

# Town of Proctor Selectboard Meeting Minutes

Draft

June 25, 2018

6:00 p.m. – 7:29 p.m.

## **Board Members Present**

Bruce Baccei, Chair

Judy Frazier

Joe Manning

## **Employees Present**

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Louise Atwood

James Denko

Lorito Denko

Peg TV

## **Agreements/Approvals**

- Unanimously approved agenda with addition.
- Unanimously approved June 11, 2018 special meeting minutes.
- Unanimously approved June 11, 2018 regular meeting minutes.
- Unanimously approved construction/location of Proctor Rocks garden.
- Unanimously approved the FY19 RCSD contract, \$69,459.00.
- Unanimously awarded Class Paving 2 Contract to Wilk Paving, \$136,126.80.
- Unanimously agreed to allow VTrans to close North Street Bridge for 4 days beginning July 16, 2018.
- Unanimously approved submission of VTrans Environmental Mitigation Grant Application.
- Unanimously agreed at 6:38 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Hutchison Forestry contract, \$9,000.00.
- Unanimously agreed at 6:54 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved VMBB Agreement.
- Unanimously agreed at 7:00 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Sullivan Powers Audit contract, \$16,200.00.
- Unanimously approved Public Works Foreman Job Description and salary.
- Signed orders totaling \$278,776.36.
- Unanimously agreed at 7:29 p.m. to adjourn the June 25, 2018 Proctor Selectboard meeting.

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## Action Items

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

All motions passed unanimously, unless noted. Three Selectboard members were seated.

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

Bruce Baccei added the Chittenden Watershed Forest Management Plan to Board of Water Commissioners. Judy Frazier made the motion to approve the amended agenda. The motion was seconded by Joe Manning, unanimously approved.

### **III. Class 2 Highway Paving Bids**

Two bids were received for the Class 2 Paving.

1. Pike Industry - \$153,712.00
2. Wilk Paving - \$136,156.80

### **IV. Review of Minutes**

Judy Frazier made the motion to approve the June 11, 2018 special meeting minutes, as written. The motion was seconded by Joe Manning, unanimously approved.

Judy Frazier made the motion to approve the June 11, 2018 regular meeting minutes, as written. The motion was seconded by Joe Manning, unanimously approved.

Consensus to hold June 21, 2018 special minutes until July 9, 2018.

### **V. Open Public Comment**

- Louise Atwood: Louise Atwood was present to share about the community group Proctor Rocks. She was seeking permission to create a Rock Garden in front of the Town Hall. There garden would be outlined with marble blocks and a sign that says "Kindness Rocks Proctor". She also shared some examples of rocks that she had painted.

Judy Frazier made the motion to approve the construction/location of the rock garden. The motion was seconded by Joe Manning, unanimously approved.

### **VI. Guests**

- Captain David Fox- RCSD FY2019 Contract: Lt. Fox was present to present and answer any questions about the FY19 RCSD contract.

Judy Frazier made the motion to approve the RCSD FY19 contract for \$69,459.00. The motion was seconded by Joe Manning, unanimously approved.

### **VII. Good Stuff**

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The following groups/organizations were recognized for their outstanding service to the Proctor community: Judy Frazier recognized the opening of the Pool, the numerous improvements made in town and photos being shared of the town by community members. Lisa Miser recognized Abby Bennett Division IV Softball Coach of the Year and Jeff Patch Division IV baseball Coach of the Year.

## VIII. Highway Department

- Manager's Report:

Field Activities:

- Pool clean up
- Roadside mower
- Ormsbee Avenue Construction
- Cross Street Culvert – received grant
- Town wide mowing

Pending Activities:

- Potholes
- Roadside trees and brush
- Culvert replacement
- Culvert and road surface inventory with RRPC

Overtime

- Cross Street Culvert- 3.5 hours
- Mowing – 1.5 hours

- Class 2 Paving Contract Award: Judy Frazier made the motion to award the Class 2 Paving Bid to Wilk Paving for \$136,126.80. The motion was seconded by Joe Manning, unanimously approved.
- North Street Railroad Bridge: Judy Frazier made the motion to allow VTrans to close North Street Bridge for 4 days, beginning July 16,2018. The motion was seconded by Joe Manning, unanimously approved.
- VTrans Bike/Ped Grant Application: The Vtrans Bike/Ped Grant Application has been submitted, local share \$124,000.00.
- Vtrans Environmental Mitigation Grant Application: Joe Manning made the motion to submit the VTrans Environmental Mitigation Grant Application, \$29,000.00, local share \$9,000.00. The motion was seconded by Judy Frazier, unanimously approved.
- Other New and/or Old Business: Jeff Patch and John Corliss will be working on South St, Main St & East St. adding signs to post and raising one sign.

