

# Town of Proctor Selectboard Meeting Minutes

Draft

October 23,2023

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:02 p.m.

## **Board Members Present**

Bruce Baccei  
Ben Curtis, Chair  
Linda Doty  
Tom Hogan  
Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager  
Lisa Miser, Recorder

## **Other Guests Present**

Charlotte Anderson  
Phillip Anderson  
Devon Neary  
Peg Tv

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

Ben Curtis 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 amend the agenda, and add at the end of the agenda; Other new/old business.  
The motion was seconded by Linda Doty, unanimously approved.

### **III. Review of Minute**

Tom Hogan made the motion to approve the October 10,2023 regular selectboard minutes, as presented.  
The motion was seconded by Bruce Baccei, unanimously approved

### **IV. Open Public Comment**

Congratulations to Isabel Greb for scoring her 100<sup>th</sup> goal. She is the fourth Phantom to join this elite group.

125<sup>th</sup> Proctor Fire Department Celebration  
Sunday November 5,2023 from 3:00-5:00 at the Proctor High School gym

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

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$78,294.00.
- Request to VOT for inspection of the bridge over railroad tracks (last inspection May 2022): Correspondence in packet. Information only.
- MTAP (Municipal Technical Assistance Program) preapproved for assessment – Devon Neary from RRPC was present to discuss the program: Devon Neary provided an overview of the program and how the RRPC can provide assistance. Possible project for the town would be the WWTF lagoon linear upgrades. All projects are subject to approval by the state. This item will be placed on the November 13,2023 agenda.
- GMP Zero Outages by 2030: Information only, handout in packet.
- VT State Revolving Fund for Drinking Water Feasibility Study Asset Management: Albert Wenta made the motion to authorize the Town Manager and Selectboard to sign loan documents for \$40,000.00, Loan WPL-343-1.0. The motion was seconded by Linda Doty, unanimously approved.
- MERP MOA for Energy Assessment Services: Bruce Baccei made the motion authorizing the Town Manager to sign the MOA for energy assessments of the Town Office and Town Garage. The motion was seconded by Linda Doty, unanimously approved.
- Holiday hams for employees and Selectboard: Linda Doty made the motion to purchase holiday hams for town employees. The motion was seconded by Albert Wenta, unanimously approved.
- Other Business: No other business.

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

Tom Hogan made the motion at 6:30 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: Handout provided – final shutoffs for 2023: Seven shutoffs scheduled.
- Other Business: no other business

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

Albert Wenta made the motion at 6:36 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Tom Hogan, unanimously approved.

- Other Business: Noted in manager's report. Manholes looked good, minor adjustments needed. Zaluzny met with PW on 10/20/23 and issues corrected.

Linda Doty made the motion at 6:37 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Albert Wenta, unanimously approved

#### **VIII. Departmental Reports**

- Sheriff: Report provided in packet. Several questions arose about the report. The Town Manager will invite the RCSD to the November 13,2023 meeting.
- Public Works Foreman: Report provided in packet.
- Town Manager: Judy Frazier provided an overview of her report.

#### **Other Old/New Business**

Tom Hogan inquired about the Committee Handbook review/update. This item will be placed on the November 13,2023 agenda.

#### **IX. Adjourn**

Linda Doty made the motion to adjourn the October 23,2023 regular Selectboard meeting at 7:02 p.m. The motion was seconded by Albert Wenta, unanimously approved.