

Town of Proctor Selectboard Meeting Minutes

Draft

July 8,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:01 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Maggie O'Brien, RRPC

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 with three additions under new business; policies, MRP and tax rate.

The motion was seconded by Albert Wenta, unanimously approved.

III. Review of Minutes

Albert Wenta made the motion to approve the June 24,2024 regular selectboard minutes, as presented. The motion was seconded by Linda Doty, unanimously approved.

IV. Open Public Comment and/or Good Stuff

Maggie O'Brien from RRPC was present to discuss the FEMA Hazard Mitigation Grant Program, there is 90 million dollars available for projects. She provided a handout with time and project requirements. This program does not require any match from the Town. The Selectboard inquired about dam mitigation, Maggie will investigate the requirements/possibility and let the Town Manager know if the project falls in to the scope of the grant.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling:** \$57,494.80.
- **Highway Paving Bid Opening/Approval:** Two bids were received for paving. Wilk - \$414,367.70 and Pike - \$433,666.50. The Town Manager will break out the bids for the next selectboard meeting along with the streets to be paved, and provide clarification on the ARPA funds.
- **Tyler Technologies Amended Agreement for Appraisal Services- explanation as to software uses and costs:** The changes are to invoice every 4 weeks and amend from 15% to 10%. Albert Wenta made the motion to approve and authorize the Town Manager to sign. The motion was seconded by Jay Thorton, unanimously approved.
- **Fire Department Flooring:** No schedule in place, anticipate they will be coming next week.
- **Timber Lot Update:** Trees are marked, Forrester needs to review map to confirm boundary lines.
- **Beaver Pond Ordinance Review:** The Selectboard reviewed the changes to the ordinance. Bruce Baccei made the motion to adopt the amended Beaver Pond Ordinance. The motion was seconded by Linda Doty, unanimously approved.

VI. Board of Water Commissioners

Linda Doty made the motion at 6:30 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 Accounts for shut-offs: A handout was provided listing the accounts and shut off schedule. There were 7 properties to disconnect; 2 made agreements, 1 paid in full, 1 made a payment, 1 is currently shut off and 2 are scheduled for shut off on Tuesday 7/9.
- Other business: The state has approved the inventory application & agreement.

VII. Board of Sewer Commissioners

Bruce Baccei made the motion at 6:41 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.

- Other business: Anticipate voting for the sewer bond in March 2025.

Albert Wenta made the motion at 6:44 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.

VII. Departmental Reports

- Sheriff: Report provided in packet. Tickets issued 3/ Warnings 0/ Arrests 0/ Fines \$653
- Town Manager: The Town Manager highlighted her report.

- South ST sidewalk delayed due to signage
- Speaking with Sen Welch's office about funding
- Mosquito spraying 7/9
- Concert Wednesday 7/10
- No permits were issued for fireworks in Proctor
- Park & Rec meeting 7/9 at 6pm
- Zion will attend next meeting and provide an update with respect to the grant
- Judy has been appointed to the VLCT Environmental Policy Committee

IX. Old or New Business

•**2651 West Street Asbestos Update:** The minimum to remove asbestos is \$9,000. Awaiting a letter signed from the property owner.

•**Policies:** The Chair would like to start reviewing policies and start with the Grounds Maintenance Policy. The Town Manager will send out to members to review for the next meeting.

•**MRP Application:** The Town Manager will gather quotes for the upstairs windows for the July MRP application.

•**Tax Rate: FY25 Tax Rate**

The Grand List is lodged at \$1,246,026.90.

Homestead Tax Rate

School: \$1.31192

Town: \$1.2122

Total: \$2.5314

Non-Residential Tax Rate

School: \$1.7473

Town: \$1.2122

Total: \$2.9595

X. Adjourn

Bruce Baccei made the motion to adjourn the July 8, 2024 regular Selectboard meeting at 7:01 p.m. The motion was seconded by Jay Thorton, unanimously approved.