

Town of Proctor Selectboard Meeting Minutes
DRAFT
September 12.2011
6:00- 8:45 P.M.

Board Members Present

Rick Anderson, Chair
Susan Feenick
Vincent Gatti
Lloyd Hughes

Employees Present

Todd Blow, Chief Operator
Lisa Miser, Recorder
Don Des Pierre, Road Foreman
Stan Wilbur, Town Administrator

Other Guests Present

Bob Coons, Zoning Administrator
Kevin Smith, Marble Valley Engineering
Peg TV

Agreements/Approvals

- Majority approved the August 22 and August 31.2011 meeting minutes as written.
- September 1.2011 meeting minutes accepted without objection.
- Majority approved the letter to Phillip Campo.
- Majority agreed at 6:10 p.m. to enter executive session for personal.
- Majority agreed to promote Don Des Pierre to Road Commissioner.
- Majority agreed at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Special Meeting September 20.2011 at 2:00 p.m.
- Majority agreed to have a gate at Field Street.
- Majority agreed at 7:25 to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:35 to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved to pay the balance of the dock from the Evelyn Peterson Fund.
- Majority agreed for Stan Wilbur to be the primary contact and Don Des Pierre the secondary contact for FEMA.
- Majority agreed to terminate the Selectboard liaison to the Planning Commission.
- Majority agreed to use the CVPS refund for the light in the park.
- Majority agreed to send a letter to Warren McCullough.
- Signed orders totaling \$464,422.35
- Majority agreed at 8:45 to adjourn the September 12.2011 meeting of the Selectboard.

Action 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.

The Selectboard thanked the volunteers that assisted Proctor residents on Meadow and Willow Street. Thank You to all that participated!

II. Review Meeting Minutes

Susan Feenick made the motion to approve the August 22 and August 31.2011 meeting minutes,as written. The motion was seconded by Vincent Gatti and approved by the majority.

The September 1.2011 Animal Hearing and Emergency minutes were accepted without objection,and will remain in draft format as a quorum was not present to approve them.

Lloyd Hughes made the motion to amend the letter sent to Phillip Campo and insert the paragraph from Alan George and resend via certified mail.

The motion was seconded by Susan Feenick and approved by the majority.

{All motions are approved by majority unless otherwise noted,as a full board was not present.}

III. Public Comment

No public comment.

IV. Invited Guests

There were no invited guests.

V. Highway Department

Lloyd Hughes made the motion at 6:10 p.m. to enter executive session for personal. The motion was seconded by Susan Feenick and approved by the majority.

Vincent Gatti made the motion at 6:15 p.m. to leave executive session and resume the meeting of the selectboard.The motion was seconded by Lloyd Hughes and approved by the majority.

Action: Vincent Gatti made the motion to promoted Don Des Pierre to Road Commissioner.

The motion was seconded by Lloyd Hughes and approved by the majority.

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 highlights/actions taken is provided here:

- North Street: Removal and replacement of curb and sidewalk. Complete
- Crosswalks: Crosswalks and stop lines have been painted.
- South Street: Worked worked with the Water Department jetting sewer line.
- FEMA: Keeping separate work sheets for hours and materials for storm clean up. "Irene" clean up ongoing,working with water/wastewater departments.
- '03 Dump truck: Repaired.
- Holden Avenue: Continue to investigate the storm and sewer pipe locations. One dye test has been completed.
- Bulk Salt: Buying per contract for District #3,\$63.68 per ton.
- Bulletin Board: Susan Feenick will paint the bulletin board.

- Workshop: Two work shops were canceled due to the storm. State will re-schedule.
- F-150: Report no longer safe for the road. Don Des Pierre will look into other options and report at September 26.2011 meeting.

VI. Board of Water Commissioners

Susan Feenick made the motion at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Vincent Gatti and approved by the majority

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

Chief Operator's Report: The Board received and discussed the report submitted by Todd Blow.

- Boil Water: Issued a boil water notice on August 28.2011 for the outer district from Stevens Road and up. Tests run on August 30 and August 31.2011 were clean and the order was lifted on September 1.2011.
- Intake: The intake was cleaned and brought back on-line August29.2011.
- Cain Street Booster Pump Station: approximately three months for delivery of the generator.
- Diver: Todd Blow will provide three quotes for divers. There are five locations that need to be checked due to 'Irene'.

