

Town of Proctor Selectboard Meeting
DRAFT
August 22, 2011
6:00 – 9:15 P.M.

Board Members Present

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

Other Guests Present

Brent Curtis, Rutland Herald
Randy Dapron, Casella Waste Management
Andy Hutchison, Forrester
Pierre Lachaussie, Casella Waste Management
Judy Taranovich
Kevin Smith, Marble Valley Engineering

Employees Present

Todd Blow, Chief Operator
Lisa Miser, Recorder
Don Des Pierre, Road Foreman

Agreements/Approvals

- Unanimously approved the August 8 and 16, 2011 meeting minutes as written.
- Majority approved the August 12, 2011 meeting minutes.
- Unanimously agreed to order bags, permits and stickers for new trash program.
- Unanimously agreed to have Andy Hutchison review Chittenden and West Mountain forests for a timber harvest.
- Unanimously agreed at 7:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:12 p.m. to enter executive session to discuss a legal matter.
- Unanimously agreed at 7:25 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed to use diesel fuel for the back generator at Field Street and Wastewater Treatment Plant.
- Unanimously agreed to authorize the purchase of replacement marble on Holden Avenue.
- Unanimously agreed at 8:25 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 enter executive session for personal.
- Unanimously agreed at 8:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to have Vincent Gatti be the voting delegate at the annual VLCT business meeting.
- Unanimously approved the Transfer Station pay schedule.
- Unanimously approved the Proctor Hazard Mitigation Plan.
- Unanimously agreed at 8:50 to enter executive session for a personal matter.
- Signed orders totaling \$85,698.13.
- Unanimously agreed at 9:15 p.m. to adjourn the August 8, 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. Review Meeting Minutes

Susan Feenick made the motion to approve the August 8 and 16, 2011 meeting minutes, as written. The motion was seconded by Vincent Gatti and unanimously approved.

Lloyd Hughes made the motion to approve the August 12, 2011 meeting minutes as written. The motion was seconded by Vincent Gatti and approved by the majority, with Susan Feenick and Dick Norris not voting because they did not attend the meeting.

III. Invited Guests

Randy Dapron and Pierre Lachaussie, Casella Waste Management: Dapron provided a handout with respect to the new trash bags. He informed the Selectboard that most of the totes have been delivered to Casella, he is working on a letter to send out to residents, prior to the totes being delivered. Susan Feenick made the motion to have Lloyd Hughes order the bags, permits and stickers needed to start the new trash program. The motion was seconded by Vincent Gatti and unanimously approved.

For residents that would prefer the small totes a sign-up list will be available at the Town Offices. A letter will be sent to commercial users informing them that curbside service will no longer be available to them.

Andy Hutchinson, Hutchinson Forestry: Hutchinson provided a brief background on the Chittenden and West Mountain Forests. He also explained the Current Use Program. Vincent Gatti made the motion to have Hutchinson inspect the forests for a possible timber harvest. The motion was seconded by Susan Feenick and unanimously approved. Hutchinson will attend the November 14, 2011 Selectboard and provide a report.

IV. 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 the report highlights/actions taken is provided here:
 - Florence Road Stone Wall: Project is complete, wall has been repaired.
 - Catch Basins: Two catch basins on Grove Street have been raised and re-paved.
 - 65 Olympus Road: Responded to complaint about a wash out, repaired and paved area.
 - Cain Street: Worked with the Wastewater Department.
 - Hazard Trees: The Selectboard instructed the Road Foreman to contact Raymond Beyette, Tree Warden about the list of hazardous trees.
 - Vehicle Maintenance: Completed service on the F350, 1995 and 2003 dump trucks. The Selectboard requested that the 150 be taken to LaFond's for a check-up.
- Crosswalks: The Selectboard would like to see the zigzag pattern between the two bars. They suggested the Road Foreman place the line painter in the FY13 budget.
- Other Old/New Business: There was no other old/new business.

V. Board of Water Commissioners

Vincent Gatti made the motion at 7:10 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.

Vincent Gatti made the motion at 7:12 p.m. to enter executive session to discuss a legal issue. The motion was seconded by Lloyd Hughes and unanimously approved.

