

Town of Proctor Selectboard Meeting Minutes

Draft

June 24,2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:57 p.m.

Board Members Present

Linda Doty
Lisa Miser
Jay Thorton
Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Jeff Duschene
Jason Ellison
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.
A full board was not seated. All motions passed unanimously, unless noted.

II. Review and Approve Agenda

Albert Wenta made the motion to approved the agenda, with the addition of Sullivan & Powers contract under New Business.
The motion was seconded by Jay Thorton, unanimously approved.

III. Review of Minutes

Jay Thorton made the motion to approve the June 9,2025 regular Selectboard minutes, as presented. The motion was seconded by Albert Wenta, unanimously approved.

IV. Open Public Comment and/or Good Stuff

First concert in the Park will be July 9th at 7:00 – The Green Brothers Band. There will be food available for purchase at the concerts. The Proctor Forest Story Walk has been listed in the Come Alive Summer Passport.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$57,395.77.**
- **Bids for Electrical Work at the WWTF: One bid:**

Duchene Electric- \$10,000.00

Linda Doty made the motion to authorize the Town Manager to sign the contract once reviewed and approved by DuBois & King. The motion was seconded by Albert Wenta, unanimously approved.

- **Bids for Highway paving Summer 2025:** Two bids:

- 1) Pike \$195,038.00

- 2) Wilk \$150,696.90

Jay Thorton made the motion to authorize the Town Manager to sign the contract upon review of the two bids and based upon paving funding. The motion was seconded by Linda Doty, unanimously approved.

- **Appointment of Jason Ellison to the Parks and Recreation Committee:** Albert

Wenta made the motion to appointment Jason Ellison to the Park & Recreation

Committee. The motion was seconded by Jay Thorton, unanimously approved.

Appointment is for 2 (two) years.

- **Appointment of Town Constable – nominations:** The Town Manager provided an overview of the Constable position. The opening will be posted on the website.

- **Skating Rink Directors informational updates:** The handout provided by the Rink directors was passed out to the Selectboard. VLCT (Wade) will be here July 1st to access concerns, upon report from VLCT this item will be placed on a meeting agenda.

- **Zoning Regulations on business in residential areas:** Discussion about businesses in residential neighborhoods, some are not permitted and some are not allowed under current zoning. Tasked the Planning Commission with providing a list of all home occupations to the Selectboard by September.

- **Vacation carryover:** Jay Thorton made the motion to allow the Town Manager to carry over unused vacation time to FY26. The motion was seconded by Linda Doty, unanimously approved.

- **Credit Cards for utility payments:** The Town Manager is awaiting additional information on accepting credit cards for utility payments. Selectboard would also like the start-up cost; equipment costs. July agenda item.

VI. Board of Water Commissioners

Albert Wenta made the motion at 6:32 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.

- Public Drinking Water System Rules & Regulation adopted 2018 for review on 7/14/25: Members will address definitions first; most concerning definitions were highlighted for members to review.

- Other business: No other business.

VII. Board of Sewer Commissioners

Linda Doty made the motion at 6:47 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Jay Thorton, unanimously approved.

- Sludge Removal update: Speak with D&K right away to look at electrical quote. This work needs to be completed prior to the sludge removal.

- Other Business: No other business.

Jay Thorton made the motion at 6:48 p.m. to adjourn the Board of Sewer Commissioners and convene the Selectboard meeting. The motion was seconded by Albert Wenta, unanimously approved.

VII. Departmental Reports

- Sheriff: Report provided in packet. Tickets-1/Warnings-2/Arrests-0/ Fines \$158
- Town Manager: The Town Manager Report:
 - GW Paving for East Street project completed
 - Sent out Consumer Confidence Report – water 2024
 - Met with Jeff Lewis for Asset Management Plan for water and sludge removal at WWTF
 - Speed limit signs erected by homeowner at 219 South Street removed – violation under 10 VSA 495 and 23 VSA 1027
 - Mosquito spraying on 6/12/15
 - Skating rink Committee handout provided
 - Grant Agreement for Clean Water Funding to assist in road erosion inventory – in kind match with DPW crew
 - Attended RRPC Emergency Management meeting

IX. Old or New Business

Selectboard signatures were required for the Sullivan & Powers audit contract. The contract was circulated for signatures

X. Adjourn

Albert Wenta made the motion to adjourn the June 24,2025 regular Selectboard meeting at 6:57 p.m. The motion was seconded by Jay Thorton, unanimously approved.