

Town of Proctor
Special Selectboard Meeting Minutes
Draft
December 21, 2015
5:00 P.M. – 6:30 P.M.

Board Members Present:

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

Employees Present:

Stan Wilbur, Town Manager

Others Present:

John Anderson
Denise Anderson
Shannon Maass
Bob Protovanski

I. Call to Order

The meeting was called to order at 5:00 p.m.

II. FY2017 Budget Draft 1 Work Session

- FY2017 General Fund Budget Summary - \$49,041 or 6.2% increase over FY2016 Budget.
- Legislative and Administration - \$2,261 or 2.6% over FY2016 Budget
 - Board proposed increasing Selectboard salaries by \$1,000 each, i.e. Chair to \$3,000 and members to \$2,500.
 - Town Manager's \$68,157 (2.5% increase) salary split 70% Administration, 15% Highway, 7.5% Water and 7.5% Wastewater for budgeting purposes.
 - Tax abatements are expensed from the administration budget
 - \$5,000 increase for Selectboard salaries resulting in a \$7,261 or an 8.3% increase in Draft 1 Legislative and Administrative FY2016 Budget
- Town Clerk and Treasurer - \$5,811 or 4.18% increase over FY2016 Budget.
 - 2.5% salary increases for Town Clerk/Treasurer and Assistant Town Clerk/Treasurer
 - 2016 health insurance premium increased 5.2%; budget 7% increase in 2017
 - Delinquent Tax Collector Advertising costs recovered upon sale of property
- Listers – No change from FY2016 Budget
 - Hourly rate for assessor will increase, but budget line item remains unchanged.
 - Expenses for software, licenses and support and property map update is funded from the reappraisal fund
 - Reappraisal Fund balance is \$96,847 which is more than adequate for proposed 2017 town wide reappraisal.
- Swimming Pool – \$9,402 or 35.3% increase over FY2016 Budget.
 - Members of the Parks and Rec Committee present to discuss proposed budget.
 - Committee has discussed recommending increasing the pool pass from \$1 to \$10.

- Increase in personnel cost due to extending the pool season by two weeks and increase in Vermont minimum wage rate.
- \$4,380 increase in building and grounds maintenance/repair to cover deferred maintenance on dock #2, stairs, building trim and vents, door frames, gutters. Discussed using Peterson Fund to finance some of the costs.
- Skating Rink - \$3,677 or 21.9% increase over FY2016 Budget.
 - Members of the Parks and Rec Committee present to discuss proposed budget.
 - \$4,000 increase in building and grounds maintenance/repair to repair, pressure wash and seal the building exterior.
 - Need to clean and seal the skating area. Estimated cost \$15,000. Apply for a Mortimer Proctor Fund grant in 2017.
 - Charging for skating and/or skates. Question regarding federal grant conditions regarding charging for skating. Try to determine date of grant, locate grant paper work and ask Alan George for an opinion.
 - Trees around rink need to be addressed.
 - Need for water softener.
 - Question on number of days open last year.
 - High School has been contacted about using the rink for PE classes.
- Parks - \$2,481 or 38.1% increase over FY2016 Budget.
 - Your Yard projects.
 - Include RR Bridge and Marble Bridge power and contract maintenance under Parks.
 - Include cemetery veteran's flags and Veterans Day wreath under Memorial Day line item.
- Elections - \$3,000 or 200% increase over FY2016 Budget
 - Presidential General Election in November
 - Additional cost to program ballot counter and pay additional ballot clerks
 - Voting phone line moved from Municipal Building Budget to Elections Budget.
- Professional Services - \$1,755 or 6.7% increase over FY2016 Budget
 - Additional Audit Services for federal grant single audit.
- Municipal Building - \$1,995 or 11.4% decrease from FY2016 Budget
 - Heating budget based on \$2.50 per gallon for #2 fuel
 - Electrical costs based on prior year's usage and cost.
- Planning Commission/Zoning Board - \$1,366 or 26.6% decrease from FY2016 Budget
 - Zoning Regulations update to be funded from a State Planning Grant.
- Planning Grants Local Match - \$2,000 or 20% increase over FY2016 Budget.
 - Contingency for potential grant opportunities.
- General Insurance - \$4,212 or 25.5% increase over FY2016 Budget
 - 2016 actual premiums 17% higher than budgeted
 - 10% increase for 2017
- Transfer Station and Curbside - \$8,536 or 6.1% increase over FY2016 Budget
 - 3 transfer station free days @ \$1,500 each
 - 2% increase for curbside services.
- Fire Department - \$10,421 or 7.7 increase over FY2016 Budget
 - Decrease in utility cost
 - Increase in Insurance cost
 - Increase in Building Improvement for heating system engineering
 - \$10,000 increase in contribution to Building Fund for new heating system
- Public Safety - \$1,733 or 2.6% increase over FY2016 Budget
 - 2% increase for Sheriff Department services
 - Town Health Office line item moved from Special Appropriations to Public Safety

- Special Services (Street Lights) - \$4,298 or 9.8% decrease from FY2016 Budget
 - Lower GMP costs due to LED lights
 - Moved \$1,000 Contract Services for Park and Main Street lights maintenance to Parks
- Library – Have not received request
 - Separate article at Town Meeting
 - Remove from General Fund Budget and show as standalone item in Town Report.
- Taxes & Assessment - \$1,411 or 5.8% increase over FY2016 Budget
 - Estimated 16.7% increase in County Tax rate
- Special Appropriations – No change from FY2016 Budget

VI. Adjourn

John Jozwiak made the motion at 6:30 p.m. to adjourn the December 21, 2015 special Selectboard meeting. The motion was seconded by Bruce Baccei and unanimously approved.