously appointed Lloyd Hughes as the Water System Administrative Contact replacing Steffanie Bourque.
- Unanimously agreed at 8:10 p.m. to enter executive session to discuss litigation.
- Unanimously agreed at 8:20 p.m. to resume the public meeting.
- Unanimously agreed at 8:20 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the FY12 municipal tax rate of 0.8387.
- Unanimously authorized Rick Anderson to execute the right of way deed and Vermont Property Transfer Tax Return granting Omya a right of way over the road that presently exists on the property owned by the Town at 29 Patch Street.
- Scheduled a special meeting on Monday, July 18, 2011 at 3:30 p.m. to meet with mediator Sandy Gartner to review her findings and recommendations.
- Unanimously agreed to run a deficit in the general fund to pay the final invoice for the new dock at the pool until the status of the Mortimer Proctor Fund grant award is known and if the grant is not awarded then money from the Peterson Fund will be used to cover the deficit.
- Unanimously agreed not to post personal contact information for each Selectboard member on the Proctor website.
- Signed orders totaling \$201,678.31.
- Unanimously agreed at 8:45 p.m. to enter executive session to discuss personnel.
- Unanimously agreed at 8:55 p.m. to resume the public meeting.

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- Unanimously agreed to hire John Corliss as the Transfer Station Operator and Tony Taylor as the Transfer Station Assistant Operator.
- Unanimously agreed at 9:00 p.m. to adjourn the July 11, 2011 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 a pledge of allegiance to the flag.

#### **II. Good News**

The good news items included:

- The new dock at the pool has been installed – acknowledgement was given to the Parks and Recreation Committee for successfully completing this project.
- Rutland County Sheriff's Department has scheduled its first regional neighborhood watch meeting for Wednesday, August 3, 2011 at 6:00 p.m. at the West Rutland Town Hall.
- Proctor Water System received necessary permits from the Army Corps of Engineers for the capital improvements.

#### **III. Review Meeting Minutes**

Dick Norris made the motion to approve the June 27, 2011 and July 1, 2011 meeting minutes as written. The motion was seconded by Vincent Gatti and unanimously approved.

Susan Feenick made the motion to approve the July 8, 2011 meeting minutes as written. The motion was seconded by Lloyd Hughes and approved by a majority, with Vincent Gatti abstaining because he was not present at the July 8 meeting.

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

*Ted Schaft:* Schaft questioned the Selectboard about how the reserve funds are invested, how the Town receives its share of fine revenue from traffic violations, and whether Dick Norris still resides in town.

*Bruce Baccei:* Baccei updated the Selectboard on the new dock and thanked Steffanie Bourque for her years of service as the Town Administrator.

#### **V. Invited Guests**

*Jim Hall, RTAC Representative:* Hall provided the Selectboard with an update on regional transportation issues.

*Shelley Lutz/Michael Smith/Tim Vile, Pine Hill Partnership:* Representatives of the Pine Hill Partnership requested the Selectboard re-affirm prior approval for the use of existing trails across lands owned by the Town of Proctor. The Selectboard generally agreed with the Partnership's request to maintain the trail network, known as the Proctor Carriage Trail which will connect to the existing trail network in Pine Hill Park. The Partnership will furnish a more detailed map and electronic copy of the proposed access agreement for the Town's consideration.

*Paul Brown:* Brown complained about chlorine odors/taste in the public drinking water. Todd Blow responded to Brown's concerns.

#### **VI. 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:

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- North Street Sidewalk: Vincent Gatti made the motion to approve the alternate proposal for \$13,950.00 from Springfield Paving for the North Street sidewalk work. The motion was seconded by Lloyd Hughes and unanimously approved.
- Routine Mowing: The Department of Corrections has begun routine mowing. The Selectboard requested they mow along the retaining wall north of the triangle intersection. Steve Mitowski will mow at the pool.
- Transportation Enhancement Grant Application: Lloyd Hughes recommended not pursuing the grant at this time due to eligibility and readiness concerns. He suggested working on the project scope more this year and consider applying for a grant next year.
- Other Old/New Business: Rick Anderson asked if the wood supply is ready for this coming winter and if the ends of the wood pile could be shored up.

Paul Brown thanked the Highway Department for the stormwater collection system improvements made in front of his house.

