Town of Proctor Selectboard Meeting Minutes
Draft
January 23, 2017
6:00 p.m. – 8:45 p.m.

Board Members Present
Bruce Baccei, Chair
Bill Champine
John Jozwiak
Joe Manning

Employees Present
Lisa Miser, Recorder
Stan Wilbur, Town Manager
Celia Lisananti, Town Clerk – exited meeting at 6:11

Other Guests Present
Raymond Beyette
John Corliss
Jack Crowther
Tom Hogan
Jodi Jones
Peg TV

Agreements/Approvals
- Consensus to approve agenda.
- Unanimously approved January 9, 2017 regular meeting minutes, with correction.
- Unanimously approved January 13, 2017 special meeting minutes.
- Unanimously agreed at 7:16 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners**.**
- Unanimously approved Contract Change Order No.3 - $12,949.58.
- Unanimously agreed to sign Final Acceptance by Owner, Taylor Hill Booster Pump Station.
- Unanimously approved Markowski Payment Request No.6 - $93,942.76.
- Unanimously agreed at 7:24 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:32 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously denied easement to GMP for a Canoe Portage.
- Unanimously approved to zero fund the FY2018 budget.
- Unanimously agreed to change Article 10 and designate funds to the Town Office.
- Consensus to hold a Special Meeting Thursday January 26, 2017 at 4:00 p.m. at the Town Office.
- Signed orders totaling $52,033.06.
- Unanimously agreed at 8:45 p.m. to adjourn the January 23, 2017 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. All motions passed unanimously, unless noted. A full board Selectboard was not seated.

II. Review and Approve Agenda
Consensus to approve agenda.

III. Selectboard Vacancy
One letter was submitted to the Selectboard for appointment to the vacancy, by John Corliss. Discussion of a possible conflict of interest as John Corliss is employed by Simon's, which is a contractor for the Town of Proctor. Stan Wilbur will seek clarification from the town attorney. This appointment will be revisited at the February 13, 2017 Selectboard meeting.

IV. Review of Minutes
John Jozwiak made the motion to approve the January 9, 2017 regular meeting minutes, with a correction on page 8; under Executive Session: ACTION, change Bill Champine to John Jozwiak and John Jozwiak to Joe Manning. The motion was seconded by Joe Manning, unanimously approved.

Bill Champine made the motion to approve the January 13, 2017 special meeting minutes as written. The motion was seconded by John Jozwiak, unanimously approved.

V. Open Public Comment
No public comment.

VI. Invited Guests
Ed Clark, NBF- Town Office: Ed Clark was present to provide four schemes to renovate the Town Office Building. A handout was provided outlining each scheme along with drawings of each scheme. Discussion about possible grants and where to find grants, by the Selectboard. It was estimated the project will take about four months. The Selectboard thanked him for the options. The next step is creating a committee and sending the outline and renderings to the committee.

VII. 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.

VIII. Highway Department

- Manager's Report
  Field Activities:
  - Road Patrol (daily)
  - Collecting Christmas Trees
  - Equipment maintenance and repair
  - Clean equipment and shop
  - Rink trees
  - Prep trucks and sanders for snow/ice events
  - Cleared surface water backup on Green Square
  - Residents sand/salt pile
  - Cleared fallen tree on Florence Road
  - Test pits at WWTF for Salt Shed foundation design
  - Cleaned catch basin grates
  - Clearing brush along South Street, Beaver Pond and Patch Street

- 1995 plow truck to Central Vermont Truck for brake and clutch adjustment – clutch need replacement
- Picked up cold patch
- Repair Bobcat broom gear and chain
- Gazebo Christmas tree, Town Office and bridge garland removed
- Chev 3500 fuel pump problem
- Snow/Ice events
- 01/09/17 – 0 hours OT
- 01/11/17 – 0 hours OT
- 01/17/17 – 15 hours OT
- 01/18/17 – 0 hours OT
- 01/19/17 – 0 hours OT
- 4 Salt delivery

Pending Activities:

- Cutting roadside brush
- Potholes
- Larson Street broken sewer line and water line repair
- Willow Street Pump Station leak

Overtime:

- Highway- 15 hours overtime snow & ice

- Winter Salt Usage: Budget 800 tons, $64,000.00. Used to date; 594.11 tons, $46,970,34. Balance remaining 205.9 tons, $17,029.66.
- Overtime: Budget, $10,000. Used to date, $4,762 or 48%
- Other New and/or Old Business: Frank Beyette submitted a letter to the Selectboard describing a water concern on his property. He believes that the Town is complicit in creating the issue, with a water overflow/pipe break. Stan Wilbur noted that there has not been an over flow for four years. He questions if this is a town concern. Appears to be a pre-existing problem, Frank Beyette owns the land and has also logged the property which can change the water flow. Consensus of the Selectboard to review in the spring.

