

Town of Proctor Selectboard Meeting Minutes

Draft

March 25,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:28 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Kyle Thorton, DPW Foreman

Other Guests Present

Charlotte Anderson

Phillip Anderson

Dan Kearney

John Jozwaik

John Zawistoski

Peg Tv

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; Zoom Video Conferencing was offered as well.

II. Review and Approve Agenda

Albert Wenta made the motion to approved the agenda with the addition of executive session.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minute

Albert Wenta made the motion to approve the March 11,2024 regular selectboard minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved

IV. Open Public Comment

John Jozwiak shared that he was not impressed with the DPW monthly report. He would also like to see the time cards for March 4, 2024.

John Zawistoski inquired if there is a time card machine at the Town Garage and if it is used. He also asked if the summer camp being held at the Rink is a town run camp and if it is on the town's liability policy.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$62,888.15.**
- **Discussion of Lawn Tractor for Public Works- seeking approval for purchase:** Kyle Thorton DPW foreman was present to answer Selectboard questions and address the need for the purchase. The current tractor is about 30 years old. This current mower will be sent to auction. Bruce Baccei made the motion to purchase a new JD lawn tractor for \$15,376.74. The motion was seconded by Linda Doty, unanimously approved.
- **Tyler Tech contract for reappraisal – Lisa Wright:** Conversation about reappraisal expectations/education for the town and residents. Lisa Wright would like the Selectboard to consider hiring the outside firm Sansucy to appraise the utilities for \$3,000.00.
Albert Wenta made the motion to approve the contract with Tyler Tech for \$86,000.00 for a town wide reappraisal. The motion was seconded by Linda Doty, unanimously approved.
- **Construction bids for South Street Sidewalk – approve bid:** The Dufresne Group provided a bid analysis and award recommendation letter. Linda Doty made the motion to award the contract to Richard Reed and Son and to authorize the Town Manager to sign. The motion was seconded by Bruce Baccei, unanimously approved. There were two bids received: Markowski Excavating \$279,405.97 and Richard Reed and Son \$169,285.00.
- **Appoint selectboard members to standing committees for representation and discuss the restructuring of the Beaver Pond Committee:** Selectboard member liaison to committees/commissions are: Linda Doty/Park & Rec, Albert Wenta/Proctor Youth League and Lisa Miser/Planning Commission. Letters will be sent to past Beaver Pond committee members inquiring if they are interested in being appointed. This will be an April agenda item.
- **Dump Day May 4, 2024 – discuss hours, fees:** The transfer station will be open 9-1, with Hazardous Waste collection 11-1. All residents will need to get a ticket from the Town Office (proof of residency required). The ticket is good for one trip, a second trip is \$15.00. Additional information will be posted on flyers and website.
- **Public Works follow-up on seasonal help – outsourcing:** Kyle Thorton is confident the current DPW configuration of a 4 -man crew will be able to mow and complete spring/summer projects.
- **Contacted owners of 61 MainStreet – Sent someone on 3/20 to look at rock ledge:** Contacted Big Foot property manager about the rock cliff. The property manager met with Kyle & Judy who offered some names of contractors to address the issue.
- **2651 West Street - Alderson to visit site 3/29 for asbestos study:** The site visit will take place on Friday 3/29/24, a report will be provided to the Selectboard.

VI. Board of Water Commissioners

Bruce Baccei made the motion at 7:32 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.

- Delinquent Accounts- Letters going out next week for shut off notice. A handout was provided to the Selectboard with the Top 20 outstanding accounts.
- Other business: No other business.

Albert Wenta made the motion at 7:37 p.m. to adjourn the Board of Water Commissioners and resume the meeting of the Selectboard. The motion was seconded by Jay Thorton, unanimously approved.

VII. Board of Sewer Commissioners

The Selectboard did not convene the Board of Sewage Commissioner.

VIII. Departmental Reports

- Sheriff: Report provided in packet. Albert Wenta mentioned that the format for the report this week is the best thus far.
- Public Works Foreman's Report: Report provided in packet.
- Town Manager: The Town Manager highlighted her report.

IX. Old or New Business

Albert Wenta made the motion to find that premature general public knowledge regarding the town's potential action of outstanding Appeal on water and sewer charges would clearly place the town at a substantial disadvantage, because the selectboard risks disclosing its negotiation strategy if it discusses the appeal in public.

The motion was seconded by Linda Doty, unanimously approved.

Linda Doty made the motion to enter executive session at 7:55 p.m. to discuss the town's action to the appeal and legal representation under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. The motion was seconded by Albert Wenta, unanimously approved.

The Selectboard moved out of executive session by consensus at 8:28 p.m.

Action: Albert Wenta made the motion to approve and sign the letter to the Zion Group from attorney James Carroll. The motion was seconded by Linda Doty, unanimously approved.

X. Adjourn

Albert Wenta made the motion to adjourn the March 25,2024 regular Selectboard meeting at 8:28 p.m. The motion was seconded by Linda Doty, unanimously approved.