

Town of Proctor Selectboard Meeting Minutes

Draft

March 23,2026

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:17 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Peg Tv

Michael G (online)

Jason Booth

Action Items

I. Call to Order - Pledge of Allegiance

Lisa Miser called the meeting to order.

The meeting was held in the Town Office Meeting Room.

A virtual option was also offered.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda, with changes 1) Move Jason Booth to top of Discussion & Action Items 2) Add Timber Harvest Funds to New Business and 3) move Photo discussion to executive session. The motion was seconded by Jay Thorton, unanimously approved.

III. Review of Minutes

Jay Thorton made the motion to approve March 9,2026 regular Selectboard minutes as presented. The motion was seconded by Linda Doty, unanimously approved.

IV. Open Public Comment and/or Good Stuff

No public comment.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$534,777.44**

- **Jason Booth:** Jason Booth was present to discuss the work at WWTF. He spoke about the funding of the project, moving into Step 3 and going to bid. The sludge removal will be eligible for 50% subsidy. Step 3 is engineering services and the construction phase. Albert Wenta made the motion to sign the loan agreement. The motion was seconded by Bruce Baccei, unanimously approved. Once the state has received the loan documents the project will prepare to go out to bid, approximately two weeks.
- **Subdivision Regulations as required for Tier 1B Act181:** Albert Wenta made the motion to approve the Subdivision Regulations. The motion was seconded by Jay Thorton, unanimously approved.
- **Settlement Agreement with Kevin McNeal regarding Photo:** Moved to executive session.
- **2026 Dump Days:** Town Manager will return at April meeting with dates/times and costs.
- **Annual Financial Plan – Town Highways:** Informational handout. Bruce Baccei made the motion to sign the Annual Financial Plan. The motion was seconded by Linda Doty, unanimously approved.
- **State of Vt Notice of Tentative Redetermination of Equalized Education and Coefficient of Dispersion:** Jay Thoton made the motion to authorize the Chair to sign. The motion was seconded by Albert Wenta, unanimously approved. It was noted that this will provide a credit to the Town.

VI. Board of Water Commissioners

Bruce Baccei made the motion at 6:24 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Doty, unanimously approved.

- Source Protection Plan: Plan and waiver submitted.
- Delinquent water & sewer list: Handout provided. Next meeting will have report on current – broken agreements and curb stop issues. A disconnect list will be created for the DPW.
- Other business: No other business.

Linda Doty made the motion at 6:38 p.m. to adjourn the Board of Water Commissioners and convene the Selectboard meeting. The motion was seconded by Bruce Baccei, unanimously approved.

VII. Board of Sewer Commissioners

Did not enter Board of Sewer Commissioners.

- Reimbursement Final Approval for sludge removal – Jason Booth shared under Discussion and Action Item.
- Other Business: No other business.

VII. Departmental Reports

- Sheriff: Report provided in packet. Tickets- 7/Warnings-3/Arrests-2/ Fines \$1122
- Town Manager: The Town Manager Report:
 - DPW, Town Manager met with Earl Simpson about water main under Proctor Place and project to begin late spring.
 - VTrans noted that the railroad bridge is on their radar.
 - Lawn complaints from 19 Oak Street.

- Wrote Senator Sanders about funding and allowing municipalities to use funds for best use.
- Need to edit policy about Winter Storm and Ice Clearing Operations.
- Personnel Policy needs to be updated.
- Beaver Pond picnic area opens April 1st.
- DPW seeking a crew member.
- Met with MRP board – have not heard back.

IX. Old or New Business

Harvest Funds: Discussion about keeping Harvest funds separate and using for infrastructure projects that have not been budgeted.

X. Executive Session

Bruce Baccei made the motion based on advice of counsel and pursuant to 1V.S.A.313(a)(1)(F), that premature general public knowledge concerning confidential attorney - client communications made for the purpose of providing professional legal services to the Town regarding potential litigation would place the Town at a substantial disadvantage. The motion was seconded by Jay Thorton, unanimously approved.

Albert Wenta made the motion to enter executive session at 6:55 p.m., pursuant to 1V.S.A. 313 (a)(1)(F), for the purposes of engaging in confidential attorney/client communications and that we invite the Town's Attorney, Shap Smith, PACIF General Counsel Philip Woodward and Town Manager Judy Frazier to join the executive session. The motion was seconded by Jay Thorton, unanimously approved.
Linda Doty made the motion to exit executive session at 7:15 p.m. The motion was seconded by Bruce Baccei, unanimously approved. ACTION

Albert Wenta made the motion that we consent to the proposed settlement with Kevin McNeal, as recommended by VLCT and counsel, with the Town's financial contribution to the settlement being it's deductible. The motion was seconded by Jay Thorton, unanimously approved.

XI. Adjourn

Jay Thorton made the motion to adjourn the March 23,2026 regular Selectboard meeting at 7:17 p.m. The motion was seconded by Linda Doty, unanimously approved.