

Town of Proctor Selectboard Meeting Minutes
DRAFT
September 26.2011
6:00- 9:15 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

Bruce Baccei
Brian Jones
Ted Schaft
Peg TV

Agreements/Approvals

- Majority approved the September 12 and September 20.2011 meeting minutes as written.
- September 1.2011 emergency meeting minutes accepted without objection.
- Majority agreed at 6:05 p.m. to enter executive session for personal.
- Majority approved full pay from date of hire for Don Des Pierre Road Commissioner.
- Majority approved to contract with CDP for \$1,500.00
- Majority approved the purchase of a 2002 Chevy truck for \$18,510.00.
- Majority agreed to dispose of the F 150.
- Majority approved to contract with M&K Diving for \$2950.00.
- Majority agreed at 7:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Special Water Meeting October 5.2011 at 3:30 p.m.
- Majority agreed at 7:25 p.m. to enter executive session for delinquent water accounts.
- Majority agreed at 7:50 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:55 to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved the FY 13 budget schedule and parameters.
- Majority agreed to contact VLCT to begin Town Administrator search.
- Majority approved to allow Lisa Miser continued use of the office computer.

- Majority agreed at 8:50 to enter executive session for the appointment of a public official.
- Majority approved to appoint Bruce Baccei to the Selectboard.
- Signed orders totaling \$91,373.77
- Majority agreed at 9:15 to adjourn the September 26.2011 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.

II. Review Meeting Minutes

Vincent Gatti made the motion to approve the September 12 and September 20.2011 meeting minutes,as written. The motion was seconded by Lloyd Hughes and approved by the majority.

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

{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 6:05 p.m. to enter executive session for personal. The motion was seconded by Vincent Gatti 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: Susan Feenick made the motion to retro-active full pay for Don Des Pierre from the date of hire. Also, to allow Todd Blow 5 extra vacation days for FY 12.

The motion was seconded by Vincent Gatti 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:

- Gorham Bridge: The Selectboard received a report on the bridge. Will place crushed stone around guardrail on Proctor side.
- Marble Bridge Lights:The lights can was submerged during the storm.
- Drainage Pipe: The pipe is undersized for amount of water. (Holden & Park) FY 13 project.
- South Street: Worked with the Water Department jetting sewer line.
- FEMA: Separate accounts set up with Town Clerk for Highway and W/S departments.
- Fleet Maintenance: '95 International, and John Deere.
- Manhole: Awaiting frame for cover at South & Holden.

- Culverts: Inspection ongoing.
- Storm Water System: Accessing possible grant options for projects.

Vincent Gatti made the motion to contract with CDP to repair the Library Pump Station and Marble Bridge lighting, for \$1,500.00. The motion was seconded by Lloyd Hughes and approved by the majority.

Don Des Pierre presented a handout to the Selectboard for a 2002 Chevy dump truck, 4 wheel drive, 53,000 miles with a plow and sander. This would be a replacement for the F150, which does not run and is not road worthy.

Vincent Gatti made the motion to spend \$18,510.00 for the 2002 truck from the equipment replacement fund, and to have LaFonds provide a quote for painting the truck and addressing any surface rust.

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

Susan Feenick made the motion to authorize Don Des Pierre to dispose of the F-150. The motion was seconded by Vincent Gatti and approved by the majority.

Lloyd Hughes made the motion to contract with M&K Diving for \$2950.00 to: inspect and video the sewer line crossing, the water line crossing, the Marble Bridge, inspect and video the sewer at a second location, and inspect Gorham Bridge.

There is a potential for FEMA money to cover this cost. Todd Blow will contact Pittsford and ask them to pay half of the Gorham Bridge inspection, \$850.00.

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

VI. Board of Water Commissioners

Vincent Gatti made the motion at 7:00 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 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.

- Divers: See Highway Report.
- Field Street Fence & Gate: In progress.
- Filed Street Land Acquisition: In progress. Update at October 10.2011 meeting.
- Cain Street: Generator pad is ready.
- Pool Dock: Will complete week of September 26.2011.
- Kiln Brook: Repaired intake and intake road. Cleaned debris from intake.
- Fluoride Chart: Dan Lilly repaired.
- Lead & Copper: Sampling complete. Awaiting results.
- North Street: Raised hydrant.
- Bluff Street: No land currently needs to be purchased. Awaiting ACT 250 information.

