

# Town of Proctor Selectboard Meeting Minutes

Draft

November 23, 2015

6:00 p.m. – 8:30 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
Jeffery Durkee  
John Jozwiak  
Frank Woolf

## **Employees Present**

Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Raymond Beyette  
Justin Brock  
Dan Colton  
Mary Fregosi  
Jodi Jones  
Joe Manning  
Angela Oberg  
Rob Oberg  
Emily Pickett  
Bob Protivansky  
Carol Protivansky  
Peg TV

## **Agreements/Approvals**

- Consensus to add Tower Road under Highway Department.
- Unanimously approved November 2, 2015 special, November 9, 2015 regular, November 14, 2015 special, and November 16, 2015 special meeting minutes.
- Majority approved November 6, 2015 and November 7, 2015 special meeting minutes.
- Unanimously agreed to wait for the letter addressing spring repair of Tower Road.
- Unanimously agreed to place the 2003 Plow truck for sale and accept bids.
- Unanimously agreed at 6:45 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:10 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.  
Unanimously agreed at 7:11 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard. Unanimously agreed to deny Jodi Jones zoning request and send back to the Planning Commission.
- Majority agreed to contract with Tedesco at \$4,600.00 for the Town Office front wall.
- Unanimously agreed to send a letter to the MRP trustees seeking permission to keep the allotted funds.
- Unanimously agreed to send the Employee Benefits and Policies to the town attorney for review.
- Consensus that the Town will not apply to the MRP fund form the 2016 cycle.

- Unanimously agreed to enter executive session at 8:09 p.m. to consider Highway Foreman Position.
- Unanimously agreed to exit executive session at 8:26 p.m. Action.
- Signed orders totaling \$ 431,872.96.
- Unanimously agreed at 8:30 p.m. to adjourn the November 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.

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

Consensus by the Selectboard to add Tower Road under the Highway Department.

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

Bruce Baccei made the motion to approve the November 2, 2015 special meeting minutes, with the addition of "March" in the following motion: "Bruce Baccei made the motion to appoint Jeffrey Durkee to fill the Selectboard vacancy until the next annual March town meeting". The motion was seconded by Frank Wolff, unanimously approved.

Bruce Baccei made the motion to approve the November 6 and November 7, 2015 special meeting minutes as written. The motion was seconded by Frank Wolff, approved by the majority, John Jozwiak abstained.

Bruce Baccei made the motion to approve the November 9, 2015 regular meeting minutes, with two additions as follows: page 2 "John Jozwiak and Bill Champine thanked him Tom Grace for the work." page 3 add to Road Side Trash item "Health Office John Jozwiak concurred. "The motion was seconded by Frank Wolff, unanimously approved.

Bruce Baccei made the motion to approve the November 14 and November 16, 2015 special meeting minutes as written. The motion was seconded by Frank Wolff, unanimously approved.

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

Rob Oberg: Rob and Angela Oberg were present to thank Stan Wilbur and Officer Jessica Ryan-LeBalane from the Rutland County Sheriff Department for their assistance with the issue on Eden Avenue.

### **V. Invited Guests**

No invited guests.

### **VI. Good Stuff**

Items shared: Stan Wilbur recognized Franklin's for supporting the Marble Town Seniors with a meeting place and meal.

Lisa Miser recognized the 16 members of the PHS Lady Phantom Varsity soccer team that modeled in the United Way Catwalk for a Cause and the PHS Peer Leaders for delivering homemade pies and cookies to seniors in Proctor. She also shared an upcoming event at the Proctor Free Library, Cookies & Carols, Saturday, December 19, 2015 at 6:30 p.m.

### **VII. Highway Department**

- Manager's Report

Field Activities:

- Clean up after Meadow Street water main break

- Split and stack firewood
- Exercising trucks
- Final mowing and mulching leaves in Main Street Park
- Repair sinkhole in Main Street Park caused by hydrant flow test discharge
- Cleaned up trash at Florence Road and Route 3 (from private property)
- Mowers to Pool Garage for winter storage
- Excavate trench to reset Main Street Mission Control Overflow Unit
- Cleaning up leaves and catch basins
- Tested Toolcat sander
- Graveled driveways and placed topsoil along new pavement on Tower Road and North Street
- Brought plows from WWTF to garage and inspected condition
- Cleaned leaves and removed leaf vacuum and box
- Cleaned up shop

Pending Activities:

- Finalize plow routes
- Electrical problem with in-bed sander
- Prepare for snow
- Wood furnace inspection by manufacturer

Overtime: No overtime.

- Tower Road: Frank Wolff made the motion to wait for the letter from Tim Rice, Wilk Paving addressing the spring repair of Tower Road. The motion was seconded by Bruce Baccei, unanimously approved.
- One Ton Dump Repairs: Stan Wilbur will find out if the housing and transmission is one unit. He will also look at past minutes to see if this repair has been approved.
- Sale of 2003 Plow Truck: John Jozwiak made the motion to place the 2003 Plow Truck for sale and accept bids with no set price. The motion was seconded by Frank Wolff, unanimously approved.
- Other New and/or Old Business: No employee is currently designated to operate the new sidewalk plow. The Protivanskys inquired to the cleanup of Meadow Street as there is mud along the side of the road from the water project. The Selectboard agreed to place the snowplowing for the schools on the next meeting agenda. John Jozwiak requested that town employee names be added to the Noble Ace Hardware account.

