

# Town of Proctor

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Regular Selectboard Meeting

March 27, 2023 – 6:00 – 6:46 PM

Town Offices Meeting Room/45 Main Street, Proctor, VT 05765

## Town of Proctor Selectboard Meeting Minutes

### **Board Members Present**

Bruce Baccei

Ben Curtis

Linda Doty

Judy Frazier, Chair

Tom Hogan

### **Employees Present**

Lisa Miser, Recorder

Michael Ramsey, Town Manager

### **Other Guests Present**

Kevin Blongy

Mark Colomb

Jeff Duchesne

Charlotte Firestone

Josh Webb

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.

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

Bruce Baccei made the motion to approve the agenda, with one change; move Bid Opening to after Good Stuff.

The motion was seconded by Tom Hogan, unanimously approved.

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

Ben Curtis made the motion to approve the March 13, 2023 regular minutes, as presented.

The motion was seconded by Bruce Baccei, unanimously approved.

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

No public comment.

#### **V. Good Stuff**

Playground has been delivered to the rink location, installation will begin soon.

The Easter Bunny will be at the Rink on April 1<sup>st</sup>.

The bill back from the change in the Marble Bridge lights has reduced the bill significantly.

#### **II. Board of Water Commissioners**

Ben Curtis made the motion at 6:06 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Tom Hogan, unanimously approved.

- O& M Manual Review: O& M manual returned by state, there are approximately fifty comments to respond to, D& K will assist with the responses.
- Consumer Confidence Reports: This report will be mailed out to all water customers in the next couple of months.
- Well-House Operating Permit Review: The well house has received it's first permit since being built.

#### **VII. Board of Sewage Commissioners**

Bruce Baccei made the motion at 6:08 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewage Commissioner. The motion was seconded by Linda Doty, unanimously approved.

- Lagoon Overflow Management: With the wet spring weather the lagoons need to be managed by the generator- this will show as an overrun on the budget line.

Tom Hogan made the motion at 6:09 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

#### **VIII. Departmental Reports**

- Sheriff's Report: Information only. Handout provided.
- Town Manager: Handout provided. Town Manager discussed highlights.
- DPW Foreman: Handout provided.
- Treasurer: Handout provided.

#### **IX. Discussion & Action Items**

•Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$87,363.37

•Appoint Tree Warden, establish Selectboard meeting times, select a newspaper and 3 locations for notices, and review Selectboard Policy (adopted in 2020):

- Tom Hogan made the motion to appoint Nick Geneva as tree warden for a term of 1 year. The motion was seconded by Bruce Baccei, unanimously approved.
- Ben Curtis made the motion to hold Regular scheduled Selectboard meetings on the second and fourth Monday of each month at 6:00pm at the town Office. The motion was seconded by Linda Doty, unanimously approved.

- Tom Hogan made the motion to post notices at the Town Office, the Post Office and the Proctor Free Library. The motion was seconded by Ben Curtis, unanimously approved.
- Bruce Baccei made the motion to select the Brandon reporter as the town's primary newspaper of record for public notices, and the Rutland Herald as a secondary source. The motion was seconded by Linda Doty, unanimously approved.
- Tom Hogan made the motion to accept the Selectboard Policy without needing any changes. The motion was seconded by Ben Curtis, unanimously approved.

•Renew Emergency Mutual Aid Agreement for Public Works Departments: Bruce Baccei made the motion to establish the National Incident Management System as the Town of Proctor's standard for incident management. The motion was seconded by Linda Doty, unanimously approved.

•Renew Local Emergency Management Plan (LEMP): Ben Curtis made the motion to adopt the Town of Proctor's 2023 Local Emergency Management Plan with two contact changes for the schools.

The motion was seconded by Tom Hogan, unanimously approved.

•Cemetery Commissioner Duties & Responsibilities: Ben Curtis will work with Linda Raymond, Cemetery Commissioner.

•Vermont Municipal Employees Retirement System (VMERS) Membership: Bruce Baccei made the motion to join VMERS and effective October 1, 2023 offer Plan B to all Public Works and Town Office employees. The motion was seconded by Linda Doty, unanimously approved.

•Class II Highway Certificate Revision: Bruce Baccei made the motion to approve the revisions to the Class II Highway Certificate. The motion was seconded by Ben Curtis, unanimously approved.

•Transfer Station (Spring 2023): The Transfer Station will be open May 6<sup>th</sup>, along with the Hazardous Waste drop off. Proof of residency will be required to receive a ticket at the Town Office.

The first load will be free, second load \$20.00. No tires or appliances will be accepted. Brush will be received at no cost.

•FY24 Goals and Strategies (future meeting date): Handout provided with list of goals and strategies - will plan a work session for an April meeting.

•Bid Opening for New Fire Truck: Tom Hogan made the motion to award E-One the bid to build a fine engine in the amount of \$527,895.00. The motion was seconded by Linda Doty, unanimously approved. Chief Webb noted that they will be trading in the old firetruck. On May 11, 2023 there will be an Open House at the Fire Station to recruit new firefighters.

•Other Business: No other business.

## **X. Executive Session**

Ben Curtis made the motion to find that premature general knowledge regarding a personal matter would clearly place the public body or a person involved at a substantial disadvantage if discussed in public. The motion was seconded by Tom Hogan, unanimously approved.

Tom Hogan made the motion to enter executive session at 6:39 p.m. to perform the Town Manager's annual performance review under the provisions of 1 V.S.A. 313(a)(3).

The motion was seconded by Bruce Baccei, unanimously approved.

Bruce Baccei made the motion to exit executive session at 6:45 p.m. The motion was seconded by Ben Curtis, unanimously approved.

No action.

**Adjourn**

**XI.** Ben Curtis made the motion to adjourn the March 27, 2023, regular Selectboard meeting at 6:46 p.m. The motion was seconded by Linda Doty, unanimously approved.