

**Town of Proctor
Special Selectboard Meeting Minutes
Draft
March 26,2018
Proctor Free Library
6:00 p.m. – 8:09 p.m.**

Board Members Present

Bruce Baccei, Chair
Judy Frazier
Tom Hogan
Joe Manning
Bob Protivansky

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Paul Bruhn, Preservation Trust of VT
Albert Curtis
Bob Curtis
Gail Curtis
Chris Cole, Project Manager Preservation Trust of VT
John Jozwaik
Dan Kearney
Greg King
Joe Krupa, A+E
Lisa Ryan, Preservation Trust of VT
Peg TV

Agreements/Approvals

- Unanimously approved agenda with additions.
- Unanimously accepted the bid of \$6,100.00 for the 2006 Ford F350
- Unanimously agreed not to sell the 1995 Dump Truck at this time
- Unanimously approved March 12, 2018 regular meeting minutes.
- Unanimously agreed at 7:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:24 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Engineering Agreement with A+E for \$3,000.00.
- Unanimously agreed to submit DBE evaluation.
- Unanimously awarded contract to Zaluzy Excavation Corporation, \$460,955.00.
- Unanimously agreed to appoint Stan Wilbur as Authorized Representative for the Ormsbee Avenue Project.
- Unanimously agreed to authorize Bruce Baccei to approve emergency change orders for the Ormsbee Avenue Project.
- Unanimously agreed at 7:38 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.

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- Unanimously approved \$1,803.00 to the Proctor Youth League from the Evelyn Peterson Recreation Trust.
- Unanimously appointed Greg King to the Parks and Recreation Committee.
- Unanimously approved three liquor license renewals.
- Signed orders totaling \$17,997.13.
- Unanimously agreed at 8:09 p.m. to adjourn the March 26, 2018 Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

II. Review and Approve Agenda

Bob Protivansky made the motion to approve the additions to the agenda; Liquor License and Ormsbee Ave Project authorized signatures. The motion was seconded by Tom Hogan, unanimously approved

III. Museum VCDP Final Public Hearing

Lisa Ryan provided the following update on Vermont Community Development Program Grant. The Town, in partnership with Preservation Trust of Vermont used \$472,000.00 in state and federal funds to support environmental clean-up and asbestos removal, remediate fire and life safety code violation and conduct major repairs to marble parapets, facade and windows at the Vermont Marble Museum. All work outlined in the 2014 VCDP grant agreement has been completed. A certificate of completion will be issued upon closure of ground water monitoring wells. The closure of these wells will happen by June30,2018. The PVT thanked the Town for being supportive of the process and supporting the initial grant

IV. Truck Bids

2006 Ford F350 Super Duty 4x4 Utility Truck Bids

1. Larry Steel \$3,501.00
2. James Coburn \$6,100.00

Judy Frazier made the motion to accept James Coburn bid of \$6,100.00 for the 2006 Ford F350. The motion was seconded by Bob Protivansky, unanimously approved.

1995 International 49004x2 Plow Truck Bids

1. Mike Dennis \$ 2,500.00
2. Carrara Rust Proof & Gun Shop \$5,576.00

Bob Protivansky made the motion not to sell the 1995 Dump Truck at this time. The motion was seconded by Tom Hogan, unanimously approved.

V. Review of Minutes

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Tom Hogan made the motion to approve the March 12, 2018 regular meeting minutes as written. The motion was seconded by Bob Protivansky, unanimously approved.

VI. Open Public Comment

- Bob Curtis: Bob Curtis was present to discuss delinquent water users. He noted that the delinquent amount is \$92,000.00. He was surprised by the jump in the number and concerned that those that pay their bills are subsidizing the delinquent payer. He suggested digging up the corporation, capping and billing the property owner.
Consensus of the Selectboard to have Stan Wilbur inquire how other towns handle delinquents, create a log of delinquents, a log of corporation stops and a log of curb stops. Judy Frazier suggested sending the delinquents notice to the lien holder, as well as, the property owner. The Selectboard noted this is a high priority, to reduce the delinquent accounts.
- Dan Kearney: Dan Kearney was present to share his disappointment in Selectboard members response to the State Auditor letter at the March 12, 2018 meeting. He felt that members did not take the letter seriously and were more interested in finding the author of the letter. It his belief that the Town Manager should not be giving any Town property away.
- Albert Curtis: Albert Curtis suggested that going forward the Selectboard should make a motion that the disposal of town property should first come to the Selectboard.

VII. Guests

- John Jozwiak: John Jozwiak requested that the Selectboard solicit bids subbing out highway department work, snowplowing and road maintenance. He is also concerned about the auditor's comments and that the Town Manager does not have an inventory for the WWTP.

VIII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Varsity Baseball & Softball opening day April 9,2018 home games at 4:30 p.m.

Proctor Youth League sign-ups are under way, contact Chris Lee, Lisa Miser or Ron Wood for registration form.

