

**Town of Proctor  
Special Selectboard Meeting Minutes  
Draft  
December 18, 2017  
6:00 P.M. – 6:40 P.M**

Board Members Present:

Bill Champine, Chari  
Bruce Baccei  
Joe Manning  
Tom Hogan  
Bob Protivansky

Employees Present:

Stan Wilbur, Town Manager

**I. Call to Order**

The meeting was called to order at 6.:00 p.m.

**II. Review and Approve Agenda**

Tom Hogan asked that tax stabilization be added to the agenda and Stan Wilbur asked for reconsideration of the Legislative & Administrative draft budget. Bruce Baccei made the motion approve the agenda with the addition of Tax Stabilization and Legislative & Administration budget. The motion was seconded by Tom Hogan, unanimously approved.

**III. Proctor Park Facility Use Agreement**

The Proctor High School submitted a Facility Use Agreement for use of the Proctor Park on December 30, 2017 for a Winter Sculpture Contest. Proctor Gas and Keyser Energy will be awarding prizes for the contest. Bruce Baccei make the motion to approve the Facility Use Agreement for use of the Proctor Park on December 30, 2017 for a Winter Sculpture Contest. The motion was seconded by Bob Protivansky, unanimously approved.

**IV. FY2019 Budget Work Session**

- General Insurance  
The proposed FY2019 Budget is \$15,943. This is 19% less than the \$19,763 FY2018 Budget amount. The proposed budget is based on 2018 calendar year premiums with an 8% increase for 2019 premiums. There will also be redaction for other departments to reflect the lower premium rates. Bruce Baccei made the motion to accept the proposed \$15,943 General Insurance FY2019 Budget. The motion was seconded by Bob Protivansky, unanimously approved.
- Highway Department  
The proposed Budget FY2019 is \$518,664. This is 22% greater than the \$42419,763 FY2018 Budget amount. Bill Champine had reviewed the proposed budget with Stan Wilbur earlier in the day and suggested reductions to various items totaling \$61,411 resulting in a 7.7 % increase over the FY2018 budget. Significant changes were Highway Repair, \$8,000 reduction (\$20,000 to \$12,00) and Highway Improvements \$50,000 reduction (\$100,000 to \$50,000). Highway improvement projects will be

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reviewed again once the 2017 paving project, anticipated underrun, is completed and the FY2017 audit completed and the Highway Department fund balance is defined. Also the 2018 VT AOT Class 2 Highway project will be reduced by deferring the North Street section from the 5 Corners to Florence Road until after the North Street Railroad Bridge Replacement is completed (2021). This will result in a reduced amount for this item. Joe Manning made the motion to accept a \$457,253 Highway Department FY2019 Budget. The motion was seconded by Bob Protivansky, unanimously approved.

- **Legislative & Administrative**

At a previous budget work session, the Board had accepted a suggested reduction to direct labor of \$2,083 (\$63,083 to \$61,000). Stan Wilbur explained that this reduction would result in a \$1,540 cut from his current \$69,860 salary. He asked the Board to set his FY2019 salary at \$70,000 (\$140 increase). Bruce Baccei made the motion to set the FY2019 Town Manager's salary at \$70,000. The motion was seconded by Bob Protivansky, unanimously approved.

**V. Tax Stabilization**

In anticipation of pending economic development discussions that will be taking place at the joint Planning Commission/Selectboard meeting with Lyle Jepson, Mary Cohan and Paul Costello, Tom asked Board member if they will support some sort of tax stabilization or other development incentives for expansion of existing or new development. Board members indicated their support for economic development incentive programs.

**VI. Adjourn**

Bob Protivansky made the motion at 6:40 p.m. to adjourn the December 18, 2017 special Selectboard meeting. The motion was seconded by Bruce Baccei, unanimously approved.