

**Town of Proctor Selectboard Special Meeting Minutes  
November 22, 2011  
3:30 - 4:30 P.M.**

**Board Members Present**

Lloyd Hughes  
Vincent Gatti  
Bruce Baccei  
Susan Feenick

**Employees Present**

Stan Wilbur, Town Administrator

**Action Items**

**I. Call to Order**

The meeting was called to order at 3:35 p.m. by Lloyd Hughes

**II. FY 2013 Budget Work Session**

General discussion on the budget preparation process and the materials the Selectboard need to develop a budget. Documents that have been used in the past include detailed budget narratives by department and posting code, revenue and expenditure budget summaries, comparison of taxes to be raised, tax liability by department, and expenditures by department broken down by general expense categories.

Specific items to look into are electric costs and capital projects. Stan has prepared a spreadsheet for FY 2011 electric use and cost by month. He has talked with CVPS and they will assist in estimating electric cost for the remainder of the current FY and for FY 2013. Lloyd will meet with department heads to come up with a list with capital project needs and costs. Stan or Don will check on status of VT AOT paving grants. Stan will check with Don regarding the sidewalk snow removal equipment demonstration.

By concusses the Board agreed to hold a budget work session on at 3:30 p.m. on Friday December 2 and that future meeting to be scheduled as needed.

**III. 2012 Employee Health Insurance**

Stan reviewed the current plan and explained that we couldn't continue with that plan because CIGNA will only write policies for towns with more than 20 employees. Proctor currently has 7 employees enrolled the insurance plan. The employees had a phone conference call with VLCT staff. The VLCT staff explained the various plans available to the Town and answered employee questions.

After further one-on-one discussions with employees, Stan eliminated those plans that didn't offer out-of-network coverage from further consideration. Cost comparisons of various plans are based on 8 employees, assuming the new town administer will enroll in the plan. After reviewing the benefits and cost of the plans and further input from employees, Stan recommended the Town select the AVIS HAS Blue \$2,250 plan. This plan covers in-network and out-of-network at 0% after deductible. The drawback is the deductible is \$2,250/\$4,500 vs the current \$1,500/\$3,000. The estimated annual policy cost is similar to our current plan. However holding with the current

policy of contributing 25% of the deductible to an employee's HAS and with the higher deductible amounts will result in a total annual cost to the Town increase of approximately \$2.800. The employee's cost exposure will also increase.

Stan noted that there was an article in today's Herald regarding Fair Haven offering a choice of plans. Stan will look into that situation. After reviewing the proposal, the Board deferred its decision to the November 28 regular Board meeting.

## **VI. Adjourn**

Vincent Gatti made the motion to adjourn the meeting at 4:30 p.m. The motion was seconded by Susan Feenick and was approved by majority.