

**Town of Proctor Selectboard Meeting
October 25, 2010
6:15 – 10:35 P.M.**

Board Members Present

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

Other Guests Present

Bruce Baccei
Carol Grace
Bryan Jones
Lisa Miser
Jared Moats
George Smith
Kevin Smith
PEG-TV

Employees Present

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

Agreements/Approvals

- Unanimously approved the October 11 (regular meeting), October 14 (special meeting), October 19 (special meeting), and October 25 (special meeting), 2010 minutes as written.
- Unanimously agreed to purchase two (2) loads of logs – a total of approximately 12-14 cords – from Tom Grace at a cost of \$1,200.
- Unanimously agreed to consolidate all electrical work needed at the various municipal buildings and then obtain three (3) estimates for the larger scope of work.
- Unanimously agreed at 7:20 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to proceed with Wilk Paving to reclaim and lay down a 2-inch base course on North Street at a cost of \$28,075.91.
- Unanimously approved additional survey/engineering and installation of a geotextile mat to stabilize a portion of the road bed on North Street at a cost not-to-exceed \$3,600.
- Unanimously approved the customer complaint policy and form as revised.
- Unanimously approved the landowner permission form allowing the Chittenden Dammers access to Proctor's municipal watershed property in Chittenden.
- Unanimously agreed at 8:35 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:40 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 1) approaching Kevin Smith about completing an evaluation of the first dock at the pool and 2) drafting a municipal policy for employees who work with children.
- Majority charged the Parks and Recreation Committee with obtaining estimates from three (3) consultants to develop a plan for addressing ADA accessibility into the pool.
- Unanimously agreed at 9:40 p.m. to enter executive session to discuss real estate purchase options.
- Unanimously agreed at 10:05 p.m. to resume the public meeting.
- Signed orders totaling \$55,516.46.
- Unanimously agreed at 10:35 p.m. to adjourn the October 25, 2010 Selectboard meeting.

Agenda Items

I. Call to Order – Pledge of Allegiance

The meeting was called to order at 6:15 p.m. and began with the pledge of allegiance to the flag.

Meeting Minutes Subject to Approval

II. Review Meeting Minutes

Lloyd Hughes made the motion to approve the October 11 (regular meeting), October 14 (special meeting), October 19 (special meeting), and October 25 (special meeting), 2010 minutes as written. The motion was seconded by Bill Dritschilo and unanimously approved.

III. 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:
 - *Quotes for Logs*: The Selectboard reviewed the three quotes received for logs. A summary of the quotes received is provided here:

Vendor	Quantity	Price
Tom Grace	6-7 cords	\$600
Paul Corliss	10+ cords	\$1,200
Rick Colburn	7-8 cords	\$650

Dick Norris made the motion to purchase two (2) loads – a total of approximately 12-14 cords – from Tom Grace at a cost of \$1,200. The motion was seconded by Susan Feenick and unanimously approved.

- *Quote for Electrical Work at Town Office*: The Selectboard reviewed the quote received from John Carroll for miscellaneous electrical work at the Town Office. Dick Norris made the motion to consolidate all electrical work needed at the various municipal buildings and then obtain three (3) estimates for the larger scope of work. The motion was seconded by Susan Feenick and unanimously approved.
- *Embankment on Main Street by Old Fire House Foundation*: Sanderson provided a verbal assessment of the condition of the bank. He recommended monitoring the bank for now. Before any work could be done on the bank, confirmation of property ownership would be required.
- *North Street Road Repair*: Sanderson recommended it is reasonable to reclaim and base course the section of North Street impacted by the water main project.
- *Park Lamp Replacement*: Sanderson requested guidance from the Selectboard regarding replacement of the lamp damaged prior to the Fall Festival. The Selectboard requested more information on the replacement cost of the lamp.
- *Management Academy Update*: Sanderson informed the Selectboard of the 2010 Vermont Local Roads Program management academy classes he has attended and their benefit to his professional development.
- Other Old/New Business: Susan Feenick pointed out the roadside mowing was only completed once this year, not twice in accordance with the Selectboard-approved mowing plan. She also suggested Sanderson work with Vincent Gatti to complete the loss control action plan items at the Fire Station.

