

# Town of Proctor Selectboard Meeting Minutes

Draft

April 23, 2018

6:00 p.m. – 8:25 p.m.

## **Board Members Present**

Bruce Baccei, Chair

Judy Frazier

Tom Hogan

Joe Manning

Bob Protivansky

## **Employees Present**

Alan George, Attorney

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Rick Reed

Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda with addition.
- Unanimously approved April 9, 2018 regular meeting minutes.
- Unanimously approved April 13, 2018 special meeting minutes.
- Unanimously approved April 16, 2018 (5:45) special meeting minutes.
- Unanimously approved April 16, 2018 (6:00) special meeting minutes.
- Majority approved 4 6-foot signs per state recommendation in triangle area.
- Unanimously approved Annual Financial Plan – Town Highways.
- Unanimously agreed at 6:40 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved billing correction and credit per attorney recommendation.
- Unanimously approved Public Drinking Water System Rules and Regulations.
- Unanimously agreed at 7:30 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved Public Sewage and Sewage Disposal Systems Rules and Regulations.
- Unanimously agreed at 7:40 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved VLCT PACIF Safety Grant application, as needed.
- Unanimously approved FUA for Jonathan & Erica Lind, Main Street Park 5/19/18 2:00-4:00.
- Unanimously approved soliciting bids for the front wall of the Town Office.
- Signed orders totaling \$15,654.78.
- Unanimously agreed at 8:25 p.m. to adjourn the April 23, 2018 Selectboard meeting.

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

### **II. Review and Approve Agenda**

Judy Frazier made the motion to approve the addition to the agenda; Annual Financial Plan – Town Highways. The motion was seconded by Tom Hogan, unanimously approved.

# Town of Proctor Selectboard Meeting Minutes

Draft

April 23, 2018

6:00 p.m. – 8:25 p.m.

## III. Review of Minutes

Bob Protivansky made the motion to approve the April 9, 2018 regular meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

Bob Protivansky made the motion to approve the April 13, 2018 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Bob Protivansky made the motion to approve the April 16, 2018 (5:45) special meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

Tom Hogan made the motion to approve the April 16, 2018 (6:00) special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

## IV. Open Public Comment

No public present

### Guests

No guests.

## V. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community:

Bob Protivansky thanked all residents that attended the Community Forum at the High School, he noted it was a productive start and hopes residents will attend the May 16 meeting at the Marble Museum.

Bruce Baccei shared that anyone speaking at the meeting from the public needs to raise their hand, state their name and speak from the podium.

Proctor Youth League thanks the Highway Department, Rick and Ann Reed, Justin McKeighan, Brian Cannucci and Jeff Patch for their generous donation of equipment, materials and time.

## VI. Highway Department

- Manager's Report
  - Stan Wilbur and Bruce Baccei met with the chair of the transportation Board about the North Street Bridge
  - John Corliss creating a replacement vehicle and equipment schedule.

Field Activities:

- Snow banks at PHS baseball field
- Youth League clay bunker
- Back up alarm on backhoe
- New Fire alarms
- Discharge Prohibited sign on Florence Road
- Fire Wood
- Plow Service and maintenance
- Plow damage
- Photos for VTrans Paving grant application
- December water leak clean up

# Town of Proctor Selectboard Meeting Minutes

Draft

April 23, 2018

6:00 p.m. – 8:25 p.m.

- Sewer back up at Town Office (A1)
- Stump grinding clean up
- Ormsbee Ave Sewer Project pre-construction meeting
- Ice events
- Toolcat brushes
- Tree down on GBR
- Road kill and roadside trash
- Salt deliveries
- Replaced front bumper on Chev 3500
- Catch basin for Olympus Road
- Quoted for new highway truck and equipment
- Vehicle Maintenance and washing
- Clean shop

#### Pending Activities:

- Truck Signs
- Plow Damage
- Sweep street
- Potholes
- Roadside trees and brush
- Culvert and road surface inventory with RRPC- Spring

#### Overtime:

- Snow & Ice – 8.5 hours
- Downed tree – 7.5 hours
- Salt Usage: used to date 742 tons \$43,000.00 budget 800 tons \$56,000.00
- Main Street Truck Signs: A handout was provided showing where 4- 6 feet signs would be placed in the triangle and across from the triangle. The objective is to stop truck traffic from going over the Marble Bridge and onto Main Street. Tom Hogan said there have been lots of semi-trucks in the area. Judy Frazier inquired if it was possible to place the signs in a different location. Lisa Miser noted that this area has been described as the gateway to Proctor in The Proctor Prosperity Plan and noted her concern for the sign placement, she also asked if the signs could be placed in a different location. She spoke to the streetscape view which was also highlighted in the Proctor Prosperity Plan. She further noted that signs in the same area have been moved upon request by property owners, even signs in the Highway Right of Way

The majority of the Selectboard stated they were not interested in alternate sign location, this is what the state recommended. It was noted this is not a state road, and signs were being placed in the Highway Right of Way

Tom Hogan made the motion to place the 4 6-foot signs per the state recommendation in the triangle area. The motion was seconded by Bob Protivansky, approved by majority 3-2.

- South/East Street Truck Signs: A resident letter requested a sign be placed on the stop sign noting that cross traffic does not stop. Stan Wilber said one stop light needs to be raised to meet the standard. Tom Hogan inquired as to the cost of the sign.
- FY2019 Improvements Projects: Stan Wilbur requested the Selectboard come with suggestions for the May 14, 2018 meeting. Stan Wilbur and John Corliss will create a list also to provide to the Selectboard.

