

Town of Proctor Selectboard Meeting Minutes

Draft

December 27, 2018

6:00 p.m. – 7:05 p.m.

Board Members Present

Bruce Baccei, Chair

Ben Curtis

Judy Frazier

Tom Hogan

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Josh Webb, PVFD

Peg TV

Agreements/Approvals

- Unanimously approved agenda
- Unanimously approved December 10, 2018 regular meeting minutes
- Unanimously approved December 20, 2018 special meeting minutes
- Unanimously accepted the PVFD 2019-2020 Slate of Officers
- Unanimously agreed to go with Carrara's if block price is lower
- Unanimously agreed to submit Dufrene Group Proposal to the state for review
- Unanimously agreed at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners
- Unanimously agreed at 6:36 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners
- Unanimously agreed at 6:40 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard
- Unanimously agreed to send the Tax Stabilization Agreement to the property owner for review
- Unanimously accepted the Historic Preservation Grant for \$20,000.00
- Unanimously agreed to find 50 Gorham Bridge Road property owner in violation of the Junk & Junk Vehicle Ordinance and send a letter
- Unanimously agreed to find Market Street property owner in violation of the Junk & Junk Vehicle Ordinance and send a letter
- Unanimously approved orders \$134,835.92
- Unanimously agreed at 7:05 p.m. to adjourn the December 27, 2018 Proctor Selectboard meeting

Action Items

I. Call to Order - Pledge of Allegiance

Four Proctor Selectboard members were seated for the December 27, 2018 meeting. All motions passed unanimously, unless noted.

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II. Review and Approve Agenda

Judy Frazier made the motion to approve the agenda. The motion was seconded by Ben Curtis unanimously approved.

III. Review of Minutes

Tom Hogan made the motion to approve the December 10, 2018 regular meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

Ben Curtis made the motion to approved the December 20, 2018 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved

IV. Open Public Comment

No public comment.

V. Guests

Josh Webb- Josh Webb was present to share the Proctor Fire Department 2019 to 2020 slate of officers.

Chief Josh Webb, Assistant Chief Patrick Banks, Captain Jason Bates, Lt. Sandor Vida, Secretary/Treasurer Lt John Burns and Assistant Secretary/Treasurer Lt. Joe Bernor.

Judy Frazier made the motion to accept the 2019-2020 slate of Proctor Fire Department Officers. The motion was seconded by Tom Hogan, unanimously approved.

We wish to thank Jeff Duchesne, Kevin Blongy and Kevin Blanchard who will be resuming their roles as Senior Firefighters

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Ice Rink is open and quite busy. The wooden snowmen and snowwomen are out and about.

VII. Highway Department

- Manager's Report:

Paul Bourn will begin January 2, 2019 as a member of the Highway Department.

Field Activities

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- Rutland Regional Planning Commission Municipal Road General Permit Report – the Town is in compliance with all Municipal Road General Permit Conditions
- Fire Wood
- North Street RR Bridge hole in deck, called VTrans
- Ice on pavement near Wilson Castle barn, plugged driveway culvert
- Block heater for loader
- Equipment service and clean
- Snow and Ice (6 events)
- Toolcat broom repair
- Service wood furnace
- Cleaned catch basin grates

Pending Activities:

- Plowing and salting
- Cut and split fire wood – cutting brush
- Culvert and road inventory with RRPC

Overtime:

- Snow and Ice – 3 hours
- Salt Shed Blocks: Stan Wilbur will call Carrara's for block price. Judy Frazier made the motion to authorize Stan Wilbur to proceed with Carrara's if the block price is lower. The motion as seconded by Ben Curtis, unanimously approved.
- North Street RR Bridge Water Main Proposals: Judy Frazier made the motion to submit the Dufrene Group proposal to the state as the next step. The motion was seconded by Ben Curtis, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:30 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.

- Manger's Report:
Continue to trace water lines.
- Other New and/or Old Business: Ben Curtis requested the delinquent account report be provided at every meeting.

IX. Board of Sewage Commissioners

Judy Frazier made the motion at 6:36 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:
 - Town Office sewer line crushed under wall, digging will take place next week.

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- Ormsbee Avenue Trees, Inc. Proposal: Trees, Inc. won the bid to provide the work, \$2,575.00; \$1,475 is for pruning damaged trees and \$1,125.00 is for the removal of four dead trees. (\$1,475 will be rolled into the bond, \$1,125 will be paid by the Town) Stan Wilbur will contact the property owner prior to the work, Ray Page will mark the corners, Stan Wilbur will be onsite for the work.
- Other New and/or Old Business: No other new and/or old business
Ben Curtis made the motion at 6:40 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: No report.
- Personnel Committee – Bruce Baccei: No report.
- Beaver Pond Committee – Judy Frazier: No meeting until spring.
- Town Office Committee – Bob Protivansky – NBF proposal forthcoming for downstairs remodel, per Stan Wilbur.
- 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: New head of staff.
- Rutland Regional Planning Commission – Ben Curtis: No report.
- Real Rutland Marketing Committee – Ben Curtis: No report.
- Proctor's Future – Committees meet periodically.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$134,835.92.
- State Auditor Response: The response is in progress.
- 36 West Street Tax Stabilization Agreement: Tom Hogan made the motion to send to the property owners for review. The motion was seconded by Judy Frazier, passed by majority, 3-0-1, Ben Curtis abstained.
- Fire Department Officers: See Invited Guests.
- Town Office Front Porch:
Historic Preservation Grant: Judy Frazier made the motion to accept the \$20,000.00 grant and authorize Stan Wilbur to sign. The motion was seconded by Ben Curtis, unanimously approved.
Bid: Consensus to go out for bid ASAP and require bids to be in by 1/30/19
- Junk and Junk Vehicle Ordinance Violation:
Violations:
 - 35 Williams Street: The car in question is registered.
 - 20 East Street: Car will be covered with a tarp.

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- 50 Gorham Bridge Road: Judy Frazier made the motion to find the property owner in violation of the ordinance and send a certified letter. The motion was seconded by Tom Hogan, unanimously approved.
- Market Street: Ben Curtis made the motion to find the property owner in violation of the ordinance and send a certified letter. The motion as seconded by Judy Frazier, unanimously approved.
- FY 2018 Audit: Consensus of the Selectboard that a meeting with the auditor is not required.
- Budget Reports: Handout provided, information only.
- Sheriff Report: Handout provided, information only.
- Other New and/or Old Business: Tom Hogan noted his surprise that the new dump truck has no production or delivery date.
- Executive Session: No executive session required.

XII. FY2020 Budget Session

Stan Wilbur provided budget handouts. He suggested a special meeting simply to discuss the budget. A Special Selectboard meeting will be held Thursday January 3, 2019 at 6:00 p.m. to discuss the FY2020 budget.

XIII. Adjourn

Tom Hogan made the motion to adjourn the December 27, 2018 regular Selectboard meeting at 7:05 p.m. The motion was seconded by Ben Curtis, unanimously approved.