IX. Highway Department

- Manager's Report
Field Activities:
 - Snow and Ice (4 events)
 - Cut and split firewood
 - Mix sand & salt

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- Vehicle service and maintenance
- Cleaned up shop
- Furnace maintenance
- Toolcat hydraulic hose
- Chain saw maintenance
- Roadway fundamentals class
- Downed tree on Cain Street
- Picked up state furnished truck signs
- Chev 3500filter housing (Aldermans)
- Fuel samples to Keyser – no water
- Westside Napa going out of business sale

Pending Activities:

- Snow & Ice events
- Potholes
- Roadside trees and brush
- Culvert and road surface inventory with RRPC- Spring

Overtime:

- Snow & Ice – 13.5 hours
- Salt Usage: Remaining salt 114.54 tons, delivery of 22 tons schedules Budgeted 775 tons
- Salt Shed Bid: Waiting for bid documents. Judy Frazier questioned the cast in place vs. pre-cast. She noted pre-cast is less expensive.
- 2018 Paving Program:
 - Complete FY2018 Paving Project: Handout provided for information only.
 - VTrans Class 2 Grant Project: Handout provided that listed streets and estimates for the grant; total cost \$158,025.00, State Grant 80% \$126,420.00, Town Funds 20% \$31,605.00. The grant applicatin is due in April. Work will be completed only if the Class 2 Paving Grant is approved.
 - FY2019 Highway Improvement Project: The budget narrative was provided for comment. Selectboard will discuss at April 9 regular meeting.
- Park Street Sidewalk Replacement: Bid Specs are complete. Stumps need to be removed.
- Other New and/or Old Business: No other new and/or old business.

X. Board of Water Commissioners

Bob Protivansky made the motion at 7:16 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.

- Manager's Report: No report.
- Water System Improvements:
 - Contract 8A – Surface Water Discontinuance Permit Closeout: Information only. A letter from the state was provided, listing what conditions of the permit have not been fully satisfied.
 - Contract 8B – Surface Water Abandonment: Discussed with Contract 8A.

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- Contract 6 – Park Street & Chatterton Park: The state is reviewing, waiting for approval. Likely a 2019 project.
- Other New and/or Old Business: No other new and/or old business.

XI. Board of Sewage Commissioners

Judy Frazier made the motion at 7:24 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

- Manager's Report: No report.
- Alum Injection Manhole:
 - Aldrich + Elliot Agreement for Engineering Services: Tom Hogan made the motion to approve the A+E Engineering Services Agreement for \$3,000.00. The motion as seconded by Bob Protivansky, unanimously approve.
 - Bid Documents: The bid document was provided for information only. Bid documents will be available at the Town Office and will be received until 4:00 p.m. April 13, 2018.
- Ormsbee Avenue Sewer/Storm Drain Project Update:
 - DBE: Bob Protivansky made the motion to concur with the DBE evaluation and submit to the state. The motion was seconded by Judy Frazier, unanimously approved.
 - Contract Award: Judy Frazier made the motion to accept the engineer evaluation of the contract and issue a notice of intent to award the contract to Zaluzny Excavation Corporation, \$460,955.00. The motion was seconded by Bob Protivansky, unanimously approved
 - Bob Protivansky made the motion to make Stan Wilbur authorized representative on the project. The motion was seconded by Judy Frazier, unanimously approved.
 - Bob Protivansky made the motion to authorize Bruce Baccei to approve emergency change orders up to an amount of \$5,000. The motion was seconded by Judy Frazier, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.
Bob Protivansky made the motion at 7:38 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Judy Frazier, unanimously approved.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$17,997.13.
- State Auditor Response: Stan Wilbur is crafting a response letter.
- Carving Studio Bench: Information only. The Proctor School Board has donated \$750.00 toward this enrichment opportunity. Proctor students (up to 10) will be given the application to apply to the camp and carve the bench. There is no cost to the students. Consensus of the Selectboard that the bench will be placed in the Park, location to be determined upon completion.

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- Proctor Youth League- Evelyn Peterson Trust Request: There is currently \$2084.54 that is available for dispersal from the Evelyn Peterson Trust. Judy Frazier made the motion to approve the Proctor Youth League request of \$1,803.00 to purchase uniform jerseys. The motion was seconded by Bob Protivansky, unanimously approved.
- Parks and Recreation Committee Appointment: Bob Protivansky made the motion to appoint Greg King to The Park & Recreation Committee. The Motion was seconded by Tom Hogan, unanimously approved.
- Town Office: Stan Wilbur will send out an email to Planning Commission members, Town Office Committee members and Selectboard members to meet April 16 at 6:00 p.m.
- Transfer Station Free Day- E-Waste: The Selectboard will discuss and take action at the regular April 9 meeting.
- Rural Development: Press release will be sent out, mailers to all Proctor residents, on the Town website.
- Tax Stabilization: The Planning Commission will be asked provide two draft options to the Selectboard for the regular April 23 meeting.
- Pending Projects: Stan Wilbur and Joe Manning will meet to update and create a spread sheet of pending projects.
- 2018 Liquor License Renewal: Bob Protivansky made the motion to approve all three Franklin's renewals and to sign the applications. The motion was seconded by Judy Frazier, unanimously approved.
- Civil Complaint: The Department of Environmental Conservation issued three civil complaints to the Town resulting from Transfer Station Free Day. Stan Wilbur will be asking for a waiver of fine for Complaint 1 and 3 and disputing number 2.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Executive Session: No executive session required.

XIII. Adjourn

Judy Frazier made the motion to adjourn the March 26,2018 regular Selectboard meeting at 8:09 p.m. The motion was seconded by Tom Hogan, unanimously approved.