

**Town of Proctor
Selectboard Meeting Minutes
Draft
June 26,2017
6:00 p.m. – 8:15 p.m.**

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Stan Wilbur, Town Manager

Other Guests Present

Bob Protivansky
Rick Reed
Peg TV

Agreements/Approvals

- Unanimously approved agenda with two additions.
- Unanimously approved June 14, 2017 special meeting minutes, with one correction.
- Unanimously approved June 19, 2017 special meeting minutes, as written.
- Consensus to sign and submit updated Municipal Roads Grants-In-Aid Pilot Project.
- Consensus to allow attorneys to address snowplowing issue for FY18.
- Unanimously agreed to amend Shooting Ordinance.
- Unanimously agreed at 6:38 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed to set FY18 Water Rate at \$460.00.
- Unanimously agreed at 6:47 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed to set FY18 Wastewater Rate at \$430.00 and assess the Proctor School District a fee of \$500.00, notify School Board chair per email.
- Unanimously agreed at 6:53 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$38,945.07.
- Consensus to table Main Street Lights.
- Consensus to hold Special Tax Rate Meeting, 6/30 /17 at 126:00 p.m.
- Unanimously agreed to hold a Special Selectboard meeting June 30,2017 at12:30 p.m.
- Unanimously agreed at 7:25 p.m. to enter executive session.
- Unanimously agreed at 8:05 p.m. to exit executive session. Action.
- Unanimously appointed two Selectboard members to meet with Town Manager for contract discussions.
- Unanimously agreed at 8:15 p.m. to adjourn the June26, 2017 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.

II. Review and Approve Agenda

Bruce Baccei made the motion to amend the agenda and add; Town Property on Florence Road and VT Marble Museum – Blight Remediation Project Monitoring Performance Report. The motion was seconded by Tom Hogan, unanimously approved.

III. Review of Minutes

Tom Hogan made the motion to approve the June 14,2017 special meeting minutes, with one correction; Page 4, change West Tank to East Tank. The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to approve the June 19,2017 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public comment

V. Guests

John Jozwiak: Not present.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Town Office property clean up. The PHS Class of 2021 for hosting a successful Proctor Town Wide Tag Sale, with 20 plus participants.

VII. Highway Department

• **Manager's Report**

Field Activities:

- River Street catch basin repair
- Potholes
- Cleaned asphalt tools
- A/C units at Town Office
- Plow truck specs and suppliers
- Pre-employment meeting
- Greased jetter
- Roadside mowing scope with contractors
- Plowing school parking lots VLCT liability and risk management concerns
- Steel jig for catch basin riser repair
- Cut, split and stacked wood from downed tree branch
- Pressure washed pool docks, set up floating dock and place new stone on pathway
- Road kill
- Meadow Street storm drain – old sewer converted to storm drain full of water
- Pool outfall
- Waste material pile at WWTF

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- Serviced chain saws (prep for storm)Storm damage road check – picked up downed branches
- Weed Whacked bank at Library Pump Station
- Downed tree at pool
- Addition top soil and seed at West Street Extension sewer repair
- Service jetter
- Washed and cleaned trucks
- split wood

Pending Activities

- Roadside mowing quotes
- Culvert inventory with RRPC
- Catch basins for paving project
- Potholes
- New plow truck quotes

Overtime:

- none

- Municipal Roads Grants-In-Aid Pilot Project: Consensus to sign and submit new agreement with updated mileage,13.3 miles.
- Plowing School Parking Lots: The Selectboard reviewed correspondence from [Frederick J. Satink, VLCT Manager of Underwriting, Safety & Health Promotion](#) with respect to plowing. Consensus to refer to the Town and School attorneys, to try and reach a mutually agreeable consensus for FY18.
- Town Property on Florence Road: John Corliss made the motion to amend the Proctor Shooting Ordinance and incorporate the two acres along Florence Road. The motion was seconded by Bruce Baccei, unanimously approved. Stan Wilbur will provide the updated Ordinance at the July 10 Selectboard meeting.
- Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:38 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:
- Water/Wastewater Truck: Stan Wilbur will provide cost estimates at the July 10 Selectboard meeting.
- Proctor Consumer Confidence Report: Information only. Will be mailed to all water users
- FY2018 Water Rate: Bruce Baccei made the motion to set the FY18 Water User Rate at \$460.00. The motion was seconded by Joe Manning, unanimously approved. This is the same rate as FY17.
- Other New and/or Old Business: Letters will be sent to water users that have leaks on their personal service line.

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IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:47 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:
 - Pearl Street repaired quickly and well-done project.
- FY2018 Sewer Rate: Bruce Baccei made the motion to set the FY18 Wastewater User Rate at \$430.00 and to assess the Proctor School District a fee of \$500.00, notify the Board chair per email of the fee. The motion was seconded by Tom Hogan, unanimously approved.
- Other New and/or Old Business: No other new and/or old business.

John Corliss made the motion at 6:53 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: Last meeting pool wages.
- Rutland Regional Planning Commission: Per Joe Manning: No meeting.
- Rutland Regional Transportation Council: Per Bruce Baccei: Cleaning up end of year concerns.
- Rutland Regional Solid Waste District: Per John Corliss: Meeting 6/28. Stan Wilbur will be meeting with Casella's about Food Waste requirements and date to start collecting.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: New truck will arrive this week.
- Planning Commission: Per Tom Hogan: Upcoming meeting.
- Beaver Pond Committee: Per Bill Champine: Need date to send to state to begin dredging.
- Town Office Committee: Per John Corliss: Meeting 6/29 at 6:00
- REDC Marketing Committee: Per Joe Manning: Subcommittees will all be coming together for a meeting of the whole.

XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$38,945.07.
- Town Office Front Wall: Stan Wilbur will have cost estimates for engineers and bid documents for the July 10 meeting.
- Main Street Lights: Consensus to table issue and focus on Town Office Front Wall.
- Town Manager Contract: Contract will be addressed in executive session.
- Tax Rate Special Meeting: Special meeting Friday June 30, 2017 at 12:30 p.m. at the Town Office.
- VT Marble Museum – Blight Remediation Project Monitoring Performance Report: Handout provided for information.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.

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- Sheriff Department Report: Information only.
- Other New and/or Old Business:
- Executive Session: Bruce Baccei made the motion at 7:25 p.m. to enter executive session to consider the Town Manager contract, given that premature general knowledge of this matter would clearly place the Town at a substantial disadvantage. The motion was seconded by John Corliss.
John Corliss made the motion at 8:05 p.m. to exit executive session. The motion was seconded by Bruce Baccei, unanimously approved.

ACTION: Joe Manning made the motion to appoint Bill Champine and Tom Hogan to meet with Stan Wilbur to continue contract discussions. The motion was seconded by John Corliss, unanimously approved.

XII. Adjourn

Tom Hogan made the motion to adjourn the June 26,2017 regular Selectboard at 8:15 p.m. The motion was seconded by John Corliss, unanimously approved.