

Town of Proctor Selectboard Meeting Minutes

Draft

January 28, 2019

6:00 p.m. – 7:18 p.m.

Board Members Present

Bruce Baccei, Chair
Ben Curtis
Judy Frazier
Tom Hogan

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Russell Jones, The Reporter
John Jozwiak
Dan Kearney
Rick Reed
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved January 14, 2019 regular meeting minutes.
- Unanimously agreed at 6:29 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:36 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:42 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously ratified Chair's approval of the FUA for PES at the Rink on 1/28/19.
- Unanimously approved FUA for PHS at Rink for 2/14/19.
- Unanimously approved the four requests to MRP; front wall, town clerk renovations, lifeguard chairs and PYL mower.
- Unanimously approved FY20 budget.
- Unanimously approved Town Meeting Warning.
- Unanimously approved orders \$19,725.41.
- Unanimously agreed at 7:18 p.m. to adjourn the January 28, 2019 Proctor Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

Four Proctor Selectboard members were seated for the January 28, 2019 meeting. All motions passed unanimously, unless noted.

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II. Review and Approve Agenda

Judy Frazier made the motion to approve the agenda. The motion was seconded by Ben Curtis unanimously approved.

III. Town Office Front Wall Bid Opening

All bids include base bid, Alternate #1 omit flagpole and Alternate #2 omit stamping and staining of concrete.

1. Richard Reed & Son
Base Bid: \$118,748.00
Alt #1: - \$450.00
Alt #2: - \$6,500.00
2. Giancola Construction Corp.
Base Bid: \$132,200.00
Alt #1: - \$1,500.00
Alt #2: - \$3,500.00
3. Russell Construction Services
Base Bid: \$102,340.00
Alt#1: - \$1,500.00
Alt #2: - \$750.00
4. VMS Construction
Base Bid: \$113,000.00
Alt#1: - \$1,500.00
Alt#2: - \$5,700.00
5. Wright Construction
Base Bid: \$96,818.00
Alt#1: - \$1,800.00
Alt#2: - \$2,500.00

The Selectboard will take the bids under advisement for review.

IV. Review of Minutes

Tom Hogan made the motion to approve the January 14, 2019 regular meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

V. Open Public Comment

Dan Kearney: Dan Kearney inquired about the CSJ properties sold at auction and if the Town owns the parking lot next to the Town Office.

VI. Guests

John Jozwiak: John Jozwiak was present to comment on the winter road maintenance by the Highway Department. He is disappointed in the condition of the roads and the time it takes to clear the sidewalks.

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VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Selectboard thanked the Highway Department for their long hours during the storm.

They also thanked Tommy Grace for lending a hand and driving the big truck during the storm.

VIII. Highway Department

- Manager's Report:

No written report.

Field Activities:

- Gorham Bridge Road closed
- Cleaning catch basin
- Ice and snow in progress

Pending Activities:

- Ice and snow

Overtime:

- Snow and Ice – 90 plus hours

- Salt Shed Update: Permit for Fire and Safety submitted. Blocks have been ordered.
- Plow Truck Update: Judy Frazier provided information. Stan Wilbur will continue to investigate and report back at a Selectboard meeting.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Water Commissioners

Judy Frazier made the motion at 6:29 p.m. to a the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Ben Curtis, unanimously approved.

- Manger's Report:

- Delinquent Accounts: A report listing all delinquent accounts and delinquent accounts on a budget. The report will be in the Town Report, those on a budget will not have their name listed, if current with the budget payments.

The report will include the total dollar amount of delinquent accounts on budgets. Total delinquent for water and sewer \$111,535.41.

- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Ben Curtis made the motion at 6:36 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

- Manager's Report:

- Delinquent Accounts: See Board of Water Commissioners.

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- Ormsbee Avenue Sewer update: Ray Page will mark the property corners; the property owners have been contacted.
 - Other New and/or Old Business: No other new and/or old business.
- Ben Curtis made the motion at 6:42 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.

XI. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: No report.
- Personnel Committee – Bruce Baccei: No report.
- Beaver Pond Committee – Judy Frazier: No meeting until spring.
- Planning Commission – Tom Hogan: Working with RRPC to update Town Plan.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei/John Jozwiak: Possible recycling charges in the future.
- Rutland Regional Transportation Council – Bruce Baccei: Will try to place railroad bridge on list
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.
- Proctor's Future – Committees meet periodically.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$19,725.41.
- Facility Use Agreements:
 - Rink – Proctor Elementary School/School Wide Celebration (ratify Chair's approval): Ben Curtis made the motion to ratify the Chair's action; signing the FUA at the Rink for PES January 28,2019. The motion was seconded by Tom Hogan, unanimously approved,
 - Rink - Proctor Jr./Sr High School Winter Carnival Day: Judy Frazier made the motion to approve FUA at the Rink for PHS on February 14,2019. The motion was seconded by Ben Curtis, unanimously approved.
- Town Office:
 - Front Wall Contract Award: See bid opening.
 - Town Clerk Office Renovations: Total construction cost \$112,369.00 soft costs still need to be added in. This project will go out to bid ASAP, a hard number will be available at Town Meeting.
- Mortimer Proctor Trust Grant Applications: Judy Frazier made the motion to approve all application to MRP; Front Wall, Town Clerk renovation, life guard chairs, PYL mower. The motion as seconded by Ben Curtis, unanimously approved.

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- FY2020 Budget
Judy Frazier made the motion to approve the FY20 budget; General Fund \$861,731.00 increase 1.5%, Highway Department \$499,533.00 increase 9.2%, Total Town Expenditures \$1,361,264.00 increase 4.2%.
Library \$67,000.00 increase 3.1 %, Total Town plus Library \$1,428,264.00 increase 4.1%. The motion was seconded by Tom Hogan, unanimously approved.
- Town Meeting Warning
Ben Curtis made the motion to approve the Town of Proctor Warning, with one correction. The motion was seconded by Tom Hogan, unanimously approved.
- Town Report: The cover photo, dedication and Selectboard report were reviewed.
 - Cover
 - Dedication
 - Selectboard Report
- Junk and Junk Vehicle Ordinance Violation:
 - 50 Gorham Bridge Road: Return receipt received.
 - Market Street: Letter returned, not delivered. Stan Wilbur will make arrangements to have the notice delivered.
- Budget Reports: Handout provided, information only.
- Sheriff Report: Handout provided, information only.
- Other New and/or Old Business:
Town Manager search will be organized after Town Meeting.
Selectboard will begin ordinance review and update as needed.
Ice Rink will post a sign when the ice is soft saying Rink Closed. Otherwise skating is allowed even if the hut is closed.
- Executive Session: No executive session required.

XIII. Adjourn

Tom Hogan made the motion to adjourn the January 28, 2019 regular Selectboard meeting at 7:18 p.m. The motion was seconded by Ben Curtis, unanimously approved.