

Town of Proctor
Special Selectboard Meeting Minutes
Draft
January 3, 2017
6:00 P.M. – 8:10 P.M.

Board Members Present:

Bill Champine, Vice Chair
John Jozwiak
Joe Manning

Employees Present:

Stan Wilbur

Others Present

John Zawistoski

I. Call to Order

Vice Chair Bill Champine called the meeting to order at 6:00 p.m.

II. Approve Agenda

There were no changes.

III. Water Service Disconnection – 109 Deere Lane

Steve Mitowski and Hilary Lambert were at the December 27, 2016 meeting to inquire on the status of the water issue and to question why the service line had to be cut and capped at the curb stop. They have cut and capped the line in the basement. At that meeting the Board instructed Stan Wilbur to draft a letter to Hilary Lambert to cut and cap the line outside the building, install a corporation stop and assume responsibility of the line with letter to be reviewed at a January 3, 2017 Special Meeting.

Before considering the item, Bill Champine read Article V Sec 5 of the 2013 Water Rules and Regulation relating to discontinue the use of water service reviewed a change to the first paragraph of the draft letter which added a reference to the 2013 Rules and Regulations. This had been added since the discontinuance had taken place prior to the 2016 Water Rules and Regulations effective date. He noted that under this section billing will continue until the town verifies the water service is turned off.

John Zawistoski asked to speak to the issue. He noted that Steve Mitowski had spoken to him regarding the matter and had showed him the packet of materials furnished the Board, but that he does not represent him and that Steve didn't know he was attending the meeting. He is here as a resident and can advise the Board regarding the matter. He is familiar with the situation since he represented Beverley Taranovich in developing the Settlement Agreement between her and the Town which allowed her to continue to receive waster service from the Town and he has reviewed the Board actions in allowing her to provide service to two properties from a single service connection. Based on his review he does not think the Town can require a cut and cap outside the building. He suggested the Town supervise the closing of the curb stop and take

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pictures of the cut and cap in the home. In his opinion, this action would avoid an unnecessary law suit.

After a considering John Zawistoski’s comments and reviewing the documents, the consensus of the Board was to revise the letter agreement to allow the cut and cap in the house basement with the conditions that the curb stop be closed and the cover tack welded shut and that the town be allowed to photograph the cut and cap in the house basement. A Water Commissioner and a Simon Operation Service employee will inspect the work. Bill Champine will work with Stan Wilbur to prepare a revised letter agreement for the Board review.

IV. FY2018 Budget Work Session

Joe Manning distributed Assumptions for 2018 and suggested a breakeven budget, level fund.

The Board discussed raises, health insurance, general insurance, professional service, contract services, building and equipment maintenance and repair and operation costs.

Budget Revisions:

	<u>Draft</u>	<u>Revised</u>	<u>Reduction</u>
<u>Highway</u>			
Health Insurance (80%)	\$42,681	\$39,660	\$3,021
Electricity	1,689	1,200	489
New Small Tools	3,000	2,500	500
Garage Miscellaneous	2,500	0	2,500
Highway Miscellaneous	1,000	0	1,000
Equipment Fund	20,000	15,000	<u>5,000</u>
Total Highway			\$12,510
<u>General Fund</u>			
<u>Town Clerk/Treasure</u>			
Health Insurance	\$29,427	\$27,302	\$2,125
<u>Professional Services</u>			
Legal	\$10,000	\$8,000	\$2,000
<u>Municipal Building</u>			
Improvements/Repair	\$2,000	\$0	\$2,000
Building Maintenance	1,000	0	1,000
Equipment Maintenance	1,000	0	<u>1,000</u>
Total Municipal Building			\$4,000
<u>Swimming Pool</u>			
Building & Grounds	\$1,100	\$500	<u>\$600</u>
Total General Fund			\$8,725
Total Highway and General Fund			\$21,235

V. Adjourn

Joe Manning made the motion at 8:10 p.m. to adjourn the January 3, 2017 special Selectboard meeting. The motion was seconded by John Jozwiak and unanimously approved.