### **VII. Board of Water Commissioners**

Vincent Gatti made the motion at 7:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water 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 reviewed and discussed the report submitted by Todd Blow. A summary of the report highlights/actions taken is provided here:
  - Contract 3: Vincent Gatti made the motion to execute the Proctor zoning permit application for the new Field Street well house. The motion was seconded by Lloyd Hughes and unanimously approved.
- Income Survey: Tom Clark provided an update on the number of surveys returned and explained the next steps with regard to a door-to-door campaign to obtain the remaining required number of surveys. Lloyd Hughes volunteered to serve as the point of contact for the door-to-door campaign.
- Engineer's Report: Kevin Smith provided an update on the water system improvement projects.
- Water System Officials Contact Form: Susan Feenick made the motion to appoint Lloyd Hughes as the Water System Administrative Contact replacing Steffanie Bourque. The motion was seconded by Vincent Gatti and unanimously approved.
- Executive Session – Litigation: Vincent Gatti made the motion at 8:10 p.m. to enter executive session to discuss litigation. The motion was seconded by Lloyd Hughes and unanimously approved. Vincent Gatti made the motion at 8:20 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved. No actions were taken.
- Other Old/New Business: There was no other old/new business discussed.

### **VIII. Board of Sewage Commissioners**

Dick Norris made the motion at 8:20 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 unanimously.

- Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow. No actions were taken.
- Wastewater System Officials Contact Update: Lloyd Hughes volunteered to serve as the Administrative Contact for the Wastewater System also.
- Other Old/New Business: There was no other old/new business.

Lloyd Hughes made the motion at 8:30 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.

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### **IX. Standing Committees**

- Reports:
  - *Parks and Recreation Committee (PRC):* There was no report.

### **X. Additional Items Requiring Action from the Board**

- FY12 Tax Rate: Vincent Gatti made the motion to approve the FY12 municipal tax rate of 0.8387. The motion was seconded by Dick Norris and unanimously approved.
- FY11 June Budget Report, including Overtime: The Selectboard did not receive the full budget report, but rather a draft of the June/year-end cash flow statement. With regard to FY11 final reserve fund transfers in the Water and Wastewater Departments, the Selectboard agreed to 1) transfer funds from the water reserve fund to the general fund sufficient to start FY12 with \$50,000 to \$55,000 for expenses in the Water Department and 2) transfer the FY11 reserve fund allocation of \$34,849 from the general fund to the wastewater reserve fund.
- VMPD-CVPS Right of Way Deed and VPTTR: Vincent Gatti made the motion to authorize Rick Anderson to execute the right of way deed and Vermont Property Transfer Tax Return granting Omya a right of way over the road that presently exists on the property owned by the Town at 29 Patch Street. The motion was seconded by Dick Norris and unanimously approved.
- West Mountain Forest Survey Results: The survey results confirm the ownership of the 60 +/- acres in dispute as being lands owned by the Town of Proctor. This information will be given to the town assessor and attorney for resolution.
- July 18, 2011 Special Meeting: The Selectboard scheduled a special meeting on Monday, July 18, 2011 at 3:30 p.m. to meet with mediator Sandy Gartner to review her findings and recommendations.
- Other Old/New Business: Steffanie Bourque provided the Selectboard with an update on the implementation plan for the new trash and recycling program. Lloyd Hughes and Rick Anderson will serve as the points of contact for this project.

Dick Norris made the motion to run a deficit in the general fund to pay the final invoice for the new dock at the pool until the status of the Mortimer Proctor Fund grant award is known and if the grant is not awarded then money from the Peterson Fund will be used to cover the deficit. The motion was seconded by Lloyd Hughes and unanimously approved.

Susan Feenick requested that personal contact information for each Selectboard member be posted on the Proctor website. Vincent Gatti made the motion not to post personal contact information for each Selectboard member on the Proctor website. The motion was seconded by Dick Norris and unanimously approved.

- Orders: The Selectboard reviewed and signed orders totaling \$201,678.31.

### **XI. Executive Session – Personnel**

Lloyd Hughes made the motion at 8:45 p.m. to enter executive session to discuss personnel. The motion was seconded by Vincent Gatti and unanimously approved. Vincent Gatti made the motion at 8:55 p.m. to resume the public meeting.

Lloyd Hughes made the motion to hire John Corliss as the Transfer Station Operator and Tony Taylor as the Transfer Station Assistant Operator. The motion was seconded by Susan Feenick and unanimously approved.

### **XII. Adjourn**

Susan Feenick made the motion at 9:00 p.m. to adjourn the July 11, 2011 meeting of the Selectboard. The motion was seconded by Vincent Gatti and unanimously approved.