

Town of Proctor Selectboard Meeting Minutes

Draft

March 27, 2017

6:00 – 7:51 p.m.

Board Members Present

Bill Champine, Chair

Bruce Baccei

Jon Corliss

Joe Manning

Employees Present

Lisa Miser, Recorder

Rob Oberg, Highway Department

Stan Wilbur, Town Manager

Other Guests Present

Bob Coons

Chad Eugair

Tom Hogan

Jodi Jones

John Jones

Shannon Maass

Angela Oberg

Bob Protivansky

Carol Protivansky

Peg TV

Agreements/Approvals

- Unanimously approved changes to agenda.
- Consensus to take Paving Bids under advisement.
- Unanimously approved March 13,2017 special/zoning regulation hearing meeting minutes.
- Unanimously approved March 13,2017 regular meeting minutes.
- Unanimously agreed to solicit bids for mowing.
- Unanimously agreed at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:37 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:45 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously adopted Selectboard Public Meeting Rules and Procedures.
- Unanimously appointed a Representative and Alternate to RCSWD.
- Consensus to have appraisal for Lot 18-0026 possible sale.
- Unanimously agreed to be responsible for Workers Compensation Insurance for Sole Proprietor contacts up to \$5,000.00.
- Unanimously approved 2017 Liquor License renewal for West Street Market.
- Unanimously approved 2017 Liquor License Renewal for Franklin's.
- Signed orders totaling \$31,849.51.
- Unanimously agreed at 7:20 p.m. to enter executive session.
- Unanimously agreed at 7:45 p.m. to exit executive session. Action.

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- Majority agreed to appoint Tom Hogan to 1 year vacant Selectboard seat.
- Unanimously agreed at 7:51 p.m. to adjourn the March 27, 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

Joe Manning made the motion to add Liquor License Renewal Application and delete Housing Trust Minutes under Additional Items. The motion was seconded by Bruce Baccei, unanimously approved.

III. 2017 Paving Bids

Three bids were submitted and opened.

1. Wilk Paving - \$158,779.61
2. Fuller Sand and Gravel - \$177,607.00
3. Vermont Roadworks LLC - \$157,880.00

Consensus to take the bids under advisement to review the numbers and verify insurance.

IV. Review of Minutes

Bruce Baccei made the motion to approve the March 13, 2017 regular meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

Bruce Baccei made the motion to approve the March 13, 2017 special/zoning regulation hearing meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

V. Open Public Comment

No public comment.

VI. Invited Guests

Selectboard Vacancy Candidate Questions:

1. What will you bring to the board? "Explain any particular educational or work-related background or experience that will be useful in addressing the issues and matters that come before the Board, such as knowledge of accounting, finance, construction..."
2. Are you aware of issues before the board?
3. Are you aware of the time commitment involved? The Selectboard hold regular meetings on the 2nd and 4th, Mondays of each month, but with special and emergency meeting the board met 50+times last year.
4. A lot of notices and FYO correspondence are by email. Do you have e-mail and are you comfortable with computers?

The five candidates Chad Eugair, Tom Hogan, Jodi Jones Rob Oberg and Bob Protivansky all answered the questions. The Selectboard thanked them for their interest.

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VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Bill Champine requested that Shannon Maass share the good news; Shannon Maass reported that Our Yard would be responsible the Memorial Day Parade, she thanked Bill Champine for his dedication to the parade. Our Yard consists of the following members; Karen Almond, Linda Doty, Judy Frazier, Shannon Maass and Lisa Miser.

Brian Cannucci aided a resident in the very early morning hours.

VIII. Highway Department

- Manager's Report

Field Activities

- Road Patrol (daily)
- Prep trucks and sanders for snow/ice events
- Service equipment
- Clean up after snow event
- Tree branches on roads
- Moved remaining fire wood inside
- Repair loader coolant system (MiltonCat)
- Clean furnace
- VTrans Safety Awareness Class
- Cain Street sink hole
- Pickup and clean shop
- Equipment maintenance
- Snow/Ice events
 - 03/14/17 – 18 hours OT
 - 03/15/17 – 25 hours OT
 - 03/22/17 – 0 hours OT
 - 03/23/17 - ?

- 3 Salt deliveries

Pending Activities

- Snow/ice events
- Potholes
- Larson Street broken sewer line and water line repair
- Culverts
- Roadside brush

Overtime:

- Highway - 43 hours overtime snow & ice

- Winter Salt Usage: Budget 800 tons, \$64,000.00. Used to date; Overage of 126.0 tons & \$9,209.56. Overtime budget \$10,000.00. Used to date \$9,523.45.
- Mowing: Joe Manning made the motion to solicit bids for mowing. The motion was seconded by John Corliss, unanimously approved. The same mowing list will be used with the addition of Taylor Hill.

