

Town of Proctor Selectboard Meeting Minutes

Draft

April 22,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:53 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

John Jozwaik

Greg Poelker-McKee

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 as presented.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minute

Linda Doty made the motion to approve the April 8,2024 regular selectboard minutes, as presented. The motion was seconded by Albert Wenta, unanimously approved.

Albert Wenta made the motion to approve the April 15,2024 regular selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved.

IV. Open Public Comment

No open public comment.

V. Guest

Greg Poelker-McKee from Rutland Regional Planning Commission was present to provide an update on the grant program and grant submission. A handout was provided showing the ranking system. Grant notification will be the first part of May.

VI. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$45,635.70**
- **2651 West Street – Status update:** A letter has been sent to the resident, outlining the timeline and expectations for the property clean up. A family representative has spoken with the Town Manager about clean -up of the property. Inspection fee has been attached to the property tax.
- **Timber Lot Harvest:** A handout from the forester was provided in the board packet. Bruce Baccei made the motion to authorize the Town Manager to begin next steps for the harvest(timeline) and create a performance of service contract. The motion was seconded by Albert Wenta, unanimously approved.
- **Planning Commission Ordinance on Short -Term Rentals:** A draft was provided from the Planning Commission for review. The Selectboard will review and place on the May agenda.
- **Local Emergency Management Plan:** Albert Wenta made the motion to approve and authorize the chair to sign the LEMP. The motion was seconded by Bruce Baccei, unanimously approved.
- **Beaver Pond and Park and Recreation committee appointments:** Linda Doty made the motion to appoint Kim Metcalf to the Beaver Pond Committee for a 2-year term and Kayla Razanouski to the Parks & Recreation Committee for a 2-year term. The motion was seconded by Bruce Baccei, unanimously approved.

VII. Board of Water Commissioners

Bruce Baccei made the motion at 6:12 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Jay Thorton, unanimously approved.

- **Delinquent Account:** Handout provided in packet with the Top 20 accounts. Shut off letters have resulted in some payment agreements. May 15th is the deadline to enter into an agreement for delinquent accounts in this first section of notification. The next ten delinquent accounts will be sent letters May 15th. The DPW will be given the list prior to access curb stops.
 - **Aldrich & Elliot Lead/Copper Inspections:** This is an inspection mandated by the state, there is a \$100,000.00 loan/grant may be available with 100% forgiveness.
 - **Water/Sewer Rate Sheet-** updates, additional changes or edits: Draft rate sheet will be provided for the May meeting.
 - **Other business:** No other business.

VIII. Board of Sewer Commissioners

Bruce Baccei made the motion at 6:23 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Albert Wenta, unanimously approved.

- **State approved Asset Management plan:** Aldrich and Elliot can move forward on the WWRTF design, hoping for bond approval in November, then go out for bids. Town Manager will invite A+E to the next meeting to discuss the WWTF project and bond.

- Other business: No other business.

Albert Wenta made the motion at 6:26 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.

IX. Departmental Reports

•Sheriff: Report provided in packet. Tickets issued 5/ Warnings 9/ Arrests 1/ Fines \$1181

•Town Manager: The Town Manager highlighted her report. The Town Manager and DPW foreman have met and put a spring/ summer work schedule of projects together

- Upcoming P& R activities: Ben Curtis Memorial event, Pool Day for PrES 6/10, Pool will be open Tuesday- Saturday (lifeguard dependent), roller-skating one day during camp day.
- Dump Day: dumpsters ordered, permits available at Town Office.
- Fire Department concerned about floor in building.
- Stumps removed week of 4/22/24 (South Street)
- All departments- Fire Department included must adhere to the Procurement Policy and go out to bid for items over \$3,000.00.
- Complaints: dogs barking, parking on sidewalks. The Town Manager followed up with RCSD.

X. Old or New Business

XI. Executive Session

Albert Wenta made the motion that premature general knowledge regarding the town's status with Zion Growers would clearly place the town at a substantial disadvantage, because the selectboard risks disclosing its strategy if it discusses the proposed terms in public. The motion was seconded by Linda Doty, unanimously approved.

Albert Wenta made the motion to enter executive session at 7:08 pm to discuss the town's status with Zion Growers under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. The motion was seconded by Jay Thorton, unanimously approved.

The Selectboard exited executive session at 7:52 pm by consensus.

XI. Adjourn

Linda Doty made the motion to adjourn the April 22,2024 regular Selectboard meeting at 7:53 p.m. The motion was seconded by Albert Wenta, unanimously approved.