

**Town of Proctor Selectboard Meeting
September 13, 2010
6:00 – 9:50 P.M.**

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Susan Feenick
Lloyd Hughes
Dick Norris

Employees Present

Steffanie Bourque, Town Administrator
Brian Sanderson, Road Commissioner

Other Guests Present

Glenda Hawley, Catamount Radio
PEG-TV

Agreements/Approvals

- Unanimously approved the August 23, 2010 special meeting, August 23 regular meeting, August 31 special meeting, and August 31 emergency meeting minutes as written.
- Unanimously approved the North Street paving bid invitation with the addition of a reminder statement added to the bid form about the insurance requirements.
- Unanimously approved the facility use agreement for the Santa Train event in Main Street Park on December 4 and 5, 2010, contingent on approval from Vincent Gatti for use of the upstairs at the Fire Station during the event.
- Unanimously agreed at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved the Drinking Water State Revolving Loan Fund final design and construction loan application for the water system capital improvements.
- Unanimously agreed to extend the purchase options for the Field Street and Bluff Street projects for an additional year in order to secure all necessary permits and acceptable funding.
- Unanimously agreed at 8:25 p.m. to enter executive session to discuss real estate purchase options.
- Unanimously agreed at 8:40 p.m. to resume the public meeting, adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the construction grant applications for the Park Pump Station Expansion and Sewer Main Slip Lining projects.
- Unanimously agreed at 8:45 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- The Selectboard set the parameters for the FY2012 municipal budget (see pages 4-5 for motions).
- Unanimously approved the loss control reports for the town office, fire station, and recreation facilities and charged the Parks and Recreation Committee with following up on those loss control items identified as “referred to Parks and Recreation Committee”.
- Unanimously appointed Albert Wenta as the Proctor fire warden for 2010-2015.
- Unanimously approved the FY10 audit contract with Jeff Bradley.
- Signed the orders totaling \$88,671.61.
- Unanimously agreed at 9:05 p.m. to enter executive session to discuss potential litigation and personnel.
- Unanimously agreed at 9:45 p.m. to resume the public meeting.
- Unanimously agreed to send a written notice to the Water Supply Division that only Rick Anderson, Steffanie Bourque, and Kevin Smith are authorized by the Proctor Selectboard to discuss funding matters related to our water system capital improvements with the Division.
- Unanimously agreed at 9:50 p.m. to adjourn the September 13, 2010 meeting of the Proctor 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. “Good News”

Rick Anderson introduced the new agenda item – “Good News”. The good news items included:

- Clean bill of health for Lloyd Hughes after recent surgery;
- Are eligible for and will apply for two grants for recently completed wastewater system improvements – 1) approximately \$137,900 for the Park Station Expansion Project – with a local match of approximately \$137,900, bringing the total loan balance to approximately \$275,775 and 2) approximately \$27,800 for the additional system investigation and slip lining – this project was already eligible for a federal stimulus subsidy of approximately \$41,690, bringing total loan balance to approximately \$41,690.
- Received a \$1,509.42 grant from VLCT towards purchase of two intrusion alarm systems and 6 motion lights for installation at the Pool and Rink.
- Invited to a 2-day retreat at the Grand Isle Lake House (Preservation Trust of Vermont) to discuss community development projects – will attend on Sept 20-21 to learn how to advance the 5-corners project.

III. Review Meeting Minutes

Lloyd Hughes made the motion to approve the August 23, 2010 special meeting, August 23 regular meeting, August 31 special meeting, and August 31 emergency meeting minutes as written. The motion was seconded by Dick Norris and unanimously approved.

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 Brian Sanderson. A summary of the report highlights is provided here:
 - Route 3 Base Rehab Project: The project was completed for \$11,167, an overrun of \$1,167. The overrun was due to extra excavation and extra tonnage of pavement to allow for transition zone. Lloyd Hughes commented that he has received several positive comments about this project.
 - East Street Storm Water Culvert Repair: Have secured stockpile of rip-rap from North Street excavation for this project.
 - North Street Paving Bid Invitation: Bill Dritschilo made the motion to approve the bid invitation with the addition of a reminder statement added to the bid form about the insurance requirements. The motion was seconded by Lloyd Hughes and unanimously approved.
 - Town Office Loss Control Report: The Selectboard reviewed the responses to the loss control inspection. Bill Dritschilo provided clarifications on two items – A-06-10-02 and A-06-10-15.
 - Signs for Recycling Bins at Transfer Station: The magnetic signs are on the recycling bins at the Transfer Station.
- Other Old/New Business: Susan Feenick noted the brush growing up on the hillside between High Street and Main Street near the 5-corners and the trash along the West Street. Brian Sanderson will have the brush cut down when the hillside is trimmed and will do a trash run on West Street.

