

Town of Proctor Selectboard Meeting Minutes

Draft

January 10,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 8:03 p.m.

Board Members Present

Bruce Baccei
Ben Curtis
Judy Frazier, Chair
Tom Hogan

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager
Carol Ryan, Assistant Town Clerk

Other Guests Present

Phillip Anderson
Jon Ashley
Ray Ault
Jenny Austin
Jeff Bachiochi
Charlotte Firestone
Steve Follett
Katherine Millinao
Jeff Schumann
Mark Pangini
Doug Perkins
Al Wakefield
Lisa Wright
Peg Tv

Agreements/Approvals

- Unanimously approved agenda, with addition.
- Unanimously approved December 27,2021 regular meeting minutes, as written.
- Unanimously agreed at 7:04 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 7:05 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.

- Unanimously agreed at 7:06 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$62,750.66.
- Unanimously agreed to sign the Highway Mileage Certification.
- Unanimously agreed to approve the Declaration of Inclusion.
- Unanimously agreed to place Cannabis questions on the Town Warning.
- ~~Unanimously agreed to hold an electronic Informational Meeting and vote by Australian ballot.~~
(Edit made and approved on January 24, 2022)
- Unanimously agreed to enter executive session at 7:36 p.m.
- Unanimously agreed to exit executive session at 8:02 p.m. No action.
- Unanimously agreed at 8:03 p.m. to adjourn the January 10,2022 regular Proctor Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

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

Ben Curtis made the motion to approve the agenda, with the addition of executive session for labor relations.

The motion was seconded by Bruce Baccei, unanimously approved.

III. Review of Minutes

Tom Hogan made the motion to approve the December 27,2021 regular meeting minutes, as written. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Jeff Schumann (OCW Vice Chair) & Doug Perkins (OCW Chair) from Otter Creek Watershed:

Jeff Schumann & Doug Perkins were present to introduce themselves to the Selectboard and inquire if there were any concerns with the insect spraying in Proctor. Doug Perkins provided an overview of the process if Proctor chooses to become a voting member, costs, timeline and benefits. The Selectboard is happy with the current arrangement at this time.

Lisa Wright – Equalization Study: Lisa Wright was present to provide information on the CLA. She provided a handout to the Selectboard. The CLA had dropped in Proctor from 99.87% to 95.25%. She noted that it is the utilities that is keeping the CLA steady, without the utilities the we are closer to 85%. She recommended planning for a reappraisal in the next 5 years.

Lisa Miser- Mortimer Proctor Grant Proposal: Lisa Miser was present to request permission to apply to MRP under the umbrella of the town for the submitted application. Consensus to allow the application to be submitted.

Mark Pangini- 16 Pleasant Street/Sewer Easement: Mark Pangini was present to discuss the Willow Street Sewer Project. He is not pleased with the direction of the project. He has

contacted the state, army corp of engineers and historical society due to the lack of communication from the town and engineers. He is asking the town to look at alternatives, for the project. He provided a list of four requirements to Michael Ramsey that would need to met for him to provide an easement for 16 Pleasant Street.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Rink is open!

VII. Highway Commission

Beaver Pond Shared-Use Path Update (Guests VHB & D&B): Jeff Bachiochi was present to update the Selectboard on the project. The conceptual plan has been completed – next to permitting phase. The new cost for soil disposal is \$13,500.00 down from \$47,000.00. The new cost for non-participating costs (town responsibility) is \$24,000.00 down from \$57,500.00. The Soil Management Plan is subject to grant funds, per Jeff. A map was provided showing where the soil samples were taken from. The next step will be ROW agreements. This project is slated for 2024.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 7:04 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

Operation Monthly Report: See December 27,2021 minutes.

Status of Delinquency Agreements: The Town Clerk is on vacation. This information will be provided at the January 24,2022 meeting.

IX. Board of Sewage 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 Sewage Commissioner. The motion was seconded by Ben Curtis, unanimously approved.

Operation Monthly Report: See December 27,2021 minutes.

Willow Sewer Project Update (Easements & Permit Update): Michael Ramsey anticipates receiving the Stream Alternation Permit. Michael Ramsey has received a signed easement form 1 GBR and continues work with the engineers.

Tom Hogan made the motion at 7:06 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Bruce Baccei, unanimously approved

X. Manager's Report

* Town Report: Reports are being received from all departments -work on assembly this week.

* Assistant Assessor Interview: Writing job descriptions for the hiring of Karen Folger at \$26 per hour, PT employee.

* New Flags at Main Street Park: New flags have been raised. Thank you, John Corliss.

* Local Hazard Mitigation Plan Meeting: Technical meeting 1/17/22. Next meeting with RRPC will be held 1/25/22.

- * Surplus Memo: Handout provided. Total fund balance of \$129,716.00 of this, \$47,332.00 is restricted for Highway expenditures, leaving an accumulated General Fund balance of \$82,384.00 for cash flow.
- * Legal Services RFP Agreements: Contracts have been executed.
- * Four Winds Program Facility Use Agreement: Follow up – FUA signed by PrES principal.
- * Meeting with Sheriff's Office Holiday Car Break-ins: Meet with RCSD, the RCSD is following up on break-ins. If you See Something – Say Something. It is important all crimes are reported to RCSD, this helps build the case.
- * Attended VLCT's Legislative Preview Session (Act 60): See Procedures for Town Meeting.
- * Treasurer/Town Clerk out of office this week: Information only.
- * VOREC Grant Application Update: Announcement date has been pushed back to February.
- * Audit report (FY21): Provided in packets. Will be posted on website.

XI. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$62,750.66.
- Review Sheriff's Report: Information only. Handout provided.
- Certificate of Highway Mileage: Selectboard members signed the Highway Mileage Certificate.
- Declaration of Inclusion: Ben Curtis made the motion to approve the Declaration of Inclusion. The motion was seconded by Bruce Baccei, unanimously approved.
- Draft Warning for Cannabis Retail: Tom Hogan made the motion to place the Cannabis questions on the Town Warning. The motion was seconded by Bruce Baccei, unanimously approved.
- Consideration of Alternative Procedures for Town Meeting: Ben Curtis made the motion to hold an electronic Informational Meeting on Monday 2/28/22 and to vote by Australian Ballot on Tuesday 3/1/22. The motion was seconded by Tom Hogan ~~unanimously approved.~~ (Edit made and approved on January 24, 2022)
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: Ben Curtis made the motion at 7:36 p.m. to enter executive session for labor relation. The motion was seconded by Tom Hogan, unanimously approved. Tom Hogan made the motion to exit executive session at 8:02 p.m. The motion was seconded by Ben Curtis, unanimously approved. No action.

XII. Adjourn

Ben Curtis made the motion to adjourn the January 10, 2022 regular Selectboard meeting at 8:03 p.m. The motion was seconded by Bruce Baccei, unanimously approved.