

Town of Proctor Selectboard Meeting Minutes

Draft

March 28, 2016

6:00 – 9:23 p.m.

Board Members Present

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Employees Present

Lisa Miser, Recorder

Stan Wilbur, Town Manager

Other Guests Present

Rick Brigham

Patrick Burke

Susan Feenick

Chuck Goodling

Carol Grace

Jodi Jones

Jim Moore

Rick Reed

Peg TV

Agreements/Approvals

- Consensus to add Town B-Day & Rink Banners under Additional Items.
- Majority approved March 14, 2016 regular meeting minutes with a change.
- Majority approved March 17, 2016 special meeting minutes.
- Majority accepted the Markowski contract, \$665,912.29.
- Majority agreed at 8:21 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Majority agreed at 8:23 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Majority agreed at 8:30 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed to reinvest the \$10,000.00 CD for 5 years, 2021.
- Majority agreed to purchase four banners, \$840.00.
- Majority approved West Street Market Liquor License.
- Signed orders totaling \$24,389.52.
- Majority agreed at 9:23 p.m. to adjourn the March 28, 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 were passed by majority, as a full board was not present.

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II. Review and Approve Agenda

Consensus to add Town B-Day & Rink Banners under Additional Items.

III. Review of Minutes

Bill Champine made the motion to approve the March 14, 2016 regular meeting minutes, with a change; page 9, change John Jozwiak motion to enter executive session, Joe Manning seconded motion. The motion was seconded by Joe Manning, approved by majority.

John Jozwiak made the motion to approve the March 17, 2016 special meeting minutes as written. The motion was seconded by Bill Champine, approved by majority.

IV. Open Public Comment

Jodi Jones: Jodi Jones was present to discuss the Selectboard Public Rules & Procedures. She noted that in Section 6, 30 minutes is allowed for Open Public Comment, however only 15 minutes is reflected on Selectboard agendas. She also feels that the Selectboard wants to rush through open public comment, not allowing each person their full speaking time. She is concerned that the Selectboard adopts rules/policies and then do not follow them. Her question to the Selectboard: "Why do you not follow policy?"

Bruce Baccei stated that the Public Rules & Policies had not been adopted. That was incorrect the Rules & Policies were adopted at a prior meeting, they simply need Selectboard signatures.

Pat Burked suggested adding open public comment time to the end of the meeting. The purpose of open public comment is not to argue, but to listen to Proctor residents and try and address concerns.

Stan Wilbur will allow for 30 minutes for all Selectboard regular meeting agendas. If the time is not needed, the meetings will proceed.

Lisa Miser: Lisa Miser announced that the Proctor Free Library Book sale will be held on June 24 & June 25. The Proctor Town Wide Tag Sale will be held on Saturday June 25, 2016 from 9:00 a.m. – 2:00 p.m. Signup sheets are available at the Proctor Free Library, the fee to place your name on the map is \$10.00, and this is a fundraiser for the PHS Class of 2021. The 3rd Annual Home Run Derby will be held Sunday June 26, 2016 at 11:00 a.m. this is a fundraiser for the PHS Class of 2021.

V. Invited Guests

Rick Brigham - Sullivan, Powers & Company: Rick Brigham was present to walk through the audit and answer questions related to the audit. He highlighted portions of the audit that are the most useful to the Selectboard. He explained that the town does not have to adhere to the recommendations made by the auditor that is a decision for town management. He noted that there is no Material Weakness. He explained that the NEMRIC system is effective and is a useful tool, additional modules may need to be purchased to allow the town to implement auditor recommendations. He has seen improvement every year; this is a community moving forward. It was the consensus of the auditor and Selectboard that a meeting will be held annually to review the audit.

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Chuck Goodling – Dubois & King: Chuck Goodling was present to discuss the March 17, 2016 bid opening for Taylor Hill Booster Station. Three bids were opened the lowest bid was from Markowski Excavating Inc. of Florence, VT, \$665,912.29. He provided a handout that addressed the Bid Analysis and Recommendation for Contract Award.

Bill Champine made the motion to accept the Markowski Excavating. The motion was seconded by John Jozwiak, approved by majority 3-0. Joe Manning recused himself from the vote.

John Jozwiak also requested that Chuck Goodling assess the water tank, water is collecting around the tank and the bank is eroding. Uncertainly about any warranty, as the project has a one year warranty.

VI. Good Stuff

Items shared: Bruce Baccei thanked Paul Pilcher for picking up trash on his daily walk. He also noted that the Marble Museum would be showcasing an opera during the summer.

Lisa Miser recognized PES for being awarded the Dairy Classroom grant for Kindergarten, as well as a \$2,500.00 Farm-to-School grant. The kindergarten teacher is Kim Atkinson. Junior High Peer Leaders, Briana Wink, Janaya Richardson, Sawyer Perkins, Emelia Tooley and Victoria George raised over \$115.00 to donate to the Muscular Dystrophy Association. Baseball and Softball season has begun take in a game or two and support these two talented teams!

VII. Highway Department

- Manager's Report

Field Activities:

- Flagger Training
- Roadside trash
- Shop work, backhoe seat cable, lights on Truck 3
- Cleaned up sand pile at garage and area around garage
- Washed and lubed Truck1 and replaced grease fittings
- Cleaned in-bed sander and put back in Truck 4
- Road kill
- Emergency generator, valves pipe and water pump from Chittenden filter plant
- Plow damage
- South Street Extension culvert and ditch maintenance
- Swept Main Street road and sidewalks
- New seat in truck 1
- Minor ice event – no overtime
- Loader to LaFond's for cab repair
- Elementary School storm drain
- Gorham Bridge Road sink hole

Pending Activities:

- Highway Improvement Program Cost Estimate
- Plow damage, roadsides and sidewalks
- Potholes
- Asphalt pavement at WWTF - Salt Shed site

Overtime: No overtime.

