

**Town of Proctor Selectboard Meeting  
October 12, 2009  
6:00 – 9:10 P.M.**

**Board Members Present**

Bruce Baccei, Chair  
Rick Anderson  
Susan Feenick

**Employees Present**

Todd Blow, Chief Operator  
Steffanie Bourque, Town Administrator

**Other Guests Present**

Paul Brown  
Brent Curtis  
Lee Kahrs  
Jesse Richardson, Finance Committee  
Ted Schaft, Public Works Committee  
Kevin Smith, SVE Associates  
PEG-TV

**Agreements/Approvals**

- Unanimously accepted the resignations of Selectboard members Dick Norris and George Finch.
- Unanimously approved the September 28, 2009 meeting minutes as presented.
- Unanimously approved the October 1, 2009 meeting minutes as presented.
- Unanimously approved the draft Equipment Selling Policy without revision.
- Unanimously approved the “for sale notice” for the 1996 Swenson Drop-In Stainless Steel Spreader and agreed to put the item out for bid.
- Unanimously approved the Town of Castleton’s request to borrow our shoulder spreader under the condition that if the equipment is damaged that the Town of Castleton will be responsible for its repair.
- Unanimously agreed at 6:55 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved the Drinking Water State Revolving Loan Fund Planning and Final Design Loan Application for \$232,726.67 for enhancements to the Field Street well.
- Unanimously approved the Drinking Water State Revolving Loan Fund Planning and Final Design Loan Application for \$145,586.00 for construction of water storage and distribution system improvements.
- Unanimously approved the letter to the Water Supply Division requesting that they reconsider the decision to make Task 9A under Lincoln Applied Geology’s scope of work for enhancements at the Field Street well ineligible for loan reimbursement.
- Unanimously authorized the additional work on the Field Street well enhancements and water storage/distribution system improvements in anticipation of contract approval.
- Unanimously agreed at 7:20 p.m. to enter executive session to discuss real estate purchase options. Unanimously agreed at 7:50 p.m. to resume the public meeting.
- Unanimously agreed at 8:50 p.m. to enter executive session to discuss the contract received from Kulig & Sullivan for legal services in connection with a discontinuance of the water supply and treatment facility located in the Town of Chittenden. Unanimously agreed at 9:00 p.m. to resume the public meeting.
- Unanimously agreed to refer the proposal for legal services in connection with discontinuance of the water supply and treatment facility located in the Town of Chittenden from Kulig & Sullivan to Paul Giuliani for review/comment.
- Unanimously agreed at 7:55 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved the Quinn Company’s pay request #3 for \$103,709.70.
- Unanimously agreed at 8:05 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard.
- Unanimously appointed Dick Norris to the Community Development Committee.

- Unanimously removed Dave Atherton from the Community Development Committee.
- Unanimously appointed Linda Doty and Lloyd Hughes to the Selectboard until the next annual elections in March 2010 to fill the vacancies created by the resignations of Dick Norris and George Finch.
- Unanimously agreed to participate in the 2009 VLCT Leader Light Program.
- Signed the orders totaling \$216,929.03.
- Unanimously agreed at 9:10 p.m. to adjourn the October 12, 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. Resignations of Dick Norris and George Finch**

Bruce Baccei read the resignations from Dick Norris and George Finch. He thanked them for their years of service on the Selectboard. Rick Anderson made the motion to accept the resignations. The motion was seconded by Susan Feenick and unanimously approved.

### **III. Review September 28 and October 1, 2009 Meeting Minutes**

Rick Anderson made the motion to approve the September 28, 2009 meeting minutes as presented. The motion was seconded by Susan Feenick and unanimously approved.

Susan Feenick made the motion to approve the October 1, 2009 meeting minutes as presented. The motion was seconded by Rick Anderson 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. The Selectboard specifically took action on the following:
  - *Equipment Selling Policy*: Rick Anderson made the motion to approve the draft Equipment Selling Policy without revision. The motion was seconded by Susan Feenick and unanimously approved.
  - *For Sale Notice for 1996 Swenson Spreader*: Rick Anderson made the motion to approve the "for sale notice" for the 1996 Swenson Drop-In Stainless Steel Spreader and put the item out for bid. The motion was seconded by Susan Feenick and unanimously approved.
  - *Heating System Proposals*: The Selectboard reviewed the proposals received to date. Bruce Baccei and Rick Anderson will follow-up with additional research.
  - *Request from Town of Castleton to Borrow Shoulder Spreader*: Rick Anderson made the motion to approve the Town of Castleton's request to borrow our shoulder spreader under the condition that if the equipment is damaged that the Town of Castleton will be responsible for its repair. The motion was seconded by Susan Feenick and unanimously approved.

