

Town of Proctor Selectboard Meeting Minutes

Draft

January 13,2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:40 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Rachel Ellison

Jason Ellison

Jeff Duchesne

Amanda Duchesne

Linda McCuen

Josh Webb

Emily Williams

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 one addition OCW discussion under new business.

The motion was seconded by Linda Doty, unanimously approved.

III. Review of Minutes

Albert Wenta made the motion to approve the December 23,2024 regular Selectboard minutes, with three grammar corrections. The motion was seconded by Jay Thorton, unanimously approved.

IV. Open Public Comment and/or Good Stuff

Linda McCuen PHS English teacher and Emily Williams PHS student were present to share the trail work and Story Walk installation with the Selectboard. This project is part of a service-learning outdoor English course at PHS. Students have learned about trail building while working on the Pine Hill Park trail and how this work leads to safety and longevity of the trail. Consideration was taken to the walkability of where they have built the trail in Proctor for the Story Walk, so all ages can easily enjoy. The first book will be *Over and Under the Pond* by Kate Messner. The author will be visiting the both elementary and the high school, as PHS students will be reading *Breakout* by Kate Messner. The access points for the Story Walk will be at the rink. A grant was received for the materials to install the Story Walk, the opening will be May 28, 2025. Stories will be changed out periodically by PHS classes.

Linda Doty inquired about a sign post for the south entrance sign to mimic the sign post by the library. Linda Doty will contact Stafford about the signpost.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$189,368.71.**
- **Approval of Certificate of Highway Mileage:** Albert Wenta made the motion to approve the Certificate of Highway Mileage and circulate for signatures. The motion was seconded by Linda Doty, unanimously approved.
- **Mortimer Proctor Memorial Fund Applications:** Four applications were reviewed by the Selectboard; Skating Rink \$50,000.00, Our Yard \$9,000.00, Town Office \$6,500.00 and Fire Department \$7,545.00. Some adjustments and deletions to the applications were made, the Rink Managers will meet with the Town Manager for quotes and changes. Bruce Baccei made a motion to approve the MRP applications and to have the Town Manager write a letter of support to the MRP board. The motion was seconded by Jay Thorton, unanimously approved.
- **Finalizing FY26 Budget:**
The Selectboard reviewed the FY26 budget in whole, this draft had an increase of 6.43%. Adjustments were made to line items. Linda Doty made the motion to approve the FY26 budget at \$1,695,867.50 which is a 1.97% increase over, last year a difference of \$32,062.61. The motion was seconded by Bruce Baccei and unanimously approved. A special meeting will be held 1/16/25 at 3:00 p.m. to sign the warning.

VI. Board of Water Commissioners

Linda Doty made the motion at 7:42 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

- **Water Abatement request 45 Patch Street:** Bruce Baccei made the motion to abate 45 Patch Street for 1 year (Spring 2025 & Fall 2025) for water and sewer payments. The motion was seconded by Linda Doty, unanimously approved.
- **Water Department FY26 Budget Review:** The budget was reviewed. The Town Manager will provide clarification to questions and the rate for FY26 at the 1/16/25 Special meeting.
- **Other business:** No other business.

VII. Board of Sewer Commissioners

Albert Wenta made the motion at 8:24 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 Abatement request 45 Patch Street: See Board of Water Commissioners.
- Sewer Department FY26 Budget Review: The budget was reviewed. The Town Manager will provide clarification to questions and the rate for FY26 at the 1/16/25 Special meeting.
- Other Business: Discussion about the warning for the WWTF bond question. The Town Manager will prepare the ballot language for the Selectboard review/approval at the 1/16/25 special meeting.

Albert Wenta made the motion at 8:36 p.m. to adjourn the meeting of the Board of Sewer Commissioners and convene the Selectboard meeting. The motion was seconded by Jay Thorton, unanimously approved.

VII. Departmental Reports

•Sheriff: Report provided in packet. Tickets-4/Warnings-2/Arrests-0/ Fines \$671.00
The Town Manger will contact RCSD to verify the 12/9/2024 time noted on the report, appears to be West Rutland.

•Town Manager: The Town Manager highlighted her report.

- Met with PW to review Water and Wastewater budgets
- Discussed 2025 paving project and equipment needed, as well as, equipment that needs to go to auction
- Have received to date \$169,000 from the timber harvest
- Finalizing Annual report due to printers by 1/21/25
- Attending Grant workshop for water projects 1/14/25
- PW has been diligent in salting and plowing over holidays and weekends
- Website issues resolved after being hacked – no information was lost
- Holiday – office closed 1/20/25

IX. Old or New Business

Albert Wenta provided an overview of the issue discussed at the OCW District meeting (Mosquito district). This will be placed as a discussion/action item for the January 27,2025 meeting. The OCW board has requested local boards send their voting members to the February meeting with local direction. The Town Manager will invite the OCW board chair to the 1/27 meeting, for Selectboard questions.

X. Adjourn

Linda Doty made the motion to adjourn the January 13,2025 regular Selectboard meeting at 8:40 p.m. The motion was seconded by Jay Thorton, unanimously approved.

