

Town of Proctor Selectboard Meeting Minutes
Draft
March 23, 2015
6:00- 8:50 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
John Jozwiak
Frank Woolf

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Ray Beyette
Tom Hogan
Warren McCullough
Peg TV

Agreements/Approvals

- Majority approved two additions to the agenda.
- Majority approved the February 23, 2015 regular meeting minutes as written.
- Majority approved the March 9, 2015 regular meeting minutes, with changes.
- Consensus to speak with Sheriff prior to the next Selectboard about signs/speeding.
- Majority agreed at 6:43 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority approved Contract 4A Change order No.4.
- Majority agreed to move Simon contract to executive session, end of meeting.
- Majority agreed not to install a municipal water softener and send letter to water customers.
- Majority agreed at 7:24 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 7:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Consensus to re-post Selectboard vacancy.
- Majority agreed to appoint Tom Hogan to the Planning Commission.
- Majority agreed to appoint Ray Beyette as Alternate to the RRTC.
- Majority approved a one day liquor license for the Marble Museum.
- Majority agreed at 7:54 p.m. to enter executive session, labor relation and contracts.
- Majority agreed at 8:45 p.m. to exit executive session. Action.
- Signed orders totaling \$41,889.64.
- Majority agreed at 8:50 p.m. to adjourn the March 23, 2015 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.

All motions were approved by the majority as a full board was not seated.

II. Review and Approve Agenda

Bruce Baccei made the motion to add two items to the agenda; 1. Children Playing signs on Williams Street, under Highway Department and 2. Rutland Regional Transportation Council Alternate, under Appointments. The motion was seconded by Frank Woolf and approved by the majority.

III. Review of Minutes

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

John Jozwiak made the motion to approve the March 9, 2015 regular meeting minutes with changes "John Jozwiak will report on Fire Department items". The motion was seconded Bruce Baccei and approved by the majority.

IV. Open Public Comment

No public comment.

V. Invited Guests

No invited guests.

VI. Highway Department

- Manger's Report
 - Field Activities
 - Winter operations.
 - Flagger Workshop. 4 employees and 1 Selectboard member completed.
 - Assisted with Town Office Sewer service.
 - Repairing uncovering catch basins.
 - Greased and changed oil.
 - Worked on truck lights.
 - Picked up a load of cold patch and started filling pot holes.
 - Opened transfer station in preparation for depositing brush from road side clearing.
 - Split wood at WWTF.
 - Reviewed and marked trees for removal with Tree Warden.
 - Replaced lifting chains.
 - All Highway equipment at garage.
- Sidewalk Unit: A unit will be delivered for demo Tuesday **March 24** at 8:00 a.m. at the WWTF.
- Highway Equipment Fund: Current total \$369,740.09.
- Marble Bridge: John Jozwiak is concerned about the damage to the Marble Bridge during the removal of snow and ice by town employees. He would like the Selectboard to take action, accountability on the part of the town employees. Bruce Baccei would like to just move on, he is confident this will not happen again.
- Old Bridge Marble: Will look at marble when snow melts.
- Bike/Ped Proposal Review Committee: Committee selection at a later date.
- Other New and/or Old Business: Inquires/Request by John Jozwiak
 - Over time last two weeks - per Stan Wilbur 16 hours for the week ending on the 15th and 5.5 hours for the week ending on the 6th for all employees.
 - Was the sewer line broken or frozen? A-1 said it was broken.
 - Cleanout placement- Stan Wilbur instructed the employees place it in the paved area.
 - CAT invoice-parts and installation for the loader.
 - SUNCO card- Per Stan Wilbur, card used to purchase gas for chain saws and small equipment.
 - Removal of sand from road/lawns-Stan Wilbur stated the town crew will be sweeping and lawn clean-up is on the schedule.
 - Clean up sand & salt by Highway Garage-Stan Wilbur replied that it is cleaned up every year at the

end of the winter season.

- Children Playing signs on Williams Street:
Consensus to speak with Sheriff **prior to** the next meeting. Stan Wilbur suggested that Selectboard members tour the area prior to the next meeting.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:43 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Woolf and approved by the majority.

- Manager's Report

- Field Activities

- Routine facility inspections.
 - Daily sampling, testing and reporting.
 - Frozen service on Curtis Street. Rick Reed dug and repaired.
 - Service line leak 3 Gorham Bridge Road. Homeowner calling contractor to have repaired.
 - Leak detection using new leak detection equipment.
 - Manhole inspections, several areas around town.
 - Cleaned and organized the utility body on the F350.
 - Started inventory spreadsheet.
 - Worked with Highway Department splitting fire wood.
 - Stan Wilbur will be adding office work to the next report.
- Contract No.4A Change Order No.4: John Jozwiak made the motion to approve and authorize the chair to sign. The motion was seconded by Bruce Baccei and approved by the majority.
- Water Reserve Fund Detail: Handout for information only.
- Simon Operation Service Proposal: John Jozwiak made the motion to discuss the proposal in executive at the end of the meeting session. The motion was seconded by Frank Woolf and approved by the majority.
- Other New and/or Old Business: Inquires/Requests by John Jozwiak:
 - Curtis Street Project - Per town policy a permit with check/deposit is required to dig in the Highway Right Away. Was this policy followed? Per Stan Wilbur no permit was given.
 - Manhole list-Stan Wilbur is unaware of a current manhole list.
 - Clean FSW inside and out.
 - Water truck - Have repairs been made, door, seat? Hail damage estimate complete? The truck is being looked at for an estimate, per Stan Wilbur.
- Variable Frequency Drive – Should be arriving in the next two weeks.
- Water Softer – Bruce Baccei made the motion to send a letter to water customers informing them the Town of Proctor will not be installing a municipal water softener. The motion was seconded by Frank Woolf and approved by the majority. Stan Wilbur will also include the sheet from the water test noting the water hardness numbers.

