

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**July 24,2017**  
**6:00 p.m. – 9:04 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**

David Carman  
Bob Curtis  
Linda Doty  
Mary Fregosi  
John Jozwiak  
Dan Kearney  
Rick Moreno  
Mike O'Brien  
Kiah Oechsle  
Noah Oechsle  
Ted Schaft  
Bob Protivansky  
Carol Protivansky  
John Zawistoski

Peg TV

**Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved July 10 ,2017 regular meeting minutes, with one amendment.
- Did not approve attachment to July 10,2017 minutes.
- Unanimously approved FY2018 Law Enforcement Contract.
- Unanimously approved Marble Museum sign.
- Unanimously approved sidewalk replacement areas.
- Unanimously approved DuBois & King agreement, \$3,740.00.
- Unanimously agreed to plow Proctor School parking lots for one year.
- Unanimously agreed to plow Proctor Free Library parking lot for one year.
- Unanimously agreed at 7:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.

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- Unanimously agreed at 7:39 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 7:44 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$15,225.24.
- Unanimously approved MRP application, \$3,329.16.
- Unanimously approved Local Emergency Operations Plan.
- Unanimously agreed at 8:34 p.m. to enter executive session.
- Unanimously agreed at 8:53 p.m. to exit executive session. Action.
- Majority approved the Town Manager's contract, 4-1.
- Unanimously agreed at 9:04 p.m. to adjourn the July 24, 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. The motion was seconded by John Corliss, unanimously approved.

#### **III. Review of Minutes**

Bruce Baccei made the motion to approve the July 10, 2017 regular minutes with amendment to Open Public Comment: "Lisa Miser – Lisa Miser gave her personal responses, made as a member of the P&R committee regarding swimming lessons at the pool. She quoted a Berkeley study that surveyed educational facilities, churches, libraries, local government and other nonprofits. They noted their greatest attribute to success was volunteers. She commented on recent facebook posting and e-mails regarding the announcement that there would not be swimming lesson at the pool this year. Bill Champine responded to her comments. All comments are on Peg TV." The motion was seconded by Tom Hogan, unanimously approved.

Bruce Baccei made the motion to not attach the requested attachment to the July 10, 2017 minutes. The motion was seconded by Tom Hogan, unanimously approved.

#### **IV. Open Public Comment**

Bob Curtis: Bob Curtis was present to inquire about the Ormsbee Avenue sewer progress. Stan Wilbur commented that a preliminary study has been completed and now a more detailed study will be done by Aldrich & Elliot. The question is whether to apply for planning funds or use town funds for the project.

John Zawistoski: John Zawistoski was present to inquire about the Ormsbee Avenue sewer, town Office Committee and Town Manager Contract. He inquired if paving would be a part of the sewer/ storm water repair project. It is his hope that Ormsbee Avenue will not simply be repaired but rather paved. He also spoke to the report from the architect about the Town Office and explained the numbers, and suggested the report be reread for the actual cost estimate. He also referenced the report submitted to the Selectboard on October 13, 2016 by the Town Office

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Committee. His last inquiry was the Town Manager's contract and when will the specifics of the potential contract come up in public session, for comments and questions, or if it is the intent of the Selectboard to make a motion on the contract without public comment.

Bill Champine stated that contract would be discussed in executive session, and it is his intent to have public discussion, but that he is only one of five.

Ted Schaft: Ted Schaft was present to comment on the poor condition of the sidewalks on South Street.

John Jozwiak: John Jozwaik was present to inquire about the Town Manager's contact and the qualifications for the position.

Rick Moreno: Rick Moreno discussed Ormsbee Avenue, the breaking off of the pavement which has become worse after snowplowing, drainage rotted out (not yet addressed). He requested the Selectboard take a comprehensive look at Ormsbee Avenue, sidewalk- sewer- storm water and paving.

### V. Guests

Steve Bernard – Rutland County Sheriff – FY2018 Contract: Steve Bernard was present to discuss the Law Enforcement Contract for the Town of Proctor. He gave an overview of changes in the town since he has been sheriff. Bruce Baccei made the motion to approve the contact as presented. The motion was seconded by Tom Hogan, unanimously approved.

