

Town of Proctor Selectboard Meeting
July 27, 2009
6:00 – 9:30 P.M.

Board Members Present

Bruce Baccei, Chair
Rick Anderson
Susan Feenick
George Finch
Dick Norris

John Feenick
Teresa Felix
Suzanne French
Vincent Gatti
Carol Grace
James Gray
Doug Hastings
Penny Inglee
Warren McCullough
Lisa Miser
Tim Raymond, Water Supply Division
Jesse Richardson
Jody Sanderson
George Smith
PEG-TV

Employees Present

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

Other Guests Present

Tom Clark, RCAP
Katie Duggan
Kevin Duggan

Agreements/Approvals

- Unanimously approved the July 13, 2009 meeting minutes as presented.
- Unanimously approved the road and bridge standards as proposed.
- Unanimously approved the revised Highway Permit Application.
- Unanimously agreed to postpone a decision on replacing the flag/monument lights in Main Street Park until additional research on how to protect the lights from vandalism is completed.
- Unanimously agreed to postpone discussion of the June 2009 inspection report of the Reynolds Reservoir dam and Olympus Pool dam until September 14, 2009 to allow the Selectboard additional time to think about the report recommendations.
- Unanimously approved the budget process schedule proposed by the Finance Committee with the addition of a provision for the Selectboard to meet with department heads in September before the department head budget proposals are submitted to the Finance Committee on October 1, 2009.
- Unanimously appointed Shannon Maass as the Town's representative to the Proctor Free Library Board of Trustees.
- Unanimously agreed at 7:25 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved the Vermont Municipal Bond Bank loan application for the East Side Distribution System project.
- Unanimously approved the Rural Development loan application for the East Side Distribution System project and Utility Metering project.
- Unanimously approved the Long Range Plan Update Revisions as proposed.
- Majority agreed to request an estimate from Paul Gillies, Paul Guiliani, and Paul Kulig to conduct a legal review of abandoning the water service to the outer district (non-Proctor) customers.
- Unanimously agreed to request final design contracts from Kevin Smith for the Field Street Well and concurrent distribution system improvements.
- Unanimously agreed at 8:30 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to hire a contractor, based on the lowest cost estimate, to perform the work necessary to plug the inlet pipe to the second lagoon.

- Unanimously approved the Vermont Municipal Bond Bank loan application for the Sewer Rehab project.
- Unanimously agreed at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Signed the orders totaling \$57,193.70.
- Unanimously agreed at 9:00 p.m. to enter executive session to discuss a real estate purchase option. Unanimously agreed at 9:25 p.m. to resume the public meeting.
- Unanimously agreed to request a right of first refusal from Omya, Inc. for the former bank building on Main Street and any other property in Proctor that is for sale.
- Unanimously agreed at 9:30 p.m. to adjourn the July 27, 2009 meeting of the Selectboard.

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.

II. Review July 13, 2009 Meeting Minutes

Susan Feenick made the motion to approve the July 13, 2009 meeting minutes as presented. The motion was seconded by Rick Anderson 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. Sanderson specifically addressed the following:
 - *Draft Road and Bridge Standards*: The Selectboard reviewed the draft road and bridge standards. Dick Norris made the motion to approve the road and bridge standards as proposed. The motion was seconded by George Finch and unanimously approved.
 - *Revised Highway Permit Application*: The application was updated to replace all references to the “Superintendent of Public Works” with “Road Commissioner”. Susan Feenick made the motion to approve the revised Highway Permit Application. The motion was seconded by Rick Anderson and unanimously approved.
 - *Estimate for Light Replacement in Park*: The Selectboard reviewed the estimate for replacing the lights “as is” in Main Street Park for the flag/monument. They also discussed alternate ways of replacing the lights to address vandalism. Sanderson will look into these alternatives further and report his finding at the August 10, 2009 meeting. Dick Norris made the motion to postpone a decision on this matter until the additional research is completed. The motion was seconded by George Finch and unanimously approved.
 - *Road Painting*: Sanderson is working with the West Rutland Highway Department to borrow a power roller for road painting of crosswalks and stop bars. All road markings will be done before school resumes.
 - *Hazardous Pine Trees at Rink*: There are five hazardous pine trees at the Skating Rink. Two of the trees the Highway Department will be able to take down. The remaining three will need to be contracted out. Sanderson will request estimates from at least three contractors, including a Proctor-based contractor(s), and present the estimates at the August 10, 2009 meeting. He will also confer with the Tree Warden before any trees are cut.

Sanderson also asked for guidance on how to best dispose of the wood once the trees are cut. He proposed three alternatives: 1) donate the wood (Paul Corliss was suggested for his barn); 2) split some for use at the Skating Rink; or 3) dispose at the Transfer Station. The Selectboard agreed

with the idea of donating the wood. Sanderson will provide an update on the disposal plan at the August 10, 2009 meeting.

