

# Town of Proctor Selectboard Meeting Minutes

Draft

February 14,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:41 p.m.

## **Board Members Present**

Bruce Baccei  
Ben Curtis  
Judy Frazier, Chair  
Tom Hogan  
Linda Raymond

## **Employees Present**

Lisa Miser, Recorder  
Michael Ramsey, Town Manager

## **Other Guests Present**

Phillip Anderson  
Jenny Austin  
Charlotte Firestone  
Christina Haskins  
Angelo Lyn  
Keith Whitcomb  
Peg Tv

## **Agreements/Approvals**

- Unanimously approved agenda.
- Unanimously approved January 24,2022 regular meeting minutes, as written.
- Unanimously agreed at 6:23 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:24 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:26 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$198,071.53
- Unanimously approved FUA for Proctor High School 2/18/22.
- Unanimously approved FUA contingent upon submission of insurance certificate, for Otter Valley Middle & High School, 3/3,3/4,3/10 & 3/11/22.
- Unanimously authorized the Chair to sign the Letter of Recommendation for the Rutland County Solid Waste District.

- Unanimously agreed to enter executive session at 7:10 p.m.
- Unanimously agreed to exit executive session at 7:40 p.m. No action.
- Unanimously agreed at 7:41 p.m. to adjourn the February 14,2022 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.

### **II. Review and Approve Agenda**

Ben Curtis made the motion to approve the agenda.

The motion was seconded by Tom Hogan, unanimously approved.

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

Bruce Baccei made the motion to approve the January 24,2021 regular meeting minutes, as written. The motion was seconded by Linda Raymond, unanimously approved.

### **IV. Open Public Comment**

Phillip Anderson: Phillip Anderson was present to inquire further about the Declaration of Inclusion policy adopted at a prior Selectboard meeting. He does not see any equity concerns/ issues in Proctor and wants to be made aware of any changes made to policy that addresses diversity or inclusivity. The Selectboard noted that what they adopted reaffirms current state and federal laws with respect to diversity, equity and inclusivity.

### **V. Guests**

Fire Chief Webb – EMS Dispatch Restructuring: Update provided by Michael Ramsey: The state is looking to hand off the dispatch in 2-3 years by region in the state. The state has included 11 million dollars in the budget for this proposal. It appears that data and research is lacking and there is no approximate cost or cost moving forward provided. There needs to be a substantial plan in place prior to implementation.

### **VI. Good Stuff**

The following groups/organizations were recognized for their outstanding service to the Proctor community: Lots of positive feedback from the community on the snow removal by the Highway department. The hearts around Town appreciated by all.

### **VII. Highway Commission**

TAC Meeting Minutes: Handout provided. Bruce Baccei provided an overview of the meeting.

Class II Highway Grant: Preparing grant for one mile of West Street, to mill and pave. Grant \$230,000.00 town share is \$23,000.00.

Main Street Railroad Bridge Repairs: The bridge has been masked off in the area of concern. The state will be onsite this week to review and hopefully make improvements.

South Street Sidewalk Public Comment (w/Dufresne/D& K): Christina Haskins provided a slideshow on the South Street Sidewalk Project. The project will be from Grove St to the north side of the church. This will be a 5-foot concrete sidewalk, each driveway may need to be closed off for 3-5 days for the concrete to cure. Trees along the sidewalk will be protected during the project. This project will require some temporary easements for the duration of the work. Estimated construction costs \$138,000.00 Total project cost \$199,000.00 This is being

funded by a VTRANS grant \$160,000.00 and by the town's match of \$40,000.00. They are awaiting the Environmental Review and anticipate construction will begin spring 2024. If any additional archaeological work is necessary, it would be an additional cost, as it is outside the scope of work.

### **VIII. Board of Water Commissioners**

Tom Hogan 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 Bruce Baccei, unanimously approved.

**Operation Monthly Report:** See January 24,2022 minutes.

Operations & Maintenance Manual Update: D&K currently drafting requested revisions by the state, expect to submit by Summer of 2022.

Sanitary Response Letter: Responses provided to the state by D&K, they are working on the O&M, and Source Protection Plan as well. Handout provided.

### **IX. Board of Sewage Commissioners**

Bruce Baccei made the motion at 6:24 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 January 24,2022 minutes.

Willow Sewer Project Updates: Title work is being completed on the deeds, the state is coming to view the wetlands area, it is possible that bid documents will be ready in a month to move forward.

Tom Hogan made the motion at 6:26 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 Update: Town Report is in the mail.

\* Local Hazard Mitigation Plan Meeting: Next meeting is 2/15/22 at 5:30 pm.

\* Beaver Pond Ice Fishing Event: Event date is 2/26/22 from 11:00- 1:00. This is a Family Event; a raffle will be drawn at 1:00 pm.

\* 52 Main Street Redevelopment Update: Michael Ramsey met with Zion Growers the potential buyers of 52 Main Street. Zion Growers would like to partner with Town, for \$60,000.00 grant which would assist for the architectural design which is required by the lending institution. This grant would require a 10% match by the Zion Growers and would require that 51% of employees come from low/middle class.

\* State Emergency Operations Center Activation report: Handout provided.

\* Submitted Workplan for Storm Water Master Plan: RRPC assisting with this work.

\* Mortimer Proctor Presentations: Notification for meeting has not been received.

\* Applications for future & returning committee members: Application is available online and Town Office. There are several openings; Tree Warden, Park & Recreation and Planning Commission.

\* Reported Animal Control Ordinance Violation: Letter provided that discussed dog issues. Michael Ramsey sent letter to resident, as a warning.

## **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.
- Review Parks and Rec Committee By-laws: Handout provided. Michael Ramsey will rewrite the By-law so that they inclusive of all Standing Committees.
- ARPA Fund Availability: Handout provided, that outlines changes to ARPA rules and options for project funding. Proctors has received the first allotment of funds; Michael Ramsey will provide the amount at the next meeting.
- Contract and Letters:
  - Facility Use Agreements for Rink: Bruce Baccei made the motion to approve the FUA for Proctor High School on 2/18/22, insurance certificate is on file in the Town Clerks office. The motion was seconded by Ben Curtis unanimously approved. Tom Hogan made the motion to approve the FUA for Otter Valley Middle & High School for 3/3,3/4, 3/10 & 3/11/22 upon receipt of the insurance certificate. The motion was seconded by Linda Raymond, unanimously approved.
  - Rutland County Solid Waste District Letter of Support (USDA Solid Waste Management Grant): Bruce Baccei made the motion to authorize the chair to sign the letter of recommendation. The motion was seconded by Linda Raymond, unanimously approved.
  - Geographical Mapping Contract (Annual): Handout provided for information only.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: Ben Curtis made the motion at 7:10 p.m. to enter executive session for personnel, where premature knowledge would be damaging to the Town and may jeopardized by public disclosure. The motion was seconded by Linda Raymond, unanimously approved. Tom Hogan made the motion to exit executive session at 7:40 p.m. The motion was seconded by Bruce Baccei, unanimously approved. No action.

## **XII. Adjourn**

Ben Curtis made the motion to adjourn the February 14,2022 regular Selectboard meeting at 7:41 p.m. The motion was seconded by Linda Raymond, unanimously approved.