

# Town of Proctor Selectboard Special Meeting Minutes

Draft

January 20, 2015

4:30 p.m. – 7:15 p.m.

## **Board Members Present**

Bill Champine, Chair

Bruce Baccei

Vincent Gatti

Richard Horner

John Jozwiak

## **Employees Present**

Celia Lisananti, Town Clerk

Stan Wilbur, Town Manager

## **Other Guest Present**

Lisa Miser

Susan Feenick

Tom Hogan

### **I. Call to Order**

The meeting was called to order at 4:30 p.m.

Dick Horner made the motion to add Contract 4A Change Order No. 4 to the agenda after Hard Water. Motion seconded by Bruce Baccei and unanimously approved.

### **II. Budget Work Session**

- **Swimming Pool**

Proposed base budget is \$32,303 which is a \$6,706 (20%) increase over the FY15 \$27,019 budget. Mowing will be included in town wide mowing contract but will still be charged to the pool. Mowing will have to be done before pool opens for the day. Proposed 10% salary increases; increase to be limited to 2.3% for returning life guards. Estimated cost to replace Dock #2 is \$12,000; committee recommends replacement in three phases at \$4,000 per year. This is the major budget increase. Consensus to accept proposed budget with revisions to salaries.

- **Skating Rink**

Proposed budget is \$20,760 which is a \$6,706 (48%) over the FY15 \$14,054 budget. \$2,000 increase for clearing snow and setting ice approved for current year. Estimated cost to seal the rink surface is \$14,000. Committee recommends budgeting \$4,000 a year to build an account to seal rink surface. Consensus to accept proposed budget.

- **Parks**

Proposed budget is \$6,511 or a \$1,172 (22%) increase over FY15 \$5,339 budget. Moved \$1,000 contract services for town owned street lights from Special Services to Parks. Consensus to accept proposed budget.

- **Taxes and Assessments**  
Proposed budget is \$24,455 or a \$573 (2%) increase over FY15 \$23,882 budget. Question regarding what the town receives for its contribution to Regional Ambulance. Consensus to accept proposed budget.
- **Special Appropriations**  
Proposed budget is \$12,820 or a \$200 (-2%) decrease from FY15 \$13,020 budget. Neighbor Works of Western Vermont requested \$200 instead of \$400 they requested last year. The proposed budget includes \$250 for the Town Health Office; this will be transferred to Police budget which is a more appropriate location. Consensus to accept proposed budget with Health Officer switch to Police budget.
- **Water Department**  
Proposed budget is \$346,654 or a \$48,735 (10%) increase over FY15 \$297,919 budget. Operations portion of the budget decreased \$20,260 (-9%) from FY2015 due to the switch from surface water source to ground water source. Bond expenditures increased \$68,995 (97%) due to new bond payment in November for approximately ½ of the total bond amount, projected water user rate of \$450; up \$20 over current rate. Question regarding overtime; should be less with Chittenden filter plant shutdown; reduce hours by ½. Brookfield Services provides emergency generator inspection and maintenance; budgeted for two visits per year; change to one visit per year in the fall; reduces budget by \$177. Question regarding uniforms (same as for highway budget); look into various methods to handle uniforms; bids for services. Consensus to accept proposed budget as revised.
- **Wastewater Department**  
Proposed budget is \$305,093 or a \$794 (0%) decrease from FY15 \$305,887 budget. Project wastewater user rate is \$425, same as current year. Reduce overtime hours by ½. Brookfield Services provides emergency generator inspection and maintenance; budgeted for two visits per year; change to one visit per year in the fall; reduce budget by \$531. Same comment regarding uniforms. Consensus to accept proposed budget as revised.

### **III. Town Office Building**

Dan Pratt, project architect, went over current plans and costs for the town and common use spaces including the new entrance and elevator. The College is going to retain the basement space under the town office space for college labs. This reduces the town and common space from the prior plan. There is still 4,421 sqft of town use space which is more than adequate for the town's needs. With the extension of the stairway to the third floor, this space can be used for storage. Town needs to be looking at the building as an investment; not for the next ten years, but for the long term. The proposed facility will be ADA compliant and have new stairways for required egress and exit and sprinkler system. The renovations will be like new construction. In addition to construction costs the budget will need to include cost for contingency, professional services fee and furnishings.

Estimated construction cost for common space renovations and common space addition (north entry and elevator) is \$548,843. Dan is proposing that these costs be shared 50/50, with a resulting town cost of \$274,270.50. Estimated

construction cost for the town space is \$595,303. This results in a total estimated construction cost for the town of \$869,574.50. Utilities for common space shared 50/50; separate utilities for each area.

Discussion and questions regarding cost sharing for common space. Estimate includes repairs and painting outside of building, but does not include window replacement. Shared costs to be resolved during agreement negotiations with the college. The agreement with the college needs to be addressed prior to presenting the project to the voters and also before submitting the Proctor Fund application,

In addition to village center designation, the meeting with VT Community Development staff on Friday will include historic preservation restriction and possible ADA and sprinkler grants. Dan indicated he will help with grant writing.

#### **IV. Hard Water**

Citizens have contacted members of the Selectboard and the town office regarding the hard well water. It has 200 ppm hardness which is considered hard. Question asked as to the hardness of the Chittenden water. This will be looked into.

Dick Horner made the motion to have the manager look in to the feasibility, options and construction and operating costs of putting in water softening at the well house. The motion was seconded by Vinni Gatti and unanimously approved.

The full water analysis of the well has not been ordered, but it will be.

#### **V. Water System Improvements – Contract 4A Change Order 4**

Change Order 4 provides for a winter shutdown to allow the contractor to complete punch list items; mainly removal of erosion control materials and assurance of good site restoration.

Vinni Gatti made the motion to approve and authorize the Chair to sign Change Order 4. The motion was seconded by Dick Horner and unanimously approved.

#### **VI. Town Report Cover**

Dick Horner made the motion to use Dale Christie's cover page 8 of 8 (people standing by the tank) for the town report. The motion was seconded by Vinni Gatti and unanimously approved. If the photo of the control display cannot be improved it should not be on the cover.

#### **VII. Adjourn**

Dick Horner made the motion at 7:15 p.m. to adjourn the January 20, 2015 special meeting of the Selectboard. The motion was seconded by Bruce Baccei and unanimously approved.