Stan Wilbur, Kevin Smith and Paul Kulig will review the Outer District Report from Mark Youngstrom.

A Special Meeting will be held on Tuesday, September 20.2011 at 2:00 p.m. to discuss the report.

Field Street Permit: Kevin Smith reported that the Zoning Administrator has requested two conditions for the permit.

1. Gate & No Trespassing Sign - to prevent vehicle traffic.
2. That two operators be trained in the operation of the generator and document use.

Susan Feenick made the motion for a gate with a fence on each side pending approval of Mrs. Gallus.

The motion was seconded by Vincent Gatti and approved by the majority.

VII. Board of Sewage Commissioners

Susan Feenick made the motion at 7:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Vincent Gatti and approved by the majority.

Chief Operator's Report: The Board reviewed and discussed the report submitted by Todd Blow.

- Discharge Main: Re-supported the Discharge main from the WWTF. The main and one manhole were washed out from the storm.
- Holden Avenue/South Street: Jetted both Holden Avenue and South Street, due to infiltration from the storm.
- Pump Stations: Pumped out dry pits at Library, Styles Meadow and Willow pump stations.
- Field Street: Jetted discharge pipe to remove gravel and debris.
- North Street: Paving complete. Todd will schedule a meeting with Mr. & Mrs. Grace,

Rick Anderson will also attend the meeting.

The Selectboard thanked the Town Crews for the excellent job during the Hurricane. Lloyd Hughes made the motion at 7:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by the majority.

VIII. Standing Committees

Lloyd Hughes reported that the MRP fund awarded the Town \$2490.00 for the ADA railing at the pool, however they did not fund the balance of the dock.

Susan Feenick made the motion to pay the balance of the dock from the Evelyn Peterson Recreation Fund.

The motion was seconded by Vincent Gatti and approved by the majority. The Selectboard will also have a plaque installed at the pool, with Evelyn Peterson and MRP names.

IX. Additional Items Requiring Action from the Board

- Income Survey: Lloyd Hughes reported that 68 surveys are needed, to complete the project.
- Solid Waste: Rick Anderson read from the Casella contract noting that business and residences will each receive a trash and recycle tote. Lloyd Hughes reported that the bags and stickers have been ordered.
- FEMA: Stan Wilbur reported on the FEMA meeting he attended in Manchester, on September 9, 2011.
Susan Feenick made the motion to make Stan Wilbur the primary contact and Don Des Pierre the secondary contact for FEMA. The motion was seconded by Vincent Gatti and approved by the majority.
- Dick Norris's Letter of Resignation: Rick Anderson read Dick Norris's letter of resignation. Susan Feenick made the motion to accept Dick Norris's resignation with regret. The motion was seconded by Lloyd Hughes and approved by the majority.
The Selectboard will accept letters of interest for the vacant Selectboard seat till 5:00 p.m., September 26, 2011.
- Executive Session: Vincent Gatti made the motion at 8:05 p.m. to enter executive session for personal.
The motion was seconded by Lloyd Hughes and approved by the majority.
Vincent Gatti made the motion to leave executive session at 8:25 and resume the meeting of the Selectboard.
The motion was seconded by Lloyd Hughes and approved by the majority.
Action: Vincent Gatti made the motion to terminate the position of Selectboard liaison to the Proctor Planning Commission. The motion was seconded by Lloyd Hughes and approved by the majority.
- Other New and/or Old Business:
 - * Peg TV: Consensus of the Selectboard not to stream the Selectboard meetings live.
 - * CVPS Refund: Vincent Gatti made the motion to accept the refund in a lump sum of \$575.14, and to use the money for the light in the park.
 - * Letter for incident on South Street: Vincent Gatti made the motion to send a letter to Warren McCullough stating that he is to refrain from town job sites. The motion was seconded by Lloyd Hughes and approved by the majority, on a 3-1 vote.

Susan Feenick opposed the motion.

- Orders: The Selectboard reviewed and signed orders totaling \$464,422.35

X. Adjourn

Vincent Gatti made the motion at 8:45 p.m. to adjourn the September 12, 2011 meeting of the Selectboard. The motion was seconded by Lloyd Hughes and approved by the majority.