

Town of Proctor Selectboard Meeting Minutes

Draft

March 14,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:15 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

Carrie Covey

Charlotte Firestone

Angelo Lyn

Peg Tv

Agreements/Approvals

- Unanimously approved agenda with one addition.
- Unanimously approved February 28,2022 regular meeting minutes and informational meeting minutes as written.
- Board Reorganization see IV.
- Appointments see V.
- Unanimously agreed at 6:26 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:28 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:31 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$523,935.19,
- Unanimously approved FUA for Proctor High School for 4/19/22.
- Unanimously approved the RFP for the O&M Manual.
- Unanimously agreed to enter executive session at 7:00 for personnel.
- Unanimously agreed to exit executive session at 7:07 p.m. Action.
- Unanimously agreed to extend the Town Managers contract for 3 years with annual reviews by April 1st, updates to be made by town attorney.

•Unanimously agreed at 7:15 p.m. to adjourn the March 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

Tom Hogan made the motion to approve the agenda, with one addition executive session. The motion was seconded by Judy Frazier, unanimously approved.

III. Review of Minutes

Bruce Baccei made the motion to approve the February 28,2022 regular and informational meeting minutes, as written. The motion was seconded by Judy Frazier, unanimously approved.

IV. Board Reorganization

Elect Chair: Ben Curtis made the motion to elect Judy Frazier as Chair. The motion was seconded by Tom Hogan, unanimously approved.

Elect Vice-Chair: Judy Frazier made the motion to elect Ben Curtis as Vice -Chair. The motion was seconded by Linda Raymond, unanimously approved.

Appoint Board of Water Commissioners: Bruce Baccei made the motion to appoint the Selectboard as the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

Appoint Board of Sewer Commissioners: Tom Hogan made the motion to appoint the Selectboard as the Board of Sewer Commissioners. The motion was seconded by Ben Curtis, unanimously approved.

Adopt Regular Meeting Schedule: Linda Raymond made the motion to adopt the regular meeting schedule as the 2nd and 4th Monday at 6:00 p.m. at the Town Office. The motion was seconded by Tom Hogan, unanimously approved,

Designate Location for Posting Notices: Bruce Baccei made the motion to designate the Town Office, Proctor Post Office and Proctor Free Library as locations to post notices. The motion was seconded by Ben Curtis, unanimously approved.

Designate Newspaper of Record: Tom Hogan made the motion to designate The Brandon Reporter as the newspaper of record. The motion was seconded by Bruce Baccei. passed by majority. 4-1 Linda Raymond – no.

Adopt Selectboard Rules and Policies: Ben Curtis made the motion to adopt the Selectboard Rules and Policies. The motion was seconded by Bruce Baccei, unanimously approved.

V. Appointments

Zoning Administrator: Michael Ramsey is the interim ZA.

Planning Commission: No applicant.

Recreation Committee: Tom Hogan made the motion to appoint Amanda Duschene to P& R. The motion was seconded by Bruce Baccei, unanimously approved.

Constable: Bruce Baccei made the motion to appoint Donald Russell as Constable (library land). The motion was seconded by Tom Hogan, unanimously approved,

Emergency Management Chair: No applicant.

Tree Warden: Tom Hogan made the motion to appoint John Corliss as Tree Warden. The motion was seconded by Bruce Baccei, unanimously approved.

RCSWD Representative: Tom Hogan made the motion to appoint Carrie Covey as RCSWD Rep. The motion was seconded by Linda Raymond, unanimously approved.

RCSWD Alternative Representative: Ben Curtis made the motion to appoint John Corliss as RCSWD alternate. The motion was seconded by Linda Raymond, unanimously approved.

RRPC Representative: Ben Curtis made the motion to appoint Carrie Covey as RRPC Rep. The motion was seconded by Linda Raymond, unanimously approved.

RRPC Alternative Representative: Linda Raymond made the motion to appoint Michael Ramsey as RRPC alternate. The motion was seconded by Tom Hogan, unanimously approved.

Regional Transportation Council Representative: Ben Curtis made the motion to appoint Bruce Baccei as the Regional Transportation Rep. The motion was seconded by Tom Hogan, unanimously approved.