IX. Board of Water Commissioners

Bill Champine made the motion at 7:16 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
  - Working with Simon's to put a water/wastewater budget together.
- Taylor Hill Booster Pump Station:
  - Contract Change Order No.3: Bill Champine made the motion to approve Change Order No.3 - $12,949.68. The motion was seconded by Joe Manning, unanimously approved.
  - Final Acceptance of Owner: Bill Champine made the motion to authorize the Chair to sign the Final Acceptance by Owner. Bill Champine noted that cleaning Ballard should be added to Warranty Items which will be addressed in the spring. The motion was seconded by John Jozwiak, unanimously approved.

- Markowski Excavating Payment Request No.6 - $93,942.76: John Jozwiak made the motion to authorize Payment Request No.6 - $93,942.76. The motion was seconded by Bill Champine, unanimously approved.

- Other New and/or Old Business: John Jozwiak inquired about an East Tank update. Stan Wilbur noted that HD Tanks has not replied. Consensus to invite a representative to the February 13, 2017 Selectboard meeting.

  John Jozwiak also sought an update on the Wilk letter. The letter has not been written.

X. Board of Sewage Commissioners

John Jozwiak made the motion at 7:24 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
  - Camera has been repaired.
  - Video of Ormsbee Avenue and Park Street available to view
  - Buying a new computer
  - Park Street has massive roots. Looking at price to hire auger to remove roots and looking at auger price to purchase
- Other New and/or Old Business: No other New and/or old Business.

Bill Champine made the motion at 7:32 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.

XI. Committee Reports

- Parks and Recreation: Per Bruce Baccei: No meeting, no report.
- Rutland Regional Transportation Council: Per John Jozwiak: No report.
- Rutland Regional Solid Waste District: Per John Jozwiak: Budget review at last meeting.
- Personnel Committee: No report.
- Fire Department: Per John Jozwiak: No report.
- Planning Commission: Per John Jozwiak: Next meeting 2/2/17 at library.
- Beaver Pond Committee: Per Bill Champine: Will begin the cleanup of the north end in July.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling $52,033.06.
- Planning Commission Vacancy: The Planning Commission will submit a name for appointment.
- GMP Canoe Access: Joe Manning made the motion to deny GMP an easement for a canoe portage. The motion was seconded by Bill Champine, unanimously approved.
- Town Office Committee: One letter was interest was submitted by Lisa Miser, she will be appointed to the committee. Searching for two additional community members to join the committee.
- Mortimer Proctor Trust Grant – Our Yard Application: Information only.

- FY2018 Budget – General Fund $822,788/ Highway $426,017: The proposed budget shows an increase of 0.4%. Joe Manning would like a break-even budget. Bruce Baccei further cuts will result in deficit spending.
  - Bruce Baccei made the motion to approve the FY2018 at $1,248,805.00. The motion was seconded by Bill Champine. Motion fails 2-2.
    Yes: Bruce Baccei, Bill Champine No: John Jozwiak, Joe Manning
  - John Jozwiak made the motion to reduce the budget by $4,331.00. The motion was seconded by Joe Manning. Motion fails 2-2.
    Yes: John Jozwiak, Joe Manning No: Bruce Baccei, Bill Champine
  - John Jozwiak made the motion to reduce the budget by $4,331.00 from the Selectboard salary. The motion was seconded by Joe Manning. Motion fails 2-2.
    Yes: John Jozwiak, Joe Manning No: Bruce Baccei, Bill Champine
  - Joe Manning made the motion to zero fund the FY2018 budget. The motion was seconded by John Jozwiak, unanimously approved.
- Town Meeting Warning: Bill Champine made the motion to rewrite Article 10 and designate the funds to the Town Office Fund. The motion was seconded by Joe Manning, unanimously approved. Consensus to remove Article 5. Stan Wilbur will renumber, rewrite and add correct dollar amounts. Warning will be signed at the Thursday January 26, 2017 Special Meeting.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business:
  Stan Wilbur reported that $6,400.00 has been collected in six months from fines by the Rutland County Sheriff Department.
  Special Meeting Thursday January 26, 2017 4:00 p.m. at the Town Office.
- Executive Session: No executive session needed,

XIII. Adjourn

Bill Champine made the motion to adjourn the January 23,2017 regular Selectboard at 8:45 p.m. The motion was seconded by Joe Manning, unanimously approved.