

# Town of Proctor Selectboard Meeting Minutes

Draft

October 24, 2016

6:00 – 9:29 p.m.

## **Board Members Present**

Bruce Baccei, Chair

Bill Champine

John Jozwiak

Joe Manning

Frank Wolff

## **Employees Present**

Lisa Miser, Recorder

Stan Wilbur, Town Manager

## **Other Guests Present**

Jodi Jones

Mark Simon, Simons Operation Service

Peg TV

## **Agreements/Approvals**

- Consensus to approve agenda.
- Unanimously approved October 10, 2016 regular meeting minutes.
- Unanimously approved October 14, 2016 special meeting minutes.
- Unanimously agreed to place Salt Shed paperwork to the top of the priority list.
- Unanimously agreed at 6:32 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously approved 3% increase and 1 year renewal, Simon Operation Service contract.
- Unanimously approved paying invoice for \$660.00, Field Street Pressure Reducing Valve.
- Majority approved Dubois& King Hydraulic Model Proposal, \$8,900.00.
- Unanimously approved signing and mailing water letter.
- Unanimously agreed at 7:45 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously approved paying invoice for \$560.00 jetter repair.
- Unanimously agreed at 8:01 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority approved Main Street Lighting Engineering Service Agreement revised scope, \$2,250.00 for preliminary design.
- Majority approved Fire Station Plumbing & Heating Contract, \$51,600.00.
- Majority approved updating current Town Hall plans, \$6,000.00.
- Signed orders totaling \$43,129.46.
- Unanimously agreed at 9:29 p.m. to adjourn the October 24, 2016 Selectboard meeting.

## **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.

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## II. Review and Approve Agenda

Consensus to approve agenda as presented.

## III. Review of Minutes

Bill Champine made the motion to approve the October 10, 2016 regular meeting minutes with a clarification, page 4, the 107 hours was divided between three employees. The motion was seconded by Frank Wolff, unanimously approved

Joe Manning made the motion to approve the October 14, 2016 special Selectboard meeting minutes as written. The motion was seconded by Bill Champine, unanimously approved.

## IV. Open Public Comment

Jodi Jones: Jodi Jones was present to follow up on the VLCT search for a new Town Manager. She noted she had been waiting a month and has not received any correspondence from the Selectboard chair.

Bruce Baccei assured her that he and Frank Wolff would be looking over the VLCT packet and discussing this week, one step at a time.

## V. Invited Guests

No invited guests.

## VI. Good Stuff

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

The Lady Phantoms finished the regular soccer season 11-2-1 ranked #3 in the playoff bracket and play Wednesday October 26, 2016 at 3:00 p.m. at home.

The Varsity Men Phantoms finished the regular soccer season 8-1-4 ranked #1 in the playoff bracket and play Friday October 28, 2016 3:00 p.m. at home.

The Junior High Girls soccer team finished the season undefeated and Little MVL Champions. Gannon McKearin named National Wendy's High School Heisman 2016 State winner.

## IX. Highway Department

### • Manager's Report

Field Activities:

- Road Patrol (daily)
- Repaired two benches in the Park
- Cleaning catch basins
- Field Street water leak (3 days)
- Cleaned up around garage
- Potholes – hot mix
- Pearl Street storm drain – A1 ( A1 could not unclog- water flows- this will be placed as a major project on job list)
- Plow and sanding equipment

Pending Activities:

- Ditches
- Storm drains and catch basins

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- Plow and sanding equipment
- Culverts and road surface inventory with RRPC - grant  
Overtime: 6 hours (Field Street water leak)
- Other New and/or Old Business: Per Stan Wilbur:
  1. Free Trash Day – cost \$2,466.79 Check from Rosen & Berger for \$81.00
  2. Herb Johnson Marble Bride Repair- Repairs will take place in the spring due to cold weather.
  3. Repair budget number for Town Garage- Siding \$40,000.00 Roofing- \$48,350.00 these are numbers to be used for budgeting, this would be a bid project.
  4. Roadside Mower/wade Masure- Stan Wilbur read the letter from Wade Masure, the mower can be repaired do a thorough job and keep documentation of repair.  
Per John Jozwiak:
    1. Salt Shed- Request status report. Per Stan Wilbur there has been no change or movement with the Salt Shed as he has not heard from the entire Selectboard that it is a priority project.  
Bill Champine made the motion to place the Salt Shed paperwork to the top of the priority list. The motion was seconded by Frank Wolff, unanimously approved. Stan Wilbur stated that the Salt Shed paperwork would be prepared first thing Tuesday October 25, 2016.
    2. Third Crosswalk Sign- This sign is at the Town Garage, and it is time to remove them due to weather.

