

Town of Proctor Selectboard Meeting Minutes

Draft

January 22, 2018

6:00 p.m. – 7:42 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Tom Hogan
Joe Manning
Bob Protivansky

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manage
r

Other Guests Present

Corporal Carter, Rutland County Sheriff Department
Peg TV

Agreements/Approvals

- Unanimously approved agenda with additions.
- Unanimously approved January 4,2018 special meeting minutes.
- Unanimously approved January 8,2018 regular meeting minutes.
- Unanimously approved January 9,2018 special meeting minutes.
- Unanimously approved January 16,2018 special meeting minutes.
- Unanimously agreed at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:24 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to appoint Bill Champine as Alternate Authorized Representative.
- Unanimously agreed at 6:32 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Facility Use agreement for Proctor Elementary School February 16, 2018.
- Unanimously agreed to changes on Town Meeting Waning Article 6.
- Signed orders totaling \$162,855.87.
- Unanimously agreed at 7:42 p.m. to adjourn the January 22, 2018 Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the additions to the agenda; VTrans FY19 Town Highway Structures/Town Highway Class 2 Roadway Grant Program under Highway Department., Appointment of Alternative Authorized representative under Board of Sewage Commissioners, Municipal Delegation of the Wastewater System and Potable Water Supply Rules under Additional Items. The motion was seconded by Bob Protivansky, unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the January 4, 2018 special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

Town of Proctor Selectboard Meeting Minutes

Draft

January 22, 2018

6:00 p.m. – 7:42 p.m.

Bob Protivansky made the motion to approve the January 6, 2018 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Bruce Baccei made the motion to approve the January 9, 2018 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Bruce Baccei made the motion to approve the January 16, 2018 special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

- Rutland County Sheriff Department: Corporal Carter was present to discuss 18-wheeler speeding concerns in town. He explained that he and his staff have completed radar and the fastest a semi was clocked was at 30 m.p.h. He believes most people mistake the speed of semis due to the size of the truck. It is his belief that speeding by 18-wheelers is not occurring. He explained that his department does not have a hands-off policy for 18-wheelers. The Selectboard inquired about an electronic flashing speed sign. Corporal Carter will investigate availability and report back to Stan.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard thanked the Highway Department for their diligence keeping the roads safe with the difficult winter weather.

VII. Highway Department

- Manager's Report

Field Activities:

- Snow and Ice plowing and salting/sanding (4 events)
- Salt deliveries
- Service Loader
- Overhead door repair
- Prep for and attend Flagger Class
- Clean and wash trucks
- Christmas trees
- Clean off catch basins grates
- Repair Toolcat
- 95 plow truck to Earl's – for exhaust brake repair
- Hwy F350 transmission work at Stewarts
- Gorham Bridge road closed signs
- Check and clean wood furnace
- Replenish resident sand/salt pile
- Clean ice off Gorham Bridge Road
- Repair exhaust fan (Jeff Patch)
- Cleanup snow banks at school and intersections
- Repair wiring and adjust in-bed sander
- Chev 3500 at Aldermans
- Clean up shop

Pending Activities:

- Snow & Ice events
- Roadside trees and brush

Town of Proctor Selectboard Meeting Minutes

Draft

January 22, 2018

6:00 p.m. – 7:42 p.m.

- Culvert and road surface inventory with RRPC- Spring Overtime:
- Snow & Ice – number of hours not provided
- Salt Usage: Salt used to date 441.22 tons \$30,302.99 Budgeted 775 tons \$62,000.00
- VTrans FY19 Town Highway Structures/Town Highway Class 2 Roadway Grant Programs: The Town of Proctor does not qualify for the Structures Grant. Review information for the Class 2 Roadway Grant, application due April 15,2018.
- Other New and/or Old Business: No other new and/or old business.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.