### **V. Invited Guests**

*Paul Brown*: Brown reiterated his request for the Selectboard to work together. The Selectboard took Brown's comments under advisement.

### **VI. Open Public Comment**

There were no public comments.

## VII. Board of Water Commissioners

Rick Anderson made the motion at 6:55 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. 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.
- Enhanced Field Street Well/Water Storage and Distribution System Improvements Project:
  - *DWSRF Planning and Final Design Loan Applications*: Kevin Smith presented the revised planning and final design loan applications for the Board's consideration. Rick Anderson made the motion to approve the Drinking Water State Revolving Loan Fund Planning and Final Design Loan Application for \$232,726.67 for enhancements to the Field Street well. [The existing 8-inch well will be replaced with a 12-inch well. The existing casing and pump will be renovated for standby usage in the case of replacement well/pump mechanical failure. New casing and pump installation are budgeted under this work. Renovation of the existing well pump is budgeted under this work. Design will be performed to remove and replace/expand the existing well pump station to accommodate the replacement well in conjunction with existing environmental regulations. Controls will be coordinated with a concurrent storage/distribution project.]

The motion was seconded by Susan Feenick and unanimously approved. Rick Anderson made the motion to approve the Drinking Water State Revolving Loan Fund Planning and Final Design Loan Application for \$145,586.00 for construction of water storage and distribution system improvements. The motion was seconded by Susan Feenick and unanimously approved. [The water storage and distribution system improvements are being constructed to increase system pressure, provide greater fire protection and improve water quality through storage turnover. The proposed project includes the following: 1) new water storage for the Bluff/Taylor/Gibbs neighborhood with associated transmission main and check valve vaults; 2) new east side water storage with associated transmission main, distribution main replacement, Tower Road renovation and existing tank demolition; 3) west side water storage tank modifications including controls, modified inlet/outlet and reconstructed overflow; 4) distribution system isolation valve vault at Otter Creek; and 5) integrated controls coordinated with source improvements (under separate contract).]

- *Request to Reconsider Loan Eligibility*: Susan Feenick made the motion to approve the letter to the Water Supply Division requesting that they reconsider the decision to make Task 9A under Lincoln Applied Geology's scope of work for enhancements at the Field Street well ineligible for loan reimbursement. The motion was seconded by Rick Anderson and unanimously approved.
- *Request to Commence with Additional Work in Anticipation of Contract Approval*: Kevin Smith presented a list of additional work that should be done before snow obscures the ground surface. He requested the Board consider approving this work in anticipation of approving the final design contracts for the enhanced Field Street Well and water storage/distribution system improvements. Susan Feenick made the motion to authorize the additional work in anticipation of contract approval. The motion was seconded by Rick Anderson and unanimously approved.
- Executive Session for Real Estate Purchase Options: Rick Anderson made the motion at 7:20 p.m. to enter executive session to discuss real estate purchase options. The motion was seconded by Susan Feenick and unanimously approved. Susan Feenick made the motion at 7:50 p.m. to resume the public meeting. The motion was seconded by Rick Anderson and unanimously approved.
- East Side Distribution System Project: Steffanie Bourque informed the Board of recent communications from the Rural Development Program about our loan application. No offer has been made to date.
- Executive Session for Review of Legal Analysis Proposals: The Board received responses to the legal analysis RFP from the law firms of English, Carroll, & Boe and Kulig & Sullivan. The

response from English, Carroll & Boe was to notify the Board that they will not be submitting a proposal due to current workloads. Kulig & Sullivan did provide a proposal for consideration. Rick Anderson made the motion at 8:50 p.m. to enter executive session to discuss the contract for legal services in connection with a discontinuance of the water supply and treatment facility located in the Town of Chittenden. The motion was seconded by Susan Feenick and unanimously approved. Susan Feenick made the motion at 9:00 p.m. to resume the public meeting. Rick Anderson made the motion to refer the proposal for legal services in connection with discontinuance of the water supply and treatment facility located in the Town of Chittenden from Kulig & Sullivan to Paul Giuliani for review/comment. The motion was seconded by Susan Feenick and unanimously approved.

- Other Old/New Business: Susan Feenick asked that Vinni Gatti be contacted for a status report on the Beaver Pond dry hydrant project.

