

**Town of Proctor Selectboard Meeting
November 22, 2010
6:00 – 8:30 P.M.**

Board Members Present

Rick Anderson, Chair
Bill Dritschilo
Lloyd Hughes
Dick Norris

Other Guests Present

Sheriff Stephen Benard, RCSD
Jim Hall, Proctor RTAC Rep.
Leslie Muir
Ella Taranovich
PEG-TV

Employees Present

Steffanie Bourque, Town Administrator

Agreements/Approvals

- Majority approved the November 8, 2010 meeting minutes as written.
- Majority approved the letter to the Vermont Agency of Transportation regarding the condition of the railroad overpasses on Main Street and North Street as revised and authorized Rick Anderson to sign it on behalf of the Selectboard.
- Majority agreed at 7:10 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority accepted revisions to Article 5, Section 5 of the Proctor Public Drinking Water System Rules and Regulations.
- Majority agreed at 7:20 p.m. to enter executive session to discuss pending litigation and real estate purchase options. Majority agreed at 7:40 p.m. to resume the public meeting.
- Majority agreed at 7:40 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:50 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority re-appointed Lisa Miser and Dawn Campo to the Parks and Recreation Committee for two years.
- Majority re-appointed Carol Grace to the Finance Committee for two years.
- Scheduled a special meeting on Tuesday, November 30, 2010 at 2:00 p.m. at the Town Office to begin discussing the Transfer Station recommendations and first draft of FY12 general fund budget requests.
- Majority [Bill Dritschilo opposed] awarded the contract for a boundary survey of the West Mountain property to Vermont Survey Consultants at a cost of \$10,800.
- Majority [Bill Dritschilo opposed] agreed, at the request of the Judicial Bureau, to dismiss several unpaid dog ordinance violations because the defendants no longer live in Proctor or the area.
- Signed the orders totaling \$495,357.15.
- Majority agreed at 8:30 p.m. to adjourn the November 22, 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.

[Note: All motions passed by majority were supported by all members present, unless an opposing vote is stated. Motions were passed by majority because only four of the five Selectboard members were present.]

Meeting Minutes Subject to Approval

II. Good News

The good news items included:

- The Town of Proctor received a “Most Improved” award for their 2010 participation in the VLCT Wellness Program. Participation in the program entitles the Town to receive a rebate of up to 4% of the annual health insurance premiums.

III. Review Meeting Minutes

Dick Norris made the motion to approve the November 8, 2010 meeting minutes as written. The motion was seconded by Bill Dritschilo and approved by a majority.

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.
- Draft Letter to VAOT Regarding State-Owned Bridges in Proctor: The Selectboard discussed the draft letter to the Structures Section of the Vermont Agency of Transportation regarding the condition of the railroad overpasses on Main Street and North Street. Jim Hall, Proctor’s representative to the Regional Transportation Advisory Council (RTAC), was present to discuss the Selectboard’s concerns about these bridges and provide updates on other regional transportation-related matters. Hall assured the Selectboard he would advocate for the repair of these bridges with the RTAC. Dick Norris made the motion to approve the letter as revised and authorize Rick Anderson to sign it on behalf of the Selectboard. The motion was seconded by Lloyd Hughes and approved by a majority.
- Other Old/New Business: There was no other old/new business discussed.

V. Open Public Comment

Leslie Muir and Ella Taranovich: Muir and Taranovich requested assistance from the Selectboard to address their chicken complaints on North Street. Both described how their property is being adversely affected by chickens roaming at large. Sheriff Benard indicated he is working with the Departments of Agriculture and Health to determine the best way to locally regulate the keeping of chickens in a residential neighborhood.

VI. Invited Guests

Sheriff Stephen Benard: Sheriff Benard presented the FY12 budget request for law enforcement and animal control services through the Rutland County Sheriff’s Department. He also discussed various law enforcement concerns with the Selectboard.

