

Town of Proctor Selectboard Meeting Minutes

Draft

March 9, 2015

6:00 - 9:00 p.m.

Board Members Present

Bill Champine, Chair

Bruce Baccei, Vice Chair

John Jozwiak

Frank Woolf

Employees Present

Stan Wilbur, Town Administrator

Other Guests Present

Ray Beyette

Peg TV

Agreements/Approvals

[All motions are noted as passed by majority because a board vacancy. All members present voted affirmatively, unless otherwise noted.]

- Selectboard meeting minutes.
- Selectboard reorganization
- Majority agreed at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority to approve
- Majority agreed at 6:46 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 6:55 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- The Selectboard appointment for various town committees and officers.
- Majority agreed at 8:20 p.m. to go into executive session to consider a civil action and a labor relations issue.
- Majority agreed at 8:45 p.m. to leave executive session. .
- Signed orders totaling \$43,630.22.
- Majority agreed at 9:00 p.m. to adjourn the March 9, 2015 regular meeting of the Selectboard.

Action Items

I. Call to Order - Pledge of Allegiance

The meeting was called to order at 6:00 p.m. and began with a pledge of allegiance to the flag.

Frank Woolf was welcomed as a new member of the Selectboard.

The Selectboard held a moment of silence for in memory of Ray Keyser, former President of Vermont and Governor of Vermont, who passed away this weekend.

The Selectboard complemented the Proctor High School girls and boys basketball teams for their success in the Division IV State Basketball Tournament. The girl's team placed second and the boy's team took first place.

The Selectboard thanked Lisa Miser and Warren McCullough for their hard work on the Proctor Planning Commission. Both are stepping down this year.

II. Review and Approval of Agenda

There were no amendments to the agenda.

III. Review of Minutes

John Jozwiak the motion to approve the February 23, 2015 special Selectboard meeting minutes as written. The motion was seconded by Bruce Baccei and approved by majority.

The review of the February 23, 2015 regular Selectboard meeting minutes was deferred to the next regular meeting as they were not included in the packets.

IV. 2013 Board Reorganization

- Elect Board Chair: Bruce Baccei made the motion to elect Bill Champine Selectboard Chair. The motion was seconded by Frank Woolf and approved by majority.
- Elect Board Vice -Chair: Frank Woolf made the motion to elect Bruce Baccei Selectboard Vice-Chair. The motion was seconded by Bill Champline and approved by majority.
- Appoint Board of Water Commissioners: Frank Woolf made the motion to appoint the Selectboard members as the Board of Water Commissioners. The motion was seconded by John Jozwiak and approved by majority.
- Appoint Board of Sewage Commissioners: John Jozwiak made the motion to appoint the Selectboard members as the Board of Sewage Commissioners. The motion was seconded by Frank Woolf and approved by majority.
- Adopt a Regular Meeting Schedule: Bruce Baccei made the motion that the Proctor Selectboard hold its regular meetings on the 2nd and 4th Monday of each month at 6:00 p.m. at the Proctor Town Meeting Room. The motion was seconded by John Jozwiak and approved by majority.
- Designate Newspaper of Record: Bruce Baccei made the motion to designate the Rutland Herald as the newspaper of record. The motion was seconded by Frank Woolf and approved by majority.
- Selectboard Rules & Policies: John Jozwiak made the motion to adopt the current Rules and Policies. The motion was seconded by Frank Woolf and approved by majority.

V. Open Public Comments

Ray Beyette: Ray Beyette was present but had no specific comments.

VI. Invited Guests

No invited guests

VI. Highway Department

• Report

Active:

- Winter operations
 - plowing, sanding, salting streets and sidewalks
 - delivery of salt (shed ½ full) and sand (mixing)
- Uncovering catch basins
- Checking fluids, greasing and washing all equipment
- Replace Truck #2 oil pan
- Installed Yield sign on Church Street at Main Street
- Cleaned up garage and floor troughs
- Clear ice and filled ruts on North Street (water main break)
- Inspect eye wash and fire extinguishers
- Removed dead trees on South Street
- Sent lifting chains out for inspection, rating and tagging
- Replaced Bobcat engine

Pending:

- Flagging training – list of equipment that we need to purchase to meet standards
- Continue to maintain North Street (water main break)
- Work with Wastewater Department to repair broken sewer service line at Town Office
- Plowing, sanding, salting streets and sidewalks as needed
- Dead tree removal

Ray Beyette commented that when there is a little snow the Bobcat works well but when the snow is deep it can't handle it and that the town should be looking for a larger piece of equipment. The Board responded that it was looking into sidewalk clearing options.

Stan Wilbur reported that he will be requesting bids for 10 cords of log length hardwoods to replenish our stockpile. Cut and split at the WW plant, get it done in a hurry.

John Jozwiak asked that reports note equipment repair is performed outside.

John Jozwiak asked about the Marble Bridge deal and that was going to be done to the guys that work on the bridge. They have been made aware of the concern on how they operate around the bridge that the Marble Bridge is the pride and joy of Proctor.

