

# Town of Proctor Selectboard Meeting Minutes

Draft  
October 26, 2015  
6:00 –8:38 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
John Jozwiak  
Frank Woolf

## **Employees Present**

Celia Lisananti, Town Clerk & Treasurer  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Patrick Burke  
Susan Feenick  
Carol Grace  
Jodi Jones  
Dan Kearney  
Katie Langlois  
Joe Manning  
Rob Oberg  
Bob Protivansky  
Carol Protivansky  
Ricky Reed  
Ann Zawistoski  
Peg TV

## **Agreements/Approvals**

- Consensus to add three items to the agenda.
- Majority approved October 12, 2015 regular meeting minutes with additions.
- Majority approved proposed GMP concept for recreation improvements.
- Majority agreed at 7:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 7:20 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.  
Unanimously agreed at 7:31 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved a Special Selectboard meeting for November 9, 2015 at 5:30 p.m. with an Informational meeting for the Bond/New Town Office at 7:00 p.m.
- Majority agreed to schedule interviews with the two Selectboard candidates on November 2, 2015.
- Majority agreed to enter executive session at 8:17 p.m. for labor relations issue and town manager's contract.
- Majority agreed to exit executive session at 8:35 p.m. Action.
- Signed orders totaling \$126,107.16.
- Majority agreed at 8:38 p.m. to adjourn the October 26, 2015 meeting of the Selectboard.

# Town of Proctor Selectboard Meeting Minutes

Draft  
October 26, 2015  
6:00 –8:38 p.m.

## 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.

### **II. Review and Approve Agenda**

Consensus to add under Additional Items: Zoning Regulations, Speed Limits on Cliff St. and Pine St., and Executive Session for Labor Relations and Manager's Contract.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the October 12, 2015 regular minutes, with two additions; Page 2 add agricultural under invited guests and page 6 John Jozwiak was not opposed to releasing the letter to Patrick Burke. The motion was seconded by John Jozwiak, approved by the majority

### **IV. Open Public Comment**

Joe Manning: Joe Manning was present to inquire about the proposed New Town Office, he had three questions; is the condo agreement complete, cost of project and has the town received the MRP grant? Per Stan Wilbur; No condo agreement in place, there is a signed MOU, total project cost \$998,727.00, we have received the check from MRP \$206,248.00.

Dan Kearney: Dan Kearney was present to inquire the status of the road foreman position. He questioned if the position had been filled. Per Stan Wilbur the position has not been filled, received one application the ad will run for another week.

Rob Oberg: Rob Oberg was present to discuss the fence zoning violation (see additional items) also who he should contact about a dog that is off leash in his neighborhood.

Patrick Burke: Patrick Burke was present to discuss the proposed contract for the Town Manager. He would like the Selectboard to appoint a committee to review benefits, salary etc. for the Town Manger position and repost back to the Selectboard with a recommendation. He sees this process and procedure as a best practice, the numerous executive sessions give the impression that decisions are made in secret. He also believes that a full Selectboard should be seated prior to any decision, and that this Selectboard should not saddle a future Selectboard with a long term contract.

Carol Grace: Carol Grace was present to inquire about the decision making process. She feels that the Selectboard is not being accountable and deferring decisions to the Town Manager.

She also inquired to the status of the leaf vacuum/blower; she has not seen it in use.

Per Stan Wilbur: The town crew will be using the machine during fall clean up.

Katie Langlois: Katie Langlois was present to discuss what she feels is disrespect from the Selectboard to community members at meetings. She also inquired why there is resistance to keeping a log/record of work preformed, equipment maintenance.

Ann Zawistoski: Ann Zawistoski was present to thank Dick Horner for his service on the Selectboard his time and commitment to the community. She is concerned about the projected costs for the new town office, and is curious to the status of the current building. She is looking forward to having these issues clarified at the informational meeting.

# Town of Proctor Selectboard Meeting Minutes

Draft  
October 26, 2015  
6:00 –8:38 p.m.

