

Town of Proctor
Special Selectboard Meeting Minutes
Draft
January 3, 2019
6:00 P.M. – 8:00 P.M.

Board Members Present:

Bruce Baccei, Chair
Bob Protivansky
Tom Hogan
Judy Frazier
Ben Curtis

Employees Present:

Stan Wilbur, Town Manager

I. Call to Order

The meeting was called to order at 6:00 p.m.

II. Review and Approve Agenda

Consensus to approve the agenda

III. FY2020 Budget

Draft FY2020 Budget materials had been distributed prior to the meeting. Excel Budget Worksheets present FY2017 and FY2018 Budget, Actual and Variance; Budget FY2019; Proposed Budget FY2020; and % Increase/Decrease. Budget Narratives present line item descriptions and proposed budget amounts.

The Selectboard members agreed to a department by department line by line review of the proposed budget items.

Proposed Changes:

- Legislative and Administrative – reduce by \$5,700 (\$110,347 to \$104,647)
 - Computer Services – delete \$1,200
Shared services with Town Clerk/Treasure and Assessor Offices; move to Municipal Building Computer Services line item.
 - Postage – delete \$300
Have not used budgeted amount in past years
 - Advertising – reduce by \$400 (\$1,500 to \$1,100)
Have not used total budgeted amount in past year
 - Publications – reduce by \$800 (\$880 to \$80)
Proctor Pages no longer being published
 - Town Manager Search – reduce by \$3,000 (\$8,000 to \$5,000)
Reduce level of VLCT services
- Town Clerk and Treasurer – reduce by \$1,900 (\$151,765 to \$149,865)
 - Fees/Travel – reduce by \$400 (\$800 to \$400)
Have not used budgeted amount in past years
 - Computer and Copier Services – reduce by \$1,500 (\$3,600 to \$2,100)

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Shared services with Legislative and Administrative and Assessor Offices; move \$500 to Municipal Building Computer Services line item. Treasure will continue to need NEMRC Services, \$2,100.

- Assessor's Office – reduce by \$200 (\$22,200 to \$22,000)
 - Office Supplies – reduce by \$200 (\$500 to \$300)
FY2017 overrun resulting from new assessor office setup
- Elections – no change
Only one election in FY2020
- Professional Services – no change
Discussion regarding Audit increase; FY2019 Audit engagement letter for \$17,000 approved by board
- Municipal Building – reduce by \$500 (\$1,000 to \$500)
 - Copier and Computer Services – new line item; shared services for Adm/Clerk/Assessor offices
- Planning Commission/Zoning Board – no change
- Planning Grants and Economic Development – no change
- General Insurance – no change
- Transfer Station and Curbside – no change
Discussion on Transfer Station Open Day fees
- Fire Department – no change
- Public Safety – add \$1,000 (\$72,774 to \$73,774)
 - Emergency Management (new line item) - \$1,000
Equipment and supplies for an operations center
- Street Lights – no change
- Swimming Pool – no change
Discussed need for Certified Swim Instructor, and reimbursement for returning and new lifeguards training.
- Skating Rink – no change
Discussed proposed salary for program and ice managers.
- Parks – increase by \$500 (\$26,526 to \$27,026)
 - Our Yard – increase by \$500 (\$2,500 to \$3,000)
Our Yard is undertaking additional programs
- Other Commitments – no change
 - Library – \$67,000 Town Meeting Article
Request by Library Board carried in proposed budget amount as it historically has been approved
- Taxes and Assessments – no change
Discussion about value of Rutland Economic Development, Chamber of Commerce and Real Rutland. Support for the overall county development programs.
- Special Appropriations – no change but total amount will be place before the votes at Town Meeting; this will allow voters to discuss value each program brings to Proctor.
- Highway Department – reduce by \$25,000 (\$529,533 to \$504,533)
 - Highway Improvements – reduce by \$25,000 (\$150,000 to \$125,000)

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Improvement projects will be selected after budget is approved and winter maintenance costs are known.

Highway crew to be invited to next board meeting.

Discussion regarding delivery of new plow truck and Chev 3500 maintenance cost.

IV. Adjourn

Ben Curtis made the motion at 8:00 p.m. to adjourn the January 3, 2019 special Selectboard meeting. The motion was seconded by Judy Frazier and unanimously approved.