

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**October 6, 2015**  
**4:35 P.M. – 5:23 P.M.**

Board Members Present:

William Champine, Chair  
Bruce Baccei  
John Jozwiak  
Frank Woolf (phone)  
Richard Horner

Employees Present:

Stan Wilbur, Town Manager

Others Present:

Mark Simon, Simon Operation Services

**I. Call to Order**

The meeting was called to order at 4:35 p.m.

**II. Approve Agenda**

Bruce Baccei made the motion add Highway Foreman Job Description and Ad to the Agenda. The motion was seconded by Frank Woolf Wolff and unanimously approved.

**III. Water and Wastewater Systems Operation**

Mark Simon explained that although the Selectboard had requested a six (6) month contract he could not do a six month contract because he would not be able to find certified operators that would be willing to accept short term employment. He is presenting a two (2) year contract which will provide job security for potential employees.

Mark Simon review the proposed and responded to questions and comments from Board members. Topics discussed included: work hours, weekend and holidays, plowing, mowing, leaks, fee, OSHA compliance, activity reports, single point of contact, pumping stations, hydrant replacements, fee increase, call back/overtime, water system flushing, truck, inventory and supplies, emergency response time, alarm systems and one (1) year contract..

Richard Horner made the motion to approve the \$14, 200 per month, two (2) year contract with Simon Operation Services to operate the water and wastewater systems commencing October 12, 2015. The motion was seconded by John Jozwiak and approved by majority; Bruce Baccei and Frank Woolf voting no.

Richard Horner made the motion to authorize Stanly Wilbur to sign the agreement and that he be designated as the Town's representative with respect to the services to be rendered under the agreement. The motion was seconded by Bruce Baccei and unanimously approved.

**IV. Highway Foreman Job Description and Ad**

A draft job description and an ad for a Highway Foreman position was review. Consensus to post the opening and place the ad in the paper this week and discuss job description at next Monday's meeting.

**V. Adjourn**

Richard Horner made the motion at 5:23 p.m. to adjourn the October 6, 2015 special Selectboard meeting. The motion was seconded by Bruce Baccei and unanimously approved