

Town of Proctor Selectboard Meeting Minutes
Draft
July 26, 2021
Town Office Meeting Room
6:00 p.m. – 7:42 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Carol Ryan, Asst. Town Clerk & Treasurer
Stan Wilbur, Interim Town Manager

Other Guests Present

Megan Cannucci - Zoom
Charlotte Firestone
Angela Oberg – Zoom
Michael Ramsey - Zoom

Agreements/Approvals

- Unanimously approved agenda
- Unanimously approved July 12,2021 regular meeting minutes, as written.
- Unanimously approved July 19,2021 special meeting minutes, as written.
- Unanimously agreed at 6:09 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:12 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:15 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$69,458.04.
- Unanimously appointed Ben Curtis as Selectboard Rep to FEMA LEMP.
- Unanimously approved FUA for the Children's Center - Rink.
- Unanimously approved Beaver Pond Ordinance update.
- Unanimously approved MRP application for the Rink - \$10,000.00.
- Unanimously approved MRP application for Beaver Pond - \$2,700.00.
- Unanimously entered executive session at 6:45 p.m. for Town Manager contract.
- Unanimously appointed Rob Oberg Acting Zoning Administrator.
- Unanimously approved purchasing a plaque for Bruno Baccei.
- Unanimously exited executive session at 7:35 p.m. ACTION
- Unanimously approved amending the Town Manager contract and sending to attorney.
- Unanimously agreed at 7:42 p.m. to adjourn the July 26,2021 regular 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.

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II. Review and Approve Agenda

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

III. Paving Bid Opening

Three bids received:

1. Sunapee Paving: \$118,328.50
2. Pike Industries: \$128,907.00
3. Wilk Paving: \$118,230.00

Tom Hogan made the motion to accept the Wilk Paving bid \$118,230.00. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Review of Minutes

Bruce Baccei made the motion to approve the July 12,2021 regular meeting minutes, as written.
The motion was seconded by Judy Frazier, unanimously approved.

Bruce Baccei made the motion to approve the July 19,2021 special meeting minutes, as written.
The motion was seconded by Tom Hogan, unanimously approved.

V. Open Public Comment

No public comment.

VI. Guests.

No guests.

VII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: a letter was received from the Town of Killington thanking the Proctor Fire Department for their assistance during the multi day forest fire on the mountain. They appreciate the Town's commitment and participation to the mutual aid agreement. Thank you to Carol Alt for her green thumb with the garden at the triangle and the Park – the flowers always look beautiful!

VIII. Highway Department

- Operations Report

Activities:

1. Road check
2. Mowed lawns
3. Trimmed
4. Helped dig water line on West Street
5. Helped dig water line a river crossing
6. Check Beaver Pond dam
7. Cut down tree at picnic area at Beaver Pond
8. Filled sinkhole on Cliff Street need to repair
9. Fixed sinkhole on Park Street
10. Repaired and respooled on Main Street sidewalk by hand wall
11. Ordered a new plate compactor (Grant Money)

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12. Swept road by 4-way at Proctor Gas wash out

13. Cleaned equipment

14. Maintenance on vehicles

Ongoing Activities/Planned Activities:

1. Road Checks

2. Pave water digs in road

3. Beaver Pond Checks

4. Service vehicles

5. Training

6. Mowing lawns

7. Replacing 65' of 18" culvert on Park Street

8. Replacing catch basins and culvert on Ormsbee Ave

9. Fix Catch Basins on Main St and Cliff St

Overtime:

No over time

- Traffic And Parking Ordinance: Judy Frazier made the motion to adopt the Traffic and Parking Ordinance as presented with the change to Article VII, Section 1a and to send a copy to the RCSD. The motion was seconded by Bruce Baccei, unanimously approved.
- Other New and/or Old Business: No other new and/or old business

IX. Board of Water Commissioners

Bruce Baccei made the motion at 6:09 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.

- Operation Monthly Report:

Activities

1. Weekly Water pump station checks.

2. Performed all water testing – all passed.

3. Dailies

4. Repaired water leak on 10" water main at River crossing pipe pulled out of valve removed valve replaced with new pipe and HYMAX coupling

5. Flushed fire hydrants. Exercised valves.

6. Repaired broken 6" hydrant valve on West Street.

7. Help KUBRICKY with shut down of water main on North Street for water line-tie ins-handled out boil notices and lift boil notices.

8. Pool & Beaver Pond water sample

9. Mowed and trimmed Water Plant & pump stations.

10. Picked up chemicals at Allen Pools & Spa for Water Plant

Ongoing/Planned Activities

1. Pave sinkhole on Curry Street

2. Pave waterline repair at 48 West Street

3. Free Leak Detection scheduled for middle to end of August

4. Working on free valve exercising program

5. Curb stops at 49 West Street

6. Curb stops replacement at River Street and Gorham Bridge Road

7. Curb stop locating next 10 on delinquent tax list

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- Delinquent Accounts: Delinquent account notices have been sent out. A handout was provided with updates to outstanding accounts. Water service can only be shut-off Monday – Thursday.
- New service for the Trombley house due to bridge construction.
- Other New and/or Old Business: No other new and/or old business.