Stan Wilbur will advertise the Fall Flushing schedule in the Rutland Herald, starting October 10.2011 for two weeks.

Rick Anderson and Susan Feenick will attend the September 28.2011 Outer District, status

conference meeting at 9:00 a.m.

Lloyd Hughes made a motion to enter executive session at 7:25 p.m. to discuss delinquent water accounts. The motion was seconded by Vincent Gatti and approved by the majority. Vincent Gatti made a motion at 7:35 p.m. to exist executive session and re-enter the Board of Water Commissioners.

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

ACTION: Lloyd Hughes made the motion to place liens against two delinquent water accounts. The motion was seconded by Vincent Gatti and approved by the majority.

A Special Water Meeting will be scheduled for October 5.2011 at 3:30 p.m.

Brain Jones would like to see the Town of Proctor use water meters for billing. He believes that he is being over billed with the current billing system.

VII. Board of Sewage Commissioners

Lloyd Hughes made the motion at 7:50 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Susan Feenick and approved by the majority.

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

- Discharge Pipe at WWTF: Area fully supported and back filled. Project 70% completed.
- Willow Street: Jetted to insure proper operation after Irene.
- Williams Street: Jetted culvert, to remove storm debris.

Lloyd Hughes made the motion at 7:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the Selectboard. The motion was seconded by Vincent Gatti and approved by the majority.

VIII. Standing Committees

- Bruce Baccei provided the following report:
 1. Finishing dock work at the pool working with town crew.
 2. Prepping rink for ice season.

Stan Wilbur will review past minutes and report to the Selectboard, motions with respect to paying the balance of the pool dock.

IX. FY 2013 Budget Planning

- Budget Development Process/Schedule: Last years schedule will be updated with 2011-2012 calendar dates. Stan Wilbur will be responsible for the update and sending the memo to all departments.
- Budget Parameters:
 - * Level fund budget.
 - * First draft due by November. (date to be determined)
 - * 2% increase for all full time municipal employees.
 - * Pool and rink capital projects should be grant funded.
 - * Health Plan will be determined in December.

Lloyd Hughes made the motion to accept the revised timeline and budget parameters for FY 13. The motion was seconded by Vincent Gatti and approved by the majority.

- Capital Planning: Lloyd Hughes and Vincent Gatti will meet with Department Heads during the month of October to determine FY 13 capital projects.

Steffanie Bourque will not be returning to the Town Administrator position.

X. Additional Items Requiring Action from the Board

- Income Survey: Lloyd Hughes reported he is awaiting an updated list from Tom Clark.
- Solid Waste: The contractor for the Metal Box is concerned that refuse other than metal is being placed in the container. New signs will be placed at the transfer station.
- FEMA: Rick Anderson provided a report on the FEMA meeting he attended.
- Selectboard Vacancy: Rick Anderson read the letters from the three Selectboard candidates; Bruce Baccei, Ted Schaft, and John Jozwiak.

Susan Feenick made the motion to appoint Ted Schaft to the Selectboard.

The motion was not seconded.

Vincent Gatti made the motion to appoint Bruce Baccei to the Selectboard.

The motion was seconded by Lloyd Hughes.

Lloyd Hughes made the motion at 8:50 p.m. to enter executive session for the appointment of a public employee.

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

Vincent Gatti made the motion at 9:00 p.m. to leave executive session and resume the Selectboard meeting.

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

Vincent Gatti restated his motion to appoint Bruce Baccei to fill the term of Dick Norris, to March 2012. The motion was approved by the majority 3-1, with Susan Feenick opposing the appointment.

- Other New and/or Old Business:
 - * Easement: Rick Anderson reported that Omya is selling 5.3 acres of property, and that the town easement is permanent.
 - * Computer Use: Susan Feenick expressed her concern that three individuals, (Lloyd Hughes, Lisa Miser and Stan Wilbur) have the password to the computer in the Town Administrator's office. Lloyd Hughes stated he no longer requires access to the computer.
 - Lloyd Hughes made the motion to allow Lisa Miser to use the computer in the Town Administrators office. The motion was seconded by Vincent Gatti and approved by the majority.
 - * Town Administrator Search: Stan Wilbur will contact Abigail Friedman to begin the search for a permanent Town Administrator.
- Orders: The Selectboard reviewed and signed orders totaling \$91,373.77

XI. Adjourn

Lloyd Hughes made the motion at 9:15 p.m. to adjourn the September 26, 2011 meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by the majority.