## X. Board of Water Commissioners

Joe Manning made the motion at 6:32 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
- Simon Operation Service Contract: Joe Manning made the motion to renew the contract for 1 year with a 3% increase (total increase \$4,680.00, monthly contract fee \$13,390.00). The motion was seconded by Frank Wolff, unanimously approved.
- Simon Operation Service Invoices for Field Street Pressure Reducing Valve: John Jozwiak made the motion to pay the invoice for \$660.00. The motion was seconded by Frank Wolff, unanimously approved.
- Taylor Hill Booster Pump Station Update: Per Bill Champine: Waiting for shipment of pumps meeting Friday October 28, 2016 at 9:00 a.m.
- Dubois & King Proposal – Hydraulic Model: Bill Champine made the motion to approve the proposal for \$8,900.00 (additional costs would be at \$1,200.00 a day). The motion was seconded by Frank Wolff, approved 4-0-1, John Jozwiak, abstained.

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- Proctor Drinking Water System Rules & Regulations Letter: John Jozwiak made the motion to authorize all Selectboard members to sign and mail the letter. The motion was seconded by Frank Wolff, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

## XI. Board of Sewage Commissioners

Frank Wolff made the motion at 7:45 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bill Champine, unanimously approved.

- Manager's Report
- Simon Operation Services Contract: See Board of Water Commissioners.
- Simon Operation Service Invoices for Jetter Repair: Frank Wolff made the motion to pay the invoice for \$560.00. The motion was seconded by Joe Manning, unanimously approved.
- Slip Line Sewer Lines: This will be an agenda item at the November 14, 2016 regular meeting. The Selectboard requested Lagoon1 profile (sludge removal) from Mark Simon to add in the decision making process.
- Other New and/or Old Business: Bids for the WWTF project are due October 28, 2016.

Bill Champine made the motion at 8:01 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.

## XII. Committee Reports

- Parks and Recreation: Per Bruce Baccei: No report.  
Jodi Jones inquired if the Town Manager Stan Wilbur or Selectboard Chair Bruce Baccei had written the apology letter to the P&R committee members, and also requested the Pool budget report with respect to the fish expenditure. Bruce Baccei noted the letter has not been written.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: Will be meeting with Bruce Baccei to review packet from VLCT with respect to a Town Manager evaluation and Town Manager search.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per John Jozwiak: No report.
- Town Office Study Committee: Per John Jozwiak: Committee submitted report to Selectboard. See Additional Items.
- Beaver Pond Committee: Per Bill Champine: Permits submitted.

## XIII. Additional Items Requiring Action from the Board

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- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$43,129.46. Question about an overnight hotel expenditure, (Essex,VT). The hotel expenditure was for Bruce Baccei when he attended the Town Fair; the expenditure was approved by Stan Wilbur.
- Planning Commission Vacancy: The Planning Commission will submit a name for appointment.
- Main Street Lighting-Engineering Service of Vermont Agreement: Frank Wolff made the motion to approve the revised scope with \$2,250.00 to complete the preliminary design study. The motion was seconded by Bill Champine and approved 3-1-1.
- Fire Station Heating-Bill Lohsen Plumbing and Heating Contract: Frank Wolff made the motion to approve the Fire Station Heating Contract for \$51,600.00. The motion was seconded by Bill Champine, approved 3-0-2; Joe Manning and John Jozwiak abstained.  
Available Funds:  
Building Fund \$45,884.00  
MRP Trust \$ 1,744.00  
FY17 Budget \$ 3,942.00  
\$51,600.00
- Green Mountain Power Canoe Access: Joe Manning expressed his concerns; no parking, dangerous location, serves small population, not necessary and he sees no benefit to the town.
- Town Office Study Committee Recommendations: The committee provided a written report with recommendations and a copy of all minutes to the Selectboard. John Jozwiak made the motion to contract with NBF for \$6,000.00 to update the plans on the current Town Office Building. The motion was seconded by Joe Manning, and approved 4-1, Frank Wolff opposed.  
The funds for the update will come from the Town Hall Sinking Fund which has approximately \$13,000.00.
- Town Manager Performance – John Jozwiak: Bruce Baccei explained that he and Frank Wolff would be reviewing the packet from VLCT that includes information on a new town manager search and evaluations for employees. John Jozwiak requested a copy of the packet, Bruce Baccei stated that was a lot of printing and he could wait until after he and Frank had reviewed the information.
- FY2018 2018 Budget: Stan Wilbur provided the draft budget for Legislating & Administration (increase 22%), Town Clerk & Treasurer (increase 4%), Listers (no increase), Elections (50% decrease) Professional Services (increase 11%). Town Manager, Town Clerk and Assistant Town Clerk 2.5% pay increase.  
The town pays 85%, the employee 15% for insurance, except for the Town Manager which the town pays only \$3,600.00.

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Also, added a budget line under Legislating and Administration for Promotional \$1,000.00.

Next meeting budgets to be discussed; Fire Department and Highway.

- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: Joe Manning provided a spreadsheet for projects, he would like to have something similar provided quarterly.
- Executive Session: No executive session.

## **XIV. Adjourn**

Bill Champine made the motion to adjourn the October 24, 2016 regular Selectboard at 9:29 p.m. The motion was seconded by Frank Wolff, unanimously approved.