X. Board of Sewage Commissioners

Judy Frazier made the motion at 6:12 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.

- Operation Monthly Report:
 - Activates
 1. Perform all monthly WW sampling
 2. Mowed lawns at WWTF and Pump Stations
 3. Maintenance on Blowers
 4. Cleaned V-Notch Wier in UV building.
 5. Sewer back up at 19 Newton St. Homeowner problem.
 6. Jetted Newton St sewer from Newton to Garden St. Precautionary measures – all clear.
 7. Replaced and lowered manhole cover at 13 School Street so homeowner could pave driveway. Sewer manhole in middle of driveway.
 8. Fix manhole cover on Center Street.
 9. Check pumpstations.
 - Ongoing/Planned Activities
 1. Training of new hires
 2. Repairing airline and diffuser
 3. Jetting of problem sewer areas
 4. Replacing sewer on Park Street
 5. A-1 to come and clean pump station
- Delinquent Accounts: The next ten will be evaluated and ready for review at the August 9th meeting.
- Other New and/or Old Business: No other new and/or old business.

Ben Curtis made the motion at 6:15 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.

XI. Committee Activities

- P&R: Met to discuss the MRP applications – Pool & Rink have stayed bust this summer – only issues lifeguard coverage.
- TAC: Update on Amtrack services.

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed orders totaling \$69,458.04 and signed the orders.

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- Budget Report: Handout provided. FY21 budget has ended on a positive note, highway surplus can be rolled over to FY22.
- FEMA LHMP Planning Team Selectboard Representative: Judy Frazier made the motion to appoint Ben Curtis as the Selectboard Rep. The motion was seconded by Tom Hogan, unanimously approved.
- Facility Use Agreement – Rink – Children’s Center: Bruce Baccei made the motion to approve the FUA for the Children’s Center use of the Rink and to require they list the Town of Proctor as an additional insured. The motion was seconded by Judy Frazier, unanimously approved.
- Beaver Pond Ordinance: Tom Hogan made the motion to add Section 7 under Article IV and to add #7 as a major violation in the first sentence under Article IV for the Beaver Pond Ordinance. The motion was seconded by Ben Curtis, unanimously approved.
- Mortimer R. Proctor Grant
 - Roller skating Rink - Bruce Baccei made the motion to approve the Rink MRP application for \$10,000.00 for new shelving, roller skates and ice skate sharpener. The motion was seconded by Tom Hogan, unanimously approved.
 - Beaver Pond - Ben Curtis made the motion to approve the Beaver Pond MRP application for \$2,700.00 for benches, glider and picnic table. The motion was seconded by Judy Frazier, unanimously approved.
- 1252 West Street – Bruce Carrington: Tabled to August 9th meeting.
- BLSG Insect District: Letter from Salisbury Selectboard Chair Paul Vaczy. Information only.
- Acting Zoning Administrator: Bruce Baccei made the motion to appoint Rob Oberg as Acting Zoning Administrator. The motion was seconded by Judy Frazier, unanimously approved.
- Benches: A bench will be moved from the gazebo to the cut -out at the Town Office. Judy Frazier made the motion to purchase a plaque in memory Bruno Baccei and place at the front of the Town Office. The motion was seconded by Ben Curtis, unanimously approved.
- Town Manager Search: Judy Frazier made the motion to offer Michael Ramsey the Proctor Town Manager position pending a clean background check. The motion was seconded by Ben Curtis, unanimously approved.
- Sheriff’s Report: Handout provided. RCSD looking at junk vehicles on West Street, Beaver Pond Road and North Street. An update will be provided at the August 9th meeting.
- Other New and/or Old Business: Special Meeting August 2nd at 5:30 p.m. Topics: Zoom, Remodel of meeting room, Selectboard meeting rules and FUA why & when it should be used.
- Town Manager Contract: Ben Curtis made the motion to enter executive session at 6:45 p.m. to discuss the Town Manger contract. The motion was seconded by Judy Frazier, unanimously approved.

Ben Curtis made the motion to exit executive session at 7:35 p.m. The motion was seconded by Judy Frazier, unanimously approved.

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Action: Judy Frazier made the motion to send the amended Town Manager contract to the attorney for review. The motion was seconded by Ben Curtis, unanimously approved.

XIII. Adjourn

Judy Frazier made the motion to adjourn the July 26, 2021 regular Selectboard meeting at 7:42 p.m. The motion was seconded by Tom Hogan, unanimously approved.