- Manager's Report:
 - Possible leak at 24 Pleasant Street, service line owner informed.
- Water System Improvements:
- Meeting with Drinking Water Division Staff: Summary minutes of the January 10,2018 meeting were provided. Bill Champine and Stan Wilbur noted it was a productive meeting and feel progress is being made.
- Contract 6 – Park Street & Chatterton Park /Timber Harvest Revenue: See additional Items.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Sewage Commissioners

Bob Protivansky made the motion at 6:24 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

- Manager's Report:
 - Sewer issue Beaver Pond Road – service line.
- Ormsbee Avenue Sewer/Storm Drain Project Update:
- Appointment of Alternative Authorized Representative: Bob Protivansky made the motion to appoint Bill Champine as the Alternate Authorized Representative for the Ormsbee Project. The motion was seconded by Bruce Baccei, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 6:32 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

IX. Standing Committees

- Park and Recreation Committee: - No report.
- Rutland Regional Planning Commission - Joe Manning: No report.
- Rutland Regional Transportation Council – Bruce Baccei: Meeting 1/25/18.
- Rutland Regional Solid Waste District - No report.
- Personnel Committee – Bill Champine: No report.
- Fire Department – Bob Protivansky: No report.
- Planning Commission – Tom Hogan: Meeting first Thursday of the month.
- Beaver Pond Committee – Bill Champine: Grant for \$10,000.00 has been submitted.

Town of Proctor Selectboard Meeting Minutes

Draft

January 22, 2018

6:00 p.m. – 7:42 p.m.

- Town Office Committee – Bill Champine: Report from Ed Clark provided for Selectboard review. Bill Champine will schedule a meeting
- REDC Marketing Committee – Joe Manning: Moving along, with marketing Rutland County.

X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$162,855.87.
- Skating Rink Facility Use Agreement – Proctor Elementary School: Bruce Baccei made the motion to approve the FUA for PES for February 16, 2018. The motion was seconded by Tom Hogan, unanimously approved.
- Draft Audit: Discussion about Material Weaknesses noted in the Management letter. Consensus to work to correct the concerns this year.
- Town Office: Bill Champine will schedule a meeting with the Selectboard and Town Office Committee to discuss next steps. Possible grant options were shared.
- Main Street Lights: Direction of Selectboard to have Bill Champine and Stan Wilbur meet with possible business contributors for full project.
- Vermont Council on Rural Department: Letter provided for information only.
- Transfer Station Free Day: Due to cost concerns, the Selectboard with Stan Wilbur will create a list of items not to accept at the Free Transfer Station Day.
- Municipal Delegation of the Wastewater System and Portable Water Supply Rules: Packet provided for information only. Stan Wilbur suggested members read over the information. He does not endorse the change, sighting cost concerns.
- Mortimer Proctor Trust Grant Applications:
 - Riverside Cemetery Access Road Paving: Application is for \$25,752.00, paving and landscaping.
 - Main Street Lights: Consensus to wait until July round for this item.
 - Pool Equipment: Information will be available at the January 29, 2018 special meeting.
- Town Report:
 - Dedication Inside Front Cover: The Report will be dedicated to Doc Kelleway.
 - Selectboard Report: The report will be provided to members for review.
- Town Meeting Articles:
 - Mosquito Control: Consensus to include as Article 7.
 - Tax Stabilization: Tom Hogan made the motion to remove multi-unit residential properties and change 10 years to 5 years. The motion was seconded by Joe Manning, unanimously approved.
 - Timber Harvest Revenue for Water System Improvements: Consensus to include as Article 8.
- FY2019 Budget 2nd Draft: No changes were made to the 2nd draft. This draft will be available at the Town Clerk's, Proctor Free Library and the Town website for review. A special Selectboard meeting will be held January 29, 2018 at 6:00 p.m. at the Town Office.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Executive Session: No executive session required.

XI. Adjourn

Bruce Baccei made the motion to adjourn the January 22, 2018 regular Selectboard meeting at 7:42 p.m. The motion was seconded by Bob Protivansky, unanimously approved.