Linda Doty – Marble Museum – Museum Sign: Linda Doty was present to request hanging a Marble Museum sign from the Marble Welcome to Proctor sign. It was noted there is a direction sign at the end of the rock wall prior to the triangle for the Marble Museum. Tom Hogan made the motion to allow the Marble Museum to place a sign at the Welcome to Proctor sign sites, until something else is figured out. The motion was seconded by Bruce Baccei, unanimously approved.

### VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Tom Hogan noted Bob Coons and Bill Champine repaired the flag pole and painted the steps at the Town Office.

### VII. Highway Department

- Manager's Report

Field Activities:

- New employee orientation
- Loop Street culvert
- Fallen tree on Gorham Bridge Road
- 2015 plow truck blown break canister -sent to Earl's for repair
- Repair plate compactor
- Dead trees at Pool
- Stones at 5-corners
- Town Office and Gazebo buntings

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- Safety Meeting
- Clean catch basin grates
- Serviced chain saws
- Rebuild catch basin on Warner Avenue
- Waste asphalt to Wilks
- Rebuild and installed cross walk sign
- OSHA Certification
- Rebuild second catch basin on Warner Avenue

### Pending Activities:

- Rebuilding catch basins for paving project
- Culvert inventory with RRPC
- Beaver Pond Road storm drain
- Potholes

### Overtime:

- none
- Sidewalks: Bruce Baccei made the motion to replace/repair sidewalks on Park Street and North Street. The motion was seconded by Tom Hogan, unanimously approved. Not to replace the side walk on Warner Avenue, Stan Wilbur will speak with property owners.
- Salt Shed – DuBois & King Design Agreement: Bruce Baccei made the motion to contract with DuBois & King for \$3,740.00, Building Design. The motion was seconded by Tom Hogan, unanimously approved. Stan Wilbur noted the goal is to build by October.
- Plow Truck: Stan Wilbur provided a handout listing a 2018 International 7600SFA 4x2 for \$190,423.00 and a 2016 International 7400 SFA 4x2 \$169,017.00. He noted that the 2016 has a smaller engine and a steel body. The Equipment Fund for FY2017 has \$165,630.00 FY 2018 will add \$20,000.00, total available funds \$185,630.00. Stan Wilbur is recommending removing the 1995 plow truck from service, he noted it is leaking oil.

It was noted by John Jozwiak that the 1995 plow truck has about 40,000 miles on it, a new clutch and transmission. Also, that Proctor has only 22 miles of road to plow. Joe Manning suggested purchasing a used truck or outsourcing plowing.

Bruce Baccei made the motion to purchase the 2018 International \$190,423.00. The motion dies for lack of a second.

Tom Hogan made the motion to purchase the 2016 International \$169,017.00. The motion dies for lack of a second.

John Corliss made the motion to put the plowing out to bid. The motion was seconded by Joe Manning, passed by majority, 3-2. Bruce Baccei and Tom Hogan voted no. Stan Wilbur will be responsible for putting the snow plow bid document together and receiving bids.

- Plowing School Parking Lots: Tom Hogan made the motion to plow the school parking lots for one year and to send a letter to the Proctor Schoolboard noting this will be that last year the Town of Proctor will plow school lots. The motion was seconded by Bruce Baccei, unanimously approved.

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- Plowing Library Parking Lots: Bruce Baccei made the motion to plow The Proctor Free Library parking lot for one year. The motion was seconded by Tom Hogan, unanimously approved.

Mary Fregosi, Proctor Free Library Trustee President noted that the Town of Proctor Highway Department and Water/Wastewater Department employees use the library parking lot and it also a plow route turn around. The Selectboard will revisit plowing at a future meeting.

- Other New and/or Old Business: Roadside mowing has not yet begun, Kevin Bagley was awarded the roadside mowing contract.

### VIII. Board of Water Commissioners

Joe Manning made the motion at 7:30 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, 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:
  - Close out 2<sup>nd</sup> project begin 3<sup>rd</sup> project.
  - Meadow Street hydrant replace 8/3
  - Willow Street water pressure issue- requires digging and camera work
  - Approved Source Protection Plan – letters will go out to land owners in Source Protection area.
- Water/Wastewater Truck: Handout provided for information only. All quotes are due by 4:00 p.m. Friday July 28, 2017.
- Simon Operations Service Contract: Provided to Selectboard members for review. Bill Champine wants plowing and mowing included in the contract.
- Water Charges First Payment Date: The first payment will be pushed out, after the tax rate is determined. Payments will continue to be staggered. There is no late fee or interest on water bills.
- Other New and/or Old Business: No other new and/or old business.

### IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 7:39 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. 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 abstention unless noted.

- Manager's Report:
  - Assessment Management Plan for sewage collection system

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- State Engineer in Proctor to review WWTF and pump stations – will receive written report
- Algae issue in lagoons
- Sewer Charges First Payment Due: See Water.
- Other New and/or Old Business: No other new and/or old business.

Bruce Baccei made the motion at 7:44 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.

### X. Committee Reports

- Parks and Recreation: Per John Corliss: No report.
- Rutland Regional Planning Commission: Per Joe Manning: No report.
- Rutland Regional Transportation Council: Per Bruce Baccei: Next meeting August 24.
- Rutland Regional Solid Waste District: Per John Corliss: Currently on vacation.
- Personnel Committee: Per Bill Champine: No report.
- Fire Department: Per John Corliss: No report
- Planning Commission: Per Tom Hogan: No report.
- Beaver Pond Committee: Per Bill Champine: Waiting for Rick Reed to begin work.
- Town Office Committee: Per John Corliss: Next meeting August 24 at 6:00 p.m.
- REDC Marketing Committee: Per Joe Manning: Upcoming meeting Chamber with REDC.

Tom Hogan suggested Committee Reports be given monthly. Consensus to have monthly reports, at second Monday meeting.

### XI. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$15,225.24.
- Mosquito Control: Stan Wilbur provided an overview of a BLSG Insect Control District meeting he attended with Bruce Baccei, he also provided background information from June 10, 2013. The state pays 75% of the cost for larvicide, which is a program that Pittsford participated in this year. David Carman spoke to the issue and would like the town to be proactive against mosquitos. Rick Moreno was concerned about the type of spray that would be used.  
Nest step to contact the state to help with defining problem areas, information for the public, permit conditions and spraying costs. David Carman volunteered to assist the Selectboard and Town Manager in the next steps.
- Mortimer Proctor Trust Grant Application for Pool Equipment: Bruce Baccei made the motion to submit the MRP application for Pool Equipment, \$3,329.16. The motion was seconded by John Corliss, unanimously approved.
- Local Emergency Operations Plan: Bruce Baccei made the motion to adopt the NIMS and Local Emergency Operations Plan. The motion was seconded by Tom Hogan, unanimously approved.

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- Project Priority: Selectboard members along with the Town Manager scored 10 projects from 1 (lowest) to 5 (highest).  
Project Rankings with score
  1. Garage 27
  2. Town Office 27
  3. Stairs 26
  4. Downtown Lights 24
  5. Drains 23
  6. Paving 23
  7. Bike/Ped Path 21
  8. Bridge 20
  9. Loose Ledge (Main Street) 17
  10. Sidewalks 16
- Project Status: Joe Manning provided a Project Status handout, reviewed for information only.
- Rutland County Sheriff Department Contract: See invited guests.
- Municipal Tax Rate – Discussion: Meeting July 25, 2017 at 4:30 p.m. The tax rate is higher than last year, appraisals are lower.
- Town Manager Contract: To be considered in executive session.
- Budget Reports: Information only. Questions should be addressed to Stan Wilbur.
- Sheriff Department Report: Information only.
- Other New and/or Old Business: Stan Wilbur stated he has submitted four contracts to the Selectboard, three have been rejected, the fourth is currently being considered.
- Executive Session: Bruce Baccei made the motion at 8:32 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 Tom Hogan, unanimously approved.  
Tom Hogan made the motion at 8:53 p.m. to exit executive session. The motion was seconded by John Corliss, unanimously approved.  
**ACTION:** Tom Hogan made the motion to approved the Town Manager's contract. The motion was seconded by John Corliss, approved by majority, 4-1.

### XII. Adjourn

John Corliss made the motion to adjourn the July 24, 2017 regular Selectboard at 9:04 p.m. The motion was seconded by Tom Hogan, unanimously approved.