Town of Proctor Special Selectboard Meeting Minutes Draft December 4, 2015 3:45 P.M. – 4:08 P.M.

Board Members Present:

William Champine, Chair Bruce Baccei John Jozwiak Frank Woolf Jeffrey Durkee

<u>Employees Present:</u> Stan Wilbur, Town Manager

Others Present: Jodi Jones

I. Call to Order

The meeting was called to order at 3:45 p.m.

II. Town Office Study Committee

- Consensus that John Jozwiak will be the Selectboard representative on the committee and will come back to the board with reports.
- Committee meetings fall under the open meeting law with a meeting agenda posted in three (3) locations and on the website at least 48 hours prior to a regular meeting and 24 hours before a special meeting. Draft meeting minutes need to be available and posted on the website within five (5) calendar days.
- The Study Committee will elect a Chair, Vice Chair and recorder.
- There is \$13,000 available from the Town Office Fund for consultants with Selectboard approval.
- The goal for the committee is to identify potential options and prepare comparisons of feasible options.
- Present town office deficiencies, town office lab building relocation information and drawings and 2005 town office feasibility study will be provided.
- Celia Lisananti and Stan Wilbur will be resources.

John Jozwiak made the motion to appoint John Zawistoski, Shannon Maass, Carol Protivansky, Gerry Carrington, Louise Atwood, Ray Ault, Jodi Jones, Joe Manning, Dale Christie, Susan Feenick and Pauline Kearney to the Town Office Study Committee. The motion was seconded by Frank Woolf and unanimously approved.

John Jozwiak made the motion to call a committee get started meeting for 6:30 p.m., Wednesday, December 16, 2015 at the Town Office Meeting Room. The motion was seconded by Bruce Baccei and unanimously approved.

VI. Adjourn

John Jozwiak made the motion at 4:08 p.m. to adjourn the December 4, 2015 special Selectboard meeting. The motion was seconded by Frank Woolf and unanimously approved.