

Town of Proctor Selectboard Meeting Minutes

Draft

June 27,2022

Zoom Video Conference

Town Office Meeting Room

6:00 – 6:51 p.m.

Board Members Present

Bruce Baccei

Ben Curtis

Judy Frazier,Chair

Tom Hogan

Employees Present

Lisa Miser, Recorder

Michael Ramsey, Town Manager

Other Guests Present

Phillip Anderson

Ray Beyette

Charlotte Firestone

Angelo Lynn

Doug Todd

Peg TV

Keith Whitcomb

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved June 13,2022 regular meeting minutes.
- Unanimously approved landowner agreement and Stream Alternation Permit.
- Unanimously agreed at 6:14 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:26 p.m. to adjourn the meeting of the Selectboard 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 \$69,930.30.
- Unanimously appointed Proctor Selectboard as the Local Cannabis Control Commission.
- Unanimously approved FY23 RCSD contract, \$87,360.00.
- Unanimously approved FY23 water and sewage rates.
- Unanimously approved FY22 Audit Scope and Objectives.
- Unanimously agreed at 6:51 p.m. to adjourn the June 27,2022 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.

A full Selectboard was not seated, all motions passed unanimously unless noted.

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda, as presented.

The motion was seconded by Ben Curtis, unanimously approved

III. Review of Minutes

Tom Hogan made the motion to approve the June 13,2022 regular meeting minutes, as presented. The motion was seconded by Bruce Baccei, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

Doug Todd-Chittenden Dammer's Trail Coordinator: Photos of the bridge that need to be replaced on the town's property was presented. The bridge is located on Corridor 7A, which is a main corridor for the trail system. He noted he has met with the Stream Alteration Engineer for the bridge replacement. Tom Hogan made the motion to approve the landowner agreement and Stream Alteration Permit for construction of a new bridge along the Proctor Water Trail portion of the VAST trail system. The motion was seconded by Ben Curtis, unanimously approved.

Doug Todd also inquired to having a conversation for a permanent easement for the snowmobile trails. The Selectboard noted they are open to a conversation.

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The Proctor community suffered a great loss with the death of Nancy Hunter Kennedy last week. Thank you to Carol Alt for her dedication to the beautification of Proctor, particularly the flowers at the triangle. Congratulations to Shelby Moody on her completion of the Junior Fire Academy program. Thank you to all residents that participated in the Town Wide Tag Sale.

VII. Highway Department

Operations Report June 2022

Activities:

Road check daily

Maintain equipment

Ordered culverts for Florence Road repair 80' of 30" and 40' of 24"

TW Grace repaired Florence Road and replaced and repaired 3 culverts. Also cut about 5 dead trees along Florence Road washout

Looking for new Highway employee

Roadside mowing Florence Road and West Street

Repaired wash out on Pleasant Street by Train Trestle

Open Florence Road 6/23/22 still needs to be paved – Wilks is going to pave later this year when they pave West Creek Road in Pittsford
Planned paving Taylor Hill, Bluff Street and Gibb Street
Cleaned and Fixed culvert on Curry Street
Clean catch basins
Mow and trim lawns
Call out for tree down on RT3 and South Street 2:00 am RCSD 6/19/22

Ongoing Activities:

Potholes
Helping with Water line replacement on Gorham Bridge Road
Road Checks
Beaver Pond Checks
Mow Lawns
Service vehicles

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

Paving Bid Solicitation for Summer 2022: Bid documents have been sent out. Bids are due July 8th.

Marble Bridge Repairs: Waiting to meet with Guy Tedesco to discuss bridge repairs. Also looking to sandblast and paint bridge light bases.

Reimbursement for Railroad Bridge Water Line: The auditor brought a refund to the attention of the Town Manager for \$15,000.00 for water lines. Document has been submitted.

Right-of-Way Maintenance: There has been a lot of conversation from homeowners about trees in the ROW that present a safety concern. Bids are being solicited for tree work.

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

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:14 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: June 2022

Activities

Weekly Water pump station check
Performed all water testing all passed
Dailies
Repaired PRV valve on Field Street
Attended the GMWEA Spring meeting at Killington 5/26/22

Performed one water disconnect on Williams Street
Installed new chlorine injection pump at Water Plant
Mowed and trimmed lawns
Met with Galen from D&K about O&M manual

Ongoing/Planned Activities

Curb stops at 49 West St.
Installing 300' of 2" plastic water line on GBR to put in ROW in July 2022
Repair water valve on Parch St
Remove and replace fire hydrants on Terrace Hill & Green Square with 2" flushing hydrant

Gorham Bridge Water Service Project: Need to obtain one temporary easement, anticipate project complete by end of July.