• Sidewalk Unit:

Options presented were a new Trackless (purchase or lease), re-manufactured Trackless, used Trackless, new Bobcat Skid-Steer, new Bobcat Toolcat and used Bobcat Toolcat. Frank Wool

noted that West Rutland has a Trackless unit which works well. He would recommend purchasing a new unit.

HP Fairfield will not bring the used Trackless unit to Proctor for a demonstration, however they will demo a new unit during the week of March 23. Board members would like a demo.

If it is possible Board members would like a demo of a Skid-Steer and a Toolcat.

John Jozwiak asked about the amount in the Highway Equipment fund. Stan Wilbur will have the amount for the next meeting.

- Other New and/or Old Business

Discussion regarding equipment inventory and vehicle mileage and maintenance logs. A bound book and single page daily report have been circulated to the employees for comments. Board members liked a daily report that shows that vehicles have been checked every day and that a copy of the log comes to the Manager. West Rutland uses a monthly form. We will get a copy.

VII. Board of Water Commissioners

Bruce Bacceti made the motion at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by John Jozwiak and approved by majority.

- Report

Active:

- Routine facility inspections
- Daily and monthly sampling and testing
- Monthly state reports
- Working with Highway Department
 - clearing snow, salting and sanding roads and sidewalk
 - clearing catch basins
 - removing dead trees

Pending:

- Flagger training
- Town Office sewer service repair
- Monitoring North Street water main break conditions
- Equipment and tool inventories and replacement schedules

The Board has received the complete water analysis. Regarding the hardness issue, the direction is to find out what town in Vermont are using softening equipment, how much space is required and construction cost and maintenance costs. John Jozwiak would like to have the information by the next meeting so the board can make a decision by spring.

- Long Range Plan Status Report March 1, 2014: For information. Two major projects

left to do; Taylor Hill Low pressure and Park/Chatterton Park replacement. The current total project cost estimate shows a \$1.2 million shortfall. There are portions of the original project that will need to be deferred or cut out of the project. There are sufficient funds to complete both the Taylor Hill project under the bond amount.

- Field Street Well Pump Variable Frequency Drive: Stan Wilbur updated the Board on the status of the drive unit; quote for supply and programming of \$6,546.50, installation of \$1,200 and \$500 for review and coordination of controls. John Jozwiak made the motion to proceed with the installation of VFD Option 1, (NEMA 1). The motion was seconded by Bruce Baccei and approved by majority.
- Other New and/or Old Business
Chris Hayes of Simon Operation Services had reviewed to current operation of the water and wastewater and facilities. John Jozwiak met with Chris when he was here.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:46 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Frank Woolf and approved by majority.

- Report
 - Active:
 - Daily sampling and testing
 - State reports
 - Blower Building inventory
 - UV lights cleaned and flushed
 - Clearing snow around blower building and emergency generator
 - Working with Highway Department
 - clearing snow, salting and standing roads and sidewalk
 - clearing catch basins
 - removing dead trees
 - Pending:
 - Flagger training
 - Town Office sewer service repair
 - Equipment and tool inventories and replacement schedules

John Jozwiak asked that a breakdown of the hours worked on highway department projects be provided at the next meeting.

Frank Woolf made the motion at 6:55 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei and approved by majority.

IX. Standing Committees

- Parks and Recreation: Glenn Carter has resigned and the committee is looking for a

couple people.

- Rutland Regional Transportation Council: No action
- Rutland Regional Solid Waste District: No action
- Personnel Committee: Frank Woolf will handle

X. 2013 Appointments

{All appointments are for one (1) year unless otherwise noted.}

- Planning Commission/Zoning Board: Lisa Miser and Warren McCullough are stepping down. John Jozwiak made the motion to reappoint Ray Beyette to a four year term to Planning Commission/Zoning Board expiring in 2019. Motion was seconded by Bruce Baccei and approved by majority. There was discussion regarding staggered term lengths. John Jozwiak made the motion to appoint Vincent Gatti to a two year term on the Planning Commission/Zoning Board expiring in 2017. The motion was seconded by Bruce Baccei and approved by majority. John Jozwiak made the motion to appoint Richard Horner to a three year term on the Planning Commission/Zoning Board expiring in 2018. The motion was seconded by Bruce Baccei and approved by majority.
- Law Enforcement Committee: Bruce Baccei made the motion to appoint Richard Horner, Kevin Blongy, Frank Beyette, Tom Hogan and R.J. Elrick to one year terms on the Law Enforcement Committee. The motion was seconded by Frank Woolf and approved by majority.
- Recreation Committee: Bruce Baccei made the motion to appoint Gretchen Crowley, and John Anderson, for two (2) year terms to the Recreation Committee. The motion was seconded by John Jozwiak and approved by a majority.
- Youth League Committee: Bruce Baccei made the motion to appoint Chris Almond to a 2 year term on the Proctor Youth League Committee. The motion was seconded by Frank Woolf and approved by majority.
- Assessor: Bruce Baccei made the motion to appoint Jim Boyle to a one year term as Assessor. The motion was seconded by John Jozwiak and approved by majority.
- Constable: Bruce Baccei made the motion to appoint Donald Russell to a one year term as Constable. The motion was seconded by Frank Woolf and approved by majority.
- Emergency Management Chair: John Jozwiak made the motion to appoint Kevin Blongy as the Emergency Management Chair. The motion was seconded by Bruce Baccei and approved by majority.
- Fence Viewer: Bruce Baccei made the motion to appoint Bob Coons to a one year term as Fence Viewer. The motion was seconded by John Jozwiak and approved by majority.
- Inspector of Lumber: John Jozwiak made the motion to eliminate the position of Inspector of Lumber. The motion was seconded by Bruce Baccei and approved by majority.
- Tree Warden: Frank Woolf made the motion to appoint Ray Beyette to a one year term as Tree Warden. The motion was seconded by Bruce Baccei and approved by majority.
- Weigher of Coal: Bruce Baccei made the motion to eliminate the position of Weigher of Coal. The motion was seconded by Frank Woolf and approved by majority.
- RCSWD Representative & Alternate: Bruce Baccei made the motion to appoint John Jozwiak and the Representative and Ray Beyette as the Alternate to the Rutland County Solid Waste District. The motion was seconded by Frank Woolf and approved by