IV. Open Public Comment

Bryan Jones: Jones requested the Selectboard include water meters in the upcoming drinking water system capital improvements. He owns a multi-family unit and expressed concerns about the inequity of the flat rate billing system we currently use. In his opinion, water meters would provide a more equitable basis for billing. Jones indicated he may pursue legal action if the Selectboard chooses not to install water meters.

V. Invited Guests

Jared Moats, Structural Energy Conservation: Moats reviewed the energy audit completed for the Town Office building with a grant from the Rutland Regional Planning Commission.

Meeting Minutes Subject to Approval

VI. Board of Water Commissioners

Bill Dritschilo made the motion at 7:20 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*: Todd Blow indicated the valve has been received and the property owner contacted to schedule a time to install. Blow will prepare the workorder form such that it is clear the property owner must maintain heat in the basement to prevent the section of service line from the foundation wall and interior valve from freezing.
 - *Fall Flushing*: Flushing of the water distribution system is scheduled for weeks of November 8 and/or November 15.
 - *North Street Main Replacement*: The leak has been located and repaired. The pipe passed the pressure test. The Board discussed how to approach paving given the new scope to reclaim and base course the section of North Street impacted by the pipe project. The Board agreed to proceed with reviewing the proposals submitted by Wilk Paving to 1) install a patch to a depth of 2-inches and 2) reclaim and put down a 2-inch base course. The proposal for the patch totaled \$15,722.68 and to reclaim and base \$28,075.91. Given the time left in the paving season to complete the work, the Board agreed to sole source the work to Wilk Paving. Bill Dritschilo made the motion to proceed with Wilk Paving to reclaim and lay down a 2-inch base course on North Street at a cost of \$28,075.91. The motion was seconded by Susan Feenick and unanimously approved. To complete the paving work, additional engineering is recommended. Dick Norris made the motion to approve additional survey/engineering and installation of a geotextile mat to stabilize a portion of the road bed at a cost not-to-exceed \$3,600. The motion was seconded by Lloyd Hughes and unanimously approved. Blow reviewed the remaining work to be completed to close out this project.
 - *Water System Improvements*: Steffanie Bourque provided an update on the project contracts, permitting, budget, and final design.
 - *Water System Improvements Funding Update*: Rick Anderson provided a recap of the Selectboard's special meeting on October 19 where the board decided to 1) pursue project funding with the State Drinking Water Revolving Fund (DWSRF) and 2) conduct an income survey to determine the actual median household income in Proctor. The board requested the written summary of the funding options be posted on the Proctor website (www.proctorvermont.com). A town-wide mailer will be developed to update the citizens on the project funding and importance of completing the income survey.
 - *Income Survey*: The DWSRF has approved our request to complete an income survey. The income survey will be administered by Tom Clark, of the Rural Communities Assistance Program. Town personnel will not have access to the individual survey responses. The income survey will be used to determine median household income (MHI) in Proctor. The MHI will be used to determine the interest rate for our capital improvements loan. Specifically, the DWSRF will use 1% of the MHI as the target for our annual user rate. Therefore, in order to keep the user rates as low as possible it is very important to determine the actual MHI in Proctor.
- Recommendations for Updating Public Water System Customer Complaint Policy/Form: Rick Anderson reviewed the proposed revisions to the customer complaint policy and form. Susan Feenick made the motion to approve the policy and form as revised. The motion was seconded by Bill Dritschilo and unanimously approved.
- Chittenden Dammers Landowner Permission Request: Susan Feenick made the motion to approve the landowner permission form allowing the Chittenden Dammers access to Proctor's municipal watershed property in Chittenden. The motion was seconded by Bill Dritschilo and unanimously approved.

