

Town of Proctor Selectboard Meeting Minutes

Draft

December 14, 2015

6:00 p.m. – 7:45 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

Carol Grace
Eric Hanson
Jodi Jones
Angela Oberg
Bob Protivansky
Carol Protivansky
Andy Shaw
Peg TV

Agreements/Approvals

- Consensus to add Plowing School Parking Lots under Highway Department.
- Unanimously approved November 23, 2015 regular with two changes and December 4, 2015 special with one change meeting minutes.
- Unanimously approved repairs to One Ton Dump truck, \$4,122.53
- Majority agreed to open 2003 Plow truck bid.
- Unanimously accepted 2003 Plow truck bid, \$15,117.00
- Unanimously agreed to send a letter to Wilk Paving addressing repair of Tower Road.
- Majority approved Back-up Operator pay at \$17.00 per hour.
- Unanimously approved Emergency/On call Operator list.
- Unanimously agreed at 6:51 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved Simon Operation Services Agreement Amendment.
- Unanimously approved water shut-off, 202 South Street.
- Unanimously agreed at 7:15 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
Unanimously agreed at 7:16 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.

- Majority agreed to transfer West Street Junk Ordinance violation to Stan Wilbur.
- Unanimously agreed to authorize Stan Wilbur to sign a letter of support for PVT.
- Unanimously agreed to place the PHS girls & boys state soccer championship photo on the Town report cover.
- Unanimously agreed to appoint Albert Wenta Town Forest Fire Warden.
- Unanimously approved Section 4 and 5, Employee Benefits and Policies.
- Unanimously agreed to schedule a special budget meeting December 21, 2015 at 5:00 p.m.
- Unanimously agreed to purchase five hams for town employees.
- Signed orders totaling \$148,134.16.
- Unanimously agreed at 7:45 p.m. to adjourn the December 14, 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 Plowing School Parking Lots under the Highway Department.

III. Review of Minutes

Bruce Baccei made the motion to approve the November 23, 2015 regular with two changes and December 4, 2015 with one change. The motion was seconded by Frank Wolff and unanimously approved.

November 23, 2015 page 3 One Ton Dump Repair, John Jozwiak requested two bids. Page 4 Fluoride, John Jozwiak requested a letter from Linda Greaves, VT Department of Health, stating that if the town voted to stop adding fluoride the VT Department of Health will not force the town to add fluoride.

December 4, 2015 to change the world representative to liaison to the Town Office Committee.

IV. Open Public Comment

Bob Protivansky: Bob Protivansky was present to inquire to the status of sweeping Meadow Street. Stan Wilbur will follow up with this request.

V. Invited Guests

No invited guests.

VI. Good Stuff

Items shared: Bill Champine recognized Our Yard for the Christmas decorations and banners.

Bruce Baccei recognized Andy Shaw and Home Depot for the donation of the vacuum for the Ice Rink.

Lisa Miser recognized Brian, Megan & Cameron Cannucci and Erin & Greg Outslay for the donation of shingles and replacing the roof on the outdoor shelter for the Sunshine nursery and daycare at the Union Church. Abby McKearin for being named Girls Soccer Player of the Year and smashing a 26 year scoring record with a 168 goals. The 2:00 Tuesday Group at the

Proctor Free Library for making 30 Winter Bags, that were delivered to The Mission in Rutland. The seventh grade girls for decorating the Proctor Free Library for the holiday celebrations, Molly Sanderson, Janaya Richardson, Syd Wood and Sawyer Perkins. Lina Hanson for creating a children's chorus which presented two wonderful Lucia concerts at St. Paul's Church.

VII. Highway Department

- Manager's Report

Field Activities:

- Discussed and drove plow routes
- Trucked waste gravel from Meadow Street water main leak to prep for paving
- Gravel shoulder and topsoil west side of Tower road
- Build up shoulder on West Street around hydrant extension
- Removed and stored (at WWTF) road side mower
- Curb guard, plow shoes, and plow markers on new plow
- 1 ton dump truck to Earl's for transmission estimate
- Gazebo Christmas Tree
- Pulled grates, cleaned and inspected catch basins
- Truck 1(1995) maintenance
- Curry Street pot hole
- Garland and bows on Marble Bridge and Out Yard Banners
- In -bed sander working
- Cleaned garage furnace (working well)
- Salted areas of black ice around town
- Proctor decals on new International and Toolcat
- Garage equipment and tool inventory – (no consumables or spare parts)
- Temp fix water/wastewater truck starter; to LaFond's for repair

Pending Activities:

- Loader cab repair estimate from LaFond's
- Winter Parking Notices – notices will be placed on cars in violation. Notice will be published in paper.
- Prepare for winter weather
- Plowing School Parking Lots: The Selectboard reviewed a letter from the Proctor School Board increasing the payment to \$3,000.00 for snow plowing. John Jozwiak made the motion to continue to plow the school & library lots. The motion failed for lack of a second. The town will plow this season, unclear about the ability to plow next year.
- One Ton Dump Repairs: John Jozwiak made the motion to authorize the repair, estimate \$4,122.53. The motion was seconded by Bruce Baccei and unanimously approved.
- Sale of 2003 Plow Truck Bid: John Jozwiak requested that all bids be thrown out, due to a change with the bid closing date. Frank Wolff made the motion to open the bid. The motion was seconded by Bruce Baccei and approved 4-1.

