

# Town of Proctor Selectboard Meeting Minutes

Draft

December 23,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:22 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  
Jeff Duschene  
Steve Hall  
Jeff Lewis  
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**

Albert Wenta made the motion to approved the agenda as presented.

The motion was seconded by Jay Thorton, unanimously approved.

### **III. Review of Minutes**

Linda Doty made the motion to approve the December 9,2024 regular Selectboard minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

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

The rink is open for skating and activities. The Road Crew is doing a great job keeping the roads clear and clean.

## V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$463,190.31.**
- **Waste Water Treatment Facility Upgrades – Jeff Lewis, Aldrich & Elliott:** Jeff Lewis was present to provide an overview of the WWTF Project and answer questions. The project cost is estimated at \$5.4 million (\$2.4 for upgrades and \$2.0 for sludge removal), with an estimated monthly increase of \$22.00 per sewer user. The evaluation of the WWTF shows that the equipment is 20 + years old, UV system is at end of life, liners need to be replaced and sludge has not been removed for over 20 years. There is grant funding that is being sought and will be shared at the March Town Meeting. Currently, it is expected that the project would qualify for \$117,00.00 in subsidy from engineering and \$750,00.00 for construction. In addition, the project is assumed to be eligible for a 20% pollution control grant. This would leave \$3,265,800.00 to be financed through the CWSRF program for 20 years at 2%, with an annual loan payment of \$200,262.00, which results in a \$22 dollar a month increase when divided by the 760 sewer users. A flyer was mailed out to all residents outlining the project. Questions should be directed to the Town Manager, 802-459-3333 x13.
- **Finalizing FY26 Budget:**  
The Selectboard reviewed the budget in whole. Adjustments were made a Special Meeting will be held in January to approve. This draft budget was up 1.3%.

## VI. Board of Water Commissioners

Bruce Baccei made the motion at 6:39 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 Abatement request 45 Patch Street: The Town Manager will investigate and provide abatement option at the January 13, 2025 meeting. A letter was submitted by the property owner.
- Other business: No other business.

Albert Wenta made the motion at 6:47 p.m. to exit the Board of Sewer Commissioners and resume the Selectboard meeting. The motion was seconded by Linda Doty, unanimously approved.

## VII. Board of Sewer Commissioners

Did not enter Board of Sewer Commissioner.

- Sewer Abatement request 45 Patch Street: See Board of Water Commissioner.
- Other Business: No other business.

## VII. Departmental Reports

● Sheriff: Report provided in packet. Tickets-2/Warnings-12/Arrests-0/ Fines \$302.00

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.

- Annual Report draft due by 1/21/25- all reports to the Town Manager are due by 1/15/25

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

### **X. Executive Session**

Linda Doty made the motion to enter executive session at 6:50 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 7:21 p.m. The motion was seconded by Jay Thorton, unanimously approved. No action.

### **XI. Adjourn**

Linda Doty made the motion to adjourn the December 23,2024 regular Selectboard meeting at 7:22 p.m. The motion was seconded by Jay Thorton, unanimously approved.