

Town of Proctor Selectboard Meeting Minutes
Draft
August 23, 2021
Town Office Meeting Room
Zoom Video Conference
6:00 p.m.– 6:40 p.m.

Board Members Present

Bruce Baccei
Ben Curtis
Judy Frazier, Chair
Tom Hogan
Linda Raymond

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Incoming Town Manager - Zoom
Carol Ryan, Asst. Town Clerk & Treasurer
Stan Wilbur, Interim Town Manager

Other Guests Present

Phillip Anderson
Charlotte Firestone

Agreements/Approvals

- Unanimously approved agenda, with changes.
- Unanimously approved August 9, 2021 regular meeting minutes, as written.
- Unanimously agreed at 6:10 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:16 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$70,713.15.
- Unanimously approved FUA for Rutland Recreation 10K Race.
- Unanimously approved offer from Bruce Carrington to purchase Lot #1252.
- Unanimously approved revisions to Selectboard Policy.
- Unanimously approved revisions to Facility Use Agreement Application.
- Unanimously agreed to go out to bid for two projects in the Town Clerk's office.
- Unanimously agreed at 6:40 p.m. to adjourn the August 23, 2021 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

This was an in person meeting at the Town Office Meeting Room with Zoom Conferencing access.

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II. Review and Approve Agenda

Ben Curtis made the motion to approve the agenda; remove guest, add Giancola Town Office Improvements under Additional Items, new handout for Bruce Carrington item. The motion was seconded by Tom Hogan, unanimously approved

III. Review of Minutes

Tom Hogan made the motion to approve the August 9,2021 regular meeting minutes, as written. The motion was seconded by Ben Curtis, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests.

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: North Street bridge is moving along nicely, Highway Department repaired Pleasant Street, Kevin Blongy shared out Emergency information for the impending storm over the weekend.

VII. Highway Department

- Operations Report

Activities:

1. Road check
2. Mowed lawns
3. Trimmed
4. Paved patches on West St, Curry St and Main St
5. Ordered paint for crosswalks
6. Started painting crosswalks and stop bars by schools, first
7. Roadside mowed Town again
8. Replace culvert on Park St by 88 & 87 Park for paving
9. Picked up load of sure pack for Park St project sewer & culvert
10. Did some trimming of low lying branches and trees
11. Got a call out for a down tree on West St by RCSD 8/19/21 found that it was in Rutland Town part of West St
12. Mowed Eastside Tank and Westside Tank
13. Received new plate compactor
14. Check Beaver Pond dam
15. Check and clean catch basins as necessary
16. Cleaned equipment
17. Maintenance on vehicles

Ongoing Activities:

1. Road Checks
2. Patch St dig repair pavement

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3. Beaver Pond checks
4. Service vehicles
5. Training
6. Mowing lawns
7. Replacing catch basins and culvert on Ormsbee Ave
8. Fix catch basins on Main St and Cliff St
9. Need to get Howard Stickney here to repair pavement on Oak St
10. Paving Park Street

Overtime:

No over time

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

VIII. Board of Water Commissioners

Ben Curtis made the motion at 6:10 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccej, unanimously approved.

- Operation Monthly Report:

Activities

1. Weekly Water pump station checks.
2. Performed all water testing – all passed.
3. Dailies
4. Installed 2 curb stops at 9 River Street and 50-52 Gorham Bridge Rd
5. Did water shut-offs for delinquent water & sewer 8/17/21
6. Turned back on water for water & sewer delinquency
7. Repaired curb stop on Gorham Bridge Rd for 78 Gorham Bridge Rd
8. Pool & Beaver Pond water sample
9. Did samples for Disinfection Byproducts DBP's yearly
10. Doing leak detection town wide Free from State of Vermont
11. Mowed and trimmed Water Plant & pump stations.

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

- 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. Shut-offs occurred with the first ten, currently working on the next ten for shut-off.
- Other New and/or Old Business: No other new and/or old business.

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IX. Board of Sewage Commissioners

Bruce Baccei made the motion at 6:14 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Ben Curtis, 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. Sewer back-up on Williams St-Steve Lamphere. Jetted amin and camera, little cleanup
5. Started installing news sewer line on Park St about 30 feet
6. Call out for possible sewer plug 26 Center St – manhole good – homeowner problem
7. Got a call about Ammonia smell on Pine St – check out sewer all okay
8. Homeowner of 17 Holden Ave call about sewer back-up – town sewer ok – homeowner problem
9. Did 7 water shut off for delinquent water & sewer
10. 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: See Board of Water Commissioners.
 - Other New and/or Old Business: No other new and/or old business.

Tom Hogan made the motion at 6:16 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Ben Curtis, unanimously approved.

X. Additional Items Requiring Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed orders totaling \$70,713.15 and signed the orders.
- Historic Preservation Grant: Information only, handout provided. Application due October 4th.
- Booster Club Coin Drop: Information only, handout provided.
- Rutland Recreation 10K Race Facility Use Agreement: Bruce Baccei made the motion to approve the FUA for Rutland Recreation & Parks, pending submission of insurance. The motion was seconded by Linda Raymond, unanimously approved.
- Covid-19: Discussion about changes that might be needed due to Covid-19 uptick. Town Clerk will address changes for her department and post accordingly.
- 1220 West Street – Bruce Carrington: Tom Hogan made the motion to approve the offer from Bruce Carrington to purchase Lot #1252 for \$1.00 and all fees. The motion was

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seconded by Ben Curtis, unanimously approved. An updated handout was provided from Bruce Carrington's lawyer.

- Omya Lot #23-0180 on Gorham Bridge Road: Discussion about acquiring Lot #23-0180 on Gorham Bridge Road. Omya has other parcels in town that it may be interested in offering to the town.
- Selectboard Policy: Bruce Baccei made the motion to approve revisions to Section 4, Section 7 and Section 8 and readopt the policy. The motion was seconded by Linda Raymond, unanimously approved.
- Facility Use Agreement Application: Tom Hogan made the motion to approve the FUA revision on #8. The motion was seconded by Ben Curtis, unanimously approved.
- Giancola Bid – Remodel Town Clerk Space: Bids were provided from Giancola Construction for two projects in the Town Clerk's office; a door \$8,650.00 and removal of kitchen sink, countertop, apron and wall cleat and installation of two storage cabinets \$4,285.00. Tom Hogan made the motion to go out to bid for the two projects. The motion was seconded by Ben Curtis, unanimously approved.
- Sheriff's Report: Handout provided.
- Other New and/or Old Business: Furniture will be moved out of the Managers office and Meeting Room to refinish the floor. This will be a two-week process. Michael Ramsey new Town Manager will be beginning Monday August 30th.
- Executive Session: No executive session required.

XI. Adjourn

Ben Curtis made the motion to adjourn the August 23, 2021 regular Selectboard meeting at 6:40 p.m. The motion was seconded by Tom Hogan, unanimously approved.