

Town of Proctor Selectboard Meeting Minutes
Draft
December 12, 2016
6:00 p.m. – 9:42 p.m.

Board Members Present

Bruce Baccei, Chair- left meeting at 9:05
Bill Champine
John Jozwiak
Joe Manning

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Melissa Disordia, Housing Trust of Rutland County
Jodi Jones
James Lambert, College of St. Joseph
Adam Kulas- Klopchin
Elisabeth Kulas, Housing Trust of Rutland County.
Peg TV

Agreements/Approvals

- Consensus to approve agenda.
- Majority approved November 28, 2016 regular meeting minutes.
- Unanimously approved December 2,2016 special meeting minutes.
- Unanimously approved December 5,2016 emergency meeting minutes
- Unanimously approved December 5,2016 special meeting minutes.
- Unanimously approved December 7,2016 special meeting minutes.
- Unanimously approved December 8,2016 emergency meeting minutes.
- Majority approved the repair of the water/wastewater truck,3-1.
- Unanimously agreed at 7:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Consensus to invite Bryan Jones to the next Selectboard meeting.
- Unanimously approved Dubois & King recommendation of 1 insertion valve.
- Unanimously agreed at 7:59 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 8:01 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Majority agreed at 9:03 p.m. to enter executive session for personnel, 3-1.
- Unanimously agreed at 9:35 p.m. to exit executive session, 3-0. Action.
- Unanimously agreed to invite lawyer from VLCT to meet with the Selectboard alone, within two weeks.
- Signed orders totaling \$151,017.67.
- Unanimously agreed at 9:42 p.m. to adjourn the December 12, 2016 Selectboard meeting.

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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 passed unanimously by members present unless noted, a full board was not seated.

Four Selectboard members were seated until 9:05 p.m. until Bruce Baccei left the meeting.

II. Review and Approve Agenda

Consensus to approve agenda.

III. Review of Minutes

Bill Champine made the motion to approve the November 28, 2016 regular meeting minutes as written. The motion was seconded by John Jozwaik, approved by majority 3-1, John Jozwaik voted no.

John Jozwaik made the motion to approve the December 2, 2016 special meeting minutes as written. The motion was seconded by Bill Champine unanimously approved.

Joe Manning made the motion to approve the December 5, 2016 emergency meeting minutes. The motion was seconded by John Jozwaik unanimously approved.

John Jozwaik made the motion to approve the December 5, 2016 special meeting minutes, with one correction; page 3 change \$160,000.00 to \$160,500.00. The motion was seconded by Joe Manning unanimously approved.

Bill Champine made the motion to approve the December 7, 2016 special meeting minutes. The motion was seconded by John Jozwaik unanimously approved.

Bill Champine made the motion to approve the December 8, 2016 emergency meeting minutes. The motion was seconded by Joe Manning unanimously approved, John Jozwaik abstained.

IV. Open Public Comment

Jodi Jones: Jodi Jones was present to inquire to the status of the VLCT search for a Town Manager.

Per Bruce Baccei – VLCT will not enter into the town for a search for a new Town Manager as currently a vacancy does not exist.

V. Invited Guests

Elisabeth Kulas- Housing Trust of Rutland County – Marble Building: Elisabeth Kulas was present to discuss the Marble Building as a possible site for 20-25 apartments. The Housing Trust of Rutland County is considering the purchase and renovate of the building, she estimates it would be a 5-million-dollar project. Anticipated project 1-2 bedroom apartments, at different levels of affordability, not subsidized housing. The next step would be a market survey of housing needs in Proctor.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Highway Department doing a great job on the roads. Denise & John Anderson for

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having the rink open for the community. Shannon Maass and Our Yard for the holiday decorations at the Town Office and Gazebo. A big shout out to the maker of the wooden snowmen placed all over Proctor!

IX. Highway Department

- **Manager's Report**
Field Activities:
 - Road Patrol (daily)
 - WWTF – clean up waste material disposal area and move waste material
 - Clean floor drains, shop and vehicle
 - New fuel pump on welder – now operational
 - Olympus Road gravel and grade – completed
 - Residents sand signs
 - Inbed sander in Chev
 - 3500, to Earl's for control wiring
 - Elm & Willow Street & Whites Crossing gravel & grade – completed
 - Zamboni new water valve, parts and adjustment
 - Christmas tree and lights for Gazebo
 - 12/05/16 – snow event – 5 hours OT
 - New tires Chev 3500
 - Larson Street sewer line repair, broke private service line
 - Cain Street water leak – 12 hours OT
 - 12/07/16 snow event – 10 hours OT
 - 12/08/16 snow squall – 2 hours OT
 - Wiring lights for inbed sander and reverse lights for Chev 3500
 - Repair road surface at Cain Street water leak excavation
 - Baled hay on Larson Street excavation
 - Dig and backfilled embankment at rink for lift truck to replace lights – ½ hour OT
 - Open garage to put jetter and truck away – ¼ hour OT
 - 12/09/16 snow dusting, street and sidewalks – 2.5 hours OT
 - Service Zamboni
 - Salt deliveryPending Activities:
 - Waste material disposal site at WWTF
 - Larson Street broken sewer lineOvertime:
 - 19.5 hours – Highway – snow
 - 12 hours – Water – Cain Street water leak
 - 0.5 hours – Rink – lights
 - 0.25 hours - Jetter
- North Street Railroad Bridge – Scoping Questionnaires: Planning Commission members and Highway employees have completed the questionnaire, RRPC will be assisting with this process.
- Highway Truck: A packet was provided with pricing for a new truck, Stan, Frank and John meet with dealership representative about specs for a new truck.

