

Town of Proctor Selectboard Meeting Minutes

Draft
January 11, 2016

6:00 –8:55 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
John Jozwiak
Frank Woolf

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Bob Coons
John Feenick
Jodi Jones
Bob Protivansky
Carol Protivansky
Peg TV

Agreements/Approvals

- Consensus to add Town Meeting Warning and Town Report printing under Additional Items.
- Majority approved December 16, 2015 special with one change, December 28, 2015 regular with one change and January 4, 2016 regular meeting minutes.
- Majority agreed at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 6:32 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 6:45 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to contract with Repro for Town Report, \$2,870.00.
- Consensus to hold a Special Budget Meeting January 18, 2016 at 6:00 p.m.
- Majority agreed to enter executive session at 7:52 p.m. for legal action.
- Majority agreed to exit executive session at 8:50 p.m. Action
- Majority agreed to have counsel discuss settlement agreement, with acceptable terms by both parties.
- Signed orders totaling \$33,915.07
- Majority agreed at 8:55 p.m. to adjourn the January 11, 2016 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.

All motions passed by majority as a full board was not present.

II. Review and Approve Agenda

Consensus by the Selectboard to add Town Meeting Warning and Town Report Printing under Additional Items.

III. Review of Minutes

Bruce Baccei made the motion to approve the December 16, 2015 special meeting minutes with one change, \$15,000 to \$15.00. The motion was seconded by Frank Wolff, approved by the majority. John Jozwiak objects to the highway hire portion of the meeting.

Bruce Baccei made the motion to approve the December 28, 2015 regular meeting minutes, with one change, "for educational purposes" be added to John Jozwiak's reason for voting no. The motion was seconded by Bill Champine, approved by the majority.

Bruce Baccei made the motion to approve the January 4, 2016 regular meeting minutes as written. The motion was seconded by John Jozwiak, approved by the majority,

IV. Open Public Comment

John Feenick: John Feenick was present to inquire to the status of fluoride question for town meeting. The Selectboard will place this question on ballot for Tuesday March 1, 2016. Voting will be by Australian ballot.

V. Invited Guests

No invited guests.

VI. Good Stuff

Items shared: Bill Champine read a thank you card from Linda Meridos, noting her appreciation of John Jozwiak for his dedication and work on the West Street project.

Lisa Miser recognized: Proctor Fire Station for hosting PES students, faculty and families for cookies and cocoa after the holiday caroling. The Proctor community for the festive spirit with holiday decorations throughout town; Linda Doty and Shannon Maass for the wreaths on the marble Proctor signs. Marie Smith for providing music and leading the caroling at the annual Proctor Free Library Cookies & Carols Holiday Program. The Proctor Free Library & Proctor Historical Society for donating photos and material to the Rink for display, this is the 90th anniversary of the Proctor Ice Rink. Mortimer R. Proctor developed the land, furnished lights, sideboards, equipment and warming house to the citizens of Proctor, the Rink opened January 2, 1926.

VII. Highway Department

- Manager's Report

Field Activities:

- Finish cleaning wood furnace
- Christmas trees

- Fabricated baffles for the F-350 in-bed sander to keep sand & salt of the bed
- Spoke with residents on dead end streets about plowing
- Plowing and spreading material
- Replaced Truck 1 broken blow blade
- Cleaning up sidewalks
- Clean equipment and garage
- Fabricated snow foil for Truck 2
- Fabricated and mounted rubber flap between in bed sander and F350 bed
- Clean garage floor drain
- Cleaned up wood at WWTF and took to transfer station burn pile
- Winterizing garage and re-covering windows with plastic
- Repaired heater in Bobcat (old unit)
- County road commissioner workplace safety meeting in Brandon
- Cleaned and pushed up wood pile at transfer station
- Serviced Water/Wastewater F-350
- Received and stored spare plow parts
- Cleaned and repaired chain saws
- Scoped effort and materials needed to move Chittenden water filter plant emergency generator to Proctor
- Clean up shop

Pending Activities:

- Loader cab to LaFond's for repairs
- 1 Ton Dump repair to Earl's on Monday
- Clean up broken asphalt pavement at WWTF – Salt Shed prep

Overtime: Kris – 6.25 hours; Brian – 6.75 hours; Patrick – 6.25 hours.

Other New and/or Old Business: Bill Champine explained that employees will be recording time spent plowing school lots and the amount of salt and sand used. It was noted that salt and sand use will simply be an estimate.

Jodi Jones inquired about the new sidewalk snowplow and noted that it appears the blade is too wide for the sidewalks and has caused a great deal of damage.

Stan Wilbur and Selectboard explained that it is a good piece of equipment, that salts and sands. Lawns will be repaired in the spring, as the town replaces sidewalks they will be wider and the blade width will not be a concern.