Susan Feenick: Susan Feenick was present to discuss the proposed town office, inventory list and employee snowplowing experience. She would like to see a list of possible grants at the informational meeting/Open House. She is questioned why it appears members of the public of an inventory list, yet Selectboard members do not. She asked if the most recent town hire had snow plowing experience.

## V. Invited Guests

Michael Scarzello – GMP Proctor Station Recreation Improvements: Michael Scarzello was present to discuss GMP recreation improvements above and below the station. He provided handouts depicting the improvements. GMP is requesting Town consideration of an easement in order to formalize public access by way of site improvements including the installation of steps, handrail, public warning and way-finding signage. Bruce Baccei made the motion to agree with the proposed concept and to have Michael Scarzello attend the November 3, 2015 Planning Commission meeting. The motion was approved by John Jozwiak, approved by the majority.

Rick Reed – Sidewalk & Snow Plow Ideas: Rick Reed was present to discuss bidding on the Marble Bridge snow removal. He also inquired if the Selectboard would consider placing the school plowing out to bid.

## VI. Good Stuff

Great Stuff - Bill Champine read a submission from Dale Christie; Number of days free of any water outages, Jim Moore's long serving efforts on the Planning Commission, New roof on the Fire Station, East Side water tank plaque, Flower garden planters by library and elsewhere in town. As for the day to day operation by the town employees, I can't really say because I don't see any of it.

Stan Wilbur noted that the Marble Museum held a Chamber mixer, which drew a large crowd.

Bill Champine and Selectboard members thanked Dick Horner for his service to the Selectboard; Stan Wilbur will follow up with a letter.

## VII. Highway Department

- Manager's Report:
  - Field Activities:
    - Pot holes around town
    - Oil spill on East Street
    - Curb side and catch basins
    - Winterize pool
    - Map plow routes
    - Prep garage and equipment for winter activities
    - Garage Furnace – Having Biomass come and inspect
    - Hot oil treatment for town trucks
    - Dead Elm on West Proctor Road
    - John McIntyre re: school parking lot plowing
    - Jetter to garage
    - Radio installed in new plow truck
    - Two loads of salt
    - Tail gate sander on 1995 plow truck

# Town of Proctor Selectboard Meeting Minutes

Draft  
October 26, 2015  
6:00 –8:38 p.m.

## Pending Activities:

- Tree removal
- Final mowing and winterize mowers
- Leaves and catch basins

4 hours overtime.

- Other New and/or Old Business: Stan Wilbur stated the new sidewalk machine will be delivered Wednesday or Thursday. The cost for the Free Transfer Station Day was \$1,600.00. John Jozwiak inquired about the invoice for the dump truck, and requested some gravel be placed on Elm Street. Bill Champine noted that the Parking Ban begins November 1, 2015.

## VIII. Board of Water Commissioners

Bruce Baccei made the motion at 7:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff and approved by the majority.

- Manager's Report:  
Field Activities:
  - The monthly report from Simon's will be provided at the November 9, 2015 meeting.Pending Activities:
  - Assessing daily schedule, to determine possible efficiency improvements.

Other New and/or Old Business: John Jozwiak inquired about a insurance submission, he submitted a bill for a claim on 7/14/15. Stan Wilbur explained he has not yet spoken with the plumber so he has not submitted this as a claim.

Katie Langlois questioned the claim process; she finds it disturbing that a claim from July had not yet been submitted. She believes the process needs better oversight.

Susan Feenick provided a water sample from her home and explained this was in her toilet tank after the hydrant flushing. She is looking forward to the twice yearly hydrant flushing with Simon's Operation Services.

## IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:20 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners. The motion was seconded by Frank Wolff, approved by the majority.

- Manager's Report:  
Field Activities:
  - The monthly report from Simon's will be provided at the November 23, 2015 meeting.
  - Stan speaks with the Simon Operators weekly.Pending Activities:
  - Assessing the daily schedule, to determine possible efficiency improvements.
- Furnace: Stan Wilbur will contact Keyser Energy about the warranty on the furnace in the bid.
- Other New and/or Old Business: No other new and/or old business.

