

**Town of Proctor Selectboard Meeting  
November 8, 2010  
6:00 – 10:00 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  
Lisa Miser  
PEG-TV

**Agreements/Approvals**

- Unanimously approved the special and regular meeting minutes of October 25, 2010.
- Unanimously agreed to discuss at the January 10, 2011 Selectboard meeting the scheduling of a legislative meeting regarding the reconstruction of a segment of Route 3.
- Unanimously agreed at 7:00 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority directed Todd Blow to not shut the water off at 21 Grove Street – with Susan Feenick opposing.
- Unanimously approved the water system capital improvements funding/income survey mailer as written.
- Unanimously approved the revisions to the Customer Complaint Policy and Work Order Form.
- Unanimously agreed at 7:50 p.m. to enter executive session to discuss pending litigation.
- Unanimously agreed at 8:00 p.m. to resume the public meeting.
- Unanimously agreed at 8:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to execute the one year performance certification for the phosphorus improvements at the Wastewater Treatment Facility.
- Unanimously agreed at 8:10 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority appointed Ted Schaft to the Finance Committee, with the appointment effective when the remaining three (3) vacancies on the Finance Committee are filled – with Susan Feenick opposing.
- Unanimously authorized installation of a barricade at the Transfer Station to restrict access to the burn pile and change the locks on the gate and limit keys to the Transfer Station Foreman, Road Commissioner, and Casella Waste Management with a master key on file at the Town Office.
- Unanimously directed Steffanie Bourque to proceed with the proposed meeting regarding the Transfer Station without Selectboard involvement.
- Signed the orders totaling \$95,953.35.
- Unanimously agreed at 9:35 p.m. to enter executive session to discuss real estate purchase options.
- Unanimously agreed at 10:00 p.m. to resume the public meeting and adjourn the November 8, 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. Rick Anderson reviewed an excerpt from the Proctor Selectboard meeting rules and procedures.

## II. Good News

The good news items included:

- The October 27, 2010 edition of the Brandon Reporter had an excellent article about the status of funding for the Proctor water system capital improvements. The article is available on the Town website ([www.proctorvermont.com](http://www.proctorvermont.com)).

## III. Review Meeting Minutes

Susan Feenick made the motion to approve the special and regular meeting minutes of October 25, 2010. The motion was seconded by Bill Dritschilo 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. No actions were taken.
- Traffic Study of Vermont Route 3 – Legislative Meeting Next Steps: The Selectboard received the study conducted by the Rutland Regional Planning Commission. Susan Feenick made the motion to discuss at the January 10, 2011 Selectboard meeting the scheduling of a legislative meeting regarding the reconstruction of a segment of Route 3. The motion was seconded by Bill Dritschilo and unanimously approved.
- 2008 Structure Inspection Report for North Street Bridge and 2010 Report for Main Street Bridge: The Selectboard received the reports. The Selectboard agreed to write the Agency of Transportation to request a corrective action plan for the two bridges. Jim Hall will be copied on the letter.
- Other Old/New Business: Susan Feenick had several additional questions about equipment, training, and paving/sidewalk projects. Bill Dritschilo commented we should start utilizing the road and culvert inventories for capital planning.

## V. Open Public Comment

*Carol Grace*: Grace inquired about the status of the North Street water main replacement project.

*John Jozwiak*: Jozwiak inquired about the status of the brush pile at the Transfer Station. He suggested the Selectboard should have taken the “deal” offered by Jim O’Gorman. The Selectboard took his suggestion under advisement. Jozwiak also questioned the role of the professional engineer on the North Street project.

## VI. Invited Guests

*Lisa Miser*: Miser reviewed the preliminary results of the community fair and survey with the Selectboard. Lloyd Hughes and Bill Dritschilo commended Miser and the Planning Commission for their work on these projects.

Miser also requested the 1) manhole at the Library be included on the list of manholes for rehabilitation and 2) Wastewater Department camera the section of collection main from the manhole to the Library pump station for possible obstruction.

