

**Town of Proctor Selectboard Special Meeting Minutes**  
**Draft**  
**July 8, 2014**  
**6:00 p.m. – 7:15 p.m.**

**Board Members Present**

Bill Champine, Chair  
Bruce Baccei  
Richard Horner  
John Jozwiak

**Employees Present**

Celia Lisananti, Town Treasurer  
Stan Wilbur, Town Administrator

**I. Call to Order**

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

**II. FY2015 Tax Rate**

Celia Lisananti, Town Treasurer presented 2014-2015 Grand List and Tax Rate information. The Total Grand List is \$1,243,606.50. The amount of taxes to be raised for town general expenses is \$1,057,642.88 which results in a general tax rate of 0.8504. An additional amount to be raised for street lights is \$40,936 resulting in an additional tax rate of 0.0361. The resulting Total Town Tax Rate is 0.8865 vs. a 2013-2014 Total Town Tax Rate of 0.9040.

The Homestead School Tax Rate is 1.3544 for a total Homestead town and school tax rate of 2.2409. The Non-Residential School Tax Rate is 1.3748 for a total Non-residential town and school tax rate of 2.2613.

There was general discussion regarding how the tax rates were determined and why the additional amount for street lights and what area is covered.

Dick Horner made the motion to set the Total Residential Town/School Tax Rate at 2.2409 and the Total Non-residential Town/School Tax Rate at 2.2613. The motion was seconded by Bruce Baccei and approved by majority.

**FY2015 Salaries**

When Celia Lisananti was appointed Town Clerk and Treasurer on December 31, 2013 her salary was set at \$40,206 with an agreement that her salary would increase to \$42,380 if she was elected Clerk and Treasurer at Town Meeting. There was no discussion at that time regarding her salary for FY2015. During the budgeting process in October 2013 the Selectboard set 2.5 % as a general guide line for salary and wage increases for FY2015.

Bruce Baccei made the motion to give the Town Clerk and Treasurer a 2.5% increase effective July 1, 2014 bringing her salary to \$43,440. The motion was seconded by Dick Horner and approved by majority.

There was general discussion regarding FY2015 salaries and wages and it was agreed that salaries and wages needed to be reviewed on an individual basis during the development of the FY2016 budget. Questions were raised about the \$25 per hour rates for the services of the former town clerk and treasurer and the Selectboard meeting recorder.

Dick Horner made the motion that if the current recorder were to resign, the starting wage for a new recorder would be \$12.50 per hour. The motion was seconded by Bruce Baccei and approved by majority.

### **III. Road Commissioner Position**

Donald DesPierre has submitted his resignation as Road Commissioner because he is relocating to Chelsea. The Board acknowledged his contributions to the town and sent him a letter thanking him for his service over the past three years.

The Board reviewed:

- A. VT Statutes Title 19 Chapter 3: Town Highways; specifically section relating to appointment of a Road Commissioner
- B. Current job description and made the following revisions:
  - 1. Add requirement for physical even though CDL rules exempt municipal employees
  - 2. Add computer skills and working knowledge of word and excel programs
  - 3. Change able to lift from 100 pounds to 50 pounds
- C. State wide salary information for Road Commissioners and Road/Highway Forman published by the Vermont League of Cities and Towns and agreed to consider a starting salary of around \$45,000 depending on qualification and experience.
- D. Interaction with the Water and Wastewater Departments and knowledge of water and sewer operations desirable.

Bruce Baccei made the motion at 6:40 p.m. to enter executive session to consider personnel issues relating to interim operation of the Highway Department. The motion was seconded by Dick Horner and approved by majority.

Bruce Baccei made the motion at 7:05 p.m. to leave executive session. The motion was seconded by Dick Horner and approved by majority.

Dick Horner made the motion to appoint John Capen Highway Department lead person. The motion was seconded by Bruce Baccei and approved by majority (3 in favor and 1 opposed, John Jozwiak).

Dick Horner made the motion to have John Capen report to Bill Champine. The motion was seconded by Bruce Baccei and approved by majority (3 in favor and 1 opposed, John Jozwiak).

Ads will be run in the Herald Sunday edition, the Reporter and Sam's Good News.

Stan Wilbur will provide administrative support to the Highway, Water and Wastewater Departments.

**IV. Adjourn**

Richard Horner made the motion at 7:15 p.m. to adjourn the July 8, 2014 special meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by majority.