# Town of Proctor Selectboard Meeting Minutes

Draft  
October 26, 2015  
6:00 –8:38 p.m.

Bruce Baccei made the motion at 7:31 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 Wolff, approved by the majority.

## X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: A meeting was held October 22, 2015, meeting synopsis; Gretchen will not be overseeing the pool in 2016, budgets in process, need to have a WSI guard for 2016, increase family pool pass to \$10.00, receiving estimates for replacing boards at dock 2, Rink Hours 2015-2016: 5:00 p.m. – 9:00 p.m. M-F, Noon- 9:00 p.m. Sat, 11:00-7:00 p.m. Sun, if the temperature is zero the rink will be closed. Next meeting November 30, 2015.  
John Jozwiak would like the walkway at pool to be included in the paving tonnage.
- Rutland Regional Transportation Council: Per John Jozwiak: Meeting at airport to view upgrades.
- Rutland Regional Solid Waste District: Per John Jozwiak: Working on equipment upgrades.
- Personnel Committee: Per Frank Wolff: Personnel policy complete along with Town Manager contract.
- Fire Department: Per John Jozwiak: Annual oil changes and inspections.
- Planning Commission: Per Bill Champine: No report.

## XI. Additional Items Requiring Action from the Board

- Zoning Violation: Reviewed letter from town attorney to Michael Lethbridge. Noted that the fine is \$50.00 per day.
- Zoning Regulations: The Selectboard reviewed the response from the town attorney and a copy was provided to Jodi Jones. John Jozwiak noted that the Selectboard needs to support the Planning Commission, and allow them time to do the work. This will be a December 14, 2015 agenda item.
- Pine Street and Cliff Street Speed Limits: Stan Wilbur spoke with Lt. Fox of the RCSD, he believes the minimum speed limit is 25 m.p.h. The Selectboard would like to know where the line is for town – CSJ property, road ends parking lot begins.
- Town Office Open House: Open House November 14, 2015 10:00 a.m. – 3:00 p.m.  
John Jozwiak made the motion to hold a Special Selectboard meeting November 9, 2015 at 5:30 p.m. location to be determined and recess the meeting at 7:00 p.m. for an Informational Meeting about the Bond and proposed New Town Office. The motion was seconded by Frank Wolff, approved by the majority.
- Selectboard Vacancy: John Jozwiak made the motion to meet with the two applicants on November 2, 2015, beginning at 5:00 p.m. The motion was seconded by Bruce Baccei and approved by the majority. Stan Wilbur will contact the two applicants and schedule interview times.
- Planning Commission Vacancy: Applications are still being accepted. Interested parties should submit a letter of interest to the Proctor Selectboard.
- Personnel Policy: This will be a November 23, 2015 agenda item. Selectboard members were encouraged to read the policy.
- Town Manager Contract: See executive session.
- Other New and/or Old Business: Dan Kearny requested the poster on the fireplace be removed, and that nothing cover the names of those inscribed on the marble memorial.

# Town of Proctor Selectboard Meeting Minutes

Draft

October 26, 2015

6:00 –8:38 p.m.

- Executive Session: Frank Woolf made the motion at 8:17 p.m. to enter executive session for labor relations issue and town manager's contract, given that the premature knowledge of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by Bruce Baccei, approved by the majority.  
Bruce Baccei made the motion at 8:35 p.m. to exit executive session. The motion was seconded by Frank Wolff, approved by the majority.  
**Action #1**: Bruce Baccei made the motion to continue the employment of Stan Wilbur as town manager with no contract. The motion was seconded by Frank Wolff, approved by the majority.  
**Action #2**: Bruce Baccei made the motion to increase Jarrod Trombley's hourly pay rate by \$1.00 to \$16.35 per hour retroactive to October 12, 2015. The motion was seconded by Frank Woolf, approved by the majority, 3-1; John Jozwiak voted no.
- Orders: The Selectboard reviewed and signed orders totaling \$126,107.16.

## XII. Adjourn

Bruce Baccei made the motion at 8:38 p.m. to adjourn the October 26, 2015 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.