Bid Opening: 1 Bid

1. Tom Grace, Jr. - \$15,117.00

Frank Wolff made the motion to accept the bid. The motion was seconded by Jeff Durkee and unanimously approved.

- Tower Road Paving – Wilk Letter: Frank Wolff made a motion to authorize Stan Wilbur to send a letter requesting that Wilk strip out the entire pavement and repave. The motion was seconded by John Jozwiak and unanimously approved.
- Backup Plow Operators: Frank Wolff made the motion to offer back-up operators \$17.00 per hour. The motion was seconded by Bruce Baccei and approved 4-1.

Bruce Baccei made the motion to approve the list of Emergency/On call Operators. The motion was seconded by Frank Wolff and unanimously approved.

John Jozwiak requested CDL status of the Emergency/On call operators.

- Other New and/or Old Business: No new and/or old business.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:51 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff and unanimously approved.

- Manager's Report
 - Anticipate a budget overrun of \$17,616
- Interest on over Due Accounts: The Board of Water Commissioners cannot charge interest per Article III, Section 10 of the Water ordinance and Article IV, section 10 of the Sewer ordinance. The Selectboard will continue to study the issue.
- Simon Operation Monthly Report - No report.
- Simon Operation Services Agreement Amendment: Bruce Baccei made the motion to approve the amendments; Section I-Scope of services, Section IV – Additional Work and Section VIII – Compensation. The monthly fee will reduce from \$14,200.00 to \$13,000.00. The motion was seconded by Frank Wolff and unanimously approved.
- Water Shutoff Request – 202 South Street: Frank Wolff made the motion to grant the written request. Simon's Operators will witness the shut –off, the homeowners plumber will perform the actual shut off. The motion was seconded by Jeff Durkee and unanimously approved.
- Other New and/or Old Business: No new and/or old business.

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:15 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 and unanimously approved.

- Manager's Report
 - Clogged sewer line on Gibb Street, cleared.
 - Anticipate a budget overrun of \$13,498

- Simon Operation Service Monthly Report - No report.
- Other New and/or Old Business: John Jozwiak noted there is mold in the basement of the WTTF, would like to have this issue addressed.

Frank Wolff made the motion at 7:16 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Jeff Durkee and unanimously approved.

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Working on budget.
- 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: Estimates for the furnace are being solicited.
- Planning Commission: Per Jeff Durkee: The Proctor Planning Commission received a Municipal Planning Grant to assist with the Zoning Regulation rewrite.

XI. Additional Items Requiring Action from the Board

- Zoning Violation Update: For information only.
- Junk Ordinance Violation Update: Frank Wolff made the motion to transfer the West Street issue to Stan Wilbur. The motion was seconded by Jeff Durkee and approved 4-1.
- Preservation Trust of Vermont EPA Grant Application Support: Bruce Baccei made the motion to authorize Stan Wilbur to sign a letter of support. The motion was seconded by Frank Wolff and unanimously approved.
- Town Office Study Committee: Meeting packets have been sent to all committee members. Meeting Wednesday December 16, 2015 6:30 p.m. at the Town Office.
- Town Report Cover: John Jozwiak made the motion to use the photo of the PHS Girls & Boys State Championship Soccer teams as the Town Report cover. The motion was seconded by Jeff Durkee and unanimously approved.
- Town Forest Fire Warden: John Jozwiak made the motion to appoint Albert Wenta as the Town Forest Fire Warden. The motion was seconded by Bruce Baccei and unanimously approved.
- Planning Commission Vacancy: Applications are being accepted, interested parties should submit a letter of interest to the Proctor Selectboard.
- Employee Benefits and Policies – Benefits Section: Bruce Baccei made the motion to approve the Section 4 and 5, Employee Benefits and Policies. The motion was seconded by Frank Wolff and approved, 4-1.
- FY2017 Budget Items: A Special budget meeting will be held Monday December 21, 2015 at 5:00 p.m.
- 11/30/15 Budget Report: The repost was provided for information only.
- Other New and/or Old Business:
 - Per John Jozwiak – Inquired how assessments are made on the VLCT insurance coverage list. Garage roof repair- Stan Wilbur noted estimates are being solicited.
 - Salt Shed progress.
 - Bill Champine wished town residents Merry Christmas from the Selectboard.

- Frank Wolff made the motion to purchase 5 hams for employees for the holiday. The motion was seconded by Bruce Baccei and unanimously approved.
- Orders: The Selectboard reviewed and signed orders totaling \$148,134.16.

XII. Adjourn

Frank Wolff made the motion at 7:45 p.m. to adjourn the December 14, 2015 meeting of the Selectboard. The motion was seconded by Bruce Baccei and unanimously approved.