

# Town of Proctor Selectboard Meeting Minutes

Draft

July 28,2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:48 p.m.

## **Board Members Present**

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager

## **Other Guests Present**

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.

### **II. Review and Approve Agenda**

Jay Thorton made the motion to approve the agenda, with the addition of Health Officer appointment. The motion was seconded by Albert Wenta, unanimously approved.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the July 14,2025 regular Selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved.

### **IV. Open Public Comment and/or Good Stuff**

No public present.

Great turn out at concerts. Nice having the Sundae Sisters ice cream truck and Bryan Baker grilling. Next concert August 6,2025 at 7:00 The Whisper Band. Fall Festival is fast approaching on Saturday September 27<sup>th</sup> 11am-3pm.

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

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$66,912.64.**
- **Second Round of Timber Marking – 7/22/25:** The forester has begun marking the timber for the next cut. Harvest will go out to bid.

- **Credit Cards for utility payments:** The Town Manager provided additional information on MuniPay credit card business. She reached out to West Rutland about their choice of MuniPay. Seems to be going smoothly for them. Next meeting cost for items; machine. This will be a continuing agenda item.

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

Bruce Baccei made the motion at 6:11 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 Water User Notices: The Town Manager sent out 104 delinquent water notices.
- Water report from the State of Vermont for Proctor Elementary School: Information only. Report provided to the board.
- Public Drinking Water System Rules & Regulations Article II Definitions: The Board reviewed through section 4. The board will continue with the review at the next meeting.
- Other business: No other business.

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

Linda Doty made the motion at 7:31 p.m. to adjourn the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Albert Wenta, unanimously approved.

- State Revolving Loan Application For WWTF: Albert Wenta made the motion to sign the loan document, along with the Town Manager and Town Clerk. The motion was seconded by Linda Doty, unanimously approved. Application was circulated for signatures
- Electric complete at WWTF and mobilization site setup started: The electric work is completed. The Town Crew has been prepping the lagoons for the sludge removal project. Anticipate beginning sludge removal next week.
- Other Business: No other business.

Bruce Baccei made the motion at 7:35 p.m. to adjourn the Board of Water Commissioners and convene the Selectboard meeting. The motion was seconded by Albert Wenta, unanimously approved.

#### **VII. Departmental Reports**

- Sheriff: Report provided in packet. Tickets-10/Warnings-19/Arrests-1/ Fines \$2990
- Town Manager: The Town Manager Report:
  - Shutting off water, sent out 104 delinquent notices on 7/23
  - Sent AOT photo of RR bridge. Requesting they visit and place bridge on repair list
  - Met wit VT AOT for grant clarifications
  - Webinar for Ordinance Adoption & Enforcement with VLCT
  - Other items addressed in agenda; credit card information, timber harvest and sludge removal

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

Consensus to reappoint the Selectboard chair as the Health Officer for a 3-year term.  
Paperwork signed for submission to the state.

**X. Adjourn**

Linda Doty made the motion to adjourn the July 28,2025 regular Selectboard meeting at 7:48 p.m. The motion was seconded by Bruce Baccei, unanimously approved.