

**Town of Proctor Selectboard Special Budget Meeting Minutes**  
**DRAFT**  
**December 30,2011**  
**2:30- 4:20 P.M.**

**Board Members Present**

Rick Anderson,Chair  
Bruce Baccei  
Vincent Gatti  
Lloyd Hughes

**Employees Present**

Don Des Pierre, Road Commissioner  
Lisa Miser,Recorder  
Stan Wilbur, Town Administrator

**Action Items**

**I. Call to Order**

The meeting was called to order at 2:30 p.m.

{All motions are approved by the majority unless otherwise noted, as the full board was not present.}

**II. Wastewater Department**

This item will be discussed at the next meeting.

**III. Budget FY 2013**

\* **CVPS:** A CVPS representative will attend the January 5,2012 Special Budget Meeting.

\* **Highway Department:** Don Des Pierre presented updates to the FY 13 Highway budget.

1. **Overtime:** FY 13 budget \$9,740.00, FY 12 actual spent \$8,500.00. Total personal line \$121,141.00.
2. **Pager Insurance:** we currently have insurance policy. No change.
3. **Welding Class:** Will provide the cost for a welding class and truck mechanic class at January 5,2012 meeting.
4. **Contracted Services:** Remove \$125.00 for Merriam Graves. Lawn Mowing under contract, \$350.00 per mow, 21 mowing's, \$7,350.00. Don Des Pierre will provide an hourly fee for, servicing the Ornamental Lights.
5. **Highway Improvements:** Sidewalks per Springfield Paving cost \$7.50 per linear foot, budget 1,000 feet, total \$7,500.00  
**Crack sealing:** \$7,500.00  
**Stormwater Maintenance:** \$3,000.00  
**Culvert Inventory:** \$3,000.00  
**West Street Project:** Will provide pipe cost at January 5,2012 meeting.  
**South Street:** Rick Anderson and Lloyd Hughes will meet with Don Des Pierre on January 3,2012 at 2:00 p.m. to evaluate the scope of the project.
6. **Vehicle Gas:** \$22,420.00

- 7. **Line Painter:**Budget from the Equipment Fund.
- 8. **Small Tools:** \$700.00
- 9. **Tree Removal:** \$2,500.00

Consensus of the Selectboard to add the apron replacement for the Fire Department to the Highway Project list.

- \* **General Insurance:** Stan Wilbur presented the FY 13 General Insurance budget. The FY 13 proposed budget has a 1% increase.
- \* **Transfer Station:** Stan Wilbur presented the FY 13 Transfer Station & Curbside budget. The FY 13 proposed budget has a 15 decrease. Consensus of the Selectboard to make the following changes to the proposed budget.
  1. No pay increase for employees.(Only full time employees are eligible for 2%)
  2. Zero out Transfer Permits line.
  3. Zero out bags for Transfer Station line.
  4. Zero out Bulky Waste Stickers line.
  5. Remove the Bulky Waste Box line.
  6. Zero out bags for Curbside line.
  7. Place the Bagged Trash Box, as a pull on-call basis.
  8. Refigure Casella fees.
  9. Zero out Metal/Other Waste Disposal line. The line should generate revenue.
- \* **Special Services:** Stan Wilbur presented the FY 13 Special Services budget. The FY 13 proposed budget has a 1% increase. Consensus by the Selectboard to add Contracted Services line, for the Ornamental Street Lights. Don Des Pierre will provide the hourly rate at the January 5,2012 Budget Meeting.
- \* **Department 76:** Stan Wilbur presented the FY 13 Department 76 budget. The FY 13 proposed budget has no change, from FY 12.
- \* **Taxes and Assessments:** Stan Wilbur presented the FY 13 Taxes and Assessments budget. The FY 13 proposed budget has a 10 % decrease. This is attributed to the Town Forest taxes, from \$1,880.00 to \$241.00. This property is in Current Use.
- \* **Special Appropriations:** Stan Wilbur presented the FY 13 Special Appropriations budget. The FY 13 proposed budget has a 1% decrease.

#### **IV. Police**

This item will be placed on the January 9,2012 Selectboard agenda.

#### **V. Other and/or Old Business**

January 5,2012 at 3:15 p.m. Special Selectboard Budget Meeting  
January 11,2012 at 3:30 p.m. Special Selectboard Water Meeting

#### **VI. Adjourn**

Lloyd Hughes made the motion at 4:20 p.m. to adjourn the December 30,2011 Special Budget Meeting of the Selectboard. The motion was seconded by Vincent Gatti and approved by the majority.