# Town of Proctor Selectboard Meeting Minutes

Draft

April 23, 2018

6:00 p.m. – 8:25 p.m.

- Annual Financial Plan – Town Highways: Bob Protivansky made the motion to sign and submit the Annual Financial Plan – Town Highways. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## VII. Board of Water Commissioners

Judy Frazier made the motion at 6:40 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 Billing Correction: Bob Protivansky made the motion to send a letter to the home owner and credit the improper billing on the account for water and sewer. The motion was seconded by Joe Manning, passed by majority 3-2. The correction will be made that this property is a single residential unit.
- Public Drinking Water System Rules and Regulations: The town attorney was present to explain changes proposed in the Public Drinking Water System Rules and Regulations to harmonize its provisions with those of the Public Sewage and Sewage Disposal Systems Rules and Regulations, to improve the ability to collect delinquent accounts by closing the curb stop valve to disconnect service for nonpayment, and to otherwise update its terms and provisions. Bob Protivansky made the motion to adopt the proposed revisions of the Public Drinking Water System Rules and Regulations as presented to the meeting, and other substantive changes discussed and grammatical modifications necessary. The motion to adopt the proposed revisions was seconded by Tom Hogan, and unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## VIII. Board of Sewage Commissioners

Judy Frazier made the motion at 7:30 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

- Manager's Report: No report.
- Sewer Billing Correction: See Water Billing Correction.
- Ormsbee Avenue Sewer/Storm Drain Project Update: Work is scheduled to begin May 14, 2018
- Dosing Manhole: Meeting 4/25/18.
- Public Sewage and Sewage Disposal Systems Rules and Regulations: The town attorney explained changes proposed in the Public Sewage and Sewage Disposal Systems Rules and Regulations to harmonize its provisions with those of the Public Drinking Water System Rules and Regulations, to improve the ability to collect delinquent accounts by closing the curb stop valve to disconnect service for nonpayment, and to otherwise update its terms and provisions. Bob Protivansky made the motion to adopt the proposed revisions of the Public Sewage and Sewage Disposal Systems Rules and Regulations as presented to the meeting, and other substantive changes discussed and grammatical modifications necessary. The motion to adopt the proposed revisions was seconded by Judy Frazier, and unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

# Town of Proctor Selectboard Meeting Minutes

Draft

April 23, 2018

6:00 p.m. – 8:25 p.m.

Bob Protivansky made the motion at 7:40 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.

## IX. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Ordering Pool equipment, submitting PACIF grant application.
- Personnel Committee – Bruce Baccei: No report.
- Beaver Pond Committee – Judy Frazier: Meeting 4/25/18 at 6:00 p.m.
- Town Office Committee – Bob Protivansky: Town Hall on hold until build reserve fund.
- Planning Commission – Tom Hogan: working on Tax Stabilization.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: No report.
- Rutland Regional Transportation Council – Bruce Baccei: Meeting in May, try to get railroad bridge in the book.
- Rutland Regional Planning Commission – Joe Manning: No report.
- Real Rutland Marketing Committee – Joe Manning: Committee continues to move forward.

## X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$15,654.78.
- VLCT PACIF Safety Grant: Judy Frazier made the motion to authorize the Town Manager to apply for needed items. The motion was seconded by Tom Hogan, unanimously approved.
- State Auditor Response: Selectboard chair skipped over agenda item.
- Main Street Park Facility Use Agreement- Jonathan & Erica Lind: Bob Protivansky made the motion to approve the FUA for Main Street Park 5/19/18 2:00 – 4:00 p.m. insurance attached. The motion was seconded by Tom Hogan, unanimously approved.
- Town Office – Renovations/Wall: Judy Frazier made the motion to go out for bids for the front wall. The motion was seconded by Bob Protivansky, unanimously approved. Stan Wilbur will be providing quotes to the Selectboard to do a significant clean -up of the downstairs area.
- Transfer Station Free Day- E-Waste: May 5, 2018 Noon until 5:00 p.m. transfer station will be open. Hazardous waste and electronics collected from Noon until 3:00 p.m.
- Rural Development: Awaiting report. Next meeting May 16, 2018 at the Marble Museum.
- Tax Stabilization: The Planning Commission continues to work on a policy.
- Insurance: Handout provided for Selectboard review.
- Capital Projects: Report will be provided at next regular meeting.
- Budget Reports: Information only.
- Sheriff Report: Information only.
- Other New and/or Old Business:

Bob Protivansky requested that the property on RT3 last house on the right be assessed under the Public Nuisance and/or Junk Ordinance

Tom Hogan requested the Town Manager contact the Fire Department about moving the fire truck at the WWTF, due to salt shed construction.

Town of Proctor Selectboard Meeting Minutes  
Draft  
April 23,2018  
6:00 p.m. – 8:25 p.m.

Rick Reed suggested that the Selectboard tour the Town of Mendon's salt shed. He noted a significant cost saving could be had, the proposed salt shed is \$213,000.00.

- Executive Session: No executive session required.

**XI. Adjourn**

Judy Frazier made the motion to adjourn the April 23,2018 regular Selectboard meeting at 8:25 p.m. The motion was seconded by Joe Manning, unanimously approved.