V. Open Public Comment

There were no public comments.

VI. Invited Guests

Glenda Hawley, Catamount Radio: Hawley presented the Selectboard with a facility use agreement requesting use of Main Street Park for the December 4 and 5, 2010 Santa Train event, sponsored by Catamount Radio. Dick Norris made the motion to approve the facility use agreement contingent on approval from Vincent Gatti for use of the upstairs at the Fire Station during the event. The motion was seconded by Lloyd Hughes and unanimously approved.

VII. Board of Water Commissioners

Bill Dritschilo made the motion at 7:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Lloyd Hughes and 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 is provided here:
 - Water Shut Off at 16 Newton Street: Steffanie Bourque was asked to follow-up with the Town Clerk to determine if the bank has been notified of the water shut off at the vacant property.
 - Project Funding Update: The Board received a copy of a September 2, 2010 email from Rhonda Shippee and Steffanie Bourque indicated an October meeting with the state and federal funding programs is in the works.
 - DWSRF Final Design and Construction Loan Application: Bill Dritschilo made the motion to approve the application. The motion was seconded by Dick Norris and unanimously approved.
 - Purchase Options for Field Street and Bluff Street Projects: Susan Feenick made the motion to extend the purchase options for an additional year in order to secure all necessary permits and acceptable funding for the projects. The motion was seconded by Bill Dritschilo and unanimously approved. Steffanie Bourque will contact the town attorney to prepare necessary documents to extend the agreements and Todd Blow and Kevin Smith will present the extension requests to the property owners.
- Department Policies Regarding Service Shut Off: Susan Feenick and Rick Anderson were appointed to review the existing policies and make recommendations for changes if needed.
- Letter from Nancy Curtis Regarding Water Shut Off at 21 Grove Street: The Board discussed the September 9, 2010 letter from Nancy Curtis. The Board tasked Todd Blow with contacting Ms. Curtis on September 14, 2010 to attempt for a third time to operate the curb stop. No requests for abatement will be considered until the curb stop is operable.
- Executive Session – Real Estate Purchase Options: Susan Feenick made the motion at 8:25 p.m. to enter executive session to discuss real estate purchase options. The motion was seconded by Bill Dritschilo and unanimously approved. Bill Dritschilo made the motion at 8:40 p.m. to resume the public meeting, 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.
- Other Old/New Business: Susan Feenick requested Todd Blow follow-up with inspecting the curb stop at her home on McGarry Street. The Board tasked Blow with this request.

VIII. Board of Sewage Commissioners

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 is provided here:
 - Construction Grant Applications: Susan Feenick made the motion to approve the construction grant applications for the Park Pump Station Expansion and Sewer Main Slip Lining projects. The motion was seconded by Bill Dritschilo and unanimously approved.
- Other Old/New Business: There was no other old/new business.

Dick Norris made the motion at 8:45 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bill Dritschilo and unanimously approved.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee:* The Selectboard received the 2010-2011 Proctor Skating Rink calendar. Bill Dritschilo offered to scan the calendar so it can be posted on the town website (www.proctorvermont.com). Dick Norris was tasked with convening a committee meeting for the following:
 - Elect a new committee chair;
 - Proceed with the intrusion alarm/motion light purchases;
 - Prepare the contract for 2010-2011 Rink managers;
 - Request the attendee count for the 2010 pool season;
 - Respond to those items in the July 1, 2010 loss control inspection referred to the Parks and Recreation Committee; and
 - Analysis of cost-effectiveness of multiple vs. single director at the pool.
 - *Finance Committee:* There was no report.

X. Report from Planning Commission Liaison, Bill Dritschilo

There was no report.

