

Town of Proctor Selectboard Meeting Minutes

Draft

March 11,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:46 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

John Jozwaik

Dan Kearny

Peg Tv

Action Items

I. Call to Order - Pledge of Allegiance

Judy Frazier 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 seated.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda with the addition of executive session.

The motion was seconded by Albert Wenta, unanimously approved.

III. Review of Minute

Albert Wenta made the motion to approve the February 26,2024 regular selectboard minutes, as presented.

The motion was seconded by Linda Doty, unanimously approved

IV. Board Reorganization

- Elect Chair: Linda Doty nominated Lisa Miser, seconded by Albert Wenta, unanimously approved.
- Elect Vice-chair: Linda Doty nominated Bruce Baccei, seconded by Albert Wenta, unanimously approved.

- Regular Meeting Schedule: Albert Wenta motioned to keep the 2nd and 4th Mondays at 6:00 pm at the Town Office as the regular meeting schedule. Seconded by Linda Doty, unanimously approved.
- Designate Location for Posting Notices: Linda Doty designated the Town Office, Proctor Post Office and Proctor Free Library as the three posting places for notices. The motion was seconded by Albert Wenta, unanimously approved.
- Designate Newspaper of Record: Albert Wenta designated The Brandon Reporter as the newspaper of record. The motion was seconded by Bruce Baccei, unanimously approved.
- Adopt Selectboard Rules and Policies: Linda Doty made the motion to accept the Selectboard Rules and Policies. The motion was seconded by Albert Wenta, unanimously approved.

V. Appointments

Albert Wenta made the motion to appoint the following as presented. The motion was seconded by Bruce Baccei, unanimously approved.

to appoint the Selectboard to serve as the Water & Sewer Commissioners for a term of 1 year.

to appoint Lisa Wright to serve as the assessor for the term of 1 year.

to appoint Don Russell to serve as constable for a term of 1 year.

to appoint Dick Horner & Tom Hogan to serve on the Planning Commissions for a term of 4 consecutive years.

to appoint Megan Cannucci & Amanda Duschene to serve on the Parks & Recreation Committee for a term of 2 consecutive years.

to appoint Kevin Blongy to serve as Emergency Management Chair for a term of 1 year.

to appoint Mary Fregosi to serve as the Town Representative to the Proctor Free Library for a term of 3 consecutive years.

to appoint Carrie Covey to serve as the RCSWD representative and Kyle Thornton as the alternate for a term of 1 year.

to appoint Judy Frazier to serve as the RRPC representative.

to appoint Bruce Baccei to serve as the Regional Transit Council Representative and Kyle Thornton as the alternate for a term of 1 year.

to appoint Josh Webb to serve as the 911 Coordinator for a term of 1 year.

to appoint Tom Hogan, Bruce Baccei and Albert Wenta as 3 representatives (2 voting members and 1 alternate) to the OCW Board of Trustees.

to appoint Albert Wenta to serve as Cemetery Commissioner for the term of 3 consecutive years.

Tree Warden appointment and alternate for RRPC were tabled.

VI. Open Public Comment

John Jozwaik was present to discuss his concerns; keys left in trucks, tree down by welcome sign.

VII. Discussion & Action Items

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$67,219.11.
- Review and Approve GPI's Revised Proposal for South Street Sidewalk: Bruce Baccei made the motion to authorize the Town Manager to sign the new contract with updates. The motion was seconded by Albert Wenta, unanimously approved.
- Approve Assessor's conversion to Patriot Software for Reappraisals: Linda Doty made the motion to authorize the assessor to purchase the updated software for reappraisals. The motion was seconded by Bruce Baccei, unanimously approved.
- Quotes for a new John Deere Tractor with Mower Deck \$15,376.74, without Mower Deck \$12,888.85. Mower Deck \$2,487.88 for total of \$15,376.73.: Discussion about mower age, usage and contracting out mowing. This will be an agenda item at the next regular meeting. Kyle will attend the 3/25 meeting to discuss the purchase.

VIII. Board of Water Commissioners

- Other Business: No other business

IX. Board of Sewer Commissioners

- Other Business: No other business.

X. Departmental Reports

- Sheriff: Report provided in packet.
- Town Manager: Judy Frazier summarized her report for the Selectboard. Sending three letters to residents on Cain Street. Rocks falling along Main Street 3/25 agenda item. Green Up information 3/25 agenda.

XI. Old or New Business

Dan Kearny inquired if there would be any cost benefit to contracting/outsourcing for the highway department.

The Selectboard is accepting letters of interest for the open board seat. Please contact the Town Manager with any questions.

XII. Executive Session

Linda Doty 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 Bruce Baccei, unanimously approved.

Albert Wenta made the motion to enter executive session at 6:55 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 Statues. The motion was seconded by Bruce Baccei, unanimously approved.

Linda Doty made the motion to exit executive session at 7:45 p.m. The motion was seconded by Albert Wenta, unanimously approved. No action.

XIII. Adjourn

Albert Wenta made the motion to adjourn the March 11,2024 regular Selectboard meeting at 7:46 p.m. The motion was seconded by Linda Doty, unanimously approved.