

Town of Proctor
Selectboard Special Meeting Minutes
Draft
December 26,2017
6:00 p.m. – 6:32 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved December 11, 2017 regular meeting minutes.
- Unanimously approved December 18, 2017 special meeting minutes.
- Unanimously agreed at 6:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved D&K Surface Water Supply Water Main Abandonment Agreement for \$27,000.00
- Unanimously approved D&K draft Water Systems Operation and Maintenance Manual Agreement for \$17,449.00.
- Unanimously agreed at 6:18 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:19 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$109,460.20.
- Unanimously agreed at 6:32 p.m. to adjourn the December 26, 2017 Selectboard special meeting.

Action Items

I. Call to Order - Pledge of Allegiance

II. Review and Approve Agenda

Bob Protivansky made the motion to approve the agenda. The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the December 11, 2017 regular meeting minutes, as written. The motion was seconded by Bob Protivansky, unanimously approved.

Bruce Baccei made the motion to approve the December 18, 2017 special meeting minutes, as written. 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: The Selectboard thanked the Highway Department for their diligent and remarkable job with the recent storm. John Corliss thanked Pittsford Water Department for their assistance with needed water parts. Tom Hogan highlighted the Trombley holiday lights. Our Yard holiday light winners are;

James & Katherine Corbo and Lindsay Sweet and Roy Godda.

VII. Highway Department

• Manager's Report

Field Activities:

- Snow and Ice events
- 205 to Earl's for brakes
- Bobcat roller chain
- Light poles and speakers for Rink
- Clean and service vehicles after snow events
- FY2019 Budget
- Hwy F350 at Stewart's coolant leak
- High Street sewer repair
- Resident sand pile
- Peter passed CDL written test
- 95 plow truck to Earl's – transmission
- Chev 3500 shocks (in house) – now has fuel leak
- Pine Street water leak
- Hay bales for Park Sliding Hill

Pending Activities:

- Snow & Ice events
- Roadside trees and brush
- Culvert and road surface inventory with RRPC- Spring

Overtime:

- Snow & Ice – 131.75 hours
- Water leak – 3 hours

- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bob Protivansky, unanimously approved.

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- Manager's Report:
 - Water main leak on Pine Street repaired by SOS and Highway Crew
 - Service line leak at 26 Tower Road, outside contractor making repairs.
- Surface Water Supply Water Main Abandonment – D&K Draft Agreement
Bill Champine and Stan Wilbur will be meeting with DEC_Drinking Water Division on January 10, 2018 to discuss the project scope and D&K's draft agreement. Bruce Baccei made the motion to accept the proposal of \$27,000.00 contingent upon approval by the State. Stan Wilbur noted that he believes the \$27,000.00 can be reduced. The motion was seconded by Bob Protivansky, unanimously approved.
- Water System Operation and Maintenance Manual – D&K Draft Agreement: Bruce Baccei made the motion to accept the D&K Agreement, \$17,449.00, contingent upon the approval of the State. The motion was seconded by Bob Protivansky, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Bob Protivansky made the motion at 6:18 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

- Manager's Report:
 - Gibb Street sewer service line back up investigated, problem with service line.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 6:19 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. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$109,460.20.
- Junk Ordinance – Violation – 2551 West Street: There has been improvement made to the property, however there is still a great deal of clean up to be done. Consensus to send a letter noting the work and allowing additional time as long as progress continues.
- Main Street Lights: January 8, 2017 agenda item.
- Economic Development- Joint Meeting with Planning Commission: The meeting will be held at the Town Office January 4, 2018 at 6:30 p.m. Handouts were provided for review for the meeting. The same handouts will be provided to the Planning Commission.
- Town Office – Joint Meeting with Town Office Committee: The meeting will be held at the Town Office January 9, 2018 at 6:00 p.m.
- Town Report Cover: Photo provided for review. Stan Wilbur will contact the Fire Department to inquire if they would like to take another photo or if they are happy with the one submitted.
- FY2019 Budget 2nd Draft: No changes were made to the 2nd draft. This draft will be available at the Town Clerk's, Proctor Free Library and the Town website for review.
- Budget Reports: Information only.

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- Sheriff Report: Concern was expressed about the speed to which 18 wheelers travel through town and what appears to be the lack of enforcement by RCSD. Stan Wilbur will contact the RCSD for clarification and report back at the January 8,2018 meeting.
- Executive Session: No executive session required.

XI. Adjourn

Bruce Baccei made the motion to adjourn the December 26,2017 regular Selectboard meeting at 6:32 p.m. The motion was seconded by Bob Protivansky, unanimously approved.