

Town of Proctor Selectboard Meeting Minutes

Draft

June 24,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:03 p.m.

Board Members Present

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

Employees Present

Judy Frazier, Town Manager

Other Guests Present

Dale Christie

Tom Hogan

Jim Moore

Josh Webb

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 with one addition; executive session.

The motion was seconded by Linda Doty, unanimously approved.

III. Review of Minute

Bruce Baccei made the motion to approve the June 10,2024 regular selectboard minutes, as presented. The motion was seconded by Linda Doty, unanimously approved.

IV. Open Public Comment

Jim Moore, tom Hogan and Dale Christie were present to discuss the Beaver Pond dock, and the process to begin repair. The Town Manager will work with the Beaver Pond committee for ordering the materials and making sure they are supported during this process.

Dale Christie was present to share that the flower box at the corner of School Street has been replaced. He also suggested placing Good Stuff back on the agenda.

V. Discussion & Action Items

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$85,121.76.**
- **Fire Department Flooring:** Josh Webb, PVFD Chief was present to discuss the recommendation and cost for the floor investigation proposal. DuBois & King submitted a proposal with an estimated cost of \$15,000.00. The Selectboard and Chief are in agreement with the scope of services. Linda Doty made the motion to approve the FD Floor Proposal for an estimate of \$15,000.00 and authorize the Town Manager to sign. The motion was seconded by Albert Wenta, unanimously approved.
- **Sheriff Department Contract:** The RCSD for 7/1/24-6/30/25 contract has been received signed.
- **RRPC Commissioner Appointment:** Albert Wenta made the motion to appoint Dick Horner as the regular commissioner and Judy Frazier as the alternate to RRPC. The motion was seconded by Bruce Baccei, unanimously approved.
- **Transportation Advisory Committee:** Linda Doty made the motion to appoint Albert Wenta as the alternate member to TAC. The motion was seconded by Jay Thorton, unanimously approved.
- **Beaver Pond Ordinance Review:** The Selectboard reviewed the suggested changes to the ordinance. Lisa Miser will provide an updated copy at the July meeting.
- **Discussion on joining SWAC- Solid Waste Alternative Committee:** A handout was provided on the organization SWAC, the Selectboard had several questions about SWAC. The resident that submitted the information will be invited to the July meeting for further discussion.
- **Notice of Violation for Lawn Maintenance:** Selectboard members signed the notice of violation letters. The Town Manager will check property prior to mailing.

VI. Board of Water Commissioners

Albert Wenta made the motion at 6:48 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Jay Thorton, unanimously approved.

- Delinquent Accounts/letters sent for shut-offs: A handout was provided listing the accounts and shut off schedule. The Selectboard requested curb stops be installed to address some of the delinquent accounts. Several inquiries were made about properties on the list.
- A&E has started the GPS surveys for the water lines.
- Determine Water Rates: Bruce Baccei made the motion to not increase the water rate and to remain at the FY24 rate/\$545.00 The motion was seconded by Linda Doty, unanimously approved.
- Other business: No other business.

VII. Board of Sewer Commissioners

Bruce Baccei 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 Albert Wenta, unanimously approved.

- Determine Sewer Rates: Albert Wenta made the motion to not increase the sewer rates and to remain at the FY24 rate/\$530.00. The motion was seconded by Jay Thorton.

- Other business: No other business.

Albert Wenta made the motion at 7:07 p.m. to adjourn the Board of Sewer Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved.

VII. Departmental Reports

- Sheriff: Report provided in packet. Tickets issued 2/ Warnings 2/ Arrests 2/ Fines \$495
- Town Manager: The Town Manager highlighted her report.

IX. Old or New Business

Short-term rental agreements: The Selectboard decided not to continue with the short-term rental ordinance and to monitor how the state proceeds with the new legislation. The Selectboard felt that at this time the town does not have the manpower to manage this type of ordinance effectively.

X. Executive Session

Bruce Baccei made a motion to enter executive session at 7:26 pm for personal contracts in accordance with 1 VSA 313(1)(b). The motion was seconded by Albert Wenta, unanimously approved.

The Selectboard moved out of executive session by consensus at 8:02 pm. No action taken.

XI. Adjourn

Albert Wenta made the motion to adjourn the June 24, 2024 regular Selectboard meeting at 8:03 p.m. The motion was seconded by Bruce Baccei, unanimously approved.