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

Rick Anderson made the motion at 7:55 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Susan Feenick 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:
  - *North Street Sewer Main*: Blow reported that although he had completed a video inspection of the line and it appears to be in acceptable condition, a new plug occurred on October 11, 2009. Blow described the possible reasons for the plug and recommended the Board consider slip lining this section of pipe. He will present estimates for this work at the October 26, 2009 meeting.
  - *Pay Request #3*: Susan Feenick made the motion to approve the Quinn Company's pay request #3 for \$103,709.70. The motion was seconded by Rick Anderson and unanimously approved.
- Other New and/or Old Business: Susan Feenick asked when the patch on High Street from the repair to the sewer service line at 55 High Street was going to be paved. Todd Blow indicated that it should be done within the next three weeks.

Rick Anderson made the motion at 8:05 p.m. to adjourn the meeting of the Board of Sewage Commissioners and convene the meeting of the Selectboard. The motion was seconded by Susan Feenick and unanimously approved.

### **IX. FY2011 Budget Planning**

- *Public Works Committee Recommendations*: Ted Shaft presented the Public Works Committee recommendations regarding the lease to own program for municipal equipment, pay-as-you-throw program, and subcontracting municipal plowing and mowing. The recommendations are incorporated into these minutes by attachment.
- *Health Insurance Benefits Proposed Changes for FY2011*: Jesse Richardson presented the Finance Committee recommendations regarding the health insurance benefits proposed changes for FY2011. The committee recommended option A.

### **X. Standing Committees**

- Reports:
  - *Parks and Recreation Committee*: The Selectboard received the October 7, 2009 meeting agenda.
  - *Finance Committee*: The Selectboard received minutes from the September 17, 2009 meeting.
  - *Community Development Committee*: There was no report.
  - *Public Works Committee*: The Selectboard received minutes from the September 24 and 30, 2009 meetings.

- Appointments/Resignations:
  - Community Development Committee: Rick Anderson made the motion to appoint Dick Norris to the Community Development Committee. The motion was seconded by Susan Feenick and unanimously approved. Rick Anderson made the motion to remove Dave Atherton from the Community Development Committee. The motion was seconded by Susan Feenick and unanimously approved.
- Quarterly Report on Committee Charges: The Selectboard received the report. There were no questions/comments.

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

- Appointments to Selectboard: The Selectboard received letters of interest from Linda Doty and Lloyd Hughes. Rick Anderson made the motion to appoint Linda Doty and Lloyd Hughes to the Selectboard until the next annual elections in March 2010 to fill the vacancies created by the resignations of Dick Norris and George Finch. The motion was seconded by Susan Feenick and unanimously approved.
- Special Meetings: The Selectboard requested to schedule a special meeting sometime the week of October 19, 2009 to discuss economic development matters with Jamie Stewart of REDC. The Selectboard requested to schedule a special meeting sometime the week of October 19, 2009 to welcome the newly appointed Selectboard members and get them up to speed on priority matters.
- Letter of Intention to Participate in the VLCT "Leader Light" Program: Steffanie Bourque introduced the VLCT Leader Light Program and recommended the Selectboard consider participating in the 2009 program. Rick Anderson made the motion to participate in the 2009 VLCT Leader Light Program. The motion was seconded by Susan Feenick and unanimously approved.
- Review of Bills and Signing of Selectboard's Orders: The Selectboard reviewed the bills and signed the orders totaling \$216,929.03.

## **XII. FY2010 Budget Reports**

- 1Q FY2010 Budget Reports: The Selectboard reviewed the reports. The Selectboard requested the following changes: 1) breakout the transfer station fee revenues into permit fees and fees collected at the transfer station; 2) report credits received from Casella Waste Management for recyclables from the transfer station; 3) breakout local ordinance fine revenues by type of fine (e.g., traffic citation, ordinance violation); and 4) report donation revenues from Skating Rink.
- September 2009 Overtime Report: The Selectboard received the report. There were no questions/comments.

## **XIII. Adjourn**

Rick Anderson made the motion at 9:10 p.m. to adjourn the October 12, 2009 meeting of the Selectboard. The motion was seconded by Susan Feenick and unanimously approved.

**Outstanding Action Items from June 8, 2009**

<b>Task</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Status</b>
Install dry hydrant at Beaver Pond	Blow/Sanderson	Summer/Fall 2009	Vinni Gatti provided update 9/14/09
Remove vegetation from Pool dam	B Sanderson	Fall 2009	

**Outstanding Action Items from 1Q FY2008**

<b>Task</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Status</b>
Address storm water on West Street/Columbian Avenue	B Sanderson	FY09 Budget	Assigned September 10, 2007

**Outstanding Action Items from FY2006**

<b>Task</b>	<b>Responsible Party</b>	<b>Schedule</b>	<b>Status</b>
Finalize Safety and Health Manual	Sanderson/Bourque	By Aug 06	Assigned Apr 2006
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