

# Town of Proctor Selectboard Meeting Minutes

## Draft

March 25, 2019

6:00 p.m. – 7:26 p.m.

### **Board Members Present**

Bruce Baccei, Chair  
Ben Curtis  
Judy Frazier via phone  
Tom Hogan

### **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

### **Other Guests Present**

Patrick Banks, PVFD  
Russell Jones, The Reporter  
John Jozwiak  
Joe Manning  
Kiah Oechsle  
Josh Webb, PVFD  
Peg TV

### **Agreements/Approvals**

- Unanimously approved agenda, with five additions.
- Unanimously approved March 11, 2019 regular meeting minutes.
- Unanimously approved PVFD request of \$28,251.33 from Personal Protective Equipment Reserve Fund.
- Unanimously agreed at 6:11 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:30 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:35 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the Liquor and Tobacco License for Franklin's.
- Unanimously agreed to table the Transfer Station item until the April 8, 2019 meeting.
- Unanimously accepted the resignation of Bob Protivansky.
- Unanimously approved orders \$145,370.74.
- Unanimously agreed at 7:26 p.m. to adjourn the March 25, 2019 Proctor Selectboard meeting.

### **Action Items**

- I. **Call to Order - Pledge of Allegiance**  
All motion passed unanimously, unless noted, four Selectboard members were seated.
- II. **Review and Approve Agenda**  
Judy Frazier made the motion to approve the agenda with the following additions; Resignation letter, Transfer Station, Dog complaint, Fire Department and Liquor license. The motion was seconded by Ben Curtis, unanimously approved.
- III. **Review of Minutes**  
Ben Curtis made the motion to approve the March 11, 2019 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

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### IV. Open Public Comment

No public comment.

### V. Guests

Josh Webb and Patrick Banks, PVFD: Josh Webb and Patrick Banks were present to request permission to expend \$28,251.33 for 11 sets of Turn Out gear from the Personal Protective Equipment Reserve Fund. Tom Hogan made the motion to approve the request of \$28,251.33 from the Personal Protective Equipment Reserve Fund. The motion was seconded by Ben Curtis, unanimously approved.

### VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Wizard of Oz Musical at Proctor High School April 5 at 6:00 and April 6 at 1:00.

### VII. Highway Department

- Manager's Report:

Field Activities:

- Snow and Ice street and sidewalks (4 events)
- Oil pan leak – Dump Truck to Earl's for repair
- Hydraulic line – F350 plow
- Vehicles – service and maintenance
- Pot holes
- Field Street storm drain
- Weekend road check and garage furnace
- Reattached Park light globes
- Assist Simon with sewer problem on Park Street
- Salt Shed being erected
- Assist Simon with well pump replacement
- Clean up Main Street Park
- Scrap metal to scrap yard
- Field Street well wash out

Pending Activities:

- Snow and Ice events
- Potholes
- Cut and split firewood
- Roadside brush
- VTrans Class 2 Paving Grant Application

Overtime:

- Snow and Ice

- Salt Shed: The Salt Shed construction is nearing completion. The building materials have a 30-year warranty.
- Plow Truck: The truck is in the computer to be built.
- Other New and/or Old Business: No other new and/or old business.

### VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:11 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

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- Manger's Report:
  - Well pump online, pulled a sample, need two consecutive clear samples to lift boil water notice. The pump and installation cost, \$25,000.00. The old pump was purchased in 2012, went online in 2014.
- Water System Improvements Contract 6 Public Meeting: Letters with a map will be sent to affected property owners on how service lines will be treated. The meeting is April 10, 2019 at 6:00 p.m. at the Proctor Free Library Community Room.
- Delinquent Accounts:
  - Shutoff Schedule: An updated list was provided, with dates for disconnect and those that have entered into new contracts. Ben Curtis requested the next list have a column that delineates if a curb stop is located or needs to be put in new.
  - Interest on Overdue Accounts: A policy is in process.
- Other New and/or Old Business: No other new and/or old business.

### IX. Board of Sewage Commissioners

Judy Frazier made the motion at 6:30 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

- Manager's Report:
- Delinquent Accounts: See Board of Water Commissioners.
- WWTF/Omya – Boundary (Lot) Line Adjustment: A map was provided of the 22 acres Oyma parcel abutting the Wastewater Treatment Facility and discussion of how the property had been previously used, settling ponds by Vermont Marble Company. Stan Wilbur will continue this conversation with Omya about a Phase 1 study of the property.
- Other New and/or Old Business: No other new and/or old business.

Tom Hogan made the motion at 6:35 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Ben Curtis, unanimously approved.

### X. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Upcoming meeting.
- 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 and State Energy Plan.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: No report.
- Rutland Regional Transportation Council – Bruce Baccei: Meeting March 28, 2019.
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.
- Proctor's Future – Committees meet periodically.

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

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$145,370.74.
- VT Senate Bill 106 (self-governance): Information only.

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- Dam Inspection Reports: The Dam reports for Olympus Pool Dam and Reynolds Reservoir Dam were provided. Both dams are listed as in POOR condition and classified as a SIGNIFICANT hazard. Stan Wilbur will solicit engineering cost associated with current deficiencies of both dams.
- Town Office- Front Wall & Town Clerks Office: Stan Wilbur will provide at the next meeting cost associated with the three different plans provided, as well as, looking at what historic preservation will approve.
  - Simple Project
  - Enhanced Project – Lift, Stairs, 2<sup>nd</sup> Floor Improvements, Heat Pump, etc..
  - New Building
  - Funding
    - Accessibility Grant
    - Surplus
    - Short Term Borrowing
    - Bond
  - Special Town Meeting
- Traffic Ordinance: Place on April 8, 2019 agenda for review.
- Mosquitos: Letters will be mailed out instructing resident how to opt out of spraying.
- Dog Complaint: An email from RCSD was provided that outlined and addressed the dog issue on Gibb Street.
- Liquor and Tobacco License: Ben Curtis made the motion to approve the Liquor and Tobacco License for Franklin's. The motion was seconded by Judy Frazier, unanimously approved.
- Transfer Station/Green Up Day: Judy Frazier made the motion to table this item until the next regular Selectboard meeting. The motion was seconded by Tom Hogan, unanimously approved.  
Selectboard Resignation: Ben Curtis made the motion to accept the resignation of Bob Protivansky with deep regrets. The motion was seconded by Just Frazier, unanimously approved. Stan Wilbur will post the Selectboard opening and receive letters of interest until 4:00 p.m. Friday April 5, 2019.
- Budget Reports: Handout provided, information only.
- Sheriff Report: Handout provided, information only.
- Other New and/or Old Business: Tom Hogan referenced page 4 of the 03/11/19 Selectboard minutes, Simon Report that reported a test was provided for a resident for their water softener. He does not believe it is the town's responsibility to perform the test. Stan Wilbur said the test cost \$90.00 and it was used to address a water issue. John Jozwiak inquired about Selectboard action to classify Electric Ave. as a Class 4 road. Class 4 roads do not receive state aid and are not the responsibility of the town. It was explained that this measure was taken to assist the Marble Museum.
- Executive Session: No executive session required.

## XII. Adjourn

Ben Curtis made the motion to adjourn the March 25, 2019 regular Selectboard meeting at 7:26 p.m. The motion was seconded by Tom Hogan, unanimously approved.