## VII. Board of Water Commissioners

Dick Norris 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 Bill Dritschilo 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:* Blow indicated he still has not received a response from the property owner regarding installation of the interior valve lock. The Board questioned John Jozwiak as to whether he still wanted the lock installed. Jozwiak indicated the property has been rented and it is no longer necessary to install the lock. Bill Dritschilo made a motion to direct Todd Blow to not shut the water off at 21 Grove Street. The motion was seconded by Dick Norris and approved by a majority, with Susan Feenick opposing.
- *Delinquent Shut Offs:* Current delinquent rate is 8%. Shut offs are scheduled to occur on November 9, 10, 15, and 16.
- *Capital Planning Meeting:* Blow scheduled a meeting on November 11, 2010 with Lloyd Hughes and Bill Dritschilo to discuss capital needs in the Water and Wastewater Departments.
- *North Street Main Replacement:* Blow summarized plans for the pipe tie-ins and final paving. The Board requested a copy of the \$110,000 budget breakdown and an estimate of the labor costs for the job. Susan Feenick questioned the role of the professional engineer on the project and was critical of the services provided.
- *Water System Capital Improvements:* Steffanie Bourque provided an update on the project contracts, permitting, budget, income survey, and outer district. Dick Norris made the motion to approve the funding/income survey mailer as written. The motion was seconded by Lloyd Hughes and unanimously approved.
- Email from Vermont Rural Water Association Regarding North Street Project: The Board received a statement from Aaron Perez of the Vermont Rural Water Association regarding the North Street project. The statement was read aloud.
- Revised Customer Complaint Policy and Form: The Board reviewed the final revisions to the policy and form. Dick Norris made the motion to approve the revisions to the Customer Complaint Policy and Work Order Form. The motion was seconded by Lloyd Hughes and unanimously approved.
- Executive Session – Pending Litigation: Susan Feenick made the motion at 7:50 p.m. to enter executive session to discuss pending litigation. The motion was seconded by Bill Dritschilo and unanimously approved. Bill Dritschilo made the motion at 8:00 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and unanimously approved. No action was taken.
- Other Old/New Business: The Board discussed the possibility of discontinuing the courtesy service of shutting off water service. This would require a revision to the Public Water System Ordinance. Steffanie Bourque will prepare a draft of the ordinance revisions and description of the process for making ordinance amendments at the November 22, 2010 meeting.

Todd Blow was asked to contact Bruce Baccei of the Parks and Recreation Committee regarding the schedule for lowering the water level at the pool.

Don Russell, town constable, will be contacted about recent vandalism at the Upper Reservoir valve house.

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

Dick Norris made the motion at 8:05 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Bill Dritschilo 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:
  - *One Year Performance Certification for Phosphorus Improvements:* Dick Norris made the motion to execute the one year performance certification for the phosphorus improvements at the Wastewater Treatment Facility. The motion was seconded by Bill Dritschilo and unanimously approved.

- *Delinquent Shut Offs*: Current delinquent rate is 11%. Shut offs are scheduled to occur on November 9, 10, 15, and 16.
- Other Old/New Business: There was no other business.

Lloyd Hughes made the motion at 8:10 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 (PRC)*: Kevin Smith has agreed to do an assessment of the first dock at the pool at no cost to the town. Susan Feenick questioned if the 2% increase in pay should apply to the seasonal recreation employees. The intention was yes, but the matter will be discussed further during budget review.
- Applications: Bill Dritschilo made the motion to appoint Ted Schaft to the Finance Committee, with the appointment effective when the remaining three (3) vacancies on the Finance Committee are filled. The motion was seconded by Lloyd Hughes and approved by a majority, with Susan Feenick opposing.

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

There was no report.

### XI. FY2012 Budget Planning

- Lloyd Hughes and Bill Dritschilo provided an update on the capital planning efforts.

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

- West Mountain Property Survey Proposals: The Selectboard opened and read aloud the proposals received for the West Mountain Property Survey. A summary of the proposals is provided here:

Company	Bid Amount	Alternate Bid Amount
Mark Hoffman	\$20,000	\$10,000
Dubois & King	\$22,000	N/A
TDH	\$25,500	N/A
DiBernado Associates	\$8,500	N/A
Vermont Surveyors	\$10,800	\$7,000

- The Selectboard will review the proposals and discuss award at the November 22, 2010 meeting.
- Plan for Burn and Brush Pile at Transfer Station: Rick Anderson reviewed the plan for 1) cleaning up the burn pile and 2) burning the brush pile at the Transfer Station. The plans were developed and agreed to by the Road Commissioner, Transfer Station Operator, Pittsford Fire Warden, Rutland County Solid Waste District Manager, and Proctor Fire Chief. Anderson also recommended the Selectboard consider taking action to restrict access to the burn pile to prevent unauthorized materials from being disposed there. Lloyd Hughes made the motion to authorize installation of a barricade at the Transfer Station to restrict access to the burn pile and change the locks on the gate and limit keys to the Transfer Station Foreman, Road Commissioner, and Casella Waste Management with a master key on file at the Town Office. The motion was seconded by Bill Dritschilo and unanimously approved.
  - Transfer Station Assessment Next Steps: Steffanie Bourque informed the Selectboard of her intentions to meet with the Transfer Station Foreman, Rutland County Solid Waste District, and possibly Casella Waste Management to develop recommendations for making the Transfer Station a break-even operation. She inquired if a Selectboard member would like to attend the meeting. Lloyd

Hughes made the motion to direct Steffanie Bourque to proceed with the proposed meeting without Selectboard involvement. The motion was seconded by Dick Norris and unanimously approved.

- FY11 October Budget Reports, including Overtime: The Selectboard reviewed the reports.
- Other Old/New Business: Susan Feenick asked that the status of all standing committee members be reviewed and make re-appointments as needed at the November 22, 2010 meeting.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$95,953.35.

### **XIII. Executive Session – Real Estate Purchase Options**

Bill Dritschilo made the motion at 9:35 p.m. to enter executive session to discuss real estate purchase options. The motion was seconded by Susan Feenick and unanimously approved.

### **XIV. Adjourn**

Susan Feenick made the motion at 10:00 p.m. to resume the public meeting and adjourn the November 8, 2010 Selectboard meeting. The motion was seconded by Lloyd Hughes and unanimously approved.