

Town of Proctor Selectboard Meeting Minutes

Draft

October 14, 2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:47 p.m.

Board Members Present

Bruce Baccei

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

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

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

III. Review of Minutes

Albert Wenta made the motion to approve the September 22, 2025 regular Selectboard minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment and/or Good Stuff

Jaiden Oving provided handout with a seal and flag for the Town Of Proctor. He explained the meaning/significance of the of why he placed the tree – bridge – motto and colors. He will provide an updated version for the next meeting. Suggestion change orange to maroon.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$640,647.78**
- **Propane Bids:** Three bids received for 4,000 gallons.
 - 1) Suburban Propane: \$1.63 fixed
 - 2) Marcell Oil: \$2.00 fixed

3)Proctor Gas: \$1.89 fixed

The Town Manger will review for costs about tanks and place on the October 27th agenda for action.

- **FY26 Municipal Resolution for Municipal Planning Grant:** Albert Wenta made the motion to authorize and circulate for signatures. The motion was seconded by Jay Thorton, unanimously approved.
- **Park Improvements and Grant Applications:** Town Manager seeking approval to seek bids for park improvements. Consensus for the Town Manager to move forward with this project.
- **Traffic Ordinance Revisions:** Updated draft provided for review. Send updates/changes to Twon Manager prior to nest meeting. Action item for 10/27 meeting.
- **Design Plans for 52 Main Street:** Handout provided for information only.
- **Legal information regarding Tower at 266 Crestview Drive:** Town Manager informed them they had incorrect name of property owner. Working with attorney to find out who the actual lessee is.

VI. Board of Water Commissioners

Jay Thorton made the motion at 6:31 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.

- Delinquent Accounts update: Shut offs are winding down. Delinquents have decreased started with \$154,588 /current delinquent \$75,450.
- Other business: No other business.

VII. Board of Sewer Commissioners

Bruce Baccei made the motion at 6:34 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Jay Thortoni, unanimously approved.

- WWTF Lagoon 1 Complete – Begin Lagoon 2 sludge removal: Five truckloads of sewage transported from lagoon 1.
- Other Business: No other business.

Bruce Baccei made the motion at 6:36 p.m. to adjourn 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- 10/Warnings-13/Arrests-0/ Fines \$2025.00
Total 137.5 hours

●Town Manager: The Town Manager Report:

- Need to replace lamp post in Park – possible MRP application
- New firetruck due this month
- Sent out request for Annual repot
- Working on FY27 budget
- Getting quotes for loader
- Five truckloads of sewage from WWTF
- Hydrants flushed week of 10/6/25

- Timber harvest update/ discrepancy of acreage in Pittsford
- Possible need for noise ordinance

IX. Old or New Business

No old or new business.

X. Adjourn

Albert Wenta made the motion to adjourn the October 14,2025 regular Selectboard meeting at 6:47 p.m. The motion was seconded by Bruce Baccei, unanimously approved.