

Town of Proctor Selectboard Meeting Minutes
Draft
August 9,2021
Town Office Meeting Room
Zoom Video Conference
6:00 p.m. – 7:15 p.m.

Board Members Present

Judy Frazier, Chair
Bruce Baccei - Zoom
Ben Curtis
Tom Hogan

Employees Present

Stan Wilbur, Interim Town Manager
Lisa Miser, Recorder
Michael Ramsey, Incoming Town Manager - Zoom
Carol Ryan, Assistant Town Clerk

Other Guests Present

Phillip Anderson
Charlotte Firestone
John Jozwiak
Robert Oberg
Linda Raymond

Agreements/Approvals

- Unanimously approved agenda, with two additions.
- Unanimously elected Judy Frazier Selectboard Chair.
- Unanimously elected Ben Curtis Selectboard Vice-Chair.
- Unanimously approved July 26, 2021 regular meeting minutes, as written.
- Unanimously approved August 2, 2021 special meeting minutes, as written.
- Unanimously accepted Dufresne Group proposal for South Street Sidewalk design.
- Unanimously agreed at 6:21 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:26 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:27 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Unanimously appointed Rob Oberg Zoning Administrator.
- Signed orders totaling \$57,234.80
- Unanimously agreed to enter executive session at 6:49 p.m. Selectboard Vacancy
- Unanimously agreed to exit executive session at 7:12 p.m.
- Unanimously appointed Linda Raymond to the Proctor Selectboard until March 2022.
- Unanimously agreed at 7:15 p.m. to adjourn the August 9, 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. A full board was not seated. All motions passed unanimously, unless noted.

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II. Review and Approve Agenda

Ben Curtis made the motion to approve the agenda, with two additions; Beaver Pond Path budget update and Dog Bite.

The motion was seconded by Tom Hogan, unanimously approved.

III. Election of Selectboard Chair/Vice Chair

Tom Hogan nominated Judy Frazier to be the Proctor Selectboard Chair. The motion was seconded by Ben Curtis, unanimously approved.

Tom Hogan nominated Ben Curtis to be the Proctor Selectboard Vice-Chair. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Interview Candidates for Selectboard Vacancy

Five applicants submitted letters of interest for the Selectboard vacancy; John Jozwiak, Linda Raymond, Lisa Miser, Robert Oberg and Phillip Anderson. Applicants were invited to provide a brief introduction and overview of their interest in the position.

The Selectboard will discuss applicants in executive session and announce the appointment at the end of the meeting.

V. Review of Minutes

Bruce Baccei made the motion to approve the July 26,2021 regular meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

Ben Curtis made the motion to approve the August 2,2021 special meeting minutes, as written. The motion was seconded by Tom Hogan, unanimously approved.

VI. Open Public Comment

John Jozwaik inquired to the number of Town Manager candidates. The Selectboard replied approximately 40, the majority of applicants were from out of state.

VII. Guests

No guests.

VIII. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The highway department has done a great job mowing this summer.

IX. Highway Department

- South Street Sidewalk Design Consultant: Three design firms; Dufresne Group, Otter Creek Engineering and DHV submitted proposals. The Design Consultant Rating Committee was unanimous in ranking Dufresne Group number 1. Bruce Baccei made the motion to accept the proposal submitted by the Dufresne Group. The motion was seconded by Tom Hogan, unanimously approved. This project begins at the corner of Grove Street to the church, stops just short of the marble portion of the sidewalk.
- Beaver Pond Path Budget Update: Stan Wilbur provided updated numbers for this project. The town's share has increased from \$124,000.00 to \$177,008.00. The primary reason for the local cost increase is to treat comminated soils in the path route. These treatment costs are not eligible for VTrans funding. The estimates are conservative.

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Stan Wilbur is looking for a grant to address the hazardous waste cost. It would cost the town more to stop the project than to continue at this point, as the town would have to pay back monies spent to date.

Tom Hogan would like a selectboard member to be appointed as a liaison to this project.

- Other New and/or Old Business: No other new and/or old business.

X. Board of Water Commissioners

Tom Hogan made the motion at 6:21 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.

- Delinquent Accounts: A handout was provided of the updated delinquent shut off list. Shut offs can begin August 16th. At the August 23rd meeting the next ten in the que will be provided, and prior shut offs updated.
- Other New and/or Old Business: No other new and/or old business.

XI. Board of Sewage Commissioners

Ben Curtis made the motion at 6:26 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.

- Delinquent Accounts: See Board of Water Commissioners.
- Other New and/or Old Business: John Jozwaik inquired to the cost of cleaning the lagoons. Stan Wilbur noted he had an estimate of \$500,000.00 to remove sludge, reline lagoons and replace aeration system hoses.

Tom Hogan made the motion at 6:27 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

XII. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$57,234.80.
- Zoning Administrator: Bruce Baccei 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 Tom Hogan, unanimously approved.
- Transfer Station Closure: Stan Wilbur received a call inquiring about closing the Transfer Station, a handout was provided outlining the cost and procedure. The current Transfer Station permit expires in 2023. Consensus to revisit this issue prior to the permit expiring.
- Ice and Roller Rink Rules: Several changes were suggested Stan Wilbur will provide an updated draft at the August 23rd meeting.
- Historic Preservation Grant: Information only, deadline for submission October 4th. Stan Wilbur has put a call in about the eligibility of Welcome signs.
- 1252 West Street – Bruce Carrington: No updated- remove from agenda.
- Sheriff Department Report: Handout provided.
- Dog Bite: A RCSD report was shared with the Selectboard, with respect to a dog bite. The Selectboard does not feel they have received a complaint, so no action is

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warranted. The Proctor Health Officer has not been made aware of the report. The investigation is complete, the dog is in quarantine for rabies and then will be put down according to the owner.

- Other New and/or Old Business: John Jozwiak suggested the Selectboard write a letter to GMP for a donation toward a decorative light in the triangle.
- Selectboard Vacancy – (Executive Session)
Ben Curtis made the motion to enter executive session at 6:49 p.m. for personal. The motion was seconded by Tom Hogan, unanimously approved.

Tom Hogan made the motion to exit executive session at 7:12 p.m. The motion was seconded by Ben Curtis, unanimously approved.

Action: Ben Curtis made the motion to appoint Linda Raymond to the Proctor Selectboard until March 2022. The motion was seconded by Bruce Baccei, unanimously approved.

XIII. Adjourn

Bruce Baccei made the motion to adjourn the August 9, 2021 regular Selectboard meeting at 7:15 p.m. The motion was seconded by Ben Curtis, unanimously approved.