

Town of Proctor Selectboard Meeting Minutes

Draft

November 26, 2018

6:00 p.m. – 7:14 p.m.

Board Members Present

Bruce Baccei, Chair

Judy Frazier

Tom Hogan

Bob Protivansky

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved November 13, 2018 regular meeting minutes.
- Unanimously agreed at 6:17 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:24 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:26 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved FUA for PHS Class of 2014, 12/15/18 at Rink.
- Consensus to re-schedule December 24, 2018 meeting to December 27, 2018 at 6:00 p.m.
- Unanimously agreed to endorse Judy Frazier's nomination to VLCT.
- Unanimously approved orders \$45,390.15.
- Unanimously agreed at 7:14 p.m. to adjourn the November 26, 2018 Proctor Selectboard meeting.

Action Items

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

Four Proctor Selectboard members were seated for the November 26, 2018 meeting. All motions passed unanimously, unless noted.
- II. Review and Approve Agenda**

Bob Protivansky made the motion to approve the agenda. The motion was seconded by Tom Hogan unanimously approved.
- III. Review of Minutes**

Judy Frazier made the motion to approve the November 13, 2018 regular meeting minutes, with one correction. The motion was seconded by Tom Hogan, unanimously approved.

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IV. Open Public Comment

No public comment

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Jeff Patch for replacing the lights for the flag poles. Peter Carrara for his time as a Proctor Highway Department employee, and wishing him success at his new job.

VII. Highway Department

• Manager's Report:

Two applicants for the highway position. Interviews will take place Friday.

Field Activities:

- Snow and Ice (4 events)
- Cut and split fire wood
- Clean shop
- Set up toolcat for plowing and salting sidewalks
- Cleanup leaves
- International hydraulic system clutch broke, ordered part
- Chev3500front axle broke – repaired in house
- Dig for flag pole lights
- Salt Shed asphalt pad
- Garage furnace
- Equipment maintenance and service
- Three holidays
- John on vacation on and off
- Peter's last day

Pending Activities:

- Plowing and salting
- Cut and split fire wood – will be purchasing two cords from Landon
- Culvert and road inventory with RRPC

Overtime:

- Snow and Ice Events – 6 hours
- Salt Shed Update: Pad has been paved, blocks out for bid. Handout provided for information.
- Bike/Ped Project Manager RFP: Committee meeting Tuesday 11/27 to rank applicants.
- Park Street Sidewalk/Parking: Stan Wilbur noted a Park Street resident had received a ticket for parking on the sidewalk. The resident questioned the validity of the sidewalk along the West side of Park Street. Stan Wilbur will contact RCSD and advise them not to ticket for this infraction and the Selectboard will discuss when they review the Traffic Ordinances.
- Other New and/or Old Business: The North Street RR project Request for Proposal for waterline design is going out for bid. The state will pay; however, the town must design. This project is slated for 2021 construction.

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VIII. Board of Water Commissioners

Bob Protivansky made the motion at 6:17 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report: West Street valve has been repaired.
- Delinquent Accounts: Report provided, with highest amounts due, this will be the list used to install curb stops. Shut offs can begin April 1,2019.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bob Protivansky made the motion at 6:24 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Judy Frazier, unanimously approved.

- Manager's Report:
WWTF – Waiting for results from the jar tests for chemical to replace alum.
- Other New and/or Old Business: No other new and/or old business.

Judy Frazier made the motion at 6:26 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

X. Standing Committees Selectboard Liaisons

- Parks and Recreation Committee – Judy Frazier: Meeting held, new windows and updates in place for the rink season.
- 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.
- Fire Department – Bob Protivansky: No report.
- Rutland Regional Solid Waste District – Bruce Baccei/John Jozwiak: No report.
- Rutland Regional Transportation Council – Bruce Baccei: No meeting until January 2019.
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.
- Proctor's Future – Marketing committee running contest for Proctor slogan.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$45,390.15.
- State Auditor Response: The response is in progress.
- Rink Facility Use Agreement- Proctor High School Class of 2024: Bob Protivansky made the motion to approve the Facility Use Agreement for the PHS Class of 2024,12/15/18 7:00 a.m. – 2:00 p.m. The motion was seconded by Judy Frazier, unanimously approved.
- Town Report Cover: Beaver Pond on the cover of the Town Report and a dedication to Ray Beyette on the inside cover.

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- FY2019- 2011 Better Connections Grant Program: Stan Wilbur will schedule a Special Meeting and invite members of the Planning Commission and Proctor Future committees.
- FY2018 Audit: Audit is complete, awaiting copies.
- December 24 Meeting: Consensus to move the meeting to Thursday 12/27/18 at 6:00 p.m.
- Junk and Junk Vehicle Ordinance Violation:
 - Violations:
 - 35 Williams Street: Resident received violation letter and responded by email requesting clarification of the ordinance.
 - 20 East Street: No report from RCSD.
 - Amended Ordinance: The review of the ordinance is continuing at the Planning Commission.
- Budget Reports: Handout provided, information only.
- Sheriff Report: Handout provided, information only.
- Other New and/or Old Business:
 - Tom Hogan requested the reserve Funds be placed on the next meeting agenda along with a print out of the funds.
 - Bob Protivansky made the motion to endorse the nomination of Judy Frazier to the VLCT as a Director. The motion was seconded by Tom Hogan, unanimously approved.
- Executive Session: No executive session required.

XII. FY2020 Budget Session

Draft 1 budgets were reviewed for the following departments:

- Town Clerk and Treasurer – 3% salary increase; waiting for 2019 insurance invoice, 5% increase
- Elections – 2020 Town Meeting, reduce from \$4,000 to \$2,000, 50% decrease
- Municipal Building – increase in heat and telephone and decrease in electricity, waiting for 2019 insurance invoice, moved computer and copier services from town clerk to municipal building budget as these are shared services, 10% increase
- Planning Commission/Zoning Board – same as last year
- Street Lights – 3% reduction based on FY2018 actual expenses
- Special Appropriations - same as last year, discussion regarding policy and whether to add some to the Town Meeting Warning for a confirmation vote
- Highway Department will be on the December 10 Agenda and will present hard decisions on improvement projects.

XIII. Adjourn

Bob Protivansky made the motion to adjourn the November 26, 2018 regular Selectboard meeting at 7:14 p.m. The motion was seconded by Tom Hogan, unanimously approved.