

Town of Proctor Selectboard Meeting Minutes

Draft

August 11, 2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:12 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

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.

A full board was not seated. All motions passed unanimously unless noted.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda, with the addition of Service Line Inventory reimbursement document. The motion was seconded by Albert Wenta, unanimously approved.

III. Review of Minutes

Albert Wenta made the motion to approve the July 28, 2025 regular Selectboard minutes, as presented. The motion was seconded by Linda Doty, unanimously approved.

IV. Open Public Comment and/or Good Stuff

No public present.

Incredible turn out for The Whisper Band concert. Last concert will be held, Wednesday August 20th at 7:00. Back to School BBQ Tuesday August 26th at 5:00 at PHS. Fall Festival Saturday September 27th 11-3.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$27,740.73**

- **Assessor's Addendum for fee increase:** Bruce Baccei made the motion to circulate and sign the Assessors addendum for fee increase to \$97.50. The motion was seconded by Albert Wenta, unanimously approved. Document was circulated and signed.
- **Municipal update on questions from 7/28/2025 meeting:** Seven nearby municipalities use Municipal. The card machine costs approximately \$200. Consensus of the Selectboard to move forward and allow the Town Manager to purchase the machine.

VI. Board of Water Commissioners

Bruce Baccei made the motion at 6:08 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 Water Shut-Offs and Payments on Delinquent Accounts: The Town Manager provided an updated on delinquent accounts and payments.
- Public Drinking Water System Rules & Regulations and Definitions: The Board reviewed through Article XI – Fire Hydrants. The board will continue with the review at the next meeting.
- Other business: No other business.

VII. Board of Sewer Commissioners

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

- Synagro Updates: Currently building a platform for sludge removal. Anticipate, sludge removal week of August 18th.
- Other Business: No other business.

Bruce Baccei made the motion at 7:00 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-8/Warnings-3/Arrests-2/ Fines \$2092

- Town Manager: The Town Manager Report:

- No reply from AOT on Railroad Bridge
- Planning Commission met with RRPC on ACT 250 guidelines and implementation into revised zoning regulations
- Pool closing 8/15. They will be open Tues – Fri the last week.
- Park 7 Rec meeting Tuesday 8/12
- Town Office purchased new computers – installed 8/7
- Auditors on site 9/3-9/5
- Casella updated on garbage and recyclables. If it's on the side of the tote, good chance it will not be picked up. Everything needs to fit inside the tote.
- Request to place Mace property on August 25th agenda

IX. Old or New Business

Service Line Inventory Reimbursement Document: Albert Wenta made the motion to circulate the document for signatures. The motion was seconded by Bruce Baccei, unanimously approved.

X. Adjourn

Albert Wenta made the motion to adjourn the August 11, 2025 regular Selectboard meeting at 7:12 p.m. The motion was seconded by Linda Doty, unanimously approved.