Delinquency Report: Every delinquency listed over \$750.00. There is money available through VHAP to assist with delinquent accounts. Michael Ramsey suggested looking into accepting credit/debit cards, believes this will ease the ability for residents to pay.

O&M Manual Updates/Source Protection Plan: The manual is close to being finalized.

Flood Resilient Communities Fund/Field Street Generator: A need for a generator at the Field Street well was noted during the LHMP update. There is a grant available with a 90/10 match through the Hazard Mitigation Grant Program. Update will be provided at next meeting.

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

IX. Board of Sewage Commissioners

Tom Hogan made the motion at 6:26 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: June 2022

Activities

Perform all monthly WW sampling
Cleaned UV lights
Turned on third blower for more air in lagoons
Cleaned telescoping valve and V notch wier at WWTF
Mowed and trimmed lawn at WWTF and pump stations
Ordered 1500 gallons of FX/300 for Phosphorus control in lagoons at WWTF
Took delivery of 1500 gallons of FX/300 6/23/22
Sewer back up 27 Cain Street sewer main plugged due to roots and broken pipe in road will repair as soon as possible. Insurance claim
Blower maintenance
Ordered oil for blowers
Ron & Nick have completed their WW operator classes – now exams
Sewer problem at 19 Newton Street flush sewer line between garden Street and Newton Street – all good
Attended GMWEA Sping meeting at Killington 5/26/22

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

Sludge Removal/Linear Replacement Update: The RFQ for on call wastewater engineers needs to be updated. Meeting with Tom Brown to ensure following state process accurately. This will allow the town to apply for grant funds.

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

Tom Hogan 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 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.
- *Vacation: A few days to recharge.
- *LHMP Financial Reporting and Grant Closeout: In process.
- *Regional Manager's Lunch: Met executive director of VLCT and surrounding local leaders.
- *Assistant Town Clerk/Treasurer Search: Posted to Indeed received 20 applicants.
Conversation about non-resident becoming town clerk.
- *Tax Grievances: Six grievances.
- *Beaver Pond Meeting Report: Minutes in packet.
- *Proctor Pool Season Opener: Pool open, great article in the Reporter.
- *Meeting with new Emergency Management Coordinator from RRPC: Bauer Neisner is the new contact with RRPC. Course for EM available to take online.
- *Mosquito Spraying: The district is spraying regularly due to the high mosquito count.
- *Meeting with Butch Shaw: Meeting this week.
- *Renewable Propane Arrival Celebration: Open House at Proctor Gas this week.

XI. Discussion and Action from the

- Review of Bills/Expenditures & Signing of Selectboard Orders: The Selectboard reviewed and signed orders totaling \$68,368.17.
- Sheriff's Report: Handout provided
- Appoint Cannabis Control Board: Ben Curtis made the motion to appoint the Proctor Selectboard as the Town of Proctor's Cannabis Control Commission. The motion was seconded by Bruce Baccei, unanimously approved.
- VAST Trail Bridge Repairs/Stream Alteration Permit: See guests.
- Renewal of Law Enforcement Contract: Tom Hogan made the motion to accept the terms of the FY23 Law Enforcement Contract with RCSD, under which an annual service fee will be paid, \$87,360.00. The motion was seconded by Bruce Baccei, unanimously approved.

- Fiscal Year 2023 Water/Sewer Rates: Ben Curtis made the motion to set the FY23 Water rate at \$525 and Sewer rate at \$475. The motion was seconded by Tom Hogan, unanimously approved.
- Auditors Memorandum of Understanding: Ben Curtis made the motion to approve the FY22 Audit Scope and Objectives agreement between the Town of Proctor and Sullivan, Power and Co. The motion was seconded by Bruce Baccei, unanimously approved.
- Other New and/or Old Business: No new and/or old business.

XII. Adjourn

Ben Curtis made the motion to adjourn the June 27, 2022 regular Selectboard meeting at 6:51 p.m. The motion was seconded by Bruce Baccei, unanimously approved.