

Town of Proctor Selectboard Meeting Minutes

Draft

December 26,2023

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:53 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

Butch Shaw
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 approve the agenda, as presented.
The motion was seconded by Linda Doty, unanimously approved.

III. Review of Minute

Bruce Baccei made the motion to approve the December 11,2023 regular selectboard minutes, as presented.
The motion was seconded by Tom Hogan, unanimously approved

IV. Good News to Share

Skate Rink staff trying to make ice, Mother Nature is not cooperating. Highway crew keeping the roads in top shape with inclement weather- black ice.

V. Open Public Comment

Butch Shaw: Proctor representative Butch Shaw was present to provided an overview of the happenings in Montpelier. The legislature will be back in session in a week, working on the

budget and reviewing the current budget. The governor will present the budget January 23, 2023.

VI. Discussion & Action Items

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$36,852.33.
- ARPA Funds Allocation: Total ARPA funds that Proctor received \$476,899. A handout was shared that provided information on allocating ARPA funds. Discussion about ways to expend the funds, possible salary increases for Water & Wastewater Operators. This will be a January agenda item for action.
- Sheriff's report on 2022-2023 activity: Handout that provided data about the up tick of activity in Proctor.
- Assessor's recommendation regarding RFP for town-wide reappraisal (2026): Lisa Wright provided a memorandum for a town wide reappraisal which would include other towns in the bid. Tom Hogan made the motion to put the RFP out to bid for the reappraisal. The motion was seconded by Bruce Baccei, unanimously approved.
- CEDAR support: Judy met with Lyle Jepsen to discuss CEDAR's efforts for the town, that would provide a greater benefit for the upcoming year.
- Discussion and/or approval to appoint Dale Christie as Proctor Town Historian for 1 year term: Discussion about the need for a town historian, currently all inquires are fielded by the librarian and Mary Fregosi. It was noted there has never been a town historian and questions about the role/expectations emerged. Consensus to place a blurb on the website to determine level of interest for a committee/group.

VII. Board of Water Commissioners

Tom Hogan 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 Linda Doty, unanimously approved.

- Appointment of Operations Director for Water Divisions and salary increase: Rob has been appointed head operator. Currently, operators are making \$46,000.00. Discussion about using ARPA funds to increase salaries effective January 2024 to \$51,500.00 or \$52,500.00. January agenda item for action.
- Other Business: No other business.

VIII. Board of Sewer Commissioners

Bruce Baccei 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 Linda Doty, unanimously approved.

- Appointment of Operations Director for Waste Water Division and salary increase: Nick has been appointed head operator. See water for salary discussion.
- Other Business: No other business.

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

IX. Departmental Reports

- Sheriff: Report provided in packet.

- Town Manager: Judy Frazier summarized her report for the Selectboard.
- Public Works Foreman: Report provided in packet.

X. Budget

Linda Doty made the motion to approve the FY25 Town of Proctor Proposed Budget, \$1,655,126.89 an increase of \$231,154.19 or 5%.

The motion was seconded by Albert Wenta, unanimously approved.

XI. Old or New Business

Obsolete/old town highway equipment was sold at an online auction for \$19,000.00. Funds will be placed in the highway equipment fund.

XII. Adjourn

Linda Doty made the motion to adjourn the December 26,2023 regular Selectboard meeting at 6:53 p.m. The motion was seconded by Bruce Baccei, unanimously approved.