

# Town of Proctor Selectboard Meeting Minutes

Draft

August 12,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:26 p.m.

## **Board Members Present**

Bruce Baccei

Linda Doty

Lisa Miser

Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager

## **Other Guests Present**

John Jozwiak

Alicia Malay

Devon Neary

Butch Shaw

Lisa Wright

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.

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 as presented.

The motion was seconded by Linda Doty, unanimously approved.

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

Bruce Baccei made the motion to approve the July 22,2024 regular Selectboard minutes, as presented. The motion was seconded by Albert Wenta, unanimously approved.

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

John Jozwiack was present to discuss potholes, mowing, the water tank on the east side of town and town equipment maintenance.

Butch Shaw was present to introduce Alicia Malay who he is endorsing for his legislative seat, as Butch is retiring.

Alicia Malay introduced herself to the Selectboard.

The Selectboard thanked Butch for his service and wished Alicia best of luck in the election.

Good Stuff: Gret turn out at the last Concert in the Park. Pool will be closing on Friday 8/16; it has been a great summer and thanks to Gannon and all the lifeguards. Fall Festival is 9/28.

## V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$209,119.62.**
- **RRPC/Devon Neary-ACT 25 Exemptions:** Devon Neary from RRPC was present to discuss new legislation for ACT 250. He provided a handout to Selectboard members and discussed the need to insert subdivision regulations into the Proctor Zoning regulations.
- **Highway Paving Award:** The Paving award was sent out and paving should begin in September.
- **Agreement with Catalyst for Software/Professional Services for Reappraisal:** Selectboard members signed the agreement.
- **Assessor's FY25 Contract:** Lisa Wright was present to discuss her contract, the only change is the hourly rate. Correction will be made top of page 3. Discussion about the assessor-clerk hourly wage, this will be discussed during budget prep. Bruce Baccei made the motion to approve and sign the Assessors contract with the change on page 3. The motion was seconded by Lind Doty, unanimously approved.
- **Vermont State Revolving Fund Loan Agreement:** This is the grant for line inventory. Residents have not responded with information, consequently A&E will be going door-to-door to obtain the data. Albert Wenta made the motion to sign the agreement. The motion was seconded by Linda Doty, unanimously approved.
- **Ground Maintenance Ordinance:** Selectboard members should send any changes to the Town Manager. This document will be provided at the first September meeting for review.
- **Planning Commission:** The Planning Commission has been tasked with updating the Zoning Regulations. Selectboard members will receive a copy of the regulations to read and make changes/updates.

## VI. Board of Water Commissioners

Bruce Baccei made the motion at 6:46 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.

- Other business: Hydrant flushing the week of August 19th. The delinquent list is being updated.

## VII. Board of Sewer Commissioners

Albert Wenta made the motion at 6:48 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.

- Sewer PM's/jetting: This work is being completed by the DPW.

- PW meeting with Rural Water: The meeting is to provide guidance prep to prevent sewage spills.
- Other business: No other business.

Albert Wenta made the motion at 6:50 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 2/ Warnings 5/ Arrests 1/ Fines \$309
- Town Manager: The Town Manager highlighted her report.
  - South Street sidewalk should be completed next week.
  - Next Concert 8/21 at 6:00pm Green Brothers Band.
  - Mosquito District still influx- meeting 8/14. The pest surveillance information is on their website for collection sites.
  - Beaver Pond road complaints about 4-wheelers at night.
  - WWTF pre-design draft focusing on sludge removal.
  - Asset Management report for water finalized.
  - Reached out to 61 Main Street about property concerns.
  - Estimate for windows at Town Office upstairs – MRP January application.
  - Looking at radar signs for additional streets in town.
  - Looking at additional options for WWTF upgrades.
  - Tri-Town meeting with OMYA about parcels along the trail.
  - Going out for fuel bids.
  - Hydrant flushing week of 8/19
  - Auditors here 8/20-8/21

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

- 2651 West Street**: The property is on the calendar for 9/30/24 for asbestos/oil tank removal.

## **X. Executive Session**

Bruce Baccei moved that premature general knowledge regarding the town's status with ZION Growers would clearly place the town at a substantial disadvantage, because the Selectboard risks disclosing its strategy if it discusses the proposed terms in public. The motion was seconded by Linda Doty, unanimously approved.

Bruce Baccei made the motion to enter executive session at 7:30 p.m. to discuss the town's status with Zion Growers under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. The motion was seconded by Albert Wenta, unanimously approved.

The Selectboard moved out of executive session at 7:54 p.m. by consensus. No action.

Bruce Baccei moved that premature general knowledge regarding the town's appointed committee members would clearly place the town at a substantial disadvantage, because the Selectboard risks disclosing its future strategy if it discusses the proposed contract terms in public. The motion was seconded by Albert Wenta, unanimously approved.

Bruce Baccei made the motion to enter executive session at 7:55 p.m. to discuss the town's committee structure and appointees under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. The motion was seconded by Linda Doty, unanimously approved.

The Selectboard moved out of executive session at 8:25 p.m. by consensus. No action.

#### **XI. Adjourn**

Linda Doty made the motion to adjourn the August 12, 2024 regular Selectboard meeting at 8:26 p.m. The motion was seconded by Albert Wenta, unanimously approved.