

Town of Proctor Selectboard Meeting Minutes
October 24, 2011
6:00- 8:25 P.M.

Board Members Present

Rick Anderson, Chair
Bruce Baccei
Susan Feenick
Vincent Gatti

Employees Present

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

Other Guests Present

Deputy Benick
Michael Smith, Pine Hill Park Partnership
Bea Stagg
Tim Vile, Pine Hill Park Partnership
Peg TV

Agreements/Approval

- Majority approved the October 10, 2011 Selectboard meeting minutes with changes.
- Majority approved the Pine Hill Partnership agreement.
- Majority agreed at 7:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Special Water Meeting October 26, 2011 at 3:30 p.m. at the Town Offices.
- Majority agreed at 7:15 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:20 to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved the FY12 Pool Close-out report.
- Majority approved the 2011-2012 Rink Managers.
- Majority approved the Zero Sort Program. All
- Signed orders totaling \$54,163.96
- Majority agreed at 8:25 to adjourn the October 24, 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.

Rick Anderson announced that the Winter Parking Ban begins, November 1, 2011.

II. Review Meeting Minutes

Vincent Gatti made the motion to approve the October 10, 2011 meeting minutes, with

the change of East side should be noted as the West side tank, and the spelling of valve.
The motion was seconded by Bruce Baccei 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

Pine Hill Partnership- Michael Smith & Tim Vile: Vincent Gatti made the motion to remove the indemnification clause from the agreement, and to authorize Rick Anderson to sign for the Selectboard. The motion was seconded by Susan Feenick and approved by the majority.
The Town of Proctor land will become part of the Pine Hill Trail.

Deputy Benick: Gave a status report on the transfer station investigation.

V. 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 highlights/actions taken is provided here:

- West Side Tank: Assisted Water Dept. to replace gate valve .
- South Street:Manhole frame and cover replaced and rut paved.
- Tree Trimming: Cain Street, Florence Road and Main Street completed.
- FEMA Meeting: Meet with RRPC and regional road commissioners about FEMA work.
- Sand Pile:Covered salt and sand pile with tarps.
- Fleet Maintenance: Loader,bobcat snow blower,international dump,plows,JD mower.
- Main Street Ledge: Waiting to met with Joel.
- F-150: Sold for scrap. New truck in use.
- VT Rural Water: Waiting for response about camera availability..
- Bobcat Replacement: Consensus of the Selectboard to have Don arrange for a demo of a comparable piece of equipment. Handout for information only.

Holden Avenue:Don Des Pierre and Todd Blow reported that pipes have been found on Holden Avenue,however they are uncertain where the pipes go. The next step is to excavate, jet and camera the lines. An easement is needed from Carter,LaFond,and Parker as the excavation would be on their property.

Bruce Baccei made the motion to contact Alan George to draw up an easement and to continue with the pipe investigation. The motion was seconded by Vincent Gatti and approved by the majority.

Smoke Test: Todd Blow anticipates performing a smoke test on the pipes on Holden Avenue,during the first week of November. He will also utilize the smoke test machine for other areas in town, with pipe concerns. Dates will be advertised prior to any smoke tests.

Don Des Pierre will insulate the front two windows at the Town Office. He will also price two storm windows.

Rick Anderson instructed Don Des Pierre to contact the Tree Warden prior to any

tree removal.

VI. Board of Water Commissioners

Vincent Gatti made the motion at 7:05 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei 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.

- Water Main River Crossing: Kevin Smith will submit a written report. Crossing looks good.
- West Side Tank: M&K Diving installed a 10" cap on the inlet/outlet to allow the town to change the valve.
- Kiln Brook: Repaired railing damaged during the Hurricane.
- West Side Tank: The tank has been turned over and the East side has all been flushed. The West side will be flushed the week of October 24,2011.
- East Side Tank: Meet with a representative from Preload Tank Manufacturer.

Other New and/or Old Business

- Hydrants: The hydrant at the rink is shut off, there are two other hydrants that Todd Blow is concerned with, the contractor is coming on October 25,2011 to examine the hydrants.
- FEMA: Susan Feenick is concerned how about how quickly FEMA will reimburse the town for work completed.

VII. Board of Sewage Commissioners

Susan Feenick made the motion at 7:15 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 Selectboard reviewed and discussed the report submitted by Todd Blow:

- Force Main River Crossing: See water report.
- Holden Avenue: See highway department report.
- Smoke Test: See highway department report. Todd Blow will provide Stan Wilbur with dates, for public notification.
- M&K Diving: Will inspect the 4" force main crossing at Willow Street at later date.

Bruce Baccei made the motion at 7:20 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

- 2011 Season Pool Close-out Report: Vincent Gatti made the motion to accept the report. The motion was seconded by Bruce Baccei and approved by the majority. All proposed purchases, will follow the Town of Proctor's purchasing policy.
- Park & Recreation Committee Vacancy: The vacancy will be listed on the web site.
- Rink Managers 2011-2012: Susan Feenick made the to accept Bonnie & RJ Elrick and Denise & John Anderson. The motion was seconded by Vincent Gatti and approved by the majority.

IX. FY 2013 Budget Planning

- Policy on Special Appropriations: Vincent Gatti made the motion to have Alan George review the VLCT template, with addition of a 1% increase. The motion was seconded by Susan Feenick and approved by the majority.
- Electricity Costs: The Selectboard instructed Don Des Pierre and Todd Blow to be make sure all unnecessary lights are turned off, due to the rising electric costs. Stan Wilbur will provide the Selectboard with a spreadsheet from CVPS, to assist with budget costs. He will also look into the sensor setting for the Marble Bridge lights, and resetting the timer at the gazebo.
- Employee Health Insurance: Stan Wilbur has arranged for meeting for all employees, with a VLCT representative on a conference call. Stan will prepare a report for the November 14, 2011 Selectboard meeting.

X. Additional Items Requiring Action from the Board

- Income Survey: Paper work in from Tom Clark. Ready to knock on doors and hand out surveys.
- Solid Waste: Susan Feenick made the motion to begin the Zero Sort at the Transfer Station. The motion was seconded by Vincent Gatti and approved by the majority.
Casella would like to start the new curb side program in November.
- Pine Hill Park Trail Agreement: See Invited Guests.
- Town Administrator Search/ Job Description: Vincent Gatti made the motion to accept the job description with three changes; delete evaluate, add working with the Selectboard chair, and delete publish town newsletter and replace with maintain a town web site. The motion was seconded by Susan Feenick and approved by the majority. Stan Wilbur will speak to Rhoda Grace about the Credit Supervisor position.
- Other New and/or Old Business:
*OMYA Sand Pit: Stan Wilbur provided a written report to the Selectboard . There are no permit restrictions, the pit is exempt from ACT 250. The tax portion of the 25 acres is estimated at \$300.00.
Pending question: Will a salt shed trigger an ACT 250 ? Stan will follow up with Alan George, for the November 14, 2011 meeting.
- Orders: The Selectboard reviewed and signed orders totaling \$54,163.96

XI. Adjourn

Vincent Gatti made the motion at 8:25 p.m. to adjourn the October 24, 2011 meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by the majority.