XI. FY2010 Budget Planning

- Budget Planning Schedule: The Selectboard agreed to conduct capital planning during the month of October, with first drafts of department budget proposals due to the Selectboard for review on November 22, 2010. The Selectboard will review the proposals and meet with department heads as needed during the month of December. A public hearing on the proposed budget will be scheduled in early January 2011. The Selectboard will approve the final FY2012 budget and sign the Town Meeting warning on January 24, 2011.
- Budget Parameters: The Selectboard agreed on the following parameters for the FY2012 budget:
 1. Level fund in FY12 – motion made by Bill Dritschilo, seconded by Dick Norris and unanimously approved.
 2. Department budget proposals due November 22, 2010 – motion made by Bill Dritschilo, seconded by Lloyd Hughes and unanimously approved.
 3. 2% pay increase for municipal employees in FY12 – motion made by Bill Dritschilo, seconded by Lloyd Hughes and unanimously approved.
 4. Replacement schedule for municipal vehicles to be incorporated into the capital plan.
 5. No change to department vehicle maintenance budgets in FY12 – motion made by Lloyd Hughes, seconded by Bill Dritschilo and unanimously approved.
 6. Sinking fund allocations contingent on capital plan.
 7. Reduction of one (1) employee in the Highway Department in FY12 – motion made by Susan Feenick and seconded by Bill Dritschilo for discussion. The motion failed 4 to 1, with Bill Dritschilo, Lloyd Hughes, Dick Norris, and Rick Anderson opposing.
 8. No changes to the number of pool directors in FY12 – motion made by Dick Norris and seconded by Lloyd Hughes for discussion. The motion was withdrawn after discussion. Bill Dritschilo made the motion to charge the Parks and Recreation Committee with evaluating the cost effectiveness of multiple vs. single director at the pool. The motion was seconded by Susan Feenick and unanimously approved.
 9. Rink and Pool Departments should not submit a budget request for capital projects – if capital improvements are needed, the departments should seek alternate funds (e.g., grants) to pay

project costs. Bill Dritschilo made the motion, seconded by Lloyd Hughes, and unanimously approved.

10. Delay any decisions about the health insurance until December when the 2011 rates become available – motion made by Dick Norris, seconded by Susan Feenick and unanimously approved.

- Capital Planning: Lloyd Hughes and Bill Dritschilo were appointed to develop the initial capital plan for inclusion in the FY2012 budget. Hughes and Dritschilo will work with department heads during the month of October 2010 to develop the plan.

XII. Additional Items Requiring Action from the Board

- Community Fair Preparations: The Selectboard received a copy of the ground rules for participating in the Community Fair. Lloyd Hughes reported on the projects he is working on to incorporate students into the event. Susan Feenick, Lloyd Hughes, and Dick Norris will be participating from the Selectboard. Steffanie Bourque discussed the recently mailed community survey.
- FY2011 August Budget Report, including Overtime: The Selectboard reviewed the reports.
- West Mountain Property Survey Request for Proposals: The Selectboard approved the RFP and requested referrals for property surveyors from Hutchison Foresters.
- Response to Loss Control Reports – Town Office, Fire Station, Recreation Facilities: Bill Dritschilo made the motion to approve the loss control reports for the town office, fire station, and recreation facilities and to charge the Parks and Recreation Committee with responding to those loss control items identified as “referred to Parks and Recreation Committee”. The motion was seconded by Susan Feenick and unanimously approved.
- Fire Warden 2010-2015 Appointment: Lloyd Hughes made the motion to appoint Albert Wenta as the Proctor fire warden for 2010-2015. The motion was seconded by Bill Dritschilo and unanimously approved.
- Solid Waste Management Issues Scheduled for September 27: Rick Anderson noted solid waste management issues will be discussed at the September 27 meeting.
- Other Old/New Business: Dick Norris made the motion to approve the FY10 audit contract with Jeff Bradley. The motion was seconded by Lloyd Hughes and unanimously approved.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$88,671.61.

XIII. Executive Session – Litigation and Personnel

Lloyd Hughes made the motion at 9:05 p.m. to enter executive session to discuss potential litigation and personnel. The motion was seconded by Bill Dritschilo and unanimously approved. Bill Dritschilo made the motion at 9:45 p.m. to resume the public meeting.

Bill Dritschilo made the motion to send a written notice to the Water Supply Division that only Rick Anderson, Steffanie Bourque, and Kevin Smith are authorized by the Proctor Selectboard to discuss funding matters related to our water system capital improvements with the Division. The motion was seconded by Lloyd Hughes and unanimously approved.

XIV. Adjourn

Lloyd Hughes made the motion at 9:50 p.m. to adjourn the September 13, 2010 meeting of the Proctor Selectboard. The motion was seconded by Bill Dritschilo and unanimously approved.