

Town of Proctor Selectboard Meeting Minutes

Draft

March 28,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 7:20 p.m.

Board Members Present

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

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager

Other Guests Present

Phillip Anderson
Stephanie Bourque
Gerry Carrington
Tom Doty
Charlotte Firestone
Angelo Lynn
Carol Protivansky
Travis Samuels
Keith Whitcomb
Ann Zawistoski
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved March 14,2022 regular meeting minutes.
- Unanimously agreed to recess Selectboard meeting at 6:03 and open Public Hearing.
- Unanimously agreed to close Public Hearing at 6:07 and resume the Selectboard meeting.
- Unanimously agreed at 6:11 p.m. to adjourn 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 Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:13 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$49,656.14.

- Unanimously approved Franklin's Liquor License.
- Unanimously appointed Matt Parker to the P&R Committee.
- Unanimously appointed Josh Webb 911 Coordinator for 2 years.
- Unanimously appointed Kevin Blongy Emergency Management Coordinator for 2 years.
- Unanimously agreed to enter executive session at 6:41 p.m.
- Unanimously agreed to exit executive session at 7:19 p.m. Action
- Majority approved the offer to pave Tom Doty's drive from the Willow Street Disturbance to the right-of-way.
- Unanimously agreed at 7:20 p.m. to adjourn the March 28,2022 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.

II. Review and Approve Agenda

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

III. Review of Minutes

Bruce Baccei made the motion to approve the March 14,2022 regular meeting minutes, as presented. The motion was seconded by Ben Curtis, unanimously approved.

Public Hearing for VCDP

Ben Curtis made the motion to recess the regular Selectboard meeting at 6:03 and to open the Public Hearing for the VCDP Grant. The motion was seconded by Tom Hogan, unanimously approved.

Ben Curtis made the motion to close the VCDP Public Hearing at 6:07 p.m. and resume the regular selectboard meeting. The motion was seconded by Linda Raymond, unanimously approved.

VCDP Hearing minutes attached.

IV. Open Public Comment

No public comment.

V. Guests

Steffanie Bourque – LHMP draft Presentation: Steffanie Bourque from RRPC was present to offer the full final draft for the Local Hazard Mitigation Plan (LHMP). She provided an overview of the work completed by the team, as well as, three hardcopies. The comment period opens March 28th and runs until April 11th, the public is welcome to submit in writing or attend the April 11th Selectboard meeting wo share comments. Upon receipt of comments the LHMP team will review the comments and determine if they are substantial changes. Next steps have the Selectboard authorize the Planning Commission to submit to the state for review, then Selectboard adoption and finally FEMA approval. Upon approval of FEMA the 5-year clock start on the LHMP. The Local Mitigation Plan Review Tool was provided in Selectboard packets. Michael Ramsey will post the LHMP on the Proctor town website.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Recognized two PHS graduates Allison Almond playing varsity softball at Castleton University for her first varsity home run, and Sydney Wood playing varsity softball at Norwich University, and going 3 for 3 at the weekend game. Also recognized Bobby Protivansky for his award for the Wastewater Treatment plant in Rutland.

VII. Highway Department

Operations Report February 1-March 31,2022

Activities:

Road check daily
Maintain equipment
Cut & split firewood
Ordered salt 200 tons/bought total of salt for year 855 tons – 5 tons over
Plowed salted roads
Cleared sidewalks and salted
Cut dead trees down on Pleasant St by Train bridge
Cleared catch basins before multiple rain events
Tractor trailer truck took down cable and phone lines on Oak & Maple St – put up road closed signs
Cleared frozen culvert on West St
Filled wash outs on Park St after heavy rain
Checking and clearing inlets and outlets of culverts on West St
Filling in potholes
Fixed back alarm on 5-ton
Checking Beaver Pond dam
Repairing flatbed supports on F350
Took Zamboni off JD 2355 and put chipper on
Helped Wastewater Dept with sewer backup on North St and Marble yard and Meadow St

Ongoing Activities:

Potholes
Road Checks
Beaver Pond Checks
Service vehicles
Cleaned garage
Start Spring time clean-up

Planned Projects:

Culvert replacement on West St
Ormsbee Ave culvert and catch basin replacement
Clearing out ditches
Cleaning out catch basins

Overtime:

No over time

Class II Highway Grant Submittal Complete: Application has been submitted.

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

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:11 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

Operation Monthly Report:

Activities

Weekly Water pump station check.

Performed all water testing all passed.

Dailies.

Robert and Nicholas are taking Class 3 water classes for water license online

Cleaning and maintaining buildings

Search for curb stops for delinquent water and sewer shut offs

Ordered Sodium Fluoride and Chlorine for Water Plant

Ongoing/Planned Activities

Curb stops at 49 West St.

Searching for curb stops for replacement in ROW

Repair water valve on Parch St

Remove and replace fire hydrants on Terrace Hill & Green Square with 2" flushing hydrant

Delinquency Report: Handout provided. Pink slips have been sent out.