- Selectboard Evaluation of Town Garage – Next Steps: The Selectboard discussed how to address the repairs needed at the Town Garage. They agreed that more information is needed on the scope of work to be done. Sanderson agreed to contact Wade Masure, of the Vermont League of Cities and Towns, to conduct a loss control survey of the facility to get a baseline of recommended improvements from an insurance perspective. This matter will be further discussed at a future meeting once the loss control survey is completed.
- Recommendation to Research Contracting Out Municipal Mowing: Dick Norris made the motion to charge the Public Works Committee with evaluating the proposal to contract out municipal mowing and municipal plowing. The motion was seconded by Rick Anderson and unanimously approved.
- Request for Tree Removal at 1543 Florence Road: Sanderson reported that the trees are not within the highway right-of-way and therefore are not the Town's responsibility to remove. The Selectboard asked that Sanderson provide this response to the property owners.
- June 1, 2009 Inspection Report of Reynolds Reservoir Dam and Olympus Pool Dam: Rick Anderson made the motion to postpone discussion of this matter until September 14, 2009 to allow the Selectboard additional time to think about the report recommendations. The motion was seconded by Susan Feenick and unanimously approved. In the interim, Brian Sanderson will contact the State's Dam Safety Engineer for additional ideas about how to address the condition of the Reynolds Reservoir Dam.
- Other New and/or Old Business: Susan Feenick asked that the 25-foot right-of-way on Mary Fregosi's property be cleared. Brian Sanderson indicated he was aware of the request from the property owner and will work it into the Highway Department's work schedule.

IV. Open Public Comment

Warren McCullough: McCullough informed the Selectboard and Road Commissioner that the right-of-way on Florence Road varies from 3 to 4 rods depending on the section of road.

James Gray: Gray informed the Selectboard that he would like to replace the water service line at 24 Oak Street. He requested that the Water Department trace his service line and assist with shutting the water off, given that it appears that the water was not shut off in October 2008 as presumed. The Selectboard assured Gray that Todd Blow will follow-up on his requests.

Gray also requested that the Town prune the dead limbs from the three pine trees within the road right-of-way at 24 Oak Street. Brian Sanderson will follow-up on the request.

Katie Duggan: Duggan expressed concern about the Town not having a plan for economic development in light of Omya's departure. She urged the Selectboard to work together on a plan to attract people/business to this community.

V. Invited Guests

Jesse Richardson: Richardson, representing the Finance Committee, presented a budget process schedule for preparing the FY2011 budget. He noted that the new schedule emphasizes getting information to the Finance Committee earlier in the process. The Selectboard discussed the proposal. Dick Norris made the motion to approve the schedule with the addition of a provision for the Selectboard to meet with department heads in September before the department head budget proposals are submitted to the Finance Committee on October 1, 2009. The motion was seconded by Susan Feenick and unanimously approved.

Lisa Miser: Miser informed the Selectboard of the July 30 "meet and greet" event at the Library to welcome the new librarian. The function will be at the Library from 3 – 7 p.m. She also informed the

Selectboard that she will be resigning her position as the Town's representative to the Library Board so that she can assume the position of treasurer on the Library Board, replacing Shannon Maass. She requested the Selectboard appoint Shannon Maass to fill her vacancy as the Town's representative. Dick Norris made the motion to appoint Shannon Maass as the Town's representative to the Library Board of Trustees. The motion was seconded by Susan Feenick and unanimously approved.

VI. FY2009 Year End Reports

Discussion of year end reports was postponed until the August 10, 2009 meeting.

VII. Board of Water Commissioners

Dick Norris made the motion at 7:25 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by George Finch 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.
- Vermont Municipal Bond Bank Loan Application for East Side Distribution System Project: George Finch made the motion to approve the loan application. The motion was seconded by Susan Feenick and unanimously approved.
- Rural Development Loan Application for East Side Distribution System Project and Utility Metering: Tom Clark explained the recommendation from Rural Development to submit a single application for the two projects. Dick Norris made the motion to approve the application. The motion was seconded by George Finch and unanimously approved.
- Draft Long Range Plan Update Revisions: The Board reviewed and discussed the draft long range plan update revisions. Dick Norris made the motion to approve the long range plan update revisions as proposed. The motion was seconded by George Finch and unanimously approved.
- Estimate for Legal Review of Outer District Customers: Susan Feenick made a motion to request estimates from Paul Gillies, Paul Giuliani, and Paul Kulig to conduct a legal review of abandoning the water service to the outer district (non-Proctor) customers. The motion was seconded by Rick Anderson and approved by a majority.
- Final Design Next Steps: Given approval of the project schedule in the long range plan update, the Board discussed the need to move forward with final design of those project scheduled for construction in 2010. Dick Norris made the motion to request final design contracts from Kevin Smith for the Field Street Well improvements and concurrent distribution system improvements. The motion was seconded by George Finch and unanimously approved.
- Recommendation to Schedule Separate Meeting for Water/Sewage Commissioners: Discussion of this matter was postponed until the August 10, 2009 meeting.