majority.

- RRPC Representative & Alternate: John Jozwiak made the motion to appoint Vincent Gatti the Representative and Richard Horner as the Alternate to the Rutland Regional Planning Commission. The motion was seconded by Frank Woolf and approved by majority.
- Regional Transportation Council Representative & Alternate: Bruce Baccei made the motion to appoint John Jozwiak as Representative and Ray Beyette as Alternate to the Rutland Regional Transportation Advisory Council. The motion was seconded by John Jozwiak and approved by majority.
- Town Service Officer: Bruce Baccei made the motion to appoint Andrea Varney as the Town Service Officer. The motion was seconded by Frank Woolf and approved by majority.
- 911 Coordinator: Bill Champine made the motion to appoint Joseph Bernor as 911 Coordinator. The motion was seconded by Frank Woolf and approved by majority.
- Town Agent: John Jozwiak make the motion to appoint John Jozwiak as Town Agent. The motion was seconded by Frank Woolf and approved by majority.
- Memorial Day Parade: John Jozwiak made the motion to appoint Tom Hogan as Memorial Day Parade Chairperson. The motion was seconded by Frank Woolf and approved by majority.

XI. Additional Items Requiring Action from the Board

- Liquor License Renewal: Bruce Baccei made the motion to approve Franklins, Inc. 2015 Liquor License Renewal Application. The motion was seconded by Frank Woolf and approved by majority.
- VT Community Development Program Grant Application: Bruce Baccei made the motion to approve the VT Community Development Program Grant Application and the Resolution for VCDP Grant Application Authority. The motion was seconded by Frank Woolf and approved by majority.
- Other New and/or Old Business:
 - Dead Tree: Ray Beyette reported that there is a dead tree in Chatterton park that needs to be removed, but there is a question as to whether it is in the town right-of-way or on private property. Ray Bayette will try to determine the ownership status.
 - Recreation Committee: The Board will advertise for letters of interest for vacant positions on the Recreation Committee. Bruce Baccei and Frank Woolf will review the letters of interest and make recommendations for appointment.
 - Sheriff Department Report: The Sheriff Department report for February 15 through February 28 was distributed for review.
 - Transfer Station: Discussion regarding opening the Transfer Station for yard wastes and brush and have a free day for trash and bulky items this spring. John Jozwiak made the motion to open the Transfer Station on Green Up Day, Saturday, May 2 for yard wastes and brush, and accept trash and bulky items at no charge. Stan Wilbur will look into the cost of having Casella providing a 40 yard roll-off.
 - Selectboard Packets: John Jozwiak asked if Selectboard packets could be distributed on the Friday before a regular meeting.

- Executive Session: Bruce Baccei made the motion at 8:20 p.m. to go into executive session and to invite Alan George, Town Attorney and Stan Wilbur, Town Manager to attend, to consider a matter of civil action given that premature general knowledge of this matter would clearly place the Town at a substantial disadvantage and to consider matter of labor relations with employees given that premature general public knowledge of this matter would clearly place the town or the employees at a substantial disadvantage. The motion was seconded by Frank Woolf and approved by majority.

Stan Wilbur left the executive session at 8:30 p.m. and rejoined the executive session at 8:38 p.m.

John Jozwiak made the motion at 8:45 p.m. to leave executive session. The motion was seconded by Frank Woolf and approved by majority. There was no action as a result of the executive session.

- Expenditures Budget-Actual Performance Reports: Budget reports for the period ending February 28 were distributed for information and discussion. John Jozwiak asked about the large difference between the July 1, 2013 and June 30, 2014 Water Department Sinking Funding balances published in the annual report. Stan Wilbur will provide income/disbursement details for the next regular meeting.
- Landscaping: John Jozwiak asked that the brush on the slope at the southeast end of the Marble Bridge be cut and the area be hydro-seeded to grass.
- Orders: The Selectboard reviewed and signed orders totaling \$43,630.22.

VII. Adjourn

John Jozwiak made the motion at 9:00 p.m. to adjourn the March 9, 2015 regular meeting of the Selectboard. The motion was seconded by Frank Woolf and approved by majority.