

Town of Proctor Selectboard Meeting Minutes

Draft

December 12, 2011

6:00- 8:25 P.M.

Board Members Present

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

Employees Present

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

Other Guests Present

Ted Schaft
Peg TV

Agreements/Approvals

- Majority approved the November 28 (special), and December 2, 2011 Selectboard meeting minutes, as written.
- Unanimously approved the November 28, 2011 Selectboard meeting minutes, as written.
- Unanimously agreed at 6:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:35 p.m. to enter executive session for legal.
- Unanimously agreed at 6:44 p.m. to adjourn the Board of Water Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:00 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed at 7:00 p.m. to enter executive session for legal.
- Majority agreed at 7:10 p.m. to resume the meeting of the Selectboard.
- Signed orders totaling \$35,182.14.
- Unanimously agreed at 8:25 to adjourn the December 12, 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

Susan Feenick made the motion to approve the November 28, 2011 Selectboard special

meeting minutes, as written. The motion was seconded by Bruce Baccei, and approved by the majority.

Vincent Gatti did not vote.

Vincent Gatti made the motion to approve the November 28,2011 Selectboard meeting minutes, as written. The motion was seconded by Susan Feenick and unanimously approved.

Susan Feenick made the motion to approve the December 2,2011 Selectboard special meeting minutes, as written. The motion was seconded by Vincent Gatti and approved by the majority. Rick Anderson did not vote.

III. Public Comment

Ted Schaft - Inquired about having the Sheriff Department check on vacant properties. Stan Wilbur will follow up with Sheriff Benard about legal responsibilities, and ask that he provide a letter to the Selectboard.

IV. Invited Guests

There were 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:

- Holiday decorations completed. Ray Beyette donated the Christmas tree.
- Fabricated and installed East Street culvert grate.
- Equipment maintenance, on going.
- Installed plastic on Town Office windows.
- Cleaned leaves from roadside and catch basins.
- Snow removal.
- Provided a letter for crack sealing warranty work scheduled for June 2012.
- Will work with Omya to remove trees on Main Street.
- AOT meeting with Tom Roberts possible resurfacing of RT 3 in 2013. This would be three inches of paving on top of the current surface. Ongoing conversation. Will provide updates at regular Selectboard meetings.
- Awaiting price from the engineer regarding the storm water system at East Street, William Street and Field Street. A report will be provided at the next regular Selectboard meeting.

VI. Board of Water Commissioners

Vincent Gatti made the motion at 6:30 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei and unanimously approved.

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.

- 2013 Budget - First draft presented to Selectboard.
- Repaired broken decant manhole at the backwash plant.
- Repaired dechlor main piping leaving chemical room.

- Serviced water vehicles.
- Repaired broken valve boxes at Field Street well.
- Vacation week of the 14th and 21st.

Todd Blow has received the Stream Alteration Permit for the repairs in Chittenden. Consensus by the Selectboard to make the repairs and spend up to \$1400.00.

Susan Feenick made the motion at 6:35 p.m. to enter executive session for legal. The motion was seconded by Vincent Gatti and unanimously approved.

Bruce Baccei made the motion at 6:44 to leave executive session. The motion was seconded by Lloyd Hughes and unanimously approved. No action taken.

VII. Board of Sewage Commissioners

Susan Feenick made the motion at 6:50 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners. The motion was seconded by Vincent Gatti and unanimously approved.

Chief Operator's Report: The Selectboard reviewed and discussed the report submitted by Todd Blow.

- 2013 Budget - First draft presented to Selectboard.
- Monthly samples complete
- Annual sampling complete.
- Troubleshoot control panel at Willow Street Pump Station. Todd Blow would like Wayne Elliot to review the two pump proposal, and evaluate the upgrade options. A report will be provided at the next regular Selectboard meeting.

Bruce Baccei made the motion at 7:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Vincent Gatti and unanimously approved.

VIII. Standing Committees

- No report.

IX. Budget Work Session

The Selectboard reviewed line by line the first draft of the Water and Wastewater FY 13 budgets. The Selectboard directed Todd Blow and Stan Wilbur to provide information on the following:

1. The cost of running the Well for six months.
2. The cost of running Chittenden for six months.
3. Determine the need for a line item for legal expenses in Water.
4. Determine the electric costs, for Water and Wastewater.
5. Correct the formula, for Water and Wastewater.

Todd Blow will attend the December 23,2011 Budget meeting and present, the second draft for FY 13 Water and Wastewater Budgets.

X. Additional Items Requiring Action from the Board

- Town Administrator Search Update: VLCT has received 21 applications for the position.
- MVE Contract: Rick Anderson read from the MVE contract, noted the date signed and that it is a General Counsel Contract with Marble Valley Engineering.

- Executive Session: Susan Feenick made the motion at 7:00 p.m. to enter executive session for legal. The motion was seconded by Bruce Baccei and unanimously approved. Vincent Gatti excused himself from the executive session. Bruce Baccei made the motion at 7:10 to leave executive session and reconvene the regular Selectboard meeting. The motion was seconded by Susan Feenick and approved by the majority. No action taken.
- Other New and/or Old Business:
 - * Fire Department: Vincent Gatti would like Efficiency Vermont to provide an inspection of the Fire House. Stan Wilbur will provide an update at the next Selectboard meeting.
 - * December 26.2011 - Regular Selectboard meeting - Canceled
 - * December 23.2011 - Budget Meeting 3:30 p.m.
 - * December 28.2011 - Water Meeting
 - * December 30.2011 - Budget Meeting 3:30 p.m.
- Orders: The Selectboard reviewed and signed orders totaling \$35,182.14

XI. Adjourn

Susan Feenick made the motion at 8:25 p.m. to adjourn the December 12.2011 meeting of the Selectboard. The motion was seconded by Bruce Baccei and unanimously approved