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- Other Old/New Business: Susan Feenick had a question about the flushing schedule. She also requested that we prioritize use of Vermont Rural Water Association for leak detection assistance.

VII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 8:35 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: Lloyd and Todd discussed how to best prepare for their meeting regarding capital planning.

Bill Dritschilo made the motion at 8:40 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.

VIII. Standing Committees

- Reports:
 - *Parks and Recreation Committee (PRC)*: Bruce Baccei provided the Selectboard with an update on various matters. A summary of topics discussed is provided here.
 - *Electrical Outlets at Rink*: The PRC requested authorization to have John Carroll install 2 new outlets at the Rink. The Selectboard indicated they intended to consolidate all electrical needs and obtain three (3) estimates for the larger scope.
 - *Evaluation of First Dock at Pool*: As part of the pool close out report, the Pool Directors recommended evaluating the condition of the first dock.
 - *Policy for Employees Working with Children*: The PRC recommended the Selectboard consider adopting a municipal policy for employees working with children.
 - *Pool Staffing Analysis*: Bill Dritschilo expressed disappointment about the level of analysis. He expected the analysis to be more comprehensive (i.e., address more than just fiscal considerations).
 - *ADA Accessibility at Pool*: The PRC requested additional guidance from the Selectboard regarding addressing the ADA accessibility requirements at the pool.
 - *Capital Needs Meeting*: Lisa Miser and Bruce Baccei will meet with Lloyd Hughes and Bill Dritschilo on October 27, 2010 at 1:00 p.m. to discuss capital needs at the pool and rink.
- Charges: Bill Dritschilo made the motion to charge the Parks and Recreation Committee with 1) approaching Kevin Smith about completing an evaluation of the first dock at the pool and 2) drafting a municipal policy for employees who work with children. The motion was seconded by Lloyd Hughes and unanimously approved.

Lloyd Hughes made the motion to charge the Parks and Recreation Committee with obtaining estimates from three (3) consultants to develop a plan for addressing ADA accessibility into the pool. The motion was seconded by Dick Norris and approved by a majority, with Bill Dritschilo and Susan Feenick opposing.

IX. Executive Session – Real Estate Purchase Options

Dick Norris made the motion at 9:40 p.m. to enter executive session to discuss real estate purchase options. The motion was seconded by Lloyd Hughes and unanimously approved. Susan Feenick made the motion at 10:05 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

Meeting Minutes Subject to Approval

X. Report from Planning Commission Liaison, Bill Dritschilo

Bill Dritschilo provided a recap of the last Rutland Regional Planning Commission meeting. Rick Anderson noted a copy of the last Regional Transportation Advisory Council meeting minutes for informational reference.

XI. FY2010 Budget Planning

- Ideas for Town Report: Susan Feenick presented her ideas for the town report. The Selectboard discussed the ideas, but no decisions were made.

XII. Additional Items Requiring Action from the Board

- West Mountain Property Survey Proposals: Opening of the proposals was postponed until the November 8, 2010 meeting.
- Transfer Station Burn/Brush Pile Meeting: The Selectboard agreed to schedule a meeting with George Finch, Bill Bolman (the Pittsford Fire Warden), Brian Sanderson, Jim O’Gorman, Vincent Gatti, and Rick Anderson and Susan Feenick to discuss a plan for the burn and brush pile at the Transfer Station. Bill Dritschilo and Rick Anderson will cover for the Transfer Station assistant operator on October 30, 2010.
- Other Old/New Business: The court date for James v. Town of Proctor has been rescheduled to October 28, 2010.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$55,516.46.

XIII. Adjourn

Dick Norris made the motion at 10:35 p.m. to adjourn the October 25, 2010 Selectboard meeting. The motion was seconded by Lloyd Hughes and unanimously approved.