

**Town of Proctor Selectboard Meeting  
October 11, 2010  
6:00 – 9:30 P.M.**

**Board Members Present**

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

**Employees Present**

Steffanie Bourque, Town Administrator  
Todd Blow, Chief Operator  
Brian Sanderson, Road Commissioner

**Other Guests Present**

Carol Grace  
John Jozwiak  
Joe Manning  
PEG-TV

**Agreements/Approvals**

- Majority approved the September 27 and October 1, 2010 meeting minutes as written.
- Unanimously approved the \$230.35 expenditure to continue the railing along the front of the Town Office.
- Unanimously agreed at 6:40 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Scheduled a special meeting on Monday, October 25, 2010 at 10:00 a.m. to meet with Paul Kulig to discuss the policy of disbursement of outer district funds.
- Unanimously agreed at 7:05 p.m. to enter executive session to discuss pending litigation.
- Unanimously agreed at 7:30 p.m. to resume the public meeting.
- Unanimously authorized Paul Kulig to file a petition with Superior Court on behalf of the Town of Proctor in response to objections from outer district customers to the notice of discontinuance.
- Unanimously agreed at 7:55 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously charged the Parks and Recreation Committee with investigating the possibility of dredging the pool.
- Unanimously agreed to invite both Edward Jones and Ron Lazarro to give presentations to employees/retirees so that a decision can be made about transferring the municipal deferred compensation plan fund to a local investment firm.
- Unanimously authorized Steffanie Bourque to work with Alan George to develop a form letter and obtain signed letters from commercial and residential VMPD customers in Proctor to support the Town's motion to intervene.
- Unanimously agreed to participate in the free electronics collection event at the Rutland County Solid Waste District drop-off site instead of having the Proctor Transfer Station serve as a collection point.
- Signed orders totaling \$89,419.00.
- Unanimously agreed at 9:10 p.m. to enter executive session to discuss litigation.
- Unanimously agreed at 9:25 p.m. to resume the public meeting.
- Unanimously agreed at 9:25 p.m. to adjourn the October 11, 2010 Selectboard meeting.

**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”

The good news items included:

- The Town Office Building Audit is complete. Work was done by Structural Energy Conservation, Inc. with a grant through the Rutland Regional Planning Commission. Findings will be presented on October 25.
- Alarm systems are installed at the Olympus Pool and Skating Rink. Thank you to Bruce Baccei for volunteering his day to work with the installer. These systems were partially paid for with a grant.
- We received a total of 121 Community Surveys. This is an outstanding number of completed surveys. Thank you to all who participated. Data from the surveys will be available Nov 2.
- The furnace at the Skating Rink has been serviced at no cost by Tony King Plumbing and Heating – a donation of services secured by Susan Feenick.

## III. Review Meeting Minutes

Lloyd Hughes made the motion to approve the September 27 and October 1, 2010 meeting minutes as written. The motion was seconded by Dick Norris and approved by a majority – Bill Dritschilo abstained from voting because he was not present at the meetings.

## 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:
  - *Front Railing at Town Office*: Sanderson presented an estimate of \$230.35 to continue the railing along the front of the Town Office. Dick Norris made the motion to approve the \$230.35 expenditure to continue the railing along the front of the Town Office. The motion was seconded by Bill Dritschilo and unanimously approved.
- Other Old/New Business: Bill Dritschilo and Lloyd Hughes requested a meeting time with Brian Sanderson to discuss capital needs in the Highway Department. Rick Anderson updated the Selectboard on the last Regional Transportation Advisory Council Meeting. Susan Feenick had questions about the September overtime, sidewalk project on Route 3, backhoe maintenance, and East Street stormwater culvert project.

## V. Open Public Comment

*Joe Manning*: Manning noted two safety concerns – 1) hazardous tree limb above sidewalk at corner of Church/High Streets and 2) stability of bank by old fire station on Main Street. He also questioned how the financing was coming for the water project. The Selectboard informed Manning of the special meeting scheduled for October 14 to discuss the process for finalizing funding with representatives from Rural Development and Water Supply Division.

*Carol Grace*: Grace requested the Selectboard have the Water Department post road construction signs on North Street to warn motorists of the road conditions. She also complained the “Road Closed” sign was not conveniently placed and asked that it always be at the Pleasant Street/Gorham Bridge Road intersection.

*John Jozwiak*: Jozwiak questioned the Selectboard’s decision to place a temporary patch on North Street. He recommended reclaiming the surface and putting down a base course this year and then shim/put down the top course next year. He also expressed concern about how the Selectboard was dealing with the brush pile at the Transfer Station. The plan for the brush pile was discussed.

## VI. Invited Guests

There were no invited guests.

