

Town of Proctor Selectboard Meeting Minutes

Draft

May 22, 2017

6:00 – 7:43 p.m.

Board Members Present

Bruce Baccei
Bill Champine, Chair
Jon Corliss
Tom Hogan
Joe Manning

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Jon Ashley
Carol Grace
Tom Grace, Jr.
Jodi Jones
John Jozwiak
Josh Webb
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved May 8, 2017 regular meeting minutes, as written.
- Unanimously accepted the D&K Ormsbee Avenue Infrastructure Evaluation report.
- Unanimously agreed to place the current Ladder Fire Truck out to bid.
- Unanimously approved the purchase of a 1994 E-1 Ladder Fire Truck, \$90,000.00
- Unanimously agreed at 7:19 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:21 p.m. to leave the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:28 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$31,832.22.
- Majority appointed Mary Gilligan and Robert Coons to the Planning Commission.
- Unanimously approved Crowley Road Race request, June 11, 2017.
- Unanimously agreed to contract with VLCT, \$450.00 for Town Manager workshop.
- Unanimously agreed to hold a Special Selectboard meeting June 14, 2017 at 6:00 p.m.
- Unanimously agreed at 7:43 p.m. to adjourn the May 22, 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.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda as presented. The motion was seconded by John Corliss, unanimously approved.

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III. Review of Minutes

Joe Manning made the motion to approve the May 8, 2017 regular meeting minutes, as written. The motion was seconded by John Corliss, unanimously approved.

IV. Open Public Comment

Carol Grace: Carol Grace will present to confirm the Larson Street project bid did not exceed \$1,850.00. Stan Wilbur confirmed the bid and invoice was for \$1,850.00.

Tom Grace, Jr.: Tom Grace was present to inquire if the Selectboard could assist a homeowner on Oak Street with a portion of their contractor bill for a water issue. The Selectboard will take this matter under advisement.

V. Guests

Jon Ashley, D&K – Ormsbee Avenue Infrastructure Evaluation: Jon Ashley was present to provide an assessment of the utilities under Ormsbee Avenue; sewer, storm water and water. He provided handouts to the Selectboard and had large graphic for the audience. The water appears to be ok, recommends replacing the storm water and entire sewer system under Ormsbee Avenue. Proposed sewer replacement cost \$419,800.00, possible grant subsidy \$213,700.00. Bruce Baccei made the motion to accept the D&K report. The motion was seconded by Tom Hogan, unanimously approved.

Josh Webb, Fire Department – Ladder Truck: Josh Webb was present to request action from the Selectboard on two matters, to place the current ladder truck out to bid and to purchase a 1994 E-1 ladder truck.

Tom Hogan made the motion to allow the PVFD to place the current ladder truck out to bid. The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to allow the PVFD to purchase the 1994 E-1 ladder truck for \$90,000.00. The motion was seconded by Tom Hogan, unanimously approved.

Jodi Jones – Statutes: Jodi Jones was present to provide an overview of the June 13, 2017 Town Manager vote. She explained that Title 24 Chapter 36 gives voters the right to decide the type of government in the municipality. A Yes vote – means hiring a town manager, a No vote means no to town manager form of government. She noted that the town manager form of government has cost tax payer \$75,000.00 this year. She also highlighted portions of Selectboard minutes from 2014 when a motion was made to have VLCT assist in a Town Manager search, this did not occur and the interim town manager was appointed to full status with no contract. She also explained that citizens can observe the vote counting, citing Title 17 Chapter 51.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Thank you to Andy & Shannon Maass and Tom Hogan for hanging the flags along South Street. Carol Ault for redesigning the triangle garden. Mortimer R. Proctor trust for awarding funds for the new benches around town. Judy Taranovich for her assistance in purchasing the benches. Steve Mitowski & Hilary Lambert for putting the benches together and installing them in the Park.

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VII. Highway Department

- Manager's Report

Field Activities:

- Clean up Larson Street sewer repair
- Clean up Cain Street water line repair
- Clean Streets
- Clean up Transfer Station
- Clean catch basins
- Prep new plow truck for Memorial Day Parade
- Move waste material pile at WWTF
- Working with Our Yard on triangle garden
- Clean up wood chips at rink
- Removed West Street downed tree and branches
- Filled erosion on North Street at 5 corners
- VTrans Roads Roundtable
- Downed tree limbs on Cliff Street
- Repair automobile crash damage to culvert on Gorham Bridge Road

Pending Activities:

- Culvert inventory with RRPC
- Roadside brush
- Potholes

Overtime:

- Downed tree – 2 hours (High & Cliff Street)

- Ormsbee Avenue Infrastructure Evaluation: See guests. This change would result in a change order for Wilk paving, not paving Ormsbee Avenue.
- Other New and/or Old Business:
Currently short one man on the Highway Department. There has only been one applicant and the applicant does not hold a CDL.
Carol Grace requested that guardrails be considered on the east side of the trestle.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 7:19 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, 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:
 - Taylor Hill warranty work continues.
 - East side tank pressure washed and new coat applied, under warranty.
 - Leak detection on Meadow Street for 3 days, no cost.
- Other New and/or Old Business:

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IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:21 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:
 - Statement of Qualifications for the Asset Management has been sent to seven engineers and will be published in the paper.
 - Larson Street project still needs to be graded, seeded and have six 5-foot cedar trees planted. This project will be contracted out.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 7:28 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Tom Hogan, unanimously approved.

X. Committee Reports

- Parks and Recreation: Per John Corliss: Director and Assistant Director have been hired, currently advertising for lifeguards.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Next meeting 5/25/17.
- Rutland Regional Solid Waste District: Per John Corliss: Meeting next month.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: No report.
- Planning Commission: Per Tom Hogan: Two individuals interested in joining the Planning Commission.
- Beaver Pond Committee: Per Bill Champine: Permit for dry hydrant being reviewed.
- Town Office Committee: Per John Corliss: No report. Possible meeting next month.
- REDC Marketing Committee: Per Joe Manning: No report.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$31,832.22.
- Planning Commission Appointment- Mary Gilligan & Robert Coons: Tom Hogan made the motion to appoint Mary Gilligan and Robert Coons to the Planning Commission. The motion was seconded by John Corliss, approved by majority, 4-1.
- Main Street – Street Lights Update: Tom Hogan reported that lighting options are being researched that are affordable.
- Crowley Road Race request to Use Proctor Town Highways: Bruce Baccei made the motion to approve the request for Sunday June 11, 2017. The motion was seconded by Tom Hogan, unanimously approved.

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- Town Manager Vote: Bruce Baccei made the motion to contract with VLCT for an informational meeting, date to be determined, cost \$450.00. The motion was seconded by Tom Hogan, unanimously approved. It was noted that Jodi Jones can have her information/boards out at the June 12, 2017 informational meeting.
- Special Selectboard Meeting June 14, 2017: Bruce Baccei made the motion to hold a Special Selectboard meeting June 14, 2017 at 6:00 p.m. at the Town Office. 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: Stan Wilbur noted he will have water and wastewater budgets and rates for review at the June 14, 2017 meeting. Inquiries about the Town Office front porch, waiting for decision from Town Office Committee. It was noted that a permit is required from the Proctor Fire Department to sit off fireworks in the town.
- Executive Session: No executive session

XII. Adjourn

Bruce Baccei made the motion to adjourn the May 22, 2017 regular Selectboard at 7:43 p.m. The motion was seconded by John Corliss, unanimously approved.