VII. Board of Water Commissioners

Bill Dritschilo made the motion at 7:10 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 a majority. 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. No actions were taken.
- Draft Ordinance Revisions: The Board discussed the proposed ordinance revisions to the courtesy shut off provisions in the ordinance. Bill Dritschilo made the motion to accept the following revisions to Article 5, Section 5 of the Proctor Public Drinking Water System Rules and Regulations:
“When it is desired to discontinue the use of water service or to restore a water service, written notice shall be given to the Board of Water Commissioners. Water charges, rates, or rents shall continue to be assessed and collected until the Superintendent or his designee verifies water service is turned off at the Curb Stop. The customer shall be responsible for hiring a qualified professional to shut off and/or turn on water service at the Curb Stop. The customer shall be

Meeting Minutes Subject to Approval

responsible for contacting the Superintendent so that he or his designee may verify service is shut off. All delinquent changes must be paid in full prior to discontinuance of service.”

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

- Executive Session – Pending Litigation and Real Estate Purchase Options: Lloyd Hughes made the motion at 7:20 p.m. to enter executive session to discuss pending litigation and real estate purchase options. The motion was seconded by Bill Dritschilo and approved by a majority. Dick Norris made the motion at 7:40 p.m. to resume the public meeting. The motion was seconded by Lloyd Hughes and approved by a majority. No actions were taken.
- Other Old/New Business: There was no other old/new business discussed.

VIII. Board of Sewage Commissioners

Bill Dritschilo made the motion at 7:40 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Dick Norris and approved by a majority. 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. No actions were taken.
- October Loss Control Report: The Board received the report and tasked Todd Blow with providing responses. Attention was drawn to the electrical matter at the Well House. This electrical need will be added to the consolidated list of electrical work needed.
- Other Old/New Business: There was no other business.

Dick Norris made the motion at 7:50 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 approved by a majority.

IX. Standing Committees

- Reports:
 - Parks and Recreation Committee (PRC): There was no report.
- Re-appointments: Dick Norris made the motion to re-appoint Lisa Miser and Dawn Campo to the Parks and Recreation Committee for two years. The motion was seconded by Bill Dritschilo and approved by a majority. Dick Norris made the motion to re-appoint Carol Grace to the Finance Committee for two years. The motion was seconded by Bill Dritschilo and approved by a majority.

X. Report from Planning Commission Liaison, Bill Dritschilo

Bill Dritschilo reported annual dues to the Rutland Regional Planning Commission will be increasing for FY2012. The Selectboard asked if the Planning Commission intended to issue the results of the Community Survey to the public. Steffanie Bourque noted hard copies of the results are posted at the Town Office. Bourque will also post an electronic copy of the survey results on the Proctor website (www.proctorvermont.com).

XI. FY2012 Budget Planning

- Transfer Station Recommendations: The Selectboard received the recommendations.
- First Draft of FY12 General Fund Budget Requests: The Selectboard received the budget requests.
- Schedule Special Meeting for Budget Discussions: The Selectboard scheduled a special meeting on Tuesday, November 30, 2010 at 2:00 p.m. at the Town Office to begin discussing the Transfer Station recommendations and first draft of FY12 general fund budget requests.

XII. Additional Items Requiring Action from the Board

- West Mountain Property Survey Proposals: Dick Norris made the motion to award the contract for a boundary survey of the West Mountain property to Vermont Survey Consultants at a cost of \$10,800.

Meeting Minutes Subject to Approval

The motion was seconded by Lloyd Hughes and approved by a majority, with Bill Dritschilo opposing.

- Consolidated Electrical Needs List: Bill Dritschilo recommended issuing a request for proposals for an annual contract for electrical services. That way we would not have to bid out individual electrical needs. A draft RFP will be presented at the December 13, 2010 meeting.
- 457 Plan "Retirement Plan" Presentations Scheduled: The Selectboard reviewed the invitation to be issued to all eligible plan participants regarding the December 2010 presentations. No changes were made.
- New VLCT Scholarship and Grant Programs: The Selectboard was informed of the new programs.
- Other Old/New Business: Dick Norris made the motion, at the request of the Judicial Bureau, to dismiss several unpaid dog ordinance violations because the defendants no longer live in Proctor or the area. The motion was seconded by Lloyd Hughes and approved by a majority, with Bill Dritschilo opposing.
- Orders: The Selectboard reviewed the bills and signed the orders totaling \$495,357.15.

XIII. Adjourn

Bill Dritschilo made the motion at 8:30 p.m. to adjourn the November 22, 2010 Selectboard meeting. The motion was seconded by Lloyd Hughes and approved by a majority.