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

Bill Dritschilo made the motion at 6:40 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 Request at 21 Grove Street*: The Town has not received written approval from the property owner to proceed with the interim solution. At this meeting, John Jozwiak verbally authorized the Town to proceed with the purchase and installation of a lock for the interior valve.
  - *North Street Main Replacement*: Blow provided an update on the leak, paving, and budget. There were no changes to the paving plan as agreed to on September 27, 2010. The Board informed Blow of the signage requests from Carol Grace.
  - *Water System Improvements*: Blow updated the Board on obtaining the extended purchase options from Robert Pockett and Catherine Gallus. Steffanie Bourque updated the Board on the final design engineering contracts, permitting, and budget. She reminded the Board of the October 14, 2010 special meeting to discuss the process for finalizing funding with representatives from Rural Development and Water Supply Division. The Board received a copy of the notice of discontinuance that was issued to outer district customers on September 30, 2010. To date 58 of 71 return receipts have been received. The Board scheduled a special meeting on Monday, October 25, 2010 at 10:00 a.m. to meet with Paul Kulig to discuss the policy of disbursement of outer district funds.
- Executive Session – Pending Litigation: Dick Norris made the motion at 7:05 p.m. to enter executive session to discuss pending litigation. The motion was seconded by Lloyd Hughes and unanimously approved. Bill Dritschilo made the motion at 7:30 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

Bill Dritschilo made the motion to authorize Paul Kulig to file a petition with Superior Court on behalf of the Town of Proctor in response to objections from outer district customers to the notice of discontinuance. The motion was seconded by Lloyd Hughes and unanimously approved.

- September 2010 Loss Control Reports: The Board received the report and tasked Todd Blow with developing responses.
- Other Old/New Business: Bill Dritschilo and Lloyd Hughes requested a meeting time with Todd Blow to discuss capital needs in the Water and Wastewater Departments.

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

Bill Dritschilo made the motion at 7:55 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage 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.
- Other Old/New Business: Susan Feenick requested the department continue trimming the brush along the fence at the WWTF during the winter months.

Bill Dritschilo made the motion at 8:00 p.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.

## **IX. Standing Committees**

- Reports:
  - *Parks and Recreation Committee:* Steffanie Bourque indicated the Pool Directors are scheduled to meet on October 14, 2010. The 2010 close out report for the pool should be presented at the October 25, 2010 Selectboard meeting. Lloyd Hughes made the motion to charge the Parks and Recreation Committee with investigating the possibility of dredging the pool. The motion was seconded by Bill Dritschilo and unanimously approved.

## **X. Report from Planning Commission Liaison, Bill Dritschilo**

Dritschilo reported on topics discussed at the October Planning Commission meeting.

## **XI. FY2010 Budget Planning**

- Update on Capital Planning Effort: Lloyd Hughes reported on progress he and Bill Dritschilo are making on the capital planning effort.

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

- Recommendations Regarding Municipal Deferred Compensation Plan: The Selectboard discuss the recommendations made by Bill Dritschilo regarding the municipal deferred compensation plan. Bill Dritschilo made the motion to invite both Edward Jones and Ron Lazarro to give presentations to employees/retirees so that a decision can be made about transferring the municipal fund to a local investment firm. The motion was seconded by Lloyd Hughes and unanimously approved.
- FY11 September Budget Report, including Overtime: The Selectboard reviewed the report.
- 2010 Leader Program Report: The Selectboard reviewed the report.
- PSB Filing – Town’s Motion to Intervene and VMPD Response: Dick Norris made the motion to authorize Steffanie Bourque to work with Alan George to develop a form letter and obtain signed letters from commercial and residential VMPD customers in Proctor to support the Town’s motion to intervene. The motion was seconded by Lloyd Hughes and unanimously approved.
- Free Electronics Collection Day Requirements: Dick Norris made the motion to participate in the event at the Rutland County Solid Waste District drop-off site instead of having the Proctor Transfer Station serve as a collection point. The motion was seconded by Lloyd Hughes and unanimously approved. Susan Feenick volunteered to provide signage at the Town Office and Transfer Station about the October 30, 2010 event.
- October 12, 2010 Meeting Agenda: The Selectboard received a copy of the meeting agenda.
- Other Old/New Business: Steffanie Bourque informed the Selectboard of a workshop to guide municipalities through the process of converting municipal street lighting costs to LEDs and eliminate unnecessary street lighting. Susan Feenick volunteered to look into this workshop and its applicability in Proctor. Rick Anderson recommended Feenick work with Brian Sanderson on this matter.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$89,419.00.

## **XIII. Executive Session – Litigation**

Dick Norris made the motion at 9:10 p.m. to enter executive session to discuss litigation. The motion was seconded by Bill Dritschilo and unanimously approved. Dick Norris made the motion at 9:25 p.m. to resume the public meeting.

No action was taken.

## **XIV. Adjourn**

Lloyd Hughes made the motion at 9:25 p.m. to adjourn the October 11, 2010 Selectboard meeting. The motion was seconded by Dick Norris and unanimously approved.