

Town of Proctor Selectboard Meeting Minutes

Draft
March 10,2025
Town Office Meeting Room
6:00 – 6:53 p.m.

Board Members Present

Bruce Baccei
Linda Doty
Lisa Miser
Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Peg Tv

Action Items

I. Call to Order - Pledge of Allegiance

Judy Frazier called the meeting to order. The meeting was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well. All motions passed unanimously, unless noted. A full board was not seated.

II. Review and Approve Agenda

Linda Doty made the motion to approve the agenda with the addition of executive session. The motion was seconded by Albert Wenta, unanimously approved.

III. Review and Approve Minutes

Albert Wenta made the motion to approve the February 24,2025 regular selectboard minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved

IV. Board Reorganization

- Elect Chair: Albert Wenta nominated Lisa Miser, seconded by Linda Doty, unanimously approved.
- Elect Vice-chair: Linda Doty nominated Bruce Baccei, seconded by Albert Wenta, unanimously approved.
- Regular Meeting Schedule: Albert Wenta motioned to keep the 2nd and 4th Mondays at 6:00 pm at the Town Office as the regular meeting schedule. The motion was seconded by Bruce Baccei, unanimously approved.
- Designate Location for Posting Notices: Linda Doty designated the Town Office, Proctor Post Office and Proctor Free Library as the three posting places for notices. The motion was seconded by Bruce Baccei, unanimously approved.
- Designate Newspaper of Record: Bruce Baccei designated The Brandon Reporter as the newspaper of record. The motion was seconded by Linda Doty, unanimously approved.
- Adopt Selectboard Rules and Polices: Bruce Baccei made the motion to accept the Selectboard Rules and Policies. The motion as seconded by Linda Doty, unanimously approved.

V. Appointments

*Albert Wenta made the motion to appoint the Selectboard to serve as the Water & Sewer Commissioners for a term of 1 year. The motion was seconded by Bruce Baccei, unanimously approved.

*Bruce Baccei made the motion to appoint Lisa Wright to serve as the assessor for the term of 1 year. The motion was seconded by Linda Doty, unanimously approved.

*Bruce Baccei made the motion to appoint Anthony Preston to serve as Zoning Administrator for a term of 1 year. The motion was seconded by Albert Wenta, unanimously approved.

*Albert Wenta made the motion to appoint Kevin Blongy to serve as Emergency Management Chair and Bruce Baccei to serve for a term of 1 year. The motion was seconded by Linda Doty, unanimously approved.

*Linda Doty made the motion to appoint Kyle Thornton to serve as the RCSWD alternate for a term of 1 year. The motion was seconded by Albert Wenta, unanimously approved.

*Bruce Baccei made the motion to appoint Dick Horner to serve as the RRPC representative and appoint Judy Frazier an alternate for a term of 1 year. The motion was seconded by Linda Doty, unanimously approved.

*Bruce Baccei made the motion to appoint Albert Wenta to the Marble Valley Transit Committee for 1 year and to post the position. The motion was seconded by Linda Doty, unanimously approved.

*Linda Doty made the motion to appoint Bruce Baccei to serve as the Regional Transit Council Representative and Kyle Thornton as the alternate for a term of 1 year. The motion was seconded by Albert Wenta, unanimously approved.

*Bruce Baccei made the motion to appoint Tom Hogan, Bruce Baccei and Albert Wenta as 3 representatives (2 voting members and 1 alternate) to the OCW Board of Trustees. The motion was seconded by Linda Doty, unanimously approved.

*Linda Doty made the motion to appoint Albert Wenta as Fire Warden for a term of 5 years. The motion was seconded by Bruce Baccei, unanimously approved.

*Albert Wenta made the motion to appoint Judy Frazier as the Ethics Liaison for the Town of Proctor. The motion was seconded by Linda Doty, unanimously approved.

*Tree Warden, 911 Coordinator and RCSWD appointments were tabled.

VI. Open Public Comment

Congratulations to the PHS Music Department, eight students were selected from tryouts to participate in the Green Mountain Music District V Festival.

VII. Discussion & Action Items

- Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling \$539,603.81.
- Expand the tree marked area on Florence Road property for spring cutting and Chittenden Forest update: Looking to do an additional cut at Town Forest on Florence Road, an updated contract will be provided. Will be looking at access for Chittenden property to harvest via abutting property owner. Information with costs will be provided at a future meeting.

VIII. Board of Water Commissioners

Bruce Baccei made the motion at 6:23 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.

- Other Business: Water shut off at Cain Street property due to broken pipe in basement.

- Some new agreements signed along with payments. Updated delinquent list at next meeting.

IX. Board of Sewer Commissioners

Albert Wenta 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 Bruce Baccei, unanimously approved.

- Bond passed for WWTF upgrades: Going out to bid for sludge removal this week. Looking At USDA paperwork for grant.
- Other business: No other business.

Bruce Baccei made the motion at 6:29 p.m. to adjourn the meeting of the Board of Sewer Commissioners and convene the Selectboard meeting. The motion was seconded by Linda Doty, unanimously approved.

X. Departmental Reports

- Sheriff: Report provided in packet. Tickets-1/Warnings-1/Arrests-0/Fines-\$162
- Town Manager: Judy Frazier provided report throughout meeting with updates in all departments.
 - Complaint about speeding on South Street- Will invite sheriff to the next meeting for discussion.

XI. Old or New Business

*Status of 2651 West Street- Selectboard members will review the junk ordinance policy for the next meeting. The Town Manager will investigate other options the Selectboard can use to enforce clean -up.

*Invite legislatures to the April meeting for an update on the session.

*Tri-Town Path update May or June.

XII. Adjourn

Albert Wenta made the motion to adjourn the March 10,2025 regular Selectboard meeting at 6:53 p.m. The motion was seconded by Bruce Baccei, unanimously approved.

