

# Town of Proctor Selectboard Meeting Minutes

Draft

February 22, 2016

6:00p.m. – 7:49 p.m.

## **Board Members Present**

Bruce Baccei  
Bill Champine, Chair  
John Jozwiak  
Frank Woolf

## **Employees Present**

Brian Cannucci, Highway Department  
Lisa Miser, Recorder  
Stan Wilbur, Town Manager

## **Other Guests Present**

Jodi Jones  
John Jones  
Joe Manning  
John Zawistoski  
Peg TV

## **Agreements/Approvals**

- Majority approved February 8, 2016 regular and February 11, 2016 special meeting minutes.
- Consensus to add Australian Ballot under Additional Items.
- Majority approved Street Opening/ROW permit application.
- Majority agreed at 6:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 6:41p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 6:49 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved the Purchase and Sales Agreement for Beaver Pond.
- Majority agreed to invite auditors to the March 28, 2016 Selectboard meeting.
- Signed orders totaling \$44,835.80.
- Majority agreed at 7:49 p.m. to adjourn the February 22, 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 to add Australian Ballot under Additional Items.

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### III. Review of Minutes

Bruce Baccei made the motion to approve the February 8, 2016 regular meeting minutes, with an addition; page 3, John Jozwiak is against the 6.3% budget increase. The motion was seconded by Frank Wolff, approved by the majority.

Bruce Baccei made the motion to approve the February 11, 2016 special meeting minutes. The motion was seconded by John Jozwiak, approved by majority.

### IV. Open Public Comment

Jodi Jones: Jodi Jones was present to inquire about a status update on the Scaleblaster. She stated she had provided information at the September 14, 2015 Selectboard meeting, and that Stan Wilbur was going to investigate and report back to the Selectboard. She is looking for the report as six months have passed. Stan Wilbur explained he had not looked into the issue as cold water is not impacted, any scaling issues occur with heating. The Selectboard asked Stan Wilbur to address the issue and report back.

### V. Invited Guests

No invited guests.

### VI. Good Stuff

Items shared: Bill Champine recognized Abby McKearin for receiving the Gatorade Player of the Year Award. He also congratulated the Varsity boys Basketball team on their playoff bid.

Bruce Baccei thanked John and Denise Anderson for making ice for a successful Winter Carnival.

Lisa Miser noted that Judy Frazier Morgan is taking the reins of Our Yard, a wonderful community organization. As leadership changes – it is appropriate to thank the founding members of Our Yard; Linda Doty, Susan Feenick, Rhoda Grace, Celia Lisananti, Shannon Maass, Laurie Mecier, Cathy Miglorie and Cheryl Scarzello.

Lisa also noted that 39 students made the honor roll at PHS for the second quarter; 14 high honor and 25 honors.

She also recognized Doreen McCullough who has scanned in all Proctor High School yearbooks; they are available to view on the Rutland Historical Society website.

Lisa also highlighted the upcoming 130<sup>th</sup> anniversary of the Town of Proctor, November 18, 2016; she encouraged Selectboard members to consider a town celebration.

### VII. Highway Department

- Manager's Report

Field Activities:

- Assisted with West Street Storm Drain Cleaning – A1 vacuumed gravel and stones
- Clean up downed trees and brush at pool
- Snow events – roads, sidewalks and schools – 5 (out 7 times)
- Clean equipment and shop after snow events
- Extended driver side mud flap to keep slush from building up on meter and spinner
- Maintenance on small bobcat

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- Push up salt delivery
- Firewood from road side trimming
- Dan St. Cyr, Clarks Truck Service – review new truck operations
- Clean out Town Office Snake Room
- Troubleshoot, order parts and repair W/WW truck block heater malfunction (in house)
- 1 Ton Dump back from Earl's
- Cleared brush overhanging sidewalks to keep from scraping Toolcat
- Doorbell for garage front door
- Installed plywood sideboard on 1ton dump to handle brush
- Picking up trash along roadsides
- Trash and remainder of the transfer station shack to Gleason Road Transfer Station

### Pending Activities:

- Paving Program
- Loader cab to LaFond's for repairs
- Clean up broken asphalt pavement at WWTF and grade site– Salt Shed prep
- Clearing roadside brush

### Snow Event/Overtime:

- 02/08/15 – 7 hours
- 02/09/16 – 1 hour
- 02/13/16 – 8 hours
- 02/16/16 - 3.5 hours
- 02/20/16 - 1 hour

### Overtime:

- Kris – 3.5 hours
- Brian - 9.5 hours
- Patrick – 7.5 hours

Budget - \$13,416.00

Expended to date – \$3,034.00 (23%)

### Salt: Through 02/22/16

Budget – 800 tons

Purchase to date - 224 tons (28%)

- Street Opening/ROW Permit Application – Taylor Hill, School Street & Gibb Street Water Project: John Jozwiak made the motion to approve the permit. The motion was seconded by Bruce Baccei, approved by the majority.
- 2016 Paving Program: Possible Projects: Ormsbee Avenue, Warner Avenue, Olympus, Charles Street, Reynolds Street and Garage Parking, Cross Street, School Street and North Street (Class 2) \$40,000.00 in current budget for paving,\$80,000.00 in proposed budget for paving, surplus from salt could also be used for paving.

