

Town of Proctor
Special Selectboard Meeting Minutes
Draft
December 5, 2016
6:00 P.M. – 7:35 P.M.

Board Members Present:

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

Employees Present:

Stan Wilbur, Town Manager

I. Call to Order

The meeting was called to order at 6:00 p.m.

II. Approve Agenda

No changes to the agenda

III. FY2018 Budget

Draft Budget Worksheets showing Budget FY2015, Actual FY2015, Variance FY2015; Budget FY2016, Actual FY2016, Variance FY2016; Budget 2017 and Proposed FY2018 and FY2017 Budget Narratives red lined to show FY2018 Budget assumptions for Planning Commission, Planning Grant Local Match, General Insurance, Street Lights, Parks, Other Commitments, Taxes and Assessments and Special Appropriations were included in this meeting packet.

The Board reviewed all proposed budgets presented to date.

- **Legislative and Administration**
Draft budget presented at the October 24, 2016 regular meeting showed a 22% increase over FY2016 Budget. Largest changes resulting from Town Manager not allocating as much time to the Highway Department assuming a Highway Forman would be in place. Indirect labor cost should not be charged to administration budget but should be distributed to other departments
Proposed revisions at 12/05/16 meeting: Eliminate Manager Assistance (\$16,640); reduce Advertising (\$2,000 to \$1,500) advertising should be budgeted for each department; Eliminate Promotional Materials (\$1,000); total reeducation \$18,140.
- **Town Clerk & Treasurer**
Draft budget presented at the October 24, 2016 regular meeting showed a 4% increase over FY2016 Budget. Change resulting from increases in direct and indirect labor cost.
Proposed revisions at 12/05/16 meeting: None, however there was discussion regarding Selectboard control over Town Clerk & Treasurer budgets as Clerk and Treasure are elected offices.
- **Listers**
Draft budget presented at the October 24, 2016 regular meeting showed no increase over FY2016 Budget.

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Proposed revisions at 12/05/16 meeting: None

- **Elections**
Draft budget presented at the October 24, 2016 regular meeting showed a \$2,000 decrease from FY2016 Budget, No general election in FY2018.
Proposed revisions at 12/05/16 meeting: None
- **Professional Services**
Draft budget presented at the October 24, 2016 regular meeting showed an 11% increase over FY2016 Budget. \$3,000 budget increase in legal cost based on prior year's experiences.
Proposed revisions at 12/05/16 meeting: None
- **Planning Commission**
Draft budget presented at the December 5, 2016 special meeting showed no increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: Add a \$300 advertising line item to the budget.
- **Planning Grant Local Match**
Draft budget presented at the December 5, 2016 special meeting showed no increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: Add a \$300 advertising line item to the budget
- **General Insurance**
Draft budget presented at the December 5, 2016 special meeting showed a 4% increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: None, Board requested the letter from the insurance carrier be provided at the next meeting.
- **Fire Department**
Draft budget presented at the November 14, 2016 regular meeting showed a 3.1 % increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: None, Board discussed contributions to reserve funds and asked for a listing of vehicles with model year and estimated time for replacement.
- **Street Lights**
Draft budget presented at the December 5, 2016 special meeting showed a 15% decrease from FY2016 Budget. Base on FY2016 costs - LED lights.
Proposed revisions at 12/05/16 meeting: None
- **Parks**
Draft budget presented at the December 5, 2016 special meeting showed 5% increase over FY2016 Budget. Increase in electric cost and addition of cemetery flags.
Proposed revisions at 12/05/16 meeting: Add \$1,000 for Beaver Pond maintenance and zn additional \$100 for Memorial wreaths.

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- **Other Commitments**
Draft budget presented at the December 5, 2016 special meeting showed no increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: Proctor Free Library has requested \$65,000 from the town. This is a \$1,500 increase from FY2016. The appropriation for the Library is voted on at Town Meeting as a separate article.
- **Taxes & assessments**
Draft budget presented at the December 5, 2016 special meeting showed 5% increase over FY2016 Budget. Added new line items; VT Dam Registration Fee - \$900 and Rutland Regional Chamber of Commerce - \$350.
- **Special Assessments**
Draft budget presented at the December 5, 2016 special meeting showed no increase over FY2016 Budget.
Proposed revisions at 12/05/16 meeting: None. A petition has been received from Habitat for Humanity for an appropriation of 50 cents per registered voter which will be voted on at town meeting. A letter has been received from Child First Advocacy Center requesting \$1,200. The note attached to the request indicated that they are working to circulate a petition.
- **Highway Department**
Draft budget presented at the November 14, 2016 regular meeting showed a 14 % increase over FY2016 Budget. Decrease in direct labor because Town Manager allocating less time to Highway Department because a forman should be in place by July 1, 2017; decrease in overtime; increase in vehicle maintenance, increases in insurance cost; increase in highway repair; increase in uniform rental; increase in signs; and increase in contribution to the equipment and building funds. Discussed \$160,000 paving carry over from FY2016 and new garage roof and side walls.
Proposed revisions at 12/05/16 meeting: Reduce vehicle expense by \$1,000; reduce repair from \$20,000 to \$10,000; reduce highway improvements from \$80,000 to \$55,000 to be used for sidewalk replacement; and reduce uniforms from \$3,000 to \$1,500, discussed giving employees a uniform allowance. Add advertising line item to budget.

Draft budgets for Municipal Building, Solid Waste, Public Safety, Pool and Rink will be presented at the December 12, 2016 meeting.

IV. Adjourn

Frank Woolf made the motion at 7:35 a.m. to adjourn the December 5, 2016 special Selectboard Meeting. The motion was seconded by Bill Champine and unanimously approved.