

# Town of Proctor Selectboard Meeting Minutes

Draft

December 9,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:16 p.m.

## **Board Members Present**

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

## **Employees Present**

Judy Frazier, Town Manager

## **Other Guests Present**

Amanda Duschene

Leah Duschene

Genevieve Duchesneau

Rachel Ellison

Gwen Ellison

Josh Webb

## **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. A full selectboard was not seated. All motions passed unanimously, unless noted.

### **II. Review and Approve Agenda**

Linda Doty made the motion to approved 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 November 25,2024 regular Selectboard minutes, as presented. The motion was seconded by Jay Thorton, unanimously approved.

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

Thank you to those that attended the Tree Lighting and Cookies and Carols.

Santa will be at the Skating Rink Sunday 12/12 at 1:00.

The EnerJazz Big Band concert at the Union Church had a great turnout. They collected \$850.00 for BROCC.

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

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$63,197.40.**
- **Resolution for an Asset Account:** Bruce Baccei made the motion to move \$160,112.41 from the General Fund surplus into an Asset Fund. Discussion that the resolution notes that funds are being obligated to municipal workforce retention. The Town Manager shared per the lawyer that once the funds are in the Asset Fund they can be expended for any expenditure. The motion was seconded by Jay Thorton, unanimously approved.
- **Fire Station Update:** Drilling is complete and grouting began on 11/20/24. The grouting work is complete and trucks are being moved back to the station. A handout was provided from ECI defining the outcome of the project. Discussion about having the floor scanned in the spring and purchasing the piece of equipment suggested by the engineer. The foundation is quite secure, hopeful that this might be a permeant fix.

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

Bruce Baccei made the motion at 6:22 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Doty, unanimously approved.

- **Water System Backflow Prevention Device (BFP):** Two of the four BFP's are functioning properly, two are not. Cost for two water \$943.00. The wastewater cost for two is \$4800.00. The water BFP will be installed by the end of the month. Waiting for the ww BFP, possibly include in bond. Do not want to purchase equipment that might need to be replaced during upgrades.
- **Other business:** No other business.

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

Bruce Baccei made the motion at 6:26 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.

- **Bond Flyer for WWTF:** Hoping flyer will be ready this week to pick up and mail.
- **Other Business:** No other business.

Linda Doty made the motion at 6:28 p.m. to exit the Board of Sewer Commissioners and resume the Selectboard meeting. The motion was seconded by Bruce Baccei, unanimously approved.

#### **VII. Departmental Reports**

●**Sheriff:** Report provided in packet. Tickets-3/Warnings-0/Arrests-0/ Fines \$535.00

●**Town Manager:** The Town Manager highlighted her report.

- Phone switch over – still in process
- Ground Maintenance Ordinance has been posted
- Forest harvest ongoing – will look to upper level to cut ash
- New brush for the Toolcat – old brush to go to rink
- Calls about burning on West Proctor Road property
- Attending several meetings and seminar on Tax Sale Law

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

FY26 Budget Department 45-99 First Review

The Selectboard reviewed departments 45-99. Discussion about certain line expenses, the Town Manager will look into and provided information at the next meeting. This was a first look; no changes were made to the departments. Anticipate finalizing the budget at the December 26<sup>th</sup> meeting.

### **X. Executive Session**

Linda Doty made the motion to enter executive session at 7:27 p.m. for contracts and personnel. The motion was seconded by Bruce Baccei, unanimously approved.

Linda Doty made the motion to exit executive session at 8:16 p.m. The motion was seconded by Jay Thorton, unanimously approved. No action.

### **XI. Adjourn**

Linda Doty made the motion to adjourn the December 9,2024 regular Selectboard meeting at 8:16 p.m. The motion was seconded by Jay Thorton, unanimously approved.