John Jozwiak inquired why some sidewalks had not been cleaned.

Stan Wilbur stated there was difficulty finding some sidewalks, they have now been marked.

John Jozwiak would like an accounting of OT by storm. He also inquired to the status of the re-capped tires from Ray Beane from two months ago. Stan Wilbur will follow up.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, approved by the majority.

- Manager's Report

Field Activities:

- Truck repaired
- Tires changed
- Willow Street pump station
- Simon Operation Monthly Report - No report.
- Fluoride – Town Meeting Vote: A letter from Linda Greaves for information. This issue will be placed as a ballot item for Tuesday March 1, 2016 voting by Australian ballot.
- Taylor Hill Booster Pump Station: Investigating the possibility of using the Chittenden Emergency Generator, D&K is speaking with the state about this issue.

Other New and/or Old Business:

IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:32 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
 - Lights in the lab building have been updated
- Simon Operation Service Monthly Report - No report.
- Lab Building Mold: Two estimates were provided; G.W. Savage \$6,126.30 SERVPRO \$8,220.00. Discussion regarding measures that should be taken to stop mold from coming back. This issue was deferred to the January 25, 2016 meeting.
- Other New and/or Old Business: No other new and/or old business.

Frank Wolff made the motion at 6:45.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, approved by the majority

X. Standing Committees

- Parks and Recreation: Per Bruce Baccei: Preparing MRP application, will discuss at the January 25, 2016 meeting.
- 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: The furnace has been installed at the garage building at the WWTF.
- Planning Commission: Jodi Jones provided the update: The Commission met with RRPC to begin the rewrite of the zoning regulations, they will also be reviewing the Municipal Plan.
- Town Office Study Committee: Per John Jozwiak: Next meeting February 1, 2016 at PES. Minutes and Agendas are on the town website.
- Hazard Mitigation Plan Committee: Per Bill Champine: Meeting held January 11, 2016 Selectboard will review; Plan must be submitted by February 12, 2016.

XI. Additional Items Requiring Action from the Board

- Planning Commission Vacancy: Applications are being accepted, interested parties should submit a letter of interest to the Proctor Selectboard.
- Mortimer Proctor Trust – Town Office Grant: A letter was received from the MRP Trust requesting the return of the \$206,248.00.
- Beaver Pond: Continuing conversation with Omya about dam standards, Bill Champine and Stan Wilbur will meet with the state to discuss the dam.
- Town Meeting Warning: Draft provided for information.
- Town Report Printing: Two bids were provided; Repro \$2,870.00 Brayshaw \$2,776.00 The quote is for 815 copies, full color front cover, and 140 black & white pages. Bruce Baccei made the motion to contract with Repro for \$2,870.00. The motion was seconded by Frank Wolff, approved by majority.
- FY2017 Budget: John Jozwiak believes additional cuts need to be made to the FY17 budget. The FY17 budget has an increase of 8.38%. Jodi Jones suggested that the first cut should be to the Selectboard pay, she is incensed that the Selectboard has increased their pay, the line item increased from \$8,000.00 to \$13,500.00. She also questioned other raises, and the FY17 budget includes a 2.5% raise for full-time town employees. Bruce Baccei requested the percentage of increase of budgets from the last 5 years. A Special budget meeting will be held January 18, 2016 at 6:00 p.m. at the Town Office.
- 12/31/15 Budget Report: The report was provided for information only.
- Other New and/or Old Business: John Jozwiak inquired if a letter has been received from Wilk regarding paving, D&K invoices, and the Salt Shed. Stan Wilbur replied no letter from Wilk, D&K ongoing projects, Salt Shed wood has been removed, following up if asphalt needs to be removed. Lisa Miser discussed ACT148 Universal Recycling, in particular that Food Scraps will not be allowed in the trash stream after July 1, 2020. She presented a Community Compost proposal, the Selectboard was apprehensive, will discuss at a future meeting.
- Executive Session – Zoning Violation: Bruce Baccei made the motion at 7:52 p.m. to enter executive session to consider legal action related to a violation of the Proctor Zoning Regulations, given the premature public knowledge of this matter would clearly place the town at a substantial disadvantage. The motion was seconded by Frank Wolff, approved by the majority. John Jozwiak made the motion to exit executive session at 8:50 p.m. The motion was seconded by Frank Wolff, approved by the majority. ACTION: John Jozwiak made the motion to direct counsel to communicate the Town's willingness to enter into a settlement agreement with the landowner on terms acceptable to the parties. The motion was seconded by Frank Wolff, approved by the majority.
- Orders: The Selectboard reviewed and signed orders totaling \$33,915.07.

XII. Adjourn

John Jozwiak made the motion at 8:55 p.m. to adjourn the January 11, 2016 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.