

# Town of Proctor Selectboard Meeting Minutes

Draft

September 22, 2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:24 p.m.

## **Board Members Present**

Bruce Baccei

Lisa Miser

Jay Thorton

Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager

Lisa Wright, Assessor

## **Other Guests Present**

Jaiden Oving

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 approve the agenda, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

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

Bruce Baccei made the motion to approve the September 8, 2025 regular Selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved.

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

Fall Festival Saturday September 27<sup>th</sup> 11-3.

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

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$554,040.84**
- **Reappointment of Albert Wenta as Fire Warden for 10 years:** Jay Thorton made the motion to appoint Labert Wenta as Fire Warden for 10 years. The motion was seconded by Bruce Baccei, unanimously approved.
- **2651 West Street Update:** Update in Managers report.

- **Traffic Ordinance Revisions:** Albert Wenta made the motion to add Cain Street under Article VII, Section 1e. The motion was seconded by Bruce Baccei, unanimously approved. Albert Wenta provided a marked-up Traffic Ordinance to the Town Manager for suggested changes/updates.
- **Legal information regarding Tower at 266 Crestview Drive:** Packet provided for information only. The Town Manager and Town Clerk will review an update will be provided at the October meeting.
- **MOU between Tyler Technologies and Town of Proctor:** Albert Wenta made the motion to approve the MOU between the Town and Tyler Tech, with a correction (add not to have) (Lisa Wright will email the updated MOU to the Town Manager). The motion was seconded by Jay Thorton, unanimously approved. Lisa Wright was present to provide an update to the reappraisal and to request an MOU with Tyler Technologies. She wants to eliminate the informal hearing as they are not statutorily required. This is a change from the original RFP. Anticipate grievance hearings will be happening in the spring. There is no additional fee for this change to the contract.

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

Bruce Baccei made the motion at 6:47 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.

- **Delinquent Accounts update:** The Selectboard reviewed the updated delinquent account lists. The Town Manager provided a list at the next meeting of top 10 delinquent and curb stop location or cost to dig and install a curb stop. The Selectboard delineated one to dig now and two to place on the spring work list. They also noted three properties that should be placed for tax sale.
- **Other business:** No other business.

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

The Selectboard did not enter Board of Sewer Commissioners.

Bruce Baccei made the motion at 7:07 p.m. to adjourn the Board of Water Commissioners and convene the Selectboard meeting. The motion was seconded by Jay Thorton, unanimously approved.

## **VII. Departmental Reports**

- **Sheriff:** Report provided in packet. Tickets- 1/Warnings-0/Arrests-1/ Fines \$220 Total 61 hours
- **Town Manager:** The Town Manager Report:
  - Public Works completed shur-pak and top soil along edges of GBR.
  - PW also working on water shutoffs and road work on Cain and Park Street
  - Forester finishing up marking trees on Florence Road forest property
  - Reimbursement submitted for WWTF upgrades Step I and Step II
  - Spoke with Maces about property clean-up – plan to clean up before winter. They do not want the town to clean up.
  - Meeting about marble statue with Carving studio and state
  - Bid request sent out for propane – due 10/13

- Dumpsters ordered for Dump Day – tickets processed and list of items accepted prepared
- Three truckloads of sewage from WWTF have been transported
- Disputed water bill paid in full

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

Conversation about placing a “Park at your Own Risk” sign at the Pool Parking lot due to increased overnight parking.

#### **X. Adjourn**

Bruce Baccei made the motion to adjourn the September 22,2025 regular Selectboard meeting at 7:24 p.m. The motion was seconded by Jay Thorton, unanimously approved.