

Town of Proctor Selectboard Meeting Minutes

Draft

November 24, 2025

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:27 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

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.

A virtual option was also, offered.

II. Review and Approve Agenda

Albert Wenta made the motion to approve the agenda, with the removal of (b) from action items.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minutes

Jay Thorton made the motion to approve the November 10, 2025 regular Selectboard minutes as presented. The motion was seconded by Linda Doty, unanimously approved.

IV. Open Public Comment and/or Good Stuff

Fireworks Friday 11/28 5:00 at Elm Street Ballfields. Proctor Story Walk has a new story displayed. December 6th at 5:30 Cookies & Carols at Proctor Free Library.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$173,130.05.**
- **Proctor Town Flag:** Removed from agenda. Will be placed on a future agenda.

- **Annual Report Dedication:** Selectboard members will come to the December 8th meeting with suggestions. The Town Manager will provide Annual Report cover photos at the 12/8 meeting.
- **Draft of FY27 budget Department 3200 through 4500-9900:** The Selectboard reviewed first draft budget sections. The budget is up roughly 10%, the 12/8 Selectboard meeting will focus on the budget. Selectboard members should come with budget suggestion to the meeting.
Lisa Wright was present to discuss the Assessor's Office Budget. She recommended a mileage stipend for her clerk, as well as, a raise. She also requested additional funds in the legal line due to possible reappraisal appeals. It was noted the clerk is a town employee, not a contractor.

VI. Board of Water Commissioners

Bruce Baccei made the motion at 7:02 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.

- Meeting with Aldrich & Elliott on Water Management Plan: State returned report with particular criteria for approval. A&E with update the plan with information provided by the Town Manager.
- Other business: No other business.

VII. Board of Sewer Commissioners

Jay Thorton made the motion at 7:05 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.

- Aldrich & Elliott reviewed WWTF sludge project: Meeting postponed to 12/9 with the hope the state will attend.
- Synagro invoicing- Approval to pay: Albert Wenta made the motion to sign and approve for \$312,094.57 and \$83,613.63. Funds will be paid from the sewer account as the bond funds have not completed the process. The bond was approved. Funds will be repaid to the sewer account.
Lagoon 1 has less sludge than expected, Lagoon 2 had more. The company tore Lagoon 2 linear, hold back funds will allow monies for repair over the summer. Lagoon 2 will be closed during the winter.
- Other Business: No other business.

Linda Doty made the motion at 7:12 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- 16/Warnings-11/Arrests-0/ Fines \$2177
- Town Manager: The Town Manager Report:
 - Brookfield visited with Public Works on 11/18 at pump stations for recommendations on generators
 - Park & Recreation meeting on 11/20/25
 - Car went over bank at Beaver Pond, investigation ongoing.
 - New Loader arrived 11/17

- Jeff Lears offered contract for tree removal and dead wooding
- Starting to compile information for Annual report

IX. Old or New Business

The December 8,2025 agenda will be budget focused.

X. Executive Session

Albert Wenta made the motion to find that premature general public knowledge regarding the town's contract with town personnel would clearly place the town at a substantial disadvantage, because the selectboard risks disclosing its negotiation strategy if it discusses the proposed contract terms in public. The motion was seconded by Bruce Baccei and unanimously approved.

Linda Doty made the motion to move into executive session at 7:37 p.m. to discuss the town's contracts with personnel under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. The motion was seconded by Jay Thorton, unanimously approved.

The Selectboard moved out of executive session by consensus at 8:26 p.m. No action.

XI. Adjourn

Linda Doty made the motion to adjourn the November 24,2025 regular Selectboard meeting at 8:27 p.m. The motion was seconded by Jay Thorton, unanimously approved.