

Town of Proctor Selectboard Meeting Minutes

Draft

April 25,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 7:00 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
Megan Cannucci
Charlotte Firestone
Angelo Lynn
Peg TV

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved April 11,2022 regular meeting minutes.
- Unanimously agreed at 6:02 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:18 p.m. to adjourn the meeting of the Selectboard and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:19 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$69,478.41.
- Unanimously approved Facility Use Policy.
- Unanimously approved Facility Use Agreement for A One-Time Event.
- Unanimously approved Standard Allowance for ARPA.
- Unanimously agreed to enter executive session at 6:41 p.m.
- Unanimously agreed to exit executive session at 6:58 p.m. Action
- Unanimously approved Interim Pool Director contract.
- Unanimously agreed at 7:00 p.m. to adjourn the April 25,2022 regular Selectboard meeting.

Action Items

I. Call to Order - Pledge of Allegiance

This was a Zoom Conferencing meeting, as well as, in person at the Town Office Meeting Room.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda, as presented.
The motion was seconded by Linda Raymond, unanimously approved

III. Review of Minutes

Bruce Baccei made the motion to approve the April 11,2022 regular meeting minutes, as presented. The motion was seconded by Tom Hogan, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

No guests.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: Highway crew doing a great job sweeping roads around town.

VII. Highway Department

Operations Report February 1-March 31,2022

Activities:

Road check daily
Maintain equipment
Cut & split firewood
Checking Beaver Pond Dam
Filling in potholes
Sweeping Roads
Fixing winter plow damage
Cleaning and put away sanders and plows for season
Prepped lawn mowers for summer (new blades/oil filter/oil change)
Swept Marble Bridge sidewalk
Picked up 5 loads of topsoil and hay
Filled in sinkhole at 101 Park St
Brought 5 ton to Earle's' truck repair for sensor on motor
Put-up high-water sign on GBR

Ongoing Activities:

Potholes
Road Checks
Beaver Pond Checks
Service vehicles
Cleaned garage
Start Spring time clean-up

Planned Projects:

Culvert replacement on West St
Ormsbee Ave culvert and catch basin replacement
Clearing out ditches
Cleaning out catch basins

Overtime:

No over time

Other New and/or Old Business: No other new and/or old business.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:02 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Ben Curtis, unanimously approved.

Operation Monthly Report:**Activities**

Weekly Water pump station check.
Performed all water testing all passed.
Dailies.
Robert and Nick finished online Water class
Nick signed up for water test on May 5th
Both Nick & Rob will be eligible for their water license on June 1st 2022
Cleaning and maintaining buildings

Ongoing/Planned Activities

Curb stops at 49 West St.
Installing 300' of 2" plastic water line on GBR to put in ROW in June 2022
Flushing Fire Hydrants in May from 5/9/22 to 5/20/22 town wide
Searching for curb stops for replacement in ROW
Repair water valve on Parch St
Remove and replace fire hydrants on Terrace Hill & Green Square with 2" flushing hydrant
Install curb stop in ROW on homes that are not in ROW

Delinquency Report: Handout provided. Pink slips have been sent out. Discussion by the Selectboard about how shut-offs are being addressed. The Town treasurer will attend the next Selectboard meeting to discuss the shut-off procedure.

Other New and/or Old Business: No other new and/or old business.

IX. Board of Sewage Commissioners

Linda Raymond made the motion at 6:18 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:

Activities

Perform all monthly WW sampling

Cleaned UV lights

Turned on second blower for more air in lagoons

Pulled #2 pump at Library pump station and cleaned out mop head and back flushed

Champlin relaced panel at Styles Meadow pump station March 24th 2022 all is working well

Maintenance on blowers

Check pump stations

Signed Nick and Rob up for WW classes in May and June

Ongoing/Planned Activities

Training of new hires

Repairing airlines and diffuser

Jetting of problem sewer areas - started

Looking into getting provisional WW licenses for Nick & Rob

Looking for curb stops for delinquent sewer tax

Fix sewer line at Town Office

Finish North St sewer

Fix Gibb St sewer

Other New and/or Old Business: No other new and/or old business.

