

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**July 23, 2018**  
**6:00 p.m. – 7:22 p.m.**

**Board Members Present**

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

**Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

**Other Guests Present**

John Jozwiak  
Peg TV

**Agreements/Approvals**

- Unanimously approved agenda with addition.
- Unanimously approved the July 9, 2018 regular meeting minutes.
- Unanimously approved June 11, 2018 special meeting minutes.
- Unanimously approved June 11, 2018 emergency 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 6:39 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:46 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved the Ground Maintenance Ordinance.
- Unanimously agreed to send a letter in violation of the ordinance to 37-39 East Street property owner.
- Unanimously agreed to send a letter in violation of the ordinance to 50 Gorham Bridge road property owner.
- Unanimously agreed to send a letter in violation of the ordinance to 38 West Street property owner.
- Signed orders totaling \$60,997.61.
- Unanimously agreed at 7:22 p.m. to adjourn the July 23, 2018 Proctor Selectboard meeting.

**Action Items**

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

All motions passed unanimously, unless noted.

**II. Review and Approve Agenda**

Bob Protivansky made the motion to add Ormsbee Avenue Sewer/Stormwater under Sewer Commissioners and approve the amended agenda. The motion was seconded by Judy Frazier unanimously approved.

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**III. Review of Minutes**

Bob Protivansky made the motion to approve the July 9, 2018 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Tom Hogan made the motion to approve the July 11, 2018 special meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

Judy Frazier made the motion to approve the July 11, 2018 emergency meeting minutes. The motion was seconded by Tom Hogan, unanimously approved.

**IV. Open Public Comment**

John Jozwiak: John Jozwiak was present to discuss drainage work completed in Chatterton Park. He noted his dissatisfaction and disappointment with the work.

He also inquired to the status of the Ormsbee Ave. project and referenced an article in the Rutland Herald about the project.

**V. Guests**

No guests.

**VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Judy Frazier provided a handout to all Selectboard members that listed upcoming events in Proctor. Lisa Miser highlighted the Marble Bench Camp that Proctor students attended and noted that the unveiling of the Marble Bench is scheduled for Fall Festival.

**VII. Highway Department**

• Manager's Report:

Field Activities:

- Pleasant Street handrail
- Plow truck quotes
- Weed whacking guardrails, curbs, steep slopes, etc.
- Roadside mowing
- Working with the state on sewage in storm drains investigation
- Blew off rink
- Cain Street road side finish work (paving)
- Water leak on East Street
- North Street railroad bridge borings
- Town wide mowing
- WWTF dosing manhole

Pending Activities:

- Gorham Bridge Road culvert replacement
- North Street sewer replacement
- Potholes
- Culvert and road inventory with RRPC

Overtime: None

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- Municipal Roads General Permit Notice of Intent: Handout provided showing costs associated with a state mandated program. The program is to address erosion and sediment runoff into state water, this program will run for 20 years, with an annual cost of \$500.00 from the Town of Proctor. FY18 fee \$240.00, FY19 fee \$400.00.
- Sidewalk Bid: Bid packet was provided for information, listing sidewalks to be replaced and funding. This project is going out to bid. Bid opening August 9,2018.
- Salt Shed Bid: Bid packet provided for information. The project is going out to bid. There is \$80,000.00 in the Salt Shed Fund, anticipate the project to cost \$100,000.00. Funding options will be discussed once bids are received. There is a projected surplus in the highway budget.
- Tree Bid: A list of trees to be removed was provided.
- Other New and/or Old Business: No other new and/or old business.

**VIII. Board of Water Commissioners**

Bob Protivansky made the motion at 6:29 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:
  - Water service line break at 90 East Street
  - Pink slips will be sent out for delinquent accounts. Shut offs will begin and new curb stops will be installed as needed.
- Water System Improvement Update: Funding Application email (7/16/18) with a list of five documents needed to process loan. Stan Wilbur will provide information and arrange meetings to address the needed information/updates requested.
- Other New and/or Old Business: No other new and/or old business.

**IX. Board of Sewage Commissioners**

Judy Frazier made the motion at 6:39 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.
- Dosing Manhole: Engineer email (7/23/18) providing inspection update and five recommended corrective measures
- Ormsbee Ave. Project: Engineer email (7/20/18) showing change orders. Waiting for state response on eligibility determination.
- Other New and/or Old Business: No other new and/or old business.

Judy Frazier made the motion at 6:46 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bob Protivansky, unanimously approved.

**X. Standing Committees Selectboard Liaisons**

- Parks and Recreation Committee – Judy Frazier: Currently working on obtaining bids for the MRP application.
- Personnel Committee – Bruce Baccei: No report.
- Beaver Pond Committee – Judy Frazier: Provided an overview of work completed at the pond.

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- Town Office Committee – Bob Protivansky: Stan Wilbur will be submitting an application for a \$20,000.00 grant for the front wall
- Planning Commission – Tom Hogan: No report.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei: No report. John Jozwiak: New gate being installed along with clean-up work.
- Rutland Regional Transportation Council – Bruce Baccei: Looking at long range goals into 2040.
- Rutland Regional Planning Commission – Joe Manning: No report.
- Real Rutland Marketing Committee – Joe Manning: No report.
- Proctor's Future – All three committees have met.

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

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$60,997.61.
- State Auditor Response: No new or additional work has been completed.
- Mosquitos: Letter to Selectboard from District notes that they are looking at Proctor street map.
- Fuel Bids: Information only. Bid documents will be sent out. Bid opening August 9,2018 at 6:00 p.m.
- Mortimer Proctor Trust Application: No submission at this time.
- Property Maintenance Ordinance: Tom Hogan made the motion to adopt the Grounds Maintenance Ordinance. The motion was seconded by Bob Protivansky, unanimously approved.
- Junk and Junk Vehicle Ordinance Violation:
  - 37-39 East Street: Judy Frazier made the motion to issue a letter in violation of the ordinance to the owner of the three vehicles. The motion was seconded by Bob Protivansky, unanimously approved.
  - 31,37, & 50 Gorham Bridge Road: All vehicles registered at 37 and 31/33 Gorham Bridge Road. Bob Protivansky made the motion to issue a letter in violation of the ordinance to the owner at 50 Gorham Bridge Road. The motion was seconded by Judy Frazier, unanimously approved.
  - 38 West Street: Photos provided of the property. The Fire Marshall is evaluating the property. Bob Protivansky made the to issue a letter in violation of the ordinance to the owner of 38 West Street. The motion was seconded by Tom Hogan, unanimously approved.
- Budget Reports: Information only. Stan Wilbur is predicting a surplus in the general and highway budgets.
- Sheriff Report: Information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: No executive session required.

**XII. Adjourn**

Tom Hogan made the motion to adjourn the July 23, 2018 regular Selectboard meeting at 7:22 p.m. The motion was seconded by Judy Frazier, unanimously approved.