

Town of Proctor Selectboard Meeting Minutes

Draft

May 13,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:27 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Wayne Elliot,A&E

John Jozwaik

Jeff Lewis,A&E

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

Bruce Baccei made the motion to approved the agenda as presented.

The motion was seconded by Linda Doty, unanimously approved.

III. Review of Minute

Albert Wenta made the motion to approve the April 22,2024 regular selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved.

IV. Open Public Comment

No open public comment.

V. Guest

Wayne Elliot and Jeff Lewis from Aldrich & Elliot was present to discuss the WWTF upgrades and Lead Service Line Inventory:

Step 1 WWTF Engineering Service Agreement approved by the state moving into Step 2.

Waiting for the state to release it list of fundable projects.
Looking at a March 2025 Bond vote for the WWTF projects.
Sludge could be removed prior to the project- with a positive bond vote.
The Selectboard requested WWTF project information to share with the community.
It is the desire of the Selectboard to start a conversation now and start sharing information.

LEAD SERVICE LINE INVENTORY

The town is receiving SRF funding
Engineering is a 50 % subsidy
A&E anticipates no cost to the town
The project completion date is October 16,2024
Survey every connection in town and document location and material
Self-inventory option – take photo of pipe to service line and complete survey
Water Dept will be assisting with the project

VI. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$518,919.87**
- **2651 West Street – Status update:** There has been no movement or contact from the property owner. The Selectboard directed the Town Manager to send a certified letter to the property owner, detailing the clean-up project and owner options or the property will start to receive fines.
- **Timber Lot Harvest:** Bruce Baccei made the motion to approve and sign the Timber Contact. The motion was seconded by Albert Wenta, unanimously approved. Albert Wenta made the motion to sign the Proctor Town Forest Management Plan for 2020-2030. The motion was seconded by Bruce Baccei, unanimously approved. The Plan is for forest property located in Pittsford.
- **Planning Commission Ordinance on Short -Term Rentals:** The Selectboard discussed the draft submitted by the Planning Commission, and decided to wait to see the outcome of the Short-Term Rental legislation.
- **Dam Inspections:** Inspections were completed 4/24 waiting for reports, which have seen little changes since reports from prior 4 years.
- **Highway Annual Financial Plan FY24-FY25:** Bruce Baccei mad eth motion to approve the FY24-FY25 Highway Financial Plan. Th emotion was seconded by Albert Wenta, unanimously approved. \$488,739.69

VII. Board of Water Commissioners

Linda Doty made the motion at 6:57 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Albert Wenta, unanimously approved.

- Delinquent Account Sheet-Shut-offs for 5/15, broken agreements or no agreements: Updated list provided to the Selectboard. Those that have not made agreements or paid will have their water shut off Wednesday or Thursday of this week.
- Water/Sewer Rate Sheet- updates, additional changes or edits: Consensus to reformat the first paragraph for FY 25 billing. Properties will be assessed in September 2024 to provided a clearer picture of water usage.
- Other business: No other business.

VIII. Board of Sewer Commissioners

Bruce Baccei made the motion at 7:08 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.

- Water Infrastructure State Revolving Loan Programs: Consensus by the Selectboard to sign the Water Infrastructure State Revolving Loan. See guests.
- Other business: No other business.

Albert Wenta made the motion at 7:09 p.m. to adjourn the Board of Sewer Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Doty, unanimously approved.

IX. Departmental Reports

•Sheriff: Report provided in packet. Tickets issued 1/ Warnings 1/ Arrests 7/ Fines \$1181

•Town Manager: The Town Manager highlighted her report.

- A&E revived the Fire Department floor and provided a report
- Dog concerns – no complaints filed
- Overnight campers at Beaver Pond have been addressed by RCSD
- Riverside Cemetery being mowed by the Highway Dept. and Meticulous Mowing \$250 weekly with a one-year contract
- Bendig apron repair on Park St
- Water Confidence report proofed and out to printer
- New phones at Town office and garage
- Dump Day went well – did not fill 2 dumpsters
- Pool mats down, sand in crib area, service line repaired
- Transfer Station certification good through 2034

X. Old or New Business

Add for future agendas:

- Solar Speed Sign for East Street – grant possibilities
- Update on falling rocks along Main Street
- Goi out for bids for a Town electrician and plumber
- Marble Wall assessment on South Street

XI. Adjourn

Albert Wenta made the motion to adjourn the May 13,2024 regular Selectboard meeting at 7:27 p.m. The motion was seconded by Linda Doty, unanimously approved.