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- Other New and/or Old Business:

Jodi Jones questioned if the spinners on salt trucks are checked regularly, as there are huge clumps of sand on her street. Stan Wilbur replied that the clumps were from stop & go, and that was an insignificant amount of salt

Bob Protivansky inquired to the status of removing/replacing the No Parking Sign on his street. He mentioned it at the last meeting and the sign is leaning even more, safety concern. Stan Wilbur noted the Highway Department is aware. Bob Protivansky offered to pull the sign out and place on the ground.

IX. Board of Water Commissioners

Bruce Baccei made the motion at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by John Corliss, unanimously approved.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with one abstention unless noted.

- Manager's Report:
- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:37 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by John Corliss, unanimously approved.

John Corliss will participate in discussion; however, he will not vote on Water or Wastewater matters as he is employed by Simon Operation Service, a contractor employed by the Town of Proctor. All motions will pass unanimously, with abstention unless noted.

- Manager's Report:
Sewer issues continue, cleaning roots out of sewer lines. All reports to the state must now be completed and submitted online.
- Sewage Collection System Assessment Project – State Revolving Fund: Stan Wilbur will provide a request for engineer qualifications, and invite a representative from the Clean Water Program to a Selectboard meeting. This proposal would look at a system wide evaluation and currently there is a 50% match from the state.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 6:45 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.

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XI. Committee Reports

- Parks and Recreation: Per Bruce Baccei: Meeting held 3/24 rink close-out, placing ad for pool director, assistant pool director and lifeguards. Shannon Maass P&R chair thanked Denise & John Anderson and Brian Cannucci for their work at the rink.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Attended 3/23 meeting discussion on highway bridges.
- Rutland County Solid Waste district: Per John Corliss: No report
- Personnel Committee: Per Bill Champine:
- Fire Department: Per: John Corliss: No report.
- Planning Commission: Per Joe Manning: No report
- Beaver Pond Committee: Per Bill Champine: Meeting Wednesday 4/1/17 at 6:00 p.m. at the Town Office.
- Town Office Committee: Per John Corliss: No report.
- REDC Marketing Committee: Per Joe Manning: This committee has raised \$200,000.00 to promote the region.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$31,849.51.
- Selectboard Public Meeting Rules and Procedures Policy: Bruce Baccei made the motion to adopt the Selectboard Public Meeting Rules and Procedures Policy. The motion was seconded by John Corliss, unanimously approved.
- Appointments – RRTC Alternate Representative and RCSWD Representative & Alternate: Joe Manning made the motion to appoint John Jozwaik as the RCSWD representative and John Corliss as the alternate. The motion was seconded by John Corliss, unanimously approved. No RRTC alternate appointment.
- Elm Street Property: Consensus to have Lot 18-0026 appraised for a possible real estate sale.
- Workers Compensation Insurance for Small Contractor: Bruce Baccei made the motion for Sole Proprietor contracts not to exceed \$5,000.00, the Town of Proctor will be responsible for the Workers Compensation fee if required by VLCT. The motion was seconded by Joe Manning, unanimously approved.
- Investment Policy: Joe Manning provided a Model Investment Policy handout for Selectboard members to review. This will be an April 10, 2017 agenda item.
- Liquor License Renewal Applications: Bruce Baccei made the motion to approve the 2017 Liquor License for West Street Market. The motion was seconded by John Corliss, unanimously approved.
Bruce Baccei made the motion to approve the 2017 Liquor License for Franklin's. The motion was seconded by John Corliss, unanimously approved.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: Joe Manning provided a handout showing Capital Projects, he suggested updating/reviewing this monthly.

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- Selectboard Vacancy: See Invited Guest and Selectboard action.
- Executive Session: John Corliss made the motion to enter executive session at 7:20 p.m. to consider and evaluate the qualifications of Thomas Hogan, Robert Protivansky, Robert Oberg, Chad Eugair and Jodi Jones for the position of member of this Board for the one year term expiring on Town Meeting Day in 2018. The motion was seconded by Bruce Baccei, unanimously approved.
Bruce Baccei made the motion to exit executive session at 7:45 p.m. The motion was seconded by John Corliss, unanimously approved.

ACTION: Bruce Baccei made the motion that Tom Hogan be appointed to the Proctor Selectboard to fill the vacant seat expiring on Town Meeting Day 2018 for the following reason; 1) is serving on Planning Commission and is aware of issues before the board, 2) has no apparent conflicts of interest, 3) is retired business person with experience dealing with the public sector and 4) works in town part time in his own business. The motion was seconded by John Corliss and approved by majority, 3 -1 (Joe Manning voting no).

XIII. Adjourn

Bruce Baccei made the motion to adjourn the March 27,2017 regular Selectboard at 7:51 p.m. The motion was seconded by John Corliss, unanimously approved.