

# Town of Proctor Selectboard Meeting Minutes

Draft

April 8, 2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:51 p.m.

## **Board Members Present**

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager

## **Other Guests Present**

Charlotte Anderson

Phillip Anderson

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**

Linda Doty made the motion to approved the agenda as presented.

The motion was seconded by Bruce Baccei, unanimously approved.

### **III. Review of Minute**

Albert Wenta made the motion to approve the March 25, 2024 regular selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved

### **IV. Open Public Comment**

No public comment.

### **V. Discussion & Action Items**

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$98,718.75.**

- **Received an additional \$100,00 grant for the South Street Sidewalk Project:** If the project exceeds initial costs, this grant will cover those fees. The grant is \$80,000.00 with a \$20,000.00 match. The bids came in under budget, this grant is a safety net.
- **Dissolve all committees that no longer have agenda items, they have served the need and all issues were resolved:** Bruce Baccei made the motion to dissolve committees that no longer have agenda items. The motion was seconded by Linda Doty, unanimously approved.
- **Appoint 5 members to the Beaver Pond Committee:** Albert Wenta made the motion to appoint Tom Hogan, Pauline Hogan, Jim Moore and Dale Christie to the Beaver Pond Committee for 2-year terms. The motion was seconded by Jay Thorton, unanimously approved. The next Beaver Pond Committee is 4/16 at 6pm.
- **Dump Day May 4,2024:** Follow up noted that the fee for the 2<sup>nd</sup> load was \$20, we will maintain the same fee. A ticket must be obtained from the Town Office in order to dispose of items at Dump Day. Three dumpsters have been ordered from Casella for Dump Day. The transfer station will be open 9-1, with Hazardous Waste collection 11-1.
- **2651 West Street - Alderson to visit site 3/28 for asbestos study:** Emailed Alderson as follow-up on site visit. Handout from Alderson provided in packet. Only asbestos was located in the window casings. There is also an oil tank that must be removed prior to clean-up. The Town Manager will forward a copy of the report along with a timeline for the property owner to begin the clean-up, with a deadline of June 15<sup>th</sup>.
- **Green Up Day Bags:** Bags are available at the Library and Town Office. Once filled bags may be left along the edge of the roadway for pickup.

#### **VI. Board of Water Commissioners**

Bruce Baccei made the motion at 6:17 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 Account:** Public Works has been searching curb stops on properties listed for potential shutoff this month. A list will be provided to the Selectboard of properties unable to shut off and the reason why. The Town Manager will be responsible for setting up agreements, along with the dollar amounts. Agreements will be paid each month until the delinquency is resolved, property owners must keep current with current years bill, as well.

- **Rewrite Water/Sewer Rate Sheet by July 1,2024:** The Selectboard will set as the committee to review and rewrite the rate sheet. Meeting will be Monday April 15,2024 at 5:15 p.m. at the Town Office meeting room.

- **Other business:** No other business.

#### **VII. Board of Sewer Commissioners**

Albert Wenta made the motion at 6:25 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Linda Doty, unanimously approved.

- **Filed a Grant Application for Wastewater Facility Upgrades:** The Town Manager submitted a grant application for \$5.5 million to assist with the upgrades.

- **Other business:** No other business.

Bruce Baccei made the motion at 6:27 p.m. to adjourn the Board of Sewer Commissioners and resume the meeting of the Selectboard. The motion was seconded by Jay Thorton, unanimously approved.

### **VIII. Departmental Reports**

- Sheriff: Report provided in packet. Tickets issued 6- Warnings 10 – Fines \$1136.00

- Town Manager: The Town Manager highlighted her report.

Mower has been delivered. DPW will use old mower for first clean up.

Dumpster from Casella – 2 garbage and 1recycle

P& R hosted an easter egg hunt and pancake breakfast at the rink

Need to review cemetery mowing contract

Ordered 3 Sugar Maple tree for the Park – MRP grant award

Resident letter about snowplowing and idling vehicles

### **IX. Old or New Business**

Beaver Pond gate should be open Judy Frazier will speak with the Beaver Pond committee at their next meeting.

April 24<sup>th</sup> the dams will be inspected.

Next Planning Commission meeting April 11<sup>th</sup> at 6:00 pm.

The forester will be walking the timber lot off Florence Road to mark trees, for the harvest.

### **X. Adjourn**

Albert Wenta made the motion to adjourn the April 8,2024 regular Selectboard meeting at 6:51 p.m. The motion was seconded by Jay Thorton, unanimously approved.