

# Town of Proctor Selectboard Meeting Minutes

Draft

November 28, 2016

6:00 p.m. – 8:59 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**

Peg TV

## **Agreements/Approvals**

- Consensus to approve agenda. With one clarification.
- Majority approved November 14, 2016 regular meeting minutes.
- Unanimously agreed at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Consensus to contract with Lincoln Applied Geology, \$500.00 SPP update.
- Unanimously agreed to solicit bids for a new Highway truck.
- Unanimously agreed at 7:00 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:03 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously agreed to solicit applicants for Town assessor.
- Signed orders totaling \$381,135.87.
- Unanimously agreed at 8:59 p.m. to adjourn the November 28, 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.

### **II. Review and Approve Agenda**

Consensus to approve agenda with one clarification, under Additional Items; Apology to Jodi Jones.

### **III. Review of Minutes**

Frank Wolff made the motion to approve the November 14, 2016 regular meeting minutes as written. The motion was seconded by Bill Champine, approved by majority 3-2, John Jozwaik and Joe Manning voted no.

### **IV. Open Public Comment**

No public comment.

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## V. Invited Guests

No invited guests.

## VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Thank you to the Proctor Fire Department on the outstanding job fighting the house fire on Green Square. Thank you also to the neighboring communities providing mutual aid; Brandon, Pittsford, Rutland Town and West Rutland.

## IX. Highway Department

- Manager's Report

Field Activities:

- Road Patrol (daily)
- Preparing asphalt pavement disposal site at WWTF – cleaning and moving pipe and stored materials
- Prepped for Meadow Street hydrant replacement – not completed
- Zamboni servicing and repair – in progress
- Sewer service repair on North Street – completed
- Clean tools and equipment – ongoing
- Roadway Fundamentals Workshop
- Patched pavement on North Street – completed
- Park and Fire Department flag poles at garage – Spring project
- Incident Command System Class
- Tailgate sander broken auger – replaced
- F-350 in-bed sander – moving to 1 ton dump F-350 will be a clean vehicle
- First snow event – Sunday, Monday and Tuesday spot checked and sanded streets and sidewalks
- Tailgate sander chain – replaced
- Toolcat hydraulic hose
- Residents sand pile at garage(undercover)
- Sale deliveries – 3 loads delivered
- Pine needles on rink surface - completed
- Our Yard Banners - completed
- Clean equipment and shop - ongoing
- Spot checked and salted street on Thanksgiving morning

Pending Activities:

- Finish cleaning up waste material disposal site at WWTF
- Culverts and road surface inventory with RRPC - grant

Overtime: 27 hours' total

- 4 hours – North Street Sewer service
- 21 hours – Snow events
- 2 hours – Incident Command System training

- Roadside Mower: For information, only. Solicit bids to contract roadside mowing.
- North Street Railroad Bridge – Scoping Questionnaires: For information, only.

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- Other New and/or Old Business: Per John Jozwaik; Questioned why the North Street project was not finished right. Stan Wilbur noted the job was done correctly, a permanent fix replaced how it was found.  
John Jozwiak also inquired as to the status of Olympus Road grading. This project has not yet been completed, per Stan Wilbur.

### X. Board of Water Commissioners

Frank Wolff made the motion at 6:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bill Champine, unanimously approved

- Manager's Report  
Alarms at both water tanks troubleshooting with Jon Champlin.  
Leak on pressure reducing valve.
- Source Protection Plan Update – Lincoln Applied Geology Proposal: The Proposal is \$500.00 the update is due April 12,2017, consensus to contract for the update.
- Water/Wastewater Truck: Per repair order report the truck will not pass inspection. Recommendation by John Jozwaik to pass the highway department 350 to water/wastewater and purchase a new 550 for the highway department. John Jozwaik made the motion to have Stan Wilbur solicit bids for a Ford and Dodge 550, and have the salesman meet with John Jozwiak, Frank Wolff and Stan Wilbur. The motion was seconded by Frank Wolff, unanimously approved.
- Taylor Hill Booster Pump Station Update: Per Bill Champine: GMP has power installed. Bill recommended a meeting with Markowski for a status report on the project. Stan Wilbur will contact the required parties and try for a Friday meeting.  
Other New and/or Old Business: John Jozwaik inquired on the east side tank and how the water level in the tank could go so low. Also, why didn't the back-up system kick in? Stan Wilbur explained that there was a power loss, no water pumped for three days, the operator did not notice.  
Stan Wilbur has not yet scheduled a meeting with Steve Mitowski.

### XI. Board of Sewage Commissioners

Frank Wolff made the motion at 7:00 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  
The fence along the WWTF has been cut and trimmed.
- Other New and/or Old Business: No other new and/or old business.

Bill Champine made the motion at 7:03 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

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- Rutland Regional Transportation Council: Per John Jozwiak: No report. Next meeting January 2017.
- Rutland Regional Solid Waste District: Per John Jozwiak: No report.
- Personnel Committee: Per Frank Woolf: Bruce Baccei provided each Selectboard member with a 12-page Town Manager evaluation form, to be completed and returned in a sealed envelope by Friday December 2, 2016.
- Fire Department: Per John Jozwiak: See Good Stuff.
- Planning Commission: Per John Jozwiak: No report.
- Beaver Pond Committee: Per Bill Champine: Meeting for final permits this week.

### **XIII. Additional Items Requiring Action from the Board**

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$381,135.87.
- Planning Commission Vacancy: The Planning Commission will submit a name for appointment.
- Green Mountain Power Canoe Access: Information only.
- Town Assessor Vacancy: The Town Assessor Jim Boyle passed away, a card will be sent to the family. John Jozwiak made the motion to advertise the position in the newspaper and solicit applicants from the list provided of approved assessors. The motion was seconded by Frank Wolff, unanimously approved. This would be an interim appointment until March 2017
- Town Office Study Committee: Board members signed a thank you letter to the Town Office Study Committee members.
- Purchasing Policy: Stan Wilbur provided a copy of the policy to each Selectboard member along with a template from VLCT. This policy will be reviewed at the December 12, 2016 regular Selectboard meeting.
- Apology to Jodi Jones: John Jozwiak extended an apology to Jodi Jones for the way the Town Manager spoke to her at the Town Garage. Stan Wilbur replied with an overview of his interaction with Jodi Jones leading up to the conversation at the Town Garage, noting he does not feel an apology is necessary.
- Town Manager Evaluation: See Personnel Committee.
- FY2018 2018 Budget: Stan Wilbur provided the draft budget for the Fire Department and Highway Department. The Fire Department budget has a 3.1 % increase, the Highway budget has a 14% increase.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: Abigail Friedman will be attending the December 12, 2016 Selectboard meeting to discuss a Town Manager search. This meeting will begin at 5:00 p.m.
- Executive Session: No executive session.

### **XIV. Adjourn**

Frank Wolff made the motion to adjourn the November 28, 2016 regular Selectboard at 8:59 p.m. The motion was seconded by Bill Champine, unanimously approved.