Regional Transportation Council Alternative Representative: Bruce Baccei made the motion to appoint Michael Ramsey as Regional Transportation alternate. The motion was seconded by Ben Curtis, unanimously approved.

911 Coordinator – No applicant.

VI. Open Public Comment

No public comment.

VII. Guests

No guests.

IX. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Great job on the roads by the Highway Department. Reminder Dog Licenses are due April 1st.

X. Highway Commission

Class II Highway Grant: Grant is partially completed. Will have completed for Selectboard signatures at future meeting.

Report of Drainage issues at 56 North Street: Report by resident about drainage concern in the marble yard. The area was checked out, no threat to property or negative impact.

Request to remove trees along ROW at 53 Tower Road: Resident requested permission to remove pines in the ROW. Michael Ramsey will contact property owner and give them the okay to cut the trees.

XI. Board of Water Commissioners

Ben Curtis made the motion at 6:26 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Linda Raymond, unanimously approved.

Operation Monthly Report: See February 28, 2022 minutes.

Operations & Maintenance Manual Update: There were three deliverables needed to be in compliance; Back flow inspection, Source Protection Plan and the O & M Manual. D&K currently drafting requested revisions by the state, expect to submit by Summer of 2022.

XII. Board of Sewage Commissioners

Tom Hogan made the motion at 6:28 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Bruce Baccei, unanimously approved.

Operation Monthly Report: See February 28,2022 minutes.

Willow Pump Station Project Updates: A pre-bid site meeting was held. Bidders are concerned about the supply chain and how that would impact the contract. No problem with easements. Will update at March 28th meeting.

Styles Meadow Pump Station Repairs: Parts are scheduled to arrive on the 19th will repairs taking place on the 24th/25th.

Bruce Baccei made the motion at 6:31 p.m. to adjourn the meeting of the Board of Sewage Commissioners and resume the meeting of the Selectboard. The motion was seconded by Linda Raymond, unanimously approved

XIII. Manager's Report

- * Municipal Roads General Permit Submission: This was submitted on March 7th.
- * Interim Zoning Administrator Duties: Michael Ramsey is the interim ZA, he has had three permits to date.
- * ICMA Membership: Michael Ramsey has joined this professional organization for town managers.
- * VCDP Grant Application and Public Hearing: Working with Zion Growers, they will be at the next meeting to submit their business plan.
- * Submitted Final Notes for Local Hazard Mitigation Plan: The project work is 99% complete.
- * Prepared Draft Public Works Workplan for Construction Season: Plan in packet John Corliss is in agreement with the plan.
- * Vulnerable Population Communication Protocol: Handout provided. Will add to Emergency Management Plan.
- * Mortimer Proctor Presentations: Presentations went well waiting for award letter.
- * Otter Creek Watershed Insect Control District Updates: Agenda for upcoming meeting [provided.
- * Community Breakfast at Rink: April 9th from 9:00- 11:00

XIV. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$523,935.19.
- Review Sheriff's Report: Information only. Handout provided.
- Mutual Aid Agreement/Designated Officials Contract Form: Information only.
- Class II Highway Grant Application Certificates: Information only.
- Facility Use Agreement (High School Easter Egg Hunt): Ben Curtis made the motion to approve the FUA for 4/17/22. The motion was seconded by Linda Raymond unanimously approved.
- Resolution for VCDP Grant Application Authority: This will be discussed at the next meeting when Zion Growers is present.
- O&M Manual RFP: Ben Curtis made the motion to move forward with the RFP for the O&M manual. The motion was seconded by Tom Hogan unanimously approved.
- Other New and/or Old Business: No other new and/or old business.
- Executive Session: Ben Curtis made the motion at 7:00 p.m. to enter executive session for personnel to discuss the Town Manager contract, 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 7:07 p.m. The motion was seconded by Bruce Baccei, unanimously approved. ACTION

Bruce Baccei made the motion to approve the Town Managers contract for 3 years, with annual reviews on April 1st of each year, revisions to be made by the town attorney. The motion was seconded by Linda Raymond and unanimously approved.

XV. Adjourn

Ben Curtis made the motion to adjourn the March 14,2022 regular Selectboard meeting at 7:15 p.m. The motion was seconded by Linda Raymond, unanimously approved.