## IX. Board of Water Commissioners

Judy Frazier made the motion at 6:38 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Joe Manning, unanimously approved.

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- Manager's Report: Stan Wilbur provided an update of items still pending. The town has applied for another three days of free leak detection.
- Water System Improvement Update: Stan Wilbur is working with the DEC Drinking Water Division to get the project back on track.
- FY2019 Water Rates: Table until July 9, 2018 regular meeting. The rate will be resubmitted to the Selectboard at 1% of the Household Median Income of \$49,000.00, per the information for the bond.
- Chittenden Watershed: Joe Manning made the motion accept the contract from Hutchison Forestry for \$9,000.00 to update the Chittenden Watershed Forest Management Plan to keep the town compliant with the Use Value Appraisal program. The motion was seconded by Judy Frazier, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## X. Board of Sewage Commissioners

Judy Frazier made the motion at 6:54 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report: No report.
- Ormsbee Avenue Sewer/Storm Drain Project Update: Work will be completed in front of 41 Ormsbee Ave. The trees will be assessed after the completion of the project. See June 21, 2018 special meeting minutes.
- VMBB Agreement: Joe Manning made the motion to approve the VMBB Agreement. The motion was seconded by Judy Frazier, unanimously approved.
- Dosing Manhole: Re-scheduled diver will be coming July 2, 2018.
- FY2019 Sewer Rates: Table until July 9, 2018 regular Selectboard meeting.
- Other New and/or Old Business: No other new and/or old business.

Joe Manning made the motion at 7:00 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.

## XI. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Meeting June 26, 2018.
- Personnel Committee – Bruce Baccei: No report
- Beaver Pond Committee – Judy Frazier: Meeting Wednesday June 27, 2018. Home Depot will donate two picnic tables.
- Town Office Committee – Bob Protivansky: No report.
- Planning Commission – Tom Hogan: No July meeting.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: No report.

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- Rutland Regional Transportation Council – Bruce Baccei: Meeting June 28,2018 continue to push placing railroad trestle to get in the book.
- Rutland Regional Planning Commission – Joe Manning: No report.
- Real Rutland Marketing Committee – Joe Manning: No report.
- Proctor’s Future – All three committees have met.

## XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard’s Orders: The Selectboard reviewed and signed orders totaling \$278,776.36.
- State Auditor Response: Joe Manning had concerns regarding the memo asked for to time to look it over. If he agrees, Bruce Baccei will send it to the State
- Rutland Sheriff Department FY2019 Contract: See invited guests.
- Sullivan Powers Audit Engagement Letter: Joe Manning made the motion to sign the contract for \$16,200.00 with Sullivan Powers for the Town of Proctor audit year ending June 30,2018. The motion was seconded by Judy Frazier, unanimously approved.
- Mosquitos: The Proctor Pool has been sprayed twice at cost of \$175.00 per trip. Selectboard members continue to attend District meetings. This work was charged to the Pool budget. Still waiting for cost estimate and locations to spray in Proctor. The Town of Proctor has been listed in the appeal by the Vermont Law School of BLSG Insect Control District permit. Copy of the appeal is available at the Town Office.
- Yard Maintenance Ordinance: Table until July 9,2018 meeting.
- Junk and Junk Vehicle Ordinance Violation- 2651 West Street &19 Center Street: The property at 2651 West Street is still in progress. The property at 19 Center Street has addressed the violation to the satisfaction of RCSD and Town of Proctor.
- Public Works Foreman Job Description: Stan Wilbur requested that the Selectboard change the position from non-exempt to exempt, which would make it a salary position vs. hourly position. Stan Wilbur has spoken with John Corliss, the current Foreman, who was willing to agree to the change, noting the proposed salary amount would be less than he made with overtime. The proposed salary Regular time 2,080 hours @\$23.69 = \$49,275.00 Overtime 12 events at 8 hours per event @\$35.54 per hour = \$3,412.00 for a budget total of \$52,686.00.

Judy Frazier made the motion to make the change to the Public Works Foreman Job description and to set the salary at \$52,686. The motion was seconded by Joe Manning, unanimously approved.

- Budget Reports: Information only.
- Sheriff Report: Information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: No executive session required.

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**XIII. Adjourn**

Joe Manning made the motion to adjourn the June 25, 2018 regular Selectboard meeting at 7:29 p.m. The motion was seconded by Judy Frazier, unanimously approved.