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The Selectboard will finalize the paving project list at the March 14, 2016 meeting. Stan Wilbur is preparing a grant for culvert and road inventory with the assistance of RRPC.

John Jozwiak inquired as to the status of Tower Road and if any correspondence has been received from Wilk Paving.

- Other New and/or Old Business: John Jozwiak believes there is an issue with the 95 dump truck spinner and would like it to be looked at. He inquired about cleaning up lawns from plowing damage. He would like the potholes to be filled. He also requested an answer as to the status of the Salt Shed at the March 14, 2016 meeting; he views this as a priority item. He noted that in the past two years that the only progress on the Salt Shed has been shooting the grade to ensure it is not in the Flood Plain.

## VIII. Board of Water Commissioners

Frank Wolff made the motion at 6:37 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, approved by the majority.

- Manager's Report
  - Flooded basement at 1 North Street, problem with interior plumbing, Fire Department pumped out basement, Simon Operation Service assisted with pump out and locating curb stop
  - Simon's is in the process of making an inventory
- Taylor Hill Booster Pump Station Contract 5B Bid Opening Delayed: The bid opening will be delayed until such time as the permit to construct is issued by the state.
- Other New and/or Old Business: John Jozwiak inquired about the backup pump at FSW. Stan Wilbur stated he was waiting for a call back from the state. He will follow up with a phone call this week.

## IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:41 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
  - Field Street Sewage Pump Station pump has been replaced and is performing well
  - Willow Street Sewage Pump Station pump motor has been replace, still working on rebuilding check valve.
  - Smaller blower cannot be repaired and will have to be replaced and waiting for a third quote
  - One of the large blowers needs to be repaired, will not be needed until summer.
- Lab Building Mold: Three air quality consultants were contacted to address the mold issue. Two have responded; one submitted a firm quote, the second submitted an hourly rate

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proposal. Selectboard requested a firm quotes for the work. This item will be addressed at the March 14, 2016 Selectboard meeting.

- Other New and/or Old Business: Jodi Jones inquired if the chimney had been capped. Stan Wilbur stated Bob Coons had been hired to cap the chimney.

Frank Wolff made the motion at 6:49 p.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: Thanked John & Denise Anderson for their work at keeping and making ice; MRP interview Friday. John Jozwiak requested that the pool drive be added to the paving list.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: New truck has been delivered.
- Planning Commission: Per Jeff Durkee: No report.
- Town Office Study Committee: Per John Jozwiak: Next meeting March 7, 2016.
- Hazard Mitigation Plan Committee: Per Bill Champine: Amendments to the emergency generator grant application has been submitted, will take about two months to learn status of application.

### 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.
- Beaver Pond Purchase and Sales Agreement: Bruce Baccei made the motion to approve the Purchase and Sale Agreement and to authorize the chair to sign the agreement. The motion was seconded by Frank\_Wolff, approved by the majority. This agreement includes 38 acres and \$10,000.00 from OMYA to the Town, the cost of the purchase of Beaver Pond is \$1.00.  
John Jozwiak requested the entrance to Beaver Pond be blocked once the town has taken ownership of the property, Bill Champine also wants signs posted addressing dumping.
- Main Street Lights: Stan Wilbur will investigate and provide prices. John Jozwiak requested that a price be provided for replacing the light in the triangle.
- VCDP Museum Grant \$27,000.00 Enhancement: For information only. This grant will assist the museum in addressing code issues.
- Property Management Ordinance: This issue has been postponed until the March 14, 2016 meeting.

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- General Fund Balance: Stan Wilbur provided a handout about the General Fund Balance. The June 30, 2015 audit show a \$408,406 General Fund Balance, for accounting purposes the General Fund includes the Highway Department fund balance of \$119,552. John Zawistoski offered some suggestions about how money should be accounted for in the annual report. Jodi Jones believes a forensic audit should be conducted. Joe Manning agreed the auditor should meet with the Selectboard and the Selectboard should develop a policy for recording fund balances.  
John Jozwiak made the motion to invite the auditor to the March 28, 2016 Selectboard meeting to discuss, accounting concerns. The motion was seconded by Frank Wolff, approved by the majority. Stan Wilbur will make contact with the auditor.
- Australian Ballot: The Town of Proctor does not vote any questions by Australian Ballot, except Election of Moderator and Town Officers and has never adopted the Australian Ballot System for any other questions. To vote on budgetary issues or any public questions by Australian Ballot requires a vote of the municipality to use the Australian Ballot system. Consequently, voting cannot occur for Articles 3-5 by the town. This will be addressed at the February 29, 2016 Town Meeting.
- 02/15/16 Budget Reports: The report was provided for information only. Questions please contact Stan Wilbur.
- Other New and/or Old Business: John Jozwiak expressed his disappointment about issues not being followed up on by the Town Manager.  
Town Meeting Presentation will be by Stan Wilbur and Bill Champine.
- Executive Session: No executive session needed.
- Orders: The Selectboard reviewed and signed orders totaling \$44,835.80

## XII. Adjourn

Bruce Baccei made the motion at 7:59 p.m. to adjourn the February 22, 2016 meeting of the Selectboard. The motion was seconded by Frank Wolff, approved by the majority.