### **VIII. Board of Water Commissioners**

Frank Wolff made the motion at 6:45 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

- Manager's Report

Field Activities:

- No report.

Activities in Progress:

- No report.

Activities Planned or Needed:

- No report.

- Fluoride: The Field Street well does not have natural occurring fluoride to meet required standards; therefore fluoride will be added to the drinking water. The Proctor voters voted to continue the practice of adding fluoride to the public drinking water, by voice vote at the March 1,2010 Town Meeting. The Selectboard will consider an article on fluoride for the 2016 Town Meeting.
- Overdue Water & Sewer Accounts: Currently \$62,000.00 is delinquent in the Water and Sewer accounts.
  - Interest and penalties: Stan Wilbur suggested charging interest at 1% per month or 12 % per year. Stan Wilbur will provide a draft policy at the next Selectboard meeting for consideration.
  - Publish in Town Report: Delinquent accounts (name/total due) will be published in the Town Report.
- Other New and/or Old Business: John Jozwiak noted that the town is saving money with Simon's.

### **IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 7:10 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, unanimously approved.

- Manager's Report  
Field Activities:  
No report.  
Pending Activities:  
No report.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 7:11 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, unanimously approved.

### **X. Standing Committees**

- Parks and Recreation: Per Bruce Baccei: Next Meeting November 30, 2015 to discuss budgets.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: Fire House furnace has issues, need to look at replacement.
- Planning Commission: Per Jeff Durkee: GMP project is winding down, making recreation improvements. Planning Commission signed the Rutland Town Solar resolution.

### **XI. Additional Items Requiring Action from the Board**

- Zoning Violation Update: The Town of Proctor has filed suit in Environmental Court.
- Zoning Change Request: Bill Champine entertained a motion to denying Jodi Jones request for a zoning change. Frank Wolff made a motion to deny the zoning change. The motion was seconded by Bruce Baccei, unanimously approved. The issue will be sent back to the Planning Commission for review and discussion as they review and rewrite the Proctor Zoning Regulations.

- Office Front Wall: Bruce Baccei made the motion to contract with A. Tedesco Masonry for \$4,600.00. The motion was seconded by Frank Wolff and approved, 4-1, John Jozwiak dissented.
- Town Office: A committee comprised of six individuals (three from the East side of town and 3 from the West side of town) that voted on this issue will be formed and chaired by Jeff Durkee. Interested individuals should contact Stan Wilbur. The meetings will be open, agenda and minutes will be posted. Audience members suggested that cost and financing be the first issue discussed.  
Jodi Jones inquired to the status of the MRP money; she suggested returning the money and reapplying for the funds. The Selectboard will write a letter to the MRP trustees seeking permission to keep the funds, while they look at other Town Office options. John Jozwiak made the motion to have Stan Wilbur send a letter to the MRP trustees and request permission to retain the funds. The motion was seconded by Frank Wolff and unanimously approved.  
Jodi Jones also questioned how the Selectboard would be addressing the immediate health concerns. She also discussed the deed for the Town Office and requested all photos be removed from the walls, as the room is a memorial to veterans. She also noted that since 1945 no new veteran names have been added to the honor rolls.
- Planning Commission Vacancy: Applications are being accepted, interested parties should submit a letter of interest to the Proctor Selectboard.
- Employee Benefits and Policies: John Jozwiak made the motion to send the document to the town attorney for review/recommendations. The motion was seconded by Frank Wolff, unanimously approved.
- Other New and/or Old Business: John Jozwiak inquired about various line items in the budget report. Stan Wilbur explained that the Water and Wastewater budget need to be rewritten to reflect Simon's Operation. Mary Fregosi noted that there was no ceremony in the Park for Veteran's Day, nor was a wreath laid at the memorial. Bill Champine stated this would be addressed during budgets under the Memorial Day Parade Committee.

The Selectboard agreed that the Town will not apply to the MRP fund during the 2016 cycle. This will allow the Fire Department, Library and Proctor Schools to apply, as they all passed during the 2015 cycle to support the town's request for which the town received \$206,248.00.

- Executive Session: Frank Wolff made the motion at 8:09 p.m. to enter executive session for personnel, to consider Highway Foreman Position, given that the premature knowledge of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by Bruce Baccei, unanimously approved. John Jozwiak did not join executive session and exited the meeting.

Bruce Baccei made the motion at 8:26 p.m. to exit executive session. The motion was seconded by Frank Wolff, approved by the majority.

Action: Jeff Durkee made the motion to not hire a Highway Foreman, but to hire a Highway Crew person at \$15.00 per hour. The motion was seconded by Frank Wolff, approved by the majority. We will continue to search for a dedicated person for plowing the sidewalks.

- Orders: The Selectboard reviewed and signed orders totaling \$431,872.96.

## **XII. Adjourn**

Bruce Baccei made the motion at 8:30 p.m. to adjourn the November 23, 2015 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.