VIII. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:24 p.m. to leave the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by John Jozwiak and approved by the majority.

- Manger's Report

- Activities:

- Routine facility inspections.
 - Daily sampling, testing and reports.
 - Repairs to sewer line at Town Office.
 - Sewer complaint on Taylor Hill. Jetted and TV inspected the sewer manholes.
 - Frozen sewer line at 129 West Street.
 - Sewer issue at 65 East Street.

- Sink hole/sewer concern at 45 West Street.
 - Cleaned and organized the utility body on the F350.
 - Started inventory spreadsheet.
 - Manhole inspection, several areas around town.
 - Worked with Highway Department splitting fire wood.
- Alum Injection Manhole Pipe: Handout for information only. Consensuses to consider this issue resolved and no longer place it on an agenda.
 - Other New and/or Old Business: John Jozwiak inquired to the about the hours of the employees. Does everyone punch their own timecard? Stan Wilbur stated that the day begins at 6:30 a.m., half an hour lunch, day ends at 3:00 p.m. and employees punch their own timecard.

Bruce Baccei the motion at 7:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Frank Woolf and approved by the majority.

IX. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Accepting applications for the Park & Recreation committee.
- Rutland Regional Transportation Council: Per John Jozwiak: Provided handout.
- Rutland Regional Solid Waste District: Per John Jozwiak: Meeting April 1, 2015.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: Fire truck back, ladder truck being repaired at no cost to tax payers.
- Planning Commission: Per Bill Champine: Thanked outgoing members, Bonnie Kelleway, Lisa Miser and Warren McCullough for their commitment and service.
John Jozwiak also expressed his thanks to outgoing commission members for their service to the town.

X. Additional Items Requiring Action from the Board

- Appointments:
 - Selectboard: John Jozwiak made the motion to appoint Dick Horner to the Selectboard. The motion failed for lack of a second.
Bruce Baccei and Bill Champine were concerned about Dick's commitment to serve until March, as his letter stated he "would be willing to take the seat until a special election could be held." Dick Horner had submitted his letter of interest on March 8, 2015, no one called him before the meeting for clarification if he would serve until March. Bill Champine will contact Dick Horner and ask if he would be willing to serve until March. Consensus of the Selectboard to re-post the vacancy and accept letters of interest until April 10, 2015.
 - Planning Commission: Bruce Baccei made the motion to appoint Tom Hogan. The motion was seconded by Frank Woolf and approved by the majority.
 - Rutland Regional Transportation Council: Bruce Baccei made the motion to appoint Ray Beyette as the alternate representative. The motion was seconded by Frank Woolf and approved by the majority.
- One Day Liquor License – Marble Museum: John Jozwiak made the motion to approve the one day liquor license. The motion was seconded by Bruce Baccei and approved by the majority.
- Town Manager Contract: Stan Wilbur referenced the December 5, 2014 Selectboard minutes. *"Dick Horner made the motion to appoint Stan Wilbur interim Town Manager with duties and responsibilities as defined in Vermont State Statues until a contract can be drafted at a salary of \$65,000.00 effective Monday December 8, 2014. The motion was seconded by Vincent Gatti and unanimously approved. The Board asked Stan to contact the VLCT to notify them of the action and to request their assistance in developing a job description and contract."*
Stan Wilbur feels he is currently under contract. Bill Champine and Frank Woolf will speak with VLCT via a conference call for clarification and information.
- Other New and/or Old Business:

- Executive Session:

John Jozwiak made the motion at 7:54 p.m. to enter executive session to consider a matter of labor relations with employees given that premature general knowledge of this matter would clearly place the Town or employees at a substantial disadvantage and contracts, to consider a proposal submitted by Simon Operation Services to operate water and wastewater facilities given that premature general knowledge of this matter would clearly place the Town or other party at a substantial disadvantage. The motion was seconded by Bruce Baccei and approved by the majority.

Bruce Baccei made the motion at 8:45 p.m. to exit executive session. The motion was seconded by Frank Woolf and approved by the majority.

ACTION:

Simon Operation Services Proposal: Stan Wilbur will contact Simon Operations Services to ask for a revised proposal based on a conversation Bill Champine and John Jozwiak had with Chris Hayes earlier in the day.

Labor Relations: Frank Woolf and Bill Champine will consult with VT League of Cities and Towns regarding the issue.

- Orders: The Selectboard reviewed and signed orders totaling \$41,889.64.

XI. Adjourn

Bruce Baccei made the motion at 8:50 p.m. to adjourn the March 23 2015 meeting of the Selectboard. The motion was seconded by Frank Woolf and approved by the majority.