

**Town of Proctor Selectboard Special Meeting Minutes**  
**Draft**  
**December 22, 2014**  
**5:00 p.m. – 6:00 p.m.**

**Board Members Present**

Bill Champine, Chair  
Bruce Baccei  
Richard Horner  
John Jozwiak

**Employees Present**

Stan Wilbur, Town Administrator

**I. Call to Order**

The meeting was called to order at 5:0 p.m.

**II. Budget Work Session**

- **Legislating and Administration**

Proposed budget is \$87,044 which is \$10,971 (13) increase over the FY15 \$76,973 budget. The proposed budget splits the town managers direct and indirect labor costs 70% Administration, 10% Highway Department, 10% Water Department and 10% Wastewater Department. Also, it includes \$15,600 for an administrative support position at \$15 per hour. Other budget items reflect unchanged or small increases over FY15 Budget. Consensus to accept proposed budget.

- **Highway Department**

Proposed budget is \$451,260 which is \$59,996 (15%) over the FY15 \$391,264 budget. Personnel - the proposed budget includes 10% of town manager direct and indirect labor cost and 2.3% pay increases. Insurance – investigate cost for dental and vision insurance and impact of raising health insurance employee contribution from 10% to 15%; information on these items to be researched and reported to the Board. Mowing – look into adding water and wastewater facilities to the mowing contract and/or using staff to do mowing. Highway Improvement - proposed budget presents a cost range from \$97,676 to \$128,425 depending on the scope of Olympus Road reconstruction; consensus to budget \$90,000 (FY15 budget amount) and to investigate adequacy of existing base material. Signs – proposed \$4,865 budget line item provides for replacement of all signs; consensus to defer complete sign replacement and budget \$300 for replacement of damaged or stolen signs. Building Miscellaneous – proposed \$3,475 budget line item includes secondary containment, drum truck and pallet ramp for 55 gallon oil drums; consensus to use 5 gallon pails instead of 55 gallon drums thereby eliminating need for these items. Building Imp/Repair – Proposed \$4,750 budget line item includes the replacement of 2 steel doors at a cost of \$4,200; consensus to look into another method to replace doors. Board will review budget again after changes have been made.

Dick Horner made the motion to amend the Traffic Ordinance to change the Church Street stop sign at Main Street to a yield sign. The motion was seconded by Bruce Baccei and approved by majority.

Bill Champine made the motion to amend the Traffic Ordinance to add a yield to oncoming traffic sign on Main Street at East Street. The motion was seconded by Bruce Baccei and approved by majority. (to be looked into as there is a question as to whether such a sign will be consistence with sign standards)

- Fire Department  
Proposed budget is \$142,676 or a \$3,616 increase over FY15 \$139,060 budget. Budget increases in heat, electricity, insurance and equipment improvement and maintenance, also proposed budget moves \$10,000 from the equipment sinking fund to the building sinking fund; consensus to accept as proposed.
- Listers  
Proposed budget is \$19,810 or no changes from FY15 budget; consensus to accept as presented.
- Elections  
Proposed budget is \$2,500 or a \$2,500 decrease from last year since there will only be a town meeting election in FY16; consensus to accept as presented.
- Professional Services  
Proposed budget is \$26,045 or a \$500 increase over FY15 \$25,545 budget. The \$500 budget increase is based on a FY14 budget overrun.
- Boards and Agencies  
Proposed budget is \$6,145 or no change from FY15 budget; consensus to accept as presented.
  
- Planning Grant Local Match  
This item was carried under Boards and Agencies in FY15. It is proposed to set up as a new item. The FY15 budget was \$5,500; consensus to set \$12,000 for FY16 budget.

### **III. Adjourn**

Dick Horner made the motion at 6:00 p.m. to adjourn the December 22, 2014 special meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by majority