Ben Curtis made the motion at 6:19 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

*Interim Zoning Administrator Duties: Michael Ramsey is the current Interim ZA. Accepting applications for the position, there has been some interest.

*VCDP Grant Application: Application submitted, anticipate a response in June.

*Mortimer Proctor Playground Proposal: Application has been resubmitted to the Trust.

*Town Hall Roof repairs: Miles Roofing will replace about 15 tiles, cost \$650.00.

*Pool Director Search: Continue to seek a Pool Director.

*Made corrections to LEMP: Corrections requested by the Selectboard were made and submitted. Next year invite a school representative to participate.

*Submitted Insurance Claim for Styles Meadow: Claim has been submitted and is currently under review.

*Transfer Station Spring/Fall Bulky Waste Drop Off: Event will take place May 7th from 9am-1pm, a ticket from the Town Office is required (no fee). Hazardous Waste will be onsite from 11am-2pm. Ordered two dumpsters.

*Submitted Wetland Permit and Mailed out Public Notices: Submitted and mailed out to the eight adjoining properties.

*ARPA Research: Handout provided. Funds need to be obligated by December 31,2024 and spent by December 31,2026. Spoke with A&E about the lagoon liner, last estimate 2 years ago – estimates have doubled to 1.3 million for sludge removal.

*Water Flushing Notice: Posted – taking place from May 9- May 20.

- *Fuel Prices Impacting Contracted Services: Casella has begun charging a fuel surcharge per their contract. Currently, \$1,000.00 per month.
 - *Grant in Aid Project: Stephanie Burke will be visiting next week to review projects for viability.
 - *Marble Bridge Repairs/Bid Solicitation: Solicitation for bids has been posted.
 - *Regional Manager's Lunch: Michael Ramsey did not attend due to illness.
 - *Attended Beaver Pond & Parks/Rec Committee Meetings: Beaver Pond – Gate unlocked, dock extension will be installed along with new benches funds come from MRP Trust, please stay on the marked trails.
- P&R-Skate Rink will open May 30th, June 4th Rotary North & South will stain the Rink building. Both groups along with Michael Ramsey are working on a Mini- Triathlon to host in Proctor.

XI. Discussion and Action from the Board

- Review of Bills & Signing of Selectboard's Orders: The Selectboard reviewed and signed the orders totaling, \$69,478.41.
 - Sheriff's Report: Handout provided. Ben Curtis inquired about a billing post- Michael Ramsey will follow up with RCSD.
 - Facility Use Agreement Policy: Tom Hogan made the motion to approve the Facility Use Policy with the addition of the Proctor Youth League, under Facilitates to Which This Policy Applies. The motion was seconded by Linda Raymond, unanimously approved. Tom Hogan made the motion to approve the Facility Use Agreement For A One-Time Event. The motion was seconded by Bruce Baccei, unanimously approved.
 - Accept Standard Allowance for ARPA: Ben Curtis made the motion that the Town of Proctor make the one-time irrevocable decision to elect the "Standard Allowance" approach for our ARPA award in the amount of \$476,787.02 to spend on the provision of government services throughout the period of performance of the grant. The motion was seconded by Bruce Baccei, unanimously approved.
 - Other New and/or Old Business: Michael Ramsey will look into check signing rules for the Town Manager.
 - Executive Session: Bruce Baccei made motion to enter into executive session at 6:41 p.m. under the provision of VSA Title Section 313(a) to discuss the Interim Pool Director Contract. The motion was seconded by Ben Curtis, unanimously approved. Tom Hogan made the motion to exit executive session at 6:58 p.m. The motion was seconded by Bruce Baccei, unanimously approved.
- ACTION:** Linda Raymond made the motion to offer Lisa Miser the Interim Pool Director position from June 13- July 3,2022. The motion was seconded by Tom Hogan, unanimously approved.

XII. Adjourn

Ben Curtis made the motion to adjourn the April 25,2022 regular Selectboard meeting at 7:00 p.m. The motion was seconded by Bruce Baccei, unanimously approved.