

**Town of Proctor Selectboard Meeting Minutes**  
**November 28, 2011**  
**6:00- 7:40 P.M.**

**Board Members Present**

Rick Anderson, Chair  
Bruce Baccei  
Susan Feenick  
Vincent Gatti  
Lloyd Hughes

**Employees Present**

Lisa Miser, Recorder  
Don Des Pierre, Road Foreman  
Stan Wilbur, Town Administrator

**Other Guests Present**

Tommy Grace  
Peg TV

**Agreements/Approval**

- Unanimously approved the November 14, 2011, November 16, 2011 and November 22, 2011 minutes as written.
- Unanimously agreed to accept the Holden Street easements.
- Unanimously agreed at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:22 p.m. to adjourn the Board of Water Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to shut off the water at 72 West Street.
- Unanimously agreed to offer Health Insurance option 2 or 3 to employees.
- Special Budget Meeting December 2, 2011 at 3:30 p.m. at Town Offices.
- Signed orders totaling \$412,659.42.
- Majority agreed at 7:40 p.m. to adjourn the November 28, 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.

**II. Review Meeting Minutes**

Bruce Baccei made the motion to approve the November 14, 2011, November 16, 2011 and November 22, 2011 meeting minutes as written. The motion was seconded by Vincent Gatti and unanimously approved.

**III. Public Comment**

Tommy Grace: Inquired about the bidding process for the timber harvest on West Mountain. He suggested that the Selectboard include the 30-40 cord of wood needed to heat the Town

Garage in the bid. He also, inquired about filling over a sewer line on his property. The Selectboard directed him to contact Todd Blow, and arrange a time to review the property and project.

#### **IV. Invited Guests**

No invited guests.

#### **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:

- Main Street Ledge: This project is complete.
- Catch Grates: Cleaned out leaves from grates and road side to prevent clogging.
- Camera Storm Water Systems: Photos provided.
- FEMA Invoices: Due December 31, 2011.
- Wood Pile: Wood split and stacked. Supply sufficient for the season.
- Fleet Maintenance: Ongoing.
- Bobcat Replacement: Waiting for date to demo replacement equipment.

Holden Avenue: Stan Wilbur provided easement copies prepared by Alan George for the stormwater pipeline across the properties of Carter, La Fond and Parker.

Vincent Gatti made the motion to accept the easements, and send to the three property owners for a signature. The motion was seconded by Susan Feenick and unanimously approved.

The Selectboard directed Don Des Pierre to prepare cost estimates for this project, for the capital budget.

Storm Drain Camera Project: Don Des Pierre provide photos from the camera project.

East Street: Photos show looking down the pipe. East Street in good shape and clean.

Williams Street: This pipe is full of holes, pipe is worn.

Consensus of the Selectboard that Don Des Pierre provides cost figures for Williams Street to include for capital projects.

#### **VI. Board of Water Commissioners**

Chief Operator's Report: No report.

Lloyd Hughes made the motion at 7:15 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Susan Feenick and unanimously approved.

- Income Survey: The medium household income in Proctor is \$50,000.00. The survey is complete. Tom Clark will submit the report to the State.

Susan Feenick made the motion at 7:18 p.m. to enter executive session for a legal matter. The motion was seconded by Vincent Gatti and unanimously approved.

Vincent Gatti made the motion at 7:20 p.m. to exist executive session and convene as the Board of Water Commissioners. The motion was seconded by Bruce Baccei and unanimously approved.

Action: Vincent Gatti made the motion to shut off the water at 72 West Street and to send a letter to the mortgage company, informing the Town of Proctor has shut the water off from the outside and assume no responsibility for any water damage. The motion was seconded by Bruce Baccei and unanimously approved.

Bruce Baccei made the motion at 7:22 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Selectboard meeting. The motion was seconded by Lloyd Hughes and unanimously approved.

## **VII. Board of Sewage Commissioners**

Chief Operator's Report: No report.

## **VIII. Standing Committees**

- The Parks & Recreation Committee has one opening.

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

- Employee Health Insurance: Stan Wilbur provided a handout to the Selectboard, and explained the insurance choices. Susan Feenick made the motion to offer option insurance option 2 or 3, for employees to choose from. The motion was seconded by Vincent Gatti, and unanimously approved. Stan Wilbur will be responsible for distribution of the material to all employees.
- Solid Waste: No concerns with the new curbside program. Scrap Metal contract provide for information only.
- Town Administrator Search: No update from VLCT.
- Orders: The Selectboard reviewed and signed orders totaling \$412,659.42.

## **X. Adjourn**

Lloyd Hughes made the motion at 7:40 p.m. to adjourn the November 28, 2011 meeting of the Selectboard. The motion was seconded by Susan Feenick and unanimously approved.