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

IX. Board of Sewage Commissioners

Tom Hogan 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 Ben Curtis, unanimously approved.

Operation Monthly Report:

Activities

Perform all monthly WW sampling

Maintenance on Blowers

Check pump stations

Sewer freeze-up at Town Office called A-1 cleared and added RV antifreeze in sewer for a couple of days – will fix this year

Sewer back-up in Marble Yard jetted and cleared

Sewer back-up on Gibb Street jetted and cleared will have Tommy Grace help repair 15' of 8" pipe to replace broken clay pipe

Sewer back-up on Meadow St

Sewer back-up at Union Church believe sewer line frozen in parking lot near sewer main – put in clean out in lawn

Ongoing/Planned Activities

Training of new hires

Repairing airlines and diffuser

Jetting of problem sewer areas - started
Looking into getting provisional WW licenses for Nick & Rob
Looking for curb stops for delinquent sewer tax
Fix sewer line at Town Office
Fix Gibb St sewer
Working with Champlin to repair Styles Meadow

Willow Pump Station Wetland Permit & Pre-Bid Site Visit: Evidence of wetlands was present, currently drafting a wetlands permit.

Willow Pump Station Project Bid Opening: Bid opening has been pushed back to April 11, 2022.

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

Ben Curtis made the motion at 6:13 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.

X. Manager's Report

- * Listers Training: Michael Ramsey attended training for familiarity with lister responsibilities.
- * Interim Zoning Administrator Duties: Michael Ramsey is the current Interim ZA. Accepting applications for the position, there has been some interest.
- * VCDP Grant Application and Public Hearing: See Public Hearing attached minutes
- * Mortimer Proctor Award Letter: Received \$14,389.42 for Beaver Pond, Pool, Our Yard and Grave Markers. The P & R committee will submit an update playground request to MRP, per the trust's request.
- * Otter Creek Watershed Insect Control District Updates: Minutes in packet.
- * LEMP Workshop: Michael Ramsey attended workshop, making updates to plan due in May.
- * Public Warnings for LHMP: See invited guests.
- * Town Hall Roof Repairs: Slate falling off Town Office roof, contractor called to complete assessment/inspection.
- * VOREC Application Update: The Town did not receive the grant award, will apply again next year.
- * Down Wire on Maple Street: Lines have been repaired.
- * Zoning Admin & Pool Director Search: The search is open apply in person at the Town Office or online.
- * Complaint about stumps along the side of Warner Ave: John Corliss will assess and prioritize.
- * 25 Grove Street ROW Permit Inquiry for driveway: John Corliss met with owner onsite.
- * Planning Commission Position Opening and Reorganization: Carol Protivansky is the PC chair. There is an open seat on the PC, meetings are once a month.
- * Zoom Instrument Tour for Poultney: Michael Ramsey gave the Poultney Town Manager a tour of the Tech/Zoom set up in the Town Office.

XI. Discussion and Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed the orders totaling, \$49,656.14.
- Sheriff's Report: Handout provided.

•Liquor License – Franklin’s: Bruce Baccei made the motion to approve and sign the Liquor License for Franklin’s. The motion was seconded by Tom Hogan, unanimously approved.

•Park & Recreation Application – Matt Parker: Ben Curtis made the motion to appoint Matt Parker to the Park & Recreation Committee. The emotion was seconded by Tom Hogan, unanimously approved.

•Emergency Management & 911 Coordinator Appointment: Bruce Baccei made the motion to appoint Josh Webb as 911 Coordinator for 2 years. The motion was seconded by Linda Raymond, unanimously approved.

Ben Curtis made the motion to appoint Kevin Blongy as Emergency Management Coordinator for 2 years. The motion was seconded by Tom Hogan, unanimously approved.

•Resolution for VCDP Grant Application Authority: See VCDP minutes.

•Facility Use Policy Draft: Michael Ramsey provided an overview of the proposed updated draft FUA. It is from a VLCT template. Selectboard members will review and discuss at the next regular meeting.

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

•Executive Session: Ben Curtis made the motion to enter into executive session at 6:41 p.m. under the provision of VSA Title Section 313(a) to discuss the town’s potential contract with Tom Doty in regards to the Willow Street Sewer Project activities that will negatively impact his property. The motion was seconde³ by Linda Raymond, unanimously approved.

Tom Hogan made the motion to exit executive session at 7:19 p.m. The motion was seconded by Bruce Baccei, unanimously approved.

ACTION: Ben Curtis made the motion to offer to pave Tom Doty’s driveway from the limits of disturbance caused by Willow Street Rehabilitation Project to the Right-of-Way. The motion was seconded by Tom Hogan, passed by majority. Judy Frazier recused herself from the vote.

XII. Adjourn

Ben Curtis made the motion to adjourn the March 28,2022 regular Selectboard meeting at 7:20 p.m. The motion was seconded by Bruce Baccei, unanimously approved.