

Town of Proctor Selectboard Meeting Minutes

Draft

January 8,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:58 p.m.

Board Members Present

Bruce Baccei

Ben Curtis, Chair

Tom Hogan

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Lisa Miser, Recorder

Other Guests Present

Charolette Anderson

Phillip Anderson

David Atherton

Bill Pratico

Mike Warfle

Peg Tv

Action Items

I. Call to Order - Pledge of Allegiance

Ben Curtis called the meeting to order.

The meeting was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well.

All motions passed unanimously, unless noted. A full board was not present.

II. Review and Approve Agenda

Tom Hogan made the motion to amend the agenda, add; Zion update under Board of Water Commissioners.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minute

Albert Wenta made the motion to approve the December 26,2023 regular selectboard minutes, as presented.

The motion was seconded by Bruce Baccei, unanimously approved

IV. Good News to Share

Great job by highway department keeping roads clean and safe during winter storms.

V. Open Public Comment

No public comment.

VI. Discussion & Action Items

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$85,598.34.
- Joint Police Department with neighboring towns: David Atherton, Bill Pratico and Mike Warfle of Pittsford were present to answer any questions about the Town of Proctor contracting with Pittsford for police coverage. The handout breaks out costs for five years. This would be a 40-hour officer with a car assigned to Proctor. A monthly report currently used by Pittsford will be sent to the selectboard to review. Discussion will continue at future meetings. This has the possibility of being a cost savings contract.
- Town of Proctor Warning – review & edits: Numbers will be updated for the warning. This will be an action item for the 1/22/24 meeting.
- ARPA Funds allocation, need to assign them to specific department/account and sign resolution: Judy Frazier will provide an updated funds allocation for the 1/22/24 meeting. This will be an action item for the 1/22/24 regular meeting.
- Assessor's final RFP for reappraisal mailed out 1/3/24 /Bid opening 1/22/24: Albert Wenta, Tom Hogan and Judy Frazier will be present to open the bids. Lisa Wright will review and present at the regular meeting 1/22/24.
- Annual Report: Reports are being submitted for the annual report, consensus to put a photo of the fire department for the front cover.
- South Street Sidewalk Project – review Committee for Engineering Firm (set date): The Town Manager will select three engineering firms from the five approved by the state to send to the committee to score. A score sheet was provided to the board for review.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:35 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Albert Wenta, unanimously approved.

- FY25 Budget: The water budget at this time is up 7% and the sewer budget is down 3%.
- Other Business: 52-56 Main Street update- Drafting a letter to the Zion Corp. about their appeal for water/sewer. The letter will be available to approve and sign at the January 22nd meeting. The current amount owned by Zion is \$17,000.00 water & sewer and \$14,000.00 property tax. The Selectboard requested the Town Manager follow up with their project in St. Johnsbury to see if similar issues exist with that project.

VIII. Board of Sewer Commissioners

Albert Wenta made the motion at 6:47 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.

- FY25 Budget: See Board of Water Commissioners.
- Other Business: No other business.

Tom Hogan made the motion at 6:48 p.m. to adjourn the Board of Sewer Commissioners and resume the meeting of the Selectboard. The motion was seconded by Albert Wenta, unanimously approved.

IX. Departmental Reports

- Sheriff: Report provided in packet.
- Town Manager: Judy Frazier summarized her report for the Selectboard.

X. Old or New Business

No old or new business.

XI. Adjourn

Albert Wenta made the motion to adjourn the January 8, 2024 regular Selectboard meeting at 6:58 p.m. The motion was seconded by Tom Hogan, unanimously approved.