

**Town of Proctor Selectboard Meeting Minutes**  
**Draft**  
**July 12, 2021**  
**Town Office Meeting Room**  
**Zoom Video Conference**  
**6:00 p.m. – 8:04 p.m.**

**Board Members Present**

Bruce Baccei  
Carrie Covey, Chair  
Ben Curtis  
Judy Frazier  
Tom Hogan

**Employees Present**

Stan Wilbur, Interim Town Manager  
Lisa Miser, Recorder

**Other Guests Present**

Phillp Anderson  
Angelique Cort  
Gary Cort  
Charlotte Firestone  
Dick Horner  
Jan Horner  
Heather Martin  
Carol Shostak  
Joanne Stockton  
Keith Whitcomb

**Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved June 28, 2021 regular meeting minutes, as written.
- Unanimously approved June 28, 2021 special meeting minutes, as written.
- Unanimously approve the July 6, 2021 special meeting minutes, as written.
- Consensus to wait until the 7/26/21 regular Selectboard meeting to adopt Traffic & Parking ordinance.
- Unanimously agreed at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:36 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:37 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously appointed Angela & Rob Oberg to the P & R committee.
- Unanimously appointed Rob Oberg as Zoning Administrator at \$17.00 per hour- part-time as needed.
- Unanimously agreed not to incorporate cats into the Animal Control Ordinance.
- Majority agreed to terminate the Tax Stabilization agreement with The Market on West Street and recapture the taxes.

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- Signed orders totaling \$48,471.59.
- Unanimously agreed to enter executive session at 7:00 p.m. Personal – Town Manager candidate interview.
- Unanimously agreed to exit executive session at 8:00 p.m. No action.
- Unanimously agreed at 8:04 p.m. to adjourn the July 12, 2021 regular Proctor Selectboard meeting.

**Action Items**

**I. Call to Order - Pledge of Allegiance**

This was a Zoom Conferencing meeting, as well as in person at the Town Office Meeting Room.

**II. Review and Approve Agenda**

Judy Frazier made the motion to approve the agenda,  
The motion was seconded by Tom Hogan, unanimously approved.

**III. Review of Minutes**

Tom Hogan made the motion to approve the June 28, 2021 regular meeting minutes, as written.  
The motion was seconded by Judy Frazier, unanimously approved.

Ben Curtis made the motion to approve the June 28, 2021 special meeting minutes, as written.  
The motion was seconded by Tom Hogan, unanimously approved.

Judy Frazier made the motion to approve the July 6, 2021 special meeting minutes, as written.  
The motion was seconded by Tom Hogan, unanimously approved.

**IV. Traffic and Parking Public Meeting**

A handout showing the changes was passed out to the public for review.

Inquires/Questions from the public:

Why does the ordinance involve High Street?

There is no parking issue on High Street – no parks on High Street to access the school.

Why not regulate a specific timeframe for parking?

It is unfair to residents to have a 7-day 24-hour parking ban.

Punishes residents when they have guests or family gatherings.

The ordinance needs to define Parking and Standing.

Have complaints been made with respect to parking on High Street? Sheriff report filed?

The Selectboard will rewrite the section with respect to High Street and review the verbiage at the July 26, 2021 regular Selectboard meeting.

Public speakers: Dick Horner, Heather Martin, Carol Shostak, Gary Cote

**V. Open Public Comment**

No public comment.

**VI. Guests**

No guests.

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**VII. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: 90 people at the pool on Sunday.

**VIII. Highway Department**

- Traffic and Parking Ordinance: Consensus to wait until the July 26, 2021 regular Selectboard meeting to review new verbiage.
- No other new and/or old business.

**IX. Board of Water Commissioners**

Ben Curtis made the motion at 6:35 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

- Other New and/or Old Business:  
Tom Hogan inquired about the mailing to the Top Ten past due accounts. Stan Wilbur noted that the Top Ten notices had been mailed 7/12/21, this allows the customer 30 days to make a payment agreement. First day allowable for shut offs is August 13,2021.

**X. Board of Sewage Commissioners**

Judy Frazier made the motion at 6:36 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

- Other New and/or Old Business:  
Stan Wilbur requested Selectboard signatures for the Municipal Bond Bank paperwork. No other new and/or old business.

Tom Hogan made the motion at 6:37 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved

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

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed orders totaling \$48,471.59.
- Local Hazard Mitigation Plan – RRPC Agreement: Carrie Covey signed the agreement.
- ARPA Certification: A Public Meeting will be held July 26,2021 at the beginning of the regular Selectboard meeting.
- Park and Recreation Committee Appointments: Bruce Baccei made the motion to appoint Angela & Rob Oberg to the Park & Recreation Committee. The motion was seconded by Judy Frazier, unanimously approved.
- Zoning Administrator: Judy Frazier made the motion to appoint Rob Oberg as the Zoning Administrator at \$17.00 per hour, this makes him a Part-Time Town Employee and does not require that he provide liability insurance as advertised. The Zoning Administrator is required to attend the monthly Planning Commission meetings. The motion was seconded by Ben Curtis, unanimously approved.

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- Animal Control Ordinance – Cats: Tom Hogan made the motion not to include cats in the Proctor Animal Ordinance. The motion was seconded by Judy Frazier, unanimously approved.
- The Market on West Street - Tax Stabilization Agreement: Ben Curtis recused himself and left the Meeting Room during this discussion topic. A handout from attorney Alan George was provided for Selectboard members. Judy Frazier made the motion that the Tax Stabilization Agreement is terminated, to send an invoice with the total of taxes plus the 18% to recover and to place a lien on the property noted in the Agreement. The motion was seconded by Bruce Baccei, approved by majority.
- Sheriff Department Report: Handout provided.
- Other New and/or Old Business: Stan Wilbur provided a handout that showed a decrease in property taxes from last year to this year. A \$100,000.00 home FY21 Town taxes \$1,071.80 this year \$1061.70. Savings approximately \$10.00. A \$100,000.00 home FY21 School taxes \$1,502.10 this year \$1,445.60. Savings approximately \$55.00.

**XII. Town Manager Candidate Interview – Executive Session**

Ben Curtis made the motion at 7:00 p.m. to enter executive session for the purpose of interviewing a Town Manager candidate. Ben Curtis made the motion at 8:00 p.m. to exit executive session. No action.

**XIII. Adjourn**

Bruce Baccei made the motion to adjourn the July 12, 2021 regular Selectboard meeting at 8:04 p.m. The motion was seconded by Ben Curtis, unanimously approved.