

Town of Proctor Selectboard Meeting Minutes

Draft

May 23, 2016

6:00 p.m. – 7:40 p.m.

Board Members Present

Bruce Baccei, Chair
Bill Champine
John Jozwiak
Joe Manning
Frank Wolff

Employees Present

Brain Cannucci
Lisa Miser, Recorder

Other Guests Present

Patrick Burke
Bob Protivansky
Carol Protivansky
John Zawistoski
Peg TV

Agreements/Approvals

- Consensus to accept agenda as presented.
- Unanimously approved May 9, 2016 regular meeting minutes, as written.
- Unanimously agreed at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:22 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:24 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously approved Crowley Road Race Request for Use of Roadways and Streets on June 12, 2016.
- Signed orders totaling \$38,463.80.
- Majority 3-2 agreed at 7:40 p.m. to adjourn the May 23, 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.

II. Review and Approve Agenda

Selectboard consensus to accept the agenda as presented.

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III. Review of Minutes

Bill Champine made the motion to approve the May 9, 2016 regular meeting minutes as written. The motion was seconded by Frank Wolff, unanimously approved.

IV. Open Public Comment

John Zawistoski: John Zawistoski was present to inquire if the town has completed cleaning storm drains and sweeping sand from the streets. He is concerned about the storm drain on Ormsbee Avenue, as the sand sediment in the street washes into the drain and causes drainage problems. There is still gravel sediment on Ormsbee Avenue. He also requested that the drain at the point of the triangle be checked. Bruce Baccei stated that this will be placed on the schedule.

V. Invited Guests

No invited guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community:

Town Highway Department: Prepping the pool for opening and assisting with cleanup at the gazebo.

PHS Class of 2016: Cleaned up around Beaver Pond as part of Green up Day.

PHS Class of 2021: Painting the gazebo.

Our Yard: Planting flowers at the triangle and Town Office.

VII. Highway Department

• Manager's Report

Field Activities:

- Beaver Pond water leak-excavation, cleanup and yard restoration (several days over the course of two weeks) Clean and service trucks and equipment
- Toolcat Sweeper demo
- New employee orientations -2
- Mowing
- Clark's service person repaired Truck 2 (new) defroster
- Plow damage
- Pressure wash gazebo
- Downed tree on South Street extension
- Repair stump grinding damage (last years)
- John Deere 455 to Mountain View for repair (gas line shutoff partially closed)
- Patching pavement- Elementary School catch basin, Gorham Bride Road sink hole and pot holes
- Sink holes in Main Street Park
- Cleanup tools and equipment from paving
- John Deere 318 repair (in house)

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Pending Activities:

- Hot mix – Meadow Street (water leak) and potholes
- Culverts, storm drains and catch basins

Overtime:

- Week ending 5/15/16 - 3.5 hours from the water leak and 2.5 hours delivery of demo equipment and equipment repair by dealer.
 - Week ending 5/22/16 - no overtime.
- Main Street Ledge: Waiting for the report from the geologist.
 - Class 2 Paving Grant: Bruce Baccei read from the letter that the town did not receive the Class 2 Roadway Grant. John Jozwiak inquired to the implication of not receiving the grant. Bruce Baccei was unsure and not able to provide the dollar amount for the Class 2 paving projects. The approved April 11, 2016 Selectboard minutes: Class 2 Paving Cross Street, School Street & North Street. Bill Champine made the motion to put the paving project out to bid. The motion was seconded by Frank Wolff, unanimously approved. Class 2 paving will only be completed upon receiving grant funding.
 - Other New and/or Old Business:
John Jozwiak questioned the time it is taking to place the paving projects to bid, the motion was made at the April 11, 2016 Selectboard meeting. He also inquired as to the location of the crosswalk signs.

VIII. Board of Water Commissioners

Bill Champine made the motion at 6:15 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Frank Wolff, unanimously approved.

- Manager's Report
- Taylor Hill Water Project Update: Per Bruce Baccei: The valve is in at School & Gibb Street, pipe down to North Street, lots of ledge.
- Other New and/or Old Business: John Jozwiak inquired if the box culvert at the 5-corners has been/will be inspected. John Jozwiak would also like to see a small generator and air compressor purchased. John Jozwiak thanked Simon's employees for providing a report on the Field Street Well.

IX. Board of Sewage Commissioners

Frank Wolff made the motion at 6:22 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, unanimously approved.

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- Manager's Report
- Other New and/or Old Business: John Jozwiak reported that both liners have been patched, there were approximately thirteen cuts.

Bill Champine made the motion at 6:24 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Frank Wolff, unanimously approved.

X. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Pool Staff meeting June 7, 2016, preparing pool to open with the assistance of the Highway department.
- Rutland Regional Transportation Council: Per John Jozwiak & Bruce Baccei: No report.
- 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: Per John Jozwiak: Provided overview of May meeting.
- Town Office Study Committee: Per John Jozwiak: Meeting June 6, 2016 at PES.
- Hazard Mitigation Plan Committee: Per Bill Champine: Waiting for response on application.
- Beaver Pond Committee: Per Bill Champine: Work continues; ordering signage, working on ordinance and permit applications.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$38,463.80.
- Pool Staff: A new Pool Director has been hired.
- Crowley Road Race Request for the Use of Roadways and Streets: Joe Manning made the motion to approve the request for June 12, 2016 proof of insurance has been provided. The motion was seconded by Frank Wolff, unanimously approved.
- Transfer Station: Stan Wilbur, Bruce Baccei and an ANR Rep. met at the Transfer station to address a contamination concern. There was no evidence of contamination, awaiting a report from ANR.
Lisa Miser inquired about the Green up Day event at the Transfer Station. The Selectboard was unable to address questions about the Transfer Station when it was open during Green up Day. There is currently no report on the number of participants, money collected or the cost to the town. It was noted that the town needs to provide better publicity in the future. The Selectboard was unable to

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address how the event was publicized. Lisa Miser noted that she had posted several places, FaceBook, Library and around town.

- Other New and/or Old Business:

John Jozwiak questioned if the two new Highway Department hires have a CDL.

Bruce Baccei will verify and provide the information at the June 13, 2016

Selectboard meeting. He noted both new hires have taken a drug test.

John Jozwiak inquired the status of the Salt Shed. Per Bruce Baccei waiting for response from ANR. John Jozwiak asked when the tax rate would be discussed.

Bruce Baccei explained the Selectboard need to wait for Stan Wilbur to return from vacation.

Joe Manning inquired if the financial audit process has begun. Bruce Baccei was unsure; he will follow up with Stan Wilbur.

Joe Manning stated that as a new comer to the Selectboard he has observed that the Town Manager seems to control the Selectboard rather than the Selectboard controlling the Town Manager. What is very concerning is the fact that projects get approved but not completed or take too long.

Bill Champine invited everyone to attend the Memorial Day Parade, Monday May 30, 2016 at 10:00 a.m.

Lisa Miser asked if the Town would be applying to MRP for the July round. Bruce Baccei was unable to provide an answer; he will need to speak with Stan Wilbur. Bill Champine noted that he will be requesting two new flagpoles to be placed at each end of the War Memorial.

Lisa suggested applying for benches in the park, paddle boat for the pool and the wall at the Town Office. John Zawistoski suggested waiting on a permanent fix to the wall until the final report from the Town Office Committee is submitted.

- Executive Session: No executive session required.

XIV. Adjourn

Frank Wolff made the motion at 7:40 p.m. to adjourn the May 23, 2016 regular Selectboard meeting. The motion was seconded by Bill Champine, approved by the majority 3-2, Joe Manning and John Jozwiak opposed.