Susan Feenick made the motion at 7:25 to leave executive session and convene as the Board of Water Commissioner. Seconded by Lloyd Hughes and unanimously approved. No action was taken.

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.
- Engineer's Report: Kevin Smith provided an update on the water system improvement projects.
 - Emergency Generator: Vincent Gatti made the motion to use diesel fuel for the back generator. The motion was seconded by Dick Norris and approved by the majority, with Susan Feenick opposing.
 - Contract 1 Pay Request: Completed by the August 19, 2001 deadline.
 - Contract 1 Change Order: Motion by Lloyd Hughes to approve the replacement marble on Holden Avenue, conditioned upon approval by the state that it will be bond eligible. Seconded by Vincent Gatti and unanimously approved.
 - Contract 3 – Kevin Smith provided the contract with changes. The Selectboard agreed to have the contract sent to Brian Redmond for comments.
- Income Survey: Lloyd Hughes reported that to complete the project 70 -75 more survey are needed. Selectboard members will be going door to door in the next two weeks, in the hopes of completing the income survey project.
- Other Old/New Business: There was no other old/new business discussed.

VI. Board of Sewage Commissioners

Lloyd Hughes made the motion at 8:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Dick Norris and unanimously.

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

Vincent Gatti made the motion at 8:30p.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 unanimously approved.

Vincent Gatti made the motion at 8:30 p.m. to enter executive session for personal. The motion was seconded by Lloyd Hughes and unanimously approved.

Lloyd Hughes made the motion at 8:35 p.m. to leave executive session and resume the meeting of the Selectboard. The motion was seconded by Vincent Gatti and unanimously approved. No action was taken.

VII. Standing Committees

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

VIII. Additional Items Requiring Action from the Board

- FY11 June Budget /Year-End Budget Reports, including Overtime: The Town Clerk will meet with Selectboard, once she has met with auditor.
- Town Fair-Delegate: Dick Norris made the motion to have Vincent Gatti be the voting delegate for The Town of Proctor at the Annual VLCT Business Meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

- Interim Administrative Assistant – Job Description: Vincent Gatti made the motion at 8:50 p.m. to enter executive session to discuss personal. The motion was seconded by Lloyd Hughes and unanimously approved. Vincent Gatti made the motion at 9:10 p.m. to leave executive session. The motion was seconded by Dick Norris and unanimously approved. Dick Norris made the motion to hire Stanley Wilbur as the interim administrative assistant. The motion was seconded by Vincent Gatti and unanimously approved. Lloyd Hughes will contact Mr. Wilbur.
- Transfer Station –Pay Schedule: Dick Norris made the motion to approve the pay schedule and back up replacement for the transfer station. The motion was seconded by Susan Feenick and unanimously approved.
- Hazard Mitigation Plan: Dick Norris made the motion to adopt the Proctor Hazard Mitigation Plan. The motion was seconded by Vincent Gatti and unanimously approved..
- Income Survey: (See Board of Water Commissioners)
- Other Old/New Business: Vincent Gatti spoke with the Town Clerk about Pat Cuddy reviewing the investment accounts.
- Orders: The Selectboard reviewed and signed orders totaling, \$85,698.13.

IX. Adjourn

Susan Feenick made the motion at 9:15 p.m. to adjourn the August 22, 2011 meeting of the Selectboard. The motion was seconded by Vincent Gatti and unanimously approved.

Action Items from December 14, 2009

Task	Responsible Party	Schedule	S
Develop/update WW policies/procedures	T Blow		In progress

Outstanding Action Items from December 14, 2009

Task	Responsible Party	Schedule	S
Obtain estimates for repairing front steps at Town Office	Hughes/Sanderson		In progress

Outstanding Action Items from November 9, 2009

Task	Responsible Party	Schedule	S
Follow-up with Warren McCullough on road book project	L Hughes		
Update job descriptions	Anderson/Hughes	By Dec 31, 2009	In progress
Develop performance evaluation forms	Anderson/Hughes	By Dec 31, 2009	Road Commissioner, C Administrator evaluati evaluations pending.

Outstanding Action Items from FY2006

Task	Responsible Party	Schedule	S
Finalize Safety and Health Manual	Health Safety Com.	By Aug 06	Health & Safety Com