VIII. Board of Sewage Commissioners

George Finch made the motion at 8:30 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 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. Blow specifically addressed the following:
 - Failed On-site Septic System at 29 Center Street: Blow explained that the on-site septic system at 29 Center Street failed on July 17. Previously, this property owner and the property owner at 25 Center Street had paid for the manhole structure on Center Street (manhole 3.K.7) and approximately 300 feet of 6-inch sewer main to the manhole structure at the top of Pearl Street (manhole 3.K.6). The property owner chose to connect to the municipal sewer system when the on-site septic system failed and connection was completed on July 18. To enable the connection, the homeowner's contractor had to restore a 10-foot section of pipe from manhole 3.K.7, which

was cut and capped during the water main project on Center Street in 2006. The cost of this work was \$557 and will be paid for by the Town.

Blow recommended that the Board consider assuming ownership of manhole 3.K.7 and the 300-foot section of 6-inch sewer main from manhole 3.K.7 to manhole 3.K.6. The Board agreed with the recommendation and directed Blow to initiate the process with the homeowners.

- *Contractor to Plug Inlet Piping:* Blow explained the necessity for having a contractor plug the inlet pipe to the second lagoon in order for the Quinn Company to complete the chemical feed tie in for the Phosphorus Removal Project. He presented an estimate from M&K Diving to perform this work and is waiting for a second estimate. Dick Norris made the motion to proceed with having the work performed by the contractor with the lowest estimate. The motion was seconded by George Finch and unanimously approved.
- Vermont Municipal Bond Bank Application for Sewer Rehab Project: Susan Feenick made the motion to approve the application. The motion was seconded by Rick Anderson and unanimously approved.

George Finch made the motion at 9:00 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Dick Norris and unanimously approved.

IX. Standing Committees

- Reports:
 - *Parks and Recreation Committee:* The Selectboard was informed of the next committee meeting on August 11, 2009. The purpose of the meeting is to discuss capital projects and budgets for the pool and rink.
 - *Finance Committee:* Reference Section V. Invited Guests above for description of proposal from Jesse Richardson.
 - *Community Development Committee:* The next meeting of the committee is on August 5, 2009. The purpose of the meeting is to discuss economic development issues with Jamie Stewart of the Rutland Economic Development Corporation.
 - *Public Works Committee:* The Selectboard was informed that the committee plans to meet sometime after August 23 when Ted Shaft returns.

X. Additional Items Requiring Action from the Board

- Operating Permit Changes at the Transfer Station: Discussion of this matter was postponed until after the Public Works Committee has made their recommendations regarding the Pay-As-You-Throw Program.
- Letter from Audrey Tilden Regarding Proposals from the Public Works Committee: Discussion of this matter was postponed until after the Public Works Committee has made their recommendation regarding the Pay-As-You-Throw Program. In the interim, the letter will be copied to the Public Works Committee for consideration.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$57,193.70.

XI. Executive Session

Dick Norris made the motion at 9:00 p.m. to enter executive session to discuss a real estate purchase option. The motion was seconded by Rick Anderson and unanimously approved. Dick Norris made the motion at 9:25 p.m. to resume the public meeting. The motion was seconded by George Finch and unanimously approved.

Rick Anderson made the motion to request a right of first refusal from Omya, Inc. for the former bank building on Main Street and any other property in Proctor that is for sale. The motion was seconded by Dick Norris and unanimously approved.

XII. Adjourn

Dick Norris made the motion at 9:30 p.m. to adjourn the July 27, 2009 meeting of the Selectboard. The motion was seconded by George Finch and unanimously approved.

Outstanding Action Items from July 13, 2009

Task	Responsible Party	Schedule	Status
Prepare cost estimate for electrical repair in Park	B Sanderson	By July 27, 2009	Complete

Outstanding Action Items from June 8, 2009

Task	Responsible Party	Schedule	Status
Type up Highway Department Yearly Work Schedule	S Bourque	June 2009	Complete
Install dry hydrant at Beaver Pond	Blow/Sanderson	Summer/Fall 2009	
Remove vegetation from Pool dam	B Sanderson	Fall 2009	

Outstanding Action Items from 1Q FY2008

Task	Responsible Party	Schedule	Status
Address storm water on West Street/Columbian Avenue	B Sanderson	FY09 Budget	Assigned September 10, 2007
Plan for dam inspection recommendations	B Sanderson		Assigned August 13, 2007

Outstanding Action Items from FY2006

Task	Responsible Party	Schedule	Status
Finalize Safety and Health Manual	Sanderson/Bourque	By Aug 06	Assigned Apr 2006
Complete Highway Standards	Sanderson/Bourque	After Sewer	Complete
Address storm water impact from Carrington driveway	B Sanderson	FY08 Project	Assigned Apr 2006
Coordinate with P Rimsa to update road book	B Sanderson	October 2005	Assigned Jul 11, 2005