

Town of Proctor Selectboard Meeting Minutes

Draft

July 11,2022

Town Office Meeting Room

Zoom Video Conference

6:00 – 6:35 p.m.

Board Members Present

Bruce Baccei
Ben Curtis, Vice Chair
Tom Hogan
Linda Raymond

Employees Present

Lisa Miser, Recorder
Michael Ramsey, Town Manager

Other Guests Present

Philip Anderson
Charlotte Firestone
Angelo Lynn
Peg Tv
Keith Whitcomb

Agreements/Approvals

- Unanimously approved agenda.
- Unanimously approved June 27,2022 regular minutes and July 8,2002 special minutes as written.
- Unanimously accepted Wilk Paving bid, \$142,677.15.
- Unanimously agreed at 6:13 p.m. to recess the meeting of the Selectboard and convene the Board of Water Commissioners.
- Unanimously agreed at 6:15 p.m. to adjourn the of the Board of Water Commissioners and convene the Board of Sewage Commissioners.
- Unanimously agreed at 6:17 p.m. to adjourn the Board of Sewage Commissioners and resume the meeting of the Selectboard.
- Signed orders totaling \$58,416.47.
- Unanimously agreed at 6:35 p.m. to adjourn the July 11,2022 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.

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

II. Review and Approve Agenda

Bruce Baccei made the motion to approve the agenda.

The motion was seconded by Tom Hogan, unanimously approved.

III. Review of Minutes

Ben Curtis made the motion to approve the June 27,2022 regular minutes and July 8,2022 special minutes, as written.

The motion was seconded by Linda Raymond, unanimously approved.

IV. Open Public Comment

No public comment.

V. Guests

VI. Good Stuff

The following groups/organizations were recognized for their outstanding service to the Proctor community: The weather has been great in Proctor allowing residents to enjoy all the outdoor attributes Proctor has to offer; Beaver Pond, Falls, hiking trails, pool, roller rink and fishing from the bridge.

VII. Highway Commission

Paving Bid Solicitation for Summer 2022: Two bids were submitted for the project; 1) Wilk Paving \$142,677.15 and 2) Pike Industries \$194,189.50.

Tom Hogan made the motion to accept the Wilk Paving bid, \$142,677.15. The motion was seconded by Linda Raymond, unanimously approved.

It was also requested that Michael Ramsey incorporate in the contract that the project is completed by end of October.

Right-of-Way Maintenance: Tree cutting bids are being solicited.

Marble Bridge Repairs: Michael Ramsey will be meeting with Jeff Patch about bridge light replacements, looking at possible incentives and reducing the brightness of the lights. Playing phone tag with Tedesco. Having Vermont Quarries come take a look in the hopes they can provide suggestions and possible contractors. Michael Ramsey needs to check back in with La Fonds about painting the bridge light bases.

Beaver Pond Path NEPA Review Update: Portions of the project continue to be under review, anticipate hearing back from Environmental within a month.

Radar Signs: Mobile sign has been placed on North Street. Marked location for permanent radar sign on South Street.

VIII. Board of Water Commissioners

Tom Hogan made the motion at 6:13 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 July 27,2022 minutes.

VHAP Assistance: Michael Ramsey sent out a letter to all past due accounts sharing information for VHAP assistance. Letter in packet.

New Generator: Currently, no grants are available for generator. Michael Ramsey will continue to search for grant options.

IX. Board of Sewage Commissioners

Linda Raymond made the motion at 6:15 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 June 27,2022 minutes.

RFQ Update for General Engineering Services: This document will be provided at the next Selectboard meeting for review.

Tom Hogan made the motion at 6:17 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 continues the duties of the Zoning Administrator.
- * LHMP Finance Reporting and Grant Closeout: Reporting is complete.
- * Assistant Town Clerk/Treasurer Search: Search is closed, interviews will begin next week.
- * Pool Operations & Maintenance: Reached out to state about plant growth, looking at options.
- * Meeting with Butch Shaw: Discussed state budgeting concerns, will invite to next Selectboard meeting.
- * VCDP Grant Update: Did not receive grant. Anticipate applying again in December.
- * TAC Meeting Report: Traffic study will be performed on down town Proctor. Minutes in packet.
- * Chittenden Watershed Tour: Toured the property with John Corliss.
- * Phone & Internet Provider Solicitation: Promo plan has ended in the process of getting quotes as the bill has been increasing.
- * Report of Dog Bite: Report came from medical provider – called RCSD – never heard back from victim.
- * Attended Planning Commission Meeting: Established an Energy Committee.
- * Compensation Survey: Celia and Michael working on submission.
- * End of Fiscal Year Closeout & Audit: Finishing up all audit work.

XI. Additional Items Requiring Action from the Board

- Review of Bills/Expenditures & Signing of Selectboard's Orders: The Selectboard reviewed and signed orders totaling \$58,416.47.
- Sheriff's Report: Information only. Handout provided. Michael Ramsey will inquire about a billing question and invite sheriff to the next meeting
- Act 182- Tax Sales Prohibited During Pending VHAP Application: Information only.
- Stormwater Master Plan RFP: Needs to be reviewed by end of the week, Judy Frazier and Michael Ramsey will review.
- Park & Ride Grant Program: Grant information provided in packet. One suggestion was to bump in the park and make 10-15 parking spaces.
- Facility Use Agreement for Tapestry: The FUA and insurance had been provided in advance of Tapestry visiting the pool. Next Selectboard meeting authorizing Michael Ramsey to sign all FUA's.
- Other New and/or Old Business: No other new and/or old business.

XII. Adjourn

Bruce Baccei made the motion to adjourn the July 11,2022 regular Selectboard meeting at 6:35 p.m. The motion was seconded by Linda Raymond, unanimously approved.