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- Toolcat Sweeper Broom: A handout was provided that described the Sweeper features. This item will be discussed at the April 11, 2016 Selectboard meeting.
- 2016 Paving Program: Town of Proctor 2016 Highway Improvement Program Proposed Projects:

Paving

Ormsbee Avenue
Warner Avenue
Olympus Road
Charles Street
Reynolds Street & Garage Parking
Cross Street, School Street & North Street (Class 2)
Inventory and Capital Budget

Sidewalks

Main Street (repair)
School Street (repair)

Culverts & Storm Drains

Williams Street

Inventory & Capital Budget

Ditching

Florence Road
Eden Avenue
Pine Street

Sealing

Park Street
Chatterton Park
Larson Street

2016 Paving Budget: \$65,500.00, possible that an additional \$30,000.00 from and/snowblade savings, 2017 Paving Budget \$80,000.00.

- Other New and/or Old Business: John Jozwiak inquired as to the status of a letter from Wilk Paving with regard to Tower Road. He also questioned who signed off on the project prior to payment, and if anyone was onsite during the paving. Stan Wilbur noted he had signed off on the project. Bill Champine stated he was under the impression that someone was on site during the project, no Selectboard member was present during paving. Stan Wilbur will arrange a meeting with Wilk Paving and two Selectboard members to review Tower Road. The meeting will be held on site, Tower Road.

John Jozwiak also inquired about the tires at Ray Beane. Stan Wilbur replied that this issue is settled and the town has credit for four casings.

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John Jozwiak would like the rust hole over the back fender of the 350 pickup assessed and repaired.

VIII. Board of Water Commissioners

Bill Champine made the motion at 8:21 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Joe Manning, approved by majority.

- Manager's Report.
- Request to Shut Water Off – 33 East Street: Stan Wilbur will meet with the owner and Simon's for completion of paperwork and a visual inspection.
- Taylor Hill Booster Pump Station Contract 5B Award: See Guests, Chuck Goodling.
- Other New and/or Old Business: Stan Wilbur will schedule for Mr. Simon to attend a Selectboard meeting in June.

IX. Board of Sewage Commissioners

Bill Champine made the motion at 8:23 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Joe Manning, approved by majority.

- Manager's Report
- Fall Flushing Trouble Areas: Stan Wilbur provided a list of Fall Flushing Troubled Areas, for the Selectboard to review.
- Lab Building Mold: Bruce Baccei and Stan Wilbur met with ATC, recommendations will be forthcoming.
- Other New and/or Old Business: The chimney cap has been installed at the WWTF. The door at the WWTF will be replaced, anticipated cost is \$670.00.

Bill Champine made the motion at 8:30 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Joe Manning, approved by majority.

X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Special Meeting 3/29/16 at 6:30 p.m. at the Rink. It was noted that the fee for the Pool needs to be updated on the website.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: North Street bridge is on the state priority list.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: No report.

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- Town Office Study Committee: Per John Jozwiak: Meeting April 4 at 5:30 p.m. at the Marble Museum.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.

XI. Additional Items Requiring Action from the Board

- Lawn Management Ordinance: Per the recommendation of the Town Attorney, the information was passed onto the Planning Commission for comment and possible incorporation into the Proctor Zoning Regulations.
- Peterson Fund CD: Bill Champine made the motion to continue the laddering of CD's and reinvest the \$10,000.00 CD for 5years at 2%, coming due 2021. The motion was seconded by Joe Manning, approved by majority.
- Town B-Day and Rink Banners: Bill Champine mad eth motion to purchase two banners for the Rink, from rink funds and two banners for the 130th celebration from administration funds. The motion was seconded by John Jozwiak, approved by majority. The cost of the banners is \$210.00 apiece; Lisa Miser will be responsible for ordering the banners.
- Beaver Pond Committee: Bill Champine will chair the committee, committee members are; Kim Metcalf, Jim Moore and Dale Christie. Ricky Reed has offered his services to the committee; he currently has two picnic tables to donate. Bill Champine will be meeting with Misha Cetner, regional Permit Analyst, Lake Shoreland Permitting on April 5, 2016 at 10:30 a.m. to discuss improvements/work at Beaver Pond.
- Liquor License – West Street Market: Joe Manning made the motion to approve and authorize the board to sign. The motion was seconded by Bill Champine, approved by majority.
- Single Audit: The handout was provided for information only. The Town of Proctor has expended \$500,000.00 or of Federal Funds during its Fiscal Year ending June 30, 2015.
- Budget Reports: The report was provided for information only. Questions please contact Stan Wilbur.
- Other New and/or Old Business: Susan Feenick inquired if the Town will implement any of the auditor's recommendations. Stan Wilbur noted a report will be provided to the Selectboard of the recommendations, showing the time /money/priority to accomplish them. Susan Feenick also questioned the possibility of using surplus funds for improvements for the Town Office. The Selectboard agreed that the use of surplus funds was an option.
- Executive Session: John Jozwiak made the motion at 9:20 p.m. to enter executive session to evaluate the Town Manager given that premature general public knowledge would clearly place the Town at a substantial disadvantage. John Jozwiak requested that only the

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Selectboard enter the executive session. The motion was seconded by Joe Manning, the motion failed 2-2.

- Orders: The Selectboard reviewed and signed orders totaling \$24,389.52.

XIV. Adjourn

Bill Champine made the motion at 9:23 p.m. to adjourn the March 28, 2016 meeting of the Selectboard. The motion was seconded by Joe Manning, approved by majority.