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John Jozwaik made the motion to repair the water/wastewater truck. The motion was seconded by Bill Champine. It was noted the inspection sticker was a 6 (due in June). Motion passed by majority, 3-1 Bruce Baccei opposed. John Jozwaik requested everything be removed from the back of the truck prior to sending it out for repair. No dollar limit was attached to this project.

- Other New and/or Old Business: Per John Jozwaik: How making accidents when plowing? Have the accidents been submitted to the towns insurance? Why was material purchased for the Cain Street project? Why isn't material stockpiled at WWTF? Slips in orders without signatures, employees must be signing purchase order slips. Requested cost Fox project and Larson Street project. Per Stan Wilbur, two snow plow related accidents, claims have been submitted.

X. Board of Water Commissioners

Bill Champine made the motion at 7:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Joe Manning, unanimously approved.

- Manager's Report
- Simon Operation Monthly Report: No report provided.
- Water Bill Abatement 4-6-8 Green Square – Bryan Jones: Consensus to invite Mr. Jones to the next Selectboard meeting. No action taken on abatement request.
- Taylor Hill Booster Pump Station Update: Bruce Baccei made the motion to approve the recommendation of Dubois & King for 1 insertion valve and delete 1 gate valve. The motion was seconded by Bill Champine and approved, Joe Manning abstained.
- Other New and/or Old Business:
John Jozwaik is concerned about the east side tank and would like it assessed.
Stan Wilbur has not yet scheduled a meeting with Steve Mitowski.

XI. Board of Sewage Commissioners

Bill Champine made the motion at 7:59 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.

- Manager's Report
 - Sewer backup at 9 Park Street, roots and grease. A-1 will be injecting Root Killer into the line, \$375.00.
- Simon Operation Monthly Report: No report provided.
- Sewer Abatement 4-6-8 Green Square – Bryan Jones: See Board of Water Commissioners.
- Other New and/or Old Business:
John Jozwaik inquired about the clearing of the fence at the WWTF, he questioned the cost \$2,750.00, why bids were not provided to the Selectboard prior to the work being completed. He also noted that there are still trees in the fence line and he does not view the job as complete.

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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 Joe Manning, unanimously approved.

XII. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Meeting, discussed pool closing, rink opening and budgets.
- Rutland Regional Transportation Council: Per John Jozwiak: No report. Next meeting January 2017.
- Rutland Regional Solid Waste District: Per John Jozwiak: Next meeting 12/21/16.
- Personnel Committee: Per Frank Woolf: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per John Jozwiak: No report.
- Beaver Pond Committee: Per Bill Champine: Waiting for the last of the permits.

XIII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$151,017.67.
- Planning Commission Vacancy: The Planning Commission will submit a name for appointment.
- Museum EPA Grant Support: No report.
- FY2018 2018 Budget: Stan Wilbur provided the draft budgets for Municipal Building 3% decrease, Transfer Station and Curbside 3% increase, Public Safety 1% increase, Swimming Pool 10% increase, Skating Rink no change. A fund balance sheet as of 12/12/16 was provided by the Town Clerk, a sheet listing vehicles and equipment with replacement dates was provided by the Fire Department.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Not provided.
- Other New and/or Old Business:
Bill Champine stated that a photo of Beaver Pond would be on the cover of the Town Report.
Two new petitions have been received requesting funds from the Town.
The Selectboard should be thinking about submission for the MRP application which is due 1/31/17.
- Executive Session: Joe Manning made the motion to enter executive session at 9:03 p.m. to consider the dismissal of Stan Wilbur as an employee of the Town. The motion was seconded by John Jozwiak, approved by majority, 3-1 Bruce Baccei opposed. Bruce Baccei left the meeting upon the Selectboard entering executive session. John Jozwiak made the motion at 9:35 p.m. to exit executive session. The motion was seconded by Joe Manning, unanimously approved.

ACTION: John Jozwiak made the motion to have the Vermont League of Cities and Town's lawyer come back to meet with the Selectboard only, within two (2) weeks. The motion was seconded by Joe Manning, unanimously approved.

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XIV. Adjourn

John Jozwaik made the motion to adjourn the December 12, 2016 regular Selectboard at 9:42 p.m. The motion was seconded by Joe Manning, unanimously approved.